

**GENERAL GUIDELINES/SOP
FOR
IBTE HEADQUARTERS RE-OPENING
(MAIN, BRANCH & CET)**

(TRANSITION PHASE)

Version 1.0

19th November 2021

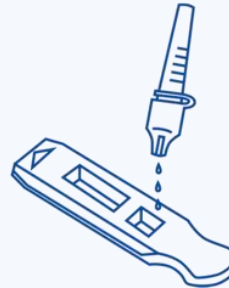
IBTE HSE UNIT

This **General Guidelines/SOP for IBTE Workplace Re-opening** consists of:

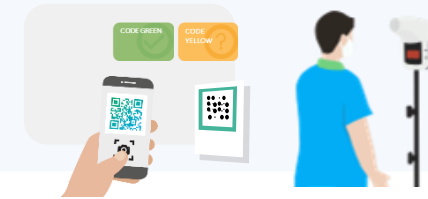
1. PREPARATION



2. ART TEST



3. BEFORE (Before Arrival & Entering Workplace)



6. MANAGING SYMPTOMATIC AND POSITIVE CASES



5. AFTER (Exiting Workplace)



4. DURING (Throughout The Period at Workplace)

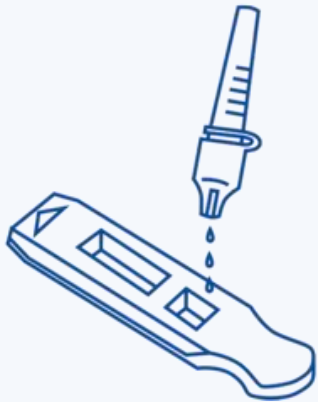


1. PREPARATION



- ✓ Assign volunteers to check temperature checks/verifying BruHealth at entrances of workplace.
- ✓ Divisional Director (DD)/ Head of Unit to prepare and monitor ART schedule (following national requirements).
- ✓ Logbook provided for visitors only at designated entrance of workplace.
- ✓ Set up centralised reporting system of attendance for active monitoring of daily capacity.
- ✓ Set up social distancing measures (Safety tapes and safety barriers).
- ✓ Provision of isolation room/area - for staff who develops symptoms while at workplace and not able to leave the premise immediately and awaiting next of kin or arrival of ambulance.
- ✓ Provision of sufficient supplies of cleaning and disinfection.
- ✓ Availability of thermometer (handheld/standing) at main entrance of the workplace.
- ✓ Provision of hand sanitizers at- main entrance, entry points at all level of floors / offices/Division.
- ✓ Display do's and don'ts (COVID 19 safety advices) at strategic locations.
- ✓ Understand **Line of Reporting - (page 15)** in the event of suspected/confirmed COVID-19 cases.

2. ART TEST



- ✓ All staff will be supplied with ART test kit through their respective Divisional Director/ Head.
- ✓ All staff are encouraged to watch simple video of how to conduct ART test kits and follow instructions written on ART kit packaging.
- ✓ Staff are required to perform ART test once every two weeks, on the same day before going to workplace.
- ✓ In an event where the ART test is conducted at the workplace, all staff must abide the procedures of conducting in a room/area provided.



PROCEDURE OF USING ART SELF-TEST KIT

- 1) DO NOT perform ART;
 - I. If you have any acute respiratory infection (ARI) symptoms such as fever, cough, flu or runny nose, please inform Divisional Director or Head of Unit and you are not required to come to work. Go to your nearest health center and request for a PCR test.
 - II. If you have nosebleed in the past 24 hours OR nasal surgery in the last 4 weeks or facial surgery in the last 8 weeks. (*Note: only applicable to nasal ART kit*)
- 2) Be informed and read through clearly on how to use the ART self – test kits correctly.
 - I. Different brand of test kits will have slight differences in their requirement and instructions.
- 3) Before you perform the test, please ensure the following:
 - I. You are in a well-ventilated room, away from others.
 - II. Find a flat surface/table to place your test device, you may need a mirror and a timer to guide you.
 - III. The surface used can be easily cleaned and wiped down.
- 4) Clean your hands before performing the test
- 5) Lower mask until just below the nose



