The University of Papua New Guinea

#COVID19GA

COVID-19
CORONAVIRUS DISEASE

ALL YOU NEED TO KNOW

A Handbook of Information and Awareness for the University Community

UPNG
The Premier University of Papua New Guinea and the Pacific Region
WHAT YOU NEED TO KNOW ABOUT THE COVID-19 VIRUS AND WHAT YOU SHOULD DO TO MINIMISE THE CHANCES OF INFECTION

Please read the following information which will tell you what you need to know about COVID-19 and the measures that you should take to minimise the chances of becoming infected.

Some 80 percent of infection will be mild, flu-like conditions, 15 percent may be serious infections, and only five percent may critical infections suffered by older persons and those with reduced immune systems.
SYMPTOMS

- Runny nose
- Headache
- Cough
- Sore throat
- Fever
- Feeling of being unwell

For those with a weakened immune system, the elderly and the very young, there’s a chance the virus could cause a lower, and much more serious, respiratory tract illness like a pneumonia or bronchitis.
HOW IT SPREADS

Human coronaviruses most commonly spread from an infected person to others through:

- The air by coughing and sneezing
- Close personal contact, such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands
- Rarely, fecal contamination
The following procedures will assist in minimising your chances of becoming infected in your workplace, your home, and in public places. This may mean that you have to change some of your daily routines and habits, BUT THEY ARE FOR EVERYONE TO FOLLOW IN THE INTEREST OF COMMUNITY HEALTH SAFETY.

**PREVENTION**

There are currently no vaccines available to protect you against human coronavirus infection. Transmission is reduced thru:

- Washing your hands often with soap and water
- Avoiding touching eyes, nose, or mouth with unwashed hands
- Avoiding close contact with people who are sick

If you are mildly sick, keep yourself hydrated, stay at home, and rest.

If you are concerned about your symptoms, you should see your healthcare provider.
WHEN TO USE A MASK

For healthy people wear a mask only if you are taking care of a person with suspected 2019-nCoV infection

Wear a mask, if you are coughing or sneezing

Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water

If you wear a mask then you must know how to use it and dispose of it properly

World Health Organization
PROTECTING YOURSELF AND OTHERS FROM CONTRACTING THE COVID-19 VIRUS

The following measures will minimize your chances of contracting the virus from others, from contaminated surfaces, and from possible contaminated food.

PLEASE FOLLOW THEM AT ALL TIMES

PRACTISE SOCIAL DISTANCING. KEEP AT LEAST 1.5 metres away from other people at all times.

Wash your hands

Wash your hands with soap and running water when hands are visibly dirty

If your hands are not visibly dirty, frequently clean them by using alcohol-based hand rub or soap and water
Protect yourself and others from getting sick

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste
Protect others from getting sick

When coughing and sneezing, cover mouth and nose with flexed elbow or tissue

Throw tissue into closed bin immediately after use

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick
Protect others from getting sick

Avoid close contact when you are experiencing cough and fever

Avoid spitting in public

If you have fever, cough and difficulty breathing seek medical care early and share previous travel history with your health care provider
Practise food safety

Use different *chopping boards and knives* for raw meat and cooked foods

Wash your hands between handling raw and cooked food.

World Health Organization
Practise food safety

Sick animals and animals that have died of diseases should not be eaten

World Health Organization
Practise food safety

Even in areas experiencing outbreaks, meat products can be safely consumed if these items are cooked thoroughly and properly handled during food preparation.
Getting your workplace ready for #COVID19

- Keep workplaces clean and hygienic
- Promote regular and thorough hand washing
- Promote good respiratory hygiene
- Consult national travel advice before going on business travel
- Advise those who are sick to stay home

#Coronavirus
Getting your workplace ready for #COVID19

Promote regular and thorough hand washing. Put sanitizing hand rub dispensers in prominent places around the workplace and provide access to places where staff, contractors, and customers can wash their hands with soap and water.

#Coronavirus
Getting your workplace ready for #COVID19

Promote good respiratory hygiene. Ensure that surgical face masks and/or paper tissues are available at your workplaces for those who develop a runny nose or cough at work – along with closed bins for hygienic disposal of them.

#Coronavirus
Getting your workplace ready for #COVID19

Promote regular teleworking across your organization. If there is an outbreak of COVID-19 in your community the health authorities may advise people to avoid public transport and crowded places. Teleworking will help your business keep operating while your employees stay safe.

