



Corona Committee

Guidelines for going back to work

Article 1: Scope

1. These instructions are meant to govern GJU's recovery/remedial phase in response to the Covid-19 situation.
2. These instructions replace GJU's *Work Safety Procedures and Health Protection Measures to Limit the Spread of Corona Virus*.
3. These instructions cover all GJU campuses and the time from endorsement until August 31, 2020.

Article 2: Presence on the Campus in General

1. It is prohibited to enter the campus for any person who:
 - a. was outside the kingdom within a month period;
 - b. has had contact with an infected person within a month period.
2. Unless otherwise necessary by the nature of the duty (esp. guards, technicians) or approved by the President, presence on the campus is limited to the regular working hours (according to the announcement of the government 08:30 a.m. to 03:30 p.m.)
3. Staff's/faculty's (employee) attendance on the campus is further regulated in Art. 2.
4. Students' presence on the campus is further regulated in Art. 3.
5. Staff of contractors (cafeteria staff, cleaning staff, guards, bus drivers) are only allowed to enter and be on the campus subject to
 - a. the contract,
 - b. orders given to the contractor and
 - c. compliance to the protection measures applicable to employees.Their names will be provided to the guards at the gates by the Service Department. The Service Department is responsible for supervising compliance.
6. Visitors and service providers are only allowed to enter and be on the campus subject to
 - a. prior approval by the President,
 - b. compliance to the protection measures applicable to employees.Their names will be provided to the guards at the gates by the Presidency and Councils' Affairs Department.
7. Eligibility to enter is controlled by the guards on the basis of the ID Cards. Supervision of the Guards is with the General Service Department.
8. The Corona Committee is providing the President with recommendations

- a. how to document presence on the campus (names, contact details, role/reason, date and time period);
- b. how to check eligibility to enter the campus at the gates with special regard to the time when students are allowed to come back to the Campus.

Article 3: Employees' Presence on the Campus

1. Selecting employees who will return to the campus will be carried out in compliance with the according Civil Service Bureau's Circular (annex 1) respectively any other current and future governmental instructions applicable to the University in this regard. The following paragraphs are to be read under this condition.
2. Deans, Directors and Heads of Department are required to attend their workplace. The University applies for permits in order to avoid travel restrictions (governorates, even-odd number plate policy etc.).
3. Deans and Directors coordinate their selection decisions with each other considering reduced transportation capacities due to social distancing measures to be applied on the buses. Employees typically using bus transportation between their home and the campus are required to consider any reasonable alternative form of transportation if needed because of the reduced transportation capacities.
4. Employees is allowed to be on the campus subject to the following criteria:
 - a. up to a max. 50 percent capacity in each school/department/office,
 - b. up to a maximum number of persons in one office that would allow for social distancing (at least 1.5 meters), while as a recommendation not more than two employees should be in one office,
 - c. only with the permission by the Dean/Director based on needs,
 - d. only if there are no indicators for any infectious disease,
 - e. only if wearing visibly their GJU ID card and
 - f. if not told otherwise by the President.
5. Employees have to work from home if they are members of the following groups:
 - a. pregnant employees or someone who passes during the lactation period (to be documented by medical record, which's requirements have to be specified by the President, if not known or obvious)
 - b. employees who have undergone recent operations or who suffer from some form of weakened immunity period (to be documented by medical record, which's requirements have to be specified by the President, if not known or obvious),
 - c. residents of areas isolated because of the spread of the virus (isolation areas),
 - d. contacts of persons infected with Covid-19 within a period of 14 days of the contact, while the affected employees has to provide prove of his registration with the responsible authorities or
 - e. employees who have special circumstances that may not enable them to join their workplace (e.g. children in need of care who cannot be cared for).
6. Apart from para. 4, employees should only be allowed to work from home if
 - a. they can work from there basically as effectively as from the campus and they are willing to come to the university on request by the President or the responsible Dean/Director at any time on prior notice (apart from emergencies at least one day ahead) or
 - b. subject to the capacity mentioned in para. 3 and 9.
9. Subject to para. 4 and the needs of the University Employees with family commitment should be given the priority for home office on their demand.

