



**OFFICE OF THE REGISTRAR**  
**The University of Haripur, Haripur**

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F. No: 2(3) UH/Reg/Estb/2020/ / 0098

September, 04/2020

To

**All Deans / Chairpersons / HODs / Sectional Heads**  
The University of Haripur

**Subject: Notification Regarding Standard Operating Procedures For Educational (Schools, Colleges, Universities) & Training Institutes**

I am directed to refer to the subject noted above and to enclose herewith a copy of Notification No. SOG/HD/1-35/Gen. Notification/2020/604 dated August 20, 2020, alongwith Standard Operating Procedures, as preventive measures against COVID-19, for Educational (School, Colleges, Universities & Training Institutes) issued by Health Department, Khyber Pakhtunkhwa, for its implementation in letter and spirit, please.

*Yambolli*  
**Assistant Registrar**  
(Establishment)

**Copy to:**

1. PS to Secretary, Higher Education Department
2. Principals of Affiliated Colleges
3. Director IT Services to upload SOPs on UOH website.
4. PS to Vice Chancellor
5. PA to Registrar
6. Relevant File
7. Master File



GOVERNMENT OF KHYBER PAKHTUNKHWA  
HEALTH DEPARTMENT

Dated Peshawar the 20<sup>th</sup> August 2020

NOTIFICATION

No. SOG/HD/1-35/Gen. Notification/2020/ 604 The Competent Authority is pleased to notify the following Standard Operating Procedures for Educational (Schools, Colleges, Universities) & Training Institutes for information and compliance by the concerned in letter and spirit.

STANDARD OPERATING PROCEDURES FOR EDUCATIONAL (SCHOOLS,  
COLLEGES, UNIVERSITIES) & TRAINING INSTITUTES

Objectives:

- Ensure implementation of all preventive measures to control the spread of COVID-19 in educational and training institutes.
- Ensure a safe learning environment in schools, colleges, universities and training institutes, keeping in view COVID-19 prevention and control SOPs.
- Ensure the availability of Hand washing/ hand sanitization facilities in educational and training institutes.
- Early detection and timely reporting of any suspected case to health authorities.

Basic principles:

- Class rooms/ lecture halls of all the schools, colleges, universities and training institutes must be well ventilated.
- Hand washing facilities with running water and soap must be easily accessible for all the students and trainees of the institutes/ schools/ colleges.
- Educational and training institutes should enforce and promote necessary precautions including social distancing and hand washing.
- Availability of Hand sanitizer at the class entrances should be ensured.

Page 1 of 6 SOPs for Educational (Schools, Colleges, Universities) & Training Institutes August 20, 2020

(P-T-O)



## GOVERNMENT OF KHYBER PAKHTUNKHWA HEALTH DEPARTMENT

- All the students, teachers, trainers, trainees and other staff with acute illness should report to the concerned institute about his/her illness immediately and not attend the educational or training facility till further advise or till COVID-19 as a cause of illness has been excluded.
- Necessary seating arrangements at class rooms/ lecture halls, cafeteria/ canteens in all educational/ training institutes to maintain social distancing. Same practice may be adapted at libraries and laboratories.
- Every institute may make necessary arrangements for raising awareness amongst the students, trainees or other staff regarding prevention and control of COVID-19.

### **Key steps:**

Every educational and training institute is expected to ensure the following steps in accordance with national guidelines from time to time.

### **Health Promotion & Prevention**

- Awareness of the students, trainees, faculty members, trainers and other staff regarding COVID-19 signs & symptoms, mode of transmission, prevention and control measures and it's complications.
- Post charts/banners in highly visible location on promotive and protective measures for COVID-19.
- Institutional staff, students must be trained for minimal contact and social distancing during classrooms/ training sessions.
- Staff at school, college and university canteen should be trained on social distancing and wearing protective gears (masks, gloves etc.)
- Sanitary staff in educational and training institutes especially in Hostel/boarding facilities and canteens should be trained on use of personal protective equipments (Mask, Gloves etc.), cleaning and surface decontamination SOPs.
- Be aware of fake information/myths that may circulate by word-of-mouth or online.



GOVERNMENT OF KHYBER PAKHTUNKHWA  
HEALTH DEPARTMENT

- Educate staff, students about when to stay at home and when it is safe to return to school/college/university.

