



# COMSATS University Islamabad

Registrar Secretariat, Principal Seat

CUI/Reg/13-1(1)/Circ/20- 960

May 29, 2020

## CIRCULAR

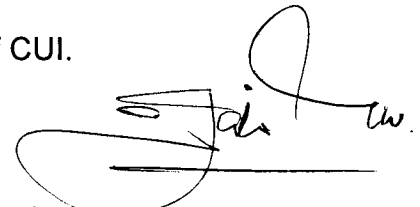
### Subject: Guidelines for Faculty and Staff Attendance at COMSATS University Islamabad (CUI) during COVID-19 Outbreak

In continuation of Registrar Secretariat's Circular No. CUI-Reg/13-1(1)/Circ/20-959 dated May 29, 2020, following guidelines should be observed strictly at COMSATS University Islamabad (CUI). The objective of these guidelines is to ensure the safety and security of faculty and non-faculty employees of the University during the COVID-19 outbreak, while minimizing academic disruption. These guidelines are in addition to any instructions issued by the health agencies of the Federal and Provincial Governments.

- I. Faculty may be asked, in consultation with HoD at campuses to attend campus when required for online courses/content, with a view to minimize any academic loss for the students. However, 10% of faculty within a department at Campuses must be present.
- II. No large gatherings are allowed on campuses during COVID-19 outbreak.
- III. The number of participants in faculty/ staff meetings or training sessions should be restricted. During the meetings, safe distances should be maintained between all participants at all times, and all other precautionary/preventive measures should be observed strictly.
- IV. All CUI Campuses must ensure that Comprehensive HEC Policy/Guidelines for Universities and DAIs on COVID-19 should be implemented strictly, circulated widely, and displayed for convenience and reference of all university faculty and staff members.
- V. A ban is imposed on all external visitors to the University. Public notices in this regard should be displayed at entry gates/points, websites, and social media pages of CUI Campuses. All general or specific public queries should be addressed through an effective online arrangement.
- VI. Students should not be allowed to attend Labs during COVID-19 outbreak.
- VII. The following categories of faculty/staff members should be exempted from duty or allowed to work from home:
  - a. Non-essential staff.

- b. Faculty/staff over 50 years of age, and a serious co-morbidity, such as cardiovascular disease, diabetes, etc. Such faculty and staff may be called for specific assignment and time.
  - c. Female employees (faculty/staff), who are pregnant or lactating.
  - d. Faculty/Staff with any symptom of illness or susceptibility to disease.
  - e. Staff/faculty with travel history to or residence in a country/area or territory reporting local transmission of COVID-19 or having contact with a confirmed or probable COVID-19 case. They should be asked to self-isolate themselves for two weeks, and allowed to work from home.
- VIII. Depending on the essential work load, staff may be segregated into groups, each attending campus on a rotational basis as per a clear schedule with consultation of HoD at campus. However, safe distances between employees (faculty/staff) working at cubicle/ enclosed workspaces should be maintained.
- IX. Surveillance and monitoring system (including contact and complaint registration) should be instituted at all Campuses to guarantee effective implementation of the prescribed guidelines.
- X. Further instructions/ guidelines shall be issued, upon direction of the Competent Authority, in due course of time.

This issues with approval of the Competent Authority of CUI.



**(Rana Tahir Mahmood Khan)**  
Senior Manager (C&L)

**Distribution:**

1. All Principal Officers of CUI;
2. All Directors / Incharge of CUI Campuses;
3. All Deans of CUI;
4. Director, Planning & Development and HRD;
5. GM, Office of Research, Innovation and Commercialization(ORIC);
6. Incharge, Faculty Development Academy;
7. Incharge, HR, Principal Seat;
8. Incharge, Quality Enhancement Cell (QEC);
9. Incharge, CU Online;
10. Head, International Office;
11. Incharge, Academics CUI, Islamabad Campus;
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