



## 1.5. GENERAL GUIDANCE AND DIRECTIVES FOR STUDENTS

In order to prevent infection and spread of COVID-19, all students are to strictly adhere to the instructions and directives issued by the College. The instructions and directives are: -

### 1.5.1. RESUMPTION PROTOCOL

All students shall adhere to the guidelines issued by the College on resumption to school during the period of prevalence of COVID-19 pandemic.

Before resumption or commencement of any course, all students shall undergo medical screening in the Aeromedical Centre for the purpose of obtaining medical clearance form. The procedure is as follows:-

- I. The Head of School or Academic Office shall forward list of participants via a formal memo to the aeromedical unit One week before commencement of the course
- II. Course coordinators shall forward Joining instructions and Health Information form (See Chapter 9, Appendix 9.1, Fig.APP.1) Via electronic means to participants at least one (1) week before resumption/commencement date, which shall include amongst others an instruction for participants to upon arrival submit themselves to the Aeromedical Centre with the duly completed form.
- III. Participants would be expected to submit the Medical Clearance Form (See Chapter 9, Appendix 9.2, Fig.APP.2) to the Student Affairs Officer after clearance from the Aeromedical Centre.



Upon arrival to the College, all students are to report to the College Aeromedical Centre with the already completed Health Information Form for screening.

The screening procedure at the Aeromedical Centre is as follows:-

- Where possible keep a distance from any person ideally 1 meter minimum.
- Check and confirm the eligibility of the student for resumption from the list provided by the College Academic Office or Training School.
- Collect the duly completed health Information Form from the Student and inform him/her of screening reason and process.
- Observe student for any visible COVID-19 symptoms. Ask the him/her whether they feel sick and have any of the symptoms, including fever, coughing, sore throat, difficulty breathing, or feeling unwell in the past 24 hours.
- Check the temperature keeping distance and measuring temperature 5 cm in front of the temple.
- If the temperature reading is lower than 38°C and the student has no other COVID-19 symptoms, Clear the student by issuing resumption medical clearance form (See Chapter 9, Appendix 9.2, Fig.APP.2)
- If the temperature reading is high (38°C or higher) and the student has no other COVID-19 symptoms, ask the student to move to a shaded area and wait. Retake their temperature again after 3-5 mins for an accurate reading. Clear the student after retake by issuing resumption medical clearance form, if there are no symptoms and temperature is below 38°C.
- If temperature is still 38°C or above a final reading can be made



5-10 mins later trying to calm and cool the person. If the temperature is still above 38°C, separate the student as per below

- If the student displays the Covid19 symptoms, ensure that he/she is using a facemask and move him/her to the isolation area.
- Inform your supervisor and contact the appropriate NCDC Covid-19 Focal point.

### 1.5.2. CLEANING AND DISINFECTION

The College shall disinfect frequently touched surfaces and increase cleaning protocols. All classrooms, hostels, cafeteria, and other areas commonly used by students shall be disinfected and cleaned every morning.

All toilets and washrooms shall be disinfected and cleaned every two (2) hours.

For Offices, Classrooms, and other facilities that have been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

All tables/chairs would be disinfected and cleaned after each class or meals, if a different set of students are to use the same classroom and cafeteria.

All tools/equipment used by students would be cleaned and disinfected after each use.



Hostel rooms will be cleaned and disinfected before allocation to another student.

The College shall provide bleach or any approved disinfectant with alcohol of more than 70% content to be used for cleaning/disinfection as recommended by the NCDC. The use of 0.1% sodium hypochlorite (dilution 1:50 if household bleach at an initial concentration of 5% is used) after cleaning with a neutral detergent is suggested for decontamination purposes. For surfaces that could be damaged by sodium hypochlorite, 70% concentration of ethanol is needed for decontamination after cleaning with a neutral detergent.

All cleaning staff shall be issued with Personal Protective Equipment (PPE). The following PPE items are recommended for use when cleaning facilities are Facemasks, Goggles or Face Shields, Washable or disposable long-sleeved water-resistant gown or apron, and Washable or disposable gloves.

The cleaning and disinfection procedures is as follows:-

- First, clean the surface or object with soap and water.
- Then, disinfect using an approved disinfectant.

### 1.5.3. MANDATORY DAILY SCREENING

The College shall provide infrared gun thermometers' at the entrance of each school for mandatory daily temperature screening of all instructors and students by staff of the Aeromedical Centre prior to class commencement.

All students and instructors must subject themselves to daily temperature screening before access to the classroom will be granted. Records of attendance and temperature are to be kept to enable/support contact tracing.