Article 4: Students' Attendance on the Campus

1. Students are not allowed to enter or be on the campus.
2. Exceptional mandatory attendance is given for the final exams of the summer semester of the academic year 2019-2020 subject to and in compliance with a respective Deans' Council Decision.
3. Subject to compliance to higher law, exceptional attendance may be allowed by the President or anyone she delegates the power to. The names of the students will be provided to the guards at the gates by the Presidency and Councils' Affairs Department.
4. The President is recommended to request instructions from the ministry detailing exceptional cases for students to enter and be on campus.

Article 5: Personal Protection, Hygiene and Social Distancing

1. All persons on the campus are obliged to
 - a. follow the instructions of the GJU Clinic staff and undergo random temperature checks carried out by the GJU Clinic staff at any time; the Clinic staff is obliged to carry out random temperature checks on a daily basis and on the different campuses throughout the week;
 - b. undergo medical examination at the GJU Clinic immediately upon experiencing any signs of infection being on the campus; they have to comply to the following procedure:
 - i. follow any instructions by the GJU Clinic staff,
 - ii. undergo a screening for indications of a Covid-19 infection by the GJU Clinic Doctor,
 - iii. if the indications are positive, to be registered with and sent to a hospital where he/she has to undergo the Covid-19 testing,
 - iv. staying at home until receiving the test result and for an additional 48 hours,
 - v. report the test result to his superior at GJU,
 - vi. upon a positive test, comply with all orders by the responsible authorities,
 - vii. upon a negative test result and no more symptoms or after being recovered ot come back to the campus and before anything else visit the GJU Clinic, showing the medical records, undergo screening for indications once more,
 - viii. upon a negative screening and sufficient documentation receive a clearance document by the GJU Clinic Doctor,
 - ix. hand out the clearance document to his superior,
 - x. resume work and
 - xi. having the case documented by the GJU Clinic Doctor.
 - c. bring and wear masks and gloves and to replace them continuously as soon as they become contaminated, broken or ineffective. Masks are allowed to be taken off when being alone in one's own office. Gloves are only allowed to be taken off when working on the own computer in the own office and not handling any other tools or paperwork;
 - d. wash and sanitize their hands on a regular basis avoiding touching eyes, nose and mouth in any way;
 - e. leaving a social distance between each other of at least 1.5 meter (social distancing);
 - f. not use the elevators with more than one other person and subject to social distancing;
 - g. not use a room with another person if compliance with social distancing is not possible;

- h. avoid any physical meetings, gatherings and exchange visits if not necessary for official reasons and compliant to social distancing;.
- 2. Employees experiencing any signs of infection being outside the campus, have to immediately call the GJU Clinic and comply to the instructions given by the Clinic.
- 3. Employees knowing or assuming that they had contact with a person positive tested for Covid-19 have to immediately call the GJU Clinic and comply to the instructions given by the Clinic.
- 4. The Health Insurance Committee is asked to find out about coverage for the Covid-19 testing. The Director of the Financial Department is asked to find out about the obligation of the employer to pay for the Covid-19 testing.
- 5. Hygiene and sanitation supply on the campus (also to sanitize hands and personal tools) as well as mask and gloves for visitors, contractors or employees showing up without their own ones are to be kept on appropriate stock, foresightedly monitored and distributed by the Supplies Department under the supervision of GJU Clinic Doctor and handed out by the Guards at the Gates to anyone in need.
- 6. Any necessary purchase and tender process in that regard is to be initiated by the Corona Student Committee headed by the Dean of Student Affairs.

