

DIDI Return to Campus Guidelines

DIDI takes all incidents affecting students, faculty and staff safety as very serious and time-critical, and has devoted significant resources towards providing a safe campus to assure the safety of its community members.

This guideline was formulated to address and ensure the DIDI community's health and safety against the risk of a pandemic (like Covid-19), as students begin to return to campus.

1. Health Protocols

All members of the DIDI community must follow and comply with this guideline to sustain a healthy campus. It is important that we all diligently adhere to these health precautions.

This guideline is subject to frequent change with the introduction of additional public health guidelines from the federal authorities.

2. Vaccine Mandate & Testing

- 2.1 The COVID-19 vaccination is a free, safe and effective way to stop the spread of the COVID-19 virus to maintain your own health and to help protect others in the community. Data shows that vaccination remains the best intervention for reliable protection.
- 2.2 Vaccination requirements for the DIDI Community follow the rules and guidelines received from the UAE health authorities and Ministry of Education. For those vaccinated, vaccination records must be registered with the university before arriving on campus.
- 2.3 All vaccinated students eligible for a COVID-19 vaccine booster are required to take the booster and share with the university their updated vaccine record.
- 2.4 All students, faculty, and staff are expected to have submitted either their vaccination record or vaccine exemption to:
 - Students: student.services@didi.ac.ae
 - Faculty & Staff: operations@didi.ac.ae
- 2.5 All vaccinated students are required to test and have a negative PCR result every 14 days, to maintain Green Status on the ALHOSN Application. Students are required to show their Green Status when entering campus.
- 2.6 Those with an approved vaccine exemption may return to campus with the requirement that they remain masked in all public settings and comply with the weekly PCR testing plan. Such procedures are subject to change based on the latest requirements of health authorities and the Ministry of Education.
- 2.7 Students, faculty, and staff must download ALHOSN Application and have the application indicate their vaccination status, PCR records, and Green Status, before accessing campus.
- 2.8 If you received the vaccine outside of the U.A.E, you will need to update your vaccination record with either the Dubai Health Authority at a vaccination center, upload a record of your vaccination to Dubai Health Authority [portal, or update your records through the ICA website](#) as soon as you have received your last dose and have a complete vaccination card. This also applies to booster shots taken outside of the U.A.E.
- 2.9 Those that are not yet fully vaccinated may continue to access campus with the requirement that they can prove they have taken the first dose on the ALHOSN application, remain masked in all public settings and comply with the weekly PCR testing plan, until 14 days have passed from their final vaccine dose.
- 2.10 It is mandatory for all students, faculty, staff, and support service providers to have a valid negative PCR test result (96 hours validity) at the start of each academic semester.
- 2.11 All students, faculty, and staff are required to comply by any additional PCR tests that the university may require at any time throughout the academic year in addition to the points listed above.

3. Physical Distancing

- 3.1 Students, faculty, and staff must follow all distancing guidelines and stickers placed throughout the university and must not move any desks or furniture as they have been allocated within certain permitted physical distance.
- 3.2 Maintain a minimum physical distance of one meter when in classrooms, studios, and labs, and common areas.
- 3.3 Leave a distance of one meter between the teaching staff and the administrative staff.
- 3.4 Class sizes have been set to a certain capacity limit in line with the physical distancing guidelines. The maximum capacity has been posted in each learning facility and the limit must not be exceeded.
- 3.5 Transparent plastic barriers have been set up in various locations on campus to reduce the spread of infection.

- 3.6 Students, faculty, and staff must follow all directional signage relating to entering and exiting the university facilities to ensure physical distancing and prevent crowding.

4. Face Covering

- 4.1 Students, faculty, and staff must always wear face masks while on campus, leaving a physical distance of not less than one meter between the professor and the student.
- 4.2 The following kinds of face coverings are acceptable:
 - Cloth face coverings with two or more layers
 - N95 respirators
 - Surgical masks
- 4.3 Faculty must wear face masks while teaching in the classroom, leaving a physical distance of not less than one meter between the professor and the student.
- 4.4 Students, faculty, and staff must ensure that they are not in contact with infected individuals at least two weeks before the semester starts.

