

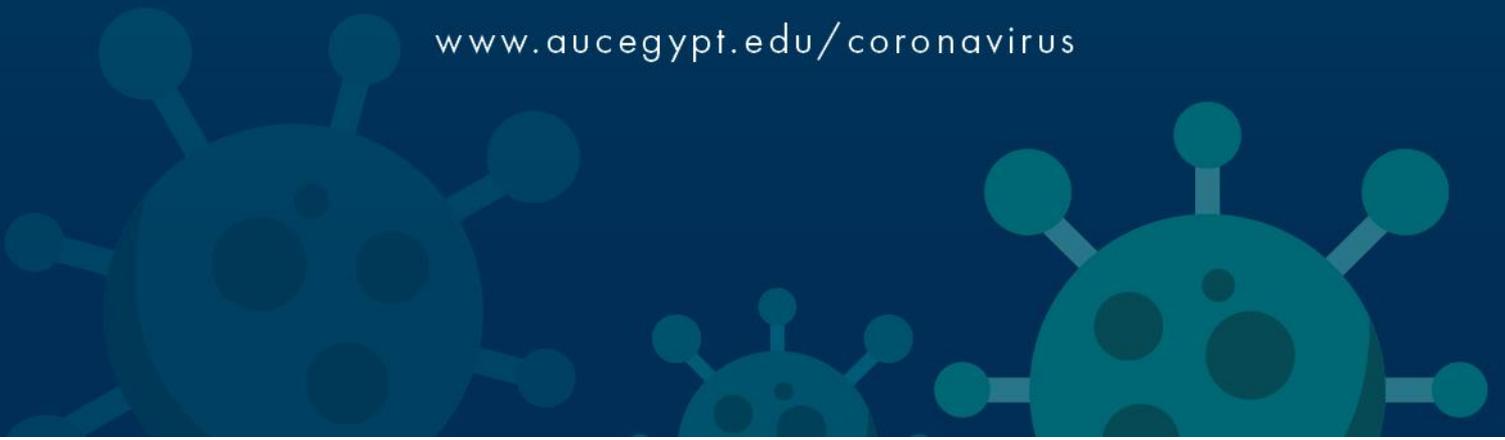
COVID-19 AUC Guidelines

Spring 2021



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 (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, 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.
- 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.

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 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 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 coverings or masks in all shared and 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.



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 disposed of appropriately at the end of the day.



SECURITY GUIDELINES

STUDENTS ACCESS TO CAMPUS

Students are granted access to campus if they are:

- (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 the graduate adviser.
- (4) Authorized by one of the school deans' offices to attend an activity on campus.
- (5) Scheduled for a meeting with a faculty member, a staff member at a specific office, or a librarian.
- (6) Authorized to attend a student event scheduled by the Office of Student Life.
- (7) Rostered student athletes.

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 and 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 on 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 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/news/aucs-response-covid-19.
- Only business-critical 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 Academic Center main entrance.
- Visitor access is allowed to both campuses until 4:00 pm **only**.

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 launching a new Parking Access System (PAS) during Spring 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.



HOW DOES PAS WORK?

Faculty, Students, and Staff

All faculty, students, and staff with an active AUC ID will swipe their IDs over the reader on the driver’s side of the vehicle as they enter or exit campus to open the barrier. Faculty, students, and staff will have the choice to pay either using AUC Pay, if the option has been activated, or will be charged the one-day parking pass fee automatically to their student payment account on Banner or their next month’s pay for faculty and staff.

Members of the AUC community who wish to use AUC Pay must first activate it on their smart ID. Please visit the [AUC Pay webpage](#) to learn more about how to activate AUC Pay.

Carpooling

- Use the left lane, and present your AUC ID to the security officer to get your free parking access.
- Please maintain physical distance, and wear your face covering or mask 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 Fee

The one-day parking pass fee is 5LE.

Parking Subscription

Due to COVID-19 safety measures and our current hybrid learning mode, the semester-long parking subscription option will be suspended until Fall 2021. All users of the parking lot will need to use one-day passes.

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 located 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 to the Dr. Hamza AlKholi Lounge (first floor, Dr. Hamza AlKholi Information Center) to facilitate the ID issuance for FYP students starting from January 3, 2021.

ID Replacement or Renewal

- Call ext. 3725/3871, or reach out via identdir@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 email 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 or 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 for the entire duration of 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 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.
- 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 and bus terminals and boarding the bus.
- The passenger limit on AUC vehicles will be 50% of the posted capacity. This will allow passengers to maintain the needed physical distance while riding AUC buses.
- When a bus reaches capacity, the driver will notify the passengers. If the bus is at maximum capacity, passengers will need to wait for the next one.
- 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

Operation on Campus:

Food outlets are currently limited to:

- TSEBO (the Main Cafeteria) from 8:30 am to 8:00 pm.
- L'Arora (located in the garden behind the library) from 8:30 am to 5:00 pm.
- Seoudi minimarket (sports complex) from 8:30 am to 8:00 pm.
- Cilantro (campus center) from 8:30 am to 5:00 pm.

