COVID-19

AUC Guidelines

KEEP AUC
Coronavirus-Free

www.aucegypt.edu/coronavirus
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INTRODUCTION

COVID-19 is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. COVID-19’s highly contagious nature means that contact with others, or contact with surfaces that have been exposed to the virus, can lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for some time or may never become symptomatic at all. Because of its highly contagious and sometimes hidden nature, it is currently very difficult to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease.

AUC is committed to providing a safe academic and working environment for its students, faculty and staff. Thus, it has put in place new safety precautions and requirements, which may be updated from time to time, to mitigate the spread of the coronavirus. While these precautions and requirements may or may not be effective in mitigating the spread of COVID-19, the University is preparing to implement a carefully planned and measured reopening of its campuses based on the best practices of the WHO, Egyptian Ministry of Health and Population and Centers for Disease Control and Prevention.

Throughout AUC’s response to the COVID-19 pandemic, the University has remained focused on the health and safety of our faculty, students and staff. This commitment has never wavered, and it remains a guiding tenet as the University prepares for a carefully planned and measured return to face-to-face instruction in Fall 2021.

WHAT IS AUC DOING TOWARD A SAFE ACADEMIC AND WORKING ENVIRONMENT?

- Mitigate the risk of exposure by requiring AUC community members to regularly monitor their personal health status. Community members should not come to either campus if they are showing symptoms.
- Utilize enhanced cleaning and disinfection protocols across campuses.
- Encourage the entire AUC community and visitors to follow specific guidelines through signage and other communication methods leading to good hygiene practices.
- Follow best practices from the WHO, MOH and CDC.
- Require COVID-19 vaccinations for all students, faculty and staff who will access our campuses and the University Residences.
- Require submission of vaccination status, proof of vaccination, or request for exemptions from vaccination based on medical or other required accommodations before accessing the campus.

SAFETY MEASURES

GENERAL SAFETY MEASURES

- Everyone must wear face masks in all classrooms and shared environments on campus.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based (at least 70%) hand sanitizer.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Stay home if you have flu-like symptoms and self-isolate to limit exposure to others.
● Avoid close contact with people who are sick.
● Avoid sharing common office supplies such as pens and notebooks.
● Clean and disinfect shared objects and surfaces using regular household cleaning supplies.

**SOCIAL DISTANCING**
The increasing physical distance between individuals can reduce the transmission of the virus. Everyone on campus must consistently observe social distancing practices. In all shared spaces, faculty, students and staff are requested to observe the following safety practices:

● Maintain a minimum distance of **1 meter** in open spaces and **1.5 meters** in learning spaces and other indoor areas.
● Avoid gathering in large groups in common areas inside buildings.
● Limit large group meetings — utilize distance communication tools like Zoom.
● Utilize sign reminders for social distancing in shared areas (templates are available).

**FACE COVERINGS AND MASKS**
Face masks can reduce the transmission of the virus if used properly. Everyone is required to wear face masks in all classrooms, shared and public spaces on campus (e.g., elevators, common areas, hallways), including on AUC-provided transportation.

**How to use a face mask or face covering:**
● Wash your hands before putting on your face mask.
● Put it over your nose and mouth, and secure it under your chin.
● Try to fit it snugly against the sides of your face.
● Make sure you can breathe easily.
● Keep the mask on your face when you are around others.
● Do not put the mask around your neck or on your forehead.
● Do not touch the face mask, and, if you do, wash your hands.

**How to take off your face covering:**
● Untie the strings behind your head, or stretch the ear loops.
● Handle only by the ear loops or ties.
● Fold the outside corners together.
● Place cloth face coverings in the washing machine, and dispose of single-use ones.
● Be careful not to touch your eyes, nose, or mouth when removing the mask, and wash your hands immediately after doing so.

**Care for face coverings:**
● Cloth face coverings should be washed after each use.
● Wash your face covering with your regular laundry.
● Use regular detergent and the warmest appropriate water setting for the face-covering material.
Disposable masks should not be used for more than one day and must be disposed of appropriately at the end of the day.

SECURITY GUIDELINES

ACCESS TO CAMPUS

Access to campus will be granted only to faculty, students and staff who have shared their vaccination status through the online form and fulfill one of the below criteria:

- Under 18 years of age
- Received one or both doses of the COVID-19 vaccination
- Medically exempted

Please use the online Vaccine Status and Medical Exemption Request Form to submit your proof of vaccination or request a medical exemption. Once validated by the AUC clinic, you will receive a confirmation email that your AUC ID is active to access the campus in Fall 2021.

Due to external factors that may hinder AUC’s efforts to accelerate the vaccination process for its community, we will communicate the terms of campus access via email and community announcements to those who have registered for vaccination on the AUC tool and are yet to receive an appointment.

While we expect that the majority of the AUC community will be vaccinated, we can anticipate that there may be some faculty, staff, or students who did not receive their vaccination. Any individuals who are not vaccinated will be required to participate in a mandatory weekly antigen testing program at their expense. We will announce more details on the testing program shortly.

Students, faculty and staff will need to complete the online Health Self-Check before arriving on campus to be granted access. You will need to show a green face result to the security guard at the gate to be allowed on campus. A red face result means that you should not come to campus and should stay home.

VISITOR ACCESS TO CAMPUS

All campus visitors must be pre-registered before arriving on campus to allow the University to monitor and control their presence on campus.

General Guidelines

- Only business-critical visits are allowed.
- The host (faculty or staff only) must submit the visitor’s information 24 hours before the visit by filling in the visitor’s registration form. The form has an updated section to upload the visitor’s vaccination proof for smoother campus access.
- All visitors have to show proof of vaccination to the security guard at the entrance prior to entering the campus.
- The host (faculty or staff only) must submit the visitor’s information 24 hours before the visit by filling in the visitor’s registration form.
• The host is responsible for ensuring that the visitor is fully aware of the campus access policy and the University’s COVID-19 guidelines. For more information, please visit www.aucegypt.edu/coronavirus.
• Gatepass@aucegypt.edu will review the submitted visitor information and contact the host with the visit status.
• Completion of the form does not guarantee that a visitor will be approved to enter the campus.

Gates and Entrances
• Visitors to AUC New Cairo can only enter via Gate 1 – Portal Entrance or Gate 4 – Pepsi Entrance.
• Visitors to AUC Tahrir Square can only enter via the Mohamed Mahmoud entrance or the Falaki Academic Center’s main entrance.
• Visitor access is allowed to both campuses until 4:00 pm only, except for academic visitors who are allowed on campus after 4:00 pm.
• Visitors to the AUC Tahrir Square Bookstore can enter via the bookstore entrance on the corner of Kasr El Aini and Sheikh Rihan streets.

Contractor Access to Campus
Contractors are allowed to access campus via Gate 3 only.

Repetitive Visitors
Contact gatepass@aucegypt.edu to coordinate campus access for this type of visitor.

Events Visitor Process
• Fill in the visitor registration form, and choose the “I’m organizing an event” option.
• Upload the needed event information.
• Contact gatepass@aucegypt.edu to process visitor access to the event.

More Information
Contact gatepass@aucegypt.edu if you have any inquiries or feedback.

PARKING SERVICES
AUC seeks to limit the spread of COVID-19 through cash transactions by activating the new Parking Access System for Fall 2021. PAS is an integrated system that provides both access control measures to the campus and the collection of the parking subscription fees. Graduate and undergraduate students, faculty and staff will enjoy the full cashless experience offered by PAS during their daily access to campus. For more information about PAS, please contact parking@aucegypt.edu.

