



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**COVID-19 INFECTION PREVENTION AND CONTROL
PROTOCOLS AND GUIDELINES**

JULY, 2020

Our Vision

A beacon of excellence in University Education.

Our Mission

To provide quality education that nurtures creativity and innovation through integrated training, research and community outreach for sustainable development.

Our Philosophy

A holistic scholarship service to humanity through wisdom, science and technology.

Core Values

- **C**ustomer focus
- **I**mpartiality
- **P**rofessionalism
- **I**ntegrity
- **M**eritocracy

Motto

Oasis of Knowledge

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

COVID-19 Infection Prevention Controls and Guidelines, 2020

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P.O. Box 210-40601 Bondo, Kenya

Telephone: + 254 - 57 2501804 / 2058000

Fax: + 254 - 572523851

Email: vc@jooust.ac.ke

Website: <http://www.jooust.ac.ke>

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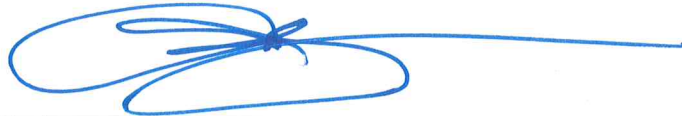
Contact Person: Deputy Vice-Chancellor
(Research, Innovation and Outreach) and
Chairperson, COVID-19 Technical Committee

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**Prof. Stephen G. Agong', PhD, FAAS
VICE-CHANCELLOR**

Date:

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1.0 INTRODUCTION

The novel corona virus (COVID-19) is a global pandemic that has disrupted operations and economies across the globe. This has resulted to challenges in for many nations including loss of lives, loss of livelihoods, unemployment, unavailability of service delivery, decline in economic growth and development.

Following the COVID-19 pandemic incidence early in the part of this year, 2020, the Government issued several directives, which included abrupt closure of all educational institutions as one of the measures to stop/contain the spread of the disease. Jaramogi Oginga Odinga University of Science and Technology, in adherence to this directive, and through Senate resolution, adjourned its academic activities on the 17th March, 2020.

To address the impact of COVID-19 on the implementation of national agenda, the government has instituted a national response and recovery framework to ensure resumption of operations among them learning in higher institutions, as well as revival of the economy. In support of these government initiatives and to ensure business continuity, the University has developed Guidelines and Protocols for Health and Safety within all its premises (hereafter referred to as the Guidelines), to support recovery and continued service delivery as it mitigates against the spread of the virus to ensure the health and safety of staff and students.

These guidelines and protocols have been prepared with reference to the guidelines issued by the World Health Organization (WHO), the Government of the Republic of Kenya Directives on Prevent and Containment, the Ministry of Health guidelines (MoH- Kenya) and other relevant agencies.

2.0 MoH DIRECTIVES ON PREVENTION AND MANAGEMENT OF COVID-19

2.1. These Protocols and guidelines take cognizance of the guiding principles provided by the Ministry of Health (MoH) and Ministry of Education (MoE), which require:

- i) Infection prevention & control strategies: reducing physical contact, social distancing, hand hygiene; and wearing of face masks

- ii) Disease Management Protocols for: Isolation (Quarantine) and Treatment (Hospitalization).

2.2 These Protocols and guidelines are also aligned to:

- a) Directorate for Occupational Safety and Health return to work basic requirements for all workplaces in Kenya to ensure that all workers returning to work on the re-opening date and thereafter, are safe and healthy and that COVID-19 is mitigated from spreading in workplaces.
- b) Protocol for Management of Restaurants and Eateries during the period of covid-19 pandemic.

3.0 JOOUST STRATEGIES FOR PREVENTION AND CONTROL

The University is implementing strategies to reduce exposure to COVID-19, and to ensure the health and safety of its staff, students and all guests accessing its premises in all the campuses. The University-wide has adopted and is implementing strategies and activities for prevention and control of COVID-19 as outlined in the following protocols and guidelines.

4.0 PROTOCOL FOR ENTRY INTO UNIVERSITY PREMISES

4.1 PROTOCOL FOR ENTRY INTO UNIVERSITY CAMPUSES

To guide and control access into all University Campuses in order to reduce risk of exposure, the following shall apply:

- 4.1.1 All persons accessing the University premises shall be required to have a mask which they must wear appropriately at all times on the premises.
- 4.1.2 A temperature check shall be conducted prior to entry
- 4.1.3 All visitors entering the University shall be screened at a screening tent which shall be situated at all main gates of University Campuses.
- 4.1.4 The staff at the screening points will be trained on how to conduct the exercise.
- 4.1.5 All persons recording a temperature of 37.5° Celsius and above shall be

immediately referred to the Medical Unit for further screening.

