



Office of the Principal

**FROM:** Principal  
**TO:** All staff, AUC  
All students, AUC

5<sup>th</sup> May 2021

**RE: RE-OPENING OF THE UNIVERSITY COLLEGE FOR FACE TO FACE TEACHING FOR SEMESTER II 2020/21 ACADEMIC YEAR**

Further to my memo of 29<sup>th</sup> April 2021 on closure of face to face teaching and learning and pursuant to the Presidential lifting of the COVID 19 moratorium on face to face learning and teaching and related actions, the Alupe University College Management Board and College Academic Board make the following announcements:

1. The University College shall open for face to face learning and teaching starting **10<sup>th</sup> May 2021**.
2. Blended learning shall continue to be the mode of teaching and learning in the University College.
3. Face to face learning shall be restricted to small groups but of no more than 25 persons per large teaching spaces.

**In addition:**

4. All staff who are not on leave to be in their offices between 8.00am and 5.00pm as has been the case before COVID- 19.
5. All staff and students who have a flu like illness to work/learn from home with formal permission from their supervisors/tutors which should be lodged with the Office of Deputy Principal, AFD/ARSA.
6. All staff in Management positions (AUCMB, Deans, CODs, HODs) should be readily available to clients, customers, students for efficient service provision in their offices or places of work.
7. All staff who work from home should have their assignments lodged with the supervisors/CODs/HODs/ Deputy Principals/Principal upon completion of such assignments.
8. Staff and students must put on masks while on campus since Alupe University College is a public facility.
9. No staff, student or visitor should receive services within AUC if not on a properly worn mask.
10. All staff, students and visitors must wash their hands before entering any campus, offices, rooms, spaces etc in Alupe University College.
11. All meetings, including face to face lectures should have persons wearing masks with a social and physical distancing of at least 2 metres apart between individuals. Other online methods of communication and teaching are encouraged.

12. Keep to your spaces of work as much as possible and avoid unnecessary movement between offices except when moving documents between offices. Use of e mail is encouraged for official communication.
13. Maintain the instruction of one person per office at all times and make internal arrangements to effect this within your office.
14. Wash hands after handling surfaces, door knobs, toilet handles, computer keyboards, telephone handsets etc and as frequently as possible.
15. All staff and students are encouraged to get vaccinated in the public or private hospitals or facilities.
16. During this COVID-19 pandemic period, visitors are not encouraged on campus as communication should be mainly through phone, sms and other online methods.

**Prof. Fabian Esamai**  
**Principal**