# Return to Campus Guidelines, Fall 2020

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PRESIDENT’S LETTER

RETURNING TO CAMPUS AS COVID-19 CONTINUES

This booklet on Return to Campus Guidelines is the detailed, comprehensive product of thousands of hours of planning and preparation by AUC’s expert staff and faculty since the outset of the COVID-19 emergency, all of us dedicated to enabling our students to continue their academic journeys uninterrupted and in health and safety. Please read it carefully, and understand that your presence on campus constitutes your acknowledgment of your obligation and commitment to comply with these guidelines. Those who cannot or will not comply with these guidelines may not enter the campuses or AUC-operated transportation and may seek alternative arrangements to continue their studies or work by remote means. We invite all recommendations to amend these rules to further promote the health and safety of all, along with the effective delivery of our services.

As we prepare to welcome the physical presence on campus of a small percentage of students this fall, we must expect that the pandemic will continue for many months before the discovery and wide availability of a safe, effective vaccine. Until COVID-19 is firmly behind us, all who enter our campuses must recognize and accept that in so doing, they necessarily will face some level of risk both of contracting and of spreading the contagion. AUC will continue to act within Egyptian Government and applicable global public health guidelines to mitigate that risk, but we can not reduce the risk to zero. We will continuously assess results and will adjust programming, plans, and procedures as necessary in response to changes. That is, we very likely will amend these guidelines, and the levels of physical presence on our campuses, until we can responsibly return to the full daily on-campus experience that makes AUC so special for our students, faculty, and staff alike.

I commend once again our faculty and staff for their commitment, creativity and skill in planning and executing such radical emergency adjustments in our operations since Spring Term, 2020; and them and our students alike for their resilience, discipline and extra effort. From our collective response, reflected in these guidelines, we can all draw confidence that we will emerge from this emergency all the stronger, no matter how long it may take. Churchill’s reference to the Battle of Egypt at El-Alamein nearly eight decades ago could apply as well to our return to campus this fall term: Now this is not the end. It is not even the beginning of the end. But it is, perhaps, the end of the beginning.

I wish all healthy and productive continuation of our work and living together through this new academic year.

Francis J. Ricciardone
President
INTRODUCTION

COVID-19 is a highly infectious, life-threatening disease declared by the World Health Organization (WHO) 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 a period of 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 faculty, students and staff. Thus, it has put in place new safety precautions and requirements, which may be updated from time to time, in order 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 WHO, the Egyptian Ministry of Health and Population (MOH) and the Centers for Disease Control and Prevention (CDC).

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

● Take a gradual and phased approach for students, faculty and staff returning to learn, teach and work.
● Issue two (2) free reusable and washable cloth face coverings to all students, faculty and staff, who are required to use them — or their own covering or mask — while on campus.
● Mitigate the risk of exposure by requiring AUC community members to regularly monitor their personal health status. Community members should not come to the campus if they are showing symptoms.
● Utilize enhanced cleaning and disinfection protocols across campus.
● Encourage the entire AUC community and visitors to follow specific guidelines through signage and other communication methods leading to good hygiene practices.

SAFETY MEASURES

GENERAL SAFETY MEASURES

● Everyone must wear face masks in all 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 and 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/surfaces using regular household cleaning supplies.
SOCIAL DISTANCING
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 use the following safety practices:
- Maintain a minimum distance of one meter in open spaces and two meters in learning spaces and other indoor areas.
- Avoid gathering in large groups in common areas inside buildings.
- Wear face covering/mask in all shared/public spaces and learning spaces.
- 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 transmission of the virus if used properly. Everyone is required to wear face masks in all shared environments on campus (e.g., elevators, common areas, hallways), including on AUC-provided transportation.
Two washable, reusable branded cloth masks will be provided to each AUC student, faculty and staff member.

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 covering in the washing machine.
- Be careful not to touch your eyes, nose or mouth when removing the mask, and wash 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 placed in the trash at the end of the day.
SECURITY GUIDELINES

STUDENTS ACCESS TO CAMPUS
Students are not expected to come to campus unless the student is:

1. Registered in a class that is meeting face to face on specified days
2. Residing in an AUC student dormitory
3. A graduate student in the School of Sciences and Engineering (SSE) who is conducting research and has received permission to access a laboratory from his/her chair or graduate adviser
4. Scheduled for a meeting with a faculty member, a staff member at a specific office or a librarian
5. Authorized to attend a student event scheduled by the Office of Student Affairs

FACULTY/STAFF ACCESS TO CAMPUS
Faculty will have access to campus if they would like to access their offices or use the facilities as needed. Staff members will have access to campus if they would like to access their workspaces or use facilities as needed. The Office of Human Resources will provide updates regarding physical/remote work in a timely manner.

