

Royal Thimphu College

Health and Safety Guidelines for Campus Operations - October 12 - December 9, 2020

1. General prerequisites for all persons coming to campus

- 1.1. All individuals should bring the following items while coming to the college:
 - Student ID card (required daily at all times, for students)
 - Face Mask -- mandatory (minimum 2 pieces suggested); some will be available at the gate/campus convenience store and Student Services Office for sale for any who may accidentally arrive without one
 - Druktrace App installed on mobile devices -- mandatory
 - Handkerchief/Tissues
 - Reusable water bottle for personal use for drinking water
 - Any additional personal protection as felt appropriate, e.g., hand sanitizer

2. Reporting, security, and tracing

- 2.1. Day scholars and CE students will not be allowed to bring their vehicles/bikes inside the college campus.
- 2.2. Students will need to scan their college IDs while entering and exiting the campus.
- 2.3. Those who have lost their college IDs should immediately fill in the **replacement form** available from SSD and submit it to the Male Mentor. The replacement card will cost Nu. 250/- (amount will be doubled for repeated replacements). Students can collect the card along with the receipts from the Mentor's office by 3 PM on the same day.
- 2.4. Students will have to install the Druk Trace App and scan it while entering the gate.
- 2.5. Day students who have not exited the campus by 5:30 PM will be contacted by the security office to ensure their departure before 6:30 PM. Similarly, any CE students who have not left the campus by 8:30 PM will be contacted.
- 2.6. Movements of resident students will be restricted from 6:30 PM daily and will be strictly monitored.
- 2.7. Scanning of the DrukTrace App will need to be done in the Academic and other common spaces (Library, Gym, MPH, Mess, etc.)

3. Academics

- 3.1. The College will offer a mix of in-person and online classes while protecting the health and safety of the campus community. The main principles guiding RTC's academic continuity plan are maintaining the health and wellness of the campus community and ensuring the continuity of academic programmes.
- 3.2. For regular day programmes, all final year students will have in-person classes on Mondays and Thursdays while 2nd-year students will be on the campus for in-person classes on Tuesdays and Fridays. In-person classes for all BA programme first-year students are planned for Mondays, Wednesdays, and Saturdays; for all Business & BSc Env Mgt programme first-year students, classes will be Tuesdays, Wednesdays, and Saturdays. CE programme schedules and Nursing programme schedules are indicated below.
- 3.3. CE programmes will follow Mon-Fri 6:00 pm to 8:00 pm, staggered as indicated below (Mon, Wed, Fri for first-year students, and Mon, Tue, Thu, Fri for all upper-year students).

- 3.4. The lunch timings for all the programmes will be staggered into two timings: 12 Noon to 1 pm will be the lunch time for all the BA programmes and BSc Nursing, and 1 pm to 2 pm will be the lunch time for Business and Environmental Management programmes.
- 3.5. Semester-end Final Exams are from Nov. 30 - Dec. 9
- 3.6. Classrooms for in-person classes (Nursing programmes will be on separate tailored schedules for clinical postings):

2018 COHORT- DAY PROGRAMME			
Regular day programmes (3rd Year) Oct 12 - Nov. 27, 9am-5pm, Mondays and Thursdays			
Programme	Class Size	Assigned Classroom	Remarks
BA Anthro	33	B25 (Room Capacity 50)	
BA Mass Comm	25	B01 (Room Capacity 35) + A33 (Room Capacity 35)	Classes to be divided into 2 groups using B01 and A33 simultaneously
BA Dev Econ	34	A27 (Room Capacity 60)	
BA Eng Studies	40	A37 (Room Capacity 60)	
BA His & Dzo	28	B13 (Room Capacity 42)	
BA Pol & Soc	42	B15 (Room Capacity 108)	
BBA GM	42	A01 (Room Capacity 108)	-1 BBA Module class should be held in the Auditorium when A01 is used for Bcom BMS303 combined class. -3 students doing Marketing Major will attend their marketing specific classes in one of the AAD meeting rooms. Marketing Major specific Modules are MKT303 & MKT304
BCom ACT	34	B27 for BCom ACT and A35 for BCom FIN	
BCom FIN	41		
BSc Env Mgt	43	C26 (Room Capacity 60)	

2019 COHORT- DAY PROGRAMME			
Regular day programmes (2nd Year) Oct 12 - Nov. 27, 9am-5pm, Tuesdays and Fridays			
Programme	Class Size	Assigned Classroom	Remarks
BA Anthro	20	B25 (Room Capacity 50)	
BA Mass Comm	26	B01/A33 (Room Capacity 35)	classes to be divided into 2 groups using B01 and A33 simultaneously
BA Dev Econ	15	B21 (Room Capacity 42)	
BA Eng Studies	22	B12 (Room Capacity 42)	
BA His & Dzo	22	B13 (Room Capacity 42)	
BA Pol & Soc	25	C26 (Room Capacity 60)	
BSc Env Mgt	41	A01 (Room Capacity 108)	