Figure 1.10. Temperature Screening

The screening procedure to be performed is as follows:

- Where possible keep a distance from any person ideally 1 meter minimum.
- Check student ID card for eligibility for entry.
- Inform the student and instructor of screening reason and process.
- Check the temperature keeping distance and measuring temperature 5 cm in front of the temple.



- If the temperature reading is high (38°C or higher), refer the student to the Aeromedical Centre for retake of the temperature and inform the Aeromedical Centre. Do not grant access to the classroom.
- If the temperature reading is below 38°C, direct student to disinfect hands with sanitizer or wash their hands before entering the classroom.

### **Handling referred Suspected cases at the Aeromedical Centre**

Any student with high temperature (38°C or higher) referred to the Aeromedical Centre will be asked to wait, while a repeat test is made.

- If the temperature reading is below 38°C after retest, the staff will be directed to disinfect hands with sanitizer or wash their hands and asked to return to work.
- If the body temperature is found to remain at 38°C or greater, he or she shall be isolated in the isolation area designated by the Aeromedical centre for handling of such cases.
- At the isolation area, arrangements shall be made for the appropriate evaluation of such persons with the aim of making appropriate decisions with respect to proper medical handling of such persons. The appropriate evaluation shall include checking for other symptoms associated with COVID-19 like: -
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches



- Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- To confirm if the suspected case is infected with COVID-19, viral tests are used. However, not everyone needs to be tested as most people will have mild illness and can recover at home without medical care. Decision to be tested is made by Local and State health departments.
- The College Aeromedical Centre will follow the procedures recommended by the NCDC in Sections 1.3.4 to 1.3.7 of this manual.

**NB: Security Personnel and Officer carrying out the screening are authorized to deny access to any Instructor, Student, Staff and visitors who fail to subject themselves to temperature screening and hand washing or hand sanitization.**

#### 1.5.4. MANDATORY USE OF FACE COVERINGS

The use of masks is part of a comprehensive package of the prevention and control measures that can limit the spread of certain respiratory viral diseases, including COVID-19. Masks can be used either for protection of healthy persons (worn to protect oneself when in contact with an infected individual) or for source control (worn by an infected individual to prevent onward transmission).

It is therefore mandatory for all students to wear facemasks. Non-medical cloth masks **MUST** be worn at all times in all common areas within the College whether indoors or outdoors.



Figure 1.11. Wearing of Facemasks

For any type of mask, appropriate use and disposal are essential to ensure that they are as effective as possible and to avoid any increase in transmission. WHO offers the following guidance on the correct use of masks, derived from best practices in health care settings;

- Perform hand hygiene before putting on the mask;
- Place the mask carefully, ensuring it covers the mouth and nose, adjust to the nose bridge, and tie it securely to minimize any gaps between the face and the mask;
- Avoid touching the mask while wearing it;





- Remove the mask using the appropriate technique: do not touch the front of the mask but untie it from behind.
- After removal or whenever a used mask is inadvertently touched, clean hands with an alcohol-based hand rub, or soap and water if hands are visibly dirty;
- Replace masks as soon as they become damp with a new clean, dry mask;
- Do not re-use single-use masks, while cloth reusable masks should be washed, dried, and ironed before re-use;
- Discard single-use masks after each use and dispose of them immediately upon removal.

No Student and Instructor will be allowed access to the classroom, where he/she is not wearing facemask.

Students are also encouraged to use facemasks at all public areas outside the College.

### **1.5.5. SOCIAL & PHYSICAL DISTANCING**

The College will ensure that all students observe social/physical distancing.

All classroom, cafeteria, common room, workshops and laboratories seating arrangements would be reorganized to ensure that there is a physical distance of 2m between students and the Instructor.

In all Schools/Departments/Units where students are to be attended to, social/physical-distancing markings shall be applied on the floors.

To maintain Social/physical distancing, students are discouraged from sharing phones, desks, and other tools/equipment, when possible.

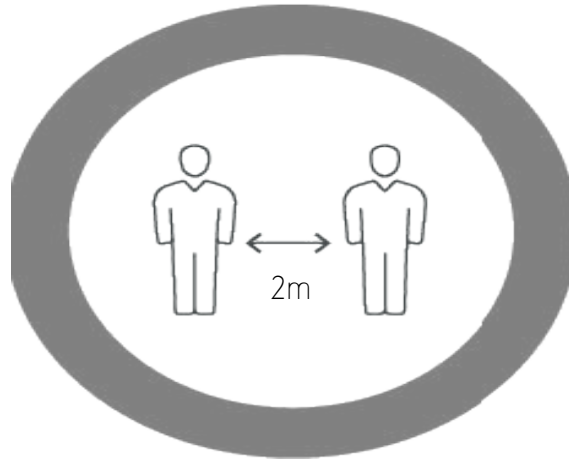


Figure 1.12. Physical distancing

The maximum number of students in each classroom will be dependent on the achievement of social/physical distancing between students.