VISITOR ACCESS TO CAMPUS
All campus visitors (other than AUC students, faculty and staff) must be pre-registered before arriving to campus to allow the University to monitor and control the visitor’s presence on campus.

General Guidelines
- The host (faculty or staff only) must submit the visitor’s information 24 hours prior to 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/news/aucs-response-covid-19.
- Only business-related visitors are allowed.
- 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 main entrance.
- Visitor access is allowed to both campuses until 4:00 pm ONLY.

Contractor Access to Campus
Contractors are allowed to access campus only via Gate 3.
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 launching a new Parking Access System (PAS) during Fall 2020. 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.

Vehicles Access to Campus Using PAS

Faculty, Students and Staff
- Swipe your AUC ID over the reader upon entry for campus access and parking fee collection for a day pass, semester or annual parking subscription.
- Use the right lane (fast lane) when entering the campus.

Carpooling
Use the left lane, and present your AUC ID to the security officer. Please maintain physical distance, and wear your face mask/covering at all times. Our recommendation is to only have one additional passenger in the back seat.

Alumni, SCE Students, ESS Students, Visitors and Others
- Use the left lane, and present your AUC ID to the security officer if you have one.
- Pay for a one-day pass against a stamped paper ticket.

Parking Subscription
- Go to the Parking Subscription page. (TBA)
- Log in using your AUC email credentials.
- Check the corresponding subscription duration needed, and click "Subscribe."
- An email notification will be sent.
- The corresponding fee will be charged either to your AUC Coin account (if you elect to use this service via the AUC Coin Portal) or will be deducted from your next monthly pay slip (for faculty and staff) or through your Banner account (for academic students).
One-Day Pass
If you are a student, faculty or staff and wish to purchase a day pass, please swipe your AUC ID at the reader to your left side upon entry and the fee amount will be charged either to your AUC Coin account (if you elect to use this service via the AUC Coin Portal) or will be deducted from your next monthly pay slip (for faculty and staff) or through your Banner account (for academic students).

More Information on PAS
Please check the FAQ.

Feedback and Contact
If you have any inquiries or feedback regarding PAS, please send an email to parking@aucegypt.edu or visit the security office at Gate 4.

AUC ID SERVICES
The ID Center will continue to provide ID services in reduced operating hours. To avoid an unnecessary visit to the ID Center or long waiting time, please consider the following guidelines:

First-Time ID Issuance (FYP)
The ID Center will be relocated from the admission office to the Hamza Alk Kholi Lounge (first floor, Admission Building) to facilitate the ID issuance for FYP students from July 21 until September 10.

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

Emergency Access to Your Office/Lab
- If you are not able to access your office/lab or forgot your AUC ID, contact gatepass@aucegypt.edu, and fill out the emergency office access form.
- The ID Center operator will assist you in accessing your office.

More Information and Contact
- 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 it immediately to the ID Center and obtain a new ID and deactivate the old one.
● If an 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.

CAMPUS FACILITIES

AUC TRANSPORTATION

Guidelines
● On any AUC bus, all passengers must wear a face covering before entering and at all times while using AUC transportation. This is in accordance with the Government of Egypt (GOE) announcements requiring all persons utilizing public or private transportation or other for-hire vehicles to wear face cover 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.
● While riding AUC buses, passengers should not sit on the adjacent seat to another individual.
● Passengers should maintain at least a 1-meter distance between themselves while waiting at the stops, bus terminals and boarding the shuttle.
● The passenger limit on AUC vehicles will be 50% of posted capacity. This will allow passengers to maintain the needed physical distance while riding AUC shuttles.
● When a shuttle reaches capacity, the driver will notify the passengers. If the shuttle is at maximum capacity, passengers will need to wait for the next shuttle.
● Buses will be cleaned and disinfected after each trip, and, if a COVID case is found, the bus will be isolated and will undergo a deep cleaning and fumigation process.

