



COVID-19

Preventive Measures Guide





GENERAL INFO



SYMPTOMATIC INDIVIDUALS



AT-RISK OR VULNERABLE INDIVIDUALS



GENERAL GUIDELINES

- Social distancing.
- Hand hygiene. Use of gloves.
- Respiratory hygiene. Use of masks.
- Other guidelines.



AIR CONDITIONING and Ventilation of the Premises



SPACES THAT WILL REMAIN CLOSED UNTIL FURTHER NOTICE



ENTRANCES



ELEVATORS



MEETING ROOMS



LIBRARIES



HEALTHCARE LABORATORIES AND CENTERS



CAFETERIAS, CANTEENS AND FOOD DELIVERIES



OTHER PROVISIONS

It is understood throughout the whole guide that it is imperative, at all times and in all places, to comply with all the instructions on social distancing, hand hygiene and respiratory hygiene, as well as with all other provisions of this guide, particularly during any meeting or gathering of two or more people.



GENERAL INFO

- For each campus, the campus administrator or director is the reference person for this action plan.
 - Campus of Medical Sciences – Fadi Nicolas: fadi.nicolas@usj.edu.lb - Ext. 2202
 - Campus of Science and Technology – Jihad Renno: jihad.renno@usj.edu.lb - Ext. 3301
 - Campus of Social Sciences – Jacques Baroud: jacques.baroud@usj.edu.lb - Ext. 4422
 - Campus of Humanities – Gaby Bterrany: gaby.bterrany@usj.edu.lb - Ext. 5001
 - Campus of Innovation and Sports – Wassim Selwan: wassim.selwan@usj.edu.lb - Ext. 6601
 - North Campus – Fadia Alam Gemayel: fadia.alam@usj.edu.lb - Ext. 6311
 - South Campus – Dina Sidani: dina.sidani@usj.edu.lb - Ext. 6111
 - Zahle and Bekaa Campus – Maya Kharrat Sarkis: maya.kharrat@usj.edu.lb - Ext. 6200
- The safety of the USJ Community is the responsibility of each of its members.
- The implementation and compliance with all the guidelines set out in this document by each and every member of the USJ Community is imperative to optimize the safety and protection of all.
- Administrative and academic work (apart from teaching) will be done on site while respecting social distancing and natural ventilation inside each office. If this proves to be impossible, the presence of staff members and full-time teachers of each institution will be done on a rotational basis with the prior approval of the head of department.
- Access to the campuses **is restricted** to students, faculty members and staff of the University, as well as guests from outside the University invited to attend meetings.
- The presence of students can be scheduled, when necessary, **under the following conditions**:
 - Get the prior approval of the head of the institution.
 - Avoid gathering more than 20 people per classroom.
 - Record attendance each time to ensure traceability.

- Anyone returning from a trip to an endemic region **must confine** themselves for a period of 14 days and not come to the University before the end of this period.



SYMPTOMATIC INDIVIDUALS

- Anyone who presents symptoms associated with COVID-19, or who has been in contact with a person who has tested positive or who presents symptoms associated with COVID-19, must seek out their healthcare provider and **refrain** from coming to the University.
- Anyone on campus presenting symptoms associated with COVID-19 must **immediately** leave the University and notify the campus administrator or director as soon as possible.
- Anyone on campus who has been in contact with a person who has tested positive or who presents symptoms associated with COVID-19 must **immediately** leave the University and notify the campus administrator or director as soon as possible.
- In order to access the campuses, symptomatic individuals must present:
 - A medical report confirming that the person has complied with the isolation orders and authorizing them to return to work or studies; **and**
 - Two negative PCR test results performed at least 5 days apart in case the person contracted COVID-19.