As of March 1, 2021, the following outlets will be operating:

- Tabali outlet (HUSS building) from 9:00 am to 5:00 pm
- Quick 24 (Plaza) from 8:30 am to 5:00 pm
- Butcher's Burger (Americana food court) 9:00 am to 5:00 pm

This is in addition to the delivery services that the operating food outlets would offer. Also, the working hours of the operating outlets could be extended according to the schedule of classes.

One vending machine is located in the Students Residence for snacks and beverages, and another two machines will be added in plots 1 & 3 – Faculty Housing.

Queuing will be controlled at a distance inside the outlets or in the outdoor area to avoid overcrowding.

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 preventative 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 of 1 meter within food-service lines, serving counters, and tills.
- Plexiglass barriers are placed at tills/counters as 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 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-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

- The Office of Facilities and Operations will clean and disinfect frequently touched surfaces daily 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 facilities and operations office** 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 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.
- Additional cleaning supplies may be obtained by contacting the facilities helpdesk through 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 24 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 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 this spring 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.



EVENTS MANAGEMENT

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

Events at AUC during the COVID-19 pandemic follow the guidelines below:

- **Business meetings:** to proceed with submitting your business meeting requests, please first secure your area head approval and share it with the Office of Events Management via email to be granted access to reservation forms on the platform.
- **Academic activities and meetings:** to proceed with submitting your academic-related meeting requests, please first secure approval from the Office of the Provost and share it with the Office of Events Management via email to be granted access to reservation forms on the platform.

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.





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.

Certain indoor spaces are accessible to students to connect online in case they need to attend online classes from campus due to their schedules. Several lounges have been made available in addition to a select number of plaza-level classrooms according to the diagram on p.16. These spaces will be available for use from Sunday - Thursday, 8:30 am - 7:00 pm.



On-Campus Spaces for Online Classes

AUC will provide a set of indoor and outdoor spaces for the students to have their online classes while they are on Campus as follows:

Outdoor Spaces:

These are a set of spaces with tables and chairs settings that follows the social distance capacity, for the days that weather permits.

1. The Library Terrace.

Indoor Lounge Spaces:

These are a set of spaces labs, classrooms, and lounges that are assigned for this function and spread among the campus as follows:

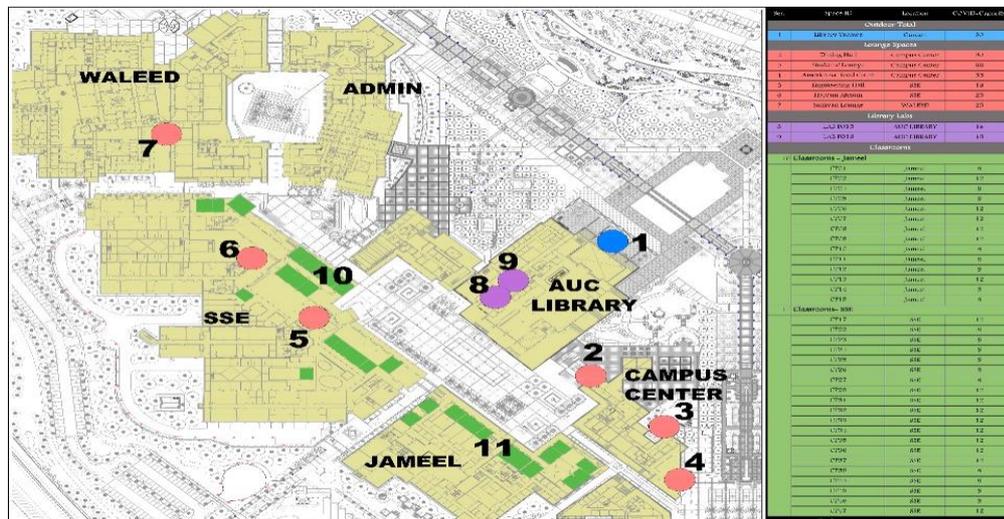
- 2- Dining Hall – Campus Center, Plaza level
- 3- Students Lounge – Campus Center, First-floor level.
- 4- Americana Food Court – Campus Center, Plaza Level.
- 5- Engineering Atrium – SSE building, Plaza level.
- 6- Haroun Atrium – SSE building, Plaza level.
- 7- Sullivan Lounge – Waleed Hall, Second Floor Level.

Labs Spaces:

- 8- Labs: P016 - Library building, Plaza level.
- 9- Labs: P017 – Library building, Plaza level.

