

COVID-19 SAFETY

# PROCEDURES AND PROTOCOLS



**PENTECOST  
UNIVERSITY**  
TRANSFORMATION AND SERVICE

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    @Pentvars



# SAFETY AT PU

We take the safety of our community - our staff, students and visitors - very seriously. All our actions and interventions are based on WHO approved protocols and the latest Ghana Government advice. We will constantly review our activities to ensure the well being of all by adapting flexibly and swiftly to changing situations.



## WAYS TO STAY SAFE ON CAMPUS

### **Safety-assured spaces**

Before the re-opening of the University for academic work, we fumigated all communal spaces, lecture halls and offices in line with Government's guidance. Request to use any space should be addressed to the Health and Safety Officer (024 395 2598, [cntetteh@pentvars.edu.gh](mailto:cntetteh@pentvars.edu.gh)) for a proper risk assessment to be done before approval is given.



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# WAYS TO STAY SAFE ON CAMPUS

## Social distancing

Social distancing rules are dependent on where you are—indoors, outdoors or on transport, but we will advise to keep a distance of two metres wherever possible. There are signs around campus to remind you to keep a safe distance apart.



## WAYS TO STAY SAFE ON CAMPUS

### Face coverings

All individuals entering our campus must wear nose masks which cover the bridge of the nose above the nostrils, to below the chin. Face shields and other coverings which do not adequately cover the nose and mouth are unacceptable and strictly prohibited within our premises.

They must be worn at all times- while working, studying and moving around our compound. The security officers and health and safety teams have the right to correct and if necessary discipline those who violate the rules. The only exemption is for individuals with health conditions which restrict them from wearing face mask all the time. Such individuals must provide documentary medical evidence for exemption.



## WAYS TO STAY SAFE ON CAMPUS

### Temperature checks

The security checkpoints and vantage places are equipped with thermometers for keeping a check on your temperature. You will be advised to seek medical help if your temperature at any point is above 37.8C. This is to control the potential spread of Covid-19.

