
2. HEALTH & SAFETY

2.1. COVID-19 Guidelines

The health, safety and wellbeing of our students, faculty and staff remains the University's top priority. The UAE government has recently announced that universities will reopen to students in the new academic year, subject to specific health and safety protocols. These protocols have been developed to keep higher education communities safe. The University has developed strategies to deal with social distancing, overall cleanliness and ensuring that these protocols are adhered to. There will be regular updates to these guidelines based on the guidance provided by the Dubai Health Authority (DHA) and other government authorities.

Thermal screening will be provided at all available entry-points to the University buildings (Block 16, 17, 4 and 19) via Security Officers of DDA/TECOM. Anyone with a fever $\geq 37.50C$ will not be allowed inside the University premises. Separate doors will be dedicated for entry and exit as per protocols of DDA security officers.

Meetings with students and all campus visitors are encouraged to take place online, unless there is a need for in-person meetings. In-person meetings (if necessary) will take place on an appointment basis with approval beforehand. Instructions will be provided for maintaining 2-metre physical distancing.

All students, faculty, staff and visitors to the campus are always required to wear face masks at all times and to avoid close contact with people. Non-compliance will lead to denial of entry to the premises.

It is advised to maintain a physical distance of 2-metres in high-traffic common areas. All persons on campus are advised not to gather in groups. Visible markers have been placed on the floors and in the elevators to indicate appropriate spacing.

All employees and students are encouraged to follow personal safety practices, such as avoid shaking hands, avoid touching of the eyes, nose and mouth with unwashed hands, regularly & thoroughly washing hands with soap and water for a minimum of 20 seconds, using alcohol-based sanitisers, following good respiratory hygiene, and to monitor themselves regularly for any symptoms or fever etc.

The typical COVID-19 symptoms are a cough, body aches, fatigue, shortness of breath, sore throat, runny nose, diarrhoea and nausea, and headache. Students, staff and faculty are encouraged to refer students with such symptoms to the designated Health & Safety Officer, Mr Djamel Abdellaoui (contact number +971-56-8085534) for further screening as per the DHA guidelines.

The Health & Safety Officer will be responsible for handling all emergency situations, following up and monitor the implementation of health and safety procedures, and conduct all necessary

training for students, faculty and staff. This person will also be responsible for the designated isolation room within the University premises.

Health & Safety measures followed on campus, in line with the guidelines issued by the Dubai Government and Knowledge and Human Development Authority (KHDA):

- Face masks are mandatory and must be worn at all times – MDX Dubai has adopted a NO MASK. NO ENTRY policy.
- Social distancing must be adhered to across the campus, both in the classroom and outside of the classroom.
- Track and Trace – scanning in and out of each building when on campus is mandatory for all students and staff.
- Entry and exit – there are updated routes of entry and exit across all of MDX Dubai campus buildings, these must be used appropriately.
- Temperature checks will take place via thermal scanning upon entry to each building. Students and staff are asked to be patient and allow time for this.
- Sanitisation process – upon entry to each building, there will be a sanitisation process that must be carried out for all students and staff members.
- Classroom sizes – the sizes of classrooms have been limited to 30 students or less. Each student has specific boundaries identified as to the learning space identified and this should be respected.
- Lift usage – lifts are limited by the number of students using them at one time, the rules must be respected, and stairs can be used as an alternative.
- Sanitise and wash hands – whilst on campus, it is important that individuals regularly wash and sanitise their hands to prevent the risk of spreading COVID-19. There are sanitisation points across the campus.
- Bathroom usage – there are limits as to how many people can use the bathroom at one time, and these rules must be adhered to.
- Duration on campus – the time spent on campus should be minimised to respect the rules and measures put in place.
- The one-way traffic system across all campus buildings must be adhered to at all times.
- Group activities – all gatherings, celebrations and sports tournaments have been suspended and a complete schedule of virtual activities has been created for the upcoming academic year.

2.2. Health and Safety Guidelines

Middlesex University Dubai (“The University”) is committed to reducing risks and providing a safe, healthy and inclusive environment for all members of staff, student and other users of the University. The University is committed to a process of continuous improvement in risk control and the management of health, safety and wellbeing in all areas of work and study. In doing so,

the University will comply with all applicable requirements issued by the United Arab Emirates (UAE) authorities including the requirements of Dubai Knowledge Park (DKP), the provider of the campus infrastructure.

The success of the Health and Safety programme at Middlesex University Dubai is the shared responsibility of management, employees, students and all other parties involved. Adherence to guidelines for Health and Safety will apply to all persons on the University premises and involved in University activities. In meeting its Health and Safety obligations, the University will meet the requirements of DKP and other regulatory authorities as applicable.

