



Semester 2, 2021/2022 amid the COVID-19 pandemic

Guideline on returning to UTB Campus

Version 1 (circulated on 19 November 2021)
Version 2 (circulated on 8 January 2022)

EARLY ENDEMIC PHASE

15 December 2021 – 14 January 2022

Office hours:

7.45am – 12.15pm

1.30pm – 4.30pm



VACCINATION STATUS

AS OF 8 JANUARY 2022

UTB STAFF COVID-19 VACCINATION STATUS

100%

Received at least
1 dose

100%

Received 2 doses

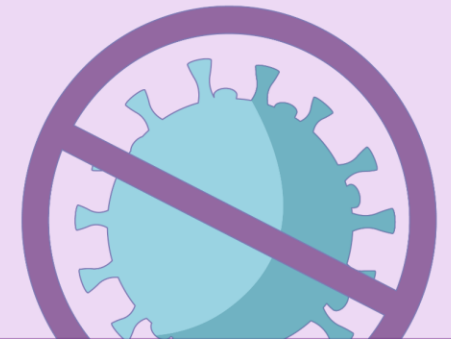
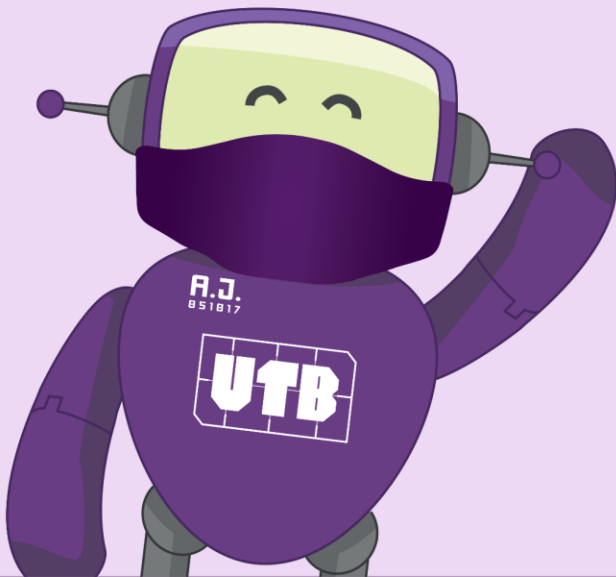
UTB STUDENTS COVID-19 VACCINATION STATUS

99.9%

Received at least
1 dose

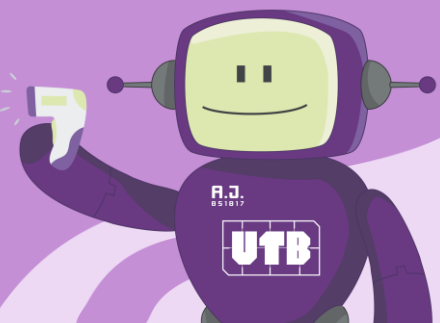
99.9%

Received 2 doses

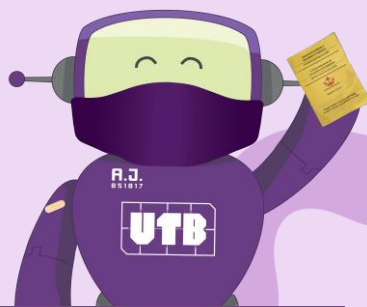


CAMPUS ENTRY PROCEDURES

All staff, students, service providers and visitors **MUST** adhere to the Campus Entry Procedures (SOP)



Temperature
<37.5°C



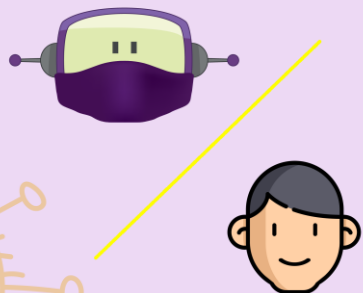
Fully Vaccinated
(Received 2 doses)



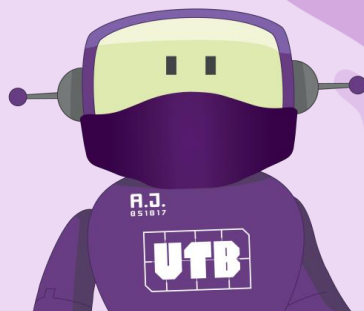
Scan Your BruHealth
(only Green & Yellow)



