

2021 Campus Reopening Guide

Summary of COVID-19 Safety Protocols
for Ashesi Students Returning to Campus



ASHESI
UNIVERSITY

ITEM	DETAILS
1. School re-opening timeline	<p>Jan. 4 - Campus reopens for vetted Staff & First Year Cohort 2 Jan. 11 - Campus re-opens for vetted First Years Cohort 1 Jan. 15 - Campus reopens for vetted Continuing Students Group 1 Jan. 16 – Campus reopens for vetted Continuing Students Group 2 Jan. 18 – Online classes begin</p>
2. Returning members of the Community	<p>Students:</p> <ul style="list-style-type: none"> - A maximum of 528 students in on-campus housing - A maximum of 100 students in approved off-campus housing (once on-campus housing is filled) <p>Staff & faculty:</p> <ul style="list-style-type: none"> - Departments that directly interface with students and provide support to students will have staff representation on campus <p>Key auxiliary staff:</p> <ul style="list-style-type: none"> - Janitorial - Security - Landscaping - Catering
3. Housing	
3.1. On-Campus Housing	The offer of housing to be made to students is for Ashesi on-campus housing
3.2. Off-Campus Housing	<p>Students who have been vetted and given an offer to return to campus will be allowed in off-campus hostels that have been vetted and approved by the reopening housing team, once spaces in on-campus housing have been filled.</p> <p>Details of which off-campus facilities have been approved will be communicated to students by email and made available on the Ashesi website.</p>
4. Safety Measures	
4.1. New Structures that have been instituted	<ol style="list-style-type: none"> 1. COVID 19 Team <ul style="list-style-type: none"> - An interdepartmental team is in place and responsible for planning, preparation, and surveillance. 2. All campus spaces have been re-organized to accommodate social distancing. 3. Temperature checking, handwashing and sanitizing points have been established across campus. 4. Masking Wearing Policy has been instituted and all persons are always required to wear masks in all public spaces across campus.

	<ol style="list-style-type: none"> 5. Students will be allowed to take off masks only in their rooms. 6. Social gathering exceeding 10 persons are prohibited, gatherings will only be permissible for academic purposes. 7. Virtual meetings are highly encouraged whenever possible, for all other social events. 8. Classes will continue to remain online. 9. Re-entry screening and Mandatory COVID Testing <ul style="list-style-type: none"> - A mandatory health questionnaire and PCR testing requirements will be sent to all vetted returning community members. 10. Mandatory COVID-19 Training <ul style="list-style-type: none"> - Simulations, training, visual aids and education programs to enhance awareness of COVID 19 and prevention to be delivered online and participation for returning students is mandatory. 11. Access to all offices and administrative areas will be by appointment ONLY.
<p>4.2. General Rules of Engagement</p>	<ol style="list-style-type: none"> 1. All community members are bound by the Ashesi Honour Code and are liable to be sanctioned by the Ashesi Judicial Council (AJC). As such, members of the community are reminded that they are responsible for protecting themselves, others and the entire community from a possible COVID infection. 2. All vetted students will be required to pay a non-refundable housing fee as stipulated on your bill 3. Students who opt to return to campus will be required to stay until the end of the semester (i.e. from January – May). This restriction applies to weekends, mid-semester break and public holidays. However, the following will be in place: <ul style="list-style-type: none"> • Students may leave campus when absolutely necessary, however you will need to seek permission from the SLE office and the health service to do this. Further details will be made available in your on-campus housing contract. • On your return, you will need to adhere to all the measures stipulated by the health team before you will be given access to campus. 4. Once a student opts to return to campus for the Spring Semester, they may not opt out at any point in time. Should you wish to vacate on-campus housing at any point in time and for whatever reasons, you will forfeit any refunds for housing.

