

**Update 2: The H&S Committee recommendations in cooperation with  
Student Affairs Department as on 22nd March 2020:**

**In response to the directives of the Supreme Committee for dealing with COVID-19 related decisions, the SUC H&S Committee recommends the following:**

- Suspend the printing process and/or circulating any print publications or limit the dealing with the print documents as possible and utilize the email and the other communication tools and electronic services among SUC Community until further notice from the formal authorities.
- Inform the SUC expat faculties and staffs to stay at home after their working hours, not to go out except for the extreme necessity and to avoid social gatherings as per the directions of the Ministry of Manpower.
- SUC can develop a convenient mechanism to achieve the duties through the remote works as possible using the SUC electronic services and technologies to limit the number of staff who attending during the day work in-campus and to schedule the staff attendance alternatively in coordination with their respected HODs/Managers.
- Prevent gathering in SUC campus, the staff should avoid moving between offices unless there is a necessity for that and in case if there are more than one staff in the office, they should keep a space between them (2m approx.).
- Suspend all the services that requires the direct contact with the individuals from outside the college and use only the electronic services (same like customer services outlets in the other institutions) **[already there is no students and the classes are suspended according to MOHE decision]**.
- Appeal the faculties and staff to stop using cash and use electronic payment instead.

**We request all SUC Community to follow the preventive instructions issued by the  
Ministry of Health to protect against new Coronavirus (COVID-19)**