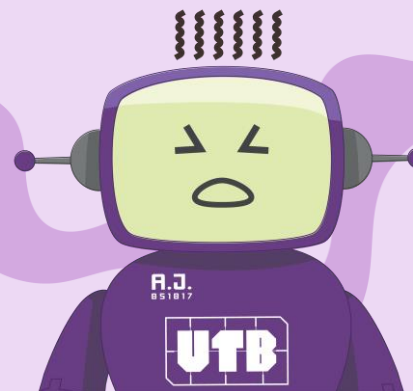
Scan the Attendance
QR Code for attendance



Practice Physical
Distancing 1.5 meter



Always Wear Your
Face Mask



Symptomatic To Seek
Medical Treatment



Practice
Good Hygiene



Negative Antigen
Rapid Test (ART)

It is **IMPORTANT** for you to adhere to the SOPs. The university appreciates the kind cooperation and trust each and everyone to uphold this shared responsibility in ensuring the safety and well-being of UTB community. Together, let's keep going and stay safe.

ANTIGEN RAPID TEST (ART)

- All staff, students, service providers and visitors **MUST** perform ART once every week.
- Test should be done **every Sunday**. The test results are valid for 1 week from the date the test is conducted.
- The ART kits are provided free of charge to fully vaccinated staff, students and service providers.
- All staff, students and service providers **MUST** perform the test either at home before leaving for work or at your own car before entering the premises.
- ART is only for staff, students, service providers and visitors who have **no acute respiratory infection symptoms** such as fever, cough, flu or runny nose. If you have symptoms, you **SHOULD NOT** enter campus and **MUST** seek medical treatment.
- False declaration of result will be penalised under Infectious Disease Act.
- ART results submission as follows:

Designation	ART results submission
Staff & Students	Via Microsoft Forms https://forms.office.com/r/BEV4N7fwCY
Service Providers	Via email to estate.helpdesk@utb.edu.bn
Visitors	Show to Security Officer upon entering the campus



<https://bit.ly/3q0CKci>

Scan the QR code to access the guidelines and videos



<https://forms.office.com/r/BEV4N7fwCY>

Scan this QR Code to submit your result

BRIEF GUIDE FOR ANTIGEN RAPID TEST (ART)

You are advised to undertake your ART before heading to the office.

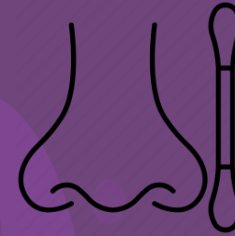


Wash your hand or use the hand sanitiser before ART

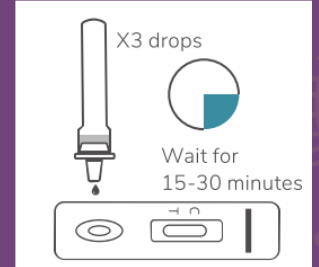


Four items inside the provided kit.

- 1) Swab
- 2) Diluent
- 3) Dropper Tip
- 4) Test Cassette



Insert swab about 2 cm into both nostrils. Rotate swab 5 to 10 times against the inside wall of the nostril

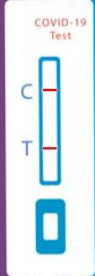


Then, insert the swab into Diluent. Circles it 10-15 times. Drop the liquid to cassette. Wait at least 15 minutes for the result.

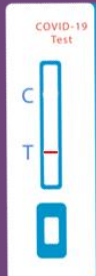
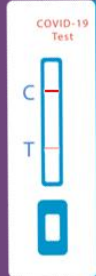
Result:-



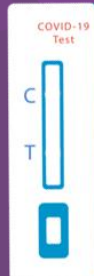
Negative



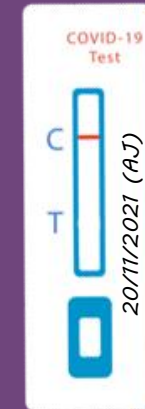
Positive



Invalid



Submitting Results:-



<https://forms.office.com/r/BEV4N7fwCY>

When submitting the results, take a photo of the Cassette (make sure put-on date and your initial) with your Student/Staff ID or IC and submit it to the link provided