	<ol style="list-style-type: none"> 5. Visitors are strictly prohibited in all residential spaces. This includes family members, friends, and members of the Ashesi community who have not been approved to return to campus. 6. All community members are expected to comply with temperature checking, handwashing and sanitizing of hands and belongings at designated points. 7. “NO FACE MASK, NO ENTRY” is a requirement for access to campus (including in classrooms, offices, canteens, and other open shared spaces as designated) and will be enforced. 8. Social distancing protocols to be observed in the canteen eateries, while ONLY take-out services will be allowed. 9. Prescribed protocols for the receipt of deliveries and packages must be adhered to. Designated areas for package drop-offs will be communicated to students. 10. High levels of personal hygiene and sanitation must be maintained. 11. Wherever possible, encourage open windows and natural ventilation. 12. Large gatherings and congregating in numbers are highly discouraged. 13. Social distancing must always be observed. 14. Wash and/or sanitize your hands and frequently touched items (i.e. laptops, phones, eye wear, bags etc.) as often as possible. 15. Any additional protocols and restrictions that may be instituted during the semester will be binding on all community members. 16. The gym will be closed until otherwise decided on by management. 17. All other contact sports such as soccer and basketball are prohibited until otherwise decided on by management. 18. Other commonly used areas and public spaces that have been determined as a potential threat to the spread of the disease have been closed off. 19. Increase frequency of cleaning and disinfecting during the day. Special attention on door handles, banisters, desks, and other surfaces. 20. Please refer to Appendix 1 below for a more detailed list of protocols.
<p>5. Protocols in the event of suspected or confirmed cases in the Ashesi community</p>	<p>TESTING FOR COVID-19 The health team will be working with LEDing Medical Laboratory to provide testing service to the Ashesi community. LEDing Medical Laboratory is a COVID 19 testing centre and will provide onsite COVID 19 testing for the community.</p>

6. Frequency of testing

- Two PCR tests will be conducted in the course of the semester. The first testing is mandatory and will be before entry is allowed on campus.
- The second testing will be done in clusters on and off campus. Further details will be provided later
- Testing for suspected cases will also be done when necessary

SUSPECTED CASES

Any persons presenting with fever (> 37.7°C), or history of fever and symptoms of respiratory illness (e.g. cough, difficulty in breathing)

OR Close contact with a person who is under investigation or confirmed for COVID-19

- All suspected persons including staff, faculty, students, and auxiliary staff will be admitted to the isolation unit.
- The district health directorate will be contacted and given a report
- Contact LEDing to report suspected case for samples to be taken and sent for testing.
- Suspected case and close contact (roommate, close friends) will be admitted at the isolation center until result from test is received.
- Temperature checks for suspects will be done twice daily and suspected cases monitored twice daily until COVID 19 test results are ready.
- In the event of a negative result, the suspected patient will be discharged back to his or her room.
- In the event of the positive result the protocol for a confirmed case will be applied.

CONFIRMED CASE

Any person with laboratory confirmation of SARS-CoV-2 infection with or without symptoms. Upon confirmation of case

- The case will be transported by the national Covid-19 team to the designated treatment centre for further management.
- Emergency contacts of the confirmed case will be contacted

Contact tracing will be initiated to include the following

- All persons the confirmed case has been in contact with in the last 14 days
- Classes, offices and other public areas the case has been in the last 14 days

All contacts of the case will be isolated based on the numbers at the following

- Seven or less at the isolation centre

More than seven

The closest contacts of the case will be admitted at the isolation centre with the rest isolated in the furthest hostel from the rest of campus. All suspected contacts will be tested to confirm Covid 19 status.

RECOMMENDATIONS UPON SUSPECTED OR CONFIRMED CASE

- Disinfection of campus, specifically areas visited by case in the last 14 days (room, classrooms, canteens, and other areas specific

