



**The Knowledge Hub
Universities**

Document title: Reporting Protocol of COVID-19 Cases – November 2021

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Office/department responsible: Health and Safety Department and

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

TKH Reporting Protocol of COVID-19 Cases

Policy Statement/Purpose: Ensure all involved and concerned departments are simultaneously informed with TKH Community who are COVID-19 positive cases to track and monitor cases in order to take the proper consequent procedures to protect TKH Community and ensure continuity of the learning and working process.

Who Needs to Know This Policy

TKH Community

Supporting department

If you have any questions on the policy, you may send an email to

TKH HSE Department - hse@tkh.edu.eg

TKH Physician - Medical@tkh.edu.eg

TKH Registrar - registrar@tkh.edu.eg

TKH People Operation - people.operation@tkh.edu.eg



Policy/Procedures

Guidelines:

TKH Students' Reporting Protocol of COVID-19 Cases:

1. If any TKH student is showing any COVID-19 like symptoms such as fever (temperature above 37°), cough, sore throat, severe headaches, ..etc, TKH student should refrain from coming to TKH Campus, and should apply for absence by filling out [TKH Absence Form](#), and conduct a PCR test as soon as it could be, if the PCR test is negative, student must send a copy of the PCR to TKH Medical Team (Medical@tkh.edu.eg) to be allowed to return to the campus.
2. If any TKH Student test COVID-19 positive, they must be self-isolated and refrain from being present in TKH campus until they are fully recovered, or their COVID-19 PCR test turns negative, and they must get TKH Medical Team approval prior to their return to TKH campus as stated in point 7. TKH Students are required to report their positive COVID-19 cases through this [link](#).
3. The self-isolation period depends on the severity of the case. Mild/Moderate cases should be self-isolated for at least 10 days, counting from the day of onset of symptoms. Severe/Hospitalized cases should be self-isolated for at least 20 days, counting from the day of onset of symptoms.
4. If you are a confirmed positive COVID-19 case, and you wish to discontinue the isolation period before its completion, you must submit a negative PCR test to TKH Medical Team to get their approval before returning to TKH campus.
5. If any TKH Student has a family member or a close contact person with a positive COVID-19 Case, TKH Students should report that as well through this [link](#), by choosing the Patient is "Others". TKH Medical Team will contact and advise students with the appropriate medical opinion whether to go to TKH campus or further medical tests will be required to allow students on TKH Campus.
6. Please ensure you have submitted [TKH Absence Form](#) through the form link embedded inside the policy to register your absence and that you have filled out an [Assessment Extensions and Deferrals Form](#) through the form link embedded inside the policy if you are going to miss an assessment, in accordance with [TKH Attendance Policy](#) and TKH Assessment Extensions and Deferrals Policy under [TKH Policy and Regulations](#) on TKH Website.
7. After completion of the isolation period, your return to TKH Campus requires you to submit either a negative PCR, or a medical certificate stating you are fully recovered and totally free of symptoms, etc. to TKH Medical Department (Medical@tkh.edu.eg) to prove that you are now COVID-19-free and safe to return to TKH campus, or you will be subject to disciplinary action.



TKH Staff Reporting Protocol of COVID-19 Cases:

1. If any TKH staff is showing any COVID-19 like symptoms such as fever (temperature above 37°), cough, sore throat, severe headaches, ..etc, TKH staff should refrain from coming to TKH Campus, and should apply for absence by filling out an Emergency Leave through Oracle ERP System, and conduct a PCR test as soon as it could be, if the PCR test is negative, staff member must send a copy of the PCR to TKH Medical Team (Medical@tkh.edu.eg) to be allowed to return to the campus.
2. TKH Staff who test COVID-19 positive must be self-isolated and refrain from being present in TKH campus until they are fully recovered, or their PCR or COVID-19 tests turn negative. TKH Staff are required to report their positive COVID-19 cases through this link.
3. The self-isolation period depends on the severity of the case. Mild/Moderate cases should be self-isolated for at least 10 days, counting from the day of onset of symptoms. Severe/Hospitalized cases should be self-isolated for at least 20 days, counting from the day of onset of symptoms.
4. If you are a confirmed positive COVID-19 case, and you wish to discontinue the isolation period before its completion, you must submit a negative PCR test to TKH Medical Team to get their approval before returning to TKH campus.
5. If any TKH Staff member has a family member or a close contact person with a positive COVID-19 Case, TKH Staff should report that as well through this link, by choosing the Patient is "Others". TKH Medical Team will advise staff member with the appropriate medical opinion whether to go to TKH campus or further medical tests will be required to allow staff member to return to work on TKH Campus.
6. Please ensure you have submitted an Emergency Leave through Oracle ERP System, to register your absence as per TKH's normally followed HR procedures.
7. After completion of the isolation period, your return to TKH Campus requires you to submit either a negative PCR, or a medical certificate stating you are fully recovered and totally free of symptoms, etc. to TKH Medical Department (Medical@tkh.edu.eg) to prove that you are now COVID-19-free and safe to return to TKH campus, or you will be subject to disciplinary action.

*****Disclaimer:** The Knowledge Hub Universities has the right to update policies whenever needed for workflow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		



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