



De-Escalation Plan for UNISSA in View of COVID-19 Situation

MATRIX OF DE-ESCALATION STAGES FOR UNISSA

In an effort to better mitigate the potential risks and safeguarding UNISSA community against COVID-19, UNISSA is committed to ensure the reopening protocol of campuses to be observed properly:

OPERATIONAL READINESS LEVEL 0	OPERATIONAL READINESS LEVEL 1	OPERATIONAL READINESS LEVEL 2	OPERATIONAL READINESS LEVEL 3	OPERATIONAL READINESS LEVEL 4
Online Learning	<ul style="list-style-type: none"> • Resume face to face lessons (Programmes require practical activities and assessment) • No CCA and Social activities • Ensure social distancing, guidelines issued by relevant authority • Temperature check at check point • Face mask recommended • Hand sanitize at checkpoint • Bruhealth QR code at checkpoint 	<ul style="list-style-type: none"> • Resume face to face lessons for all • No CCA and Social activities • Ensure social distancing, guidelines issued by relevant authority • Temperature check at check point • Face mask recommended • Hand sanitize at checkpoint • Bruhealth QR code at checkpoint 	<ul style="list-style-type: none"> • Resume face to face lessons for all • Easing of social distancing guidelines • Limited work attachments locally • Limited CCA and social activities • Temperature check at check point • Face mask recommended • Hand sanitize at checkpoint • Bruhealth QR code at checkpoint 	<ul style="list-style-type: none"> • Resume face to face lessons for all • Study abroad or similar programmes may be considered to low risks countries • CCA and social activities/functions allowed • Temperature check at check point • Face mask recommended • Hand sanitize at checkpoint • Bruhealth QR code at checkpoint

MATRIX OF DE-ESCALATION STAGES FOR UNISSA

Operation Readiness Level 0	Operation Readiness Level 1	Operation Readiness Level 2	Operation Readiness Level 3	Operation Readiness Level 4
Online Learning	<ul style="list-style-type: none"> Resume face-to-face lessons for practical work such as moot court Limited to 20% capacity 	<ul style="list-style-type: none"> Resume face-to-face lessons for all with precaution measures Limited to 40% capacity 	<ul style="list-style-type: none"> Resume face-to-face lessons for all with precaution measures Limited to 60% capacity. 	<ul style="list-style-type: none"> Resume face-to-face lessons for all with precaution measures. Limited to 80% capacity
	<ul style="list-style-type: none"> No CCA and institution's social activities and events 	<ul style="list-style-type: none"> No CCA and institution's social activities and events 	<ul style="list-style-type: none"> Limited CCA and institution's social activities and events 	<ul style="list-style-type: none"> Limited CCA and institution's social activities and events
	<ul style="list-style-type: none"> No internship programmes No Hostel 	<ul style="list-style-type: none"> Limited internship programmes for local placement only No Hostel 	<ul style="list-style-type: none"> Limited internship programmes for local placement only Limited hostel occupancy 	<ul style="list-style-type: none"> Internship programmes for local placement are allowed Study Abroad Programmes or similar programmes may be considered for low risk countries Limited hostel occupancy

UNISSA REOPENING PROTOCOL

OPERATIONAL LEVEL

1

1. Temperature taking upon entry to the campus. Visitors entering the campus are to be given an identification sticker after his/her temperature checked.
2. Staff and students are to record their attendance using QR code scan through BruHealth application before entering office, class, lab, etc. Staff and students can either check their temperature at home or go to allocated checkpoint for their temperature checking.
3. To provide hand sanitizer at every checkpoints and common area such as Library, Staff and Student Centre, Lecture Theatres, Laboratories, Café, Canteen, etc.
4. Face-to-face classes are resumed and conducted in staggered manner to minimize number of students per session, subject to the arrangement made by UNISSA. The institutions could assign specific number of students according to the class size such as by setting a limit to 20% of usual capacity.