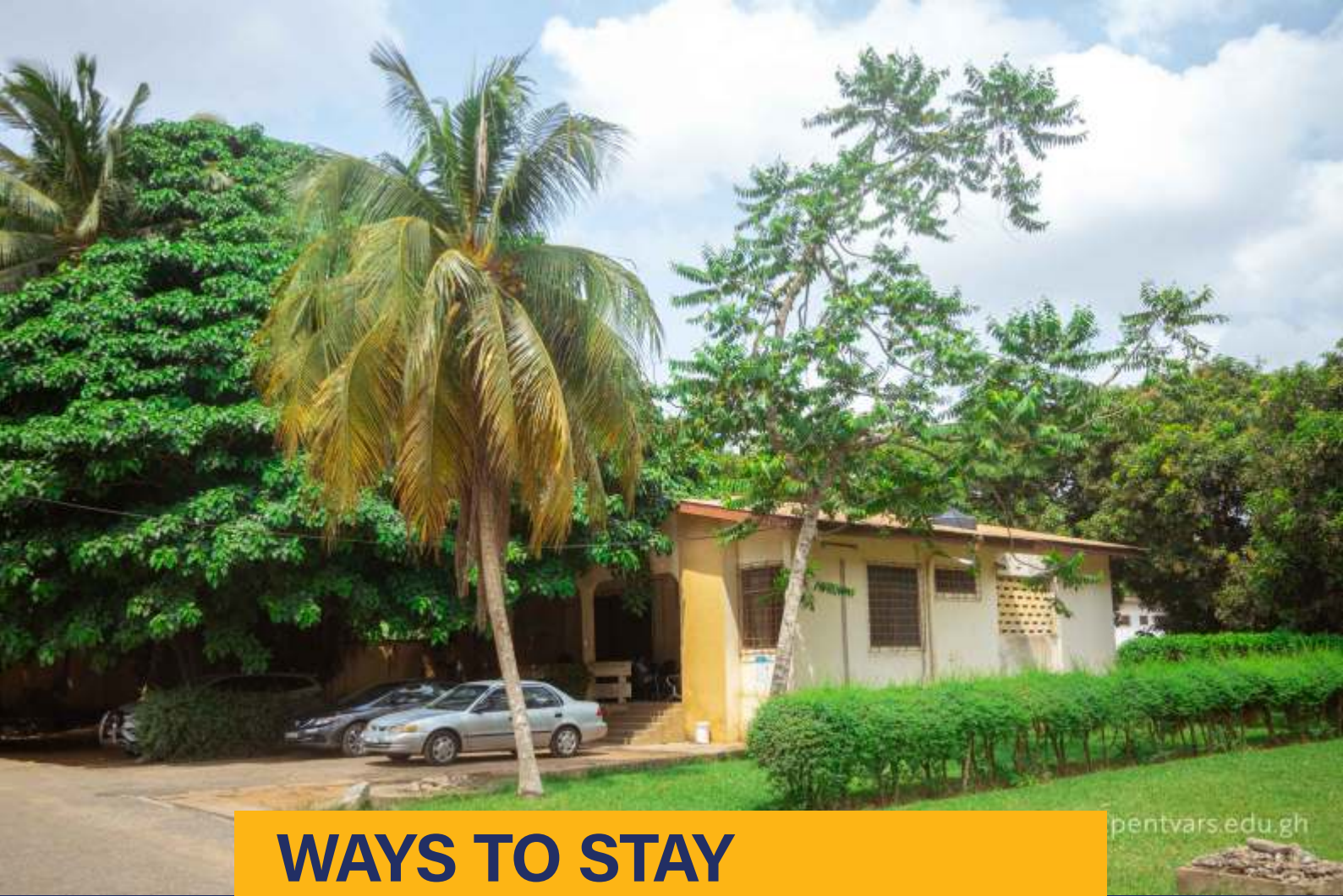


## WAYS TO STAY SAFE ON CAMPUS

### Hand sanitiser and washing points

You will see hand sanitiser and washing points across campus- at the entrances and exits to the campus and our buildings. Everyone in a vehicle entering our campus must be made to sanitise their hands before allowed in.

All those entering by foot are to wash their hands before being allowed to enter any of our facilities. Our security men will enforce this, and those who are found to violate this rule will be disciplined accordingly.



## WAYS TO STAY SAFE ON CAMPUS

### **University Clinic**

Kindly call the University clinic on 0547395134 if you have the common symptoms of Covid-19 (e.g. high temperature, dry cough, loss of taste or smell, sore throat, difficulty breathing, chest pain, etc.). It is always better to call before visiting our clinic. Upon a telephone assessment of your case, you will be advised accordingly.

The contact number for the local health centre dealing with Covid-19 cases is 0202536234 (District Director, Medical Services). You may contact other private Covid-19 test centres on 0501436662 (Nyaho Medical Centre)





# WAYS TO STAY SAFE ON CAMPUS

## Positive test results

In the case where you have tested positive, you will have to follow the advice of the National Health service which may include self-isolation, visit and admission to a health facility nearby, application of appropriate medical interventions, etc. We would expect that the University Nurse will be informed of your results so that the necessary internal controls and policies can be enacted.



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# WAYS TO STAY SAFE ON CAMPUS

## More cleaning

Our cleaning teams have been informed about repeating cleaning of common 'touchpoints' and ensuring that there are sanitisers, handwashing soaps, toiletries and basic hygiene resources at our various toilets and vantage points. Kindly report to the Health and Safety Officer on 0243952598 in case you observe any deviation from this cleaning requirement.

