

**Environment, Health, and Safety (EHS) Policy**  
**of**  
**Capital University of Science and Technology**



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# 1 Environment, Health, and Safety (EHS) Policy

As a leading private-sector university in Pakistan, CUST believes that importance of safety cannot be overstated in any aspect of university operations or business. The university's EHS policy has four focal points which are outlined below:

- i) Capital University of Science and Technology (CUST) is committed to providing a safe and healthy learning and working environment for its students, staff, and faculty.
- ii) The Safety Policy of Capital University of Science and Technology is based on the firm conviction that accidents, that cause personal injury or damage to property or the environment, can be prevented.
- iii) All students, faculty, and staff are responsible for their own safety and for the protection of their environment. Each instructor/supervisor also has the responsibility to create a climate of safety and environmental awareness. Safety and environmental protection must be an integral part of every job description.
- iv) The prevention of accidents and the protection of the environment are in the best interest of all and only through constant, mutual effort and cooperation, can we achieve these goals.

## 2 Ensuring Clean Environment

Ensuring Clean Environment benefits both the people and the earth, and can be achieved through cooperation amongst different fields and disciplines. These milestones can be achieved by adhering to the four R's reduce, reuse, recycle, and rethink.

- i) Capital University of Science and Technology's Safety Policy places emphasis on preventing accidents that cause injury or damage to individuals, property, or the environment. A clean environment is the most important factor in the successful running of the university.
- ii) All students, faculty, and staff are responsible for the protection of their immediate environment. Each instructor/supervisor must be responsible for establishing an eco-friendly environment, highlighting that a clean environment is the preferable choice.
- iii) CUST aims to bring to fruition, a clean and green surrounding for contributing to a better, greener tomorrow, and be proud of what has been achieved. Social prosperity depends on effective resource conservation through novel sustainable solutions.

## **2.1 Directorate of Sustainability and Environment (DSE)**

University has established Directorate of Sustainability and Environment (DSE). The DSE works to advance environmental sustainability through the United Nations' Sustainable Development Goals. The DSE vision and mission statements are outlined below:

### **(a) DSE Vision**

To integrate resource conservation practices at CUST and to value and cherish nature that fosters the well-being of future generations through environmental sustainability.

### **(b) DSE Mission**

CUST is engaged in going green and sustainability initiatives to ensure efficient resource conservation within the campus in the service of social responsibility to the planet and promote biodiversity that remains the answer to sustainable development.

### **(c) DSE Policy**

DSE Green Policy also includes monitoring directly and inspecting academic and nonacademic activities, taking different actions to prevent harmful effects on the biophysical environment and natural resources. This is to ensure mitigation of harmful effects on human health and on well-being of other living organisms. At DSE-CUST, there are five major areas of focus and upgradation, namely: Efficient Infrastructure Setting, Energy Conservation, Energy Management, Bio, electrical and Solid Waste Management, Water Conservation and Management, Environmental Air Quality Assessment, and Conservation of natural flora and fauna of the area. DSE-CUST are striving to balance the eco-system of the campus and conservation of resources efficiently by utilizing skills and pieces of knowledge for developing several unique Eco-friendly solutions.

### **(d) DSE Strategy**

DSE strive to align our sustainability goals with the UN SDGs to build a stable natural environment. We aim to bring maximum change for the benefit of the planet and people through collaborating with disciplines and leading substantial pathways embedded with 4 R's of reduce, reuse, recycle, and rethink. In aligning with sustainability and environment commitments, CUST is dedicated to 6 key themes:

- i) Setting and Infrastructure

- ii) Energy and Climate Change
- iii) Water Conservation
- iv) Research and Education
- v) Waste Minimization
- vi) Transportation

### **3 Ensuring a Good Health**

A good Health promotes healthy lives, contemporary, and efficient health-care for everybody, and knowhow of how to practice preventive measures.

- i) Good Health is the most important element when it comes to a healthy, strong and trust-worthy business. All students, faculty, and staff are responsible for their good health. Each instructor/supervisor has been assigned the responsibility to ensure that all students, faculty, and staff who enter the premises of the university maintain good health. Therefore, everyone is responsible for complying with health rules and working towards preventing injuries and damage to their health.
  - a) Health is the most precious thing in life.
  - b) Nothing else takes precedence over a good health.
  - c) Ensure that when you enter the university, you are healthy.
  - d) If you have any health issues, you must take care of them and inform your coun-selor/batch advisors about your health issues. Female students who have health issues should consult the female faculty of their department.
  - e) If you are in university and face a health issue, immediately visit the pharmacy.
- ii) CUST is highly conscious of the on-campus health of its students, staff and faculty. A dispensary is also available on campus to attend the medical emergencies, and provide students, staff, and faculty with first aid. CUST has also signed an MOU with Riphah International Hospital (located on the main Islamabad Expressway about 1 kilometer from KAK PUL (Bridge), opposite DHA Phase-II, Islamabad) to treat any emergencies if, and when, it occurs. CUST also has its own Ambulance Service (mini-van) to cater to any emergency.