PROCEDURE OF USING ART SELF-TEST KIT

6) Swab both your nostrils

- I. Insert tip of swab stick about 2cm into one nostril
- II. rotate swab 5 to 10 times against the inside wall of the nostril
- III. Using the same swab stick, repeat step (2) for the other nostril
- IV. Insert the swab stick into the reagent tube, mix it and swirl it (10-15 times) with the solution provided
- V. Put on the nozzle cap on the tube
- VI. Squeeze 3 to 5 droplets out of the tube onto the test device.
- VII. Wait for 10-30 minutes for your result.

7) Test result:

- I. Negative: Disposed kit with double-layered plastic
- II. Positive: Put kit in envelope/plastic bag provided and bring it to nearest Swabbing Centre by the suspected person himself/herself



MANAGING ART TEST RESULTS

If INVALID

Repeat the test until a valid result is obtained.

If NEGATIVE

Inform DD/Head on the result

If POSITIVE

At HOME:

1. Inform Divisional Director/Head of Unit on the result [follow **Line of Reporting - page 15**].
2. Visit swab centre for PCR test as confirmatory measure.
3. Contact MOH by calling 991 or 148 for confirmation of positive case
4. Staff are not allowed to enter work premise until confirmatory result is obtained informed to Divisional Director/Head of Unit [follow **Line of Reporting**].
5. Staff who have completed their quarantine order and are certified free of COVID-19 infection can attend to work as usual.

In OFFICE:

1. Isolate suspected person from the rest of the office (instruct to leave office or stay in isolation room/area waiting to be picked up)
2. If staff are driven to work, the staff need to be escorted in an isolation room/area while waiting for further action.
3. Inform Divisional Director/Head of Unit [follow **Line of Reporting**].
4. Contact MOH by calling 991 or 148 for confirmation of positive case
5. Next of kin should send suspected COVID-19 staff to the nearest swab center for a confirmatory PCR Test and undergo self-isolation until swab test results are obtained.
6. Staff who have completed their quarantine order and are certified free of COVID-19 infection can attend office as usual.



ART REPORTING FLOW



2 ART kits to be collected for 1 month usage (once in 2 weeks) especially for those who are scheduled to come in this transition phase

Starting on Monday, 29th November 2021 onwards (fortnightly) especially those who are scheduled to come in this transition phase.

Take a photo of your ART result and upload at <https://ibte.edu.bn/r/ReportART>

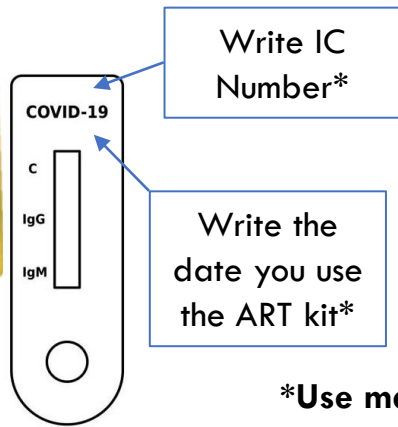
Show a photo of your result side by side with your Identity card



December 2021						
Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9



Microsoft Forms



*Use marker Pen
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3. BEFORE (Before departing to workplace)



PREPARATION AT HOME :

- ✓ All staff must confirm that there is no visible symptoms, not serving Quarantine Order or Self-isolation notice and not a close contact of any active cases.
- ✓ Personal phones should be sufficiently charged with an up-to-date BruHealth (Code Green/Yellow only).
- ✓ Staff ID or Identification card / driving license (for verification).
- ✓ Fully vaccinated at least two approved doses (verified through BruHealth of vaccination card)
- ✓ Perform ART Self-test Kit prior leaving house and **share results via online form**
- ✓ Bring own refreshments, prayer mat and own sanitizer.