AUC ID SERVICES
The ID Center will continue to provide ID services during operating hours. To avoid an unnecessary visit to the ID Center or long waiting time, please consider the following guidelines:
**First-Time ID Issuance, ID Replacement or Renewal**

- Call ext. 3725/3871, or reach out via idcentdir@aucegypt.edu, and provide your ID number along with the requested service.
- The ID Center operator will process your request and schedule a visit for you if needed.

**ID Activation for Offices or Labs**

- Call ext. 2468 or email keys@aucegypt.edu, and provide the needed information, including the office or lab number and the approval of the area head or dean.
- The ID Center operator will process your request and schedule a visit for you if needed.

**More Information and Contacts**

- All community members must have their AUC IDs with them at all times. Not having a valid, active AUC ID will likely cause considerable delays during entry and exit.
- For lost IDs, please report the case immediately to the ID Center and obtain a new ID and deactivate the old one.
- If your AUC ID is not working, please contact the ID Center for assistance.
- Please contact the ID Center at ext. 3725/3871, email idcentdir@aucegypt.edu or visit Room P029 at the Administration Building.

**TOBACCO-FREE COMMUNITY POLICY**

All persons present at any time inside the pedestrian walls of either AUC campus are prohibited from smoking or consuming any tobacco products outside of the designated smoking areas. The designated smoking areas on the campuses are marked with signs and a perimeter that delineates exactly where the use of tobacco products is permitted. Security personnel are authorized to check and make a note of the IDs of whoever violates this policy. Refusing to submit the ID would be considered a violation of the AUC ID Card Policy and could result in the suspension of access to campus.

In the case of a violation, the violating person’s information will be taken down, and they will receive a letter informing them of the rules outlined in this policy. Should an individual continue to violate the policy, they will face progressive sanctions. More information about the Tobacco-Free Community Policy can be found here.
CAMPUS FACILITIES

AUC TRANSPORTATION

Guidelines

- AUC buses are strictly limited to those who have been vaccinated against COVID-19 (minimum one dose).
- Passengers will be required to share their vaccination status with the bus driver via the Health Self-Check through the AUC Mobile app or this link.
- The driver will not allow anyone to board unless their status indicates that they are vaccinated.
- On any AUC bus, all passengers must wear a mask before boarding and for the entire duration of the trip. This is in accordance with the Government of Egypt announcements requiring all persons utilizing public or private transportation or other for-hire vehicles to wear a face-covering over the nose and mouth during any such trips.
- Passengers should avoid touching surfaces with their hands as much as possible.
- Passengers are encouraged to wash their hands or use hand sanitizer before entering and after exiting the bus and before removing face coverings.
- Passengers with known or suspected COVID-19 should not ride any AUC transportation.
- Passengers should maintain at least a 1-meter distance between themselves while waiting at the stops and bus terminals and boarding the bus.
- Buses will be cleaned and disinfected after each trip, and if a COVID-19 case is found, the bus will be isolated and will undergo a deep cleaning and fumigation process.
To report someone not wearing a mask, please email covidsafety@aucegypt.edu.

For those who are not able to ride the AUC buses, we have negotiated special rates with SWVL effective September 1, 2021. More information is available on the transportation services website.

AUC FOOD OUTLETS

Operation on Campus:

Food outlets will operate normally according to the following schedule:

<table>
<thead>
<tr>
<th>Outlet Name</th>
<th>Location</th>
<th>Working Hours</th>
<th>Working Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSEBO (main cafeteria)</td>
<td>Campus Center</td>
<td>8:00 am - 11:00 pm</td>
<td>Daily</td>
</tr>
<tr>
<td>Tabali</td>
<td>Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall</td>
<td>9:00 am - 7:00 pm</td>
<td>Sunday - Thursday</td>
</tr>
<tr>
<td>TBS</td>
<td>Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall</td>
<td>8:30 am - 7:00 pm</td>
<td>Sunday - Thursday</td>
</tr>
<tr>
<td>Tarwe2a</td>
<td>The Hatem and Janet Mostafa Core Academic Center</td>
<td>9:00 am - 9:00 pm</td>
<td>Sunday - Thursday</td>
</tr>
<tr>
<td>Quick 24</td>
<td>Bartlett Plaza</td>
<td>8:30 am - 9:00 pm</td>
<td>Sunday - Thursday</td>
</tr>
<tr>
<td>L'Aroma</td>
<td>University Garden (behind the AUC Library)</td>
<td>8:30 am - 7:00 pm</td>
<td>Saturday - Thursday</td>
</tr>
<tr>
<td>Cilantro</td>
<td>Campus Center</td>
<td>8:30 am - 9:00 pm</td>
<td>Saturday - Thursday</td>
</tr>
<tr>
<td>Butcher's Burger</td>
<td>Americana Food Court</td>
<td>9:00 am - 9:00 pm</td>
<td>Saturday - Thursday</td>
</tr>
<tr>
<td>Smiley's Grill</td>
<td>Americana Food Court</td>
<td>9:00 am - 9:00 pm</td>
<td>Saturday - Thursday</td>
</tr>
<tr>
<td>Subway</td>
<td>Americana Food Court</td>
<td>9:00 am - 9:00 pm</td>
<td>Saturday - Thursday</td>
</tr>
<tr>
<td>Seoudi Mini Market</td>
<td>AUC Sports Center</td>
<td>8:30 am - 11:00 pm</td>
<td>Daily</td>
</tr>
</tbody>
</table>

- One vending machine is located in the University Residence for snacks and beverages.
- Two vending machines are located in plots 1 and 3 – Faculty Housing.

Food Outlets Guidelines

- Strict physical distancing practices, personal hygiene, and intensive sanitization and fumigation of all areas are implemented.
- Food-outlet employees are receiving continuous training on preventive measures.
- All food-outlet employees are provided with sanitizers, gloves and face masks.
• Signs are placed at the dining hall entrance, reminding all not to enter if they feel unwell or have flu-like symptoms.
• Floor markings are placed to ensure physical distancing within food-service lines, serving counters and tills.
• Plexiglass barriers are placed at tills/counters, as feasible, for additional protection.
• Use AUC Pay or credit cards to minimize cash exchanges inside the outlets.
• Use AUC forms to order food to minimize the number of people inside the halls or in front of the outlets.
• Queuing will be controlled at a distance inside the outlets or in the outdoor area to avoid overcrowding.
• Most seating areas are moved to open-air areas with minimal seating indoors.

**Guidelines for Having Meals on Campus**

- Before and after eating, wash your hands thoroughly for at least 20 seconds.
- If you are eating in a break room or shared office space, maintain a 1.5-meter distance between yourself and others when possible.
- Avoid sharing utensils.

**Cleaning and Disinfecting**

- The Office of Integrated Services will clean and disinfect frequently touched surfaces at least twice daily. Frequently touched surfaces may include doors, door handles, chair armrests, tabletops, handrails, podiums, light switches, trash receptacles, elevator buttons, drinking fountains, vending machines, etc.
- School staff can coordinate with the Office of Integrated Services to request additional disinfection in between classes by emailing facilities@aucegypt.edu or calling ext. 2222.
- Physical changes to room layouts may not be made by users; please refer to Annex III of this guide for different room layouts.
- Faculty members need to abide by sessions’ allotted start and end times to allow cleaning and disinfection teams to proceed; any changes need to be sent to the Office of the Registrar beforehand.
- If a suspected or confirmed COVID-19 case is found, the space will be closed for 24 hours while the premises are being disinfected.

