



INTERNATIONAL COLLEGE HUMAN RESOURCES DEPARTMENT

OCCUPATIONAL SAFETY MEASURES – COVID 19 – PROTOCOL 25.10.2020

I - Introduction

This Protocol outlines International College -IC- (**The School**) expectations from Faculty & Staff (Employees) regarding their safety in view of the Corona outbreak.

II - Purpose

While the school has reopened its offices for staff as of Monday August 24th 2020, and has decided to open its doors under the hybrid teaching model as of October 12th 2020, kindly be advised that the school's administration would like to reaffirm its commitment to the safety of its employees as described in this Protocol.

III –Occupational Safety - General Principles

In view of the recent rapid COVID 19 propagation in Lebanon, we are all called on to comply with the following preventive measures aiming at ensuring the mutual safety of all:

1- Temperature checking at the main gate entrance;

2- Encouraging employees to stay home and contact their primary care physician **if they are sick** especially with any of the following signs and symptoms: fever, severe fatigue, headache, cough, sore throat, shortness of breath, running nose, vomiting, diarrhea, abdominal pain, etc.

3- Wearing mask across the school's premises; All employees are required to wear face masks at all times in common areas mainly inside the School's buildings, open space/shared offices, classes and on school grounds. It's preferable to wear cloth masks, as surgical ones must be replaced at least twice a day. Cloth masks must be washed daily. Preschool faculty and staff are encouraged to wear face shields not as an alternative to the mask but as an additional protection.

4- Encouraging respiratory etiquette including covering coughs and sneezes;

5- Hand washing and sanitizing;

6- Discouraging employees from using other colleagues' belongings such as phones, offices or other tools and equipment when possible;

7- Social Distancing – Practicing social distancing, or physical distancing, to allow enough space between individuals to reduce the spread of disease. Employees should stay at least *2 meters away from each other.

**Please refer to the contact definition as set below (IV-Coronavirus Cases-Procedure - 4. "Close Contact" Definition)*

8-Meetings - Minimizing contacts among employees by replacing face-to-face meetings with virtual communications mainly through Zoom and Google Meet; eventually in-person meetings should be conducted in small groups whenever necessary preferably in empty offices or available conference rooms provided all participants wear a mask and abide by the social distancing rules as stated above.

9- Maintaining regular housekeeping practices in the workplace, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment;

10- Employees who are back from their travels, should isolate themselves upon their arrival depending on the country they are returning from. The isolation period may vary from 48 hours to 10 days. Employees are expected to seek Entry Requirements information in advance to keep abreast of the latest regulations and inform the direct supervisor and the HR department. Employees are encouraged to include their quarantine period in their travel plan.



IV – Coronavirus Cases - Procedures

1. Obligation to inform IC:

In case any faculty/staff member:

- Has been in *close contact with a contaminated person (student, relative, friend, outsider... etc);
- Or has tested positive for COVID-19;
**Please refer to the contact definition as set infra (4. "Close Contact" Definition)*

He/she is **under the obligation to immediately inform:**

- His/her direct supervisor;
- The HR department;
- The school infirmary;

2. Identity disclosure:

- IC has the duty to inform employees that they might have been close to someone testing positive for the virus;
- However, IC does not have the right to disclose the name of the contaminated employee, without his/her express written authorization;

3. IC obligation to inform:

Since IC is under the legal obligation to alert employees who have been in close contact (less than 2 meters, more than 15 minutes) with the contaminated person, we may apply one of the below options:

- Inform while disclosing the name of the contaminated employee provided that the appropriate authorization was given;
- Ask the concerned, in case he/she is a faculty or staff member to inform directly the persons he/she has been in close contact with;
- Inform the fellow-workers that they might have been close to someone testing positive for the virus, without disclosing his/her identity, and giving the date when the person was last on the premises.

In all cases, the contaminated employee is under the obligation to provide in writing a list of the employees/outside he/she may have been in close contact with 2 days before illness onset / or he/she tested positive, to his/her direct supervisor and HR Department.

4. **"Close Contact" Definition:** For COVID-19, a "close contact" is defined as any individual who **was within 2 meters of an infected person for a cumulative total of 15 minutes or more over a 24-hour period** starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

5. Adopted Measures:

To help reduce the risk of transmission and to protect the health of the remaining employees, he/she has been in contact with, the School is taking the following measures:

5.1 The contaminated faculty/staff member:

- 5.1.1** Will be asked not to come to work before the completion of a 10-day quarantine since first symptoms appeared, provided cumulatively he/she:
- has not had a fever for the last 24 hours without the use of fever reducing medication, and that
 - COVID-19 symptoms have improved and
 - got the medical release from the School Occupational Doctor;



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- 5.1.2** If severely ill or has a weakened immune system, he/she:
- will not be allowed to return to school until up to the 20th day (as prescribed by his/her doctor) after symptoms first appeared;
 - In addition to providing the school doctor with a medical certificate from the doctor who treated him/her.
- 5.1.3** If the employee hasn't shown any symptoms despite having tested positive, then he/she may resume work 10 days after taking the PCR test.

5.2 Employees who have been in contact with the contaminated individual:

- 5.2.1** Anyone who has been in contact with a contaminated employee will be asked to quarantine for 14 days;
- 5.2.2** If he/she develops any COVID 19 symptoms he/she is expected to take a PCR test. In the case of a positive result he/she will follow steps 5.1.1. and 5.1.2
- 5.2.3** Those who live with someone having covid-19 and cannot avoid continued contact, should continue isolation for 14 days after the COVID-19 positive patient ends his/her isolation;

5.3 The offices: the entire floor of the respective office/classroom will be sanitized and fogged

6. Faculty exemption from hybrid teaching

Teachers with a specific medical case are eligible to apply for an exemption from hybrid teaching. The process is as follows:

- 6.1** Submitting a detailed report from a specialist to the school doctor;
- 6.2** After assessment the school doctor will inform the teacher of the decision;

V – Legal disclaimer

This Protocol was conceived to the best of IC knowledge based on the WHO and CDC recommendations as well as the Ministry of Health guidelines. Moreover, it was validated by the school doctor and medical staff. This Protocol is subject to amendment over time as further understanding of the transmission dynamics of COVID 19 is gained.

This Protocol do not foresee all situations. Cases and situations that do not fall within the scope of the protocol should be referred to the medical staff for advice.