Detailed information on Health and Safety matters is published under the Health and Safety Policy, which is available with the Quality Manager. The following sections provide relevant extracts. All students and users of the campus facilities are expected to familiarise themselves with, and follow all health and safety guidelines and procedures and actively participate in improving safety on campus.

General Principles for Health and Safety

Middlesex University Dubai is committed to reduce risk and demonstrate continual improvement to provide a safe, healthy and supportive environment for employees, students and other users of the University.

The University will ensure provisions are made for adequate resources for undertaking and implementing this Health & Safety Policy.

The University aims to ensure that all staff are competent to carry out their work safely and without danger to others, by assessing capabilities and providing additional training as appropriate.

The University will ensure that there are effective channels of communication and consultation for health, safety and welfare for its employees and students at all levels.

The University will bring to the attention of its employees, the Health & Safety Policy to ensure that they know what is expected of them. This will occur through the Induction process of the University.

All students must take care of their own and others' health and safety. They must comply with University policies, codes and procedures and report hazards and dangerous situations to their teaching supervisors or staff. All students will receive appropriate safety instruction through a variety of means including student publications, notice-boards, induction and training.

Visitors (including contractors and visiting public) are required to comply with University policy, codes and procedures, and report any problems to University staff whilst on University premises.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Middlesex University Dubai will ensure that guidelines and practices for health and safety are effective and lead to continual improvement. It will do this through the Health and Safety Committee.

The Pro-Vice-Chancellor and Director of the Dubai campus will be responsible for ensuring the implementation of this policy.

Our Health and Safety Committee

The Health and Safety Committee (HSC) is designed to provide a meaningful consultation forum that encourages an atmosphere of positive consultation in promoting and adopting best practice. The HSC shall consider the health, safety and welfare of all employees, students and visitors affected by University activities and shall submit advice and recommendations regarding the above to the Director. In meeting its Health and Safety obligations, the University will meet the requirements of Dubai Knowledge Park (DKP) and other regulatory authorities as applicable. The HSC is led by an appointed Chair and includes the Health & Safety Officer, the Human Resources and Administration Manager, and representatives from administrative and academic staff as its members.

Dealing with emergencies

Middlesex University Dubai is committed to reduce risk and protect relevant persons in case of emergencies in and around its premises including but not limited to fire, earthquake, flooding, explosions, hazardous incidents, power outages and bomb threats.

The University complies with general precautions and other duties introduced by TECOM as listed in the TECOM Community Guidelines. These guidelines outline Emergency Evacuation Procedures and information for Emergency Contact Persons. This is available at <https://tecomgroup.ae/wp-content/uploads/2020/01/TECOM-Community-Guidelines.pdf>.

All employees and students will be given suitable instructions for dealing with emergencies. They will be required to participate in Emergency Preparation programmes and Evacuation Drills regularly organised by DKP.

Accident Reporting and Investigation

The University requires that all accidents (however minor), and health and safety incidents be reported in writing to the Health & Safety Officer. In addition, serious accidents should be reported to the Student Office or the Director's Office by telephone immediately. If individuals have any concerns regarding their own or another person's health, safety or welfare which are caused by the activities of the University, they are encouraged to report these concerns – in the first instance, to a relevant member of staff or to the Student Office.

Following an accident, the Health and Safety Committee will investigate the causes of the accident and develop appropriate remedial actions and/or recommendations.

Fire Emergencies and Fire Drills

Electronic fire detection systems are in operation all over the University's campus. In the event of a fire, students and staff must evacuate the building upon hearing the fire alarm. Students must be aware of the fire and emergency procedures posted on each floor of the building and comply with these at all times.

Annual fire drills are organised by Dubai Knowledge Park (DKP) authorities, and all students and employees are required to participate.

Medical Emergencies

If a student or campus visitor is physically injured or suffers an accident on the University's premises, emergency services must be contacted immediately to report the incident and seek medical assistance where required. HR should be informed as soon as possible, along with Reception and the Student Office.

First Aid kits are available on campus and trained First Aid officers can be contacted for assistance via the Reception Desk (or call +971 (0)4 367 8100). Information about First Aid kits and officers are published on noticeboards and can be obtained from the Student Office.

Breach of Health and Safety Procedures

Any student found to be in breach of Health and Safety procedures will be subject to disciplinary action, up to and including suspension or dismissal from the University.

Display of Anger and Aggression

Aggression includes all types of behaviour which produce damaging or harmful effects, physically or emotionally, to other students, staff members (and others). All acts of aggression against students, staff members or the general public are unacceptable and can be considered violations of the laws of the UAE, whatever form it takes and whatever reasons are cited for it.