NO	CLASS CAPACITY (including lab)	NUMBER OF STUDENTS	MAXIMUM NUMBER OF HOURS
1	Auditorium (400 pax)	20% - 80max	1 hour or less
2	Jubilee Hall (330 pax)	20% - 66 max	1 hour or less
3	Class (100 pax)	20% - 20 max	1 hour or less
4	Class (40 pax)	20% - 8 max	1 hour or less
5	Class (20 pax)	20% - 4 max	1 hour or less

5. Classes or lectures can still be conducted online based.

UNISSA REOPENING PROTOCOL

OPERATIONAL LEVEL

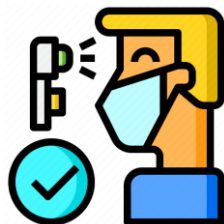
1

6. The number of staff and students in the common area such as library, student café should be monitored and controlled by limiting to 20% of the usual capacity.
7. Students are advised to do their personal study at home if they have no class scheduled during that day.
8. Vulnerable staff and students or those who are showing sign of illness or symptoms are allowed to work from home/study at home subject to acknowledgement by the management of UNISSA.
9. No co-curricular activities and events should be conducted
10. Staff and students should ensure social distancing guidelines and practice social responsibility.
11. Staff and students are advised to wear face masks when in campus.
12. No hostel occupancy shall be allowed at this stage.
13. Staff and students should always practice the precautionary measure as advised by the Ministry of Health, Negara Brunei Darussalam.

UNISSA REOPENING PROTOCOL

OPERATIONAL LEVEL

1



Temperature
Check



BruHealth.

Bruhealth Qr code



Hand Sanitizer
provided at every
checkpoints



F2F classes
resume at 20% of
usual capacity



Online-Learning
is encouraged



Common Areas
limited by 20% of
usual capacity



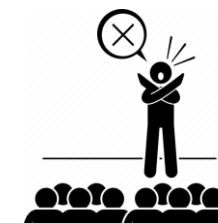
Personal Study
encourage to be at
home



Vulnerable/Unwell
student to stay
at home



No Internship



No CCA or event



Practice Social
Distance



Face Masks are
encouraged



Ministry of Health
Brunei Darussalam



To observe the
precautionary
measure as
advised by MOH



No Hostel
occupancy is
allowed

UNISSA REOPENING PROTOCOL

OPERATIONAL LEVEL

2

1. Temperature taking upon entry to the campus. Visitors entering the campus are to be given an identification sticker after his/her temperature checked.
2. Staff and students are to record their attendance using QR code scan through BruHealth application before entering office, class, lab, etc. Staff and students can either check their temperature at home or go to allocated checkpoint for their temperature checking.
3. To provide hand sanitizer at every checkpoints and common area such as Library, Staff and Student Centre, Lecture Theatres, Laboratories, Café, Canteen, etc.
4. Face-to-face classes are resumed as normal but still conducted in staggered manner to minimize number of students per session, subject to the arrangement made by UNISSA. UNISSA could assign specific number of students according to the class size such as by setting a limit to 40% of usual capacity.

NO	CLASS CAPACITY (including lab)	NUMBER OF STUDENTS	MAXIMUM NUMBER OF HOURS
1	Auditorium (400 pax)	40% - 160max	2 hour or less
2	Jubilee Hall (330 pax)	40% - 132 max	2 hour or less
3	Class (100 pax)	40% - 40max	2 hour or less
4	Class (40 pax)	40% - 16 max	2 hour or less
5	Class (20 pax)	40% - 8 max	2 hour or less

5. Classes or lectures can still be conducted online based.
6. The number of staff and students in the common area such as library, student café should continue to be monitored and controlled by limiting to 40% of the usual capacity.

UNISSA REOPENING PROTOCOL

OPERATIONAL LEVEL

2

7. Students are advised to do their personal study at home if they have no class scheduled during that day.
8. Vulnerable staff and students or those who are showing sign of illness or symptoms are allowed to work from home/study at home subject to acknowledgement by the management of UNISSA.
9. Students are allowed to proceed with their internship programme locally. Declaration form is required to be filled in by student and the host of their internship programme.
10. No co-curricular activities and events should be conducted.
11. Staff and students should continue to observe the social distancing guidelines and practice social responsibility.
12. No hostel occupancy shall be allowed at this stage.
13. Staff and students are advised to wear face masks when in campus when necessary.
14. Staff and students should always practice the precautionary measure as advised by the Ministry of Health, Negara Brunei Darussalam.

