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OFFICE ORDER

Sub: SOPs for Re-opening of the Campuses

The Institute is awaiting instructions from regulatory authorities on opening of its campuses for students. However, as a proactive measure, comprehensive Standard Operating Procedures (SOPs) for the activities required to be taken are prepared as follows:

- Before opening of the Campuses for preparation and arrangements for Health, Hygiene and other safety protocols in the campuses:
- After opening of the Campuses for operational arrangements and modalities for Health, Hygiene and other safety protocols in the campuses.

The SOPs are attached at **Annexure-I**. The responsibilities for the proper implementation of these SOPs have also been delineated for the concerned Faculty Members / Officers / Staff / Divisions/Sections and Students wherever applicable.

All concerned are required to strictly adhere to these SOPs for ensuring health and safety protocols in the Institute.

This issues with the approval of the Competent Authority.


(Dr. P. K Gupta)
Registrar

All Faculty/Officers/Staff/Students of the Institute



INDIAN INSTITUTE OF FOREIGN TRADE

STANDARD OPERATING PROCEDURES (SOPS) FOR RE-OPENING OF CAMPUSES OF THE INSTITUTE

1. STANDARD OPERATING PROCEDURES (SOPS) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS BEFORE OPENING THE CAMPUSES OF THE INSTITUTE.

I) Ensuring proper cleaning and sanitation facilities in the Campuses:

- a) Adequate arrangements would be made for thorough cleaning and disinfecting of all areas of campus, furniture, handrails, doors, equipment, stationery, storage places, water tanks, kitchens, canteen, washrooms, auditorium, conference rooms, classrooms, hostels, library, water stations, teaching aids, sports equipment, learning material, computers etc. in the campuses every 24 hours following the guidelines of Government. **(Responsibility: E&M Division of both Campuses)**
- b) Maintenance of Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, are to be maintained at all places, including hostels, kitchens, mess, washrooms, libraries, class rooms, canteen, parking etc. **(Responsibility: E&M Division of both Campuses)**
- c) Adequate arrangements would be made for regular supply of alcohol based hand sanitizers, soap and running water in the washrooms and hand washing stations with facilities of liquid soap in the administrative & academic buildings and hostels in the campuses. **(Responsibility: E&M Division of both Campuses)**
- d) Dustbins must be cleaned and covered properly. **(Responsibility: E&M Division of both Campuses)**
- e) Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms. Provision for proper disposal of used personal protection items and general waste should be followed in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf). **(Responsibility: E&M Division of both Campuses in consultation with Institute's Doctor and Nurse)**
- f) Adequate arrangements would be made for regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers. **(Responsibility: E&M Division of both Campuses)**
- g) Adequate arrangements for safe drinking water would be made on the campuses. **(Responsibility: E&M Division of both Campuses)**
- h) Spitting in the Campus would be punishable offence and this would be strictly enforced. **(Responsibility: E&M Division of both Campuses)**

- i) For air-conditioning/ventilation in the campuses, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30oC, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there. **(Responsibility: E&M Division of both Campuses).**
- j) Adequate arrangements would be made for maintenance of proper cleanliness in the entire campus. **(Responsibility: E&M Division of both Campuses).**
- k) Proper sanitization of buses, other transport and official vehicles would be done wherever applicable. **(Responsibility: E&M Division of both Campuses).**

II) Ensuring Safety Measures at Entry/ Exit Point (s) and Physical/Social Distancing in the Campuses:

- a) Adequate arrangements of thermal scanners, oximeters, alcohol based sanitizers, face masks would be made available at all entry and exit points of campuses, buildings and hostels including reception area. **(Responsibility: Gen Admin Division of both campuses).**
- b) Adequate arrangements would be made for screening of students, faculty and staff, wearing of clean face covers/ mask, sanitizing of hands etc. must be ensured at all entry points and those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter and in order to avoid risk of transmission they would be advised to get clinically assessed by nearest hospitals before allowing them entry to the campuses. **(Responsibility: Gen Admin Division of both campuses)**
- c) Crowding must be avoided at entry/ exit points. **(Responsibility: General Admin Division of both campuses).**
- d) Adequate arrangements would be made for staggering the timing of entry and exit for students of different classes with limited strength for different programmes. **[Responsibility: SO(GSM), SI (EMPD), SO (MDP) in Delhi Campus and concerned officers in Kolkata Campus)**
- e) Monitoring of the entry and exit of the students in the campuses would be done and all students must compulsorily wear their identity cards during their visit to campuses. **(Responsibility: General Admin Division of both campuses).**
- f) The currently enrolled and asymptomatic students only would be allowed to enter the campuses and their relatives/visitors would not be allowed. **(Responsibility: General Admin Division of both campuses).**
- g) The entry and exit of the students from the Campus would remain strictly regulated. The students would not be allowed to go out of Campus for any reason whatsoever except medical emergencies. The arrangements for day to day essential items would be made at the photocopying shop. Students may be advised to avail the facilities of online delivery apps like Grofers, Bigbasket, etc.

for day to day essential items with proper safety precautions. **(Responsibility: Gen. Admin Division of both campuses)**

- h) The visitors would not be allowed at all. Only the visitors in case of any emergency would be allowed entry with the proper permission of the Head of the Division(s). The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors be maintained along with the names of persons whom he/she meets. **(Responsibility: General Admin Division of both campuses).**
- i) For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to. **(Responsibility: E&M Division of both campuses).**
- j) All the gates should be used, with adequate care, to avoid crowding. **(Responsibility: General Admin Division of both campuses).**
- k) Installation and use of Aarogya Setu App would be mandatory for all faculty/staff/students and status of the Aarogya Setu App would be checked at the entry gate of the Campuses by the Security Staff. **(Responsibility: General Admin Division of both campuses).**

III) Display of Signages and markings for enforcing Physical/Social Distancing and Safety Protocols:

- a) Adequate arrangements would be made for displaying posters/messages/stickers and signage at appropriate places in the campuses reminding faculty/staff/students about maintaining physical/social distancing such as inside the office, rooms, classrooms, library, hostels, outside washrooms, hand washing stations, drinking water areas, mess, halls, entry and exits points etc. **(Responsibility: E&M Division of both campuses).**
- b) Adequate arrangements would be made for marking circles on ground at different places like reception, hostels, classroom, library, water facility stations, hand washing stations, area outside washrooms, and other areas. Marking separate lanes with arrows for coming and going at all possible places in the campuses to avoid physical contact. **(Responsibility: E&M Division of both campuses)**
- c) Adequate arrangements would be made for displaying the information about Covid-19 Cell of the Institute containing the emergency numbers, helpline numbers, email id and contact details of persons to be contacted in case of any emergency in the Campuses. **(Responsibility: E&M Division of both campuses)**

IV) Seating Plan and Safety Measures for Classrooms and other Learning Sites:

- a) Arrangements would be made for proper sanitization at all learning sites. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently

touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, library, lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, would be regularly disinfected with 70% alcohol swipe. **(Responsibility: E&M Division of both Campuses)**

- b) As per guidelines of Ministry of Health, arrangements would be made for sitting places in classes, computer labs, libraries, conference halls etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats and there must be at least 6 feet distance between students in the seating plan. **(Responsibility: E&M Division and concerned Section Officers and Officials of Programme Divisions of both Campuses).**

V) Academic Calendar, Staggered Timetables and Attendance Management:

To be prepared by Academic Divisions of both the campuses in accordance with the social distancing norms, availability of space in classrooms and UGC Guidelines.