Article 6: Protection Measures on the Campus

- 1. No conference or fairs are allowed on the campus. Any workshop or meeting with external persons exceeding two external persons need the prior approval by the President.
- 2. All campuses, buildings, rooms and equipment have to be sanitized on a regular basis compliant with a written concept set up, monitored and supervised by the General Service Department. The concept has to cover method, tools, frequency, responsibility and written documentation. The concept needs the approval of the GJU Clinic Doctor and the President.
- 3. Personal equipment and tools have to be sanitized in the responsibility of the employees himself or herself. Employees are also asked to sanitize surfaces in their offices likely to be touched by others frequently throughout the office hours.
- 4. Hand sanitation has to be made and kept available following a written concept by the General Service Department. The concept needs the approval of the GJU Clinic Doctor.
- 5. A sufficient stock of masks and gloves are to be kept with the guards at the gate, supplying every person entering the campus without personal protection gear accordingly against payment of the costs. The supply, process and handling of finances is to be conceptualized by the General Service Department in consultation with the Financial Department.
- 6. Finger print is not to be used. Presence is to be taken via facial or iris scan or – if not available on campus – to be documented manually following a written concept by HR Department in consultation with the ISTC. The concept needs the approval by the President.
- 7. The GJU Clinic has to be open and staffed during official opening hours of the campus. The Clinic should be available for emergencies by phone outside the working hours.
- 8. Cafeterias, lounges, kiosks, the sports hall, and praying rooms are kept shut down. The Tender Committee is asked to discuss the measures and consequences with the affected contractors in consultation with the University Lawyer.
- 9. Access to the libraries is limited to its employees; no borrowing is allowed. Exceptional access or borrowing of literature can be granted on prior written approval by the Director of the Library. A written hygiene and protection concept has to be set up by the responsible employees for these exceptional cases as well as in preparation for the time when students are supposed to be allowed to come back to campus. The concept needs the prior approval by the GJU Clinic Doctor and the President.

10. Access to the Filmmaking Studio is limited to its employees; no borrowing is allowed. Exceptional access or borrowing of equipment can be granted on prior written approval by the responsible employees. A hygiene and protection concept has to be set up by the responsible employees for these exceptional cases as well as in preparation for the time when students are supposed to be allowed to come back to campus. The concept needs the prior approval by the GJU Clinic Doctor and the President.
11. The GJU Kindergarten is kept closed. Re-opening will follow the instructions/guidelines for public kindergartens. Any re-opening is subject to prior approval of the security concept by the GJU Clinic Doctor and the President.
12. Persons allowed to be on the campus may bring food and drinking items from home for themselves; sharing is not allowed. Food and drinking supply machines have to be shut off; the Tender Committee is asked to discuss the measures and consequences with the affected contractors in consultation with the University Lawyer. Water coolers may not be used. Food and drinking delivery services are not allowed on the campus.
13. Rooms can only be used if it is possible to ventilate them naturally or by AC on a regular basis. Operation of AC on the campus is subject to prior permission by the Engineering Department and subject to the criteria set up by the Ministry of Labor. If operation is not possible, Deans and Directors are asked to consider a redistribution of offices and usage of classrooms as offices if needed to guarantee healthy working conditions; on default, it should be considered when selecting employees to return on the campus.
14. The General Service Department is responsible to either remove seating facilities (soft areas, benches, etc.) on the campus and in buildings or take measures to prevent any temptation for non-compliance to social distancing.
15. The Information Systems and Technology Center completes the network expansion project, especially to service the Sports Hall, Building L, fences, SABE as well as possible points for security checks at the gates and on the campus.

Article 7: Transportation to and from the Campus

1. The Tender Committee shall ask the bus company to provide GJU with its safety concept for the bus transportation.
2. The Tender Committee in consultation with the GJU Clinic Doctor is responsible for examining the concept for compliance with all relevant governmental instructions, orders and regulations and either approving the concept or asking for amendments.
3. The Tender Committee shall ask the bus company for daily documentation of all measures.
4. Possible complaints by employees shall be directed to the Tender Department.