**Using Elevators**

- Use the stairs whenever possible.
- Occupancy on elevators should be limited to two people in most situations.
- Masks should be worn in elevators, especially when more than one person is present.
- Avoid touching the elevator buttons with exposed hands or fingers when possible.
- Wash hands or use hand sanitizer upon departing the elevator.
TRAVEL

- International travel will be restricted to essential travel only; however, we will follow local government announcements and travel regulations to decide the appropriate time to relax travel restrictions.
- Due to the shifting epidemiology of the virus, a particular destination considered relatively safe now may be deemed unsafe next semester and vice-versa.
- Detailed travel information will be shared on the AUC travel website.

EVENTS MANAGEMENT

All AUC events must follow AUC’s policies regarding social distancing and safety precautions.

Events at AUC will keep following the COVID-19 pandemic guidelines below:

AUC New Cairo:

- The capacity for events is limited to 150 participants.
- Events must be held in venues that can hold the number of participants according to COVID-19 capacity guidelines (listed on pages 41 and 42).
- Events are open to members of the AUC community who currently have access to campus, as well as external participants who are vaccinated.
  - It is the responsibility of the event requester to collect proofs of vaccination from external participants and attach them to the AUC Visitors Registration Form. Otherwise, the external participant will be required to show security a vaccination proof to enter the campus.

AUC Tahrir Square:

- Events must be held in venues that can hold the number of participants according to COVID-19 capacity guidelines (listed on page 43).
SIGNAGE
AUC has prepared a signage campaign covering all campus areas, learning spaces, offices, public areas, amenities, bus terminals, gate entrances, public-facing spaces (ID Center, admissions, student accounting, travel, print shop, etc.), outside elevators and bookstore to raise community awareness on hygiene measures and social distancing to limit virus transmission.

Bus Signage
COVID-19 awareness signs (masks are mandatory) have been placed in all buses.
Elevator Signage

COVID-19 awareness signs (social distancing) have been placed in all elevators.

Outlet Signage

COVID-19 awareness signs (masks are mandatory) have been placed at all outlets.

OUTDOOR AND INDOOR SPACES

AUC is encouraging all community members to spend more time in the outdoor spaces located in both AUC New Cairo and AUC Tahrir Square. Shaded seating arrangements have been placed at multiple locations to cater to that purpose.

OUTDOOR CLASSROOMS

Three outdoor classroom tents have been installed on campus: two in the University Garden and one by the AUC Sports Center. These are to be used as backup classrooms on an as-needed basis and are not assigned to anyone course throughout the semester. For Fall 2021, any instructor who requires the use of one of these outdoor classrooms should contact the registrar's scheduling team at regisevents@aucegypt.edu two days before the event to make a reservation.
PUBLIC HEALTH

COMMUNITY SELF-CHECKS

*Mandatory Online Health Self-Check (for Those Who Are Coming to Campus/Students, Faculty and Staff)*

- All members of the community must perform a health self-check and answer a 30-second questionnaire each day they plan to come to either campus. The questionnaire can be accessed by inserting your AUC credentials [here](#) or through the AUC Mobile App.
- You will not be admitted on campus unless you present the results of the self-check to the security at the gates. The result of this self-check will either be a green face (safe to come to campus) or a red face (do not come to campus).
- You will need to show the result dated the same day and performed within 2 to 3 hours before arrival to campus to security at the entrances.
- If the result of the survey produces a red face, the clinic will call you back to go over your case with you and give you medical advice as needed. The result may be a 7-day quarantine period and/or a request for a PCR test.
**Self-Reporting**

All AUC community members (students, faculty and staff) are required to report to the clinic in case of any COVID-19 symptoms via email at medicaIserv@aucegypt.edu or phone +2.012.8000.1039. Please inform the clinic even if you are not coming to campus.

**TESTING PROCESS**

**Testing Facilities**

AUC has agreed with Prime Speed Medical to set up a drive-through PCR and antibodies testing unit for the AUC community and non-AUC community members, in addition to setting up a separate walk-in station for the AUC community only (students, faculty, staff and alumni).

Those who are fully vaccinated do not need to undergo routine COVID-19 testing. If a fully vaccinated person is exposed to someone with COVID-19, they do not need to be tested unless they are experiencing COVID-19 symptoms. Any person who experiences COVID-19 symptoms should get a COVID-19 test.

Available tests:

- **COVID-19 Qualitative PCR**
  The PCR is a swab test; results are available within 24 hours.
  Results may be:
  - Positive (infected with COVID-19)
  - Negative (not infected with COVID-19)

- **COVID-19 Antigen Test**
  The rapid COVID-19 antigen test is an easy-to-use visual-read test that does not require laboratory equipment or specialized lab personnel to administer, and it delivers results in 15 minutes. This test can be used on individuals with or without COVID-19 symptoms.
RESULTS ARE DELIVERED AFTER 48 HOURS

- Urgent results are delivered the next day at about 2:00 pm, provided that the test is done on the morning of the previous day. If the result is not received by 2:00 pm, then it will be delivered the following day at 6:00 pm.
- This applies to the results for traveling and testing for medical reasons.

Mandatory Testing Program

While the majority of the AUC community has been vaccinated, some faculty, staff and students have not received their vaccination. Any individuals who are not vaccinated are required to participate in a mandatory weekly antigen testing program at their expense.

Testing Units

AUC New Cairo has a total of five testing stations operated by Prime Speed Medical as follows:

- Three stations at the Pepsi, Portal and Garden entrances
- Two stations inside campus: Bassily Auditorium and The Hatem and Janet Mostafa Core Academic Center

Note: Testing locations and hours may be adjusted as needed throughout the semester.

Eligibility, Hours and Fees

- Operating hours:
  1. Pepsi Entrance: 8:00 am - 10:00 pm
  2. Portal Entrance: 8:00 am - 4:00 pm
  3. Garden Entrance: 8:00 am - 4:00 pm
  4. Bassily Auditorium: 10:00 am - 8:00 pm
  5. The Hatem and Janet Mostafa Core Academic Center: 10:00 am - 6:00 pm
- Cash payments are not accepted at any of the testing units.
- Students’ testing fees will be added to their student bill; faculty and staff testing fees will be deducted from their payroll.
- AUC will cover the costs for scholarship students and will subsidize the fees for certain staff levels (levels 1 to 6 will pay EGP 50 per test and levels 7 to 11 will pay EGP 100 per test).
- Testing fees will be at a discounted rate of EGP 350 per test for students, faculty and all other staff.
- Medical exemptions and those under 18 years old will still need to pay for the weekly testing until vaccination becomes feasible.
- Community members who have recently recovered from COVID-19 will be advised by email on when they should commence their testing.
- The frequency of testing may be revisited depending on the pandemic conditions and after testing the system for several weeks.

For any further questions on the testing program, email medicalserv@aucegypt.edu.
CONTACT TRACING
This protocol provides guidance on the procedures to follow for contact tracing if an AUC community member who has been on campus is confirmed positive for COVID-19 infection. Contact tracing involves the following steps:
1. Report the case and take immediate action.
2. Follow up.
3. Return to campus.