VI) Facilities for Medical Support

- a) In order to ensure the safety of faculty/staff and students there would be a Covid-19 Cell at both the campuses comprising the following:

For Delhi Campus:

- i. Institute's Doctor
- ii. Institute's Nurse
- iii. Members from nearby hospital/healthcare facility

For Kolkata Campus:

- i. Institute's Doctor
- ii. Members from nearby hospital/healthcare facility

- b) Adequate arrangements would be made for isolation facilities for those having symptoms and also those who test positive for Covid-19 (however the two need to be kept separately) in the campuses or a tie-up would be made in advance with some Government hospital or approved premises or as advised by the local authorities so that, in case of necessity, prompt action may be taken. Proper arrangement of safety, health, food, water etc. would be ensured for those in quarantine and isolation facilities. **(Responsibility: E&M Division in coordination with Institute's Doctor and Nurse at both campuses)**
- c) Adequate arrangements would be made for tie-ups with nearby hospitals, health centres, NGO's health experts/ and counsellors for help and support in fighting Covid-19 in campuses. **(Responsibility: E&M Division in coordination with Institute's Doctor and Nurse at both campuses)**

- d) Hospitals in the nearby areas, shall be identified and list be readily available with IIFT Administration/Warden and Assistant Wardens. **(Responsibility: E&M Division in coordination with Institute's Doctor and Nurse at both the campuses).**
- e) Regular counselling of students would be arranged so that students can talk with counsellor about their anxiety, stress or fear. **[(Responsibility: Institute's Doctor and Nurse in coordination with Assessment & Development Centre (Psychometric Lab)]**
- f) Adequate arrangements for medical insurance of all the regular students of both the campuses of the Institute would be ensured before their joining the Institute. Students would be mandatorily required to obtain Medical Insurance from the Agency identified by the Institute before joining the Institute. The details in this regard would be hosted on the website of the Institute. **(Responsibility: Gen Admin Division of Delhi Campus)**

VII) Safety Measures and SOPs for Stay in Hostels:

- a) Since residential students may be coming from different locations, they would remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy of the State Government for quarantine [even if they bring a negative test report (RT-PCR) Method]. Students must bring Covid-19 negative Report (RT-PCR Method) before coming to the campuses for their stay in the hostels and the same would be verified by Institute's Doctor and Nurse. **(Responsibility: Institute's Doctor and Nurse at both campuses in coordination with Warden/Assistant Warden)**
- b) Sharing of rooms would not be allowed in hostels. Symptomatic students would not be permitted to stay in the hostels under any circumstances. **(Responsibility: Warden/Assistant Wardens in coordination with Institute's Doctor and Nurse at both campuses).**
- c) In order to ensure that there should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities and hence, their numbers need to be limited appropriately to avoid crowding, the hostel students would be called in phases. **(Responsibility: Heads of the Divisions of respective Departments would provide the details of students).**
- d) Adequate arrangements would be made for regular supply of alcohol based hand sanitizers, soap and running water in the washrooms and hand cleaning facilities in the hostels. **(Responsibility: E&M Division of both Campuses).**

VIII) Safety Measures and SOPs for Mess:

- a) In order to maintain social distancing norms, arrangements would be made so that the seating capacity of the students shall be reduced by 50 %. Hence, the meal timings would be staggered to ensure smooth conduct of meal timings. A slot based coupon system would be introduced to ensure full communication and complete adherence. Following meal timings shall be observed by the Students:

Breakfast	7.30 a.m. to 9.30 a.m.
Lunch	12.30 p.m. to 2.30 p.m.
Evening Snacks	4.30 p.m. to 6.30 p.m.
Dinner	7.30 p.m. to 9.30 p.m.

