



To,  
The Representative of Sindh (NCOC),  
Opening of Education & Religious Institute,  
Islamabad.

**SUBJECT: HEALTH GUIDELINES FOR EDUCATION INSTITUTIONS REOPENING DURING COVID 19 PANDEMIC - MITIGATION STRATEGIES - INSTITUTIONS OF HIGHER EDUCATION.**

I am directed to refer to the ploicy paper containing the Health Guidelines for Education Institutions Reopening During COVID 19 Pandemic conveyed through Whats App group “ Provincial Edn Coord”.

2. I am further directed to inform you that the ‘Mitigation Strategies’ for Higher Education Institutes as developed by the Ministry of National Health Services, Regulations and Coordination, Government of Pakistan are very comprehensive and practical.
3. The Health Department, Government of Sindh, Higher Education Commission of Pakistan, the Sindh Higher Education Commission have also been issuing various guidelines/ SoPs which are being followed in the province and have fetched excellent results so far. Those strategies from the Government of Pakistan and the guidlenies from both the Commissions would strictly be followed as the aim and objective is to combat the threat of the Pandemic jointly and in a coherent manner.
4. Until the pandemic is over or when proper treatment of Covid-19 is discovered, a proper implementation of SoPs with alternate plans and emergncy response strategies, would need to be applied in the field.
5. There is no denying the fact that the strategies and policies can only succed when prudently devised, faithfully followed and strictly implemented.
6. The devising of the policies by the Government with the consulation of the stakeholders from including both the Commissions is no doubt a prudent one. But for proper follow up and strict implementation the coordination of various stake holders, i.e.the students, teachers community, the adminstration, Health department etc is necessary.

7. For proper implementation, there is always need of having a comprehensive pooling up of resources, appropriate utilisation of those in such a way that a proper system is evolved, where the strategies / policies of planners are implemented in a focused, well directed, coherent and effective manner with rationalised utilization of resources.

8. It may further be noted that the environment at Higher Education Institutions is quite different from the Primary, Elementary and secondary level institutions and students, therefore, keeping in view the above position certain actions are to be taken at the grass root level, which may also be recorded as comments/ feedback from the Universities and Boards Department, to face the pandemic ; such as:

- i. A high level committee titled as 'Implementation Committee' and headed by the Vice Chancellor with the Registrar, Deans of the faculties, Provost, Director Administration, Director Examinations and Incharge Transportation of the universities, to be constituted for proper implementation of the strategy/policy.
- ii. It is advisable to establish a 'Control, Command and Coordination Cell' in universities fully equipped with IT related equipments, sufficient staff trained to consolidate the data acquired, analyze the same generate results for the 'Implementation Committee'.
- iii. At least two officers not below the rank of BPS-19 and a grade 18 officer (for night shift) each shift would be assigned to look after the Control, Command and Coordination Cell with IT officials under direct supervision of the Registrar, who would also act as the Secretary to the 'Implementation Committee'.
- iv. The 'Implementation Committee' would meet once a week and review the implementation status of the strategy / policy make decisions and issue such directions keeping in view the on ground situation, but there should not be major deviation from the policy.
- v. The Registrar of the University would carry out coordination with the District Administration, the Health Department, Police Department, the community, NGOS working in the same sector and share the information on fortnightly basis. In case of emergency and any untoward situation, the contact details of all emergency, facilities and stakeholders must be with the 'Control, Command and Coordination Cell' early response.
- vi. Administrative office and academic area would be managed and maintained as per Covid-19 SoPs issued by the NCOC, Health Department Government of Sindh.
- vii. All required facilities and the tools like thermo guns, masks, sanitizers, wash facilities and such other preventive tools would be made available for teachers, staff, students and visitors.