AUC FOOD OUTLETS

Food Outlets Planning
● Food outlets will be limited to TSEBO and L’Aroma (located in the garden behind the library) starting mid-August. Remaining food outlets may be opened gradually as needed. The operating hours will be from 8:30 am to 5:00 pm.
● Seoudi minimarket will commence operations by mid-August. Queuing will be controlled in the outdoor area to avoid overcrowding. The operating hours will be from 8:30 am to 5:00 pm.
● Four vending machines will be distributed around the campus for snacks and beverages (Sports Center, Center for the Arts, SSE entrance and campus housing.) Two coffee vending machines will be provided by TSEBO at the Campus Center and the students’ lounge.

Food Outlets Guidelines
● Strict practices of physical distancing, personal hygiene and intensive sanitization and fumigation of all areas will be implemented.
● Food-outlet employees will receive continuous training on preventative measures.
● All food-outlet employees will be provided with sanitizers, gloves and face masks.
● Signs will be placed at the entrance of the dining hall, reminding all not to enter if they feel unwell or have flu-like symptoms.
● Floor markings will be placed to ensure physical distancing of 1 meter within food-service lines, serving counters and tills.
● Plexiglass barriers will be placed at tills/counters, if feasible, for additional protection.
● Use AUC Coin 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.
● Most seating areas will be 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-meter distance between yourself and others when possible.
● Avoid sharing utensils.
WORK ENVIRONMENT

All work areas are different and may require different types of risk mitigation strategies. Supervisors will assess work environments to determine the best mitigation strategies. Supervisors are provided with a risk assessment tool and checklist to aid in this process.

CLEANING AND DISINFECTING

- Management and Operations will clean and disinfect frequently touched surfaces on a daily basis and in between classes and labs as needed. Frequently touched surfaces may include doors, door handles, chair armrests, tabletops, handrails, podiums, light switches, trash receptacles, elevator buttons, drinking fountains, vending machines, etc. Disinfection time for classes is a minimum of 15 minutes, while disinfection time for labs is 30 minutes.

- School departments’ administrative heads or a designated administrative staff member should coordinate with the Management and Operations team to request additional disinfection in between classes by email at facilities@aucegypt.edu or by calling ext. 2222.

- Physical changes to room layouts MAY NOT be made by users; please refer to Annex III of this guide for different rooms 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.

- Additional cleaning supplies may be obtained by contacting the facilities helpdesk by the Work Request Center at facilities@aucegypt.edu or by calling ext. 2222.

- If a suspected or confirmed COVID-19 case is found, the space will be closed for 48 hours while the premises are being disinfected and fumigated.

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/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 this fall and vice-versa. Students, faculty, and staff who need to travel for essential purposes should be aware that they may be required to self-quarantine upon return to Cairo.
- Detailed travel information will be shared on the AUC travel website: www.aucegypt.edu/campus-life/services/travel.
- Returning faculty or staff to AUC housing should book their flights two weeks in advance of their coming to campus, as they will be required to self-quarantine for this period.

Guidelines for the Workplace

- Keep your face mask on.
- Avoid crowding, the farther the better.
- Frequent hand washing and proper hand cleaning, keeping it for at least 20 seconds.
- Do not touch your face.

Guidelines for the Residence

- Keep your face mask on.
- Avoid crowding, the farther the better.
- Frequent hand washing and proper hand cleaning, keeping it for at least 20 seconds.
- Do not touch your face.

Guidelines for Mike Smoking Areas

- Keep your face mask on.
- Avoid crowding, the farther the better.
- Frequent hand washing and proper hand cleaning, keeping it for at least 20 seconds.
- Do not touch your face.

Guidelines for Transportation

- You should always wear a face mask on AUC buses. Make sure you clean your hands after using your mask and before touching your face.
- You should follow the instructions of the transportation service provider on how to use the facilities on the bus.
- You should always wear your mask while using the transportation service provider's facilities.
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Guidelines for Private Vehicles

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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 in order to raise community awareness on hygiene measures and social distancing to limit virus transmission.

OUTDOOR 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 for that purpose.
PUBLIC HEALTH

COMMUNITY SELF-CHECKS
A survey-based self-check, where community members will answer some questions based upon which they will be informed whether they are allowed to go to campus or may be infected and, therefore, should remain home and contact the clinic, may be used as a tool to identify possible COVID-19 symptoms/infection.