LOCATIONS FOR TEMPERATURE CHECK

Block F (Main Building)

- Main Lobby
- East Entrance near Cultivate Bistro and Café

Block A

- Main Lobby
- Entrance near UTB Shop

Lecture Theatres Building

- Main Entrance

Phase 3 CEB Building

- Main Lobby

Library

- Main Entrance



Safety Procedures upon entering UTB Campus

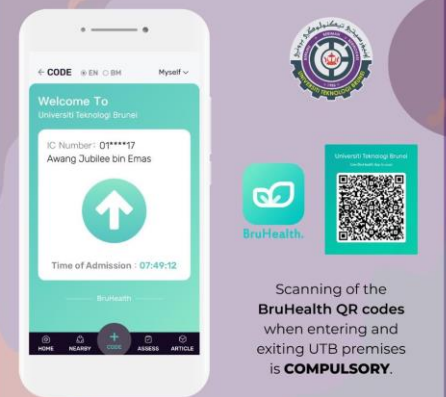
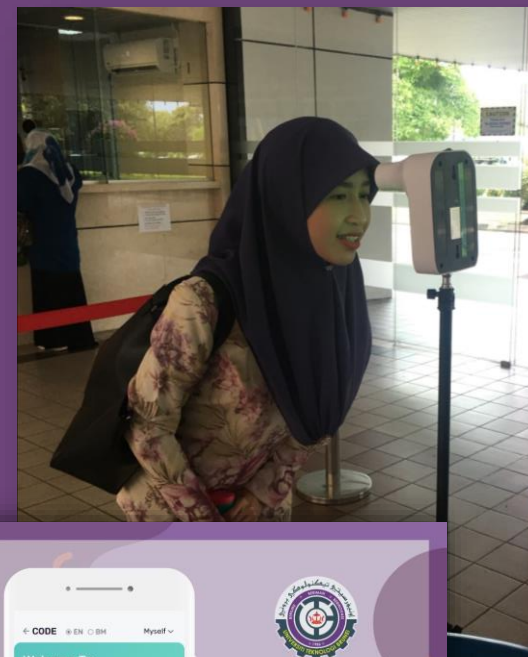
- Anyone recording a temperature above 37.5°C is not allowed to enter the premises
*If your temperature is above 37.5°C, you are allowed to take another reading and if it remains high, you are then advised to return home and seek medical treatment.



- If your entry point into campus does not have a temperature checkpoint, you **MUST** make your way to the nearest checkpoint to get your temperature checked.



- Each checkpoint is also provided with a BruHealth QR Code and a hand sanitizer.



LOCATIONS TO SCAN FOR ATTENDANCE IN CAMPUS

Attendance must be recorded by scanning the QR Code provided at the following entry points:-

Block F (Main Building)

- Main Lobby
- East Entrance near Cultivate Bistro and Café
- West Entrance near Futsal Court

