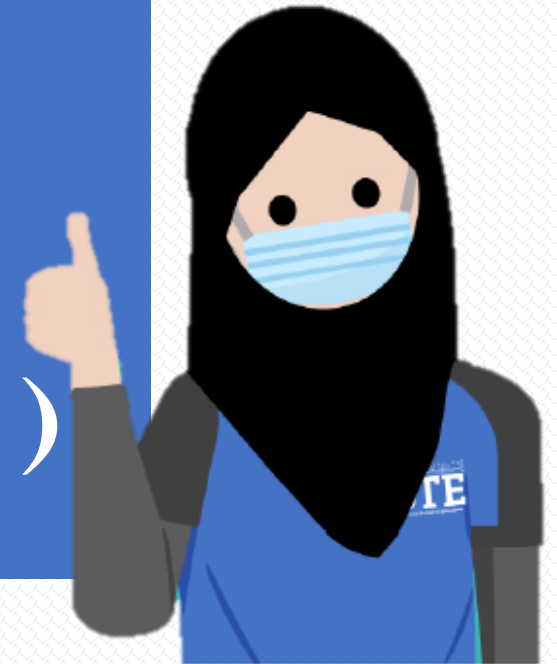




# GENERAL GUIDELINES/SOP FOR CAMPUS RE-OPENING (TRANSITION PHASE)

Version 1.0  
19<sup>th</sup> November 2021



## IBTE HSE UNIT

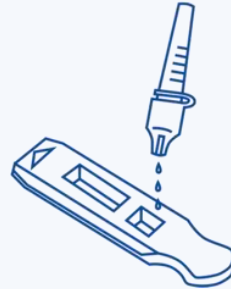
Campus Health, Safety and Environment Officers (CHSEOs)

This **General Guidelines/SOP for Campus Re-opening** consists of the following:

**1. PREPARATION**



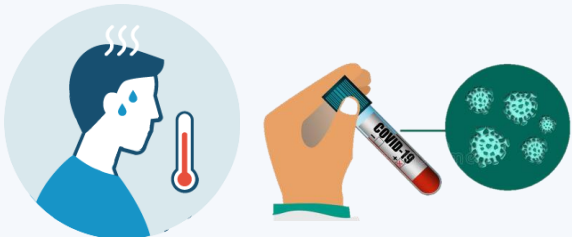
**2. ART TEST**



**3. BEFORE**  
(Before Arrival and Entering Campus)



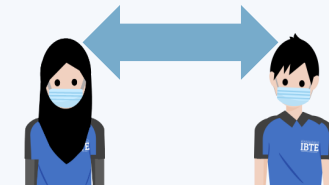
**6. MANAGING SYMPTOMATIC AND POSITIVE CASE**



**5. AFTER**  
(Leaving Campus)



**4. DURING**  
(Throughout the period on Campus)



## 1. PREPARATION



### Appropriate disposable PPE

(\* to be worn for handling suspected case)

Face shield

Plastic Apron\*

Facemask

Overall Gown\*

Surgical gloves

1. Ensure frontliners supplied with **appropriate disposable personal protective equipment (PPE)\*** when conducting temperature checks/verifying BruHealth.
2. Prepare **clean and reasonably-sized room/area** for conducting ART (if necessary).
3. Provide **Logbook** for visitors only.
4. Set up centralised **reporting system of attendance** for active monitoring of **daily capacity**.
5. Set up **social distancing measures** (safety tapes and safety barriers).
6. **Provision of isolation room/area** - for student/staff who develops symptoms while still in campus and not able to leave campus premise immediately and need to wait for next of kin or ambulance
7. Ensure **regular cleaning and disinfection regime** with sufficient supplies of cleaning and disinfection agents/materials.
8. **Provision of hand sanitizers** at all entry points of all offices/classrooms/workshops/laboratories/sites
9. Ensure availability of **thermometer** (handheld/standing).
10. Display **do and don'ts** (COVID 19 safety advices) throughout campus.
11. Understand **Line of Reporting (page 6)** and **Reporting and Action (page 17)** in managing symptomatic and positive CoVID-19 cases