UPON ARRIVAL AND ENTERING WORKPLACE :

3. BEFORE (Entering Workplace)



- ✓ You may be drop-off at designated drop-off point and enter through specified entry point ONLY.
- ✓ All staff are MANDATORY to wear their IBTE Staff ID (for verification).
- ✓ Upon entry at the main entrance, scan BruHealth QR code, conduct temperature checking and use hand sanitizers provided before proceeding to workstation.
- ✓ Any staff with a body temperature of 37°C or above are not allowed to enter the workplace and required to repeat a body temperature measurement.
- ✓ Face mask to be properly worn at all times; double masking is recommended.
- ✓ Do not shake hands or exchange any greetings involving direct physical contact.

AT WORKPLACE :

- ✓ Maintaining social distancing in the workplace.
- ✓ Face mask to be properly worn at all times
- ✓ Encourage to wash hands with soap and water / use hand sanitizer regularly especially after using toilets.
- ✓ Encourage respiratory etiquette, including covering coughs and sneezes to all staff
- ✓ Perform measures to improve natural ventilation such as opening doors, windows (where possible) in enclosed spaces.
- ✓ Encourage using own stationaries / refreshment / phone / tissues / hand sanitisers and prayer mat.
- ✓ Report immediately to Division Director or Head if not feeling well/having symptoms.
- ✓ Encourage staggered break time schedule at the workplace
- ✓ Discourage visitors or other staff visiting other's workstation.

4. DURING

(Throughout The Period at Workplace)



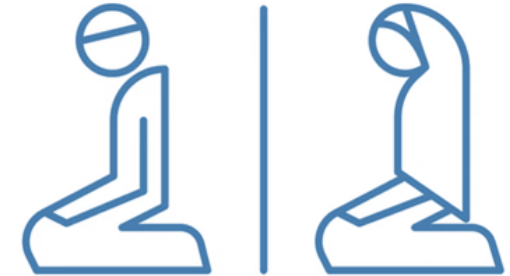


PROCEDURE OF USING SURAU FACILITIES

Surau is **OPEN** with **limited capacity** according to **de-escalation/re-opening plan** during Transition Phase.

Measures need to be observed in Surau:

1. Bring **your own prayer mat and attire**.
2. Social distancing of *saf* (subject to MORA directives including **wearing the mask properly**).
3. Only **for obligatory (*Fardh*) Prayer**.
4. **No gathering / activities** in surau.



GENERAL CLEANLINESS AND HYGIENE AT WORKPLACE:

- ✓ Frequent cleaning surfaces of workplace or touched surfaces such as tables, desks, door handles, keyboards and telephones with disinfectant
- ✓ Daily cleaning and disinfection should be done before commencing work regularly for office space/common facilities e.g toilets, pantries, conference rooms, meeting areas, corridors, staircases and handrails.
- ✓ Promote regular hand washing, disposal of face masks, paper or facial tissues in closed bins by displaying posters or announcement during meetings etc.
- ✓ All staff take responsibilities for cleaning and disinfecting toilet seat covers and opening toilet's windows/ mechanical vents before leaving the toilet.
- ✓ Encourage all staff to co-operate with cleaners the importance of carrying out thorough cleaning safely.

DISPOSAL of potentially infectious waste :

- ✓ Use sturdy tongs for handling waste
- ✓ Use Double layered sealable plastic bags for disposal
- ✓ Use lidded (pedal) trash disposal bins containing a sealable plastic lining.

DURING
(Throughout The Period
of Workplace)



5. AFTER (Exiting workplace)



BEFORE GOING HOME:

- ✓ Staff to perform daily housekeeping and cleaning and sanitising of their workstation or workplace.
- ✓ Focus should be given on frequently touched surfaces such as door-knobs, door handles, tables, chairs, tools etc.
- ✓ Do not forget to “**Leave Premise**” on BruHealth once leaving premise.
- ✓ Staff waiting for their transportation are advised to wait at designated waiting area only while maintaining COVID-19 measures such as properly wearing mask.