Classroom Spaces

- 10- Classrooms with the sign (Online Classes) – SSE building, plaza level
- 11- Classrooms with the sign (Online Classes) – Jameel building, plaza level



PUBLIC HEALTH

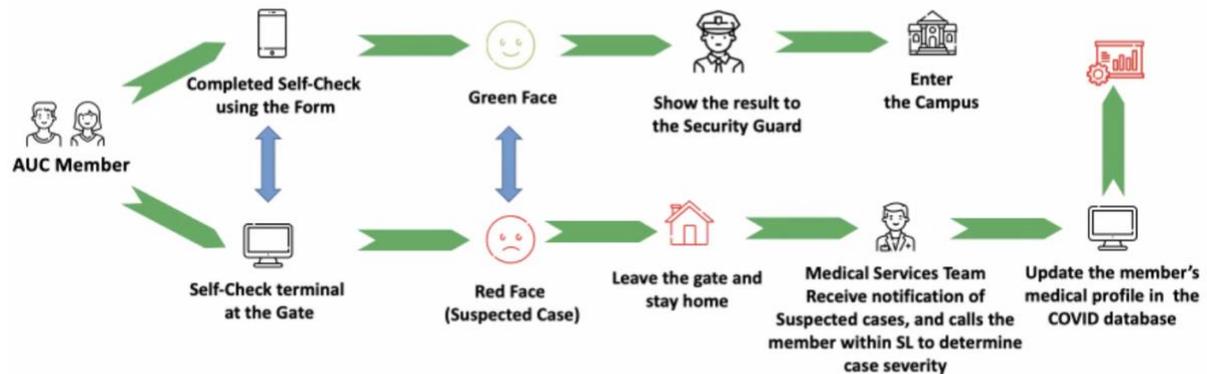
COMMUNITY SELF-CHECKS

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.



Security team at the turnstile gate validate the "recent" result showing face, ID, date and time.
The Confirmed cases and Contacted persons will not be able to perform Self-Check during the isolation period.

Self-Reporting

All AUC community members (faculty, students, and staff) are required to report to the clinic in case of any COVID-19 [symptoms](#) via email at medicalser@aucegypt.edu or tel 012.8000.1039. Please inform the clinic even if you are not coming to campus.

TESTING PROCESS

Testing Facilities

Both COVID-19 antibodies and PCR testing are available via the drive-thru outside Gate 2 in the service lane and walk-in outside Gate 4 through the service lane for community members and the broader New Cairo community daily from 10:00 am to 10:00 pm (last case received at 9:30 pm).

The separate walk-in station is located inside the campus at the amphitheater, and the access is from Gate 1 and Gate 5. Operating hours are initially from 10:00 am to 6:00 pm and will be increased as needed with no appointments required.

Available tests:

- **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 testing 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 or do further testing (PCR, etc.)

The antibodies IgM/IgG rapid test is produced by [Cellex](#) and approved by the FDA.

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 confidentially and professionally.
- 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 walk-in).

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 next day at 6:00 pm.
- This applies to the results for traveling and testing for medical reasons.

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 EGP 1,500 for the PCR test and EGP 350 for the rapid antibodies test at the on-campus testing facility as well as the drive-thru.

Below are detailed prices for all PCR tests:

- PCR credit for medical cases sent by the AUC clinic are free
- PCR for AUCians: EGP 1,500
- PCR for non-AUCians: EGP 2,000
- PCR with travel certificate: EGP 2,500
- PCR urgent testing: +EGP 200

Voluntary Testing Program

To help prevent the spread of COVID-19 and reduce the risk of exposure, all AUC community members are expected to regularly monitor their personal health status and report to the medical office any exposure. Along with contact tracing, testing is a key component of keeping our

community healthy and safe. To help us detect COVID-19 as early as possible and gather better data about our community, we are building capacity through a voluntary antibody testing program.

COVID-19 voluntary rapid test for antibodies will be implemented in two categories:

1. Students and faculty in residences

- Students and faculty in residences both on and off campus will be eligible for testing at specialized Prime Speed Medical units set up for them.
- Prime Speed Medical will set up a testing unit for CASA students and other members of the AUC community at AUC Tahrir Square.
 - ❖ Tests will be performed weekly on Tuesdays.
 - ❖ Working hours are from 10:00 am to 6:00 pm.

2. All members of the AUC community

All members of the AUC community who come to campus are eligible to participate in **voluntary** COVID-19 antibodies rapid testing. The sample size is 150 participants per week and will be chosen on a first-come, first-served basis through an online sign-up sheet. To participate in the testing, sign up [here](#).

The tests will be conducted Monday through Thursday at the Prime Speed Medical walk-in station at Gate 1 from 10:00 am to 6:00 pm.

AUC Contractors

- Random COVID-19 antibody tests will be performed regularly on AUC contractors accessing the campus.
- In the case of an IgM result — COVID-19 antibodies contracted one to two weeks prior — the contractor will be required to stay home for 7 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 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.

AUC COMMUNITY CORONAVIRUS 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 Community Coronavirus 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 7-day rolling average number of AUC cases and the currently hospitalized AUC cases reported to the AUC clinic. Other important measures are national daily fatalities that are also reflected in the dashboard.