- iii) Capital University of Science and Technology has established a center specifically for the well-being of staff and students by the name “Wellbeing Center”. This center offers an array of welfare services to support students and staff throughout the time they are within the university premises. The Wellbeing Center provides psychological, social, and therapeutic support to the CUST community seeking health services and has been equipped with a pharmacy and looked after by a full-time general practitioner responsible for healthcare assistance.

## 4 Ensuring Safety

The goal of ensuring safety is to avoid workplace injuries, illnesses, and deaths, as well as to create difficulties for students, staff, and faculty.

- i) The Capital University of Science and Technology’s Safety Policy emphasizes the importance of preventing incidents that cause injury or damage to individuals, property, or the environment as it is the most important aspect of the wellbeing of human life.
- ii) All students, faculty, and staff are responsible for their Safety. Each instructor/supervisor must be responsible generally for preparing all (Students, faculty, and staff) on how to behave/act during any disaster while they are in the university. Everyone is expected to comply with safety policies and work towards the prevention of risks/hazards and ensure preparedness for emergencies/disasters.
- iii) CUST mandated that each department create its own safety manual, which must be disseminated to all students, staff, and faculty.

### 4.1 General Safety

General Safety is about educating the students, staff, and faculty by giving them awareness through the “Learn and Know What to Do in an Emergency” situation and types of disasters (Earthquake, Flood, Fire, Accidents, Terrorist Attacks, and Quarrel). Safety drill is performed regularly for the awareness of the occupants. Proper assembly points and in-house response mechanism are in place.

#### (a) Evacuation Plans, Exit Boards and Emergency Numbers

To ensure the safety of students, staff, and faculty, emergency contact numbers, as shown below in Table 1 and evacuation plans (showing exit plans, first aid facility availability & fire

extinguishers location) have been placed in all labs, auditoriums, classrooms, and offices. First aid kits are also available in all the labs and each floor has its own fire extinguisher. To deal with any kind of chemical or biological spill, Spill Kits are available in Labs.

Table 1: Emergency Contact Numbers

<b>Name</b>	<b>Phone Number</b>
<b>Help from University</b>	
Student Affair	051-111555666, Ext. 226
Security In-charge	051-111555666, Ext. 239
Senior Admin Officer	051-111555666, Ext. 220
<b>Help from Outside Sources</b>	
Rescue Services	1122
Local Police Station	051-4491334
Ambulance	115
Bomb Disposal	1332
Fire Brigade	16

### **(b) DO'S AND DON'TS During Disaster**

General safety provides guidelines to all students, staff, and faculty through awareness of how to behave during a disaster. Health and Safety training is conducted at the start of each regular semester for undergraduate students particularly for each lab course of the semester with a slogan that guides them on how to act throughout the disaster they experience during their stay in the university. The guidelines and slogans are as follows:

- i) Do not panic
- ii) Try to move away from the threat/hazard quickly and smoothly
- iii) Follow the instructions given by the volunteers
- iv) Behave in a disciplined manner
- v) Show responsible behavior
- vi) Electrical systems should be shutdown
- vii) In case of fire/earthquake etc, there should be no use of lift.

## **4.2 Departmental Safety Guidelines (particular for labs / site visits / industrial tours)**

Every department at CUST has its safety guidelines which particularly look at the safety matters within the department. The mission and scope for all the departments under CUST Health & Safety are appended below:

### **(a) Departmental Safety Mission**

- i) Prevention of risk/hazards
- ii) Preparedness for emergency/disaster
- iii) First aid

### **(b) Scope of Work**

- i) Conduct health and safety training at the start of each regular semester for undergraduate students, particularly for each lab course of the semester, and generally for preparing students on how to behave/act during any disaster during their stay in the university.
- ii) To conduct health and safety seminars/workshops for faculty, staff, and students (at least once a year).
- iii) To regularly monitor and update health & safety measures and resources as per the requirement through proper channels.
- iv) Conduct health and safety training for those students who want to use lab(s) for their research work, as and when required.

