



Coronavirus disease (COVID-19)

Preventing Spread at BU

A. Making sure workplaces are clean and hygienic

- Ensuring routine cleaning of offices and disinfecting surfaces such as desks, computers, telephones and eating areas
- Disinfecting frequently touched areas such as handrails, lift buttons, door knobs/handles, letter boxes, notice boards, digital displays, touch screen panels and tables and chairs in the common areas with disinfectant regularly
- Ensuring trash cans/bins are covered at all times and cleared daily. Tying refuse contained in plastic bags properly before disposal
- Washing and disinfecting all refuse bins/trash cans, bin chambers and bin centers where necessary
- Toilet cleaning: disinfecting frequently touched areas such as water taps, door/towel/cistern handles, seats and cover flaps, wash basins, door knobs, buttons and switches with disinfectant regularly

B. Ensuring regular and thorough hand-washing

- Reminding faculty, staff and students regarding frequent hand-washing with soap and water
- Displaying posters promoting hand-washing
- Combining this with other communication measures such as briefings at meetings and information to promote hand-washing
- Making sure that staff and students have access to places where they can wash their hands with soap and water
- Monitoring hand-washing practices by the staff and students

C. Encouraging respiratory hygiene

- Asking all to cover mouth and nose with tissue or handkerchief when having to cough or sneeze
- If tissue or handkerchief is unavailable, using bent elbow to cover mouth and nose (similar to dabbing)
- Disposing used tissue in a covered bin and washing/sanitizing hands immediately
- Maintaining at least one meter (three feet) distance from those who are coughing or sneezing
- Avoiding spitting anywhere

D. Monitoring staff and student for early signs

- Placing a temperature scanner at the entry points of University premises
- Encouraging self-monitoring of symptoms of COVID-19
- Informing university authority if any symptoms arise
- Anyone with suspected infections should call IEDCR hotline numbers (given below) and go to government selected hospitals (Kumitola Hospital, Mugdha Medical College Hospital, Mohanagar Hospital, Bangladesh Kuwait Friendship Hospital) according to suggestions of IEDCR

E. Advising staff and students if COVID-19 starts spreading in your community

- Anyone with even a mild cough or low-grade fever (37.0 C or more) needs to stay at home. They should also stay home (or work from home) if they have had to take simple medications, such as paracetamol or aspirin, which may mask symptoms of infection. Please inform the assigned supervisor or teacher
- Anyone with fever, cough and shortness of breathing, please immediately call IEDCR hotline numbers and seek care from the IEDCR guided hospitals.
- Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19
- Displaying posters in combination with other communication channels

F. Stopping food-serving in the cafeteria

G. Reducing meeting in crowded spaces

H. Postponing large-scale meetings or seminars

I. Removing carpets and mats from spaces, which harbor infections

J. Stopping any club meetings and mass gatherings for students and or faculty as an immediate next steps

K. Advising staff to consult national travel advice before going on business trips

What to do in case of mass gatherings or large community events?

- Please carefully consider before joining and organizing an event or mass gatherings and comply with the guidelines provided by the local Health Authorities (IEDCR) in respective countries.
- Take into consideration the size and duration of your events, demographics of the participants, complexity of your event operations, and type of on-site services and activities your event may offer, before going ahead.
- Depending on the severity of the outbreak, public health officials may recommend to modify, postpone, or cancel large events for the safety and well-being of staff, participants, and the community.
- Use health messages and materials to encourage your event staff and participants to practice good personal health habits.
- Promote everyday preventive actions to help prevent the spread of COVID-19.
- Plan to have extra supplies on hand during events and gatherings, including sinks with soap, hand sanitizers, tissues, and disposable facemasks (for persons who might start having symptoms).
- Avoid physical contact with people, especially shaking hands and hugs.

Where to get help from?

- COVID-19 is not a very deadly disease. The overall mortality is between 2%-6% depending on data from various country
- **Please call IEDCR hotline numbers (01401184551, 01401184554, 01401184555, 01401184556, 01401184559, 01401184560, 01401184563, 01401184568, 01927711784, 01927711785, 01937000011, 01937110011) and visit IEDCR website** (<https://www.iedcr.gov.bd/index.php/component/content/article/73-ncov-2019>) for more information.

What to do if you are contacted by the press or media?

- We appreciate the fact that many members from the press and media are interested to know what BRAC University is doing regarding COVID-19. If any of our staff is contacted then please respond by saying that we are working with IEDCR on this.

Sources: World Health Organization (www.who.int); Institute of Epidemiology, Disease Control and Research (www.iedcr.gov.bd); and BRAC