- viii. The entry of visitors would be reduced (only one of the relative to meet at a time) and proper SoPs issued by the NCOC, Health Department Government of Sindh, would be followed at the hostels, where waiting room would be earmarked for the visitors to meet the students.
- ix. The waiting rooms and the hotels will be sanitized and cleaned twice a day.
- x. Proper fumigations would be carried out on fortnightly basis in consultation with the district administration.
- xi. The university would also be required to procure fumigation machines, sprayers and spray which would otherwise a regular feature.
- xii. The above practice would also be repeated at the hostels.
- xiii. A medical unit (24\*7) will be established in the university with the assistance of Health Department, for normal checkups, consultations, and attending students with medical issues with or without Covid-19 symptoms.
- xiv. Some isolation rooms would also be established in the universities to deal with emergency cases till the arrangements are made to shift those to hospitals or isolations wards as per sensitivity of the case.
- xv. The SoPs issued by the SGA&CD, Health Department and Home Department would widely be publicized and got implemented through sub committees to be set-up in each faculty under the overall supervision of Deans.
- xvi. Class timing may be minimized to 75% of normal time subject to the policy of the Government.
- xvii. If space in class rooms / Laboratories is not appropriate to follow minimum distance as per suggestions, than splitting of classes may be considered.
- xviii. Professors, Teachers and staff of more than 50 years of age may be treated with special care by following SoPs. The tests may be recommended for such employees with proper up keeping of record and monitoring.
- xix. The history of any case in the families of employees and students may be recorded. For employees the Registrar would be responsible and for the students the responsibility would be upon the respective Head of Department (HoD).
- xx. The Registrar and the HoD would provide the verification reports/ recorded data to the 'Control, Command and Coordination Cell', who would process the data and present before the 'Implementation Committee' to discuss and issue directions accordingly.
- xxi. The minutes of the meetings of the 'Implementation Committee' would be recorded and sent to the Universities and Boards Department through Sindh Higher Education Commission in soft and hard copies within three days of the meeting.




- xxii. A limited number of students can be accommodated on the campus following the SOPs
- xxiii. Transport facility may initially be provided only to Final year and all female students with proper follow up of SoPs.
- xxiv. The incharge Transport Section would be responsible to maintain discipline and implement the SoPs.
- xxv. The 'Implementation Committee' would pay surprise visit to the class, hostels, offices at random to display sense of ownership/commitment of the government/university besides, floating a message that the administration is very keen and vigilant to implement the policy / SoPs. This will also be encouragement and creating a sense of responsibility amongst the employees and students.
- xxvi. Students may also be involved in monitoring committees by HoDs to ensure implementation of Covid-19 SOPs at departmental level.
- xxvii. In class rooms, students can be divided in sections. Not more than 30 students in a single classroom depending on the available space (during examinations).
- xxviii. If need be holding of examinations in open grounds would also be considered by following all SoPs including making arrangements for potable water, sheds, cleanliness, etc.
- xxix. The facilities and tools as per SoPs would be provided/ ensured at the examination centers.
- xxx. The invigilators must wear hand gloves for distribution an collection of Question papers and Answer copies.
- xxxi. A proper plan regarding conduct of examinations would be prepared by the 'Implementation Committee' in consultation with the key stakeholders and and keeping the strategies and policies of the Government in mind and sent to the Universities and Boards Department through the Secretary, Sindh Higher Education Commission for placing the same before the Chief Minister Sindh for formal approval.
- xxxii. Masks must be worn by each person all time in the department/institute premises.
- xxxiii. Reduced hostel occupancy for local students would be considered by the 'Implementation Committee' keeping in view the policy of the Government.
- xxxiv. Social and physical distancing would strictly be followed.
- xxxv. Seminars, workshops would be arranged with lesser participation as per SoPs.
- xxxvi. Maximum 25 students will be accommodated in a class room subject to SoPs.
- xxxvii. The seminar rooms auditoriums, being spacious and not in use during pandemic, would also be utilized as class rooms to met the shortage.

