



الكلية الأسترالية في الكويت
Australian College of Kuwait

SAFE RETURN TO CAMPUS GUIDE

FOR FACULTY, STAFF,
AND STUDENTS

FALL 2021





NOTE FROM

THE PRESIDENT

Over the last two years, we have been working remotely as a result of the pandemic. With vaccines now available, we are so excited to finally welcome you all back. For your safety and the well-being of our ACK community, we have put together this guide. Please take a moment and go through it.

We look forward to reuniting all our faculty, staff, and students on ACK's beautiful campus this fall. As we move ahead in this process, we are strongly committed to fostering a safe environment for all.

Professor Isam Zabalawi
President
Australian College of Kuwait



FALL 2021 AT A GLANCE



Campus Re-Opening in Fall 2021



Campus Entry through Electronic ID and QR Code for Students



Mandatory Thermal Check at the Gate



Weekly PCR Test for Unvaccinated Faculty Staff and Students



Mask Mandate and Social Distancing Practices Required



Health and Hygiene Protocols Apply



ACK Premises and Classrooms Disinfected on a Regular Basis



Blended Learning Approach



Face-to-Face ELP Classes



Online Communication Where Applicable



On Campus Exams and Labs



Students' Attendance as per Attendance Policy



ACK Policies and Procedures are all applicable



Open Recreational Spaces



Pre-approval for Face-to-Face Meetings



Library Access with Safety Precautions



Limited Face-to-Face Campus Events



ACK Protocols for COVID Cases

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ENTERING ACK CAMPUS

STUDENT QR CODE

- A QR Code from the IT Department will be issued to every student, to allow access as per their classes.
- You will be requested to provide your QR Code at the Gate.
- Students are allowed to enter buildings where they have scheduled classes, entry to buildings will continue to be regulated and monitored by Security Staff. Access to each building is limited to authorized students, faculty and staff.
- Students are NOT allowed to share their QR Code with other students under any circumstances. If this happened, the Security team report the issue to Student Affairs and action will be taken as per the Student Code of Conduct.

ELECTRONIC STUDENT ID

- Electronic IDs will be issued to students.
- As a student, your electronic ID will permit you to access campus and classes.

FACULTY AND STUDENTS PERMITTED ENTRANCES

- Mandatory thermal checks are required for entering ACK Campus from all its Gates.
- Any faculty or student who enters any of the College's permitted entrances will undergo fever screening. Each location features a single entrance checkpoint with signs explaining the process. The Security personnel at each entrance will control this process.
- Thermal cameras will automatically send out an alarm if the temperature is high.
- In the event of high temperature, your temperature will be re-checked. If it is still high, you will not be allowed to enter the campus and will be requested to self-isolate and do a COVID test prior to re-entering campus.
- Security will provide Student Affairs on a daily basis the names of students with high temperature. As for faculty, this information will be sent to Human Resources.

ENTERING ACK CAMPUS

VACCINATION

- ACK recommends all students, faculty and staff members to consider taking the COVID-19 vaccination to protect themselves, families, their workplace, and the wider community. Getting vaccinated is part of our social responsibility.
- The Human Resources Department and the Student Affairs Department will keep a register of vaccinated staff, faculty and students.
- Unvaccinated faculty, staff and students are requested, on a weekly basis, to submit a valid PCR test to Student Affairs for students and Human Resources for faculty and staff. This can be modified based on government decisions.

ADHERANCE TO HEALTH AND SAFETY PRECAUTIONS

FACE MASKS

- ACK mandates that all students, faculty, and staff are requested to always wear masks while on campus.
- Entry to campus is not permitted without face masks. Security will be conducting checks and requesting students, faculty, and staff to properly wear their masks.
- Classrooms and all spaces within campus mandate the usage of masks.
- For students, failure to comply with this mandate is considered a breach of the College's Code of Conduct and will be dealt with accordingly.
- For faculty and staff, failure to comply with this mandate is considered a breach of the Disciplinary Policy and Procedure and will be dealt with accordingly.

SOCIAL DISTANCING

- Social distancing is an effective way to reduce the chance of getting infectious diseases.
- Adhering to social distancing rules is mandatory on ACK Premises.
- All Classrooms will be setup to allow for proper social distancing as approved by Kuwait Health Regulators.