UNISSA REOPENING PROTOCOL

OPERATIONAL LEVEL

2



Temperature
Check



BruHealth.

BruHealth Qr Code



Hand Sanitizer
provided at every
checkpoints



F2F classes
resume at 40% of
usual capacity



Online-Learning
is encouraged



Common Areas
limited by 40% of
usual capacity



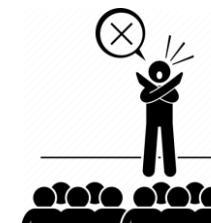
Personal Study
encourage to be at
home



Vulnerable/Unwell
student to stay
at home



Internship student
to fill in
declaration form



No CCA or event



Practice Social
Distance



Face Masks are
encouraged



Ministry of Health
Brunei Darussalam



To observe the
precautionary
measure as
advised by MOH



No Hostel
occupancy is
allowed

UNISSA REOPENING PROTOCOL

OPERATIONAL LEVEL

3

1. Temperature taking upon entry to the campus. Visitors entering the campus are to be given an identification sticker after his/her temperature checked.
2. Staff and students are to record their attendance using QR code scan through BruHealth application before entering office, class, lab, etc. Staff and students can either check their temperature at home or go to allocated checkpoint for their temperature checking.
3. To continue provision of hand sanitizer at every checkpoints and common area such as Library, Staff and Student Centre, Lecture Theatres, Laboratories, Café, Canteen, etc.
4. Face-to-face classes are resumed as normal but still conducted in staggered manner to minimize number of students per session, subject to the arrangement made by UNISSA. UNISSA could assign specific number of students according to the class size such as by setting a limit to 60% of usual capacity.

NO	CLASS CAPACITY (including lab)	NUMBER OF STUDENTS	MAXIMUM NUMBER OF HOURS
1	Auditorium (400 pax)	60% - 240max	2 hour or less
2	Jubilee Hall (330 pax)	60% - 198 max	2 hour or less
3	Class (100 pax)	60% - 60 max	2 hour or less
4	Class (40 pax)	60% - 24 max	2 hour or less
5	Class (20 pax)	60% - 12 max	2 hour or less

5. Classes or lectures can still be conducted online subject to the decision of the UNISSA.
6. The number of staff and students in the common area such as library, student café should continue to be monitored and controlled by limiting to 60% of the usual capacity.

UNISSA REOPENING PROTOCOL

OPERATIONAL LEVEL

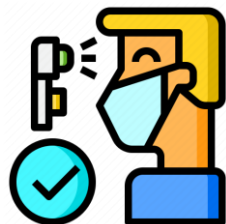
3

7. Vulnerable staff and students or those who are showing sign of illness or symptoms are allowed to work from home/study at home subject to acknowledgement by the management of UNISSA.
8. Students are allowed to proceed with their internship programme locally. Declaration form is required to be filled in by student and the host of their internship programme.
9. Only important co-curricular activities and events could be held based on Risk Assessment report that must be approved by UNISSA Management.
10. Staff and students should continue to observe the social distancing guidelines and practice social responsibility.
11. The number of students permitted to stay at hostel is set to 30% from the setting limit of 60% at this stage.
12. Staff and students should always practice the precautionary measure as advised by the Ministry of Health, Negara Brunei Darussalam.

UNISSA REOPENING PROTOCOL

OPERATIONAL LEVEL

3



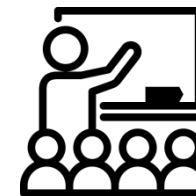
Temperature
Check



BruHealth.
BruHealth Qr Code



Hand Sanitiser
provided at every
checkpoints



F2F classes
resume at 60% of
usual capacity



Online-Learning
is encouraged



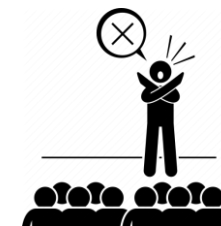
Common Areas
limited by 60% of
usual capacity