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

To view the dashboard, please use this link:

www.aucegypt.edu/coronavirus/community-dashboard

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

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 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 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:
 - El Kateb Hospital (one of Cleopatra Hospitals Group) – Dokki
 - As-Salam International Hospital - Maadi
 - Dar Al Fouad Hospital – 6th of October
 - El Ghandour Hospital – 10th of Ramadan
 - Dar Al Fouad Hospital – Nasr City
 - El Ghandour Hospital – Belbis
 - Viva El Akkad Hospital – Nasr City
 - Al Gazeera Hospital – Faisal
 - Dr. Osman Hospital – Maadi
 - Nasaaem Hospital – New Cairo
 - Saudi German Hospital
 - El Kuwaiti Hospital – Benha
 - Ain Al Hayah Hospital – New Nozha
 - Misr International Hospital – Dokki
 - Global Care Hospital – Shiekh Zayed

- ElAraby International Hospital – Ashmoun
 - Assiut University Hospital
 - Alexandria New Medical Center
 - Andalusia Hospital – Maadi
 - Al Raye Al Saleh Hospital – Samallout, Minya
 - ElAraby International Hospital – Ashmoun
 - Assiut University Hospital
 - Alexandria New Medical Center
 - Andalusia Hospital – Maadi
 - Al Raye Al Saleh Hospital – Samallout, Minya
- If treatment is required, participants must 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)

To reduce the risk of coronavirus transmission, student events on campus during online-only instruction periods are prohibited. When the University shifts to a hybrid format of instruction, student events are subject to special prior approval. Requests for face-to-face events on campus must be submitted to OSL, in writing, at least ten days before the event's scheduled date. Student organizations are encouraged to continue with co-curricular activities online.

Student organization leaders that need to enter campus for planning meetings must make an official request to OSL at osl@aucegypt.edu by completing the Campus Access form on AUC Connect at least two working days before the meeting day. The request must include a list of student names and ID numbers planning to meet attached. Requests will be processed within one working day. Student leaders and organization members should not plan to meet or try to access campus until they have received approval from OSL. OSL reserves the right to assign certain meeting areas and times to ensure that meetings are chaperoned. Students are expected to practice social distancing and wear a face mask at all times when meeting on campus.

OFFICE OF RESIDENTIAL LIFE (RESLIFE)

According to required health and safety measures, AUC will operate both the on-campus and near-campus student residences in Spring 2021. Shared spaces, lounges, and computer labs will be closed. The lower density plan for the student residences alters the standard room assignment process, prioritizing certain student categories: new and continuing first-year scholarship students, returning scholarship students enrolled in one or more classes with a face-to-face component, including face-to-face exams, Egyptian students who do not have a

home in Egypt and all international students. Applications from students enrolled in online courses **only** or from Egyptian students with homes in Egypt will **not** be accepted while the University complies with international and Government of Egypt public health measures. Requests from students for short-term stays in the University Residences will **not** be processed. The no visitor and vacation policies remain in place. Residents who violate the vacation policy will be sanctioned and will be required to present a negative PCR test result upon their return. Residents who violate the no visitor policy will be sanctioned and may be expelled from the University Residences for the remainder of the semester.

All residents will undergo mandatory rapid COVID-19 testing on campus before check-in and are subject to regular compulsory testing throughout the semester. Residents with a positive result for COVID-19 must self-isolate for 14 days in the on-campus unit reserved for quarantine.

Specific safety measures in the student residences include strategically placed signage in public and private spaces with reminders to follow the guidelines and information on what students should do if they become symptomatic or are exposed to someone that has tested positive.

OFFICE OF ATHLETICS (ATHLETICS)

Online Sports Activities

Online dance and fitness classes are postponed until further notice in Spring 2021.

Athletics Facilities for Campus Residents

In Spring 2021, in alignment with the academic plan, certain athletics facilities will be open only to campus residents (students and faculty) and rostered student-athletes. 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. Rostered student-athletes are those whose names are on the 2020-2021 student-athlete roster.

Access/Entrance to the Athletics Facilities

Access is by coded ID, and sign-up is through AUC Connect, on a daily basis. Emails of students and faculty in residences, and those of rostered athletes are electronically fed into AUC Connect, and the sign-up is available only on their accounts.

- Campus residents and student-athletes are issued a numbered sticker that must be placed on the back of their AUC IDs, identifying them as campus residents. The sticker is issued by the Office of Athletics: athletics@aucegypt.edu. IDs must be left with the athletics supervisor on duty upon entrance to the facilities.
- Campus student residents who wish to use the pool or gym must reserve a place via AUC Connect 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 AUC Connect.

No-Access Areas

The following **indoor** spaces will be closed until further notice: squash courts, basketball courts, volleyball courts, indoor track, ARTOC Sports Court, common areas with indoor games, such as table tennis and billiards, break rooms, locker rooms and check-in counters.

Permitted-Access to Athletics Areas for Campus Residents and Members of AUC Sports Teams

Campus residents and rostered members of AUC sports teams may enter the gym and hold **outdoor** individual (non-contact) activities in the following areas: playing fields, the outdoor track, the tennis courts, the sand volleyball court and the swimming pool.

The Pool

In Spring 2021, the pool will open on January 31, 2021, with hours of operation posted on AUC Connect. The pool will continue to operate with a maximum occupancy of 20 persons at any one time. The use of the pool is by AUC Connect sign-up, 24 hours in advance. (See above for how to use AUC Connect.)

The Gym

In Spring 2021, the two gyms (cardio and weights) will open on January 31, 2021, with hours of operation posted on AUC Connect. The two gyms will continue to operate with a maximum of 20 persons in each location for a total of 40 persons at any one time. 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 AUC Connect sign-up, 24 hours in advance.