COVID-19
CORONAVIRUS

| Symptoms



Fever
Dry cough
Fatigue



Dyspnea
Diarrhea



Pain
Nasal congestion
Nasal discharge



Sore throat



USJ
Université Saint-Joseph de Beyrouth
جامعة القديس يوسف في بيروت



AT-RISK OR VULNERABLE INDIVIDUALS

- At-risk or vulnerable individuals, or those who have an at-risk or vulnerable individual in their entourage (immuno-compromised, chronic illnesses, etc.) should consider working from home and distance learning.



GENERAL GUIDELINES

- **Social distancing.**
 - Keep a **minimum distance of 1.5m on each side** (front, back, left, right) between people.
 - Avoid direct contact: shake hands, hug each other, etc.
 - Limit movement to what is strictly necessary; maintain a distance of at least 1.5m with people on your route.
 - Limit sharing objects to what is strictly necessary: telephone, documents, office equipment, etc.
- **Hand hygiene. Use of gloves.**
 - Wash hands as often as possible with soap and running water **for at least 40 seconds**, following the proper handwashing steps.
 - Use a **60%** hydroalcoholic solution or a disinfectant for at least 20 seconds when soap and water are not easily accessible.
 - Avoid touching your mouth, eyes and nose without having washed your hands.

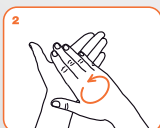
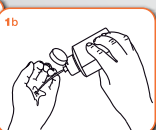
How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

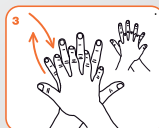
⌚ Duration of the entire procedure: 20-30 seconds



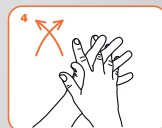
Apply a palmful of the product in a cupped hand, covering all surfaces;



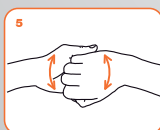
Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



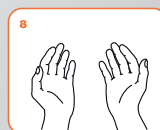
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



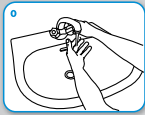
Once dry, your hands are safe.

How to Handwash?

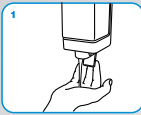
WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB



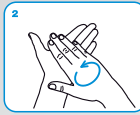
Duration of the entire procedure: 60-40 seconds



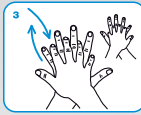
Wet hands with water;



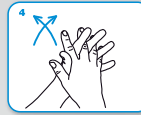
Apply enough soap to cover all hand surfaces;



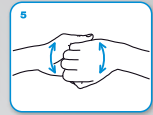
Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



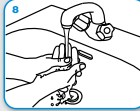
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



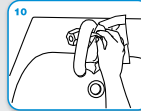
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



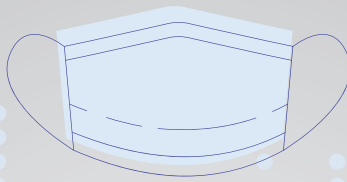
Your hands are now safe.

https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1

- Wearing gloves is recommended in certain facilities (laboratories, health centers, etc.) and computer rooms.
- Have a sufficient number of gloves to last the entire time you are on campus.
- Wearing gloves does not replace hand washing and does not guarantee protection. It must be accompanied at all times by the compliance with social distancing and respiratory hygiene measures.

● Respiratory hygiene. Use of masks.

- Wearing a mask is **mandatory** on campus when others are around, as well as during any movement within the campus.
- Wash your hands before wearing the mask.
- Adjust the mask to cover both your mouth and nose.
- Avoid touching the mask with your hands once worn, otherwise wash your hands.
- Use the mask according to the manufacturer's instructions: frequency of change, care instructions for washable masks, etc.
- Wash your hands immediately after removing and disposing of the mask.
- When coughing or sneezing: cover your mouth and nose with a disposable tissue or with your elbow; then wash your hands.



- Wearing a mask **is mandatory at all times while on campus.**
- Masks are only effective if combined with frequent hand washing with a hand sanitizer or soap and water.
- However, it is important that you know how to use and dispose of it properly.