Article 8: Student Affairs

1. The Deans' Council is recommended to discuss and find a suitable solution for students with an incomplete in the second semester of the academic year 2019/2020 because of problems related to the online teaching process, taking into consideration the students' study process as well as the ongoing online teaching process throughout the summer semester of the academic year 2019/2020 and possibly even beyond.
2. The admission process for the first semester of the academic year 2020/2021 is to be made available online. This includes the payment process for the application fee, graduation fee and all other fees to be done through E-Fawateercom and to be programmed by the ISTC before the beginning of the admission process for the first semester of the academic year 2020/2021.
3. The graduation ceremony of the year 2020 will be cancelled.

Article 9: Courses, Internships and Exams during the Summer Semester of the Academic Year 2019/20

1. All courses are to be taught purely online.
2. Exceptions from para. 1 are allowed for lab sessions subject to the following conditions:
 - a. Recording the main experiments until the start of the semester and having the videos ready for students' use at any time;
 - b. Reducing attendance to the necessary minimum;
 - c. Prioritizing the most important experiments which should be done physically if possible;
 - d. Compliance to social distancing and if necessary to split groups;
 - e. Providing a written safety concept to be implemented in the responsibility of the course instructor and to be approved in advance by the Dean;
 - f. Being ready to switch from physical to online at any time.
3. The final exams will be held physically on the University campus; the grade of the final exam will count for 50%. To comply to necessary social distancing the exam period will be extended from 16th to 27th of August. Course instructors have to be ready to switch to online final exams as a default at any time. They have to submit proposals for the exam methodology for approval by the Dean until the beginning of the summer semester, taking into consideration methodologies that would prevent students from cheating as well as connectivity aspects as far as possible.
4. There will be no midterm exam. 50 % of the course grade will be distributed on semester activities (quizzes, reports, homework, participation in the e-learning, or any exam that has taken place before the suspension of study at universities); the course instructor should choose at least 3 semester activities to evaluate the student. The activities have to be made transparent to the students on the first day of the course.
5. Students cannot be excluded or marked for non-attendance insofar this is related to the specific online teaching situation.
6. GLC shall submit a concept for the physical Goethe B1 exam for the outgoing batch of the German Winter Term 2020/21 to the President to be discussed and decided upon by the Deans' Council, subject to governmental orders and instructions regarding students on the campus during the summer semester.
7. The Deans' Council is recommended to discuss again the items of dual studies and internships during the summer semester of the academic year 2019/2020 in the light of the new governmental outlook expected to be given after Eid Al-Fiter.

Article 10: Securing Quality during the Extended Online Teaching Period

1. Any decision and measures with respect to online teaching should be taken
 - a. under the assumption that there might be a need for online teaching (purely or hybrid from an classroom with students attending physically in a reduced number while the rest is attending online) until at least the end of the academic year 2020/2021,
 - b. in compliance with the new requirement for public universities in Jordan to offer at least 25 % of their courses online and
 - c. duly taking into consideration the GJU Online Teaching Strategy.
2. Any tender procedure serving online teaching under these premises should be considered a priority and be accelerated as much as possible.
3. The Online Teaching Committee provides the President with a concept for the implementation structures for online teaching at GJU.
4. The E-Learning Committee