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 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 Winter and Spring 2021. To reserve an appointment, please access the following link (https://aucegypt-advocate.symphlicity.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 accommodation for Winter or Spring 2021, please access the following link: https://aucegypt-access.symphlicity.com/public_accommodation/.

Students Academically at Risk

The CSW will continue offering counseling sessions online for academically at-risk students in Spring 2021. To reserve an appointment, please access the following link (https://aucegypt-advocate.symphlicity.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.

STUDENT AMBASSADORS (SA)

Requesting Student Ambassadors for Campus Tours in Spring 2021

For Spring 2021 on-campus events that are approved by the University and include campus tours, the Office of Student Development and Community Relations (SDCR) 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 2 working days and send the contact details for the student ambassador(s), as well as bios.

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

LIBRARY SERVICES

Effective March 1st, the AUC Library will be opening both the Plaza and Garden floors exclusively for students, faculty, and staff who are granted campus access. The library operations will remain in line with all university regulations and safety measures including social distancing and wearing a mask at all times.

General Guidelines

The LLT will restrict direct access to collections due to concerns of COVID-19's survival on library material. Access to the 1st, 2nd, and 3rd floors will be restricted to library staff for the purpose of book retrieval, etc.

The library will be offering an **express service** area, including borrowing books that will be retrieved beforehand (requests must be sent at least 1 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.

Access to study spaces on both the plaza and garden floors is not permitted without a **seat booking**. Please note that booking a seat and completing the form **does not guarantee** that a user will be approved to have **campus access**.

An online reservation system is in place and will be required to enter or reserve any spaces on the Plaza and Garden Level floors. Please place your time slot at [library website](#). A two-hour limit is in place.

Capacity

Due to COVID-19 parameters up to a 100 people will be allowed on the Plaza and Garden floors at one time, provided that GatePass authorized to enter campus have booked their time in LLT in advance. Those entering the LLT need to adhere to the following:

- 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 is not permitted as they have been repositioned for safety measures and social distancing.

Help Desk and Research Help

The library help desk on both floors will be staffed and available to provide in-person support to those in the library, with new plexiglass shields installed. 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.

Checkouts

Users who have access to campus may request books and media from the main stacks by filling the [online form](#) and waiting for a confirmation email.

IMPORTANT: Please indicate that you have access to campus so that you can collect your books from the library’s circulation desk.

Members of the AUC community who **do not** have access to campus will still be able to borrow books. Please fill the [online form](#), and wait for a confirmation email.

IMPORTANT: Please indicate that you **do not** have access to campus so that your books are sent to Pepsi Entrance by appointment or arrangement.

Book Returns

For those allowed 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. The library is obliged to adopt a 96-hour quarantine period in dealing with returned books based on international standards.

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)

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, 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 meter 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 working days are from Sunday to Thursday.
- The opening hours are from 9:00 am to 3:00 pm, subject to change.
- 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 working days are from Sunday to Thursday.
- The opening hours are from 9:00 am to 2:00 pm, subject to change.
- Only two customers are allowed in the store at a time.
- Home delivery is free of charge for set textbooks supplied by AUC Bookstores.

AUC Tahrir Square Bookstore

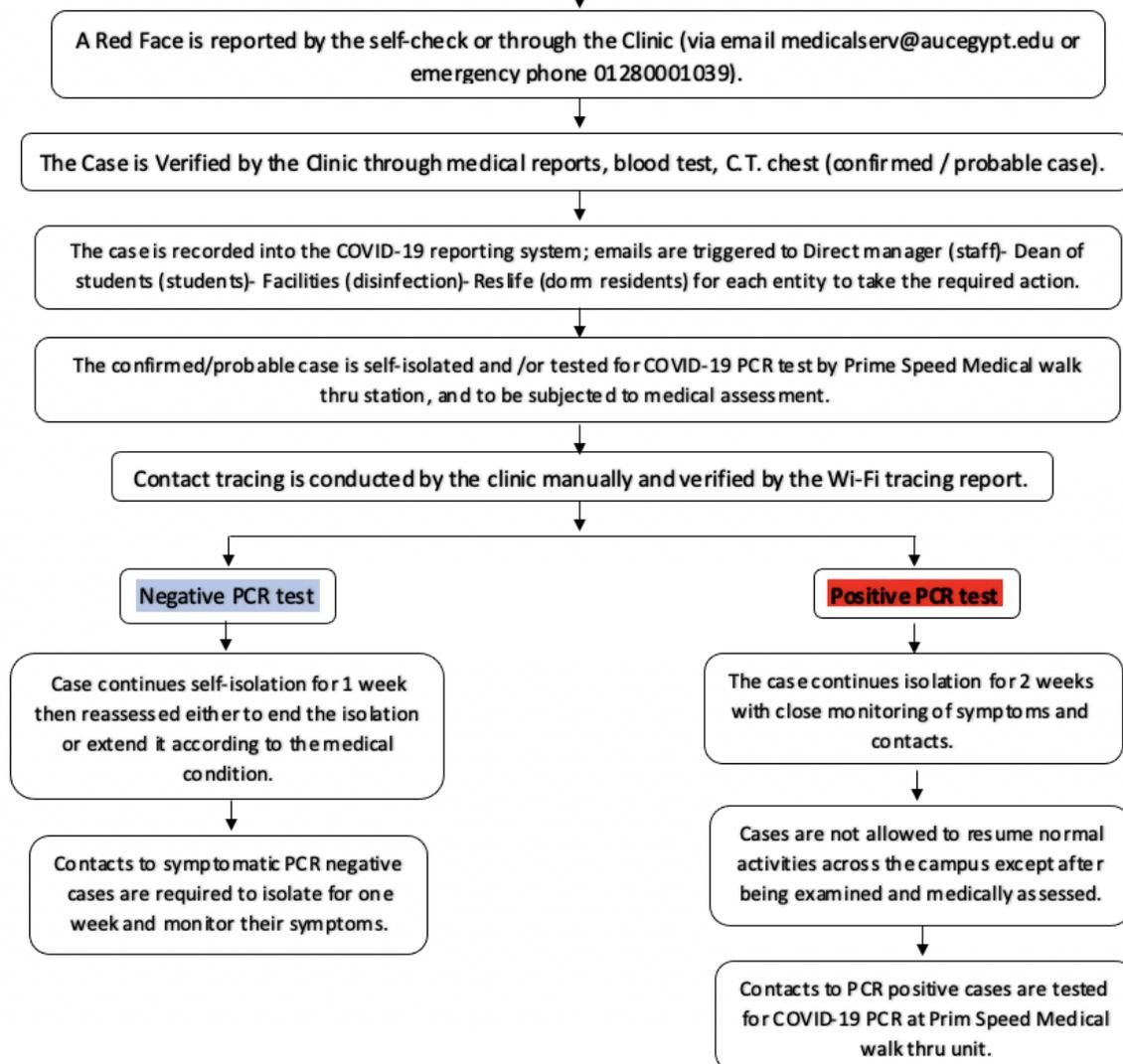
- Only five customers are allowed inside the store at a time.
- The working days are from Saturday to Thursday.
- The opening hours are from 10:00 am to 6:00 pm, subject to change.