5. Daily Symptom Screener

- 5.1 Students, faculty, staff, and support services employees must check their temperature before they enter the educational establishment and ensure that it is below 37.5 degrees.
- 5.2 As a reminder, individuals who are experiencing any signs or symptoms of illness are asked to stay home as a measure to prevent the spread of the virus. Symptoms include but are not limited to fever, cough, shortness of breath, pain in the body, headache.
- 5.3 Students, faculty, and staff are instructed to stick to the use of personal protective equipment while on campus, and not to exchange equipment with classmates and colleagues, and to avoid shaking hands when greeting.
- 5.4 Sanitization stations will remain present throughout campus for frequent handwashing and self-hygiene practices. We ask that everyone continue to distance to the extent possible.
- 5.5 Students, faculty, and staff must follow all health and safety rules posted throughout campus, such as physical distances, hand washing, and hand hygiene.

6. Positive Cases

- 6.1 Students, faculty, and staff must immediately alert the management of the university in cases of Covid-19 infection or contact with infected individuals, while remaining at home and taking the necessary measures for quarantine, by using distance learning as per the study plan approved by the university.
- 6.2 In case of a detected positive case, the university will execute the Positive Case Protocol. Please refer to Appendix A.
- 6.3 In the event that an individual detects Covid-19 symptoms while on campus, they must contact the university at 04 568 7195 to report it immediately. Symptoms can include fever (37.5 degrees Celsius or higher), constant dry coughing, shortness of breath, sore throat, diarrhea, nausea, headache, or loss of the sense of smell or taste.
- 6.4 Students, parents, faculty, and staff must report any emergency to 04 568 7195 or 04 568 7190.
- 6.5 Students, faculty, and staff must sign "Declaration of Health Status Commitment" (Form A), which stipulates that a person has not been infected with Covid-19 and has not been in contact with an infected person.
- 6.6 The university has allocated an isolation room according to the requirements set by the Dubai Health Authority and has established procedures for dealing with suspected or confirmed Covid-19 cases.

7. Instruction

- 7.1 The default instructional mode will be in-person.
- 7.2 Students are expected to attend class in-person and their attendance will be recorded daily. Those who are absent must provide a valid reason.
- 7.3 Online learning will only be permitted to those who have tested positive for COVID-19. These individuals are required to share the official positive PCR result to temporarily shift to online learning.
- 7.4 DIDI facilities including classrooms and laboratories will be sanitized on a regular basis, as recommended by the National Emergency Crisis and Disaster Management Authority. The dates of sterilization and the staff performing the sterilization will be set before the start of the semester.
- 7.5 Educational equipment, tools, and devices used by students and teachers will be sanitized on a regular basis.
- 7.6 All finals, midterms, jury sessions, and examinations must be held in-person with mandatory student attendance.

- 7.7 Courses have provisions for blended or remote learning, should it be necessary. DIDI is prepared to pivot to remote delivery of instruction if necessary, based on the latest guidelines by the Ministry of Education and the health authorities. All faculty and students will be notified by the Dean to be prepared to make this transition swiftly.

8. Meetings & Gatherings

- 8.1 Organizing gatherings and events which includes extra-curricular activities and field trips are now permitted. They will be coordinated based on the current Ministry of Education and health authorities guidelines.
- 8.2 At the beginning of the Academic Year, the university provides instructions regarding Covid-19 for all students, faculty, and staff.

9. International Travel

- 9.1 Students, faculty, and staff must comply with the travel guidelines issued by the university (Appendix B) and all relevant government authorities.

For any additional queries, please contact Student Services on student.services@didi.ac.ae or the DIDI Operations Team operations@didi.ac.ae

For the safety of everyone, we urge all members of the DIDI Community to keep updated with the latest guidelines issued by the relevant health authorities and the UAE Government.

