

اِنْسَانِيَّتُوتْ قَتَادِيْدِيْقَرْتِيْ كَمِيْكَلْ بَرُوْنِيْ

IBTE

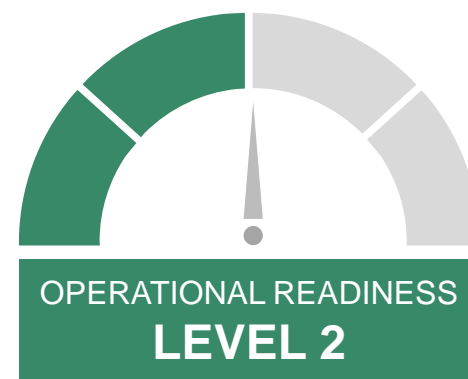
Institute of Brunei Technical Education

De-Escalation Plan for IBTE in view of COVID-19 Situation

Last updated 19 June 2020

Matrix of De-escalation Stages

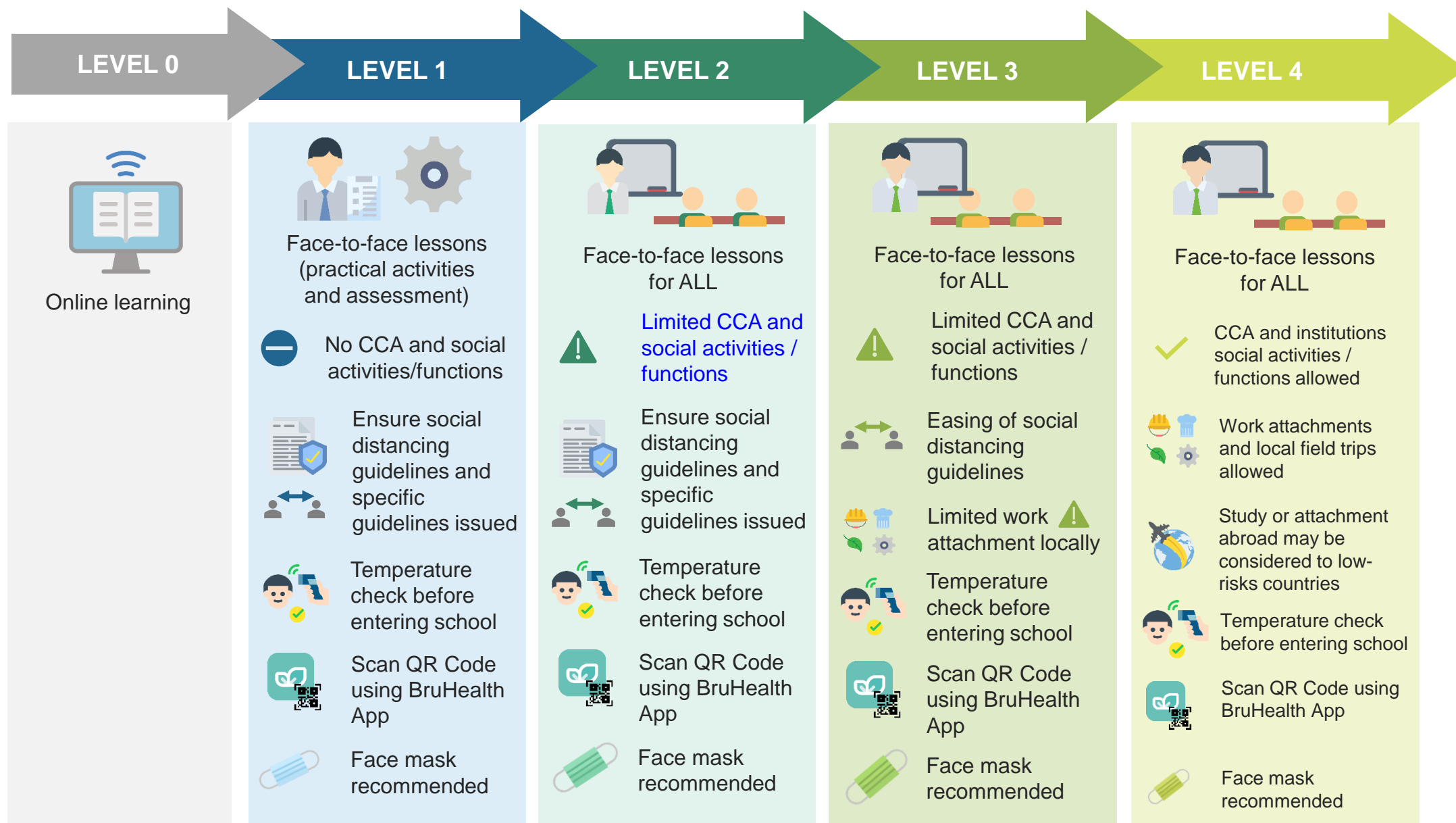
In an effort to better mitigate the potential risks and safeguarding Technical and Vocational and Higher Education Institutions (TVET & HEIs) community against COVID-19, Ministry of Education is committed to ensure the reopening protocol of campuses to be observed properly:



Matrix of De-escalation Stages



















This matrix of operation is applicable to all schools in the de-escalation process during the outbreak of COVID-19



Matrix of De-escalation Stages for TVET & HEIs



OPERATIONAL READINESS LEVEL 0	OPERATIONAL READINESS LEVEL 1	OPERATIONAL READINESS LEVEL 2	OPERATIONAL READINESS LEVEL 3	OPERATIONAL READINESS LEVEL 4
Online Learning	<p>Resume face-to-face lessons for practical work such as laboratory work.</p> <p>Limited to 20% capacity</p> 	<p>Resume face-to-face lessons for all with precautionary measures.</p> <p>Limited to 60% capacity</p> 	<p>Resume face-to-face lessons for all with precautionary measures.</p> <p>Limited to 80% capacity</p> 	<p>Resume face-to-face lessons for all with precautionary measures.</p> <p>At full capacity (100%)</p> 
	 <p>No CCA and institution's social activities and events.</p>	 <p>Limited CCA and institution's social activities and events.</p>	 <p>Limited CCA and institution's social activities and events.</p>	 <p>CCA and institution's social activities and events are allowed.</p>
	 <p>Limited industrial attachment and on-the-job training.</p>	 <p>Limited industrial attachment and on-the-job training.</p>	 <p>Limited industrial attachment and on-the-job training.</p>	 <p>Industrial attachment and OJT are allowed. Industrial attachment or OJT abroad may be considered for low-risk countries.</p>
	 <p>No hostel and transportation.</p>	 <p>Limited hostel and transportation are provided with precautionary measures.</p>	 <p>Hostel and transportation are provided with precautionary measures.</p>	 <p>Hostel and transportation are provided with precautionary measures.</p>



