

Royal Thimphu College
Health and Safety Guidelines for Campus Operations - August 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, except during the reporting date.
- 2.2. Students will need to scan their college IDs while entering and exiting the campus (also during move-in time).
- 2.3. Those who have lost their college IDs should immediately fill in the [replacement form](#) while entering the gate and pay the replacement card amount 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 campus will reopen for the Fall 2020 semester with staggered arrival and starting dates as follows:
- August 4 -- Incoming first-year student reporting and general orientation for full-time regular day programmes (except Nursing). Campus operations will follow all relevant health guidelines.
 - Business Studies and BSc Environmental Management students must report on August 4, 2020, (Tuesday) at 9:00 am.
 - BA programme students (BA Political Science & Sociology, English Studies, Mass Communication, Anthropology and Development Economics) must report on August 4, 2020 (Tuesday) at 1:00 pm.

- Boarding students will also be moved into Residence Halls at these times. For additional information such as Students' Checklist & City Bus Schedule, please visit www.rtc.bt or call 02-351806 (ext. 119).
 - August 5 -- Incoming first-year CE evening programmes orientation starting at 2:00 pm.
 - August 6-8 -- Classes focused on training for virtual learning for the incoming first-year students (programmes except Nursing).
 - August 9 -- Upper-year boarder students may return to residence halls.
 - August 10-11 -- Upper-year students resume classes (August 10th for third-year students and August 11th for second-year students; all programmes except Nursing).
 - August 10-11 -- Reporting and orientation for incoming first-year BSc Nursing and Midwifery students starting 9:30 am on August 10.
 - August 12-15 -- Classes focused on training for virtual learning for the incoming first-year BSc Nursing and Midwifery students.
 - August 16 -- Reporting to residence halls for upper-year BSc Nursing and Midwifery students.
 - August 17-18 -- Upper-year BSc Nursing and Midwifery resume classes (August 17th for third-year students and August 18th for second-year students).
- 3.2. Orientation program for freshmen Full-Time students are planned from 4th to 5th August, while orientation for the Part-Time students from the Continuing Education Program will be held on 5th August. Unlike in the past, in order to ensure required distancing and related guidelines from MoH, the orientation programs for Full-Time students are staggered in two different groups (1. Business Foundation Day and BSc Env Mgt Day; 2. All other BA programs). Likewise, from 6th - 8th August, all the Freshmen students under RUB programmes will be given 3 days of E-Learning Orientations.
- 3.3. 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.
- 3.4. All final year students will have in-person classes on Mondays and Thursdays while 2nd year students will be in the campus for in-person classes on Tuesdays and Fridays. In-person class for first year students are planned for Wednesdays and Saturdays.
- 3.5. CE will also follow the same cohort as Day students for in-person classes, their class timings will follow 6:00 pm to 8:00 pm on weekdays and 2:00 pm to 8:00 pm on Saturdays. Students will attend two days of online classes a week.
- 3.6. 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 1 pm to 2 pm will be the lunch time for Business, Bsc Nursing & MW and Environmental Programmes.
- 3.7. Classrooms for in-person classes:

2018 COHORT- DAY PROGRAMME			
Regular day programmes (3rd Year) August 10-31, 9am-5pm			
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	37	A37 (Room Capacity 60)	
BA His & Dzo	28	B13 (Room Capacity 42)	
BA Pol & Soc	40	B15 (Room Capacity 108)	
BBA GM	42	A01 (Room Capacity 108) & Auditorium	-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 room. Marketing Major specific Modules are MKT303 & MKT304
BCom ACT	31	Auditorium & A27 (Room Capacity 60)	Auditorium- to be used for combined classes i.e BMS203/ MGT307/ RES301 A01- to be used for combined classes i.e BMS203
BCom FIN	41		Auditorium - to be used for FIN304 & FIN305-Major Specific Classes B27 - to be used for ACT305 & ACT306-Major Specific Classes
BSc Env Mgt	37	C26 (Room Capacity 60)	
BSc Nursing and Midwifery	28	A17 (Room Capacity 40)	