Block A

- Main Lobby
- Entrance near UTB Shop

Library

- Main Entrance

Phase 3 CEB Building

- Main Lobby



Attendance for Block F, UTB

* Required

1. Confirmation of attendance *

☐ I confirmed that I am in Block F of UTB campus

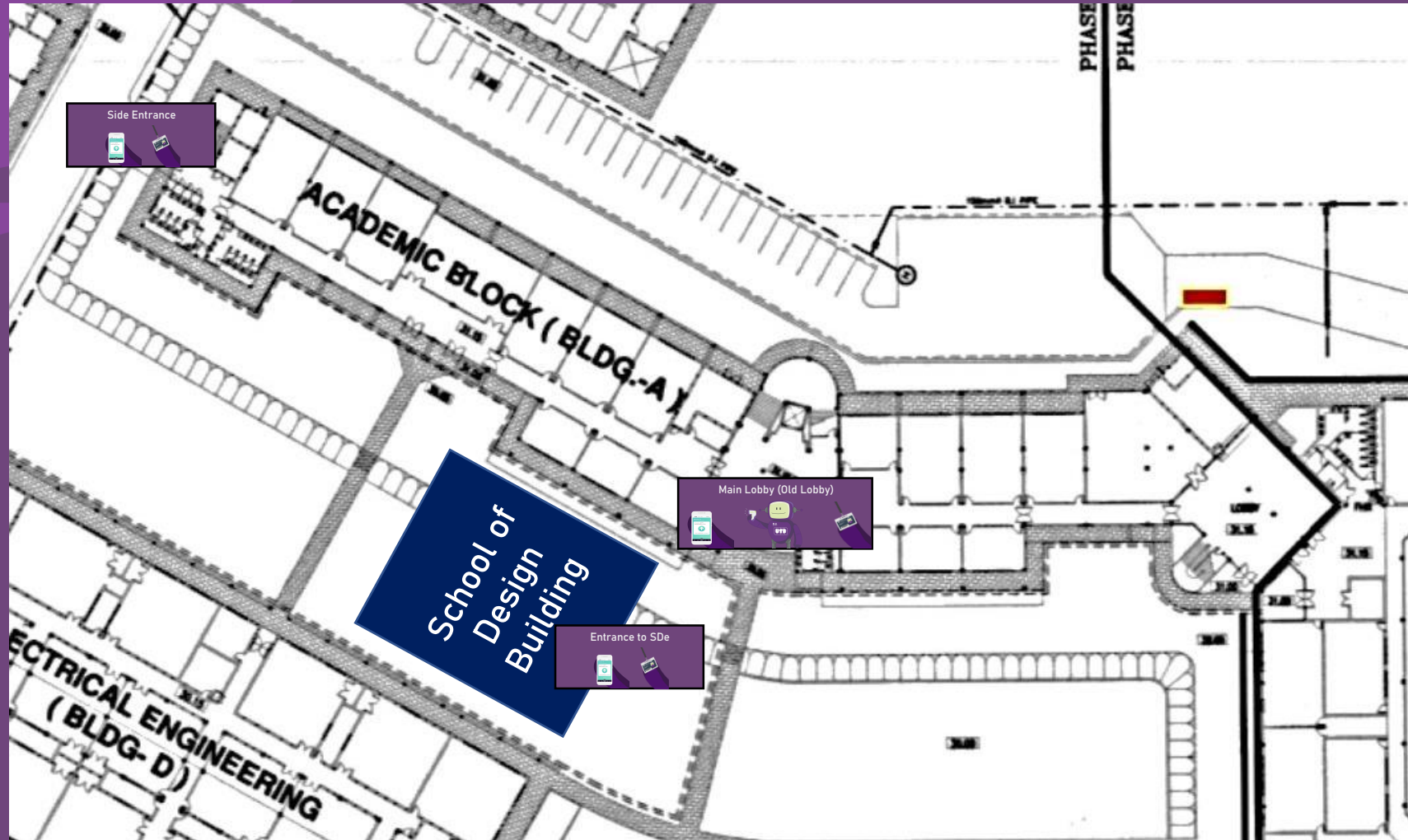
Submit

It is **IMPORTANT** for you to record your attendance. Please be socially responsible to ensure the safety of the UTB community. Attendance recording is required to facilitate contact tracing when necessary.



