



SAE DUBAI WELCOMES OUR LEARNERS BACK ON CAMPUS



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As SAE Dubai campus is gearing up to welcome you all into our facilities. Our faculty and staff are doing their best to prevent the spread of COVID-19.

To complement our efforts towards this prevention, we expect our students to contribute to it so that we can provide you a safe, smooth and productive learning experience.

Here are the instructions which you need to read carefully and diligently follow:



Temperature
Check



Mandatory use
of the mask



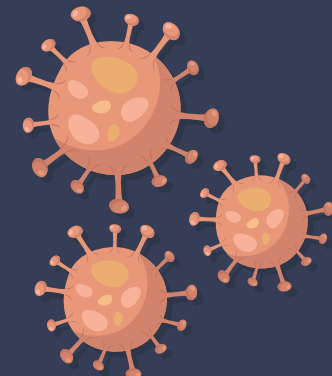
Mandatory
Registration



Using
Gloves



Physical
Distancing



Campus access:

- Students will be permitted on campus as per the scheduled face-to face classes
- For studio and equipment bookings, prior bookings and confirmation of studios and equipment are encouraged. For Audio studio bookings, spot bookings may be permitted but are subject to availability.
- Students are not allowed to randomly visit the campus for consultation or administrative concerns. For administrative concerns students have to notify the relevant SAE employee and the booking of consultations or tutoring sessions is mandatory or upon invitation.
- Students entering without any of the above, will not be allowed on campus and will be sent back home.

Procedures:

- Before arrival on campus, students will need to complete the Travel Log form [here](#) indicating if they have travelled outside the UAE in the last 14-days.
- Thermal scanners are installed on the second floor of Block 16. Student temperatures are checked by the TECOM security on the ground floor. Students must ensure that they scan their temperatures on the ground floor. If the system records a temperature of 37.5°C or above, students will not be permitted to proceed to the 2nd floor. If you are requested to leave the premises, please contact 04-3606456 or support@saedubai.com for guidance on how to proceed.
- For entry permissions to Block 17, students have to screen their temperatures in Block 17, on the 3rd Floor and complete the contact tracing form. Failure to abide by this protocol will result in students being made to leave the campus premises immediately.

Procedures:

- All students have to complete the **Student On-campus record** here immediately after temperature checks are complete. Failure to abide by this protocol, will result in students being made to leave the campus premises immediately.
- Library rentals will be permitted based on prior bookings and appointments made with the librarian, Ms. Regine Mamburam (r.mamburam@saedubai.com). If students choose to use the library for study purposes, a prior booking needs to be made with Ms. Regine.

Health & Safety:

- While on campus, students are expected to abide by the physical distancing protocols, wear a mask if indicated/required at all times and carry personal hand-sanitizers
- All students are expected to ensure to carry with them personal laptops for lectures. This will protect each student from exposure due to utilization of common equipment during class time.
- In case students are using lab computers, students must place the “to be sanitized” label near the equipment being used. This will indicate to the Cleaning and Disinfection team that items need to be sanitized before use by another individual.
- Students must not gather in common areas and a queuing system will be implemented (keeping in mind the physical distancing protocols) for bookings, equipment rentals and any administrative requests.
- The student lounge will be temporarily closed in line with regulations to prevent gatherings. Students are requested to avoid gatherings within common areas of DKP in order to protect your health and safety.

Safety Protocol in-case of Symptoms:

- If a student shows symptoms of illness including fever, cough, body ache or fatigue, shortness of breath, sore throat and nausea, headache or loss of smell or taste, the student should notify support@saedubai.com and their lecturer and request to attend the session virtually and should avoid coming to campus to ensure the health & safety of SAE. Students can return on-campus, once they submit a medical clearance or negative PCR test.
- In case a student does present with symptoms of illness as specified above while on campus, the student will be placed in isolation (in the isolation room) and the Health and Safety Officer will be informed. The DHA will be informed and based on directives, the student will be informed of steps to be taken regarding exiting campus and guidelines to be adhered to before return on campus
- In case of a suspect COVID-19 case, the student will need to obtain a clinical assessment and should commence a 10-day quarantine until a negative result is confirmed and the student is symptom-free. The student has to provide proof of a negative PCR test to be approved by the Health and Safety Officer before returning to campus.
- In case of a positive result, all contacts will be informed and will need to undertake a 10-day quarantine period.
- In case of a positive result, campus will be fully sanitized and physically closed until further approval.

Preventive Health and Safety Protocols:

- All students must carry their own masks and hand sanitizers while on campus.
- Students are encouraged to frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
- Students are required to sanitize their hands upon arrival on the campus. There are sanitizers installed in each classroom and at the entry of each Block.
- Students are required to adhere to the policy of “no food and drink” permitted in the classrooms and studios.
- Students are requested for their preferred mode of learning (blended or virtual) before the start of the term. A change from virtual to on-campus presence may not be accommodated based on the maximum capacity allowance of each classroom
- Students with high-risk medical conditions are required and requested to continue with virtual classes.
- Students presenting with symptoms of illness, are encouraged to inform their lecturer and support@saedubai.com. They are required to attend classes virtually and not attend on-campus sessions until they can provide a medical clearance or negative PCR test.
- No unsupervised classroom/lab bookings will be permitted. Therefore, faculty supervision is mandated in case students need to use a classroom/lab.