10. Learning Support Services 'New Norm'

10.1 Fab Lab

The 10 rules and regulations you must follow while in the Fab Lab

- 10.1.1 The Fab Lab can be a dangerous place. There are certain safety precautions that should be taken when handling fast, loud, hot, corrosive and otherwise dangerous things. Safety in the Fab Lab is the highest priority. Accidents may result in serious bodily harm or death. For this reason, as a student:
- You must be 100% capable and alert.
 - You will not be allowed in the Fab Lab if you appear to be sleep-deprived or are on any medication that might slow you down or affect your perception.
- 10.1.2 Your personal safety requires the right personal protection equipment: you must wear a face mask, goggles, gloves, and a lab coat at all times. Closed shoes are required: no high heels, sandals, open-toe or flip flops. Sneakers are OK. Safety shoes are ideal but not mandatory.
- 10.1.3 Be always fully aware of your surroundings. Keep a safe distance from each device especially if it is in use and follow all distance guidelines.
- 10.1.4 You must not use or switch on any equipment that you have not received any training for or are not authorized to use. Always refer to the lab assistants as most equipment available needs proper training and assistance from the Fab Lab personnel.
- 10.1.5 Do not experiment with the tools or try to figure out how to use a machine on your own. Always ask first before accessing any machine or equipment. We are here to help you in a safe and controlled way.
- 10.1.6 If something looks broken or it does not look right, report it immediately to the Fab Lab personnel: we will check it and fix it if as soon as possible. Do not attempt to fix any equipment.
- 10.1.7 Keep a distance of at least 1 meter from any other person in the Fab Lab and follow all distancing markings on the floor and around the machines. In order to maintain a safe Fab Lab environment strict user limits are enforced.
- 10.1.8 NEVER ask your fellow students to lend you any tool, even the smallest: each tool must be sanitized after each use. When you are done with using a tool, you MUST place it in the designated baskets for sanitizing. NEVER take anything out from these baskets. There should be enough clean tools and power tools at all times.
- 10.1.9 Smoking, eating, and drinking are strictly prohibited. All food and drinks must be consumed OUTSIDE the lab. Make sure to wash properly before going back into the Fab Lab.
- 10.1.10 You must follow all safety, equipment, and general instructions of the Fab Lab team, including instructions to stop working. Failure to comply will result in severe consequences and strict disciplinary actions.

10.2 IT

All IT-related concerns will be addressed remotely only. Contact our IT Specialist Almond Intalan at almond.intalan@didi.ac.ae or through MS Teams for all your concerns.

10.3 Library

10.3.1 Library access is allowed, keeping in mind two-meter distance, and wearing masks at all times. Students, faculty, and staff must adhere to the posted maximum capacity of the library. We encourage everyone to use the available online resources when applicable.

10.3.2 Borrowing

- Students can personally come to the library to pick and borrow a book observing the regular rule and capacity. Alternatively, an online reservation request through <https://library.didi.ac.ae/> or send an email to the Librarian to borrow can utilize.
- For borrowed material made through online, the book can be picked up from the library after receiving a notification from the Librarian.
- For renewal, send a renewal request letter to the Librarian's email, after which you will be notified accordingly.

10.3.3 Returning

- All books must be returned to the book drop box near the Library's main entrance.
- Returned books will be quarantined 72 to 96 hours before becoming available for borrowing again.

10.3.4 Printing

- Send the file (JPEG or PDF format only) to the Librarian's email address along with:
Your ID Number.
Your printer PIN code.
Printing requirements (eg: quantity, size, color, sides, etc).
- The Librarian will not make any alterations or edits, as this service is for printing only. Make sure you send the correct file and that your file is print-ready. You are responsible for any output that follows the instructions you share.
- Pick up the printed document only once you receive a notification from the Librarian.

10.3.5 Document Delivery Service

- Send an email request from your DIDI email account to the Librarian for the required resource (book, magazine, etc)
- The Librarian will scan the document and send the scans to your DIDI email.
- In case of a video link, it can be accessed via the DIDI SharePoint. Links will only be sent upon request.

10.3.6 Online Resources

- The library's online resources (JSTOR, LinkedIn Learning, Proquest E-books, Vogue Archive, MIT Press Journal) are accessible 24/7 through the portal <https://library.didi.ac.ae/>.
- eLibrary. Livrary sessions with Human Books will continue to be conducted online.
- Online Inquiries. Inquiries and resource assistance can easily be reached through the Librarian's email address, donabella.obias@didi.ac.ae

10.4 Student Services and Resources

All official requests and queries must be submitted by email only, as other forms of communication will not be accepted.

- Student Services: student.services@didi.ac.ae
- Career Services: career.services@didi.ac.ae
- Registrar: registrar@didi.ac.ae
- Library: library@didi.ac.ae
- Finance: finance@didi.ac.ae
- Security: security@didi.ac.ae
- IT: it@didi.ac.ae

We encourage students to refrain from visiting the Administration offices. Physical meetings with any member of the DIDI administration team will only be accepted on an appointment basis.

APPENDIX

A

Positive Case Protocol

In case a student, faculty, or staff member develops Covid-19 symptoms on campus, the following must be implemented:

1. The individual(s) must call 04 568 7195 immediately to report their symptoms.
2. This individual will then be escorted to an isolation room on campus until either a family member or an ambulance has arrived, and the individual is evacuated from the premises.
3. This individual must test for Covid-19, and provide a negative PCR test in order to return to campus.
4. While the individual is waiting for their PCR results, they must continue their teaching or learning online, depending on their health status.