ANNEX I

AUC GUIDE: CORONAVIRUS PROTOCOL AND PROCEDURES

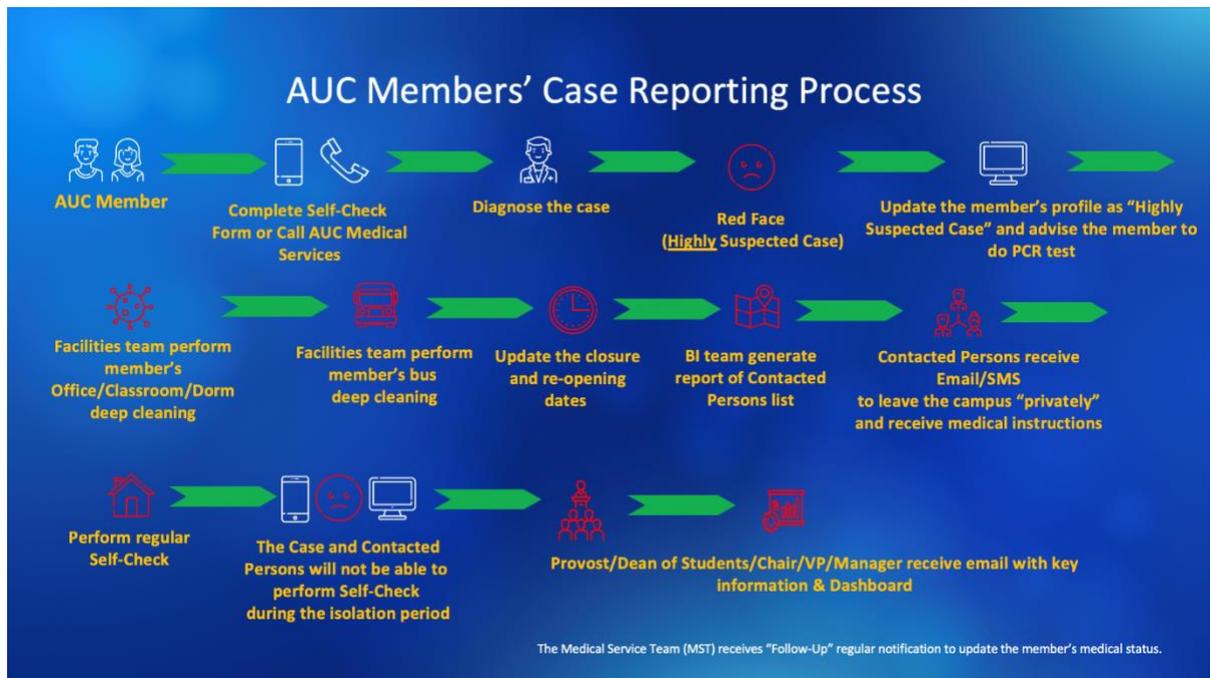
Clinic process for COVID-19 susceptible cases