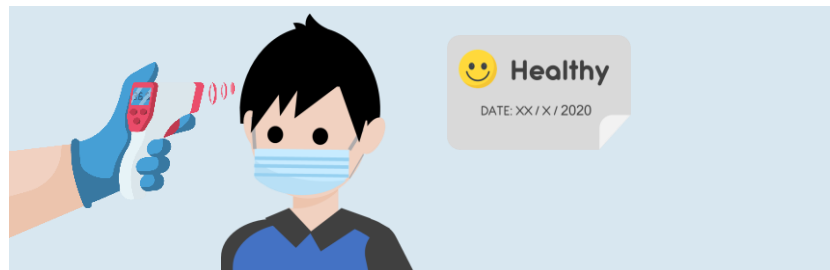
RE-OPENING PROTOCOLS

For staff and students

Operational Readiness Level 1



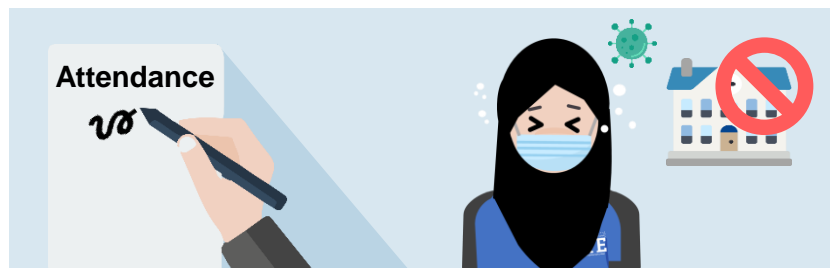
- 1. Temperature taking** upon entry to the campus. Visitors entering the campus are to be given **an identification sticker** after getting his/her temperature checked.



- 2. Students and staff must scan the QR code from BruHealth App** every time they enter or exit the school premises, allowing authorities to track potential carriers of COVID-19.



- 3. Staff and students are to record their attendance and their temperature readings** in the log book before entering class, lab, workshop, etc. Those who are showing sign of illness or symptoms are not allowed to enter the class, lab and workshop.



NOTICE

Users who do not have access to BruHealth app:

- will have to fill in a **declaration form**, or
- perform a **self-assessment** through the website:

www.healthinfo.gov.bn

(You'll need to complete the registration)

**Campus to provide PC/Laptop*

- 4. To provide hand sanitiser at every checkpoints** and common areas such as Library, Staff and Student Centre, Lecture Theatres, Laboratories, Workshop, Café, Canteen, etc.



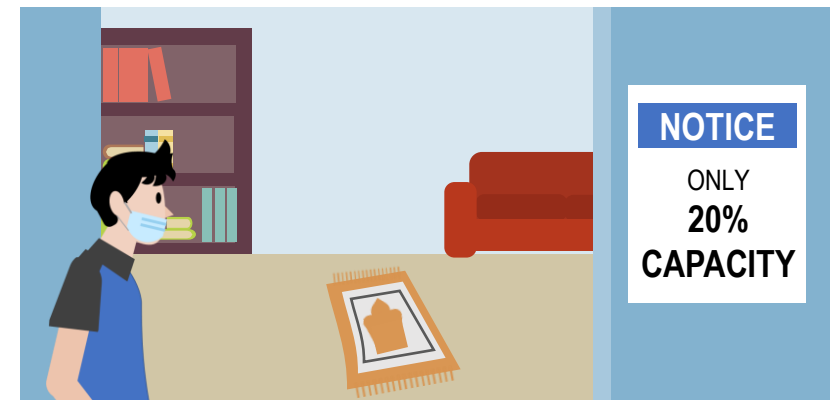
- 5. Face-to-face practical work are resumed** and conducted in a **staggered manner** to minimize number of students per session, subject to the arrangement made by respective institutions. The institutions could assign specific number of students according to the class size such as by setting **a limit to 20% of usual capacity.**



- 6. Classes or lectures can still be conducted online** based on the respective institutions' online learning policy.



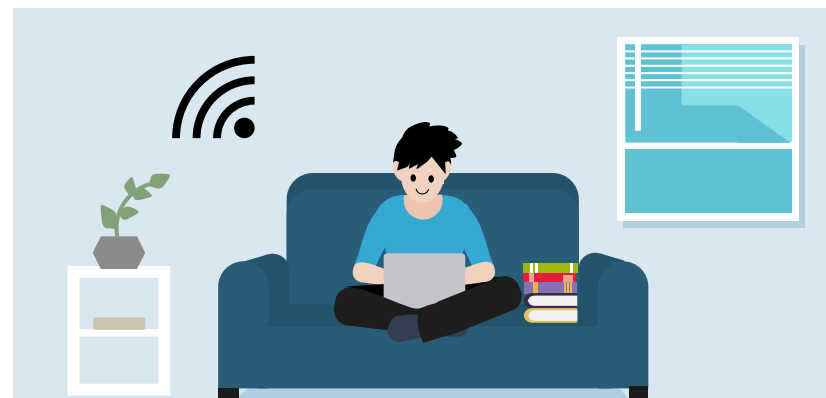
- 7. The number of staff and students in the common areas** such as library, student café should continue to be monitored and controlled by **limiting to 20% of the usual capacity.**



8. Hostel and Transportation is not provided.



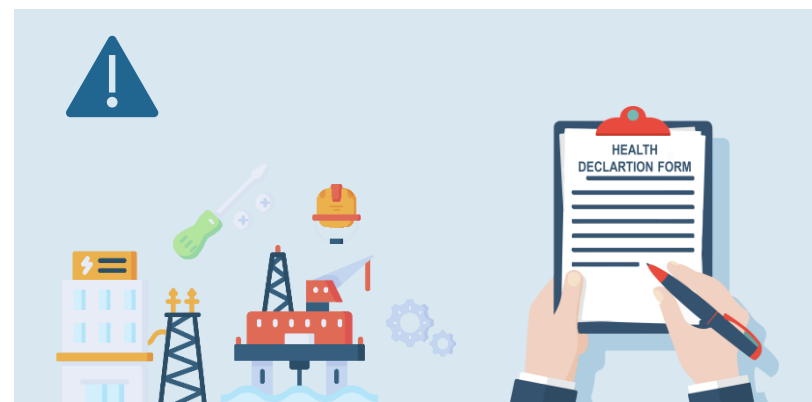
9. Students are advised to do their personal study at home if they have no class scheduled during that day.



10. Vulnerable staff and students or those who are showing signs of illness or symptoms are **allowed to work from home/study at home** subject to acknowledgement by the management of respective institutions.