- b) The mess staff would submit the Covid-19 negative Report (RT-PCR method) before the resumption of their duties in the mess and the same would be verified by Institute's Doctor and Nurse. **(Responsibility: E&M Division in coordination with Institute's Doctor and Nurse at both campuses)**
- c) The mess staff would be trained on Covid-19 responsible conduct at all time and should be monitored for their adherence at all times. Awareness posters would be displayed all around the cooking and dining area of mess. **(Responsibility: E&M Division of both campuses)**
- d) Adequate arrangements would be made for stay of Mess staff while maintaining social distancing norms. **(Responsibility: E&M Division and Mess Manager of both campuses).**
- e) Adequate arrangements would be made for regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to Mess staff. **(Responsibility: E&M Division of both Campuses).**
- f) Adequate arrangements would be made for food grade disinfectants for frequent cleaning of surfaces and washing of floors. No bleach, washing soda, detergent powder will be used for washing of fresh vegetables, meat etc. Fresh vegetables and meat would be used after washing the same with warm water. **(Responsibility: E&M Division and Mess Manager of both campuses).**
- g) Water dispensing points would be susceptible to frequent and multiple touching to fetch the water. Students would be encouraged to exercise due caution in sanitization of their hand before/after touching the water dispensers. Appropriate arrangements would be made to ensure minimum touch by multiple hands. **(Responsibility: E&M Division of both Campuses).**
- h) Arrangements would be made for ensuring queue management inside and outside the mess, specific markings on the floor with a gap of 6 feet would be

made and be adhered to in the Mess/Cafeteria. **(Responsibility: E&M Division of both Campuses).**

IX) Safety Measures and SOPs for Library:

- a) The Library shall function from 10.00 a.m. to 5.30 p.m. on all working days (closed on weekend and public holidays). Change in timings would be considered based on the usage and requirements of the students.
- b) Prior to the usage of library, the pest control for book-worms to clean the environment shall be undertaken. Arrangements would be made for disinfection of furniture, book racks, handrails, doors etc. as per the government guidelines already issued in this regard. The area/equipment used by the students/staff shall be sanitized every 24 hours before opening of the library. **(Responsibility: E&M Division of both Campuses).**
- c) Adequate arrangements would be made for marking of proper boxes on the floor/ground with minimum 6 feet distance to ensure social distancing in the queue while students enter into the library and they would be allowed one by one inside the Library **(Responsibility: E&M Division of both Campuses).**
- d) Adequate arrangements of hand sanitizer and thermal scanners would be made at the entry gate of the library. **(Responsibility: Gen Admin Division of both campuses)**
- e) Adequate arrangements for regular supply of hand sanitizers in the library would be ensured. **(Responsibility: E&M Division of both campuses).**
- f) For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there. **This shall be ensured by Assistant Librarian/Library Staff in coordination with E&M Division of both Campuses.**
- g) In order to avoid crowding, Library Staff would ensure strict adherence to social distancing norms advised by the Institute/Gol from time to time. **(Responsibility: Heads of the Library of both Campuses).**

X) Tasks Groups/Teams:

- a) In order to handle varied situations and issues related to the Covid-19 Pandemic various Tasks Groups/Teams viz. Emergency Care Support/Response Team, General Support Team, Hygiene Inspection Team etc. would have to be formed for both the campuses comprising the following:

S.No.	Delhi Campus	Kolkata Campus
1.	<p align="center">Covid-19 Task Group</p> <ul style="list-style-type: none"> i. Warden/Assistant Warden ii. Off. DR (Aca) iii. Institute's Doctor iv. Members from health Department of Delhi Govt. v. Members from nearby hospital vi. President, IMF 	<p align="center">Covid-19 Task Group</p> <ul style="list-style-type: none"> i. A Professor to be detailed by CH(K) ii. Warden/Assistant Warden iii. Section Officer/Accounts Officer iv. Members from admin staff v. Institute's Doctor vi. Members from health Department of WB Govt. vii. Members from nearby hospital viii. Vice President, IMF (K)
2.	<p align="center">Emergency Response Team</p> <ul style="list-style-type: none"> i. Warden/Assistant Wardens ii. SO(E&M) iii. Institute's Doctor iv. Institutes Nurse v. Member from nearby hospital vi. General Secretary-IMF 	<p align="center">Emergency Response Team</p> <ul style="list-style-type: none"> i. A Faculty Member detailed by CH (K) ii. Warden/Assistant Wardens iii. Section Officer iv. Members from Admin Staff v. Institute's Doctor vi. Member from nearby Hospital vii. Joint Gen Secretary-IMF(K)
3.	<p align="center">Hygiene Inspection Team</p> <ul style="list-style-type: none"> i. Warden/Assistant Wardens ii. Off. AR(E&M) iii. Institute's Doctor iv. Institute's Engineer v. Gen Secretary, IMF vi. Institute's Nurse vii. Cultural Secretary-IMF 	<p align="center">Hygiene Inspection Team</p> <ul style="list-style-type: none"> i. Senior Faculty Member detailed by CH(K) ii. Warden/Assistant Wardens iii. Institute's Doctor iv. Section Officer v. Staff from E&M Division vi. Joint Cultural Secretary, IMF(K)