REGULAR HANDWASHING

- Proper hand washing remains the best way to prevent transmission of viruses.
- You are strongly advised to keep washing your hands throughout the day.
- Alternatively, alcohol-based hand sanitizers are effective as well. Sanitizer dispensers are distributed all around ACK campus.

COUGH AND SNEEZE HYGIENE

- Please do not remove your mask for the purpose of coughing or sneezing. You must always keep your mask on.

ADHERANCE TO HEALTH AND SAFETY PRECAUTIONS

ELEVATOR SAFETY PROTOCOL

- **Maintain the following tips while using elevators at ACK:**
 - Practice social distancing.
 - Follow the footprint signage as a maximum number of people entering the elevator.
 - Refrain from talking.
 - Cover your mouth and nose when coughing or sneezing.
 - Do cover fingers with a cloth or glove and try not to directly touch the buttons, and do not touch your face after contacting elevator buttons.
 - Sanitize your hands after pressing the buttons.
 - Do not lean on the elevator walls while inside the elevator.

CLASSROOMS CLEANING AND DISINFECTING

- Classrooms will look different this semester as we accommodate the rules of social distancing.
- Our Facilities Department is regularly disinfecting the classrooms for your safety.
- You are requested to adhere to the Health and Safety Signages for classrooms entry and exit to control and organize the flow between the sessions.
- Students and faculty must adhere to health and safety protocols within the classroom and keep their masks on throughout the duration of the lecture.
- Faculty members can refer students who fail to comply to Student Affairs to be dealt with as per the terms stipulated in the Code of Conduct.

RECREATIONAL SPACES

- Our recreational spaces will be open as part of our return-to campus plan. However, there will be capacity limits placed as per the health and safety regulations.
- Our staff will ensure that these spaces are regularly cleaned and disinfected throughout the day.

ACADEMIC PLANNING

MODE OF LEARNING

- ACK is scheduled to begin its Fall semester on the 19th of September remotely.
- On October 3rd, classes will be held through the blended learning mode. Please remember that this is a fluid situation, and the guidelines might change depending on the health situation in the country and Cabinet decisions.
- During blended learning, Faculty are advised to avoid quizzes to allow equal opportunity for all students taking the quiz. Therefore, if required, quizzes must be replaced with assignments to be submitted with 48 hours.

ATTENDING CLASSES

- Each classroom will be divided into two sections. The first section will attend physically on campus and the second remotely online. However, both sections will be listening to the lecture at the same time.
- The sections will alternate on a weekly basis.
- Classrooms' capacity will be setup based on the social distance measures.
- All sessions will be recorded through MS Teams; where faculty are required to upload their recorded lectures.
- Online students are expected to have their cameras and microphones turned on throughout the duration of the class.
- All students will continue to have access to the learning materials and recorded lectures through MS Teams.
- Students' Attendance in the blended learning approach is regulated by the principles stipulated in the Attendance Policy and Procedure.
- Remember, all of the College's policies and procedures apply regardless of the mode of learning.
- As a student, you will not be permitted to enter the campus if your classes are not scheduled on campus for that week.

ACADEMIC PLANNING

CLASSES OF THE ENGLISH LANGUAGE PROGRAM (ELP)

- ELP Classes will be conducted face-to-face on ACK Campus for all students taking diploma level English course. This will be arranged on a biweekly basis in groups such that a group of students will be attending the live classes at ACK. Therefore, every session must be repeated twice over two weeks.
- For the Foundation Program, all classes will be conducted on campus.
- ELP Faculty will arrange to record all the lectures and upload them for student's access. Students will have access to lectures missed in case of a positive COVID case.

LABS AND WORKSHOPS FOR THE SCHOOL OF ENGINEERING

- Lab sessions will be conducted on a biweekly basis for the students' groups; such that the group of students attending the classes at ACK will conduct the lab/workshop on campus.
- Every experiment/activity must be repeated twice over two weeks. Therefore, lab
- Sessions will be less in the School of Engineering to allow enough time to complete all assigned experiments for students participating in the course.

EXAMS

- Throughout the Fall 2021 semester, midterm and final exams will be conducted on campus. The Admissions and Registration Team will provide a plan for the exams' schedules taking into consideration all the safety measures.
- Some courses might require a different assessment framework which will be designed by faculty as necessary.