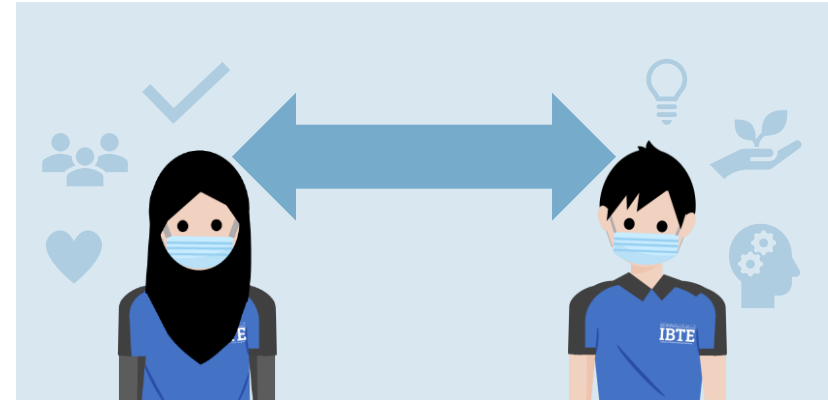
11. Limited industrial attachment and On the Job Training locally. **Health Declaration form is required** to be filled in by student.



12. No co-curricular activities and events should be conducted.



13. Staff and students should ensure social distancing guidelines and practice social responsibility.



14. Staff and students are advised to wear face masks when in campus.

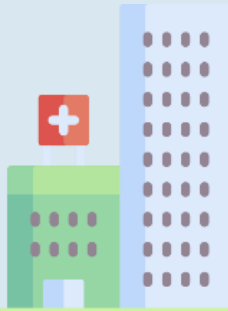


15. Canteen is allowed to be opened following the Ministry of Health guidelines.



16. Staff and students should always practice the precautionary measures as advised by the Ministry of Health, Negara Brunei Darussalam.

Follow MOH's guidelines:-



- ✓ Maintain SOCIAL DISTANCING



- ✓ DO NOT touch your face unnecessarily



- ✓ COVER your face when coughing or sneezing with tissue and throw it immediately in a bin after use:



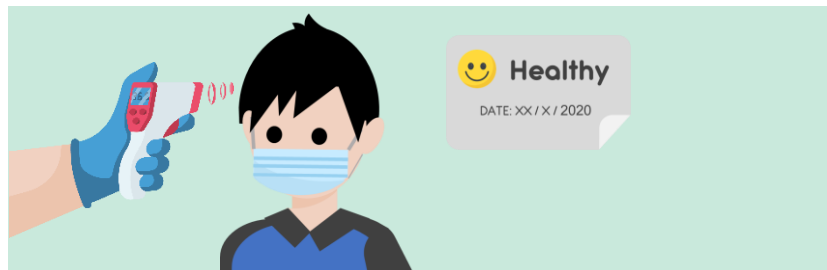
- ✓ WASH your hands often with soap OR use hand sanitizers:



Operational Readiness Level 2



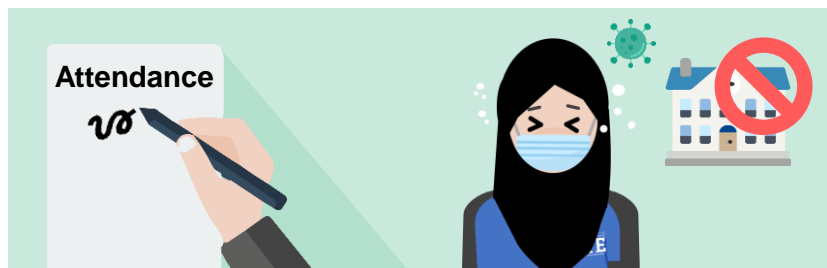
- 1. Temperature taking** upon entry to the campus. Visitors entering the campus are to be given **an identification sticker** after getting his/her temperature checked.



- 2. Student and staff must scan the QR code from BruHealth App** every time they enter or exit the school premises, allowing authorities to track potential carriers of COVID-19.



- 3. Staff and students are to record their attendance and their temperature readings** in the log book before entering class, lab, workshop, etc. Those who are showing sign of illness or symptoms are not allowed to enter the class, lab and workshop.



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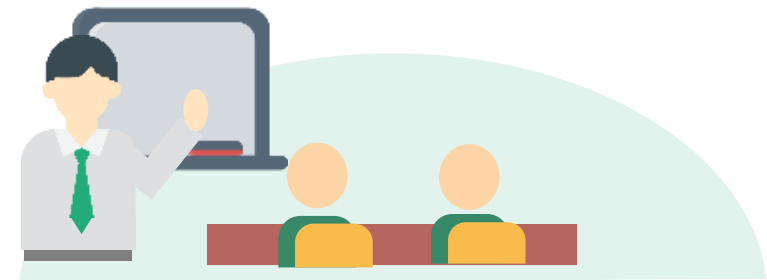
(You'll need to complete the registration)

**Campus to provide PC/Laptop*

- 4. To provide hand sanitiser at every checkpoints** and common areas such as Library, Staff and Student Centre, Lecture Theatres, Laboratories, Workshop, Café, Canteen, etc.



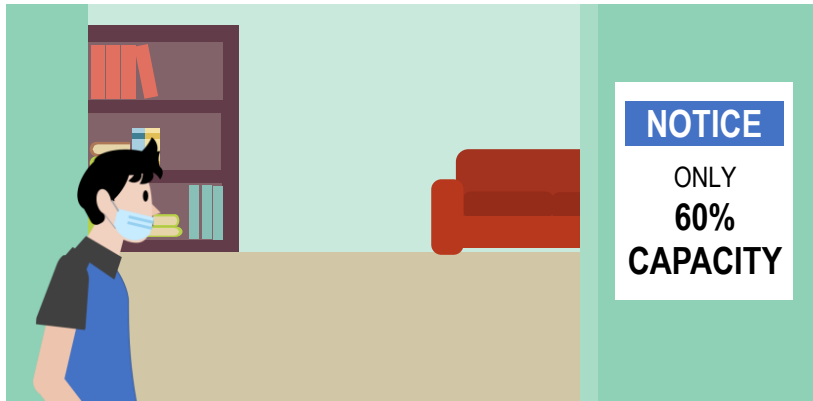
- 5. Face-to-face classes are resumed as per normal.** The number of students per sessions are subject to the arrangement made by the respective institutions and must be in accordance to MOH guidelines such as ensuring social distancing in seating arrangements. The institution could assign specific number of students accordingly such as setting **a limit to 60% of usual capacity.**



- 6. Classes or lectures can still be conducted online** based on the respective institutions' online learning policy.



- 7.** The number of staff and students in the **common area** such as library, student café should continue to be monitored and controlled by **limiting to 60% of the usual capacity**.