XI) Availability of Drinking Water Supply (Responsibility: E&M Division of both campuses):

- a) Continuous supply of potable water would be ensured in the campuses. In case of intermittent water supply, adequate storage arrangement for water used in food or washing should be made. Water used for cleaning, washing and preparing food should be potable in nature.

- b) Water storage tanks, if available, should be thoroughly cleaned before the reopening of campuses and further periodical cleaning should be done.
- c) Non potable water pipes should be clearly distinguished from those in use for potable water.

XII) Management of Waste (Responsibility: E&M Division of both campuses):

- a) Adequate waste disposal systems and facilities should be provided and they should be designed and constructed in such manner that the risk of contaminating food or the potable water supply is eliminated.
- b) Waste storage/tanks should be located in such manner that it does not contaminate the food process, storage areas, the environment inside and outside the kitchen and waste should be kept in covered containers and removed at regular intervals.
- c) Periodic disposal of the refuse/waste may be made compulsory.
- d) Eco friendly measures like vermi-composting may be encouraged for food waste management.
- e) Applicable food waste management rules of respective States / UTs shall be adhered to by all Colleges/Universities.

2. STANDARD OPERATING PROCEDURES (SOPS) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS TO BE FOLLOWED AFTER OPENING THE CAMPUSES OF THE INSTITUTE.

I) Ensuring continuous maintenance and monitoring of cleanliness and hygienic conditions in and around the Campuses:

- a) Thorough cleaning and disinfecting of all areas, furniture, handrails, doors, equipment, stationery, storage places, water tanks, kitchens, canteen, washrooms, auditorium, conference rooms, classrooms, hostels, library, water stations, learning material, computers etc. in the campuses every 24 hours as per the guidelines of Government. **(Responsibility: E&M Division of both Campuses).**
- a) Water, sanitation and waste management facilities may be ensured along with compliance of environmental cleaning and decontamination procedures. Provision for proper disposal of used personal protection items and general waste should be followed in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf). **(Responsibility: E&M Division of both Campuses in consultation with Institute's Doctor and Nurse).**
- b) Proper sanitization at all learning sites. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, library, lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, would be regularly disinfected with 70% alcohol swipe would be ensured. **(Responsibility: E&M Division of both Campuses).**
- c) All garbage should be disposed off in dustbins and must not be allowed to pile up anywhere else in the campuses. **(Responsibility: E&M Division of both Campuses).**
- d) Adequate arrangements would be made for regular supply of alcohol based hand sanitizers, soap and running water in the washrooms and hand washing stations with facilities of liquid soap in the administrative & academic buildings, library and hostels in the campuses. **(Responsibility: E&M Division of both Campuses).**
- e) Frequent cleaning and disinfecting of all washrooms may be ensured. **(Responsibility: E&M Division of both Campuses).**
- f) Availability of safe and clean drinking water for students may be ensured. Bringing of water bottles by students may be encouraged. **(Responsibility: E&M Division of both Campuses).**

III) Implementation of Safe Practices for Safe Entry and Exit of Students in the Campuses:

- a) Following of physical/social distancing norms would be ensured, both, during arrival and departure time, to the Institute. Minimum 6 feet physical distance should be maintained when queuing up for entry and inside the Colleges/Universities. **(Responsibility: General Admin of both campuses).**
- b) All the gates be would be used for entry and exit in the campuses. **(Responsibility: General Admin of both campuses).**
- c) Screening of all students, faculty and staff, wearing of clean face covers/ mask, sanitizing of hands etc. must be ensured at all entry points and those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter and in order to avoid risk of transmission they would be advised to get clinically assessed by nearest hospitals before allowing them entry to the campuses. **(Responsibility: Gen Admin Division of both campuses).**
- d) Status of Aarogya Setu App must mandatorily be checked by Security Staff. **(Responsibility: General Admin Division of both campuses).**

IV) Safety Measures and SOPs for Stay in Hostels:

- a) Since residential students may be coming from different locations, they would remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy of the State Government for quarantine [even if they bring a negative test report (RT-PCR) Method]. Students must bring Covid-19 Negative Report (RT-PCR Method) before coming to the campuses for their stay in the hostels and the same would be verified by Institute's Doctor and Nurse. **(Responsibility: Institute's Doctor and Nurse at both the campuses in coordination with Warden/Assistant Wardens).**
- b) It must be ensured that Students must bring Covid-19 negative Report (RT-PCR Method) before coming to the campuses for their stay in the hostels and the same would be verified by Institute's Doctor and Nurse. **(Responsibility: Warden/Assistant Wardens in coordination with Institute's Doctor and Nurse at both the campuses).**
- c) Sharing of rooms may not be allowed in hostels. Symptomatic students should not be permitted to stay in the hostels under any circumstances. **(Responsibility: Warden in coordination with Institute's Doctor and Nurse at both the campuses).**

- d) Thermal screening of all resident students would be ensured during their entry to the campuses and hostels. **(Responsibility: General Admin Division of both campuses)**
- e) Regular supply of alcohol based hand sanitizers, soap and running water in the washrooms and hand cleaning facilities in the hostels must be ensured. **(Responsibility: E&M Division of both Campuses).**
- f) Thermal screening of all the staff working in hostels would be ensured during their entry to the hostels. **(Responsibility: General Admin Division of both campuses).**
- g) Students would be referred to the nearest COVID treatment facility for clinical assessment and treatment. **(Responsibility: Institute's Doctor and Nurse at both campuses).**
- h) Density in dining halls, common rooms, playing areas should be limited, keeping in view of the requirement of physical distancing. **(Responsibility: Warden and Assistant Wardens at both campuses)**
- i) Hygiene conditions should be regularly monitored by Hygiene Inspection Team in Mess, kitchens, dining halls, bathrooms and toilets etc. **(Responsibility: Hygiene Inspection Team of both campuses)**

V) Safety Measures and SOPs for Mess:

- a) In order to maintain social distancing norms, as the seating capacity of the students shall be reduced by 50 %, the following staggered meal timings would be observed by the students as per the slot based coupon system to ensure full communication and complete adherence:

Breakfast	7.30 a.m. to 9.30 a.m.
Lunch	12.30 p.m. to 2.30 p.m.
Evening Snacks	4.30 p.m. to 6.30 p.m.
Dinner	7.30 p.m. to 9.30 p.m.

- b) The staff on duty in the mess hall and the cook house, would be screened for their health conditions/hygiene before starting their duty everyday and will mandatorily wear face-mask, head cover and hand gloves while on duty. **(Responsibility: Institute's Doctor and Nurse in coordination Warden and Assistant Wardens at both campuses).**
- c) The mess staff would ensure all social distancing and hygiene norms for the preparation and distribution of meals viz. wearing of face masks and proper sanitisation. **(Responsibility: Mess Manager and Security Staff of both campuses).**