Health Protection and Infection Control

- Promote and enforce hand washing and respiratory etiquettes at educational and training institutes.
- Reinforce frequent handwashing, sanitation and procure needed supplies.
- Establish and maintain handwashing stations with soap and water, and if possible, place alcohol-based hand rub (hand sanitizers) at class rooms, training halls, corridors, at entrances and exits of class rooms/ lecture halls, cafeteria/canteens and boarding facilities and any other relevant premises.
- Ensure that staff, students and trainers are wearing masks in class rooms, training halls, conference rooms, canteens, common rooms etc.
- Ensure that hand sanitizers are available at reception counters in school/ college/ university canteens and at common rooms.
- Encourage the use of disposable utensils at dining halls at student hostels and school/ college/ university cafeteria.
- Institutes should discourage big gatherings and small gatherings may be arranged at outdoor premises keeping social distancing, instead of indoor activity.
- Implement social distancing practices that may include:
  - Avoid rush at the beginning and end of school timings by ensuring social distancing outside the school premises.
  - Cancelling assemblies, sports and other events that create crowded conditions (especially rush on canteens in breaks).
  - When possible, create space for seating desks, to be at least one metre apart.
  - To avoid overcrowding minimum number of students/ trainees should be accommodated in same room.
- Establish procedures if students/ trainees or staff become unwell;

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GOVERNMENT OF KHYBER PAKHTUNKHWA  
HEALTH DEPARTMENT

- Each institute/ school may plan ahead to coordinate with local health authorities, ambulances and district administration for reporting of any such case.
  - Each institute may update it's emergency contact list for shifting of such cases.
  - Ensure a procedure for separating sick from those who are well – without creating stigma – and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible.
  - Share procedures with trainers, trainees, staff, parents and students ahead of time.
  - Ensure implementation of guidelines issued by the government from time to time.
  - Availability of face masks in every educational and training institute at least for the sick child.
- Share known valid information with staff, caregivers, students and trainees, providing updated information on disease situation, including prevention and control measures in the institute.
  - Reinforce that caregivers should alert the institute/ school/ college and health care authorities if someone in their home has been diagnosed with COVID-19 and keep their student/ trainee at home.
  - Utilize parent-teacher committees and other mechanisms to promote information sharing.
  - Adapt attendance policies where appropriate by developing flexible attendance and sick leave policies that encourage trainees, students and staff to stay at home when sick or when caring for sick family members.
  - Discourage the use of perfect attendance awards and incentives.
  - Plan for possible academic calendar changes, particularly in relation to breaks and exams.
  - Monitor institutional attendance, implement absenteeism monitoring systems to track student and staff absence and compare against usual absenteeism patterns at the institute.
  - Alert local health authorities about any surge/ large increase in student and staff absenteeism due to respiratory illnesses.

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GOVERNMENT OF KHYBER PAKHTUNKHWA  
HEALTH DEPARTMENT

- Plan for continuity of learning in the case of absenteeism/sick leave or temporary school closures distant learning strategies may be adapted to minimize unnecessary touching. This can include:
  - Use of online/e-learning strategies
  - Assigning reading and exercises for home study
- Implement targeted health education by incorporating disease prevention and control measures in daily activities and lessons.
- Work with health workers/social workers to identify and support students and staff who exhibit signs of distress.
- In every educational and training institute, one staff member should be nominated as focal person for ensuring that safety precautions and hygiene recommendations are implemented and he will report timely any breach to concerned management for rectification.
- Surface decontamination (especially of frequently touched surfaces like door knobs, chair arms, tables etc.) with 0.1 % chlorine solution (Bleaching powder) should be conducted on regular intervals after cleaning with plain water and house hold detergent at workplace and accommodation facilities in educational and training institutes.
- Proper waste management protocol should be in place. Trash can, cleaning equipments and garbage room should be periodically decontaminated.

Monitoring Mechanism:

- Regular and effective monitoring of implementation status of SOPs should be conducted by concerned department, in case of any query/ dispute technical support will be extended by health department. For the purpose committees in these institutes may be constituted to ensure implementation of SOPs.
- Deputy Commissioner, DEOs for the respective schools, Principal of colleges, Registrars of the universities, Directors of the training institutes will be made responsible to ensure compliance.

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- District Health Officer of the concerned district along with his team will monitor and report all the deviations from the SOPs to the district government or the relevant authority for necessary action.

SECRETARY HEALTH  
KHYBER PAKHTUNKHWA

Copy forwarded to the:

1. All Administrative Secretaries in Khyber Pakhtunkhwa
2. All Divisional Commissioners, Khyber Pakhtunkhwa
3. Director General Health Services, Khyber Pakhtunkhwa.
4. All Deputy Commissioners, Khyber Pakhtunkhwa
5. PSO to Chief Secretary, Khyber Pakhtunkhwa
6. Director General, Drugs Control and Pharmacy Services
7. PSO to Minister for Health Khyber Pakhtunkhwa
8. Director Health Services, Merged Areas, DGHS Office, Peshawar
9. All District Health Officers, Khyber Pakhtunkhwa
10. All Medical Superintendents, Khyber Pakhtunkhwa
11. All Section Officers, Health Department
12. PS to Secretary Health

*Farhan Khan*  
20/8/2020

FARHAN KHAN  
SECTION OFFICER (GENERAL)