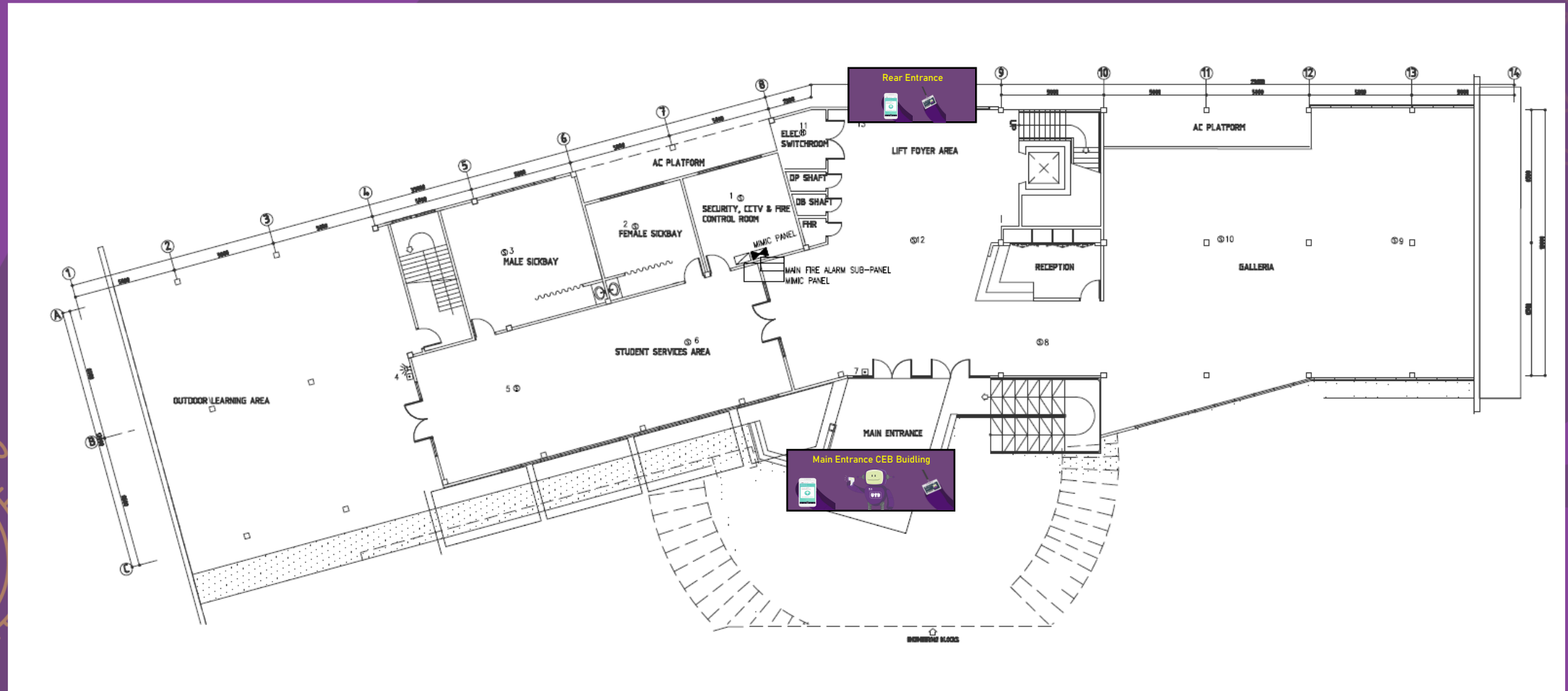
Location of temperature checkpoints, BruHealth QR Code and Attendance QR Code

BLOCK A



Location of temperature checkpoints, BruHealth QR Code and Attendance QR Code

FEng Phase 3 CEB



PHYSICAL DISTANCING MARKINGS

Physical distancing markings are placed at all common areas.

1. Checkpoint areas

- Temperature Check & BruHealth QR Code
- Attendance

2. Service Counters

- Staff and Students Centre (SSC)
- Bursar's Office
- Library

3. Classrooms

4. Lecture theatres

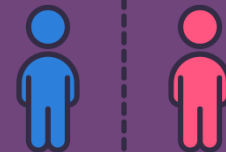
5. Laboratories

6. Computer Labs

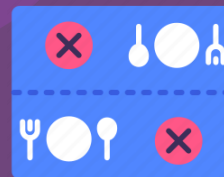
7. Canteen/ Café/ UTB Shop



Staff, Students and Visitors to keep physical distancing of 1.5 meters. Especially when:-



In Class/ Lecture Theatres/ Computer Labs/ Laboratories



In common areas such as SSC, Canteen etc.

PHYSICAL DISTANCING MARKINGS



FACE MASK POINTS

Wearing a face mask is **MANDATORY**. Please be informed of the area where you can obtain a mask:-

Block F (Main Building)