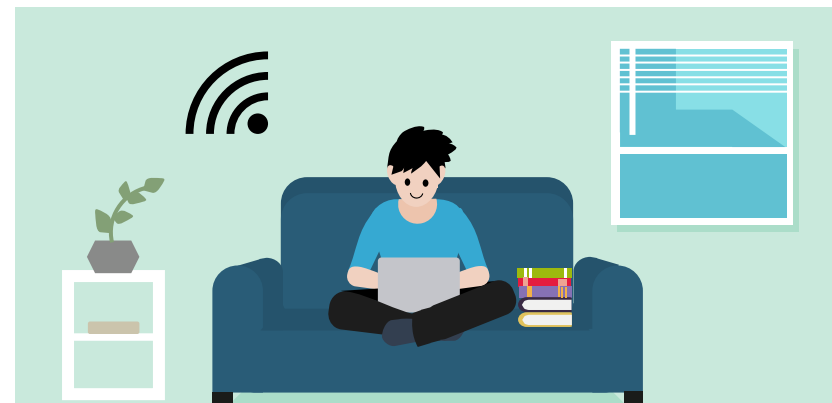
- 8.** **Surau / prayer rooms are open** with MORA guidelines.



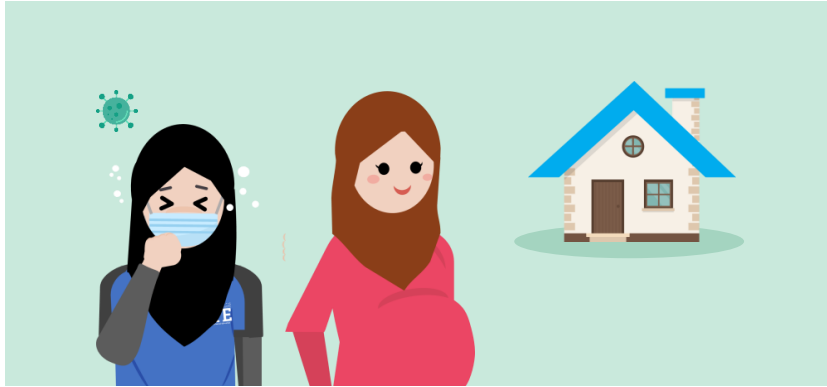
- 9.** **Limited Hostel and Transportation are provided** with precautionary measures.



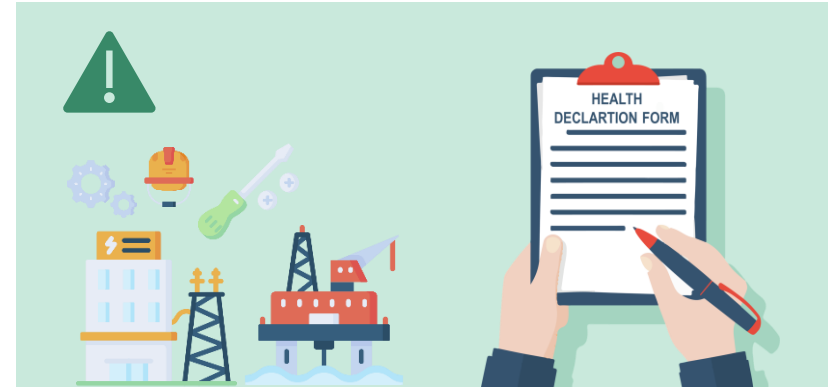
- 10.** **Students are advised to do their personal study at home** if they have no class scheduled during that day.



11. Vulnerable staff and students or those who are showing signs of illness or symptoms **are allowed to work from home/study at home** subject to acknowledgement by the management of respective institutions.



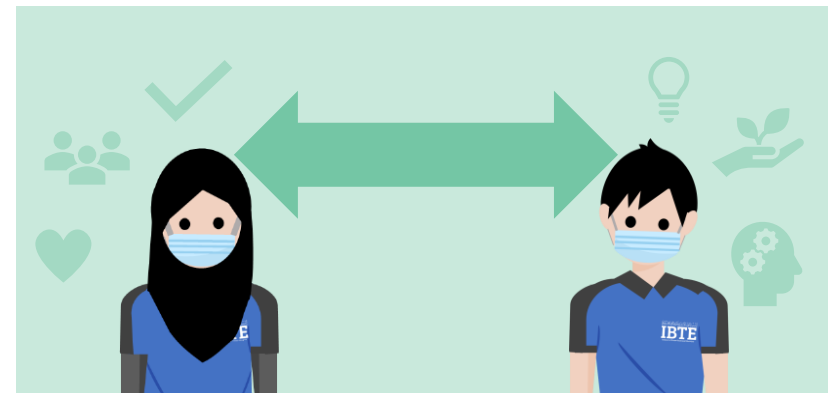
12. Limited industrial attachment and On the Job Training locally. **Health Declaration form is required** to be filled in by student.



13. Limited co-curricular activities and events are allowed based on Risk Assessment report that must be approved by the respective TVIs and HEIs BCP/Higher Management.



14. Staff and students should continue to observe the social distancing guidelines and practice social responsibility.



15. Staff and students are advised to wear face masks when in campus when necessary.



16. Canteen is allowed to be opened following the Ministry of Health guidelines.



17. Staff and students should always practice the precautionary measures as advised by the Ministry of Health, Negara Brunei Darussalam.

Follow MOH's guidelines:-



✓ **Maintain SOCIAL DISTANCING**



✓ **COVER** your face when coughing or sneezing with tissue and throw it immediately in a bin after use:



✓ **DO NOT** touch your face unnecessarily



✓ **WASH** your hands often with soap OR use hand sanitizers:

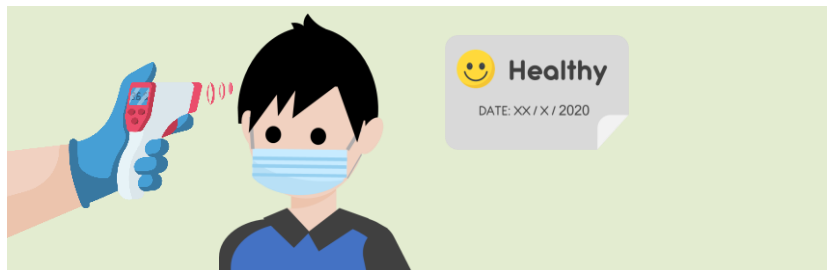


Reopening Protocol

Operational Readiness Level 3



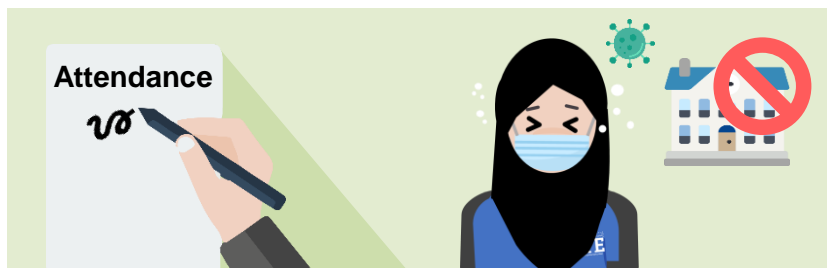
- 1. Temperature taking** upon entry to the campus. Visitors entering the campus are to be given an identification sticker after getting his/her temperature checked.