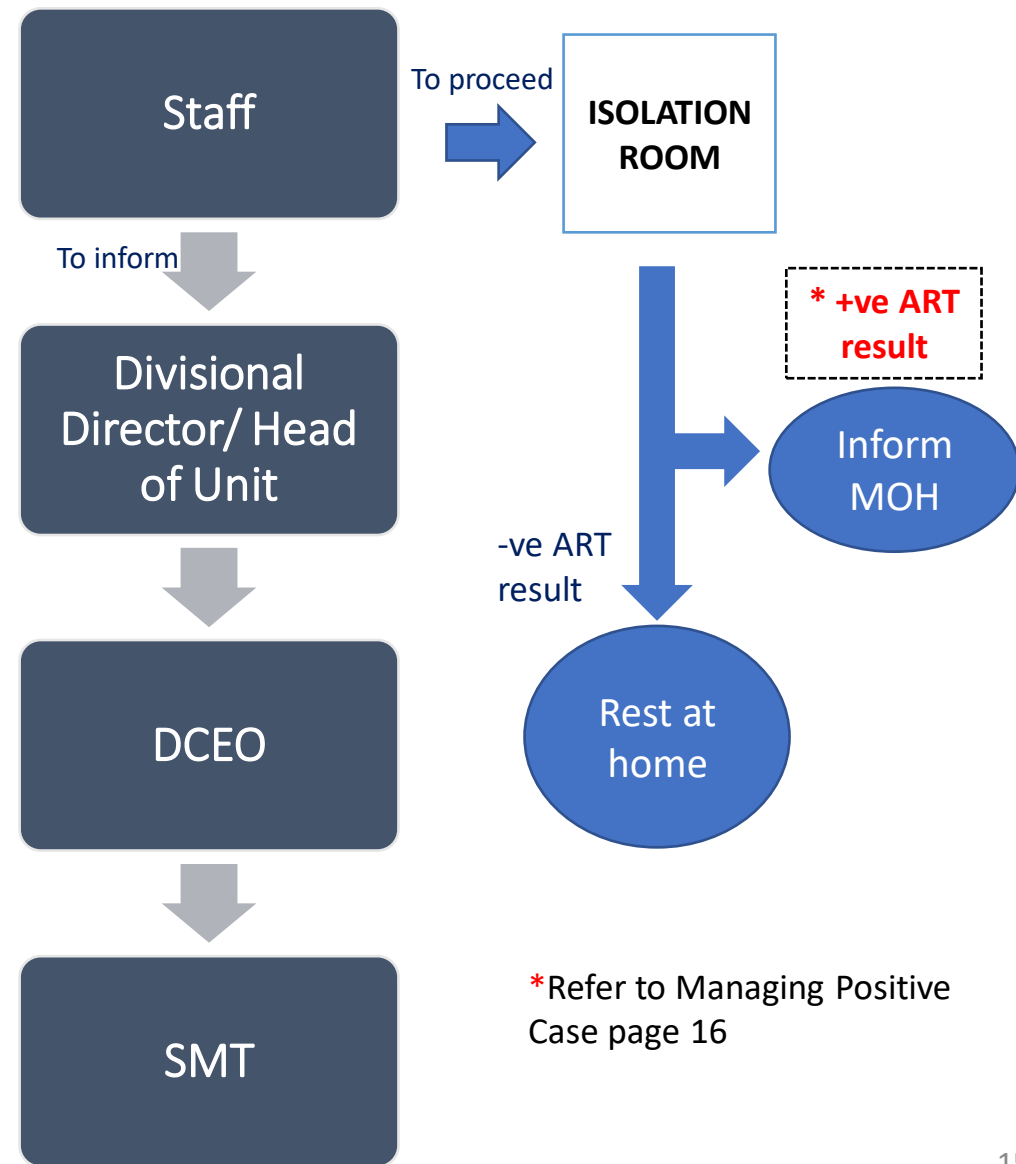
LINE OF REPORTING FOR SYMPTOMATIC STAFF

6. MANAGING SYMPTOMATIC AND POSITIVE CASE



Line of reporting is established for clear reporting and communication amongst staff member particularly in managing those who are symptomatic and suspected positive at the workplace.

