

	<h2 style="color: purple;">COVID-19 Safety Protocol for working at EUC offices</h2>	
	<p>Document number based on ISO 45001:2018 : HSE.3.PP.2/G10 Updated: 24/09/2021</p>	

A. Access to the premises:

1. All administrative and academic staff members must consult the **«EUC. 12. Entry Screening Safety Protocol»**

B. Being at the office:

1. Taking the stairs is safer than using the elevator. Number of people in elevator should not exceed two (2) at any time.
2. Keep windows slightly open while air-conditioning is in use, to enhance ventilation with fresh air. If the a/c system has a mode for air recycling, keep it off.
3. There will be a safe distance of at least 2m between office desks in closed working places.
4. Ventilation systems will be operating from an hour before and during the working time.
5. Use of face masks, covering mouth and nose, is mandatory in all closed public spaces for all persons aged 12 or older. Use of surgical masks instead of cloth masks is encouraged.
6. Sharing of pens, pencils, papers, and other stationery or personal materials between students and/or faculty/instructors and/or administrative staff members is strictly forbidden. Hand hygiene is strongly recommended after touching hard copies and documents or other common objects and high-touch surfaces (e.g., desks, switches, etc.).
7. The security personnel will be responsible for monitoring the traffic inside and outside the entire premises in close collaboration with the HSE & Security office.
8. **Everyone is advised to avoid pointless movements around the premises.**

C. Use of toilet:

1. The toilets are equipped with the appropriate consumables under the responsibility of the Cleaning Department (water, soap, and antiseptic liquids) for disinfection of hands. The maximum number of persons in toilet premises should not be exceeded.
2. Before using the toilet, perform hand hygiene with hand antiseptic.
3. Avoid crowding when using the toilet.

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4. Perform hand washing with water & soap for at least 20 seconds right before and after use of the toilet.
5. For hand drying, prefer use of single-use paper towels.
6. Keep lid closed when flushing to avoid spread of droplets.
7. Keep toilet adequately ventilated.

D. During breaks:

1. It is preferable to have short breaks for smoking or lunch breaks alone.
2. In case that any two persons meet during a break, they should keep the required distance of 2m between them.
- 3. Up to two individuals at a time are allowed to visit the kitchen for their break.**

E. Emergency:

1. In case of a suspicious or a positive case, the emergency action plan will be applied by the nursing staff of the First Aid and Medical office.
2. If a person has COVID-related symptoms when arriving at any of the defined entrance/exit points of the premises, the nursing staff of the First Aid and Medical office is properly prepared and adequately equipped to act accordingly in close communication with HSE & Security office.

Notes:

- ✓ The cleaning staff disinfects all surfaces frequently, especially the study spaces, the reception desk, and the toilets, to maintain public health and safety.
- ✓ The nursing staff and the security personnel will be on duty for ensuring compliance with the measures required by the current safety protocol.
- ✓ The TV screens operating in the premises display important information regarding COVID – 19 such as symptoms, protective measures, and correct method of hands washing and disinfection.
- ✓ There are guidelines for proper handwashing in the toilets and at the defined entrance/exit points of the buildings.