



## **Re-opening Protocol Manual**

The Covid-19 Response Committee came up with the re-opening protocol manual following guidelines from the ministry of Health and the ministry of Education checklist

The procedure for back to institution health protocol for trainees and staff is as follows:

- The trainee or staff are advised to stay away from institution and seek medical attention if they develop flu –like symptoms.
- All trainees and trainers will be screened at the gate with non-contact thermometers for temperature monitoring (Note if your temperature is above 39.5<sup>0</sup>C you will be put in isolation for further investigation by a health expert.
- Every trainee and staff entering the compound should wear a face mask.
- Every trainee and staff should wash their hands with soap and plenty of water / disinfect at the main gate and any other point of entry of the college building.  
(Hand wash points have been provided to ensure that constant washing of hands is done.)
- All visitors, staff and trainees should record their names and details at the gate.
- Pathways and classrooms are marked with blue tape to assist in keeping social distance.
- The institution has provided adequate communication using posters, signages and marking for social distancing and hygiene measures all should read the provided information.
- Trainees and staff are instructed to avoid touching rails which are common contacts for everyone.
- Students are all required to wash hands with soap or sanitize as many times as possible and before and after use of toilets to avoid contamination.
- Drinking water has been provided at strategic position to enable students and staff to drink water occasionally.
- Dustbins are provided at strategic position in the compound to ensure proper disposal of face-masks and any other garbage.
- Non-disposable masks should be washed every day.
- Gathering together without keeping social distance will lead to disruption of such gathering. (Note that gathering should only happen when following the laid down Covid-19 protocols.)
- The trainer will guide all trainees in workshops to ensure that practical gadgets are not shared.

- Trainees and staff will undergo occasional sensitization by a health officer when need be.
- All trainees will be required to provide valid parents/guardian contacts to enhance communication.
- The institution will keep communicating information on current Covid-19 prevention measures and education as received from the Ministry of health to both students, Parents / guardian.
- The College has established a guidance and counselling treatment to take care of any staff of trainee affected by Covid-19.  
Pastoral care will be available in the college for spiritual nourishment.
- We are working together to ensure safety of everyone in College this time of Covid-19 pandemic. Let us work together.