



Health measures and guidelines for students visiting

ADA University campus

Academic year 2021-2022

This guideline is prepared based on the decrees N312 and N332 by the Cabinet of Ministers of the Republic of Azerbaijan dated August 29 and September 10, 2020 on ‘Policies for Azerbaijani educational institutions providing teaching and learning services during special quarantine regime’, the World Health Organization’s document on ‘Considerations for school-related public health measures in the context of COVID-19 and “General ADA University Working guidelines”’.

It intends to consolidate major preventive measures, procedures and guidelines for ADA University and ADA School students entering ADA University campus during the Academic year 2021-2022.

Students physically coming to campus must adhere to the **below guidelines and health measures while at the University. Any violation of the below mentioned requirements will be considered as violation of the Student Code of Conduct resulting in the loss of right to attend to campus in-person.**

1. CAMPUS ENTRY/EXIT PROCEDURES

- All students aged 18 and above are required to hold Covid-19 passport (vaccine/immunity/exemption) to enter campus. Students must check their campus entrance status at online.ada.edu.az/vaccination before visiting the campus;
- All students must be ready to present required documentation with QR-code for their campus entrance access every day when requested to do so;
- All students will be scanned for their temperature before entering the campus. Anyone with a fever $\geq 37,1^{\circ}\text{C}$ will not be allowed to enter the campus;
- Use of masks is mandatory for all students upon entry to the closed areas of University. It has to cover the nose and mouth areas completely;
- ADA University students, staff, and faculty are encouraged to enter campus through ADA University Main Gate/Welcome Center;
- ADA School students, staff, and faculty are encouraged to enter campus through Building E Gate;
- Students are discouraged from exiting and re-entering the campus during the day, but if they do so, their temperatures should be checked upon return, and they should thoroughly wash or disinfect their hands;
- All students are expected to arrive 20-30 minutes before classes/exams/events start to have enough time for campus check-in and in order to avoid any crowd gathering at the Welcome Center and Gates area;
- Students will not be permitted to use parking facilities during the special quarantine regime period in Academic year 2021-2022;

- No student guests (including parents, friends and other close relatives) are allowed to the campus;
- No food/beverage delivery services are allowed to ADA University;
- Entry to buildings other than the one student has a scheduled class/exam/event/room booking or lunch is prohibited;
- Entry to non-classroom areas of the campus, including faculty and staff work areas without any prior scheduled meeting is prohibited. Students are encouraged to communicate with University and School administration through e-mails;
- All students are required to leave campus immediately after their classes/exams/events finish;
- Campus is closed for any student attendance on Saturdays and Sundays unless there is a scheduled class/exam/event on those days.

2. LIBRARY AND INFORMATION SERVICES

2.1. General Information

- Temporary Library procedures intended for both ADA University and ADA School students;
- Students who would like to benefit the Library electronic (databases, electronic library) and physical information resources (print books, AV materials) need to activate their personal library accounts and should fill the request form –
URL: <https://forms.office.com/Pages/ResponsePage.aspx?id=ZvUwqGCMz0OfE5OTAb7HRcTCmjSrjjJDj1A-80Yyhn5UOVJCOzM1NIY1RjI5QkQ2MFZORFRBUVFORC4u>
- The Library will organize all primary services in an online/on-site basis for students;
- Students can visit ADA Library during opening hours announced at ada.edu.az/library;
- ADA Library staff may impose some limitations to the number of library users based on the legislative requirements. In such cases, services will be provided in first come-first served basis.

2.2. Print Books and AV Resources Use

- The bibliographic and item availability information of the print books and AV resources will be available to students 24/7 via ADA Library Discovery tool
URL: <https://adauniversity.on.worldcat.org/discovery?lang=en>
- For all general questions and for requesting physical copies, students may contact to
Ms. Vafa Mammadova, Senior Librarian / Circulation Services.
Email: circulationdesk@ada.edu.az
Phone: +99412 437 3235 / 216;
Cell: +994 50 243 1220
Working Hours 9am – 6 pm

2.3. Databases and Electronic Resources Use

- The Library databases and electronic information resources will be available to students 24/7 via ADA Library Discovery tool
URL: <https://adauniversity.on.worldcat.org/discovery?lang=en>

For any questions and consultations in regard to electronic resources students may contact to *Ms. Nigar Babayeva, Research and Instructional Services Librarian* askalibrarian@ada.edu.az.