### **(c) Pre-requisite**

CUST requires all students, staff, and faculty to obey all laboratory rules and regulations when present in the lab at all times. The pre-requisites the students, staff and faculty need to ensure are that they:

- i) have attended a lab and safety protocol lecture.
- ii) have read and signed the safety rules and regulations form.
- iii) have studied the lab manual and have a solid comprehension of the practical.



- iv) are aware that food, alcohol, and other substances are strictly prohibited at all times in the laboratory.
- v) comply with all safety instructions, warnings, posted signs, and verbal orders.
- vi) are aware that all laboratories have a strict no-smoking policy.
- vii) may enter the laboratory only when authorized to do so and only during authorized hours of operation.

**(d) Individual Safety**

All students, staff, and faculty should be careful of their own safety along with the safety of others. The individual safety guidelines are appended below:

- i) Be organized and systematic.
- ii) Start the experiment by following the instructions.
- iii) When utilizing chemicals, avoid touching your face or eyes.
- iv) Chemical waste should be disposed of safely. No contaminated solution should be introduced to the stock solution.
- v) Working with damp hands and clothing is not recommended.
- vi) In laboratories, appropriate clothing must be worn at all times.
- vii) Avoid clothing that is bulky, loose, or dragging.
- viii) Should not have long, loose hair.
- ix) When working in the laboratory, remove any metal bracelets, rings, or watch bands.
- x) Footwear must be durable, provide full foot covering with non-skid soles.
- xi) Learn and know what to do in an emergency.
- xii) Never open (remove the cover from) any laboratory equipment. Never jump, deactivate, bypass, or otherwise disengage any safety device or feature of any laboratory equipment.
- xiii) In the event of an emergency, call lab personnel immediately.
- xiv) Notify the department of any problems or potential hazards.

### **(e) Equipment Care**

All University students, staff, and faculty are obligated to obey the safety standards that are specific to the activities and/or equipment used in laboratories.

- i) Instrument manual must be read once before operation.
- ii) All equipment must be kept clean and tidy.
- iii) Always use the instruments in the presence of the lab instructor.
- iv) Must ensure that all the electrical powers are switched off before leaving.
- v) Before turning on the equipment, make sure that the circuit connections and layouts have been examined by a Lab Technician/Lab Engineer.

### **(f) Additional Safety Guidelines**

All students, staff, and faculty must obey the additional safety guidelines which are:

- i) Never conduct unauthorized experiments.
- ii) Never work alone in the laboratory.
- iii) Keep your lab space clean and organized.
- iv) Do not leave an on-going experiment unattended.
- v) Corridors should not be used for storage or workspaces.
- vi) Maintain unobstructed access to all exits, and fire extinguishers.
- vii) Clean your lab bench and equipment, and lock the door before you leave the laboratory.

### **(g) Declaration form for Health and Safety Training**

All students must sign the health and safety declaration form after the trainings conducted at the start of each regular semester. The declaration is made up of the following statements:

- i) I have received the safety rules and regulations for all labs of current semester and have signed the list of instructions after reading them.
- ii) I will keep one copy of safety rules and regulations for all labs of this semester with me.

- iii) I have clearly understood all safety rules and regulations during the training.
- iv) I have no confusion as to how to ensure my own the safety and that of the people around me. In case at a later stage, if anything is unclear, I will ask the lab engineer before working in the laboratory.
- v) I will act seriously in the laboratory and will report damage / accident / incident, major or minor, (if any) to the lab engineer immediately

**(h) Safety during site visits / industrial tours**

- i) Conduct a thorough risk assessment of the site prior to the visit, identifying potential hazards and implementing necessary precautions.
- ii) Ensure students wear appropriate personal protective equipment (PPE) such as hard hats, gloves, safety goggles, safety shoes, and lab coats etc., when necessary.
- iii) Provide safety briefings before the tour, including information on emergency procedures, evacuation routes, and potential risks.
- iv) Assign a knowledgeable guide or supervisor to accompany the students throughout the visit, ensuring they adhere to safety protocols.
- v) Restrict access to hazardous areas and implement physical barriers or safety signs to prevent unauthorized entry.
- vi) Promote safe behavior by emphasizing the importance of following instructions, staying within designated areas, and not tampering with equipment or machinery.
- vii) Establish guidelines for handling hazardous substances and ensure students receive proper training on safe chemical handling.
- viii) Emphasize the importance of proper hygiene practices, such as handwashing and avoiding contact with the face, to prevent cross-contamination.
- ix) Encourage students to report any safety concerns or incidents immediately to the tour organizer or supervisor. Obtain informed consent from participants involved in any research or observations during the visit, ensuring ethical guidelines are followed.
- x) Encourage students to debrief and discuss their experiences with a qualified professional, particularly if the visit involved sensitive topics or situations.