Tracking-Tracing-Testing



ANNEX II

AUC MEMBERS' CASE REPORTING PROCESS



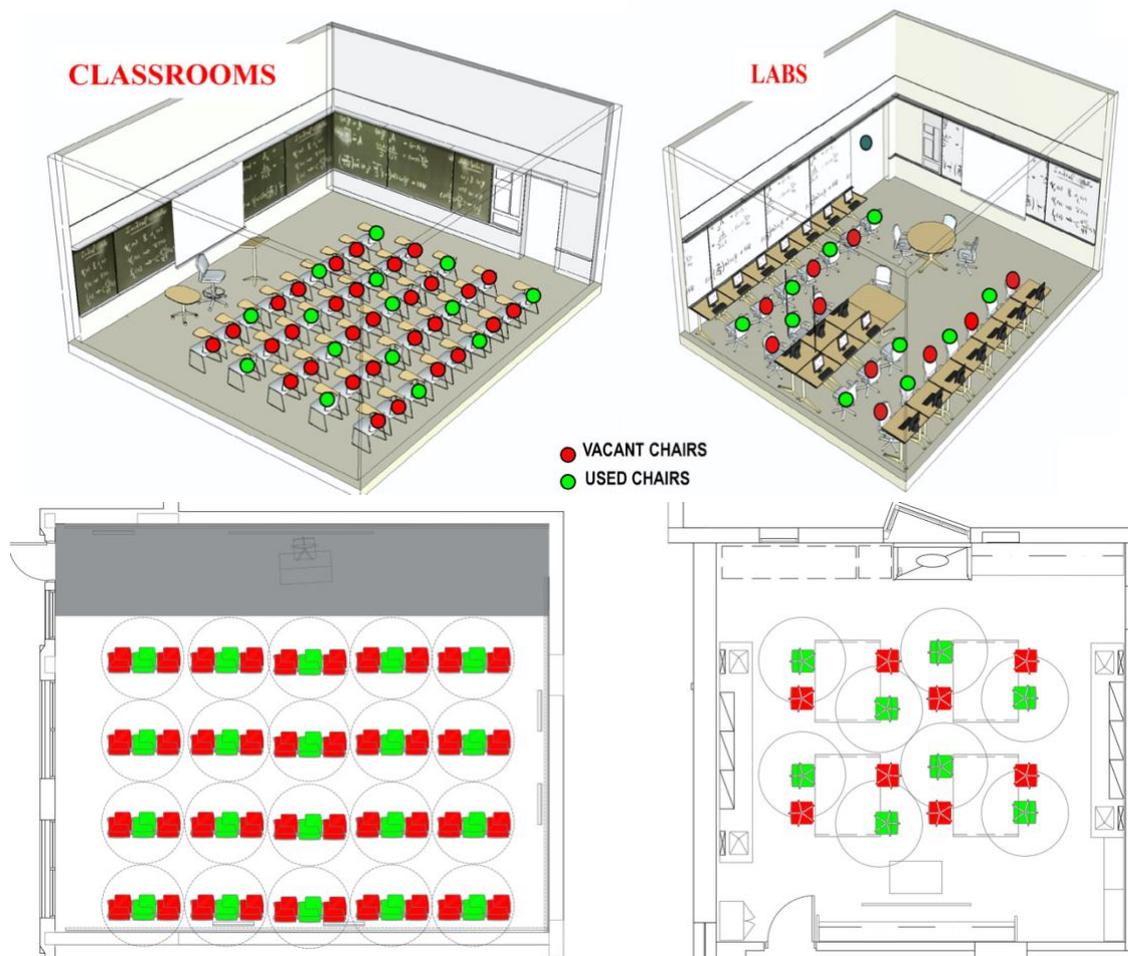
ANNEX III FUNCTIONAL SPACES

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 may be reduced from 20 students to 8 students.
 - A 120-square-meter classroom capacity may 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.



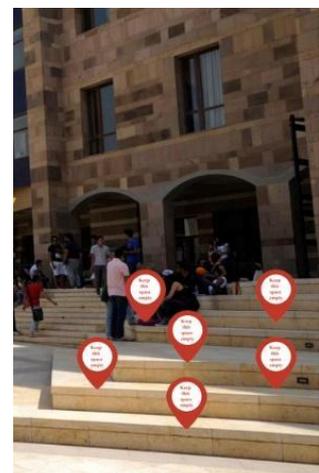
OUTDOOR SPACES

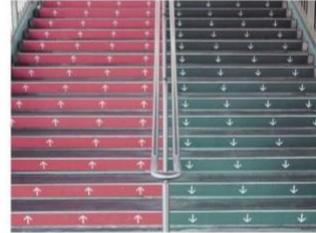
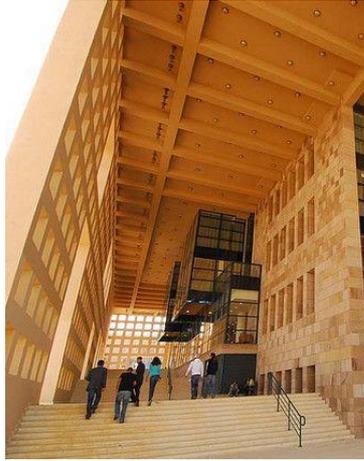
Hardscape Seating Steps

- 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.