Vulnerable/Unwell
student to stay
at home



Internship student
to fill in
declaration form



Only approved
CCA or event
can be held



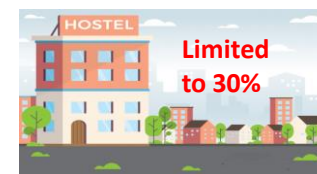
Practice Social
Distance



Ministry of Health
Brunei Darussalam



To observe the
precautionary
measure as
advised by MOH



Hostel occupancy
limited by 30%
from the setting
limit at this
stage

UNISSA REOPENING PROTOCOL

OPERATIONAL LEVEL

4

1. Temperature taking upon entry to the campus. Visitors entering the campus are to be given an identification sticker after his/her temperature checked.
2. Staff and students are to record their attendance using QR code scan through BruHealth application before entering office, class, lab, etc. Staff and students can either check their temperature at home or go to allocated checkpoint for their temperature checking.
3. To continue provision of hand sanitiser at every checkpoints and common area such as Library, Staff and Student Centre, Lecture Theatres, Laboratories, Café, Canteen, etc.
4. Face-to-face classes are resumed as normal but still conducted in staggered manner to minimize number of students per session, subject to the arrangement made by UNISSA. UNISSA could assign specific number of students according to the class size such as by setting a limit to 80% of usual capacity.

NO	CLASS CAPACITY (including lab)	NUMBER OF STUDENTS	MAXIMUM NUMBER OF HOURS
1	Auditorium (400 pax)	80% - 320max	2 hour or less
2	Jubilee Hall (330 pax)	80% - 264max	2 hour or less
3	Class (100 pax)	80% - 80 max	2 hour or less
4	Class (40 pax)	80% - 32 max	2 hour or less
5	Class (20 pax)	80% - 16 max	2 hour or less

5. Classes or lectures can still be conducted online subject to the decision of the UNISSA.
6. The number of staff and students in the common area such as library, student café should continue to be monitored and controlled by limiting to 80% of the usual capacity.

UNISSA REOPENING PROTOCOL

OPERATIONAL LEVEL

4

6. Vulnerable staff and students or those who are showing sign of illness or symptoms are allowed to work from home/study at home subject to acknowledgement by the management of UNISSA.
7. Students are allowed to proceed with their internship programme locally and declaration form is required to be filled in by student and the host of their internship programme.
8. Local field trips are allowed but subject to the UNISSA Management consideration. Declaration form is required to be filled in by student and the host / organizer.
9. Study abroad or similar programmes are allowed but limited to low risk countries and subject to the consideration of the UNISSA Management.
10. The number of students permitted to stay at hostel is set to 40% from the setting limit of 80% at this stage.
11. Staff and students should continue to observe the social distancing guidelines and practice social responsibility.
12. Co-curricular activities and events are allowed based on Risk Assessment report that must be approved by the UNISSA Management.
13. Staff and students should always practice the precautionary measure as advised by the Ministry of Health, Negara Brunei Darussalam.

UNISSA REOPENING PROTOCOL

OPERATIONAL LEVEL

4



Temperature
Check

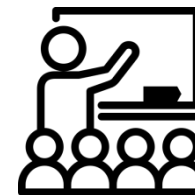


BruHealth.

BruHealth Qr Code



Hand Sanitiser
provided at every
checkpoints



F2F classes
resume at 80% of
usual capacity



Online-Learning
is encouraged



Common Areas
limited by 80% of
usual capacity



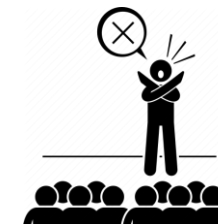
Vulnerable/Unwell
student to stay
at home



Internship student
to fill in
declaration form



Local field trip
is allowed



Only approved
CCA or event
can be held



Study abroad or
similar programmes
are allowed to low
risk countries.



Practice Social
Distance



Ministry of Health
Brunei Darussalam



To observe the
precautionary
measure as
advised by MOH



Hostel occupancy
limited by 40%
from the setting
limit at this stage