Contact Identification and Classification
- For the investigation, the AUC medical team uses CDC/WHO definitions of contact for anyone who meets the definition of high risk.
- All individuals who were in contact with the infected individual two days or fewer before the onset of symptoms in any of the following ways will be considered a close contact:
  - Face to face, within 1 meter, for 15 minutes or more
  - Direct physical contact
  - Provision of medical care without using personal protective equipment

Reporting Cases
- The AUC clinic reports the number of COVID-19 infections daily to senior management at the University.
- The statistics may be a trigger for decisions on moving to a more restricted density ratio or campus reopening.

COVID-19 Suspected Cases Process
- A red face is reported by the self-check system or the Office of Medical Services (case presents to the Office of Medical Services or reports to the Office of Medical Services via medicalserv@aucegypt.edu or +2.012.8000.1039).
- The case is verified by completing the medical data, medical reports, blood tests and CT scans (confirmed/probable case).
- The case is recorded into the COVID-19 reporting system, and emails are sent to the direct manager (staff), Office of the Dean of Students (students), Office of Integrated Services (disinfection), Office of Residential Life (dorm residents), and each entity takes the required action.
- The confirmed/probable case self-isolates for one week. On the fourth day from the onset of symptoms, the individual gets a PCR test at Prime Speed Medical’s walk-in station located at Gate 1.
- Contact tracing is conducted manually by the Office of Medical Services and verified by the WiFi contact tracing report.
- In the case of a negative PCR test result, self-isolation continues for one week, and then the case is reassessed. The isolation either ends or is extended according to the individual’s medical condition.
- In the case of a positive PCR test result, self-isolation continues for two weeks. The individual may return to campus by the end of the 2nd week after getting a negative PCR test result with the resolution of symptoms.
- Cases are not allowed to resume normal activities across the campus until after they have been medically examined and assessed.
● Those who came in contact with a positive case should get a PCR test on the fourth day from exposure at Prim Speed Medical’s walk-in station.
● Those who came in contact with a negative case are required to isolate for one week and monitor their symptoms.

Reported Case in Classroom

● A case with symptoms of COVID-19 is reported in a classroom.
● The Office of Medical Services completes the medical investigation and verifies the case’s contacts. The Office of Medical Services sends emails to the Office of the Dean of Students, Office of Integrated Services if needed and Office of Residential Life if the case is a dorm resident.
● The case gets an antigen test, is instructed to seek medical advice through the health insurance provider to start treatment, self-isolate, get a PCR test at the Gate 1 testing station on the fourth day from the onset of symptoms and send the medical reports to medica1serv@aucegypt.edu.
● The Office of Medical Services verifies the case through medical reports, blood tests, CT scans and PCR tests (confirmed/probable case).
● If the case turns out to be positive, the patient self-isolates for two weeks and must have a negative PCR test result by the end of the 2nd week before returning to campus. The classes’ lists are shared between the Office of the Dean of Students and the Office of Medical Services.
● The Office of Medical Services sends emails to the professors advising them to move their classes online for the following three days. The office also emails all class-based contacts (students, faculty and TAs) to get antigen tests on the fourth day from exposure at the antigen testing unit located outside the Pepsi Entrance before entering the campus.
● Results are collected and shared between the Office of Medical Services and the Office of the Dean of Students.
● The Office of the Dean of Students sends emails to notify the faculty of the student’s absence period.
● Contacts with negative antigen test results can access campus, while contacts who test positive will be reported to the Office of Medical Services.
● If the case turns out to be negative, the patient with symptoms of COVID-19 self-isolates for one week and is reassessed after the 1st week. If the symptoms disappear, the case is resolved, and the individual can access campus safely. If the symptoms persist, the patient has to follow up with the medical provider. The isolation extends until the symptoms disappear.
**Reported Case in a Class (Initial Case & Classmates)**

Case is reported in a class by the student or by the Professor through the medical services email or through the AUC Emergency Line

- **Antigen Test on the reported date**

**Positive Antigen**

- Isolation for 2 weeks from onset of symptoms
- Seek Medical Advice

**Negative Antigen**

- Isolation for 1 week from the onset of symptoms with PCR test done on the fourth day
- Seek Medical Advice

**Retested Again After 2 weeks**

- The medical services will send emails to:
  - Dean of Students
  - Facilities (if needed)

**If any contact is Positive Antigen**

- The Medical Services office sends emails to the faculty advising them to switch their next classes online for 3 days and to the list of Class Based Contacts, including All Students, Professors and TAs to perform an antigen test before entering the campus.

**If any contact is Negative Antigen**

- Can Access Campus and Resume Normal Activities

**Dean of student to send emails to notify the faculty of the period of absence of the student.**

- If Case has No Symptoms Can Access Campus and resume Normal Activities
- If the case still Having Symptoms, Extended one more week of isolation and the dean of students is being notified

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*Return to Campus Guidelines, Fall 2021*
Reported Contact with a Positive Case (Not in a Class)

Close Contact with a Covid-19 positive case (Not in a class) Reported by the case or informed by the medical team

Case is isolated for one week

PCR Test

Tests are done on the Fourth day from the onset of exposure

Positive PCR

Inform the medical office and isolate for two weeks from the positive test date

Seek Medical Advice through Medical Insurance

Retest Again After Two Weeks

Positive PCR

Retest again After one week

Negative PCR with No Symptoms

Can access Campus and resume normal activities

Negative PCR

Continues Isolation for one week

Seek Medical Advice in Case of Symptoms Presence through Medical Insurance

Have Symptoms

Extended one more week of isolation and follow medical recommendation

No Symptoms

Can access Campus and resume normal activities
AUC Coronavirus Community Dashboard

As part of AUC’s effort to mitigate the risks of COVID-19 and provide the needed data to the community, we have developed the AUC Coronavirus Community Dashboard. We have been benchmarking with other American higher education institutions and applied best practices to use the data to give meaningful trends and serve as triggers for decisions to open up the campus more in a phased approach or tighten measures based on the weekly and monthly trends.

It is important to note that a key indicator is the seven/fourteen-day rolling average number of AUC cases and the currently hospitalized AUC cases reported to the AUC Office of Medical Services. Other important measures are national daily fatalities, which are also reflected in the dashboard.

We are closely monitoring the infection rate updates in both Egypt and the AUC community. These updates may affect the decision to increase and expand the testing program with the start of the fall semester to prevent the spread of COVID-19 and reduce the risk of exposure.

Quarantine and Isolation Protocols

The University has outlined the circumstances under which an individual, or group of individuals, thought to be exposed to the virus will be asked to self-quarantine either in their own home or, if appropriate, in their dorm room. Such circumstances may include:

- Individuals who are known to have been in close contact for 15 minutes or longer with an individual who tests positive for COVID-19.
- Individuals who have attended in-person classes or participated in activities with an individual who tests positive for COVID-19 and who had close contact (within 1 meter for over 15 minutes).
- Individuals who share a bedroom, bathroom, kitchen, or common living space with an individual who tests positive for COVID-19.