BBA MKT	22	A27- used for Combined classes i.e. BIM202-BLT204-GSE101-ECN202 A27- used for MKT201 Class- Major Specific Class	
BBA GM	17	A26- used for EDP101- Major Specific Class	
BCom ACT	36	B15- used for Combined classes i.e. FIN201-ECN202-BMS202-GSE101	
BCom FIN	42	B15- used for ACT202- Major Specific Class A17- used for FIN202- Major Specific Class	

2020 COHORT-DAY PROGRAMME			
Regular day programmes (First Year) Oct 12 - Nov. 27, 9am-5pm, Wednesdays and Saturdays			
See next table below for additional classes on Mondays (BA programmes) and Tuesdays (Business and BSc Env Mgt programmes)			
Programme	Class Size	Assigned Classroom	Remarks
BA Anthro	39	A27 (Room Capacity 60)	
BA Mass Comm	35	A17 (Room Capacity 40)	B01 lab is not required for regular classes. B01 will be used by 2nd & 3rd-year students during their off-hours.
BA Dev Econ	40	B25 (Room Capacity 50)	
BA Eng Studies	40	A37 (Room Capacity 60)	
BA Pol & Soc	40	A01 (Room Capacity 72)	
BFound A	40	A15	
BFound B	40	B15	
BFound C	39	C11	
BFound D	40	C12	
BSc Env Mgt	40	C26 (Room Capacity 60)	

2020 Cohort (First Year, regular day programmes)		
Classroom Allocation for Monday F2F classes (Only for All BA Programme students)		
Programme	Classroom Assigned	No of students in each class
BA Anthro	B22 and B23	20 each
BA Dev Econ	A34 and A35	20 each
BA Pol & Soc	B11 and B12	20 each
BA Eng Studies	C21 and C22	20 and 20
BA Mass Comm	C24 and C25	18 and 17
2020 Cohort- Classroom Allocation for Tuesday F2F classes (Only for All Business and EVM Programs)		
Programme	Classroom Assigned	No of students in each class
BA Found A	C21	20 each
BA Found B	C22	20 each
BA Found C	C24	20 each
BA Found D	C25	20 each
BSc Env Mgt	B22	20 each

Continuing Education Programmes Oct 12 - Nov. 27, 6pm-8pm (Mon-Fri)

Mon, Wed, Fri - First-year students		
Mon, Tue, Thu, Fri - Upper year students		
Programme	Class Size	Assigned Classroom
BCom ACT (2017)	18	A01 to be used for combined classes (i.e. IBS301; MGT307; RES301) A34 - to be used for major-specific class ACT305 A33- to be used for major-specific class FIN305
BCom FIN (2017)	27	
BCom FIN A (2018)	34	B25 (Room Capacity 50)
BCom FIN B (2018)	34	A27 (Room Capacity 60)
BA Eng Studies (2018)	15	A26 (Room Capacity 40)
BFound A (2019)	31	A37 (Room Capacity 60)
BFound B (2019)	29	C26 (Room Capacity 60)
BFound A (2020)	51	B15 (Room Capacity 108)

BSc Nursing and Midwifery Oct 12 - Nov. 27		
Mon-Sat classes		
Cohort	Classes	Assigned Classroom
1st year, I sem (36 students)	Tue, Wed, Thu, Fri, Sat	Tue & Wed- B27 Thu - C15 & C16 Fri & Sat - B27
2nd year, III sem (34 students)	Mon, Tue, Wed, Fri	Mon - C15 & C16 Tue - A37 Wed - C15 & C16 Fri - A37
3rd year, V sem (28 students)	Mon, Tue, Thu, Sat	Mon - A17 Tue - C15 & C16 (A17 is available from 11 am till 5 pm) Thu - A17 Sat - C15 & C16

4. Dining hall

- 4.1. Dining guests should wash hands before and after meals. Furthermore, maintain a physical distance of 1 meter during meal times. Day Scholars will have access to the dining hall for lunch hours.
- 4.2. The entry and exit point at the Dining hall is labeled and needs to be followed strictly.
- 4.3. All meals will be served by the mess staff to reduce the risk of transmission.
- 4.4. Meal timings are as follows:

Breakfast	7:00AM - 9:30AM
Lunch	12:00PM - 1:00PM: Students from all BA & BSc. Nursing Programmes 1:00PM - 2:00PM: Students from Business & BSc Env Mgt Programmes
Dinner	7:00PM - 9:00PM

5. Cafeteria and convenience store

- 5.1. The cafeteria and convenience store will be open from 8:30AM - 9PM daily.
- 5.2. The dry canteen (Instant Delight) shall remain closed until further notice. However, the Cafeteria will provide pre-packaged items.
- 5.3. Maintain physical distance of 1 meter during meal times and wash hands before and after meals.
- 5.4. The entry and exit point is labeled and needs to be followed strictly.