ACADEMIC PLANNING

OFFICE HOURS

- Office hours are to be scheduled by faculty online through MS Teams as per the course outline.
- Students are encouraged to use the chatting feature or online meeting through MS Teams.
- The College encourages meetings to be held virtually. However, if necessary, face-to-face meetings must take place only when the health and safety precautions have been properly implemented.

ACADEMIC ADVISING AND SUPPORT SERVICES

- Tutoring, Advising and Support Services will be offered in a variety of formats as deemed necessary.

CAMPUS EVENTS

- Traditional campus events will be redesigned to take advantage of technology, there will be limited in person events during Fall 2021.

LIBRARY

- Students will have access to the library.
- There will be a limit on the number of students permitted inside at the same time.
- Students must wear their masks at all times while inside the library.

STUDENTS ACTIVITIES AND CLUBS

- Activities and Clubs will be subject to pre-approval for face-to-face meetings if they follow the College's precautions for social distancing.
- Most activities and club meetings should take advantage of the use of technology.

SYMPTOMS, TESTING, AND WHEN TO NOTIFY ACK

- It is your responsibility to check if you have symptoms of COVID-19 before you come to campus on a daily basis. If you have symptoms, regardless of how mild they are, you **MUST NOT** come to campus. Instead, you will need to isolate and seek medical advice. In parallel, if you are student, you must contact Student Affairs and notify them of your condition. Faculty and staff members must contact Human Resources.
- **If you are on campus and fall ill, you must:**
 - Keep your face mask on at all times;
 - Avoid contact with other students and faculty;
 - Contact ACK Health and Safety Officer for immediate advice.

WHAT IF SOMEONE ON CAMPUS TESTS POSITIVE

- **What will ACK do when a member of its community tests positive for COVID?**
- Health and safety protocols as stipulated by the Ministry of Health apply to any faculty, staff, or student who test positive for COVID.
- For students, a positive PCR test must be emailed to the Student Affairs Department. Student Affairs will then communicate the necessary steps to the student.
- For faculty and staff, a positive PCR test must be emailed to the Human Resources Department. The Human Resources Department will then communicate the necessary steps to the faculty or staff member.
- Upon receiving a positive PCR test from a student, Student Affairs will then proceed to contact the IT Department to deactivate the student's QR code so that they cannot enter the campus. Once the student completes the required quarantine period and submits Isolation Clearance Certificate, Student Affairs will notify the IT Department to re-issue the QR Code for that student.
- When a student tests positive for COVID, they will be switched to full online learning until they are able to resume campus. In case the student is too ill to study, they can apply for an excuse absence as per the terms of the Student Attendance Policy and Procedure.
- When a faculty member tests positive for COVID, if they are in a stable health condition that allows him/her to deliver course, he/she can conduct the lectures online from home and students will continue with the same arrangement of attendance set by MIS. The student group that must attend on campus will go to the classroom as usual and they will be asked to bring their laptops/iPad to the classroom. This allows for a smooth transition between classes at ACK. Students who are supposed to take the class online will remain at home and receive the lecture as usual.

SYMPTOMS, TESTING, AND WHEN TO NOTIFY ACK

- In case a sick faculty member is too ill to present the lecture from home, lectures could be postponed and compensated at a later time.
- During exams, it is the responsibility of the department to find an alternative proctor to substitute any faculty diagnosed with COVID.
- To return to campus upon completion of quarantine, students must submit their Isolation Clearance Certificate to Student Affairs and faculty and staff must submit it to the Human Resources Department.

CONTACT TRACING

- When a faculty, staff or student tests positive for COVID and they have been previously on campus, ACK will liaise closely with the Ministry of Health so that they can provide guidance on the necessary steps for contact tracing.
- If you have been in close contact with someone who has tested positive for COVID-19 or is being tested for COVID-19, you must not come to campus and you must notify Student Affairs if you are a student or Human Resources for faculty and staff.
- Students, faculty and staff who suspect they might have been in contact with a COVID positive case will be switched to the online mode until a negative PCR is observed.
- Return to campus is subject to a negative PCR test which must be presented to the relevant department (Human Resources or Student Affairs).



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