4.2 PROTOCOL FOR STUDENTS RE-OPENING THE UNIVERSITY

- 4.2.1 All re-opening students residing in the hostels and within the University community shall follow the current guidelines of the Ministry of Health as given from time to time and adapt to circumstances at the University.
- 4.2.2 Proper arrangements have been made to ensure adherence to Ministry of Health regulations on containment of COVID-19 Pandemic in allocating students in the available lecture spaces.
- 4.2.3 All student shall follow strict social distancing rules of at least 1.5m between persons in common areas.
- 4.2.4 There shall be no student gatherings of more than 5 people.
- 4.2.5 The University shall provide face masks, wearing of face masks shall be mandatory at all times while within University premises.
- 4.2.6 Temperature screening shall be conducted at all common areas; halls of residence, lecture halls, dining area and persons with fever of 37.5° Celsius and over shall be referred to the Medical Unit for further assessment.

5.0 PROTOCOL FOR ADMINISTRATIVE SERVICES

- 5.1 Educational communication and information materials shall be provided to all staff and students and placed at key points/noticeboards within the University to disseminate instructions on managing the COVID-19 and avoid stigmatization.
- 5.2 All academic and administrative staff shall be sensitized and trained on the guidelines and protocols for covid-19 infection preventing.
- 5.3 Hand sanitizers are available and strategically placed all around the Administration Block and in front of the offices.
- 5.4 Hand washing points and Hand Sanitizer Dispensers have been provided in strategic locations and near the offices for all members of staff.
- 5.5 Physical distances of 1.5 – 2m is maintained and clearly marked at the reception area and other waiting areas of service.

- 5.6 All members of staff shall be required to wear face masks at all times , front office workers in key service points shall be provided with face shields to enhance their safety and protection.
- 5.7 High-risk persons (of age 58 + and those with underlying conditions) as discussed under Medical Services Protocol shall be provided with a safe working environment and advised to seek medical services online or via delivery.
- 5.8 The University Medical Clinic shall be operational at all times and has put in place contingency infection prevention plans to protect them from getting COVID-19 if they need care for their underlying conditions.
- 5.9 The housekeeping staff shall observe the set procedures in the cleaning of offices, which include:
- a) Conducting a general cleaning in the morning or evening.
 - b) Frequent Sanitization of office surfaces
 - c) Each and every office, common rooms and help desks around the University shall be equipped with hand sprayers which contains diluted sodium hypochlorite for the users to self-clean as often as possible.
- 5.10 Any member of staff with fever and flu like symptoms shall not report to work but inform their immediate supervisor **and the Medical Unit** urgently on **057 2058233** for further direction and assistance.

6.0 PROTOCOL FOR LIBRARY SERVICES

- 6.1 All students and staff accessing Library services shall be required to wear face masks including security, housekeeping, maintenance and delivery staff.
- 6.2 Hand Washing points have been provided at all entry points of the Library to uphold health and safety guidelines
- 6.3 Temperature screening shall be conducted at the entry of both the Postgraduate and Undergraduate Library.
- 6.3 Users shall be required to observe 1.5 m social distancing rule while accessing reading materials, this has been clearly marked in the reception and reading areas

- 6.4 The help desk shall be equipped with hand sprayers to sanitize surfaces as frequently as possible.

7.0 PROTOCOL FOR TRANSPORT SERVICES

- 7.1 The University fleet has been sanitized with appropriate detergents to ensure safety for use.
- 7.2 All Drivers have been tested for COVID-19 and trained on prevention of Covid-19 infections.
- 7.3 All passengers using University vehicles shall be required to sanitize before entry into the Car, Van or Bus, this will be enforced at the door by an attendant or the Driver.
- 7.4 Temperature checks shall be administered at the door of every vehicle before commencement of any journey.
- 7.5 Passengers shall observe social distancing rule of 1.5 m during every trip, this is clearly marked in the buses and vans.
- 7.6 The transport manager shall be required to maintain records of all commuters, including their physical locations of residence for ease of tracing.
- 7.7 All vehicles shall be sanitized after every trip to uphold health and safety guidelines.