# GENERAL CLEANING AND DISINFECTION

1. Use **PPE** including face mask, disposable gloves, plastic apron and face shield.
2. **Cleaning** using detergent and water to physically remove dirt and impurities from surfaces or objects.
3. **Disinfection** using disinfectant to kill germs on surfaces or objects.
4. Cleaning and disinfection frequency should be **increased with thorough procedures** in the event of an outbreak.
5. Disinfecting using **bleach** should be handled with proper care: dilute solution appropriately, wear proper PPE, prepare solution in well ventilated area, and do not mix with other chemicals or use in spray bottles.
6. Disinfecting using **flammable alcohol-based disinfectant** should be handled with proper care: use at appropriate strength, in well ventilated area, and away from source of ignition.
7. **Frequently touched surfaces** such as door-knobs, door handles, handrails, shared equipment, water-taps and toilet seats, should be regularly disinfected.
8. **Regularly used areas** such as toilets, pantries, common rooms, dining areas, staffrooms and hand washing areas, should be cleaned and disinfected daily.
9. **Clean, disinfect and dry** cleaning equipment such as mop heads, buckets, cloths and etc after use.
10. Use reliable **waste handling equipment** such as sturdy tongs for handling potentially infectious waste.
11. **Double-layer sealable** plastic bags for disposal of potentially infectious waste.
12. Use **lidded (pedal) trash disposal bins** containing sealable plastic lining.



# ISOLATION ROOM

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

## Ideal features:

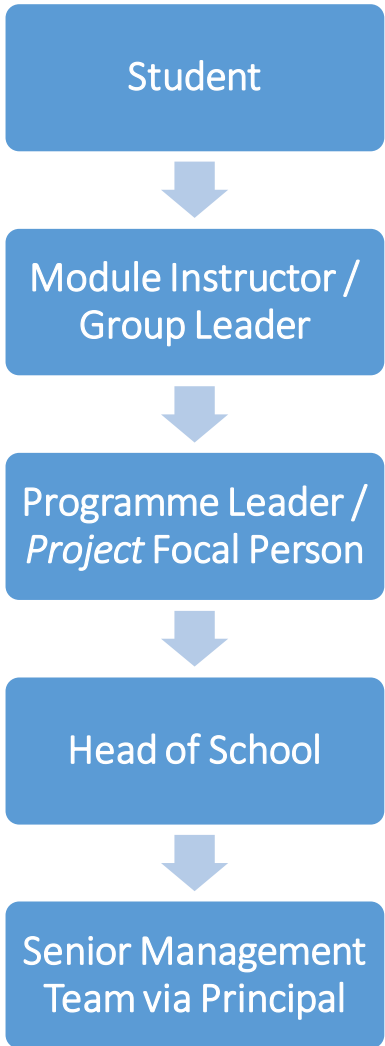
- Isolation room should be located at a **non-crowded area**.
- **Shortest route** to the isolation room **away from frequently crowded areas**.
- **Considerably spacious**.
- **Good ventilation**.
- **Chairs** provided with **social distancing** measures in place( at least **1.5m apart**).
- **Face mask** must be worn at all times.
- **Frontliners** attending students/staff in the isolation room must wear proper PPE including double-layered face masks, face shield, disposable gloves, disposable gown and apron.



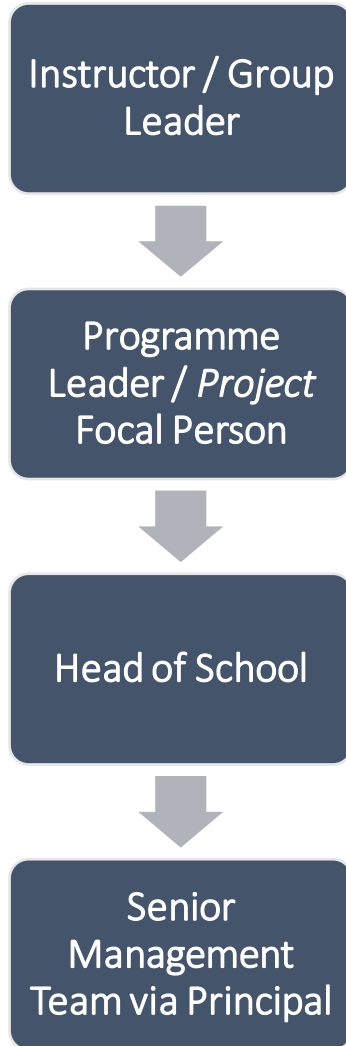
# LINE OF REPORTING

In the event where staff/student developed symptoms or come in close contact with a suspected case, the following will be the line of reporting:

## In class/practical/project settings



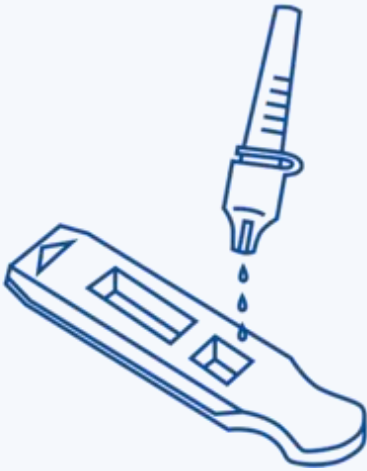
## Teaching staff settings



## Non-teaching staff settings



## 2. ART TEST



1. Staff and students will be supplied with ART kit.
2. Video instructions on correct ART kit technique will be shared. This is to supplement instructions written on ART kit packaging.
3. Staff and students are required to perform ART test once every two weeks, **on the same day** before going to campus.
4. Some ART test might be required to be conducted on campus; ensure suitable location/venue is provided (considerably spacious, well ventilated, physical distancing, access to proper waste bin, double plastic, access to handwashing facilities/hand sanitiser, monitoring by appointed staff).



# 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 your GL/OM/AM/HOS and you are not required to come to the campus. Go to your nearest health center and request for a PCR test.
  - II. If you have **nosebleed within 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. If **NEGATIVE** - Dispose kit with double-layered plastic
  - II. If **POSITIVE** - Put kit in envelope/plastic bag provided and bring it to nearest Swabbing Centre by the suspected person themselves.

# MANAGING ART TEST RESULTS



## If INVALID

Repeat the test until a valid result is obtained.

## If NEGATIVE

Inform GL/OM/AM/HOS on the result

## If POSITIVE

### at HOME:

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

### in CAMPUS:

1. Isolate suspected person from the rest of campus (instruct to leave campus or stay in isolation room/area waiting to be picked up)
2. If staff/student using shared transportation/bus, place students in an isolation room/area while waiting for further action.
3. Inform GL/OM/AM/HOS [follow **Line of Reporting**].
4. Next of kin should send suspected COVID-19 staff/student to the nearest swab center for a confirmatory PCR Test and undergo self-isolation until swab test results are obtained.
5. Staff/student who have completed their quarantine order and are certified free of COVID-19 infection can attend school as usual.

# ART REPORTING FLOW FOR STAFF AND STUDENTS

2.ART TEST



**1** Get the ART kits at the office



**2** Do ART every other Monday



**3** Submit ART result online



**4** Show your ART picture at the entry point

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, 29<sup>th</sup> 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>

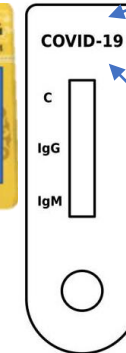
Show a photo of your result side by side with your Identity card



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



Write IC Number\*

Write the date you use the ART kit\*

\*Use marker Pen

## PREPARATION AT HOME

### 3. BEFORE (Before Arrival)

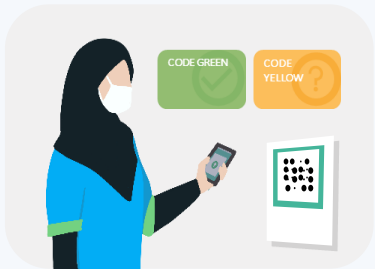


1. **Physically healthy and no visible symptoms:** Not serving Quarantine Order or Self-Isolation Notice and not a close contact of any active cases. **Report to GL/OM/AM/HOS on health status** before setting off from home.
2. Phones **sufficiently charged** with working & up-to-date **Bru-Health** app (Code Green/Yellow only).
3. **Students ID or Identification card** / driving license (for verification).
4. **Fully vaccinated** at least two approved doses (verified by GL/OM/AM/HOS)
5. **Perform ART and share results via online form** or with respective GL/OM/AM/HOS (if instructed to do so).
6. Prepare own PPE/stationery/refreshment/prayer mat and attire to be brought (as necessary and where required)