- 2. Students and staff must scan the QR code from BruHealth App** every time they enter or exit the school premises, allowing authorities to track potential carriers of COVID-19.



- 3. Staff and students are to record their attendance and their temperature** readings in the log book before entering class, lab, workshop, etc. Those who are showing sign of illness or symptoms are not allowed to enter the class, lab and workshop.



NOTICE

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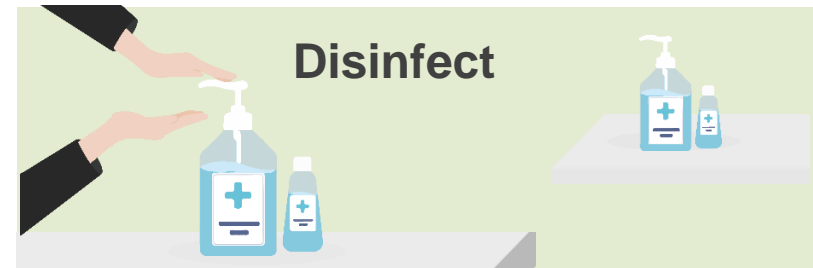
- will have to fill in a **declaration form**, or
- perform a **self-assessment** through the website:

www.healthinfo.gov.bn

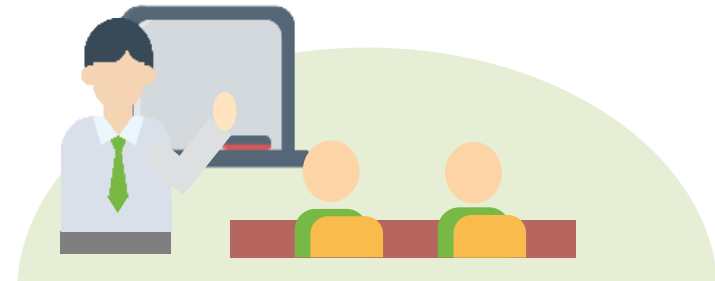
(You'll need to complete the registration)

**Campus to provide PC/Laptop*

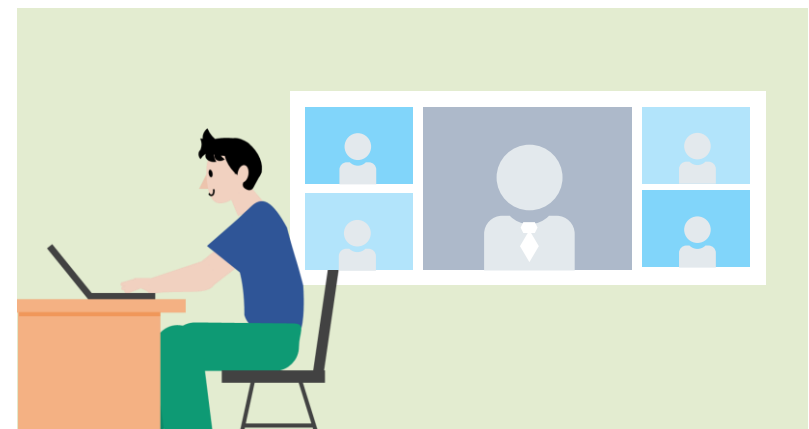
- 4. To continue provision of hand sanitiser at every checkpoints** and common areas such as Library, Staff and Student Centre, Lecture Theatres, Laboratories, Workshop, Café, Canteen, etc.



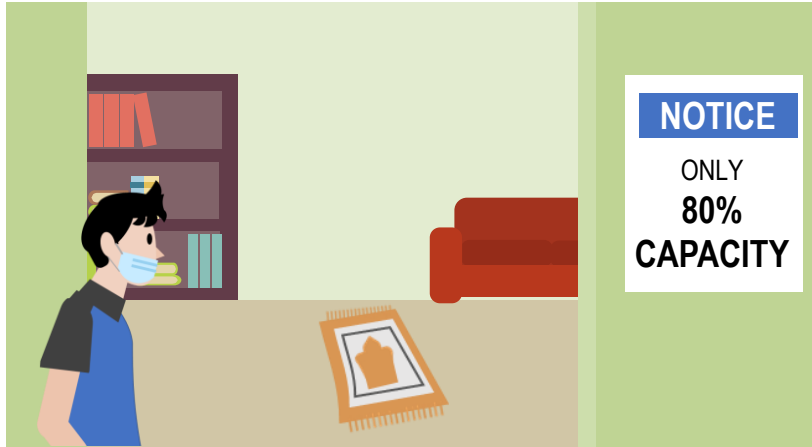
- 5. Face-to-face classes are resumed as per normal.** The number of students per sessions are subject to the arrangement made by the respective institutions and must be in accordance to MOH guidelines such as ensuring social distancing in seating arrangements. The institution could assign specific number of students accordingly such as setting **a limit to 80% of usual capacity.**



- 6. Classes or lectures can still be conducted online** subject to the decision of the respective institutions.



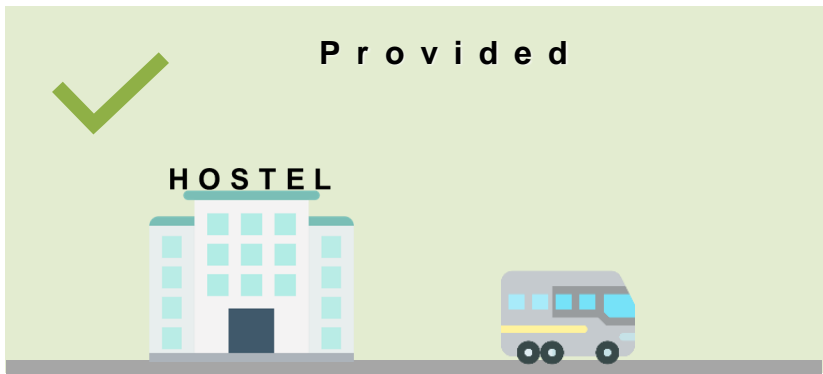
7. The number of staff and students in the **common area** such as library, student café should continue to be monitored and controlled by **limiting to 80% of the usual capacity**.



8. **Surau / prayer rooms are open** with MORA guidelines.



9. **Hostel and Transportation are provided** with precautionary measures.



10. **Vulnerable staff and students** or those who are showing signs of illness or symptoms **are allowed to work from home/study at home** subject to acknowledgement by the management of respective institutions.