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

Available tests will be:

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

- **COVID-19 Rapid Test for Antibodies**
  COVID-19 antibodies test is a blood test; the result is available within 15 - 30 minutes.
  Results may be:
  - Negative: no antibodies — the individual may have an active infection of COVID-19
  - IgG: antibodies developed from COVID-19 exposure multiple weeks ago
  - IgM: antibodies from COVID-19 contracted one to two weeks ago; this result will require the individual to stay home for 14 days/do further testing (PCR, etc.)

Samples
- Samples for both tests noted above are collected on-site by the provider.
- Those samples are transferred in accordance with the handling guidelines of the Ain Shams University Lab, which provides an official report to the patient in a **confidential and professional** manner.
- All tests are handled by official and approved governmental entities in addition to using all test kits and utilities approved by the Egyptian Unified Medical Procurement Authority. Test results remain confidential and are not disclosed to the AUC clinic. AUC is not involved in any way in the administration of the test nor the results, which will be communicated directly from the lab to the individuals ONLY.
- The PCR tests are valid for travel purposes and have the necessary GOE/foreign affairs stamps. The certificates are available at both stations (drive-thru and the walk-in).
**Drive-Thru PCR and Antibody Tests**

Both COVID-19 antibody and PCR voluntary testing are available via the drive-thru, outside Gate 2 in the service lane, for community members and the broader New Cairo community daily from 10:00 am to 10:00 pm.

**AUC Community (Faculty, Students, Staff and Alumni) Walk-in Station for PCR and Antibody Tests**

- The separate walk-in station is located inside the campus at the amphitheater, and the access is from Gate 1.
- The antibodies IgM/IgG rapid test is produced by Cellex and approved by the FDA.
- Operating hours are from 10:00 am to 4:00 pm initially, and will be increased as needed, with no appointments required.

**Pricing**

Prime Speed Medical accepts cash or credit, and the service is available to all faculty, students and staff. AUC community members with an AUC ID will receive a discounted price of LE 1,500 for the PCR test and LE 350 for the rapid antibodies test at the on-campus testing facility, as well as the drive-thru.

**AUC Contractors**

- Random COVID-19 antibody tests will be performed regularly on AUC contractors accessing the campus.
- In the case of IgM — COVID-19 antibodies contracted one to two weeks ago — the contractor will be required to stay home for 14 days or undergo further testing (PCR, etc.)

**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 investigation, the AUC medical team will use 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 will report the number of COVID-19 infections on a daily basis 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.

**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. 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**

**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.

**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 network of MetLife
- 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 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 prior to 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 inpatient 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 his/her 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:
  o El Kateb Hospital (one of Cleopatra Hospitals Group) – Dokki
  o As-Salam International Hospital - Maadi
  o Dar Al Fouad Hospital – 6th of October
  o El Ghandour Hospital – 10th of Ramadan
  o Dar Al Fouad Hospital – Nasr City
  o El Ghandour Hospital – Belbiss
  o Viva El Akkad Hospital – Nasr City
  o Al Gazeera Hospital – Faisal
  o Dr. Osman Hospital – Maadi
  o Nasaaem Hospital – New Cairo
  o Saudi German Hospital
  o El Kuwaiti Hospital – Benha
  o Ain Al Hayah Hospital – New Nozha
  o Misr International Hospital – Dokki
  o Global Care Hospital – Shiekh Zayed
  o ElAraby International Hospital – Ashmoun
  o Assiut University Hospital
  o Alexandria New Medical Center
  o Andalusia Hospital – Maadi
  o Al Raye Al Saleh Hospital – Samallout, Minya

● If treatment is required, participants are required to secure prior approval from MetLife by sending the diagnosis, PCR results and hospital name to approval.requests@metlife.com.
● For any inquiries, please contact the MetLife hotline on 19097, or send an email to Rania Reda at rania.reda@mercermarshbenefits.com.
● To review the updated network, please visit www.aucegypt.edu/human-resources/benefits/metlife-medical-plan.
STUDENT LIFE

THE OFFICE OF STUDENT LIFE (OSL)

- Student events on campus are postponed until further notice due to campus access restrictions.
- Student organizations’ cocurricular activities will occur online.
- Student organization leaders that need to access campus for planning meetings must make an official request to OSL at osl@aucegypt.edu at least two working days prior to the meeting day. The request to meet must include the names and student ID numbers of those planning to access the campus. The request will be processed within one working day.
- Student leaders or members should not plan to meet on campus until they have received approval from OSL. OSL reserves the right to assign certain meeting areas and times to ensure that the meetings follow the safety requirements and are chaperoned.
- Students are expected to practice social distancing and wear face masks at all times when meeting on campus.