### **(i) Safety during clinical internship (for Pharmacy only)**

- i) Provide comprehensive training on infection control protocols, including proper hand hygiene, personal protective equipment (PPE) usage, and safe handling and disposal of medical waste.
- ii) Ensure students are familiar with emergency procedures, including how to respond to medical emergencies, fire incidents, or other critical situations.
- iii) Emphasize the importance of maintaining patient confidentiality and adhering to privacy regulations such as the Health Insurance Portability and Accountability Act (HIPAA).
- iv) Encourage students to report any safety concerns, near misses, or incidents promptly to their supervisors or preceptors.
- v) Ensure students are aware of the proper storage and handling procedures for medications and hazardous substances, following pharmacy regulations and guidelines.
- vi) Promote a culture of patient safety by encouraging students to double-check medication orders, verify patient identities, and be vigilant for potential medication errors.
- vii) Provide adequate training on the safe operation of equipment commonly used in a clinical setting, such as IV pumps or automated dispensing machines.
- viii) Encourage students to ask questions and seek clarification when unsure about a task or procedure to ensure they perform their duties safely and accurately.
- ix) Foster an environment of respect and professionalism, emphasizing the importance of effective communication and teamwork among healthcare professionals.
- x) Offer support resources, such as access to counseling services or employee assistance programs, to address any psychological or emotional challenges that may arise during the clinical internship.

## **5 Safety Rules and Regulations for Internship**

An internship is a work experience that takes place throughout a semester and is connected to a student's major and/or career interest. Internships provide students with the opportunity to apply their knowledge in real-world settings. Safety rules and regulations for internship

including pre-requisite, individual safety, travel safety, and physical safety, which are appended below:

### **(a) Pre-Requisite**

The pre-requisite for Safety Rules and Regulations for internship are mentioned below:

- i) Understand guidelines and expectations from university and employer perspectives.
- ii) Importance of internship site according to future career goals & learning objectives of the internship
- iii) Know emergency services numbers for internship locations and programs.
- iv) Students must demonstrate professional behavior to represent their academic department, university, and profession.
- v) Requirements for maintaining and submitting weekly logs, internship reports, etc.

### **(b) Individual Safety**

All students must be careful when it comes to individual safety.

- i) Make sure someone has your contact information at the site. Also, leave site information with a roommate or a friend.
- ii) Contact the department of public safety or local police if assistance is needed.
- iii) Inform your internship advisor or faculty supervisor immediately.
- iv) Do not hide damages/accidents.
- v) Take special care while surveying traffic.
- vi) Do not try to enter any private property.
- vii) Protect social security numbers, cell phone numbers, and other identifiers.

### **(c) Travel Safety**

All students need to be careful about their travel safety.

- i) Make sure you have directions and secured transportation to and from the site.

- ii) Be alert and aware of your surroundings.
- iii) Visually inspect the building when arriving.
- iv) Do not converse with strangers.

#### **(d) Physical Safety**

All students need to be careful with:

- i) Working outdoors – sun, snow and ice, other extreme weather, pollution, power lines, etc.
- ii) Working indoors – any type of machinery, unsuitable working conditions such as extreme temperatures, asbestos, insecure buildings where there may be structural concerns, closed-off or blocked fire escapes, etc.

#### **(e) Biological Safety**

All students should be careful with:

- i) Animals you may work with/upon- dead or alive.
- ii) If in the medical field, check to see how bio-hazardous waste is disposed of.
- iii) Working with poisonous plants

#### **(f) Chemical Hazards**

All students should exercise the same level of caution when dealing with:

- i) Toner powers from laser printer cartridges or photocopies – eye or lung irritation.
- ii) Chemicals in a laboratory setting – eyes, open sores, inhalation

#### **(e) Declaration form for Internship**

The declaration is made up of the following statements:

- i) I have received the safety rules and regulations for my internship period.
- ii) I will keep one copy of safety rules and regulations with me during my internship.
- iii) I have clearly understood all safety rules and regulations during the training.

- iv) I have no confusion at all for ensuring the safety of my own and the people around me. In case at a later stage, anything is unclear, I will ask safety in-charge (of site or university) before working.
- v) I will act seriously and will report damage / accident / incident, major or minor, (if any) to the concerned person immediately.
- vi) I will inform the university management in case of any unusual situation or incident happened to me during my internship.