2019 COHORT- DAY PROGRAMME			
Regular day programmes (2nd Year) August 5-29, 9am-5pm			
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	14	B21 (Room Capacity 42)	
BA Eng Studies	20	B12 (Room Capacity 42)	
BA His & Dzo	22	B13 (Room Capacity 42)	
BA Pol & Soc	27	C26 (Room Capacity 60)	

BSc Env Mgt	40	A01 (Room Capacity 108)	
BSc Nursing and Midwifery	34	A37 (Room Capacity 60)	
BBA MKT	20	A27- used for Combined classes i.e. BIM202-BLT204-GSE101-ECN202 A27- used for MKT201 Class- Major Specific Class A26- used for EDP101- Major Specific Class	
BBA GM	16		
BCom ACT	38		
BCom FIN	38	B15- used for Combined classes i.e. FIN201-ECN202-BMS202-GSE101 B15- used for ACT202- Major Specific Class A17- used for FIN202- Major Specific Class	
		Auditorium & A17 - Not Required- Available for others to use during the days when 2nd years are oncampus.	

2020 COHORT- DAY PROGRAMME			
Regular day programmes (First Year) August 5-29, 9am-5pm			
Programme	Class Size	Assigned Classroom	Remarks
BA Anthro	40	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	34	B25 (Room Capacity 50)	
BA Eng Studies	40	A37 (Room Capacity 60)	
BA Pol & Soc	40	A01 (Room Capacity 72)	
BFound A	37	B15 (Room Capacity 108)- Classes for BFound A and B to be combined	
BFound B	37		
BFound C	37	Auditorium- Classes for BFound C and D to be combined	
BFound D	37		
BSc Env Mgt	39	C26 (Room Capacity 60)	
BSc Nursing and Midwifery	36	B27 (Room Capacity 45)	

Continuing Education Programmes August 5-29, 6pm-8pm (Mon- Fri)		
Programme	Class Size	Assigned Classroom
BCom ACT (2017)	18	A35 (Room Capacity 40)
BCom FIN (2017)	27	A36 (Room Capacity 40)
BCom FIN A (2018)	33	A01 (Room Capacity 72)
BCom FIN B (2018)	32	A27 (Room Capacity 60)
BA Eng Studies (2018)	15	A26 (Room Capacity 40)

BFound A (2019)	31	A37 (Room Capacity 60)
BFound B (2019)	30	C26 (Room Capacity 60)
BFound A (2020)	51	B15 (Room Capacity 108)

4. Dining hall

- 4.1. Dining guests should wash hands before and after meals. Furthermore, maintain 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. All resident students will report on the following dates:
 - 6.1.1. For 1st year students on 4th August, 9 AM - 5 PM
 - 6.1.2. For 2nd & 3rd year on 9th August, 9 AM - 6:30 PM (Resident students only)
 - 6.1.3. For BSc Nursing students (1st year) on 10 August, 9 AM - 5 PM
 - 6.1.4. For BSc Nursing students (2nd & 3rd year) on 16 August, 9 AM - 6:30 PM (Resident students only)
- 6.2. Resident students are not allowed to bring their vehicles or bikes on campus except during move-in dates.
- 6.3. 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 boarder fees (Room and Food Charges) will be admissible for students expelled from the residence halls under such circumstances.
- 6.4. 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 maximum occupancy of 7 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	Arrival	Std	Route
		CBS	RTC		
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	
4	A	10:00 AM	10:30 AM	Regular	
AFTERNOON (MON, TUE, WED, THU, FRI, SAT)					
Trip	Bus	Departure	Arrival	Std	Route
		CBS	RTC		
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 hands 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 August and adjusted as necessary for September-onwards. Basic distancing practices, along with good hygiene and cleaning will reduce the risk of community spread in case of 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.