APPENDIX 1. Specific Details

SEGMENTS OR LOCATIONS IMPACTED	PROTOCOLS
<p>a. Re-entry screening and Mandatory COVID Testing</p>	<p>Cohort 2 reporting to campus 4th January</p> <ul style="list-style-type: none"> - Assigned single occupancy - Onsite testing for freshmen conducted. - For those found to be positive, they will be moved off campus for treatment, contact tracing, and room disinfection - Those found negative, will be assigned to their rooms <p>Cohort 1 report to campus 11th January only,</p> <ul style="list-style-type: none"> - Assigned single occupancy - Onsite testing for freshmen conducted. - For those found to be positive, they are moved off campus for treatment, contact tracing, and room disinfection - Those found negative, will be assigned their rooms <p>Continuing Students</p> <ul style="list-style-type: none"> - 15th and 16th January only (two groups), onsite testing for continuing students, those that test negative get paired with freshmen who tested negative - Missing of COVID-19 testing on the assigned dates is highly discouraged. - Students who do miss onsite testing, will not be allowed to stay on-campus and forfeit any payments they have made for housing
<p>b. Mandatory COVID 19 Training</p>	<ul style="list-style-type: none"> - Mandatory virtual training sessions will be held for all returning students, cafeterias, external hostel managers and other identified groups. Dates of which will be communicated in due course.
<p>c. Staff/Faculty Offices and other Administrative Areas</p>	<ul style="list-style-type: none"> - Access to be granted by appointment only. Students may need to show proof of appointment (soft or hard copy) to security before being granted access to administrative areas. - Where possible, operate an open-door policy to prevent touching of doors and encourage open windows for increased ventilation. - Face masks are required for use by all persons in offices and on campus - Observe social distancing in waiting areas and in offices, re-arrange furniture where necessary to accommodate safe distances while meeting and visiting offices. - Comply with temperature checking and hand washing and/or sanitizing protocols established in administrative areas.

<p>d. Lecture Halls and Other Academic Spaces</p>	<ul style="list-style-type: none"> - Only designated spaces are to be used. When in doubt about what spaces are available for use, contact SLE to confirm. - Face masks are required for use in all lecture halls and academic spaces - Comply with temperature checking and hand washing and/or sanitizing protocols established in administrative areas. - Observe social distancing. - Comply with maximum occupancy limits that have been established for each space (i.e. do not carry additional chairs into spaces or admit more persons than what is prescribed). - Comply with any additional directives that may be instituted in specific areas and spaces such as the Library, Workshop, Computer, Design and Engineering Labs.
<p>e. Protocols in On Campus Housing</p>	<ul style="list-style-type: none"> - Visits from persons outside the Ashesi community is strictly prohibited (including family, hairdressers, delivery personnel, sales- persons, etc.) - Students are to note sections of the Housing Policy such as 14.11 have been revised to reflect our COVID prevention and control strategy. - There will be no entry for students other than those that have been assigned residency in on-campus housing. - Room occupancy will be a maximum of four to a room, based on recommendations from Health experts. PCR results will be available before students are assigned their permanent rooms. - Mask wearing is highly recommended in common external areas of the hostel. - Students are encouraged to maintain physical distancing, everywhere on campus including hostels. - Do not go visiting anyone in their rooms and don't entertain visitors in yours. If you must meet do so in airy open spaces and mask up and observe appropriate physical distance. - Entry into the hostel will be by the Efua Sutherland Hall (Main Hostel) Entrance ONLY on move-in day. Students will be required to have their temperature checked wash AND sanitize their hands before being allowed entry. All other entrances to the hostel will be closed off on move-in day and opened for free flow of traffic afterwards.