- Main Lobby

Block A

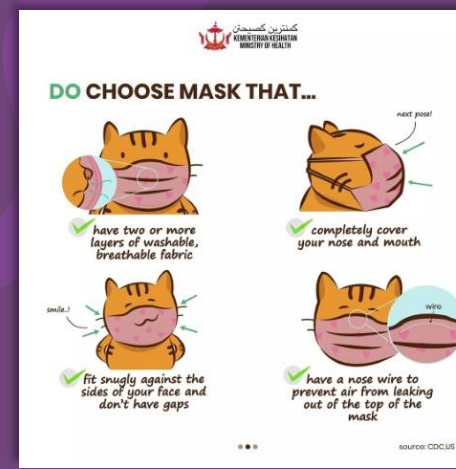
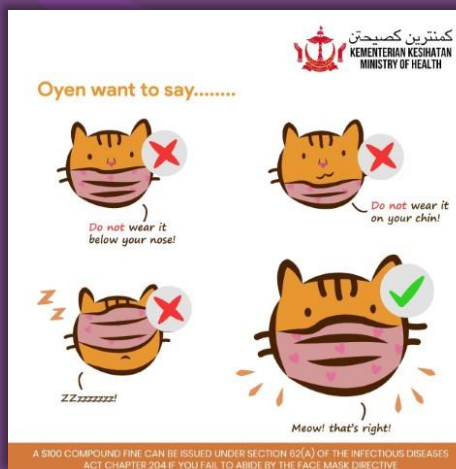
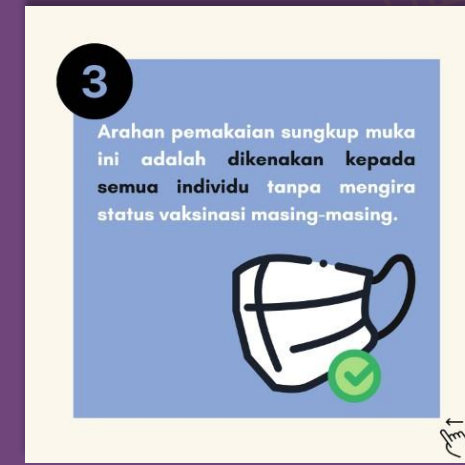
- Main Lobby

Library

- Main Entrance

Phase 3 CEB Building

- Main Lobby



Source: Ministry of Health

Early Endemic Phase Guidelines

Applicable for all staff, students, service providers and visitors)

Phase	Early Endemic Phase
Duration	1 month (15 December 2021 - 14 January 2022)
Space Capacity	75%
General COVID-19 control measures	Only temperatures < 37.5°C will be allowed entry
	Fully vaccinated staff/students/service providers/visitors allowed to enter campus with proof of vaccinations
	Individuals with 1 dose of vaccination (partially vaccinated) can enter premises with a condition of negative ART performed every other day (2 days validity)
	Unvaccinated individuals are not allowed to enter campus
	Scanning BruHealth code (only Green and Yellow code allowed)
	Face mask must be worn at all times
	Physical distancing of at least 1.5 meters
	Symptomatic are not allowed to enter campus and to seek medical attention
	Compulsory attendance recording upon entry (Scan Attendance QR Code)
	Practice good hygiene. Hand sanitisers are placed at entrance checkpoints and common areas

Early Endemic Phase Guidelines

Applicable for all staff, students, service providers and visitors)

Phase	Early Endemic Phase
Duration	1 month (15 December 2021 - 14 January 2022)
Space Capacity	75%
General COVID-19 control measures	Antigen Rapid Testing (ART) must be done ONCE per week. Staff, students and service providers must submit their ART results accordingly. Visitors who wish to visit UTB offices or service counters for more than two (2) hours must show proof of negative ART test upon entering campus
	Blended and Hybrid teaching and learning
	Physical laboratory and practical activities are limited based on the UTB Health and Safety Regulations, Laboratory Regulations
	ExperiencePLUS programme (in-person, virtually/remotely or blended) are allowed for fully vaccinated with negative ART results
	University Library services are opened at the capacity of 75% or not more than 300 persons from 8:00 am to 2:00 pm during the new semester starting 10 January 2022
	<p>All sports and fitness facilities at the university are allowed to operate at 75% of the premise capacity or not more than 300 persons (whichever is the lesser number).</p> <ul style="list-style-type: none"> • Non-contact sports are permitted • Contact sports are allowed for skills training only • Sporting matches are not permitted • Face masks should be worn at all times except when engaging in high-intensity activities