## **6 Safety Rules and Regulations for Survey Camp (Civil Engineering only)**

### **(a) Pre-Requisite**

The pre-requisite for Safety Rules and Regulations for the Survey camp for (Civil Engineering only) the students are that they:

- i) Must have attended a safety lecture at the start of the survey camp.
- ii) Must have read and signed safety rules and regulations.
- iii) Must have a lab manual/guideline.
- iv) Must have a clear understanding of today's demonstration/practical.

### **(b) Safety Tools**

The Safety Rules and Regulations for the Survey camp (Civil Engineering only) includes their compliance with instructions such as:

- i) Wear safety shoes or joggers all the time.
- ii) Wear a vest all the time.
- iii) Wear a hat whenever needed.

### **(c) Individual Safety**

The individual safety rules that the students need to follow for the Survey camp (Civil Engineering only) are:

- i) Do nothing unless, you are sure.
- ii) Do not hide damages/accidents.
- iii) Tie back or otherwise secure long hair and dangling jewelry.
- iv) Take special care while surveying traffic.
- v) Don't try to enter any private property.
- vi) Report any unsafe conditions and practices to lab staff.

#### **(d) Equipment Care**

The equipment care is also essential for Survey camp (Civil Engineering only) which include the following instructions:

- i) Don't use any equipment (especially electronic) without the supervision of staff.
- ii) Always clean all used equipment(s)

#### **(e) Declaration form for Survey Camp**

The declaration is made up of the following statements:

- i) I have received the safety rules and regulations for survey camp and have signed it after reading.
- ii) I will keep one copy of safety rules and regulations with me.
- iii) I have clearly understood all safety rules and regulations during the training.
- iv) I have no confusion at all for ensuring the safety of my own and the people around me. In case at a later stage, anything is unclear, I will ask group in-charge before working.
- v) I will act seriously in the field and will report damage / accident / incident, major or minor, (if any) to the group in-charge immediately.

## **7 University Health, Safety and Security Committee (UHSSC)**

University has formulated its University Health Safety and Security Committee (UHSSC) to look after all health and safety-related issues.



## **7.1 Safety Committee Mission**

- i) Prevention of risk/hazards
- ii) Preparedness for emergency/disaster, and
- iii) First aid

### **7.1.1 Scope of work**

- i) To conduct health and safety training at the start of each regular semester for undergraduate students, particularly for each lab course of the semester, and generally for preparing students for how to behave/act during any disaster while their stay at the university.
- ii) To conduct health and safety seminars/workshops for faculty, staff, and students (at least once a year).
- iii) To regularly monitor and update health and safety effective measures and resources as per the requirement through proper channels.
- iv) To conduct health and safety training for those graduate students who want to use lab(s) for their research work, as and when required.

### **7.1.2 Implementation**

There should be a Health and Safety (H&S) team at the departmental level, comprising of a faculty member and two lab engineers, to implement the above-mentioned scope of work. The members of the “Lab Safety Committee” can lead the team as “H&S In charge”. In this way, H&S in charge can easily liaison between the department and the committee. H&S in charge shall look after the safety measures.

- i) The minimum number of meetings of the “Labs Safety Committee” shall be at least four in a year i.e. two for each regular semester as per the following schedule:
- ii) First meeting shall take place two weeks before the commencement of the regular semester to share the latest safety measures to be implemented in the coming semester.
- iii) Second meeting shall be held in the 3rd week of each regular semester to update the committee about the implemented safety measures and to share the experiences.

There will be two additional meetings of the “Labs Safety Committee” if there is any PEC/HEC visit as per following schedule:

- i) First meeting shall be held two weeks before the visit date to update the implemented safety measures and to find out the flaws to be removed.
- ii) Second meeting shall take place two days before the visit date to ensure the measures taken.

## **7.2 Security Committee Mission**

To provide a secure environment to our students, staff, and faculty.

### **7.2.1 Scope of work**

- i) To share security policy with the departments concerned through proper channels for implementation.
- ii) To educate students, staff, and faculty about preventing man-made threats and reducing possible damage.
- iii) To regularly monitor security measures.