AUC Clinic

The AUC New Cairo and AUC Tahrir Square clinics are operating full-time, with the following services:

On-Campus Emergency Services (24/7)

- The AUC clinic provides a 24/7 emergency service with its components, such as life support, stabilization and ambulance transfer.
- The emergency services are available to AUC students, faculty and staff.
- In case an AUC community member or visitor is injured or suffering from a medical condition that requires emergency first aid or examination by a physician, the patient or anyone present should immediately call the medical hotline on +2.012.8000.1039 or +2.02.2615.4000 or dial ext. 4000 from any on-campus phone.
- The caller should provide the following information:
  - The detailed location, approximate age, gender and name (if known) of the injured/sick person
  - As much detail as possible about the nature of the injury or illness
  - Information about any hazards that may threaten the patient or responding team
The name, ID and department of the caller

- The emergency response medical team moves immediately to the site of the emergency.
- The severity of the patient’s condition is assessed and a medical decision can be taken.
- Emergency services are also available at the off-campus dorms and Faculty Housing clinic located on plot 2 from 8:00 pm to 8:00 am on weekdays and 24/7 on weekends.
- Ambulance services: The AUC ambulance service is intended for the transport of critical cases on the New Cairo campus only. If any member of the AUC community faces an emergency off campus, they should contact the nearest hospital or call 123 for the Egyptian ambulance service.

**Primary Health Care Services for Cigna Subscribers**

- The clinic offers primary health care for Cigna subscribers in the form of:
  - Physical examination and treatment prescription
  - Referral for requested testing (lab tests and imaging)
  - Referral for specialized medical consultation when needed
  - Authorization of external prescriptions and chronic monthly medication dispensation from affiliated Seif Pharmacies branches
- Arranging on-campus annual checkups for Cigna subscribers

In the case of a hybrid or online mode of instruction, the clinic will be working on an emergency basis with the following arrangements:

- Cigna subscribers who need a monthly prescription or lab and scan referrals must notify the Office of Medical Services of their request through email (medicalserv@aucegypt.edu). The emails are channeled to our AUC clinic physicians who issue the needed prescriptions or referrals.
- The prescriptions are then sent daily to Dr. Ghada Maher, Seif Pharmacies’ representative, (ghada313@gmail.com), and a confirmation email is sent to the subscriber to collect the medications with time and location details.
- The referrals issued are sent as a soft copy through email, signed and stamped, to the subscriber to be used in any Cigna network lab or scan center.
- For external doctors’ examinations, referrals are also issued and sent as soft copies through email to the subscriber.

**Events Medical Coverage**

- The clinic provides medical services for on-campus events (sports, concerts, cultural events, commencement, etc.).
- The clinic receives requests from the concerned department at least one week before the event to provide medical assistance, including details such as the venue, number of attendees, and nature and duration of the event.
- The medical coverage may include physicians, nurses, a golf cart (only on the New Cairo campus), and an ambulance according to the size and medical requirements of the event.

**Sick Leaves for Employees**

- The employee is examined internally at the AUC clinic, and the physician issues a sick note based on the findings.
- The employee already visited an external physician or underwent surgery and received a sick note.
- An employee assessed externally should provide the clinic with the following documents:
 Detailed, official, original, stamped sick note issued by the external health provider, including the number of leave days required
- Related lab results, imaging reports and prescription for medication
- The Leaflet to Attend Medical Examination form (an original form and two copies) signed by the supervisor on the first day back at work after leave

- The AUC physician approves reports and recommendations in the case of an external treating physician.

**Hosting Work Permit Renewal**

- As part of the legal requirement for the renewal of work permits, non-Egyptian employees have to perform some lab tests, including HIV tests. The AUC clinic, in collaboration with the Business Support Unit, hosts the testing of non-Egyptian faculty and staff.
- The clinic provides the physical space and the required materials and supplies for the test, which will be performed by doctors from the MOH Central Health Laboratories.

**MetLife Representative**
The AUC clinic hosts the MetLife representative physician offering the required services to MetLife subscribers from Sunday to Thursday as of the beginning of Fall 2021.

**Important to Know**

- AUC medical services are provided with an appointment, except for emergency services.
- On weekends, official holidays and after 4:00 pm on weekdays, the clinic receives emergency cases only.

**LOCATIONS AND CONTACT NUMBERS**

**AUC New Cairo**
Working hours: 24/7
Location: Campus Center, Plaza Level, Room P051
AUC landline: ext. 4000
t +20.2.2615.4000
Should your call go unanswered, please call 123 for the Egyptian ambulance service. **Ambulance services are provided for critical cases on the New Cairo campus only.**
If an emergency occurs outside of working hours, please contact +2.012.8000.1039.

**AUC Tahrir Square**
Weekday working hours: 9:00 am - 10:30 pm
Weekend working hours: 9:00 am - 11:00 pm
AUC landline: ext. 5000
t +20.2.2797.5000
Should your call go unanswered, please call 123 for the Egyptian ambulance service. If an emergency occurs outside of working hours, contact Dr. Suzan Michel on +2.010.0266.1255.

**COVID-19 Protocol and Procedure**
The AUC clinic recognizes the health and safety of its students, faculty and staff are paramount and continues to support them during difficult times. AUC has taken several initiatives to keep the community engaged and is determined to sustain its mission of service
to its community. The following protocol covers the actions required of its faculty, students and staff if they suspect or show symptoms of COVID-19 infection despite their vaccination.

Most fully vaccinated people with no COVID-like symptoms do not need to quarantine, be restricted from work or be tested following exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low. However, they should still monitor for symptoms of COVID-19 for seven days following exposure.

**Medical Service Providers (MetLife/Cigna)**

- If you have flu-like symptoms when on campus, report to your direct supervisor at once, report to the clinic through the hotline, and visit your nearest hospital or clinic, where they will perform the necessary investigations.
- According to primary assessment and investigations, you will be asked to:
  - Self-isolate at home with no contact with family members
  - Isolate in a hospital within the MetLife network
- In the case of self-isolation at home, you may be prescribed appropriate medication by the hospital for self-administration at home.
- If you have flu-like symptoms while at home, do not come to campus, call your direct supervisor, report to the clinic through the hotline, and visit your nearest hospital or clinic as above.
- If you have been in contact with a family member at home or a friend who is experiencing flu-like symptoms, whether you have symptoms or not, do not come to campus, call your direct supervisor and report to the clinic through the hotline.
- All cases should be reported to the clinic through the hotline: +2.012.8000.1039.
- If you have had an active COVID-19 infection, please obtain a medical clearance or sufficient evidence from the MetLife or Cigna networks of hospitals/professionals before returning to campus.
- The medical clearance/required evidence must be approved by the clinic before returning to campus.

**For MetLife Subscribers:**

- MetLife accepts COVID-19 cases that need in-patient admission for isolation in all private hospitals included in the MetLife network for both Green and Gold cardholders.
- Participants can visit any of the network hospitals with their card, and the provider will accept cases based on an assessment of the medical condition, criticality and availability of beds.
- All network provider hospitals will accept patients on a reimbursement basis. A list of hospitals accepting direct billing admissions is below:
  - El Katib Hospital (one of Cleopatra Hospitals Group) – Dokki
  - Misr International Hospital – Dokki
  - Al Gazeera Hospital – Faisal
  - Dar Al Fouad Hospital – 6th of October
  - Global Care Hospital – Shiekh Zayed
  - Andalusia Hospital – Maadi
  - As-Salam International Hospital – Maadi
  - Dr. Osman Hospital – Maadi
  - Dar Al Fouad Hospital – Nasr City
  - Viva El Akkad Hospital – Nasr City
  - Saudi German Hospital – Heliopolis
  - Ain Al Hayah Hospital – New Nozha
STUDENT LIFE

THE OFFICE OF STUDENT LIFE

The Office of Student Life facilitates student organization events according to the University’s set procedures for approval of events in Fall 2021. Student organizations will follow the procedure for requesting meetings or small events on AUC-Connect and are expected to adhere to the University’s safety precautions.