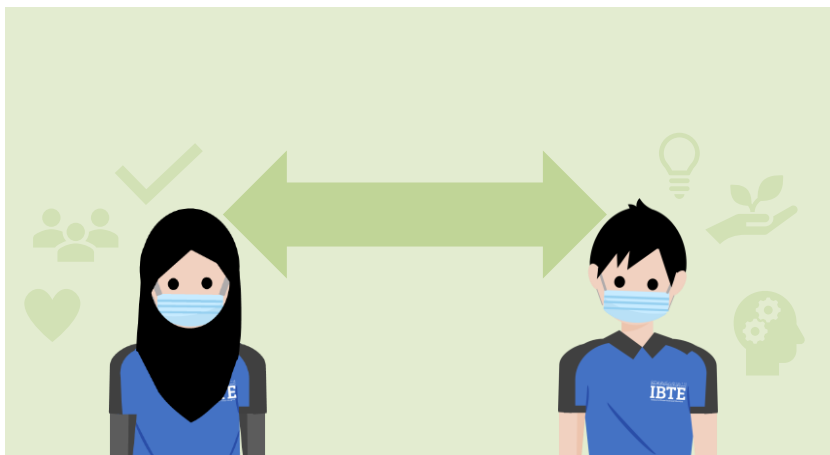
- 11.** **Limited** industrial attachment and On the Job Training locally. **Health Declaration form is required** to be filled in by student.



- 12.** **Limited co-curricular activities and events are allowed based on Risk Assessment report** that must be approved by the respective TVIs and HEIs BCP/Higher Management.



- 13.** **Staff and students should continue to observe the social distancing guidelines and practice social responsibility.**

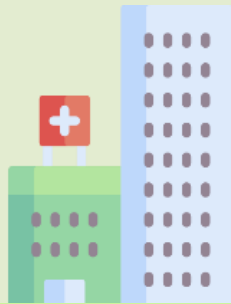


- 14.** **Canteen is allowed to be opened** following the Ministry of Health guidelines.



15. Staff and students should always practice the precautionary measures as advised by the Ministry of Health, Negara Brunei Darussalam.

Follow MOH's guidelines:-



- ✓ **Maintain SOCIAL DISTANCING**



- ✓ **DO NOT touch your face unnecessarily**



- ✓ **COVER your face when coughing or sneezing with tissue and throw it immediately in a bin after use:**



- ✓ **WASH your hands often with soap OR use hand sanitizers:**

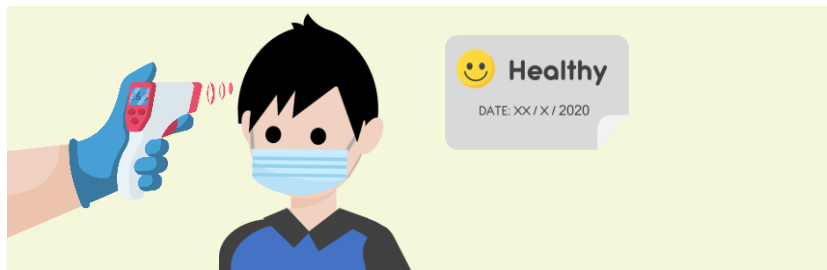


Reopening Protocol

Operational Readiness Level 4



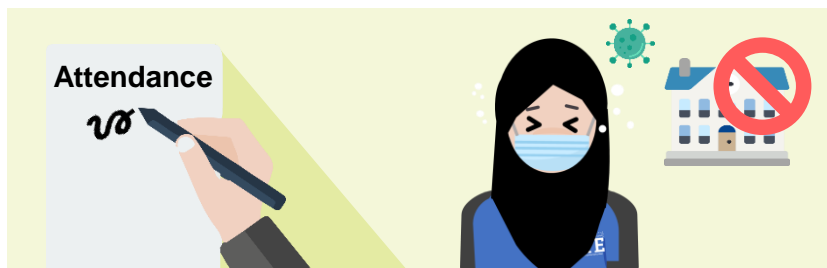
1. **Temperature taking** upon entry to the campus. Visitors entering the campus are to be **given an identification sticker** after getting his/her temperature checked.



2. **Students and staff must scan the QR code from BruHealth App** every time they enter or exit the school premises, allowing authorities to track potential carriers of COVID-19.



3. **Staff and students are to record their attendance and their temperature readings** in the log book before entering class, lab, workshop, etc. Those who are showing sign of illness or symptoms are not allowed to enter the class, lab and workshop.



NOTICE

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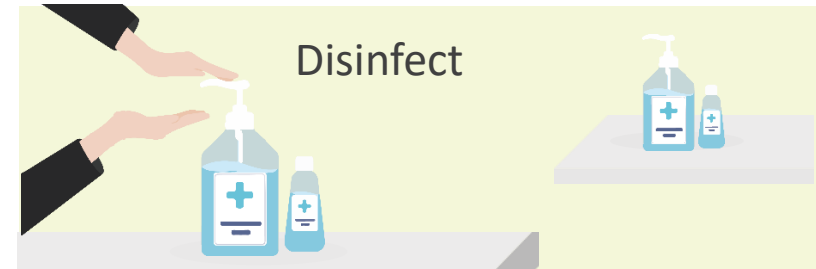
- i) will have to fill in a **declaration form**, or
- ii) perform a **self-assessment** through the website:

www.healthinfo.gov.bn

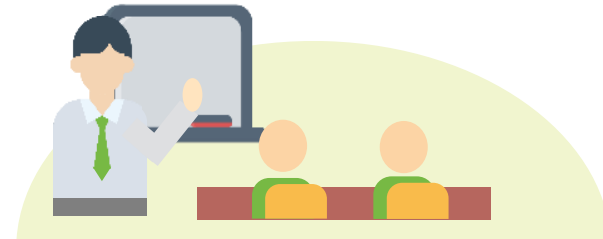
(You'll need to complete the registration)

*Campus to provide PC/Laptop

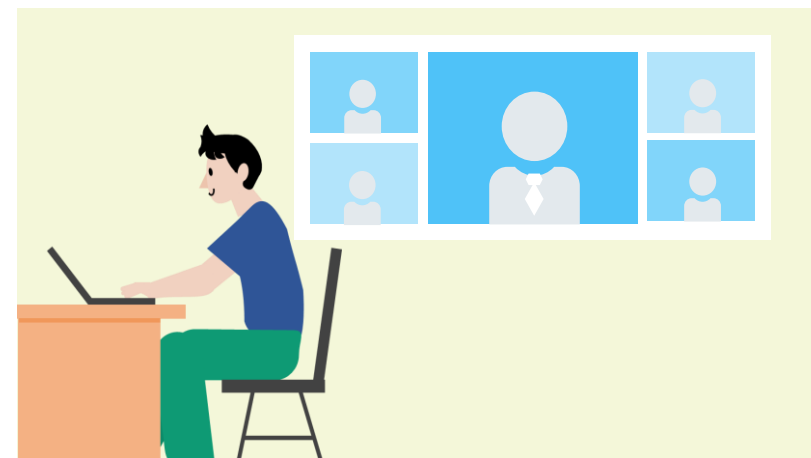
- 4. To continue provision of hand sanitiser** at every checkpoints and common areas such as Library, Staff and Student Centre, Lecture Theatres, Laboratories, Workshop, Café, Canteen, etc.