	<ul style="list-style-type: none"> - Cleaning of rooms and bathrooms will continue to be done by students ONLY. Students are not allowed to solicit the services of auxiliary staff to do this on their behalf. - The janitorial staff will continue to clean and sanitize common areas such as kitchenettes, corridors, walkways, general grounds, tv rooms and lounges. - Students are to either do their own laundry or make use of the laundromats. Students are not allowed to solicit the services of auxiliary staff to do their laundry on their behalf. - The Bliss Lounge will remain closed to commercial activity (i.e. the Hakuna Matata Eatery will remain closed). - RA's will champion the enforcement of laid down protocols. - Students are encouraged to send in their maintenance requests directly to the Support Centre and through their RA's.
<p>f. Protocols in off campus housing</p>	<p>The rules and protocols that have been instituted on the Ashesi campus are by extension applicable to approved off-campus facilities as well, and students are expected to comply with them and any additional measures put in place by management of the approved off-campus facilities.</p>
<p>g. Temperature Checking, Handwashing and Hand sanitizing Protocols</p>	<ul style="list-style-type: none"> - Where temperature checking, hand washing and sanitizing points have been provided, students are expected to comply with the directive given, regardless of whether or how many times it has been done prior. - It is recommended that: <ol style="list-style-type: none"> 1. Wash your hands for 20 seconds with soap under running water. 2. Have your temperature checked and ensure that the reading is 37°C or below 3. Fill the log (where necessary) 4. Sanitize your hands with the alcohol-based hand sanitizer provided
<p>h. Face Mask Protocols</p>	<ul style="list-style-type: none"> - Every student will be expected to come to campus with appropriate face covering and additional face masks for their personal use. - Face shields alone will not be an acceptable substitute for facemasks and if worn, must be worn with a face mask as well. - Face masks must always be worn properly to cover the nose and mouth completely.

	<ul style="list-style-type: none"> - Disposable masks are for daily use only. These types of masks are to be tied and disposed of properly. When wet, kindly dispose of disposable face masks - Reusable masks can be re-used for as long as the integrity of the material used in making them stays in tack. These types of masks can be worn for up to 12 hours and must be washed with soap and warm water, sun/air dried and ironed before re-using.
i. Protocols for Canteens	<ul style="list-style-type: none"> - The eateries of all canteens (both on-campus and at off-campus facilities) have been re-arranged to allow for social distancing. - ONLY take-out services will be allowed in all canteens on-campus and in off-campus facilities. - Maintain social distancing, face mask etiquette and hand washing and /or hand sanitizing in all spaces.
j. Protocols at Essentials	<ul style="list-style-type: none"> - Not more than 2 persons at a time are allowed into Essentials - Social distancing must be adhered to while queueing. Floor marking provided outside are to aid with this. Please avoid converging in groups as you wait for your turn.
k. Protocols for receipt of external packages and deliveries	<ul style="list-style-type: none"> - Delivery personnel and anyone delivering a parcel to students (including family) will not be allowed entry beyond the designated delivery drop-off point(s) - All deliveries and parcels are to be packed properly and labelled with the NAME AND TELEPHONE NUMBER of the receiving student. - Items received on behalf of students (including food) will be conveyed to the Main Hostel Lobby and they will subsequently be contacted by the Hostel Coordinators per the details provided on the labels for collection. - Students are to notify the Hostel Front Desk (0501331667) when they are expecting a package. - Packages when received are to be handled with gloved hands and/or sanitized before opening. Where possible the contents of the package should be sanitized as well. - Consider leaving non-urgent packages in the sun or for a recommended fallow period where possible. - Where possible, reheat food before eating.
l. Room Cleaning and Hygiene	<ul style="list-style-type: none"> - All students will receive training on how to clean and sanitize their rooms through their RA's.

	<ul style="list-style-type: none"> - The Health, SLE and ASC team will be inspecting living spaces on and off campus monthly as part of its hygiene, public health, safety and COVID surveillance.
<p>m. Sanctions</p>	<ul style="list-style-type: none"> - The Ashesi Judicial Council (AJC) will determine, adjudicate and apply sanctions to all members of the community found to be in serious breach of laid down protocols
<p>n. Service Operations, Repair & Maintenance Works (Outsourced staff)</p>	<ul style="list-style-type: none"> - Pre-entry screening and temperature check on arrival to campus and any other on campus site as designated. - Workmen must be in face masks while performing their duties. - Where necessary, prior notification will be given of service operations, repair & maintenance works that would involve entry into spaces occupied by a community member(s). - Work to be undertaken will as much as possible be conducted within scheduled hours that limit the interaction between outsourced staff and community members. - Community members who will have to interact with outsourced staff as part of their duties will have to be in appropriate PPEs and adhere to social distancing protocols. - Movement of workmen will as much as possible be restricted to work areas. - After the completion of works, work areas and spaces will be cleaned and disinfected.