6. Residence Hall

- 6.1. Resident students are not allowed to bring their vehicles or bikes on campus.
- 6.2. The entry and exit of resident students at the main gate will be restricted from 6:30 pm daily. Students found using alternative routes to gain entry to campus after 6:30 pm will be requested to vacate their residence for the rest of the semester for the safety of the community. No refunds of residence fees (Room and Food Charges) will be admissible for students expelled from the residence halls under such circumstances.
- 6.3. Day Scholars are not permitted at the residence halls at any time. Resident students hosting day students will be requested to vacate their residence for the rest of the semester.

7. Sports

- 7.1. The Fitness centre will be open, with a maximum occupancy of 10 persons.
- 7.2. Sports at MPH and outdoors are allowed in small groups. Tournaments are allowed but may not have any audiences.

8. City bus transportation for students

- 8.1. It is necessary for students to use masks while traveling in public transportation, and government guidelines now allow for vehicle occupancy to normal capacity.

MORNING (MON, TUE, WED, THU, FRI, SAT)					
Trip	Bus	Departure CBS	Arrival & Dept RTC	Std	Route
1	A	8:15 AM	8:45 AM	Regular	Expressway
2	B	8:15 AM	8:45 AM	Regular	
3	C	8:15 AM	8:45 AM	Regular	
AFTERNOON (MON, TUE, WED, THU, FRI, SAT)					
Trip	Bus	Departure CBS	Arrival & Dept RTC	Std	Route
1	A	4:45 PM	5:15 PM	Regular	Expressway
2	B	4:45 PM	5:15 PM	Regular	
3	C	4:45 PM	5:15 PM	Regular	
4	D	5:15 PM	5:45 PM	CE	
5	A	7:45 PM	8:15 PM	CE	

9. General Health Measures and Good Practices

- 9.1. Use **FACE MASKS** in all public places and interactions. Students/staff/faculty found without a mask around campus any time will be reminded to wear it or required to purchase one.
- 9.2. All are encouraged to observe proper hand hygiene. Re-wash hands/disinfect after touching various objects or surfaces that are not your own
- 9.3. Physical Distancing - Students will need to maintain a distance of at least 1 meter always from one another around campus, during class hours, meal times, and at the residence halls.
- 9.4. Cover your mouth and nose with tissue or handkerchief when you cough/sneeze and dispose of used tissues in the proper trash or cover your cough and sneeze into your elbow.
- 9.5. Students/Faculty/Staff who are not feeling well even with minor symptoms such as cough, headache, or mild fever are encouraged to stay home and self-isolate until recovery. Inform the relevant people (AAD, SSD & HR) for medical leave or leave for remote work. The guidelines for home isolation are as follows:
 - 9.5.1. Stay in a large, well-ventilated area with hand-hygiene and toilet facilities.
 - 9.5.2. If the above is not possible, place beds at least 1 meters apart.
 - 9.5.3. Keep at least 1 meter from others, even from your family members.
 - 9.5.4. Monitor your symptoms daily.
 - 9.5.5. If you continue to experience difficulty in breathing, contact the Flu clinic toll free# 2121 for further details. If advised, isolate for 14 days.
 - 9.5.6. Stay positive and energized by keeping in touch with loved ones by phone or online, and by exercising yourself at home.
 - 9.5.7. Keep yourself hydrated.
- 9.6. Any student/faculty/staff on campus who feel unwell should contact the college nurse immediately at **#17581088 (College Nurse)**. The nurse will screen the patient and isolate them at the Executive Centre guest rooms if need be.
- 9.7. Upon the recommendation of the college nurse, suspected COVID-19 cases will be transported to the Flu Clinic for further check-up. Depending on the severity, the college nurse/attendant may accompany the patients.
- 9.8. If the students/faculty/staff test negative for COVID-19, they may go back to their residence. If recommended by health officials, the affected individuals should self-isolate.
- 9.9. Avoid close contact with sick individuals.
- 9.10. Limit nonessential trips and contacts.
- 9.11. Stay in your apartment or residence when you are sick with prior information to the College Nurse.
- 9.12. The COVID-19 focal officers (Ms. Deepanjali Dewan and Ms. Tenzing Choden) will follow up daily on their conditions for one week.

10. Mental Health/Psychosocial support needs

The college counselor will be available for a counseling session or any other psychological support. She can be reached at **#77775557 (Counselor Ms. Tenzing Choden)**.

11. Conclusion

These operating plans will be reviewed by the end of midterm exams in early October and adjusted as necessary for mid-October-onwards. Basic distancing practices, along with good hygiene and cleaning will reduce the risk of community spread in case of a local outbreak. The guidelines described in this brief

provide insight into how these strategies can be put into operation to protect the health and safety of the college community. The College requests all students and staff to kindly adhere to these guidelines and follow good practices to ensure the health and well-being of all in an exemplary manner. Our priority has always been the safety and security of students and the staff.