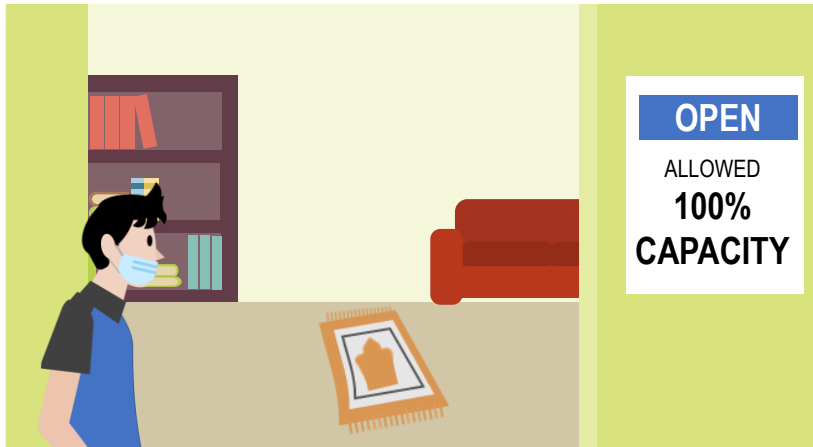
- 5. Face-to-face classes are resumed as per normal at full capacity (100%).** The number of students per sessions are subject to the arrangement made by the respective institutions and must be in accordance to MOH guidelines such as ensuring social distancing in seating arrangements.



- 6. Classes or lectures can still be conducted online** subject to the decision of the respective institutions.



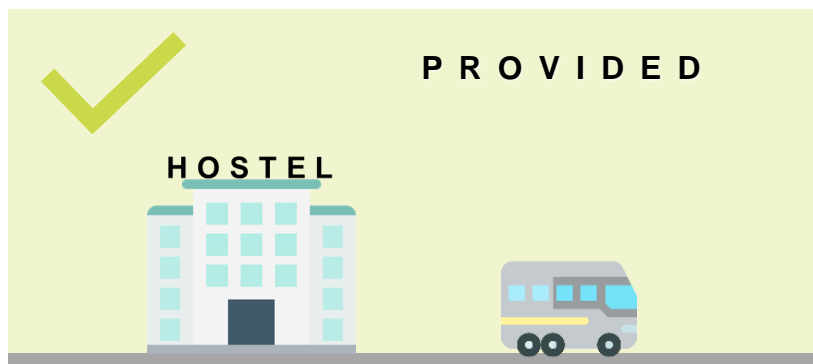
- 7.** The number of staff and students in the common area such as library, student café are allowed at full capacity (100%)



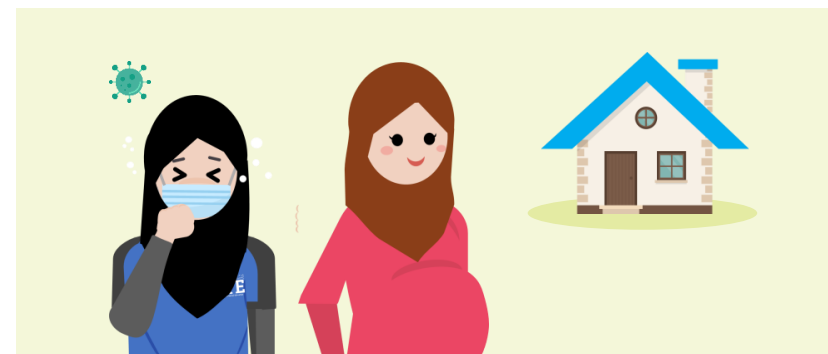
- 8.** Surau / prayer rooms are open with MORA guidelines.



- 9.** Hostel and Transportation are provided with precautionary measures.



- 10.** Vulnerable staff and students or those who are showing signs of illness or symptoms are allowed to work from home/study at home subject to acknowledgement by the management of respective institutions.



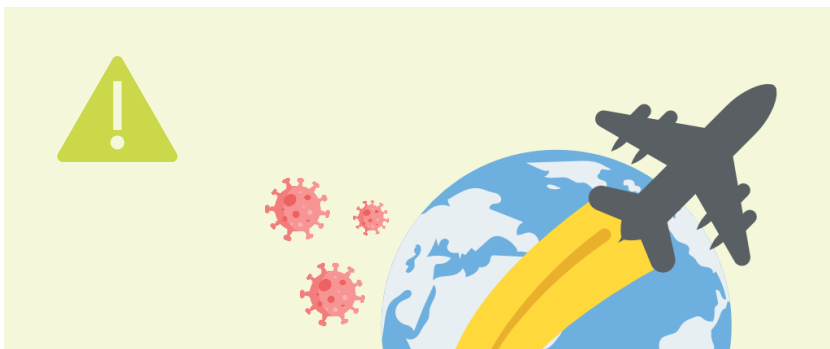
11. Students are allowed to proceed with their **industrial attachment** and **On the Job Training locally** and **health declaration form is required** to be filled in by student.



12. Local field trips are allowed but subject to the respective TVIs and HEIs BCP/Higher Management consideration. **Declaration form is required** to be filled in by student and the host / organizer.



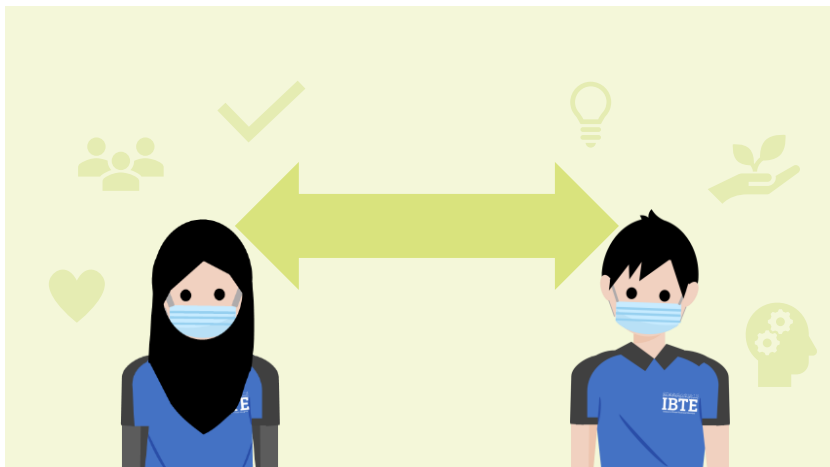
13. Study abroad or similar programmes are allowed but limited to low risk countries and subject to the consideration of the TVIs and HEIs BCP/Higher Management.



14. Co-curricular activities and events are allowed based on Risk Assessment report that must be approved by the respective TVIs and HEIs BCP/Higher Management.