Health and Safety

Students and guests are expected to practice social distancing and wear face masks at all times when meeting on campus, particularly in indoor locations. Violations will result in banning the student organization’s activities for one month. Repeated violations will result in canceling the organization’s events until the end of the semester.

OFFICE OF RESIDENTIAL LIFE

Students living in University Residences must be vaccinated or have an authorized medical exemption. Applications for housing are processed on a first-applied, first-served basis, and residents must be in one of the following vaccination categories:

- Resident under 18 years of age
- Resident fully vaccinated
- Resident partially vaccinated
- Resident with medical exemption from receiving the vaccine

Applicants for student housing are required to fill out the Vaccination Status and Medical Exemption Request Form to submit a vaccination status or request a medical exemption. All room types, including double occupancy rooms, are available for Fall 2021.

Residents not fully vaccinated will be subject to a mandatory antigen test before check-in. If a student tests positive, they will be required to take a PCR test and check into the quarantine unit.

In order to maintain the health and safety of the residential community, residents may be subject to random mandatory COVID-19 testing.

For the first month of the semester, all lounges, common areas and computer labs will be closed to maintain social distancing and hinder the spread of infection. If the rolling average...
of COVID-19 cases is at 5.0 or below, ResLife may open select common spaces on a limited basis.

The guest policy remains in effect, whereby residents will not be allowed to host daily or overnight guests in the residences. Violations to this policy will result in disciplinary actions by the Office of Student Development and Community Relations.

Other specific safety measures in the University Residences include strategically placed signage in public and private spaces with reminders to follow the guidelines and information about what to do if residents become symptomatic or are exposed to someone that has tested positive.

OFFICE OF ATHLETICS

Use of Outdoor Courts and Fields
All students, faculty, staff and alumni with access to campus may use the outdoor courts and fields without the need to register on AUC Connect. The tennis center court is available at all times from 8:30 am to 9:45 pm.

Use of the Gym, Pool and Squash Courts
All students, faculty, staff and alumni with access to campus and who are fully vaccinated will have access to the gym, pool and squash courts.

Steps to Register to Use the Gym, Pool and Squash Courts
Vaccinated members of the AUC community who have access to campus will be added to AUC Connect and will be able to sign up to use these facilities.
If you are vaccinated but are not yet able to access the AUC Connect “event” to sign up to use the gym or pool, please contact merry_f@aucegypt.edu.
Please be sure to sign up one day in advance to use the gym, pool or squash courts.

Gym, Pool and Squash Courts Hours of Operation
The daily hours of operation for the gym rooms, including the cardio and strength rooms, the pool and the squash courts will be posted on AUC Connect.

Capacity and Length of Work-Outs at the Gym, Pool and Squash Courts
Up to 40 people can register to use the two gym rooms combined at any one time. Up to 20 people can use the pool at any one time. Up to eight people can use the squash courts at any one time. AUC Connect will provide 75-minute reservation slots.

Health and Safety
All gym users are expected to wipe down equipment after use, using the available spray sanitizers and paper towels. Proper cleaning of equipment and pool water will take place during hours when the facilities are closed to individuals. Signs encouraging physical distancing will be posted in visible locations.
THE CENTER FOR STUDENT WELL-BEING

Mental Health Counseling
The CSW will offer both on-campus and online mental health counseling sessions based on student preference and the availability of counselors. To reserve an appointment, please access the following link and select Mental Health Counseling.

Disability and Accommodations
The Student Disability Services will operate both on campus and online and may be reached at sds@aucegypt.edu. To request accommodation for Fall 2021, please click here.

Probation/Academic Risk Counseling
The CSW will offer both on-campus and online academic risk/probation counseling sessions based on student preference and the availability of counselors. To reserve an appointment, please access the following link and select Probation/At-risk Counseling.

Well-Being Webinars and Workshops
Well-being webinars and workshops will continue to be offered on a weekly basis throughout Fall 2021. Check the website for dates and times of upcoming webinars and workshops. Announcements will be posted on AUC Connect for registration.

For general questions regarding the Center for Student Well-Being, please email studentwellbeing@aucegypt.edu.

STUDENT AMBASSADORS

Requesting Student Ambassadors for Campus Tours in Fall 2021
For Fall 2021 on-campus events that are approved by the University and include campus tours, the Office of Student Development and Community Relations provides student ambassadors.

Please request an ambassador via email at studentambassadors@aucegypt.edu, and fill out the form at this link here at least one week in advance to allow us to schedule a student ambassador for your tour.

The SDCR will confirm the availability of the student ambassadors within two working days and send the contact details for the student ambassador(s), as well as bios.

The SDCR will inform security 24 hours before the scheduled tour to provide access to the student ambassador(s).

LIBRARY SERVICES
The AUC Library will continue to serve all members of its community — students, faculty, staff — in addition to AUC alumni with valid library memberships.

All AUC alumni are eligible to apply for membership to the AUC Library. For more information, please click here.
Until further notice, external scholars, researchers and visitors will only be offered virtual, digital and remote research services as allowable by Fair Use Copyright Guidelines and controlled digital lending practices.

AUC members who are in self-isolation will be served remotely on a case-by-case basis.

The library’s plaza and ground levels are open 24 hours, every day of the week, except Fridays from 8:00 am to 3:00 pm.

For more information about library hours, please click here.

**General Guidelines**

All library operations remain in line with University regulations and safety measures, including social distancing and mask-wearing inside the building at all times.

Seating for study or computer use and group study rooms will be through an online reservation system or at the library foyer based on availability. A four-hour limit is in place due to COVID-19 restrictions. Seating will not be available while cleaning and disinfection are in progress: 2:00 - 2:30 pm and 7:00 - 7:30 pm.

Library users must adhere to the following:
- Only individual study is possible (no congregating – social distancing to be maintained at all times).
- Food and drinks may not be consumed inside the building.
- The library will not provide headphones; users must bring their own if they plan to attend online classes during their four-hour library access period.
- Movement of furniture or equipment is not permitted as they have been repositioned for safety measures and social distancing.
- Observing the designated quiet and silent floors is expected and required.
- The library reserves the right to refuse access to anyone who does not comply with the above.

**One-Stop Services (Help Desk and Research Help)**

The Help Desk on the Plaza Level will be staffed and available to provide in-person support to those in the library. Virtual library services and support will continue to be offered to those that cannot access the campus, including external users. For research support or questions of any kind, please contact the library through the 24/7 “Ask Us” chat service or by email at library@aucegypt.edu.

**Document delivery** requests can be made for articles and individual book chapters not currently held by the AUC Library. Please note that delivery times may vary and are subject to a variety of factors during this period. Usage of document delivery and printing services is on a fee basis.

**Main Library Inquiries**

General inquiries, research questions and appointments: library@aucegypt.edu

Borrowing and reserves: circadmin@aucegypt.edu
Database access: eResources@aucegypt.edu
External users: externalsrv@aucegypt.edu

The Rare Books and Special Collections Library
RBSCL will make every effort possible to assist faculty and students requiring access to the University’s research materials. Any member of the community requiring such assistance must first arrange for an interview with a librarian by contacting Walaa Temraz.