#Coronavirus
The University’s Covid-19 Action Plan
Stages 1, 2, and 3

This is a summary of our Business Continuity Plan. This is a live plan which changes as circumstances dictate, and this summary reflects the situation at the time which this booklet was published. Things may change!

Some PNG Specific Health Tips

- Avoid large groups of people in markets and elsewhere;
- Avoid direct contact with people who don’t care about their personal hygiene;
- Don’t share cigarettes, buai, daka, or lime;
- Don’t share bottles or cans of any drink;
- Avoid food in markets or kai shops that may not be cooked properly;
- Make sure that your personal hygiene is a high priority; and
- Keep your social distancing of 1.5 metres from others at all times.
Business Continuity Aim
The aim of a business continuity plan in this context is to ensure the health and well-being of all staff, students and authorised visitors to the operational elements of the campuses and facilities of The University of Papua New Guinea. In order to achieve this goal, the University will seek to:

(a.) Put in place a Business Continuity Plan which recognises that the University has no formal mechanisms in place for business continuity planning and major incident management;
(b.) Maintain, where possible, an optimal operating environment which is as close to business-as-usual as is possible in the prevailing circumstances;
(c.) Ensure that the University is compliant with all directives of the national government and NCD in terms of public health, safety and security measures;
(d.) Manage major disruption of the University’s teaching and learning, research and operational domains arising from containment efforts, whether imposed by the authorities or self-imposed to ensure the safest environment possible;
(e.) Provide timely advice to those entitled to occupy staff accommodation, recognising that the University has no direct control over, or responsibility for, how staff conduct their personal lives and living arrangements; and
(f.) Create an environment which enables the most rapid return to business-as-usual subsequent to the lifting of any possible restrictions and/or self-imposed incident-management measures.

Stage 1 – Pre-Confirmation of National Threat
This is the stages which the University currently finds itself. At the time of revision of this document, 4 March, no cases of Covid-19 had been reported in Papua New Guinea. It is during this period that a range of precautionary measures have been planned while adopting a strategy of watchful waiting. As of the date of writing, the Director of Health Services has confirmed that in the previous seven days he has maintained contact with the public health entities at both the national Ministry of Health and the National Capital District levels. He has received no advice which indicates that the University should be undertaking any active measures with staff and students. It has been noted, however, that the Ministry has placed advisory materials on its website. The University has also accessed a notification issued by the Australian High Commission.

In light of the paucity of detailed national guidance, it is the view of the Senior Executive Group that a range of issues can be decided at this time. These are as follows:
1. The membership of a Covid-19 Emergency Management Group is confirmed, ready to be activated if the threat level moves to stage 2. The membership will include:
   - The Vice-Chancellor (Chair);
   - The Pro-Vice-Chancellor (PD&IR);
   - The Pro-Vice-Chancellor (ASA);
   - The Acting Registrar;
   - The Acting Bursar;
   - Directors of Health Services, Student Services, Human Resources, PFM, PREM, Planning and Development, and ICT;
   - Executive Deans; and
   - Executive Officer to Council (Observer Status).
2. The Vice Chancellor appoints a Covid-19 Crisis Management Leader.
4. A public health planning approach is adopted by the Director of Health Services which includes procurement of materials, planning of health education, training of key personnel and forward planning for a worst case scenario.
5. A Business Continuity Baseline plan is developed by Planning and Development to identify the core functions of each department which must be maintained to ensure the University is kept in basic functioning mode and the skeleton staff that would be necessary to ensure basic functioning in each case.
6. All non-essential travel outside Papua New Guinea is immediately reviewed with all funding/travel requests requiring approval from the Vice-Chancellor’s Office.
7. The Senior Management Team meets to consider accelerating student learning for the remainder of Semester 1, and reducing the number of teaching weeks to ensure that most academic content is covered pending a possible interruption to on-campus study.
8. A sub-committee of the Technology Enabled Learning Committee is convened to review the contingency arrangements for online learning to take place should the University be closed at a later stage in the process.
9. Discussions are held with key stakeholders regarding the eventuality of resident students being repatriated to their home areas should the University be closed.
10. Each School/Service Department reviews its readiness to respond to each stage of this plan.
11. Arrangements are put in place to deal with any possible student unrest.