## UPON ARRIVAL AT CAMPUS

### 3. BEFORE

(Entering Campus)

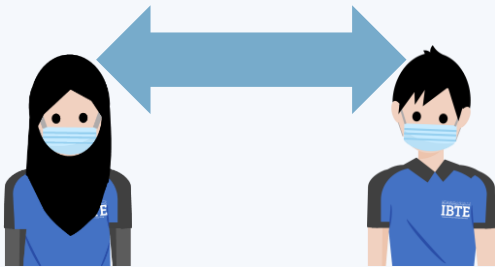


1. Drop off at **designated drop-off point(s)** and enter through **specified entry point(s) ONLY**.
2. **Punctual arrival** for daily checks/reporting.
3. **Wearing Students ID or showing Identification card / driving license** (for verification) is **MANDATORY**.
4. **Check temperature and scan BruHealth QR code** at entry point(s) before proceeding into the campus
5. **Face mask** to be properly worn at all times; double masking is recommended.
6. **Do not shake hands** or exchange any greetings involving direct physical contact.

## DURING LESSON/PRACTICAL/WORK

### 4. DURING

(Throughout the period on Campus)



1. Enter classroom / workshop / lab / site through **designated entrance**
2. **Sanitise hands and check temperature** before entering classroom/workshop/lab etc.
3. Sanitise hands **before commencing any practical work** and **after completing work.**
4. Maintaining **social distancing** in classroom / workshop / lab / site (follow instructions marked by safety tapes and safety barrier where applicable).
5. **Face mask** to be properly worn at all times
6. Perform measures to **improve natural ventilation** such as opening doors, windows (where possible) in enclosed spaces.
7. Use **own stationaries / refreshment / PPE / phone / tissues / hand sanitisers / prayer mat and attire.**
8. **Report immediately** to instructor if not feeling well/having symptoms.

# PROCEDURE OF USING SURAU FACILITIES

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

Measures 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 **obligatory (Fardh)** prayer allowed.
4. **No gathering / activities** in Surau, other than to pray.



## BEFORE GOING HOME

### 5. AFTER

(Leaving campus)



1. **Students, Technical Assistants or Technicians must ensure good housekeeping** before going home (i.e. cleaning and sanitizing work area).
2. **Focus should be given** on frequently touched surfaces such as door-knobs, door handles, tables, chairs, tools etc.
3. **Instructor** to dismiss students immediately and monitor students **leaving campus premise** once session concluded
4. Do not forget to “**Leave Premise**” on BruHealth once leaving campus premise
5. Students waiting to be picked up should **wait at designated waiting area only** while maintaining COVID-19 measures such as wearing mask properly.