Student Orientation

Fall orientation will be online with the exception of one large event to host the Engagement Fair to introduce new students to clubs and organizations, provide abbreviated tours and FYP activities spread across all corners of the campus.

OFFICE OF RESIDENTIAL LIFE (ResLife)

- AUC will operate both the on-campus and nearby student residences in Fall 2020 according to required health and safety measures.
- Residents will be assigned single rooms and all common spaces, lounges and computer labs will be closed in all residences.
- The low-density plan for the student residents alters the standard room assignment process, prioritizing certain student categories — first-year students on scholarship, returning students on scholarship enrolled for one or more face-to-face classes, Egyptian students that do not have a home in Egypt and all international students.
- Applications from students enrolled in online courses only and Egyptian students with homes in Egypt will not be processed while the University complies with international and GOE public health measures.
- All residents will undergo mandatory rapid COVID-19 testing on campus before check-in. If a resident tests positive for IgM, the student must self-isolate for 14 days in the on-campus unit reserved for quarantine.
- Specific safety measures to be implemented in the student residences include signage in public and private spaces throughout the student residences that remind residents to follow guidelines and what to do if they become symptomatic or exposed to someone that has tested positive.
OFFICE OF ATHLETICS (ATHLETICS)

Online Sports Activities
Dance and fitness classes will be held online until further notice. A calendar of fitness classes, including Zumba and yoga, will be available before the beginning of the fall semester.

Athletics Facilities for Campus Residents
As of Fall 2020, in alignment with the academic plan to maintain an extremely low density, athletics facilities will only be open to campus residents (students and faculty). Campus student residents are those living in the on-campus residences and Buildings 1 and 2, near campus. Campus faculty residents are those living in Building 3, near campus.

Access/Entrance to the Athletics Facilities
Access is by coded ID, and sign-up is through a Google form.

1. Campus residents will be issued a sticker that must be adhered to the back of their AUC IDs, identifying them as campus residents. IDs will be checked upon entrance to the facilities.

2. Campus student residents who wish to use the pool or gym must reserve a place at least 24 hours in advance. This is to maintain a maximum number at any one time on the grounds of the athletics facilities. Those wishing to use the outdoor tracks, outdoor courts and outdoor fields do not need to use the Google form sign-up sheet.

No-Access Areas
The following indoor spaces will not be open until further notice: squash courts, basketball courts, volleyball courts, indoor track, ARTOC auditorium, common areas with indoor games, such as table tennis and billiards, break rooms, locker rooms and check-in counters.

Permitted-Access Areas to Campus Residents
Campus residents may enter the gym and hold outdoor sports activities in the following areas: playing fields, the outdoor track, the tennis courts, the sand volleyball court, the swimming pool.

The Pool
The pool will reopen on September 1, 2020, but the maximum occupancy of the pool at any time will be 15 persons. The use of the pool is by Google form sign-up, 24 hours in advance.

The Gym
The gym will reopen on September 1, 2020, but in an expanded location with a maximum of 15 persons in each location for a total of 30 persons at any one time. There will be special hours of operation. Clients should use only one piece of equipment at a time (i.e., no circuits and no super-setting) so that machines may be cleaned after use. Work-out duration must be limited to 2 hours to decrease congestion and allow for additional sanitation. The use of the gym is by Google form sign-up, 24 hours in advance.

All students using the outdoor facilities are expected to maintain social distancing and to use sanitizers where available.
**Health and Safety**

Signs encouraging social distancing will be posted in visible locations. All students and faculty using the facilities are expected to maintain social distancing and to use sanitizers where available. Students and faculty who feel unwell should not risk their health and that of others by coming to the athletics facilities.

**The Center for Student Well-Being (CSW)**

**Mental Health Counseling**

The CSW will continue to offer counseling sessions online for students in Fall 2020. To reserve an appointment, please access the following link (https://aucegypt-advocate.symplicity.com/care_report/index.php/pid829197?) and select Mental Health Counseling.