8.0 PROTOCOL FOR CATERING SERVICES

Catering services shall be offered in observance of the protocol and guidelines for re- opening of restaurants provided by the MoH. The following shall apply:

- 8.1 All Catering staff have been tested for COVID-19 and have valid food Handling certificates.
- 8.2 Catering staff have been sensitized on health and safety measures for the management and prevention of COVID-19 infections
- 8.2 All staff on duty shall wear the appropriate PPEs at all times – face masks, shields, goggles, gloves and gumboots as per the recommended MOH guidelines.

- 8.3 All persons accessing Kitchen and Dining Halls shall be required to wear a face mask (Students, Housekeeping staff, delivery persons, and maintenance staff)
- 8.4 Hand Washing Points have been installed at the entry of the Dining and Kitchen area with running water and soap for staff and students
- 8.5 Physical distances of 1.5 – 2m is maintained and clear marked in the Dining Hall
- 8.6 Patrons shall be served with in observance of the social distancing rule, take away services are encouraged to reduce congestion.

9.0 PROTOCOL FOR ACCOMMODATION SERVICES

- 9.1 All Housekeeping Staff shall have their temperatures checked before entry into the halls of residence.
- 9.2 All housekeepers are provided with the required PPE's. These include: closed leather shoes/gumboots, a set of uniform, water-proof apron, face masks, different colored gloves.
- 9.3 House-keepers shall be assigned to clean specific areas on the premises (supervisors should not rotate them to different areas during this period.
- 9.4 All house-keepers are to minimize contact with students and stipulated social distancing should be observed at all times.
- 9.5 The Housekeeping Staff shall be expected to follow the following laundry procedures:
 - a) The team shall refrain from shaking dirty laundry during the sorting and counting process.
 - b) Uniforms shall be laundered as frequently as needs arises. Uniforms are to be changed daily and sanitized properly; steam press or heat iron can be used.
 - c) Items are laundered according to the manufacturer's instructions. Use of the warmest appropriate machine setting and appropriate detergents. They are then tumble dried completely.
 - d) All the linen is ironed and dispatched accordingly.
 - e) Linen and clothes are transported in special, marked laundry bags/hampers and handled carefully.

- f) The hampers and laundry bags are cleaned and disinfected according to guidance above for surfaces.
- g) Latex gloves, water proof aprons and masks are used during the whole process, when finished, hands are washed right away.

9.6 Housekeeping staff shall be trained on Cleaning and Sanitization/ Disinfection. The following procedures shall be apply:

- a) Sweeping, dusting, moping of all surface finishes. This is done with the approved detergents, all-purpose soap and disinfectant depending on the area.
- b) Cleaning equipment and materials shall put to proper use to curb cross contamination.
- c) Sodium Hypochlorite shall be used for damp dusting of all the surface finishes as frequently as the need arises. This includes high touch areas like tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. The ratio of dilution is 1:10 (one portion of sodium hydrochloride, with 10 portions of water)
- d) Disinfectants and all-purpose soap is used for general cleaning of the floors, washrooms etc.

10.0 PROTOCOL FOR CENTRAL SERVICES

- 10.1 There will be continuous refresher training on Covid-19 hygiene protocols to all housekeeping staff members to ensure that the procedures for Infection Prevention and Control are maintained.
- 10.2 The staff shall be provided with face masks and necessary protective gear relevant to their assignments.
- 10.3 The staff shall be sensitized on practices and guidelines that are in place to prevent the spread of COVID -19. They shall be required to observe:
 - a) Social distancing – this shall be practiced by all staff at all times.

- b) Hand Hygiene is maintained-wash hands or apply alcohol-based sanitizers upon arrival. Frequent hand washing and sanitization to be observed during shift.
 - b) Use of PPE's - Masks should be worn at all time during and after housekeeping working hours.

- 10.4 All the staff shall use heavy duty latex gloves (color coded, red/blue/yellow for high hazardous areas and green for offices and corridors.) during housekeeping activities.

- 10.5 For the Cleaners who will be working in the medical unit, extra PPE shall be provided as stipulated in set standards for the clinic operations.

- 10.6 Sanitization and disinfection of all facilities including the lecture theatres, lecture rooms, laboratories and Engineering Workshops shall be done every time after use.