- d) Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to Mess workers must be ensured. Hand sanitization is must even when wearing a pair of gloves. **(Responsibility: E&M Division and Mess Manager of both Campuses)**.
- e) Institute's Doctor and Nurse would carry out one daily round of the mess and cook house to ensure hand and respiratory hygiene of the mess staff. **(Responsibility: Institute's Doctor and Nurse of both campuses)**.
- f) Weekly sensitization & awareness talk would be given by the Institute's Doctor to the mess staff. **(Responsibility: Institute's Doctor of both campuses)**.
- g) Regular supply of food grade disinfectants for frequent cleaning of surfaces and washing of floors. No bleach, washing soda, detergent powder will be used for washing of fresh vegetables, meat etc. Fresh vegetables and meat would be used after washing the same with warm water. **(Responsibility: E&M Division and Mess Manager of both Campuses)**.
- h) It must be ensured that meals are freshly cooked and it must be monitored by Warden and Assistant Wardens.
- i) Mess staff shall follow the timings given by the administration for their lunch break strictly while maintaining the adequate social distancing norms at all times **(Responsibility: Mess Manager and E&M Division of both campuses)**.
- j) No sharing of food or any other items viz. glasses, plates, spoons etc. would be allowed. Social distancing norms while at the food queue and at individual tables would be followed. **(Responsibility: Security Staff and Mess Manager of both campuses)**.
- k) Security and Mess Staff would monitor the number of students in the dining hall. Students would be advised to display self-discipline and avoid crowding inside the dining hall limiting the number as per the available empty chairs for sit-in meal. **(Responsibility: Security Staff and Mess Manager of both campuses)**.
- l) Arrangements would be made for ensuring queue management inside and outside the mess, specific markings on the floor with a gap of 6 feet would be made and be adhered to in the Mess/Cafeteria. **(Responsibility: E&M Division of both Campuses)**.
- m) Cleanliness would be maintained in dining areas. Meals would be served in small batches, avoiding over-crowding. Efforts would be made to

operationalized take away options for students and staff. **(Responsibility: E&M Division and Mess Manager of both campuses).**

- n) Water dispensing points would be susceptible to frequent and multiple touching to fetch the water. Students would be encouraged to exercise due caution in sanitization of their hand before/after touching the water dispensers. Appropriate arrangements would be made to ensure minimum touch by multiple hands. **(Responsibility: E&M Division of both Campuses).**
- o) Utensils should be properly cleaned. **(Responsibility: Mess Manager of both campuses).**

VI) Safety Measures and SOPs for Library:

- a) The Library shall function from 10.00 a.m. to 5.30 p.m. on all working days (closed on weekend and public holidays). Change in timings would be considered based on the usage and requirements of the students.
- b) Arrangements would be made for proper sanitization of library on daily basis. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, hand rails, chairs, benches, furniture etc. before the opening and closing of the library. **(Responsibility: E&M Division of both Campuses).**
- c) Only currently enrolled and asymptomatic students would be allowed to avail of library facilities. Visitors/Alumni/Relatives/Dependents etc. are strictly not allowed to avail the library facilities until further review of the situation **(Responsibility: Library Staff and Security Staff of both Campuses).**
- d) All students must compulsorily wear their ID Cards during their visit to library. **(Responsibility: Library Staff and Security Staff of both Campuses).**
- e) Proper cleaning and frequent sanitization at library workplace, particularly of the frequently touched surfaces would be ensured by library staff.
- f) Sharing of items like laptops, notebooks, stationery etc. amongst students shall not be allowed and they should not bring bags or other belongings in the library. Only one person will be allowed at a time to keep their belongings, if any in the property shelf placed at the door of the library for keeping the bag/authorised items. **(Responsibility: Library Staff and Security Staff of both the campuses).**
- g) Faculty/Staff/Students shall be allowed entry to the Library only if they are using clean face cover/masks. The face mask/cover has to be worn by them at all times in the library. **(Responsibility: Library Staff and Security Staff of both the campuses).**