**Disability and Accommodations**

The Student Disability Services (SDS) will continue to operate virtually and may be reached at sds@aucegypt.edu. To request an accommodation for Fall 2020, please access the following link: https://aucegypt-access.symplicity.com/public_accommodation/.

**Students Academically at Risk**

The CSW will continue offering counseling sessions online for academically at-risk students in Fall 2020. To reserve an appointment, please access the following link (https://aucegypt-advocate.symplicity.com/care_report/index.php/pid829197?) and select Probation/At-risk Counseling.

**Probation/At-Risk Counseling**

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

**Library Services**

The AUC Library will be open with new protocols in Fall 2020 and, in line with University regulations to apply social distancing measures, will be applying the following guidelines and measures:

**General Guidelines**

The library will be opening the plaza level only for those granted access to campus. All users entering the library must wear a face mask.

The library’s physical collections will be restricted to library staff for the purpose of book retrieval only. The library will be offering an express service area, including borrowing books that will be retrieved beforehand (requests must be sent at least one working day in advance to circadmin@aucegypt.edu and await confirmation.) The express service area will also include scanners, as well as self-checkout machines.

An online reservation system (like that of the group study rooms booking) will be in place and will be mandatory to access any study spaces on the plaza level. Study spaces will be available through booking online via the library website, and users can book up to a maximum of two hours.
Capacity
A maximum capacity of 60 users will be applied on the plaza level, provided that the users have booked in advance and will adhere to the following new regulations:

• Only individual study is allowed (no congregating — a distance of two meters to be maintained at all times.)
• Group study rooms are not available.
• Food and drinks are not allowed.
• The library will not provide headphones; users must bring their own if they plan to attend online classes during their 2-hour library access period.
• Movement of furniture or equipment on the plaza level is not permitted as they have been repositioned for safety measures and social distancing.

Help Desk and Research Help
The library help desk will be staffed and available to provide in-person support to those in the library, with new plexiglass shields installed at the Help Desk and Circulation Desk. Virtual services and support will continue to be offered to support all those not granted access to campus. For research support or questions of any kind, please either contact the library through the 24/7 “Ask Us” chat service on the library website 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.

Book Returns
For those granted access to campus, books can be returned at the front entrance of the library. An additional drop-off blue box is available at the Pepsi Entrance for those not granted access to campus.

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)
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.

In addition, the RBSCL subject librarians/curators are available for remote consultations via email, and students or faculty with research inquiries are asked to contact them as follows:

• General inquiries: Walaa Temraz
• Egyptology: Amr Kamel
• Islamic art and architecture, maps, historical magazines and Egyptian Gardens Project: Eman Morgan
• Regional architecture: Balsam Saleh
• Photography and cinema collections: Ola Seif
• Archival collections and University archives: Stephen Urgola, Nada Yassen
• Records management: Aisha Abu Bakr
AUC BOOKSTORES

During the lockdown/return to campus period this fall, 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 during this time and will change gradually over the coming months. The details provided here cover our initial reopening and may change over the subsequent months.

- 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 shall be 1-meter minimum in all stores.
- Face masks are mandatory for staff and customers.
- AUC-approved masks will be on sale in AUC Bookstores at AUC New Cairo and AUC Tahrir Square.
- AUC Bookstores request that customers do not handle books or other goods they do not intend to buy.
- Our successful home delivery service will continue across Cairo.

AUC New Cairo Bookstore

- The store is to reopen on August 30
- Preparations (including signage, cleaning and arranging the books) should begin no later than August 20.
- The working days are from Sunday to Thursday.
- The opening hours are from 9 am to 3 pm.
- Only four customers are allowed to be in the shop at a time. Please be patient with staff members during this time.

AUC New Cairo Textbook Store

- The bookshop is to reopen on August 30.
- Preparations (including signage, cleaning and arranging the books) should begin no later than August 20.
- The working days are from Sunday to Thursday.
- The opening hours are from 9 am to 2 pm during September.
- Only two customers are allowed in the store at one time.
- Free home delivery for set textbooks supplied by AUC Bookstores.

AUC Centennial Shop

- The shop will remain closed during September.
- For orders during September, please contact the staff member in the Textbook Store.
- For departmental orders, please contact ahborai@aucegypt.edu or emad_b@aucegypt.edu.