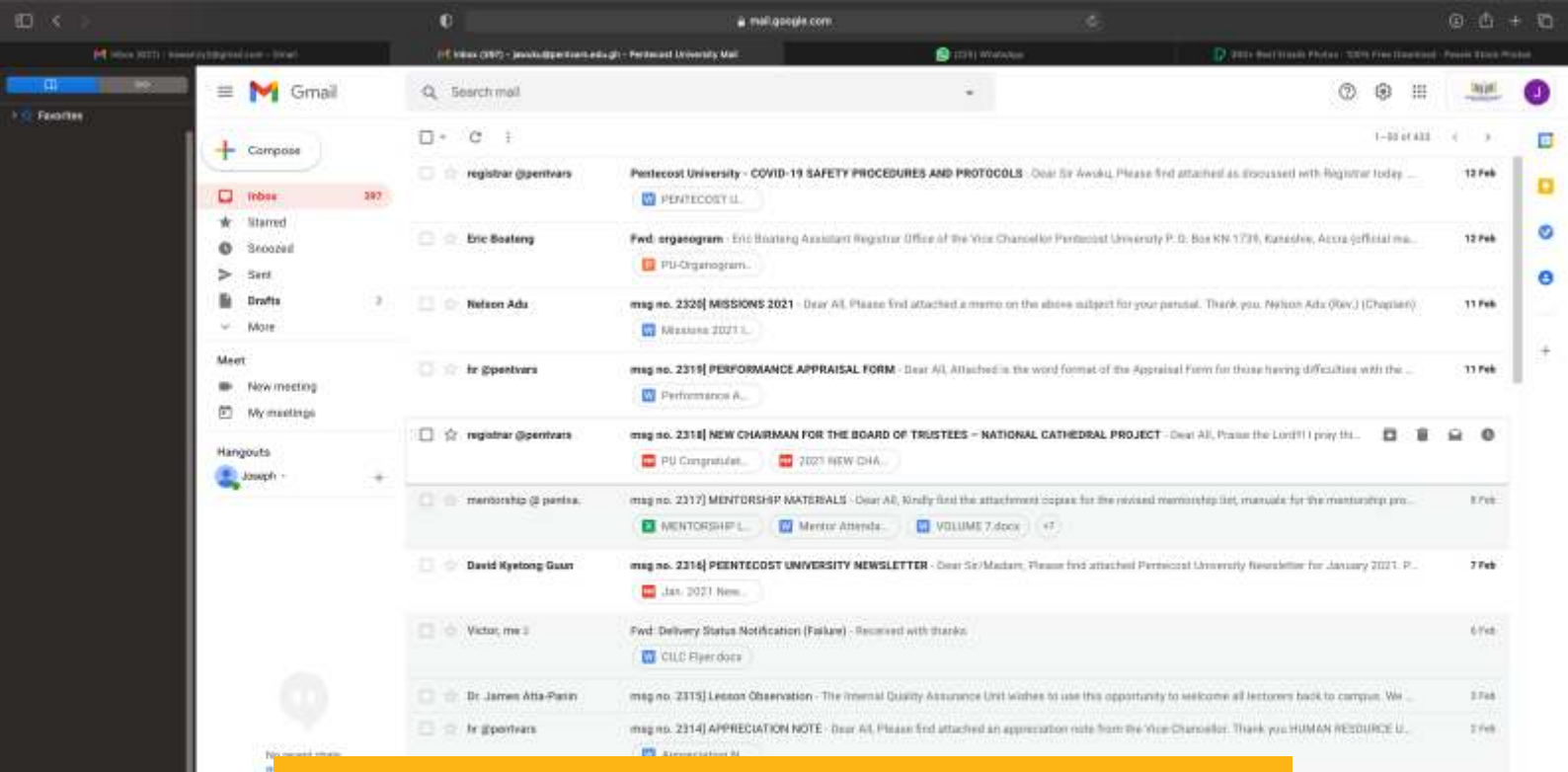


## WAYS TO STAY SAFE ON CAMPUS

### **Fewer contact hours and increased online teaching and meetings**

As a general rule, all teaching classes and meetings must be held under 2 hours. Where additional contact hours are required, organisers are to deploy our online learning systems to complete their sessions. Kindly contact our Online Systems Manager on 0203040272 to discuss ways you can be assisted.

We will strongly recommend that meetings are held online to limit the potential spread of the virus. Also, large groups of people are to be avoided. Lectures and meetings are to be scheduled to ensure maximum attendees do not exceed thirty-five (35). Appropriate spaces are to be secured for large gatherings.



# WAYS TO STAY SAFE ON CAMPUS

## Memos and letters

We will encourage all memos and letters to be sent through emails and other digital means to limit the distribution of papers across campus. Administrators and all are strongly encouraged to go digital.



# WAYS TO STAY SAFE ON CAMPUS

## Ventilation

Doors and windows are to be opened to allow good ventilation in our buildings. The opening of doors and windows in our facilities will mean switching off our air-conditioners and where possible lights to save on energy.

## COVID-19 Vigilante teams

Every hall and department is to form a COVID-19 Vigilante team to monitor and enforce the above policies. The Health and Safety Officer is to work together with these teams and report to the Registrar all necessary actions. Meetings with all parties and key persons shall be held weekly (possibly online) to discuss our progress in controlling the spread of COVID-19 on campus. We are committed to ensuring that all staff and students are provided with a healthy and safe working environment

Vice-Chancellor, Pentecost University