The University will not tolerate the use of harassment (in any form), verbal abuse, bullying, threats, or physical assault against members of staff, students, visitors or other users of the campus. All incidents of violence and aggression towards staff must be reported immediately to the Quality Office. Disciplinary actions in line with the University Regulations will be taken against violators. Furthermore, cases will be referred to the appropriate law enforcement agencies in the UAE, where deemed appropriate.

Drugs, Alcohol and Banned Substances

To respect legal and cultural protocols in the UAE and to ensure a healthy and safe learning and working environment for all, it is strictly prohibited to consume alcoholic drinks, drugs and

narcotics or any other banned substance on the University's campus or to attend the campus under the influence of such items. More importantly, such activities may constitute a violation of UAE laws with severe legal repercussions.

The University reserves the right to conduct searches for drugs or alcohol at any time should the need arise. Any drugs or alcohol found as a result of such a search will be confiscated, and students will be subject to disciplinary action, up to and including suspension or dismissal from the University. The University may also be required to report the matter to the relevant UAE law enforcement authorities.

Use of skateboards, roller-skates, self-balancing wheels and similar equipment

In our efforts to ensure a safe and accident-free environment on campus, the use of skateboards, roller skates, in-line skates, scooters, self-balancing wheels, hover-boards, sledges, and similar coasting devices are prohibited on all Middlesex University Dubai campus facilities, unless prior permission is obtained from the Health and Safety Committee. No acrobatics or extreme physical activities that put students or any other users of Middlesex University Dubai facilities at risk of injury or harm or put such facilities at risk of damage of any kind are permitted. These regulations are in effect at all times and apply to all persons while they are on the Middlesex University Dubai campus.

Any person found violating these rules can be approached by security staff and have their equipment temporarily confiscated or be removed from the University facilities. Students or other persons who are found violating these regulations are subject to disciplinary action by the University.

2.3. Campus Security

To ensure the students and staff safety, Middlesex University Dubai has 24/7 security services on campus. The Security Officers provide assistance such as alarm response, student protection, patrol and Student ID check and visitor identification checks to preserve the students' well-being and safety on campus and in its immediate vicinity.

Alarm Response

University Security Officers are trained to quickly respond to urgent calls such as fire alarms and other emergencies. All students must fully comply with instructions given by these members.

Situation Control

In response to an argument, injury or any other related occurrence, the University Security Officers are able to effectively control the situation either by themselves or with the assistance of other officers.

Student Protection

The University Security Officers' main job is to protect students. They do so by enforcing rules, eliminating hazards and assisting the students as necessary.

Identification Checking

Students are required to abide by the random security ID check control. In case you are approached by a Security Officer, you are required to show your Student Identification Card in order to identify yourself. It is the students' responsibility to ensure they are carrying their Student ID Card at all times. Failure to disclose name and other relevant identification details to a Security Officer or other staff member may lead to disciplinary action being initiated against students under the University Regulations.

Campus Patrol

To maintain the students and environment safety, the Security Officers patrol the campus premises regularly.

2.4. First Aid on Campus

Middlesex University Dubai will aim to provide First Aid assistance for all of our students and staff members in case of emergencies.

Requesting First Aid Assistance

The most efficient way to obtain assistance is by contacting the Reception desk on the Ground Floor in Block 16, or dialling +971 (0)4 367 8100. They will put you in contact a qualified member of staff to take immediate action.

First Aid Qualified Staff

First Aiders are staff members who hold a current First Aid certificate issued by a certified Health and Safety training organisation. A 'First Aid at Work Certificate' is awarded upon successful completion of a specialised training course. The office location and contact details of staff members who can offer First Aid are published on notice-boards around campus. You can obtain an updated copy of the First Aiders list from Reception.

First Aid Treatment and Records

First Aid treatment will only be provided by staff who are fully qualified First Aiders, holding a current First Aid certificate. Any treatment provided will be strictly in accordance with the training given. First Aiders will keep a record of all treatments given, under the University's reporting procedures.

Emergency Phone Numbers

- Police: 999
- Ambulance: 998/999
- Fire: 997

Emergency Coordinator

- Mr Djamel Abdellaoui, Health & Safety Officer, Facilities and Student Accommodation Manager, +971 (0)56 808 5534
- Facilities Coordinator, +971 (0)55 7769687