PRINTING AND MAIL SERVICES

PRINTING SERVICES

Locations and Contact Numbers

AUC Printing Services: AUC New Cairo
Location: Campus Center, Parcel 11, Room P016
Working hours:
- Sunday and Wednesday from 8:30 am to 9:00 pm
- Monday, Tuesday and Thursday from 8:30 am to 3:30 pm
AUC landline: ext. 3926 or 1421

AUC Printing Services: AUC Tahrir Square
Location: Falaki Academic Center, Ground Floor, Room G001
Working hours: Sunday to Thursday from 8:30 am to 3:30 pm
AUC landline: ext. 6180

MAIL SERVICES

Locations and Contact Numbers

AUC Mail Services: AUC New Cairo
Location: Campus Center, Parcel 11, Room P020
Working hours: Sunday to Thursday from 8:30 am to 3:30 pm
AUC landline: ext. 2775 or 3950
Email: aucmail@aucegypt.edu
For urgent mail, call Ashraf Hebishy on +2.012.7000.1871.

AUC Mail Services: AUC Tahrir Square
Location: Administration Building, Sheikh Rihan Street, opposite Hill House, Room 113
Working hours: Sunday to Thursday from 8:30 am to 3:30 pm
AUC landline: ext. 6030
Email: aucmail@aucegypt.edu
For urgent mail, call Ashraf Hebishy on +2.012.7000.1871.

AUC BOOKSTORES

AUC Bookstores will be offering all the usual services to AUC New Cairo students, faculty and staff. Our store hours and in-store rules regarding social distancing and safety are guided by AUC policies.

- All AUC sanitization rules will apply. Customers are expected to follow any rules printed on in-store signage and the guidance of store staff or external store security.
- Social distancing is a minimum of 1.5 meters in all stores.
- Face masks are mandatory for staff and customers.
- AUC Bookstores request that customers not handle books or other goods they do not intend to buy.
- Our successful home delivery service will continue across Egypt.

**AUC New Cairo Bookstore**
- The working days are from Sunday to Thursday.
- The opening hours are from 9:00 am to 4:00 pm, subject to change.

**AUC New Cairo Textbook Store**
- The working days are from Sunday to Thursday.
- The opening hours are from 9:00 am to 4:00 pm, subject to change.
- Home delivery is free of charge for set textbooks supplied by AUC Bookstores.

**AUC Tahrir Square Bookstore**
- Visitors to the AUC Tahrir Square Bookstore can enter via the bookstore entrance on the corner of Kasr El Aini and Sheikh Rihan streets.
- The working days are from Saturday to Thursday.
- The opening hours are from 10:00 am to 6:00 pm, subject to change.
ANNEX I

AUC GUIDE: CORONAVIRUS_PROTOCOLS AND PROCEDURES

AUC Clinic Process for Suspected Cases

A red face is reported by the health self-check or through the AUC Clinic (via email medicalserv@aucegypt.edu or emergency phone 01228001039).

The clinic verifies the case through medical reports, blood test and C.T. chest (confirmed / probable case).

The medical team will record the case into the COVID-19 reporting system; emails are triggered to direct manager (staff), Dean of Students (students), facilities (disinfection), ResLife (dorm residents) for each entity to take the required action.

The confirmed/probable case is self-isolated and tested for COVID-19 PCR test on the fourth day from the onset of symptoms, by Prime Speed Medical Walk-Thru station, and to be subjected to medical assessment.

Contact tracing is conducted by the clinic manually and verified by the WiFi tracing report.

Negative PCR

Case continues self-isolation for 1 week then reassessed whether to end the isolation or extend it according to the medical condition.

Contacts to symptomatic PCR negative cases are required to isolate for one week and monitor their symptoms.

Positive PCR

The case continues isolation for 2 weeks with close monitoring of symptoms and contacts.

Cases are not allowed to resume normal activities across the campus except after being examined and medically assessed and providing a negative PCR.

Contacts to PCR positive cases are tested for COVID-19 PCR at Prime Speed Medical Walk-Thru station.
ANNEX II

AUC COMMUNITY MEMBERS CASE REPORTING PROCESS

AUC Members’ Case Reporting Process

AUC Member

Complete Self-Check Form or Call AUC Medical Services

Facilities team perform member’s Office/Classroom/Dorm deep cleaning

Diagnose the case

Update the closure and re-opening dates

B1 team generate report of Contacted Persons list

Update the member’s profile as “Highly Suspected Case” and advise the member to do PCR test

Contacted Persons receive Email/SMS to leave the campus “privately” and receive medical instructions

The Case and Contacted Persons will not be able to perform Self-Check during the isolation period

Provost/Dean of Students/Chair/VP/Manager receive email with key information & Dashboard

Perform regular Self-Check

The Medical Service Team (MST) receives “Follow-Up” regular notification to update the member’s medical status.
ANNEX III

FUNCTIONAL SPACES

Classrooms, Labs and Studios

- Classroom capacities will be significantly reduced to meet social distancing requirements.
  - A 52-square-meter classroom capacity may be reduced from 20 students to 15 students.
  - A 72-square-meter classroom may be reduced from 30 students to 24 students.
  - A 120-square-meter classroom capacity may be reduced from 75 students to 35 students.
- In laboratories, establish staggered occupancy guidelines with no more than half of the group members.

To maintain social distancing in classrooms, consider the following:

- For nonfixed seating, maintain a 1.5-meter distance to be blocked by chairs with signs.
- With fixed seating, skip rows and seats to maintain social distancing.
- Update room reservation systems with new COVID-19 occupancy numbers.

The Classrooms

COVID-19 capacities were calculated following a social distance of 1.5 meters.

Setups of the classrooms differ according to the type of furniture used.

Each classroom layout is fixed on the door as a guide for both the faculty and the students to ensure safety measures are observed.
Meeting Rooms
- Block seating with chair-mounted signs to ensure room capacity complies with social distancing.
- Place occupancy signage, or update the room reservation system with revised COVID-19 occupancy numbers.

Office Spaces
- Some densely populated offices may require an alternative space layout or reduced capacity to accommodate social distancing.
- In reception areas, limit the number of seats and organize them, so there is at least 1.5 meters between seats. Additionally, indicate 1.5 meters of distance from the person at the reception desk with tape on the ground.
- Establish temporary barriers to help maintain 1.5 meters of distance.
Break Rooms and Kitchenettes
- Remove or reduce seating in break rooms to prevent gathering in communal spaces.
- Develop alternate times to take breaks and lunches to prevent gathering.
- Install signage to promote social distancing in small communal spaces (e.g., occupancy signage.)

COMMON SPACES
Elevators, Corridors, Lobbies and Stairs
- Inside buildings, use the stairs if you are able.
- Inside elevators, occupancy will be limited to one or two people, and wait times will be increased.
- In densely populated buildings and floors, follow signage for spacing and paths of travel. In the absence of signage, stay to the right of any hallway or stairs while others are passing.

Restrooms
Some sinks and stalls will be taped off to accommodate social distancing.
OUTDOOR SPACES

Hardscape Seating Steps
- Seating spaces that attract large numbers of students are to be regulated with signs on the ground to ensure social distancing.
- The library seating cubicles are to be used by a single occupant at a time.