- 10.7 Housekeeping staff shall be trained on Cleaning and Sanitization/ Disinfection. The following procedures shall be apply:
 - a) Sweeping, dusting, moping of all surface finishes. This is done with the approved detergents, all-purpose soap and disinfectant depending on the area.
 - b) The cleaning equipment and materials shall put to proper use to curb cross contamination.
 - c) Sodium Hypochlorite shall be used for damp dusting of all the surface finishes as frequently as the need arises. This includes high touch areas like tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. The ratio of dilution is 1:10 (one portion of sodium hydrochloride, with 10 portions of water)
 - d) Disinfectants and all-purpose soap is used for general cleaning of the floors, washrooms etc.

- 10.8 The housekeeping staff shall observe the set procedures in the cleaning of lecture rooms, these include:

- a) Aerating and sanitization of the rooms at the end of each lecture.
- b) There will be an hour interval between each use to ensure that room is well ventilated before the next use.
- c) All the doors and windows will be left open at all times.

11.0 PROTOCOL FOR MEDICAL SERVICES

11.1 PROTOCOL FOR ACCESSING INTERNAL MEDICAL SERVICES

- 11.1.1 All persons accessing services at the Medical Centre shall be required to wear a mask (Patients, Housekeeping staff, delivery persons, and maintenance staff)
- 11.1.2 All staff on duty shall wear the appropriate PPEs at all times - face mask, goggles, gloves according to the WHO and MoH guidelines.
- 11.1.3 Medical staff have been trained on the proper use of PPEs (donning and doffing)
- 11.1.4 The Medical Officer shall ensure availability of adequate and appropriate PPEs for use at the Medical Centre staff at all times according to the guidelines of the local and global health authorities.
- 11.1.5 An external screening/ triage tent has been set up outside the Medical Centre for screening all persons who need to access the their services.
- 11.1.6 Hand sanitizers are available and strategically place all around the Medical Centre.
- 11.1.7 Hand Washing Points have been installed within the premises for the medical staff and patients.
- 11.1.8 Physical distances of 1.5 – 2m is maintained and clearly marked at the Medical Centre.
- 11.1.9 All Patients shall be booked at 30 min interval appointments to maintain distancing.
- 11.1.10 All medical staff who are in the high-risk category will not be put on the Rota but will be encouraged to work off site.

- 11.1.11 All staff at the Medical Department with fever and flu like symptoms shall not report to work but inform the Medical officer urgently for further direction and assistance
- 11.1.12 Any patients (students, staff and their dependents) with fever and flu- like symptoms (upper respiratory tract infection) will be immediately referred to Bondo Sub-County Hospital and Siaya County Referral Hospital from the triage/Screening tent.
- 11.1.13 All Housekeeping staff assigned to work at the Medical Centre have been sensitized on infection control and prevention protocols for health facilities.
- 11.1.14 Members of staff are encouraged to use tele-consultations and other offsite mechanisms to access health services and decongest the Medical Centre.
- 11.1.15 The University Medical Unit has put into place protocols for identification, isolation and referral on suspected Covid-19 cases.

11.2 PROTOCOL FOR DISEASE SURVEILLANCE WITHIN THE UNIVERSITY

- 11.2.1 The Medical Unit shall conduct continued disease Surveillance of persons within the University to reduce the risk of exposure to Covid-19.
- 11.2.2 The following details of persons visiting University Campuses with temperatures of 37.5° Celsius and above shall be captured at the screening tent:
 - ✓ Name
 - ✓ Age
 - ✓ Gender
 - ✓ Residence
 - ✓ Telephone number
 - ✓ Officer to be seen
 - ✓ Purpose of visit
- 11.2.3 The medical staff screening shall collect case definition data, including:
 - ✓ Respiratory tract symptoms – sore throat, cough, breathlessness or chest pain or any flu – like symptoms.

- ✓ History of travel
- ✓ Exposure to persons or places with known COVID 19 positive persons or suspected cases

11.2.4 Any person who meets the case definition shall be contained in the temporary Isolation Unit pending transfer to the MoH designated testing centres as per the MoH directives.

11.2.5 Any persons within the University fraternity meeting the stated criteria of risk exposure to COVID 19 and exhibiting the following symptoms should report;

- a) Fever
- b) Dry cough
- c) Fatigue
- d) Shortness of breath
- e) Difficulty in breathing

11.2.6 Once the person gets in touch with the Medical Centre the following data will be captured in the Disease Surveillance Register at the Medical Centre:

- a. Name
- b. Age
- c. Gender
- d. Residence
- e. Telephone number
- f. Department or Faculty
- g. Case definition data
- h. Temperature Check – to rule out fever
- i. Respiratory tract symptoms – sore throat, cough, breathlessness or chest pain or any flu – like symptoms.
- j. History of travel
- k. Exposure to persons or places with known COVID 19 positive persons or suspected cases.
- l. Brief social history to determine contacts of other persons at risk of exposure.