2.4.ADA School Library Print and Electronic Resources

- ADA School Students may address all Library related questions to *Ms. Leyla Allahverdiyeva, ADA School Librarian* lallahverdiyeva@ada.edu.az

3. ON CAMPUS HEALTH AND SAFETY MEASURES

3.1. Social distancing and personal hygiene

- All students on campus are required to wear face masks in all indoor common use areas of University buildings (e.g. lobbies, hallways, stairways, restrooms, elevators, classrooms). No class/exam/event should start if any student appears without a mask;
- Hand hygiene should be performed regularly throughout the day. Students are encouraged to frequently wash their hands with soap and water and use hand sanitization available in common areas. Floor standing disinfection dispensers and alcohol-based hand sanitizers are distributed across the premises and available in all halls;
- Informational posters on how to maintain high standards of hygiene are placed at high-visibility areas around the campus;
- All students are required to reduce interaction with others on campus, to practice physical distancing and keep at least 1,5-2 meters from others where possible;
- All students are highly encouraged to avoid gathering inside and outside of the ADA University premises in the groups of more than 5 people, including park and other common areas;
- It is highly recommended that students occupy same desk in the classroom during all class hours at all dates of attendance;
- Students are encouraged to refrain from touching or taking belongings of others including fellow students and professors;
- ADA University students, staff, and faculty are encouraged to use canteen area in Building C;
- ADA School students, staff, and faculty are required to use canteen area in Building E;
- Canteens have floor markings to ensure physical distancing and students must comply by standing on these markings and encourage others to do the same;
- Students are required to keep social distance, avoid crowding, and adhere to hygiene requirements while using canteen areas during the breaks for lunching, snacks and food/drink purchases;
- Changing the seating arrangement (moving the tables and chairs) in the canteen areas is strictly prohibited;
- During breaks students are highly encouraged to spend time outside on fresh air avoiding overcrowding indoors;
- Smoking is allowed only in allocated for smoking area in small groups (no more than 5 people);
- All students are encouraged to use stairs. It is permitted to use elevators but strictly not more than 2 persons at a time.

3.2. Illness and absence reporting

- To minimize risk, students must not come to campus when feeling unwell. For this reason, the University requires that students monitor themselves daily for symptoms of COVID-19;
- If you have symptoms of respiratory diseases (fever, tiredness, dry cough) – please stay home and isolate yourself from others. Please, report to the Office of Student Services in those cases and stay home;
- If a student begins to show symptoms of COVID-19 during their time at the University such as fever ($\geq 37^{\circ}\text{C}$), cough, body ache or fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, headache, or loss of sense of smell or taste, they must get isolated instantly and should be referred to conduct a test. This person should not return to University until the result is obtained. It equally applies to any person who lives with you and been diagnosed with COVID-19. In such cases you should immediately isolate yourself and report to the Office of Student Services via email remaining on quarantine for 14 days;
- If a student or faculty tests positive for COVID-19 all people he/she has been in contact with during the class hours are required to quarantine for 14 days;
- If student's test results or results of a person you have recently been in contact with are positive, the student should self-isolate for 14 days and report results of testing to the Office of Student Services;
- If the results are negative, the student should stay home until he/she is symptom free;
- If the medical professional does not recommend a test, student should stay home until she/he is symptom free;
- ADA Health Center is operating in Building E. The University will have an isolation room ready for those who need an immediate isolation while on campus.

3.3. Campus and disinfection cleaning

- The University performs regular disinfection and sterilization services by the accredited company. Total and thorough disinfection includes all public places, classrooms and other areas;
- Common areas are cleaned and disinfected on a daily basic with special disinfectants;
- High touch points, such as door handles, elevator buttons etc., are disinfected multiple times per day with special disinfectants;
- Floor standing disinfection dispensers and alcohol-based hand sanitizers are available for use in high traffic areas throughout campus;
- The University has created several types of informational posters providing instructions and information for health and safety practices. This list will continue to be updated as additional signage needs are identified.

4. EMERGENCY CONTACTS

ADA University

Fatima Babazada, Specialist, Programs and Learning, The Office of Student Services (only local student inquiries in case of any on-campus emergencies)

Email: fbabazade@ada.edu.az

Cell: +994 70 236 59 01

Gunel Madadli, Specialist, Global Outreach and Partners (only international student inquiries in case of any on-campus emergencies)

Email: gmadadli@ada.edu.az

Cell: +994 51 406 68 54

ADA School

Samir Javadov

Manager Ethics, Self-reflection and Civic Engagement

Email: sjavadov@ada.edu.az

Gunay Goyushova

Specialist, Parent Relations & Engagement

Mob: (+994 51) 255 98 98

Health Center

ADA Health Center: E building, E101

Open Monday to Friday, from 08:00 to 17:00

Isolation room: B building B020

Please, contact and attend Health Center immediately in case you feel unwell and observe any of the above-mentioned symptoms of COVID-19.

Keep yourself and others healthy!