Outdoor Circulation
- Main outdoor corridors that experience dense activity are to be treated with signs to avoid face-to-face movement.
- While using landscape stairs, stay to the right to allow passage of others.
## ANNEX IV

### OFFICE OF EVENTS MANAGEMENT (SOCIAL DISTANCING SETUP)

![Image](image.png)

### CVC Indoor Venues (Fixed Setup)

<table>
<thead>
<tr>
<th>#</th>
<th>Indoor Venues (Fixed Setup)</th>
<th>Reduced Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bassily Auditorium</td>
<td>416</td>
</tr>
<tr>
<td>2</td>
<td>Mansour Group Lecture Hall (P024)</td>
<td>77</td>
</tr>
<tr>
<td>3</td>
<td>Mary Cross Lecture Hall</td>
<td>54</td>
</tr>
<tr>
<td>4</td>
<td>Lecture Hall P007</td>
<td>58</td>
</tr>
<tr>
<td>5</td>
<td>Mohamed Shafik Gabr Lecture Hall</td>
<td>54</td>
</tr>
<tr>
<td>6</td>
<td>Mr. and Mrs. Fathi Q. Samarah Lounge</td>
<td>10</td>
</tr>
</tbody>
</table>

### CVC Indoor Venues (Changing Setup)

<table>
<thead>
<tr>
<th>#</th>
<th>Indoor Venues (Changing Setup)</th>
<th>Lectures Style</th>
<th>Round Table</th>
<th>U Shape</th>
<th>Rectangle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Moataz Al Alfi Hall</td>
<td>100</td>
<td>45 (15 tables x 3 chairs)</td>
<td>15</td>
<td>21</td>
</tr>
<tr>
<td>2</td>
<td>Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall, Room P071</td>
<td>48</td>
<td>36 (12 tables x 3 chairs)</td>
<td>15</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>Conference and Visitor Center, Meeting Room P019</td>
<td>54</td>
<td>39 (13 tables x 3 chairs)</td>
<td>15</td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td>Conference and Visitor Center, Meeting Room P020</td>
<td>23</td>
<td>21 (7 tables x 3 chairs)</td>
<td>9</td>
<td>14</td>
</tr>
<tr>
<td>5</td>
<td>Conference and Visitor Center, Meeting Room P022</td>
<td>54</td>
<td>39 (13 tables x 3 chairs)</td>
<td>15</td>
<td>18</td>
</tr>
</tbody>
</table>
### Outdoor Venues

<table>
<thead>
<tr>
<th>#</th>
<th>Outdoor Venues</th>
<th>Lecture Style</th>
<th>Round Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Allam Amphitheater and Paul and Charlotte Corddry Park</td>
<td>986</td>
<td>620 (155 tables x 4 chairs)</td>
</tr>
<tr>
<td>2</td>
<td>University Garden (opposite the library)</td>
<td>368</td>
<td>252 (63 tables x 4 chairs)</td>
</tr>
<tr>
<td>3</td>
<td>University Garden pergola (across from the Administration Building)</td>
<td>NA</td>
<td>24 (6 tables x 4 chairs)</td>
</tr>
<tr>
<td>4</td>
<td>Larry H. Hyde Terrace (behind Moataz Al Alfi Hall)</td>
<td>136</td>
<td>120 (30 tables x 4 chairs)</td>
</tr>
<tr>
<td>5</td>
<td>Conference and Visitor Center, Terrace Garden (adjacent to Larry H. Hyde Terrace)</td>
<td>143</td>
<td>152 (38 tables x 4 chairs)</td>
</tr>
<tr>
<td>6</td>
<td>Abla Leheta '69 and Souhail El-Taji El-Farouki '68 Courtyard (under the pergola)</td>
<td>78</td>
<td>88 (22 tables x 4 chairs)</td>
</tr>
<tr>
<td>7</td>
<td>Conference and Visitor Center, foyer (behind Bassily Auditorium)</td>
<td>NA</td>
<td>128 (32 tables x 4 chairs)</td>
</tr>
<tr>
<td>8</td>
<td>Display area (outside Pepsi Entrance)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>9</td>
<td>Arab African International Bank Waterfall</td>
<td>NA</td>
<td>52 (13 tables x 4 chairs)</td>
</tr>
<tr>
<td>10</td>
<td>Games area 1 (behind the main cafeteria – TSEBO )</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>11</td>
<td>Games area 2 (desert area beyond the AUC Sports Center)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>12</td>
<td>Bartlett Plaza</td>
<td>850</td>
<td>600 (150 tables x 4 chairs)</td>
</tr>
<tr>
<td>13</td>
<td>Bartlett Plaza recessed fountain 1 (in front of The Hatem and Janet Mostafa Core Academic Center)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>14</td>
<td>Bartlett Plaza recessed fountain 2 (in front of the School of Sciences and Engineering)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>15</td>
<td>Bartlett Plaza recessed fountain 3 (in front of the main cafeteria – TSEBO)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>16</td>
<td>Bartlett Plaza recessed fountain 4 (in front of Abdul Latif Jameel Hall)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>17</td>
<td>HENKEL-EGYPT Platform (Bartlett Plaza)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>18</td>
<td>Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall, Room P071 Terrace</td>
<td>NA</td>
<td>20 (5 tables x 4 chairs)</td>
</tr>
</tbody>
</table>
### AUC Tahrir Square Venues

#### AUC Tahrir Square Events Venues (Standard Setup)

<table>
<thead>
<tr>
<th>Venues</th>
<th>Capacity Seated</th>
<th>Capacity Seated</th>
<th>Round Tables</th>
<th>U Shape</th>
<th>Square</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lecture Style</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ewart Memorial Hall</td>
<td>962</td>
<td>276 up, 686 down</td>
<td>x</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>Falaki Mainstage Theatre</td>
<td>215</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>Oriental Hall</td>
<td>120</td>
<td>120</td>
<td>64</td>
<td>26</td>
<td>36</td>
</tr>
<tr>
<td>HH HL 601</td>
<td>14</td>
<td>VIP Lounge fixed setting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HH HL 602</td>
<td>100</td>
<td>100</td>
<td>72</td>
<td>32</td>
<td>36</td>
</tr>
<tr>
<td>Bartlett Fountain Area</td>
<td>400</td>
<td>200</td>
<td>120</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>Garden area 1</td>
<td>600</td>
<td>600</td>
<td>300</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>Garden area 2</td>
<td>400</td>
<td>400</td>
<td>120</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>Full garden; Full area</td>
<td>1000</td>
<td>1000</td>
<td>420</td>
<td>x</td>
<td>X</td>
</tr>
</tbody>
</table>

#### AUC Tahrir Square Events Venues (Social Distancing Setup)

<table>
<thead>
<tr>
<th>Venues</th>
<th>Capacity Seated</th>
<th>Capacity Seated</th>
<th>Round Tables</th>
<th>U Shape</th>
<th>Square</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lecture Style</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ewart Memorial Hall</td>
<td>276</td>
<td>75 up, 201 down</td>
<td>x</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>Falaki Mainstage Theatre</td>
<td>70</td>
<td>70</td>
<td>x</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>Oriental Hall</td>
<td>32</td>
<td>32</td>
<td>15</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>HH HL 601</td>
<td>6</td>
<td>VIP Lounge fixed setting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HH HL 602</td>
<td>30</td>
<td>30</td>
<td>18</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>Bartlett Fountain Area</td>
<td>40</td>
<td>40</td>
<td>18</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>Garden area 1</td>
<td>150</td>
<td>150</td>
<td>45</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>Garden area 2</td>
<td>100</td>
<td>100</td>
<td>24</td>
<td>x</td>
<td>X</td>
</tr>
<tr>
<td>Full garden area</td>
<td>250</td>
<td>250</td>
<td>69</td>
<td>x</td>
<td>X</td>
</tr>
</tbody>
</table>