In case a student, faculty, or staff member reports that they have tested positive for Covid-19, the university will implement the following:

1. The individual must share their positive result with the university and quarantine for 10 days. The individual can return to campus after they have been cleared from quarantine by the health authorities and indicate a Green status on the ALHOSN application.
2. Close contacts to a positive case must share the positive result with the university and will have conduct a PCR test on Day 1 of contact and Day 7, while continuing learning on campus. There is no quarantine or online learning for close contacts.
3. Provide online learning to the confirmed positive cases.
4. Collect and record information about cases of infection and the number of people likely to be infected and share it with the concerned authorities as required.
5. Immediately use student/staff attendance data to identify the group of people who had been in close contact with the affected individual during the period of 2 days before the onset of symptoms (for symptomatic COVID-19 cases) and from the date of swab collection for asymptomatic cases.
6. Inform this identified group of people about their potential exposure to COVID-19 without disclosing the identity of the individual that tested positive. In the case of students, the university must inform the parents of their child's potential exposure.
7. Ensure that all students, faculty, and staff are well aware of the above protocol and the detailed plan and actions required during any positive or suspected case.

APPENDIX

B

Travel Guidelines

Travel during the semester is not recommended, due to the constant changing travel restrictions. In case a student, faculty, or staff member travels during the academic year, they must adhere to the following guidelines:

1. Submit a request including travel plans ahead of time to DIDI Administration, which should include duration of travel, destination, and reason for travel. The concerned department will review the request and advise if there are any guidelines to follow in addition to the below.
2. Adhere to all precautions while traveling to avoid infection.
3. Travelers can return to campus upon their return to the UAE once they provide a negative PCR test taken in the UAE on arrival. PCR tests taken outside the UAE will not be accepted.
4. The university encourages students to not travel during the semester as any missed classes or assignments will not be made up or accommodated, which can affect the students grades and performance. The university will not hold any responsibility for students who choose to travel during this time.

APPENDIX

C

DIDI Daily Health Assessment

All students and employees must complete a daily health assessment and confirm being symptom-free prior to interacting with anyone on campus, including going to class, reporting to work, or participating in any campus activity. Should an employee/student or a visitor be identified as a suspected case, they must be immediately managed via **four action thrusts: Screening > Isolation > Reporting > Protection.**

Screening

Assess for the following symptoms:

1. Fever with a temperature of 38°C (100.4°F) or higher
2. Respiratory symptoms (e.g.: cough, runny nose, sore throat, etc.)
3. Shortness of breath or difficulty breathing
4. Chills, and/or repeated shaking with chills
5. Fatigue
6. Muscle or body aches
7. Headache
8. Congestion or runny nose
9. Sore throat
10. Loss of taste or smell
11. Nausea or vomiting
12. Diarrhea

Isolation If symptoms identified are visible

13. The suspected case must be isolated immediately in a pre-identified isolation room. Ensure that a facemask and other PPE is properly worn.
14. Dubai Design District Security must be notified to take immediate next steps and coordinate to carry out a preliminary investigation to determine the level of severity and gather the necessary information to notify the government's hotline, while ensuring that the concerned staff is trained to gather and report further information that is required for the notification system.
15. Restrict the number of personnel entering the isolation area.

Reporting Should symptoms above be identified

16. Dubai Design District Security contacts the Dubai Health Authority hotline 800342 to report a Covid-19 suspected case.
17. The hotline operator will carry out initial phone triage to determine severity, facilitated by information provided by Dubai Design District Security.
18. Appointment is scheduled to a suitably located PCR testing facility.
19. The hotline will answer questions and will offer the required guidelines.
20. Referral to the concerned team within the health response center if required.

Protection Should symptoms above be identified

21. The suspected case will be investigated as per the government's guidelines for suspected cases.
22. Based on its size, an entity should provide adequate isolation and quarantine locations, in accordance with the endorsed relevant guidelines and criteria.
23. The concerned contact-tracing team within the government will carry out the needful process, in coordination with the employer, to identify potential contacts to the case.
24. Close contacts should adhere to the regular testing as per the health authorities' latest instructions regarding close contacts.
25. Regular sanitization of employee's work and living spaces is critical.

Reporting to the Institution

Should a student/employee have fever or exhibit symptoms (mentioned under screening above), immediately quarantine in your place of residence and contact DIDI Administration. Further instructions will be provided by DIDI Administration or Dubai Design District authorities.