Stage 2 – Confirmation of National Threat Where Cases Are Traceable
At this stage, it is likely that the University will continue normal operations but would move to a heightened state of awareness. Measures to be put in place at this stage include:

- The Covid-19 Emergency Management Group will meet daily (or at whatever frequency is deemed appropriate in relation to the threat posed/experienced) at a set time in a settled venue with attendance by all members being mandatory at all meetings.
- Restriction of entry to the campuses to only staff and students who can verify their identity with a bone fide ID card – where an individual is driving a vehicle, only occupants producing University ID may be admitted to the campus; entry of all non-University vehicles prohibited unless engaged in the delivery of essential supplies;
- Implementation of the Health Education Campaign which will focus on key messages as advised by the National Department of Health and WHO.
- PREM, supported by ICT, will operate a communication strategy approved by the Covid-19 Emergency Management Group and provide an up-to-date (at least daily) update for staff and students on the current status of the University and any action that they may be expected to undertake. External stakeholders (e.g. DHERST, Ministry of Health, NCDC, etc.) and the press will also be updated on the University’s status on a daily basis to ensure transparency and promotion of the University’s best efforts.
- Preparations are made should it be necessary at a future point to repatriate resident students to their home areas if Stage 3 is activated.
- Student Services prepares, in discussion with the Director of Health Services, a quarantine strategy for resident students involving a designated quarantine zone and, in the worst case scenario, transfer to the Port Moresby General Hospital Quarantine Ward.
Stage 3 – National Threat Where Cases Are Not Traceable And Epidemic Is Possible/Probable/Cases Are Reported On The Campuses.

• During this phase, the Covid-19 Emergency Management Group meets electronically to reduce the possibility of cross-infection amongst its members, but the frequency may increase to more than once daily if this is necessary.
• The Covid-19 Emergency Management Group, on advice from the Public Health Department and any Government directive for the closure of schools and universities, decides on the closure of the campuses with particular reference to the needs of resident students.
• A decision is to be taken, in discussion with DHERST, to implement plans made at stages 1 and 2 for a timely repatriation of resident students to their home areas (it is recognised that some resident students may wish to remain in Port Moresby with relatives and this is, of course, their prerogative). A deadline is set by which no students should be on campuses.
• Only a skeleton staff and essential vehicular traffic which keeps core functions operational will be present on campuses.
• Students may access the e-learning contingency put in place by the TEL Sub-Committee on Learning Contingency.
• The security status of the campus is heightened with no access to the Campus except by those carrying specific authorisation linked to their staff/student ID cards.
• Advice is taken and implemented on quarantine arrangements for resident students and exclusion measures for staff displaying symptoms/those who have been in contact with symptomatic students/staff/members of the public.
• Quarantine arrangements are activated for any suspected cases/cases in resident students and staff so affected are excluded from the campus and advised to self-quarantine at home.
• Clinic services are strengthened and expanded to cope with increased consultations and possible treatment at both campuses.
• NCS arranges for a phased service of meals so that only one student dormitory is served at a time. The possibility of using the Games Village service area as well as the Old Mess should be explored.
• All Schools, Divisions, and Departments are closed to contact between any essential staff and resident students.
• A Recovery Plan is devised and revised on a weekly basis as to the measures necessary for the resumption of study by students and work by staff at the end of this phase to ensure minimal loss of learning opportunities and recommencing business-as-usual in all service departments.
• Any student or staff member who seeks to contravene the University’s instructions and arrangements or to incite group actions should immediately be placed in the hands of the RPNGC as a threat to public order, in keeping with the laws of Papua New Guinea.

Stage 4 – Incidence Of New Cases, from Whatever Source, Is Considered by Government to be Reducing On a Daily Basis to the Point Where it is Advised that a Substantive Threat No Longer Exists.

• The Covid-19 Emergency Management Group recommences meeting face-to-face on a daily basis.
• The Recovery Plan is activated.
• A review of the effects of Stage 3 will be rapidly carried out and amendments/additions made to the Recovery Plan on an ongoing basis.
Some PNG Specific Health Tips

- Always keep at least 1.5 metres away from everybody else;
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- Avoid direct contact with people who don’t care about their personal hygiene;
- Don’t share cigarettes, buai, daka, or lime;
- Avoid food in markets or kai shops that may not be cooked properly; and
- Make sure that your personal hygiene is a high priority.