- xxxviii. There will be complete ban on the functions, festivals or any other congregation in the university/ institution.
- xxxix. The public health principles and policies should strictly be followed.
- xl. The 'Implementation Committee's under the Vice Chancellor should keep itself updated about the cases in the province especially those areas from where the students belong as there are students from all over the country study in the university.
- xli. Awareness classes would be held once a week by the HoDs.
- xlii. The university website would also be used to for the facilitation, creating awareness and disseminating, the policies, SoPs and the updated position of Covid-19 cases in the country and the world and the ways to combat the same
- xliii. A contingency Plan 'A' and an alternate plan 'B' would be prepared by the university in consultation with the stakeholders within and outside the university to respond to the odd situations.
- xliv. The plans would be shared with all stake holders and a drill will also be carried out in the month of September, 2020 in order to keep the preparations up to date and the stakeholders on toes.
- xlv. The identification of resources, their pooling up at strategic positions would be ensured before the opening of the universities i.e by 08<sup>th</sup> of September, 2020. The mapping of resources would also be carried out.
- xlvi. A physical inspection of the pooled up/ procured resources would be carried out by the 'Implementation Committee' under by 10<sup>th</sup> of September, giving a buffer of some day to plug the gaps and ensure availability of deficient resources.
- xlvii. The Vice Chancellor Chancellor of each university will give readiness report by 13<sup>th</sup> of September, 2020 alongwith a certificate to the Secretary Sindh Higher Education Commission who will consolidate the data and submit before the Secretary Universities and Boards Department for submitting the same before the Chief Minster Sindh.
- xlviii. The Secretary Sindh Higher Education Commission would also pay visits at random to the the universities and release visit report regarding the implementation status of the Strategy regarding opening of the universities by 30<sup>th</sup> Spetember, 2020.
- xlix. Monthly reports would be sent to the Universities and Boards Department before 8<sup>th</sup> of every month through Secretary, SHEC.

1. Accordingly, the Managing Director STEVTA would also observe the strategy/policy/ SoPs relating to the technical institutes as applicable to the schools and colleges although the density of students and teachers is lesser than the schools and colleges.
- li. The MD STEVTA should also establish Control Rooms at regional level, under the command of respective Regional Directors and perform the same functions as in case of Control, Command and Coordination Cell of the university as referred to above.
- lii. The Managing Director should consolidate the data and sent to the Universities and Boards Department before 8<sup>th</sup> of every month.
- liii. The Secretary, Benazir Bhutto Shaheed Human Resource and Research Board, would ensure that the strategy, policy, SoPs and the guidelines issued by the Government are being implemented in the training institutes and centers under the BBSHRDB during the short and long courses.
- liv. The Secretary, BBSHRDB would also ensure that such provisions to that effect (as per SoPs) are incorporated in the terms and conditions of the contract with the clients/ institutes.
- lv. The Chairmen of all Educational Boards would also ensure to implement the SoPs during the examinations in consultation with the Secretary College Education Department, Government of Sindh and Secretary School Education Department, Government of Sindh in letter and spirit.

9. It would again be reiterated that the above proposals/ suggestions and actions are meant to follow-up and implement the Government strategy and policies regarding the opening of the Institutions under the threat of pandemic of Covid-19. Where there is any inconsistency, the policy/ decisions of the Government would prevail.

  
(KAMAL AHMAD)  
Section officer (U)

Cc to:

1. The Secretary, Sindh Higher Education Commission for necessary action as above.
2. All Vice Chancellors of Public Sector Universities, Sindh.
3. Executive Director IBA, Karachi.
4. All Vice Chancellor / Rector / Chancellor / Executive Director of Private Sector Universities / Institutes.
5. The Secretary, Benazir Bhutto Shaheed Human Resource and Research Board.
6. All Educational Boards in Sindh.
7. The Managing Director STEVTA, Karachi.
8. The Deputy Secretary (Staff) to Chief Minister, Sindh, Karachi
9. The Deputy Secretary (Staff) to Chief Secretary, Sindh, Karachi
10. The P.S to Secretary, Universities & Boards Department, Government of Sindh, Karachi.