

## **Guidelines for work and presence at the Khalifa University Campuses during COVID-19 Pandemic (For Vendors)**

**Dear Vendors,**

You and your family's health and welfare is of utmost importance to the Government of Abu Dhabi. Due to the current COVID-19 pandemic, normal on-campus operations have been greatly reduced. During this period mail, courier services and package/products delivery operations will continue, with a primary focus on servicing KU essential on-campus operating units.

For that, we need to ensure that precautionary and preventive measures are in place in a supervised and organized manner. Khalifa University is placing its best efforts and have stringent protocols in place in assuring you a safe and healthy work environment, there are also many important measures that can be taken by you to keep yourself, your family, and your colleagues safe. This guideline includes those measures that are critical to keep in mind while being at KU and any other government buildings

### **Pre-entry to Khalifa University Campuses**

- NOT come to KU campus if you feel sick.
- Government entities have been highly encouraged to offer services electronically to our partners and suppliers of Abu Dhabi Government. You are highly advised to check with your entity whether you can submit invoices electronically or have online tender sessions.
- We encourage the use of the latest technology available that display the health status and enable health authorities to identify people at risk of contracting COVID19. (for example Alhosn app)

### **Traveling to Khalifa University Campuses**

- Use private transportation
- Avoid public transportation as much as possible
- Allow your temperature to be taken once you arrive to Khalifa University buildings
- Allow your phone's QR code to be scanned once you arrive to Khalifa University buildings
- Ensure you are wearing protective mask and gloves before you enter Khalifa University buildings

### **At Khalifa University Campuses**

- Ensure you are wearing protective mask and gloves at all times
- Ensure to follow elevator etiquette (no more than 2 in an elevator)
- Practice social distancing when entering campus and remain approximately 6 feet or 2 meters from other.
- Sanitize often
- Avoid touching your eyes and face, cover coughs and sneezes with a tissue or the inside of your elbow, not to shake a hand, and remain out of congregate setting and avoid mass gathering.
- Minimize the use of handles and physical interfaces (such as door handles) and ensure you sanitize immediately if contact was established
- Avoid the use of paperwork as much as possible
- Avoid leaving used masks or gloves on desks
- Government buildings could offer you extra masks and gloves in case you need it

- No handshaking is allowed with employees or other customers at Khalifa University buildings
- Prayer areas will be closed in Khalifa University buildings

If you have any general questions of clarification, do not hesitate to contact us on [ProcureServ@ku.ac.ae](mailto:ProcureServ@ku.ac.ae)

Alternatively, if you have any questions related to material deliveries to the campuses, kindly contact us on KU Material Management email ([materialmanagement@ku.ac.ae](mailto:materialmanagement@ku.ac.ae))