AUC Tahrir Square Bookstore

- We wish to hold a soft opening on August 20.
- The official reopening is on August 23.
- Only five customers in this store at any time.
- The working days from Saturday to Thursday.
- The opening hours are from 10 am to 6 pm.
**WHAT DO I DO IN CASE I...**

**HAVE symptoms**
- Have traveled to a high-risk country**
  OR have been in contact with someone with flu-like symptoms* or a confirmed case

**DO NOT have symptoms**
- Have NOT traveled to a high-risk country**
  OR have been in contact with someone with flu-like symptoms* or a confirmed case

**Mild symptoms***
Visit the nearest hospital or doctor. For on-campus residents, visit the Office of Medical Services.
Inform the Office of Medical Services through the hotline: 012.8000.1039, and the office will follow up with your case.

**Severe symptoms*****
Visit the nearest hospital or doctor. For on-campus residents, visit the Office of Medical Services.
Inform the Office of Medical Services through the hotline: 012.8000.1039, and the office will follow up with your case.

**Tested Positive for COVID-19 (coronavirus)**
- Patients will be quarantined for 14 days in the hospital assigned by the Ministry of Health.
  The ministry will inform Dr. Ashraf Hatem, AUC counselor.
  The AUC community will be informed.
- You will receive medical treatment as per the treating doctor’s instructions.
  Patients will be quarantined for 14 days in the hospital assigned by the Ministry of Health.
  The ministry will inform Dr. Ashraf Hatem, AUC counselor.
  The AUC community will be informed.

**Tested Negative for COVID-19 (coronavirus)**
- As of March 16, 2020

**Have NOT traveled to a high-risk country**
- Have been in contact with someone with flu-like symptoms* or a confirmed case

**Have NOT traveled to a high-risk country**
- Have been in contact with someone with flu-like symptoms* or a confirmed case

**Mild symptoms***
- As of March 16, 2020

**Severe symptoms*****
- As of March 16, 2020

**Tested Positive for COVID-19 (coronavirus)**
- You will receive medical treatment as per the treating doctor’s instructions.
  Patients will be quarantined for 14 days in the hospital assigned by the Ministry of Health.
  The ministry will inform Dr. Ashraf Hatem, AUC counselor.
  The AUC community will be informed.

**Tested Negative for COVID-19 (coronavirus)**
- As of March 16, 2020

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* Flu-like symptoms as defined by CDC: Fever, dry cough, muscle, body aches, throat pain, diarrhea
** High-risk countries as of March 16, 2020: https://infographics.channelnewsasia.com/covid-19/map.html
*** CDC criteria for high-risk patients: Fever, cough, muscle, body aches, throat pain, diarrhea
**** Severe: Shortness of breath, chest pain, fever
***** High-risk patients: Above 65 years old, chronic respiratory conditions, immunocompromised, cardiovascular conditions, uncontrolled diabetes, patients receiving chemotherapy or corticosteroids
# ANNEX II
## COVID-19 PROTOCOL

<table>
<thead>
<tr>
<th>Stage</th>
<th>Step No.</th>
<th>Steps</th>
<th>Stakeholder</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Report COVID-19 Case and Take Immediate Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>A case reported through the form by the medical team</td>
<td>Medical team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Medical team to notify the Office of Operations and Services to communicate with all internal stakeholders via email.</td>
<td>Medical team, Office of Operations and Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Deep cleaning, fumigation + 2 days</td>
<td>Soft services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Add signage for the closed area/office</td>
<td>Soft services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Remove the bus from all lines — 14 days OR Deep cleaning, fumigation + 2 days</td>
<td>Transportation</td>
<td>Two phases for the bus: Phase 1 — remote operations Phase 2 — campus reopen</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>If the case is a student, manage isolation and provide food, medications, etc.</td>
<td>ResLife</td>
<td>For residents</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Provide masks for residents</td>
<td>Medical team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Inform the embassy if needed/indicated</td>
<td>Office of Student Life</td>
<td>For international students</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Follow Up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Calls with cases for follow up</td>
<td>Medical team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Calls with contacts for follow up</td>
<td>Medical team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Add the contact ID to the contacts sheet</td>
<td>Medical team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Calls with contacts for follow-up by the 14th day</td>
<td>Case tracing team</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Return to Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Form to be filled by case/contact/direct manager and attach the declaration form/medical evidence to be granted access to campus</td>
<td>Case/contact/direct manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Update the case/contact on the sheet</td>
<td>Medical team</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX III
FUNCTIONAL SPACES