ACADEMIC CONTINUITY PREPARATIONS

ACADEMIC SEMESTER STARTS: 10TH JANUARY 2022

TEACHING AND LEARNING	LABORATORY SESSION	RESEARCH ACTIVITIES
<ul style="list-style-type: none"> • Blended Learning, a combination of online learning (50%-100% mainly lectures) and face-to-face learning (up to 50% mainly tutorials and practicals). • Hybrid teaching approach to enable students who are restricted from attending face-to-face teaching and learning. • Online education platforms such as Moodle and Microsoft Teams 	<ul style="list-style-type: none"> • Physical laboratory and practical activities are limited based on the UTB Health and Safety Regulations, Laboratory Regulations and the allowed space capacity during the COVID-19 outbreak. • If quarantine orders affect the majority of the students in the class, the laboratory session may be postponed. • The affected laboratory component of a module may also be redesigned to employ other methods to cover as much of the original module's intended learning outcomes as possible. 	<ul style="list-style-type: none"> • Students who have laboratory work on campus or non-lab fieldwork outside campus should consult their supervisors on how to conduct final year projects or research projects. • Students will be granted access to laboratories for conducting research, based on the recommendations given by their project Supervisors, HSE Coordinator, and Head/In-charge of Laboratories. • Students and supervisors must adhere to rules and regulations set by the UTB BCP Team and Faculty/School and the guidelines set by the Ministry of Health.

ACADEMIC CONTINUITY PREPARATIONS

ACADEMIC SEMESTER STARTS: 10TH JANUARY 2022

EXPERIENCEPLUS	ASSESSMENT	STUDENT SUPPORT
<ul style="list-style-type: none"> ExperiencePLUS programme (in-person, virtually/remotely or blended) are allowed for fully vaccinated with negative ART results. Should there be circumstances when the intended learning outcomes from workplace internship cannot be met from the above arrangement, respective faculty/school needs to identify alternatives to achieve the intended learning outcomes specified in the applicable module specifications. 	<ul style="list-style-type: none"> According to the original module specifications that comprise of coursework and any specified University Examination components. Submission of coursework can either be done physically or online. University Examination will be conducted on-campus during normal examination weeks. Where any student is restricted from attending an in-person assessment, alternative online invigilation to maintain academic integrity will be arranged, or where required, exemption through relevant extenuating circumstances will be considered. Respective module lecturers will communicate more specific guidance on the submission of assessments to students. 	<ul style="list-style-type: none"> UTB will do its utmost to maintain the quality of education for the students and simultaneously ensure that students' academic performances are not disadvantaged due to the changes in teaching and learning activities and assessment this semester. If there are any concerns with regards to teaching and learning, and assessments, students are advised to communicate directly with their Module Lecturer / Personal Tutor / Supervisor/ Programme Leader / Dean of respective Faculty/School/Centre. The UTB Counsellor (counselling@utb.edu.bn) should also be consulted where student welfare is affected. The welfare of students, including their physical and mental health, is accorded high priority at UTB.

STUDENTS

GUIDELINE FOR STUDENTS

- Adhere to the Campus Entry Procedures (SOP).
 - **Vaccination Status:** Only students who have received two (2) vaccine doses are allowed to enter campus. Students with one (1) vaccination dose must show proof of negative ART results (2 days validity) upon entering campus. Unvaccinated students are not allowed entry.
 - **Antigen Rapid Testing (ART):** Students accessing campus regularly must perform Antigen Rapid Testing as advised by UTB BCP Team. ART kits can be obtained through Faculty/School's Assistant Registrar (collection times are announced via email).
 - **Attendance:** To record the attendance by scanning the Attendance QR code.
- Students **MUST** check their timetable from time to time for blended learning and/or hybrid teaching approach.
 - Students are to adhere to Campus Entry Procedures.

VISITORS

GUIDELINE FOR VISITORS

- Adhere to the Campus Entry Procedures (SOP).
- **Vaccination Status:** Visitors who received two (2) vaccinations are allowed to enter campus. Visitors with one (1) vaccination dose must show proof of negative ART results (2 days validity) upon entering campus. Unvaccinated visitors are not allowed entry.
- **Antigen Rapid Testing (ART):** Visitors who have not completed their vaccinations must show proof of negative ART result certificate (2 days validity) upon entering campus.
- **Attendance:** Visitors **MUST** record their attendance at the Security Post upon entering campus.

If you fall sick while in campus...