Students are to maintain social/physical distancing with each other and avoid hand shaking or hugging (no touching).

The occupancy in each hostel room will be provided for maintenance of social/physical distancing.

In order to maintain social and physical distancing, only non contact sports like lawn tennis, table tennis, and badminton are allowed. All other sporting activities are barred.



### 1.5.6. PERSONAL HYGIENE

Good personal hand hygiene is very important for prevention of COVID-19 infection and spread.

To promote good personal hygiene, all staff are to: -

- Wash their hands often with soap and water for at least 20 seconds or use at least a 70% alcohol-based hand sanitizer. Hands should be washed especially before and after eating; after blowing your nose, coughing, or sneezing; going to the bathroom/ toilets and whenever your hands are visibly dirty.

The procedure for washing hands is:-

- Step 1: Wet hands with safe running water
- Step 2: Apply enough soap to cover wet hands
- Step 3: Scrub all surfaces of the hands - including backs of hands, between fingers and under nails - for at least 20 seconds
- Step 4: Rinse thoroughly with running water
- Step 5: Dry hands with a clean, dry cloth, single-use towel or hand drier as available.

When using alcohol based hand sanitizers, Apply a coin-sized amount on the hands. There is no need to use a large amount of the product.

- Avoid touching their face (eyes, nose and mouth) because contaminated hands may transfer the virus to your body through these openings.
- Avoid touching surfaces or objects that you suspect may be contaminated.
- When sneezing or coughing, cover your mouth and nose with bent elbow or tissue and immediately dispose of the tissue in an appropriate place.

### 1.5.7. LIBRARY

The College Library will be open for use of Staff and Students Post COVID-19, subject to adherence to the following guidelines: -

- The library will be open from 8:00am to 10:30pm.
- Only staff and students are allowed use of the library.
- All users of the library would be subjected to temperature screening and check for COVID-19 symptoms before they would be allowed entry.
- All Users must wash their hands or sanitize their hands before entry to the library and after use of the library.
- All users of the library must wear facemasks at all times in the library.
- Library staff are to use facemasks at all times, while library staff attending to users are to use facemasks and face shields.
- Physical distancing of 2m is to be observed at all times when relating to library staff and other users of the library.
- Physical distancing marks would be applied on the floors at areas where library staff are to attend to library users.
- The library seating will be re-arranged to ensure 2m physical distancing between seats.



**Fig. 1.13 Library Seating Arrangement**



- All books and reference materials used by any user is to be left on the table after use. The seats, tables, books and reference materials would be cleaned and disinfected in between use.
- Sharing of books and reference materials is prohibited.
- No user will be allowed when the library seating capacity is filled.



### 1.5.8. CAFETERIA

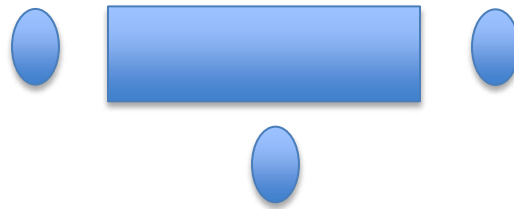
The College's cafeteria will be opened at meal times (Breakfast, Lunch, and dinner) for use of students. The meal times are: -

- (i). Breakfast: 7:00am to 10:00am
- (ii). Lunch: 12:00 noon to 3:00pm
- (iii). Dinner: 6:00pm to 9:00pm

The guidelines for use of the cafeteria is as follows: -

- Only students are allowed access to the cafeteria for meals.
- All students would be subjected to temperature screening and check for COVID-19 symptoms before they would be allowed entry into the cafeteria.
- All students must wash their hands before entry to the cafeteria, before meals and after meals.
- All students must wear facemasks at all times in the cafeteria when not eating.
- Cafeteria staff attending to students are to use facemasks, face shields, apron, gloves and hair coverings.
- Physical distancing of 2m is to be observed at all times in the cafeteria.
- Physical distancing marks would be applied on the floors at areas where students are to be attended to.

- The seating in the cafeteria will be re-arranged to ensure 2m physical distancing between seats.



**Fig. 1.14 Cafeteria Seating Arrangement**

- Sharing of meals and cutlery is prohibited.
- Meals would be served in batches based on the maximum capacity of the cafeteria.
- Seats and tables would be cleaned and disinfected after every use.