### **7.2.2 Implementation**

- i) Security committee will coordinate with professional security organizations for making a security policy for CUST. The policy will be forwarded to the competent authority for approval and implementation.
- ii) Awareness training will be conducted to educate students, staff, and faculty about preventing man-made threats and reducing possible damage (at least once a year).
- iii) Meetings will be conducted as and when required.
- iv) CUST is a well maintained gated campus with proper security guards at appropriate locations.
- v) There is a proper security barrier for monitoring entrance and exit (specifically for outsiders) to the campus.
- vi) A proper CCTV surveillance is in place to ensure the safety and security.

## **8 Pandemic Committee**

- i) A pandemic committee would be constituted for the safe operation of the reopening of the university. In case of pandemic in the future, the purpose of the pandemic committee is to

provide clear and actionable steps for the safety of students, faculty, and staff to prevent, detect and control pandemic.

- ii) To prevent and avoid the spread of pandemic, the following arrangements would be:
  - a) Display of panaflex at different points in the university to create awareness about pandemic SOPs.
  - b) Pandemic updates and awareness on CUST website, installation of walk-through gates at barriers.
  - c) If needed, provision of temperature guns and chlorine sprays with instructions to screen the students, staff, and guests for the symptoms of cough, flu, and temperature, and, dispensing of hand sanitizers at the entrance of each block.
  - d) If needed, use of visual cues, such as floor markings and signs, to encourage physical distancing, taping off seats or rows to allow for proper physical distancing in classrooms.
  - e) If needed, chlorine sprays once a week to disinfect classes, labs, and the library, wearing of face masks and ensuring both nose and mouth are covered.
  - f) Educating the students to maintain good hygiene practices by washing hands with soap and water for at least 20 seconds or using a hand sanitizer with at least 60% ethanol or 70% isopropyl alcohol.

### **8.1 SOPs for working during Pandemic**

In the wake of the pandemic, following SOPs must be followed by the students:

#### **(a) On the way to the university**

- i) If you are sick, inform your respective department and stay at home.
- ii) Sanitize your hands/wash with soap and water for 20 secs before leaving for the university.
- iii) Do not forget to take your student identity card and computerized national identity card (CNIC).
- iv) While traveling to the university, use a safe mode of transportation, preferably a private vehicle.
- v) If public transport is to be used at all, wear your face mask and gloves and keep windows of the vehicle open.

- vi) Avoid touching surfaces unnecessarily.
- vii) Maintain social distancing as much as possible.

**(b) Upon arrival to the University**

- i) Discard gloves used on the way to the university and sanitize your hands with sanitizer available at the entrance.
- ii) Your temperature will be checked at the entrance. (NOTE: YOU WILL NOT BE ALLOWED TO ENTER IF YOU HAVE TEMPERATURE, COUGH OR OTHER SYMPTOMS).
- iii) Scan/display your student identity card at the entrance.
- iv) Move towards your respective lab and avoid wandering around the university or visiting any office unnecessarily.

**(c) General SOPs to be followed while at the University**

- i) Throughout your stay at university, avoid handshakes/hugs, and maintain social distancing.
- ii) Keep your face covered with the mask and wear gloves whenever required.
- iii) Cover your coughs and sneezes with tissue paper, handkerchief or arm.
- iv) Avoid spitting around and always throw used tissue papers and other garbage in the trash cans.
- v) Frequently sanitize/wash your hands with soap and water.

**(d) Working in the lab**

- i) Avoid crowding and maintain social distancing while entering, leaving and working in the lab: make a queue to get in and out of the lab and stay at your respective seats/assigned workstations.
- ii) Keep wearing a mask and gloves while working in the lab.
- iii) Do not move around in the lab unnecessarily.
- iv) Avoid touching any surface or equipment unnecessarily.

- v) Lab staff will provide you with the sanitized equipment to work, whenever possible.
- vi) Do not share your lab equipment, other lab tools, cell phones and stationery with the other students.
- vii) Do not communicate/speak with others unnecessarily in the lab and the university premises.
- viii) Avoid touching your mouth, nose and eyes without washing hands.
- ix) At the end of the lab, sanitize your hands/wash with soap and water for at least 20 sec. before leaving the lab.
- x) At the end of lab session, move out in a smooth way one by one without rushing towards the exit.
- xi) Health and safety protocols of the particular lab will also be practiced as trained at the start of the semester.

**(e) Leaving for home**

- i) Do not stay in the university unnecessarily once the lab is over and you are allowed to leave for your home.
- ii) Sanitize/wash your hands before leaving (Note: Sanitizer is available outside the lab).
- iii) Do not socialize with others and leave the university by maintaining social distancing.
- iv) Cover your face with a mask and wear gloves while leaving the university.