- Safety Procedures upon entering UTB Campus
- Anyone with temperatures above 37.5°C should not enter campus
 - Symptomatic/Unwell individual should not enter campus

Staff or Students who fall ill while in campus



Proceed to nearest Isolation Room



To perform Antigen Rapid Testing (ART)



NEGATIVE



To call emergency contact person (parent/guardian/spouse) or drive back to return home



Staff/ Student will not be allowed in campus until further medical attention



POSITIVE



To call emergency contact person or drive to the nearest Swabbing Centre for PCR test. PCR test results usually take at least 24 hours, staff/student MUST stay in self isolation at home while waiting for the results



If PCR test is **NEGATIVE**, stay at home until well



- If PCR test is **POSITIVE**, Staff/Student:
- 1) To continue self-isolation at home until attended by MOH for further advise.
 - 2) If during self-isolation staff/student experience fever or difficulty in breathing, call 991

If a positive case occur in UTB:

1. Identify close contact
 - Those that shared venue with positive case for 15 mins and at least less than 1.5 meters apart.
 - Have physical contact with positive case.
 - In a shared venue without face mask. (i.e., eating, drinking)
2. Instruct close contact to undergo PCR test.
3. Activate cleaning protocol of affected area.

Isolation Rooms:-

1. Sickbay near Student Affairs Office (Block F)
2. Sickbay in CEB Phase 3 Building
3. Isolation Room 1 (MPH)
4. Isolation Room 2 (MPH)

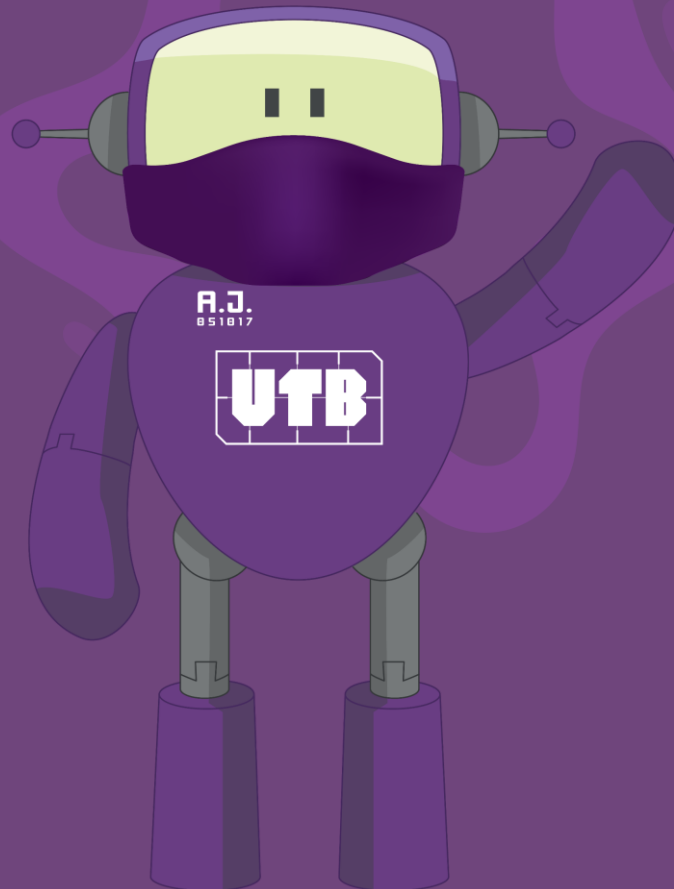
For any further assistance or enquiries, please contact the allocated team:-

Section / Office	Contact Details
Staff	Respective officer email address or 2461020/1/2/3 ext. 5161
Students	group.utbacademicsection@utb.edu.bn or 2461020/1/2/3 ext. 5164
Finance	payment.info@utb.edu.bn or 2461020/1/2/3 ext. 5212 (payment to Government account) or ext. 5208 (payment to Tabung)
Counselling	counselling@utb.edu.bn or 2461020/1/2/3 ext. 5360
Estate Office	estate.helpdesk@utb.edu.bn
COVID-19 Measures Matters	utb.bcp@utb.edu.bn or 8892800 (BCP hotline)

This e-info pack is valid until 14th January 2022 following the period of the Early Endemic Phase. Revised e-info pack will be provided on a regular basis depending on updates on the COVID-19 situation from the Ministry of Health.

Thank you for your kind attention and cooperation

“Together We Protect Our Nation”



Business Continuity Plan
Universiti Teknologi Brunei