15. Staff and students should continue to observe the social distancing guidelines and practice **social responsibility**.



16. Canteen is allowed to be opened following the Ministry of Health guidelines.

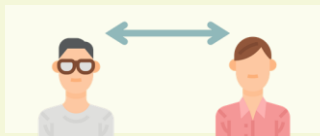


17. Staff and students should always practice the precautionary measures as advised by the Ministry of Health, Negara Brunei Darussalam.

Follow MOH's guidelines:-



✓ **Maintain SOCIAL DISTANCING**



✓ **COVER** your face when coughing or sneezing with tissue and throw it immediately in a bin after use:



✓ **DO NOT** touch your face unnecessarily



✓ **WASH** your hands often with soap OR use hand sanitizers:



Reopening Protocol

Operational Readiness Level 1



Temperature check



Record Attendance for contact tracing



Hand sanitizer provided at every checkpoint



F2F classes resume at 20% of usual capacity



Online-learning is encouraged



Common Areas limited by 20% of usual capacity



Vulnerable/ Unwell to stay home



Limited IA & OJT and student to fill-in declaration form



Personal study encourage at home



No CCA or event



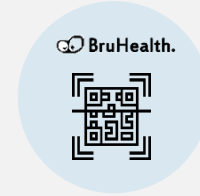
Face masks are encouraged



Practice social distance



To observe the precautionary measure as advised by MOH



Scan QR Code using Bruhealth App



No Hostel & Transportation provided

Reopening Protocol

Operational Readiness Level 2



Temperature
check



Record Attendance
for contact tracing



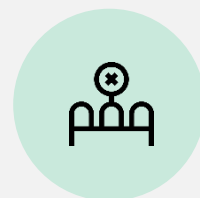
Hand sanitizer provided
at every checkpoint



F2F classes resume at
60% of usual capacity



Online-learning
is encouraged



Common Areas limited by
60% of usual capacity



Vulnerable/ Unwell
to stay home



Limited IA & OJT and
student to fill-in
declaration form



Personal study
encourage at home



Only approved CCA
or event can be held



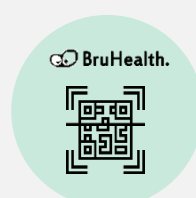
Face masks are
encouraged



Practice social
distance



To observe the
precautionary measure
as advised by MOH



Scan QR Code
using Bruhealth
App



Limited Hostel &
Transportation
provided



Surau / Prayer
rooms are open

Reopening Protocol

Operational Readiness Level 3



Temperature
check



Record Attendance
for contact tracing



Hand sanitizer provided
at every checkpoint



F2F classes resume at
80% of usual capacity



Online-learning
is encouraged



Common Areas limited by
80% of usual capacity



Vulnerable/ Unwell
to stay home



Limited IA & OJT and
student to fill-in
declaration form



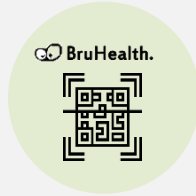
Only approved CCA or
event can be held



Practice social
distance



To observe the
precautionary measure as
advised by MOH



Scan QR Code
using Bruhealth App



Hostel & Transportation
are provided



Surau / Prayer
rooms are open

Reopening Protocol

Operational Readiness Level 4



Temperature check



Record Attendance for contact tracing



Hand sanitizer provided at every checkpoint



F2F classes are resume at full capacity



Online-learning is encouraged



Common Areas are allowed at full capacity



Vulnerable/ Unwell to stay home



Limited IA & OJT and student to fill-in declaration form



Local field trip is allowed



CCA or event can be held



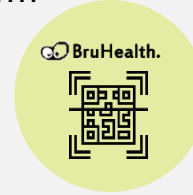
Study abroad or similar programmes are allowed to low-risk countries



Practice social distance



To observe the precautionary measure as advised by MOH



Scan QR Code using Bruhealth App



Hostel & Transportation are provided



Surau / Prayer room is open

Summary Matrix of Operational Readiness Level

Reporting Protocol

Last updated 19th June 2020

No.	Reporting Protocol	Level 1	Level 2	Level 3	Level 4
1	Temperature taking upon entry to the campus. An identification sticker to be given after his/her temperature checked.	✓	✓	✓	✓
2	Students and Staff must scan the QR code from BruHealth App every time they enter or exit the school premises.	✓	✓	✓	✓
3	Staff and students are to record their attendance and their temperature reading in the log book before entering class, lab, workshop, etc.	✓	✓	✓	✓
4	To provide hand sanitiser at every checkpoints and common areas.	✓	✓	✓	✓
5	Face-to-face lessons are resumed for _____.The institutions could assign specific number of students according to the class size such as by setting a limit to _____% of usual capacity.	Practical & assessment 20%	All 60%	All 80%	All 100%
6	Classes or lectures can still be conducted online based on the respective institutions' online learning policy.	✓	✓	✓	✓
7	Use of common areas such as library, main purpose hall, and student café.	✓	✓	✓	✓
8	The number of staff and students in the common area such as library, student café should continue to be monitored and controlled by limiting to _____ of the usual capacity.	20%	60%	80%	100%
9	Vulnerable staff and students or those who are showing sign of illness or symptoms are allowed to work from home/study at home.	✓	✓	✓	✓
10	Staff and students should ensure social distancing guidelines and practice social responsibility.	✓	✓	✓	✓
11	Staff and students should always practice the precautionary measure as advised by the Ministry of Health, Negara Brunei Darussalam.	✓	✓	✓	✓
12	Canteen is allowed to be opened but must follow the Ministry of Health's guideline.	✓	✓	✓	✓
13	Staff and students are advised to wear face masks when in campus.	✓	✓		
14	Students are advised to do their personal study at home if they have no class scheduled during that day.	✓	✓		
15	Surau / Prayer rooms are open following MORA guidelines.		✓	✓	✓
16	Implementation of Co-curricular activities and event. (Note: CCA activities & events must have a Risk Assessment report that must be approved by the respective TVIs and HEIs BCP/Higher Management).		✓ *only approved	✓ *only approved	✓ *only approved
17	Industrial attachment and On the Job Training locally. Health Declaration form is required to be filled in by student.	*Limited	*Limited	*Limited	✓
18	Study abroad or similar programmes are allowed but limited to low risk countries and subject to the consideration of the TVIs and HEIs BCP/Higher Management.				✓
19	Local field trips are allowed but subject to the respective TVIs and HEIs BCP/Higher Management consideration. Declaration form is required to be filled in by student and the host / organizer.				✓
20	Provision of hostel and transportation.		*limited	✓	✓



For more information, contact your respective institution:



IBTE HQ	2425555
IBTE Mechanical Campus	2470124
IBTE Sultan Saiful Rijal Campus	2331077
IBTE Nakhoda Ragam Campus	2390434
IBTE Business Campus	2452113
IBTE Jefri Bolkiah Campus	3335802
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