How to put on, use,

remove and discard a mask



Before putting on a mask, wash your hands with a hand sanitizer or soap and water.



Apply the mask to cover the nose and mouth and make sure it fits your face as well as possible.



When wearing a mask, avoid touching it. Each time you touch a used mask, wash your hands with a hand sanitizer or soap and water.



When it becomes wet, replace it with a new mask and do not reuse single-use masks.

- When blowing your nose: use a single-use handkerchief that can be directly disposed of in a trash can (preferably without contact); then wash your hands.
- Avoid touching your mouth or eyes with your hands.
- Have a sufficient number of masks to last the entire time you are on campus
- Wearing a mask must be accompanied at all times by the compliance with social distancing and respiratory hygiene measures.

Other Guidelines

It is recommended, when possible:

- To keep the doors of the premises open to limit the contact with the handles.
- To keep the windows open during and after cleaning and at night after the campus is no longer accessible.
- That staff members of each institution maintain a **four-hourly wipe down** of office equipment such as keyboards, computer mice, telephones, copying machines, printers, etc.



AIR CONDITIONING AND VENTILATION OF THE PREMISES

- In general, the use of air conditioners is not recommended.
- However, if weather conditions require the use of air conditioners, it is important to maintain adequate natural ventilation of the room.
If several persons are in the room, masks must be worn, or air conditioners must be adjusted to the minimum setting and the air flows must be directed in such a way that no draughts are created.
- It is important to ensure that air in the rooms is changed every two hours for at least 15 minutes, preferably when the rooms are vacant.



SPACES THAT WILL REMAIN CLOSED UNTIL FURTHER NOTICE

- Premises that do not have natural ventilation.
- Premises and spaces intended for student activities.
- The reopening of museums, theaters and the Sports Center will be carried out in accordance with the instructions of the relevant authorities, in compliance with the preventive measures of the present guide and with the specific hygienic standards for these spaces.



ENTRANCES

- Pedestrian Entrances: Check the specific provisions for each campus.
- Parking Lot Entrances: Check the specific provisions for each campus.



ELEVATORS

- In buildings with less than four floors, limit elevator use to seniors or individuals with reduced mobility.
- In buildings with four or more floors, limit elevator use to upper floors (4th floor and above).
- Limit elevator capacity to no more than two people at the same time, depending on the size of the cabin, and require the mandatory use of masks.



MEETING ROOMS

- Favor online meetings.
- Otherwise:
 - Participants should at least keep one empty chair space between each other.
 - Record attendance and specify time and location to ensure traceability.



LIBRAIRIES

- Library service is limited to borrowing and returning books.
- Books must be pre-ordered by telephone or e-mail.



HEALTHCARE LABORATORIES AND CENTERS

- Healthcare Laboratories
 - Specific measures will be put in place for laboratories that cannot stop receiving patients.
- Healthcare Centers
 - Healthcare centers will remain closed to outpatients except in institutions where they provide internships for students.
 - In the latter case, only the number of outpatients required for the proper conduct of the internship may be received by appointment only, whilst guaranteeing their traceability.



CAFETERIAS, CANTEENS AND FOOD DELIVERIES

- If the cafeterias are open, they will provide cold, pre-packaged goods for take-away only.
- The staff canteens will be accessible provided that the guidelines regarding distancing, natural ventilation and hygiene of tables and equipment are respected.
- Vending machines (for sweets, snacks and drinks) will be out of service.
- Food deliveries must be collected and disinfected at the entrance of the campus. Delivery personnel will not be allowed on campus.



OTHER PROVISIONS

- Requests for Certificates or Official Documents
 - Requests for certificates or official documents must be made by e-mail.
- International Exchange Staff and Work Trips
 - All international exchange staff and work trips are suspended until further notice.
- Any activity not directly related to teaching and research at the University, and involving a group of people, must receive the prior approval of the Crisis Management Committee (cgc@usj.edu.lb).