In any event an staff is unwell or has shown any symptom, they are to proceed immediately to isolation room and to do ART and to inform their respective Divisional Director / Head.



*Refer to Managing Positive Case page 16



MANAGING POSITIVE CASES

When a suspected case is in the premise i.e, develop fever and respiratory symptoms (such as cough, runny nose and sore throat), immediate actions to be taken are as follow :

1. Direct the staff to isolation room/area in the premise and away from other staff;
2. Keep the numbers of staff attending to the ill staff to a minimum and they should wear surgical masks and disposable gloves.
3. Inform Divisional Director /Head of Unit [follow ***Line of Reporting***].
4. Focal Person to contact MOH by calling 991 or 148 and seek advice from MOH on the need to potentially close relevant parts of the premise.
5. Divisional Director/ Head of Unit of the staff must report to Divisional Director Estate and Campus Development (DD ECD) to arrange for immediate cleaning and disinfection.
6. Avoid using the infected room for at least 24 hours or as per MOH advice.

PROCEDURE USING ISOLATION ROOM

Isolation Room/Area refers to a room (such as sick bay) or other suitable space to house staff with symptoms/close contact/suspected positive COVID-19 separately before taking further actions.

Reminder :

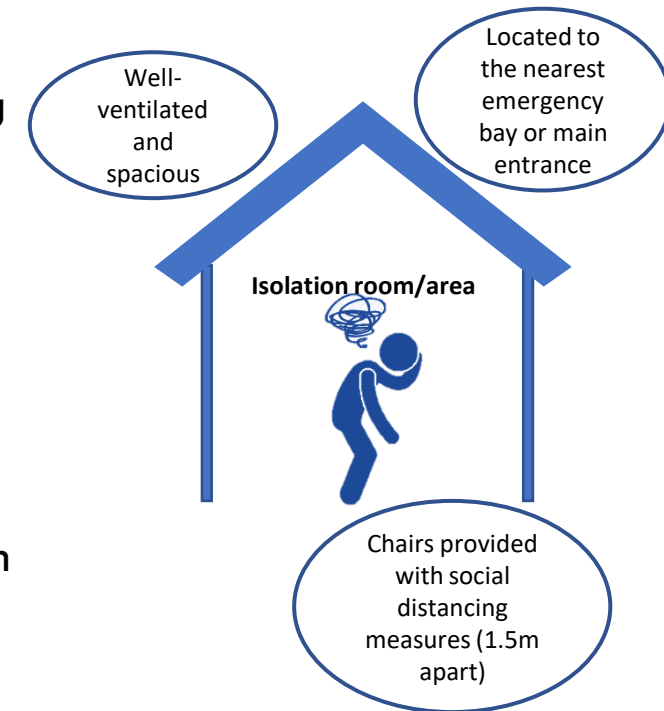
- Face mask to be worn at all times when enter the room.
- Conduct ART Self-Test kit and record in a log-book provided / show the test result to focal person.

For Negative result:

- ✓ dispose used self-test kit using plastic bag and properly sealed and dispose in trash bin (automatic cover – foot pedal)

For Positive result:

- ✓ Put self-test kit using plastic bag, properly sealed and label to be sent to MOH?
- ✓ Inform staff's immediate Divisional Director/Head, immediate family or ambulance if necessary.
- ✓ Conduct immediate cleaning and disinfection of the room and all surfaces appropriately.
- ✓ Remove content of dustbin from the room.



Appropriate disposable PPE

(* to be worn when handling suspected case)

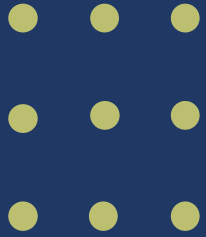
Face shield

Plastic Apron*

Facemask

Overall Gown*

Surgical gloves



For more information, contact your respective institution:



IBTE HQ
IBTE Continuing Education and Training Division (CET)

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Or send a message to our social media:



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brunei.technical.education