 **AUC**
Wear a face mask
 in common and public areas.




KEEP THE AUC COMMUNITY SAFE
www.aucegypt.edu/coronavirus

 **AUC**
Sit 3 seats apart,
 and leave every second row empty.




KEEP THE AUC COMMUNITY SAFE
www.aucegypt.edu/coronavirus

 **AUC**
Stand 1 meter apart
 when waiting in line.




KEEP THE AUC COMMUNITY SAFE
www.aucegypt.edu/coronavirus

 **AUC**
Do not
 shake hands.




KEEP THE AUC COMMUNITY SAFE
www.aucegypt.edu/coronavirus

ANNEX IV

OFFICE OF EVENTS MANAGEMENT (SAFE DISTANCING SETUP)

Business meetings: to proceed with submitting your business meeting requests, please first secure your area head approval and share it with the Office of Events Management via email to be granted access to reservation forms on the platform.

Academic activities and meetings: to proceed with submitting your academic-related meeting requests, please first secure the Office of the Provost approval and share it with the Office of Events Management via email to be granted access to reservation forms on the platform.



#	Indoor Venues (Fixed Setup)	Reduced Capacity
1	Bassily Auditorium	220
2	Mansour Group Lecture Hall (P024)	70
3	Mary Cross Lecture Hall	50
4	Lecture Hall P007	50
5	Mohamed Shafik Gabr Lecture Hall	50
6	Mr. and Mrs. Fathi Q. Samarah Lounge	10

#	Indoor Venues (Changing Setup)	Lecture Style	Round Table	U Shape	Rectangle
1	Moataz Al Alfi Hall	60	36 (12 tables x 3 chairs)	16	42
2	Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall, Room P071	30	18 (6 tables x 3 chairs)	9	30
3	Conference and Visitor Center, Meeting Room P019	30	18 (6 tables x 3 chairs)	9	42
4	Conference and Visitor Center, Meeting Room P020	12	9 (3 tables x 3 chairs)	6	24
5	Conference and Visitor Center, Meeting Room P022	30	18 (6 tables x 3 chairs)	9	42

#	Outdoor Venues	Lecture Style	Round Table
1	Allam Amphitheater and Paul and Charlotte Corddry Park	800	150 (50 tables x 3 chairs)
2	University Garden (opposite the library)	200	60 (20 tables x 3 chairs)
3	University Garden pergola (across from the Administration Building)	NA	12 (4 tables x 3 chairs)
4	Larry H. Hyde Terrace (behind Moataz Al Alfi Hall)	100	45 (15 tables x 3 chairs)
5	Conference and Visitor Center, Terrace Garden (adjacent to Larry H. Hyde Terrace)	60	27 (9 tables x 3 chairs)
6	Abla Leheta '69 and Souhail El-Taji El-Farouki '68 Courtyard (under the pergola)	80	18 (6 tables x 3 chairs)
7	Conference and Visitor Center, Foyer (behind Bassily Auditorium)	NA	45 (10 tables x 3 chairs)
8	Display area (outside Pepsi Entrance)	NA	NA
9	Arab African International Bank Waterfall	NA	12 (4 tables x 3 chairs)
10	Games area 1 (behind the main cafeteria– TSEBO)	NA	NA
11	Games area 2 (desert area beyond the Sports Center)	NA	NA
12	Bartlett Plaza	700	150 (50 tables x 3 chairs)
13	Bartlett Plaza recessed fountain 1 (in front of The Hatem and Janet Mostafa Core Academic Center)	NA	NA
14	Bartlett Plaza recessed fountain 2 (in front of SSE)	NA	NA
15	Bartlett Plaza recessed fountain 3 (in front of the main cafeteria – TSEBO)	NA	NA
16	Bartlett Plaza recessed fountain 4 (in front of Abdul Latif Jameel Hall)	NA	NA
17	HENKEL-EGYPT Platform (Bartlett Plaza)	NA	NA
18	Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall, Room P071 Terrace	NA	12 (4 tables x 3 chairs)

AUC Tahrir Square Venues

AUC Tahrir Campus, Events Venues (Standard Setup)					
Venues	Capacity Seated	Capacity Seated			
		Lecture Style	Round Tables	U Shape	Square
Ewart Memorial Hall	962	276 up, 686 down	x	x	X
Falaki Theater	215	X	x	x	X
Oriental Hall	120	120	64	26	36
HH HL 601	14	VIP Lounge fixed setting			
HH HL 602	100	100	72	32	36
Bartlett Fountain area	400	200	120	x	X
Garden area 1	600	600	300	x	X
Garden area 2	400	400	120	x	X
Full garden; Full area	1000	1000	420	x	X
AUC Tahrir Square, Events Venues (Safe Distancing Setup)					
Ewart Memorial Hall	276	75 up, 201 down	x	x	X
Falaki Theater	70	70	x	x	X
Oriental Hall	32	32	15	10	12
HH HL 601	6	<i>VIP Lounge fixed setting</i>			
HH HL 602	30	30	18	12	16
Bartlett Fountain area	40	40	18	x	X
Garden area 1	150	150	45	x	X
Garden area 2	100	100	24	x	X
Full garden area	250	250	69	x	X