Fire Warden Team

NAME	LOCATION	CONTACT NUMBER	MOBILE CONTACT NUMBER
BLOCK 16			
Janice Acebes	Foyer	+971-4-367 8100	+971-50-390 1479
Javed Babu	Foyer		+971-54-996 8703
Nasir Chand	Foyer		+971-54-468 6532
Abigail Cruz	GF - Library	+971-4-367 8124	+971-50-350 6719
Roy Anthony Rodrigues	GF – 001	+971-4-433 6196	+971-50-418 8685
Melany Sindayen	1F – 104	+971-4-367 8126	+971-50-105 4186
Rachel Dey	3F – 302	+971-4-568 3367	+971-52-167 5146
Claudia Maher	3F – 303	+971-4-369 3963	+971-50-124 0776
Evangeline Reyes	3F – 303	+971-4-374 8446	+971-50-136 3857
Dilkash Sultana	3F – 307e	+971-4-361 2897	+971-50-978 2977
BLOCK 17			
Hisham Sharif	2F - S07	+971-4-375 2658	+971-55-716 6199
BLOCK 19			
Djamel Abdellaoui	GF – 026	+971-4-361 6277	+971-56-808 5534
Selma Cengic	GF – 026	+971-4-374 8983	+971-52-174 2848
THE RESIDENCES			
Maria Ashraf	The Residences	+971-4-881 3044	+971-56-172 2726
Sasa Obradovic	The Residences	+971-4-375 4908	+971-52-854 8644

IN CASE OF EMERGENCY, KINDLY CONTACT THE ABOVE MEMBERS IMMEDIATELY and TECOM SECURITY CCC (fire, life, major safety/ security emergencies)

+971-4-360 1777 / 777 / FIRE 997

First Aid Team

NAME	LOCATION		CONTACT NUMBER	MOBILE CONTACT NUMBER
	Floor	Room No.		
BLOCK 16				
Janice Acebes	Ground	B: 16, Foyer	+971-4-367 8100	+971-50-3901479
Nasir Chand	Ground	B: 16, Foyer		+971-54-468 6532
Magana Dela Vega	Ground	B: 16, Library	+971-4-361 8124	+971-55-332 4225
Laura Barber	Ground	B: 16, Library	+971-4-367 8124	+971-52- 3531702
Roy Rodrigues	Ground	B: 16, R: 001	+971-4-433 6196	+971-50-418 8685
Rinnalyn Inoue	Ground	B: 16, R: 002	+971-4-365 8732	+971-56-393 9802
Vanja Grdinic	3 rd	B: 16, R: 302	+971-4-367 8133	+971-56-389 5002
Maria Antonenko	3 rd	B: 16, R: 302	+971-4-367 8125	+971-56-468 8199
Nafish Haidar	3 rd	B: 16, R: 302	+971-4-364 3501	+971-56-663 2742
Rory McConnon	3 rd	B: 16, R: 305	+971-4-361 2889	+971-56-748 2095
Dilkash Sultana	3 rd	B: 16, R: 307	+971-4-361 2897	+971-50-978 2977
Siobhan McNiff	3 rd	B: 16, R: 307	+971-4-374 8982	+971-50-57 94061
Tenia Kyriazi	3 rd	B: 16, R: 314	+971-4-374 8981	+971-56-142 7534
Claudia Maher	3 rd	B: 16, R: 308	+971-4-369 3963	+971-50-124 0776
Michael Kleop	Ground	B: 17, R: 010	+971-4-375 7149	+971-55-552 2379
Mark Lomas	2 nd	B: 17, R: S07	+971-4-361 6244	+971-55-288 1485
Hisham Sharif	2 nd	B: 17, R: S11	+971-4-375 2658	+971-55-716 6199
Mary Zairie Lagat	2 nd	B: 17, R: S11	+971-4-367 1682	+971-56-430 1761
Selma Cengic	Ground	B: 19, R: 026	+971-4-374 8983	+971-52-174 2848
Slavko Micanovic	Ground	B: 19, R: 026	+971-4-374 8447	+971-56-348 1510
Aafreen Farrukh	Ground	B: 19, R: 026	+971-4-433 1775	+971-56-231 3678
Dawn England	1 st	B: 19, R: 117	+971-4-568 4361	+971-52-730 9264
THE RESIDENCES				
Djamel Abdellaoui	The Residences		+971-56-8085534	+971-56-808 5534
Maria Ashraf	The Residences		+971-4-881 3044	+971-56-172 2726

In case of any medical emergency, kindly contact one of the above members immediately. If you are unable to contact them, please contact reception on +971-4-3678100 / +971-4-3751212.

As the last alternative, please refer the emergency case to Mediclinic Ambulatory Care Centre at +971-4-3661030, Block 10, Dubai Knowledge Park.

After working hours, please contact TECOM Security Control Centre - +971 (0)4 3601777

FIRST AID BOX LOCATIONS: B16 RECEPTION / B16 LIBRARY / B16 3F / B17 2F / B19 RECEPTION / B4 LIS (Library Individual Study)