11.2.7 The Medical Officer shall alert the Bondo Sub-County Disease Surveillance Unit for COVID 19 and the person will either:

- a) Be advised to go for testing
- b) Self - quarantine for 14 days or until the results are released.
- c) If the results are negative the person is safe to come out of quarantine.
- d) The person will be referred to the nearest MoH designated testing sites, isolation or treatment centers of their choice.

11.2.8 Any person who experiences any of the following symptoms while away from the University, shall not come to the premises but call the Medical Unit on **057 2058233** for direction and guidance or the **Bondo Sub-County Covid Hotline on 0800 721546** for assistance.

11.3 PROTOCOL FOR COVID 19 HIGH RISK/VULNERABLE PERSONS

11.3.1 The University will apply the most recent recommendations from WHO and CDC (Centre for Disease Control) in determining high risk or vulnerable persons.

11.3.2 The following persons (staff and students) shall be considered as high- risk/vulnerable to COVID-19 include:

- a) People who are 58 years and older
- b) People of all ages with underlying medical conditions, particularly if not well controlled, including:
- c) People with chronic lung disease or moderate to severe asthma.
- d) People who have serious heart conditions
- e) People who are immune compromised.(Many conditions can cause a person to be immune compromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.)
- f) People with severe obesity (body mass index [BMI] of 40 or higher)
- g) People with diabetes.
- h) People with chronic kidney disease undergoing dialysis.
- i) People with liver disease.

- 11.3.3 All members of Staff and students who fall into the category of High-risk individuals are highly encouraged to reach out the Medical team for guidance, and support during this pandemic period.
- 11.3.4 Vulnerable individuals shall be advised to reduce their risk of getting sick with COVID-19 and encouraged to:
- a) Continue their medications and do not change their treatment plan without seeking medical advice.
 - b) To talk to their healthcare provider, insurer, and pharmacist about getting an extra supply (i.e., more than two weeks) of prescription medications, if possible, to reduce trips to the pharmacy.
 - c) To ensure their vaccinations are up-to date.
 - d) People older than 65 years, and those with many underlying conditions, such as those who are immune-compromised or with significant liver disease, are recommended to receive vaccinations against influenza and pneumococcal diseases.
 - e) To avoid delays in getting emergency care for their underlying condition because of COVID-19.
 - f) To avoid crowded areas (not more than 5 persons) and high population shops/markets
 - g) To use online and virtual services
- 11.3.5 The University Medical Clinic shall be available and has put in place infection prevention plans to protect them from getting COVID-19 if they need care for their underlying conditions.
- 11.3.6 For persons living with those who are high-risk, the objective is to protect the high risk individuals from getting infected. These persons shall be given the option to work offsite upon provision of their relevant details to the Registrar (PA) and Medical Officer.
- 11.3.7 Should they choose to come into the University they should stringently follow all the directives of infection prevention and control – hand hygiene, social distancing.

- 11.3.8 For persons living with individuals who by the nature of their work are exposed to high risk of possible infection to COVID 19, the objective is to protect them from getting infected. These individuals should contact the Medical Centre for patient education on infection prevention and control.

12.0 PROTOCOL FOR STUDENT WELFARE

- 12.1 Hand Washing Points have been installed within all campuses for the all students accessing University facilities.
- 12.2 Physical distances of 1.5 – 2m is maintained and clearly marked at all service points within the University
- 12.3 All students shall be provided with face mask which shall be worn at all times while within University grounds
- 12.4 All students shall be booked at safe intervals to maintain social distance of 1.5m between any two customers during service delivery.
- 12.5 Students are encouraged to access online counselling services to avoid congestion of the office
- 12.6 Use of TV rooms shall be restricted to the social distancing rule and physical distance maintained as marked in the designated areas.
- 12.7 Designated Worship facilities shall be utilized as per the Government directives on the re-opening of worship houses, with the required population and observance of 1.5 m social distance.
- 12.8 Sporting/Club activities shall remain suspended until directed otherwise.

