



Phased Opening of AUIS Campus

Policies and Procedures for Essential On-Campus Activities

Effective Date: Sunday, 17 May 2020

This memorandum outlines important considerations and procedures for activities on campus as our AUIS community continues to combat the COVID-19 global health crisis. The memorandum is based on guidelines published in May by the American College Health Association; guidelines published in March by the U.S. Centers for Disease Control; procedures published by Johns Hopkins University and other major research universities; and requirements issued by the Kurdistan Regional Government (“KRG”) and Sulaimani Governorate.

AUIS is committed to protect the health of its faculty, staff, and students, and of their families and communities, while continuing to meet its educational goals. This balance is reflected in the following policies and procedures for the initial phase of opening the AUIS campus.

Current Status: Essential On-Campus Activities are Allowed

The KRG has approved online university instruction and the return to campus of faculty and staff needed to implement continued student learning online. Accordingly, AUIS now resumes the essential on-campus activities listed below. These activities are subject to the health requirements described in this memorandum and may be changed without notice based on changes in government health requirements or in the public health situation.

During this phase, essential on-campus activities include:

- On-campus work by faculty and staff (“employees”) to support online student learning. Faculty require prior approval of the VPAA office.
- On-campus work by employees to support continued University operation, including research and administration of Center grants.
- On-campus visits by individual students to pay University tuition and other fees.

During this phase, both the Director of Security and the Director, Facilities Management Department (“FMD”) must be notified **24 hours in advance** of the campus presence of students for purposes other than paying tuition or fees, and of the presence of other essential visitors. On-campus instruction of students is not permitted.

Policies and Procedures

- **Who can come, when, and where.** The AUIS campus will be open to AUIS employees participating in essential on-campus activities. Hours of operation will be limited and will be posted. Employees, students and visitors are expected to follow testing and other procedures required of them upon entry to the campus. At present, only the front gate may be used for entry and exit. The Bakrajo gate is closed.
- **Transportation.** Transportation may be provided for employees living in the University's Pak City apartments. Transportation times will be posted by FMD, and in the case of shuttle buses will require social distancing by passengers. Taxis and cars without University parking permits will not be allowed on campus.
- **Social distancing.** All individuals should seek to maintain at least **two (2) meters of distance** from each other at all times when on campus. When documents or other items must be reviewed or transferred, one party should step back from the document as the other party approaches it.
- **Masks.** While on campus property, students, visitors, and front-gate staff should wear a medical mask at all times in the presence of others. Appropriate use of masks by other employees is strongly encouraged.
- **Meetings.** In-person meetings on campus should be avoided when possible. The number of people in such meetings should be minimized.
- **Check-in and check-out.** Employees on campus should continue to follow standard "clock in and out" procedures using their ID cards.
- **Food.** The cafeterias in Buildings A & B will remain closed at this time. Food in open containers should not be shared.
- **Hygiene.** Continue to observe health guidelines distributed earlier. Wash hands frequently with soap and hot water and use alcohol-based hand sanitizer when washing hands is not practicable. Cover your mouth and nose if you must cough or sneeze.
- **And again, social distancing.** At present, the only effective way to significantly reduce the risk of COVID-19 transmission is to reduce the number and extent of our physical interactions with each other. Return to campus for essential activities is not a return to our past ways of working on campus. Whenever possible, interact electronically rather than in person.

Should you experience any flu-like symptoms, it is important to seek medical treatment immediately. In Sulaimani, kindly call the KRG Ministry of Health COVID-19 hotline at 122 to seek medical assistance for yourself or others.