![Middlesex University Dubai logo]

Subject:	Stay at Home if Unwell Policy		
Version:	V2-210901	Supersedes:	V1-200825

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1. INTRODUCTION:

The health and safety of our staff and students is paramount and Middlesex University Dubai has adopted a **Stay at Home if Unwell Policy** to provide guidance to all students during the COVID-19 Pandemic. As part of Dubai Government's efforts in combatting the spread of the Novel Coronavirus, also known as COVID-19, home isolation is an alternative isolation setting that is implemented for asymptomatic and mild cases, or if they have been in contact with a confirmed COVID-19 patient.

Whilst our campus has fully implemented all safety measures in line with the protocols issued by the Dubai Authorities, implementing social distancing, compulsory mask wearing, temperature checks, sanitization and a trace and track system, your health and safety remains our priority.

This document is based on the guidelines provided by the Dubai Health Authority. The latest updates will be available at https://www.dha.gov.ae/ar/Covid19/Pages/Coronavirus.aspx

2. DEFINITIONS (AS PER DHA GUIDELINES):

Asymptomatic	Patient has a positive confirmed laboratory COVID-19 test with no symptoms.
Mild symptoms	• Patients with uncomplicated upper respiratory tract viral infection • Fever $\geq$ 37.5 C • Fatigue • Cough (with or without sputum production) • Cold or flu-like symptoms • Anorexia, malaise and muscle pain • Sore throat • Nasal congestion • Headache • Symptoms of diarrhea, nausea and vomiting • Loss of smell or taste
Suspected case	A patient who presents with upper or lower respiratory symptoms with or without fever AND satisfying any one of the following criteria: • International travel history • Been in contact with a confirmed COVID-19 case within 14 days; OR

	• Residing in a community setting where COVID-19 cases have been detected; OR • Presenting COVID-19 symptoms without history of travel or known possible exposure. • Patient will be advised for quarantine at home while awaiting test results.
Confirmed Case	A person with a positive PCR test result for COVID-19, irrespective of clinical symptoms, is considered to be a confirmed case. The result should be from an approved medical facility.

3. EMERGENCY NUMBERS TO BE CONTACTED:

For advice at any stage, or for any emergencies or to request an appointment with the telemedicine clinic, please contact the following
- Dubai Health Authority's hotline 800342
- Ambulance at 997

4. CRITERIA FOR HOME ISOLATION FOR COVID-19 PATIENTS

- Confirmed COVID-19 patients who are asymptomatic or have mild symptoms, where there are no persons of high-risk category within the same household, can be home isolated based on the initial assessment done by the health response team.
- Patient and household members are capable of adhering to the precautions recommended as part of home isolation.
- The patient's home accommodation has been assessed to be a suitable venue for home isolation

5. GUIDELINES TO BE FOLLOWED FOR STAY AT HOME:

1. If you fulfill any of the following criteria, we strongly urge that you stay home and do not come to the University. You are required to complete the "Stay at Home form" available with the Health & Safety Officer (hso@mdx.ac.ae).
   a. If you feel sick, or if you show any of the COVID 19 symptoms, such as respiratory symptoms with or without fever, cold or flu-like symptoms, allergies, etc.
   b. If you have been told by a medical professional to quarantine/isolate
   c. If you have taken and are awaiting results of a Covid-19 test
   d. If you have an international travel history during the 10 days prior to the onset of the symptoms
   e. If you have been in contact with a confirmed COVID-19 case within 2 days from the onset of the symptoms or a confirmed case after test and you would have spent 15 minutes or more in less than 2 meters with or without protection, you must immediately start your quarantine and notify your line manager, HR Department and Health & Safety Officer
   f. If you are residing in a community setting where COVID-19 cases have been detected
   g. If you have Influenza like illness without history of travel or known COVID-19 exposure.

Link to **STAFF FORM** - Stay-at-Home-if-Unwell : https://www.mdx.ac.ae/welcoming-staff-to-campus/stay-at-home-if-unwell-staff

Link to **STUDENT FORM** - Stay-at-Home-if-Unwell : https://www.mdx.ac.ae/welcoming-students-to-campus/stay-at-home-if-unwell

2. Students are required to notify their teachers and the Health & Safety Officer about the results of the tests if taken. All Faculty & Staff are required to inform their line manager, the HR Office and the Health & Safety Officer about the results of the tests if taken.

3. If COVID-19 PCR test is negative, you are required to submit the report and sick leave certificate from the treating physician based on the final diagnosis, before you rejoin the University.

4. If **COVID-19 PCR test is positive** and your symptoms are mild, isolate yourself immediately in a separate room after getting your positive PCR result and immediately inform your teachers / direct manager, HR department and the Health & Safety Officer.

5. **Isolation Period** - You will have to complete the 10-day home or institutional isolation. The criteria for ending isolation is by completing 10 days of isolation with improvement in symptoms and no fever for 3 consecutive days at least between the 7th and 10th day of the isolation, without any fever reduction medication. You will be permitted to return to the University ONLY upon the submission of "clearance certificate". This can be arranged through the Health & Safety Officer or by contacting DHA on 800342. The certificate can be issued after 10 days of isolation and provided no symptoms were persistent between the 7th and 10th day. Otherwise, the isolation may need to be extended to 14th day and seeking attention from a physician is highly recommended to check any residual infections. During this time, work /or study will need to be switched to online mode, subject to approval.

6. If you have been identified as a close contact, you will need to start your quarantine immediately for 7 days from the following day of the contact. A PCR test may need to be requested by the Health & Safety Officer to avoid any cross contamination. If symptoms appear, a PCR test is mandatory. The Health & Safety Officer will provide guidance and advice on who need to quarantine as per DHA guidelines. The Health & Safety officer may request a staff member, one or a group of students or the whole class to quarantine for 48 hours to allow time for a comprehensive track & trace investigation in line with DHA guidelines. During this time, work /or study will need to be switched to online mode, subject to approval.

7. If a staff member is non-vaccinated and has been identified as a close contact, the absence will need to be recorded as leave.

8. All staff including outsourced support staff will need to provide a negative PCR test in case not vaccinated.

9. Everyone in the university community; staff & students will need to provide a negative PCR test taken in Dubai in case they have travelled outside the country and need to return to campus within 10 days from the date of return to UAE. The test will only be valid for 48 hours from the time it has been issued to time joining campus; weekends included.

10. In case where Faculty members are unwell, their duties should be replaced by those of another staff member. In case where Faculty members are not unwell, but are required to self-isolate as a precautionary measure, these will be assigned online teaching and/or deliver their face to face sessions remotely for the duration of the self-isolation.

11. Employees who work in a role that can effectively be done from home are welcome to do so until they are feeling better. Every team is different and not all work may be conducive to working from home, so please continue to talk with your line manager to establish expectations on working remotely.

12. **This policy may need to be updated as the situation evolves and guidelines & protocols are updated by the local authorities.**

For more details, visit www.dha.gov.ae OR
https://www.dha.gov.ae/en/Covid19/Pages/Isolation.aspx

Amendment History

Previous Version	Changes to previous version in the current version and date.	Updated by	Authorised by
	Description of changes to each section and rationale	Quality Office	Director
V1- 200825	Definition of confirmed case added Location of "stay at home form" changed Isolation period details added Details of close contact added Details of negative PCR test added Clearance certificate required to return to work - details added	Quality Office	Director