- a. in consultation with the Financial Department identifies and prioritizes the hardware and software components as well as connectivity needed to support online teaching and accordingly provides the President with recommendations,
 - b. sets up a template for all faculty to give prove of their concept for teaching their courses online,
 - c. develops a concept for mandatory training of all faculty and involved TA in online teaching taking into regard the different needs,
 - d. continues to sample best practice tutorials, methods and techniques and makes them accessible to the faculties and teaching assistants,
 - e. evaluates the experiences of online teaching in the second semester of the academic year 2019/2020 and provides the President and Deans' Council with results, conclusions and proposals for improvement.
5. Schools
 - a. prioritize and proactively seek to apply for capacity projects in the field of E-Learning,
 - b. make online teaching a priority in their GJU Network activities and
 - c. take any necessary measures to prepare themselves for the extended online teaching period and the implementation of the GJU Online Teaching Strategy.
6. Faculty and Teaching Assistants
 - a. prepare themselves and their courses for online teaching, being prepared to switch from physical (if allowed) to online at any time
 - b. prepare digital course material and have it accessible for the students until the beginning of the summer semester
 - c. teach interactively and according to the schedule
 - d. record and make available all lectures through MyGJU
 - e. hand in a concept for online teaching for each course they teach to be approved by the Dean and
 - f. will undergo the mandatory training in online teaching unless exempted from it by the Dean with the approval by the President.
7. The President is recommended to assess options to
 - a. step up capacities at the ISTC in order to secure high quality online teaching,
 - b. better equip course instructors with personal tools,
 - c. better equip classrooms for hybrid physical and online teaching (interactive live streaming from the classroom) to prepare for expected continued social distancing requirements until the end of the summer semester of the academic year 2020/21,
 - d. set up a committee to provide her with a concept for the digitalization of administrative processes and better preparedness for working remotely at any time against the backdrop of potential future shut downs of the campus or security measures preventing individual employees to access or enter the campus.

Article 11: Information, Communication, Public Relations and Marketing

1. The Corona Committee is assigned to work out a recommendation for a communication structure related to all issues subject to these instructions.
2. ISTC is providing the Corona Committee with the options how to make all Covid-19 related information accessible according to a role scheme.
3. The Public Relations and Marketing Department is hosting the Corona related information accessible in one section of the homepage as far as they are public.
4. The Public Relations and Marketing Department constantly reports on the improvements and preparedness of the University in every aspect related to subjects of these instructions,

especially safety and quality of online teaching with the aim to reassure students and attract new students.

Article 12: Supervision, Monitoring and Evaluation

1. The President is asked to appoint an employee to be responsible for the overall supervision of the implementation of this regulations (Recovery Plan Implementation Supervisor – Supervisor) and to report directly to her and the Corona Committee on a weekly basis. Any requests for improvement of these instructions and/or critique for non-compliance that is not adequately addressed on a lower level should be referred to him/her.
2. On the Schools' and Departments'/Offices' level, additionally the respective Dean or Director is responsible for the supervision of the implementation and compliance with these instructions.
3. With respect to contractors, the Head of the Tender Committee is responsible for the supervision of the implementation and compliance with these instructions.
4. Specific additional responsibilities are assigned for the implementation and compliance with these instructions to
 - a. the Supervisor for Main Campus;
 - b. the Dean of SABE for SABE campus;
 - c. the Dean of GSBA for GSBA campus;
 - d. the Director of the Consultation and Training Center for the campus of CTC and Visual and Rehabilitation Center.
5. The Quality Assurance and Accreditation Department conceptualizes the monitoring and evaluation of the regulations and compliance to it, implements it after approval by the Corona Committee and sends its report on the findings to the President, the Supervisor and the Corona Committee on a 14-day basis.
6. The Corona Committee is asked to draw any necessary conclusions from the monitoring and evaluation reports and submit recommendations for the amendment of the Remedial and Recovery Plan as well as this instructions together with the reports to the President and the Deans' Council in order for them to take any necessary decision.

Article 13: Preparation for the time after August 2020 and Other Crisis Scenarios

1. The Corona Committee is assigned to provide the President and Deans' Council with recommendations for an amended plan and amended regulations for the time after August 2020, considering as alternatives continued online teaching or the possibility of students coming back to the campus with the beginning of the first semester of the academic year 2020/2021 as well as hybrid models and dynamic changes in the requirements.
2. The President is asked to consider to assign responsibilities respectively set up a responsible Committee to assess the preparedness of GJU for other scenarios of crisis such as fire or (terror) attacks, evacuation of the campus or individual buildings, as well as riots or insurgencies.
3. The Strategic Plan Committee is assigned to evaluate the need for the amendment of the GJU Strategic Plan to increase preparedness for future crisis and reevaluate online teaching in its different dimensions.