Classrooms, Labs and Studios

- Classroom capacities will be significantly reduced to meet social distancing requirements.
  - A 72-square-meter classroom may be reduced from 30 students to 12 students.
  - A 52-square-meter classroom capacity to be reduced from 20 students to 8 students.
  - A 120-square-meter classroom capacity to be reduced from 75 students to 24 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 2-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.
- Consider remote teaching.
Meeting Rooms

- Avoid in-person meetings, and elect for Zoom meetings.
- 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 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 meter between seats. Additionally, indicate 1 meter of distance from the person at the reception desk with tape on the ground.
- Establish temporary barriers to help maintain 1 meter 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 (SAFE DISTANCING 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>220</td>
</tr>
<tr>
<td>2</td>
<td>Mansour Group Lecture Hall (P024)</td>
<td>70</td>
</tr>
<tr>
<td>3</td>
<td>Mary Cross Lecture Hall</td>
<td>50</td>
</tr>
<tr>
<td>4</td>
<td>Lecture Hall P007</td>
<td>50</td>
</tr>
<tr>
<td>5</td>
<td>Mohamed Shafik Gabr Lecture Hall</td>
<td>50</td>
</tr>
<tr>
<td>6</td>
<td>Mr. and Mrs. Fathi Q. Samarah Lounge</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Indoor Venues (Changing Setup)</th>
<th>Lecture 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>60</td>
<td>36 (12 tables x 3 chairs)</td>
<td>16</td>
<td>42</td>
</tr>
<tr>
<td>2</td>
<td>Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall, Room P071</td>
<td>30</td>
<td>18 (6 tables x 3 chairs)</td>
<td>9</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Conference and Visitor Center, Meeting Room P019</td>
<td>30</td>
<td>18 (6 tables x 3 chairs)</td>
<td>9</td>
<td>42</td>
</tr>
<tr>
<td>4</td>
<td>Conference and Visitor Center, Meeting Room P020</td>
<td>12</td>
<td>9 (3 tables x 3 chairs)</td>
<td>6</td>
<td>24</td>
</tr>
<tr>
<td>5</td>
<td>Conference and Visitor Center, Meeting Room P022</td>
<td>30</td>
<td>18 (6 tables x 3 chairs)</td>
<td>9</td>
<td>42</td>
</tr>
<tr>
<td>#</td>
<td>Outdoor Venues</td>
<td>Lecture Style</td>
<td>Round Table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>-------------------------------------------------------------------------------</td>
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<td>--------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Allam Amphitheater and Paul and Charlotte Corddry Park</td>
<td>800</td>
<td>150 (50 tables x 3 chairs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>University Garden (opposite the library)</td>
<td>200</td>
<td>60 (20 tables x 3 chairs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>University Garden pergola (across from the Administration Building)</td>
<td>NA</td>
<td>12 (4 tables x 3 chairs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Larry H. Hyde Terrace (behind Moataz Al Alfi Hall)</td>
<td>100</td>
<td>45 (15 tables x 3 chairs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Conference and Visitor Center, Terrace Garden (adjacent to Larry H. Hyde Terrace)</td>
<td>60</td>
<td>27 (9 tables x 3 chairs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Abla Leheta '69 and Souhail El-Taji El-Farouki '68 Courtyard (under the pergola)</td>
<td>80</td>
<td>18 (6 tables x 3 chairs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Conference and Visitor Center, Foyer (behind Bassily Auditorium)</td>
<td>NA</td>
<td>45 (10 tables x 3 chairs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Display area (outside Pepsi Entrance)</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Arab African International Bank Waterfall</td>
<td>NA</td>
<td>12 (4 tables x 3 chairs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Games area 1 (behind the main cafeteria–TSEBO )</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Games area 2 (desert area beyond the Sports Center)</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Bartlett Plaza</td>
<td>700</td>
<td>150 (50 tables x 3 chairs)</td>
<td></td>
<td></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>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Bartlett Plaza recessed fountain 2 (in front of SSE)</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td></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>
<td></td>
<td></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>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>HENKEL-EGYPT Platform (Bartlett Plaza)</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall, Room P071 Terrace</td>
<td>NA</td>
<td>12 (4 tables x 3 chairs)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### AUC Tahrir Square Venues

#### AUC Tahrir Campus, 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>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 Theater</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 (Safe 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>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 Theater</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>