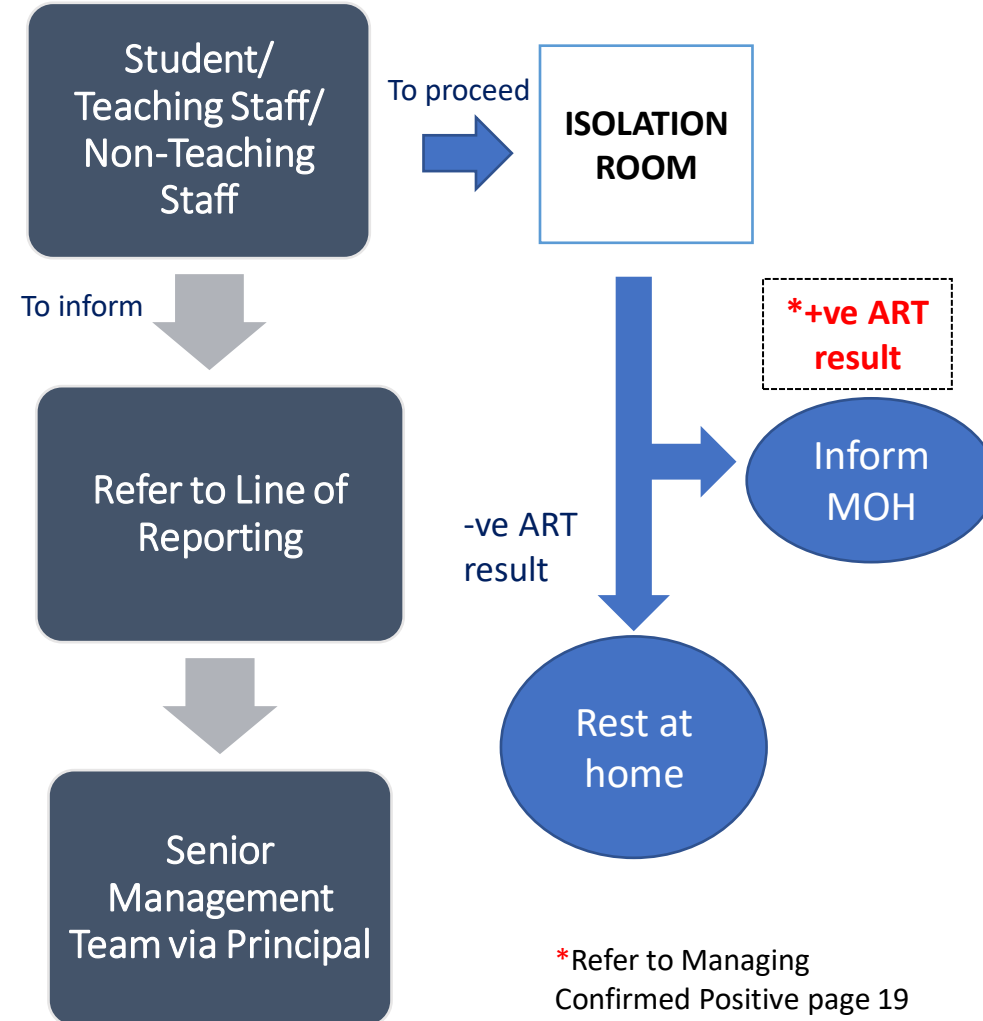
# REPORTING AND ACTION

## 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, when a student or an employee is unwell or has shown any symptom, they are to proceed immediately to isolation room and to do ART and to inform their respective GL/OM/AM/HOS.



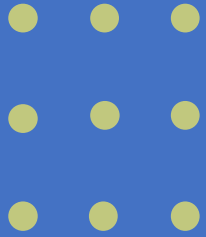
\*Refer to Managing Confirmed Positive page 19



# 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. Inform GL/OM/AM/HOS [follow **Line of Reporting**]. Affected staff/student are not allowed to re-enter campus premise.
2. Direct the student/employee to isolation room/area in the premise and away from other members of the campus.
3. Only assigned staff can attend the ill student/employee and they must wear mask (double-layer), disposable gloves, disposable gown and disposable apron.
4. Contact MOH by calling 991 or 148 to report and seek further advice. Students and employees will be requested to assist MOH in conducting investigations and identify close contacts to patients. Patients and close contacts will be further managed by MOH in accordance to established SOPs.
5. Operation Manager to take action on site affected by immediately planning to carry out cleaning and sanitisation process by seeking advice from MOH on the cleaning and sanitisation process requirements.
6. Operation Manager to seek advice from MOH on the need to potentially close relevant parts of the campus.



For more information, contact your respective institution:



<b>IBTE HQ</b>	2425555
<b>IBTE Mechanical Campus</b>	2470124
<b>IBTE Sultan Saiful Rijal Campus</b>	2331077
<b>IBTE Nakhoda Ragam Campus</b>	2390434
<b>IBTE Business Campus</b>	2452113
<b>IBTE Jefri Bolkiah Campus</b>	3335802
<b>IBTE Sultan Bolkiah Campus</b>	3228050
<b>IBTE Agro-Technology Campus</b>	2683200



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