### 1.5.9. HOSTEL ACCOMMODATION

All students would be accommodated in any of the following hostels:-

- (i). Block A
- (ii). Block B
- (iii). Block C (Female Hostel)
- (iv). Block D (Executive Students hostel)
- (v). Block AA New Hostel

The guidelines for use of the Hostels is as follows: -

- Only students are allowed access to the hostels. No visitors are allowed.
- All students would be subjected to medical screening on resumption at the College Aeromedical Centre, which involves temperature screening and check for COVID-19 symptoms.
- Only students with Medical Clearance issued by the Aeromedical Centre would be accommodated at the hostel.
- All students must wash or sanitize their hands before entry to the hostel and when leaving the hostel.
- All students must wear facemasks at all times when outside their hostel rooms.
- All toilets and bathrooms in hostels with shared conveniences would be cleaned and disinfected every two (2) hours.





- In Double rooms, the maximum number of students accommodated shall be two and all facilities in the room will be rearranged to achieve physical distancing of 2m.
- Physical distancing of 2m is to be observed at all times in the hostel area by students when communicating with each other.
- Physical distancing marks would be applied on the floors at areas where students are to be attended to.
- Porters are to wear facemasks and attend to students through the window of the porters office to maintain physical distancing.



## **1.5.10. SPORTING ACTIVITIES**

### **CONTACT SPORTS**

Due to the contagious nature of COVID-19 and high risk of infection during contact sports like Football, Basketball and Volleyball, all contact sports are prohibited throughout the period of prevalence of the COVID-19 pandemic.

### **NON-CONTACT SPORTS**

There is medium risk of infection during non-contact sports like Lawn tennis, Table Tennis and badminton. All non-contact sports are allowed within the College subject to adherence to the following instructions and guidelines:-

- Only Staff and Students are allowed to use the sporting facilities.
- All players will undergo temperature screening and checks for COVID-19 symptoms
- All players must wash their hands or sanitize their hands with not less than 70% alcohol sanitizer before and after the game. Also before and after sharing equipment.
- All players are to wear facemask at all times, except when playing the game.
- All players are to maintain physical distancing of 2m at all times on the sidelines, dugouts, and bench. Physical distancing markings and allowable sitting areas on the bench are to be marked.
- High fives, handshakes, fist bumps or hugs are prohibited.
- All players are encouraged to bring their own equipment and gears like balls, rackets, bats, etc.
- Clean and disinfect Shared equipment and frequently touched areas on court, field or play surface between use.
- Non-essential visitors, volunteers, and spectators are banned.

## SWIMMING

There is medium risk of infection during swimming. Thus, swimming is allowed subject to adherence to the following instructions and guidelines: -

- Only Staff and Students are allowed to use the sporting facilities.
- All swimmers will undergo temperature screening and checks for COVID-19 symptoms.
- All swimmers must wash their hands or sanitize their hands with not less than 70% alcohol sanitizer before and after the game.
- All swimmers are to wear facemask at all times when out of the water.



**Fig. 1.15. Use of face mask outside swimming pool**

- All swimmers are to maintain physical distancing of 2m at all times in the swimming pool and outside the water. Physical distancing markings and allowable sitting areas outside the pool are to be marked.



**Fig. 1.16. Physical distancing inside swimming pool**

- High fives, handshakes, fist bumps or hugs are prohibited.
- All swimmers are encouraged to bring their own equipment and accessories.
- Shared equipment and frequently touched areas will be cleaned and disinfected between use.
- Non-essential visitors, volunteers, and spectators are banned.

## **GYMNASIUM**

The use of the indoor Gymnasium is prohibited.

### **1.5.11. DESIGNATED COVID-19 POINT OF CONTACT**

The designated point of contact for COVID-19 at the College shall be the Assistant Chief Medical Officer, Dr. Gabriel Okunade, Aeromedical Centre, NCAT, Zaria.

Mobile No.: 08038503938

Email: [cmo@ncat.gov.ng](mailto:cmo@ncat.gov.ng) or [docokuns@gmail.com](mailto:docokuns@gmail.com)

Students are to contact the focal officer through their course coordinator and Head of School.



### 1.5.12. AWARENESS, SENSITIZATION AND TRAINING

COVID-19 Awareness and Sensitization training will be conducted for all students on resumption by the Aeromedical Centre.

The training shall be done prior to commencement of training activities.

Signages and instructions shall be placed at strategic locations within the College premises and on all notice boards to:

- Reinforce staff, students, and visitors knowledge on COVID-19 symptoms, prevention and control measures.
- Remind staff, students, and visitors on mandatory use of facemasks
- Encourage washing of hands or use of hand sanitizers
- Remind staff, Students and visitors to maintain physical distancing of 2m at all times when relating with others.