- h) Students may be advised to visit library only when it is extremely unavoidable. Efforts may be made by them to access books/journals/publications/databases electronically. **(Responsibility: Library Staff of both the campuses)**
- i) Prior to the usage of library, the pest control of book-worms to clean the environment shall be undertaken. Arrangements would be made for disinfection of furniture, book racks, handrails, doors etc. as per the government guidelines already issued in this regard. The area/equipment used by the students/staff shall be sanitized every 24 hours before opening of the library. **(Responsibility: E&M Division and Library Staff of both the campuses)**
- j) Adequate arrangements of hand sanitizer and thermal scanners would be made at the entry gate of the library. **(Responsibility: Gen Admin Division of both the campuses)**
- k) Adequate arrangements for regular supply of hand sanitizers in the library would be ensured. **(Responsibility: E&M Division of both campuses).**
- l) For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30oC, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there. **This shall be ensured by Assistant Librarian/Library Staff in coordination with E&M Division of both Campuses.**
- m) In order to avoid crowding, Library Staff would ensure strict adherence to social distancing norms advised by the Institute/Gol from time to time. **(Responsibility: Heads of the Library of both Campuses).**
- n) The use of library computers for accessing library catalogue (OPAC) shall be closed for users. Users may be encouraged to use their devices to check the online catalogue. **(Responsibility: Library Staff of both the campuses).**
- o) Users will be allowed to enter in the library only after proper thermal screening and hand sanitisation. **(Responsibility: Security Staff of both the campuses).**
- p) Users should throw any waste/paper/used mask/gloves etc. only in the dustbins. **(Responsibility: Library Staff of both the campuses).**
- q) Users would not be allowed to enter in the Bookshelves/Book Stack area. The book stack areas will be under closed access and books will be traced by the library staff and issued to the users at Circulation counter on the first floor. Users would be encouraged to identify the books in advance which they would like to borrow using OPAC and share the details with library staff so that these books

can be kept ready for issuance. **(Responsibility: Library Staff of both the campuses).**

- r) Books are to be returned strictly through the book drop box by the users, and there will be not human interference in the process. The returned book will be quarantined for at least 48 hours and will be checked by the staff and placed on the shelves. No book will be returned at the Circulation counter. **(Responsibility: Library Staff of both campuses).**
- s) The library staff will use their designated office space for the discharge of their duties, including the use of computers and would maintain social distancing and hygiene at all times. **(Responsibility: Library Staff of both campuses).**
- t) Any group discussions/social interactions would not be allowed in the Library. **(Responsibility: Library Staff of both campuses).**
- u) Installation and use of Aarogya Setu App would be mandatory for all faculty/staff/students and status of the Aarogya Setu App would be checked at the entry gate of the Library by the Security Staff. **(Responsibility: Gen Admin of both campuses).**
- v) Required distance of 6 feet shall also be maintained and ensured between Bloomberg terminals. **(Responsibility: Library Staff of both campuses).**
- w) Only the designated area identified by Library Staff would be used by the students. Number of students in the Library shall not exceed 20 at a given point of time. Chairs in the library would be placed at a distance of at least 6 feet from each other. **(Responsibility: Library Staff of both campuses).**
- x) Entry to the Resource would be closed temporarily.
- y) Right to admission to the Library shall be at the sole discretion of the Institute. The Institute may withdraw the facility at any time without any notice.
- z) Head (Library) would be responsible for the upkeep of the library according to the standards.
- aa) Head (Library) shall be responsible for strict adherence of these SoPs/guidelines at the Library of the Institute and may carry out compliance checks frequently.

VII) Safety and Physical Distancing Norms in Classrooms and other Places:

- a) Proper crowd management in the campuses would be ensured. **(Responsibility: Security Staff of both campuses).**
- b) Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances. **(Responsibility: General Admin of both campuses).**
- c) It would be ensured that students would sit at marked/allocated seats ensuring the norm of physical/social distancing, sanitization, hygienic conditions and wearing face covers/masks in the classes, library, play area, or any other part of the campuses and using common facilities viz. Auditorium, Conference/Seminar halls, Sports, Gymnasium, Canteen, Parking etc. **(Responsibility: Faculty Members, Concerned Admin Staff of respective Divisions and Security Staff of both campuses)**
- d) Windows and doors of the classrooms and other rooms to be kept open for ventilation. **(Responsibility: Admin Staff of concerned Divisions of both campuses).**
- e) To maintain social distancing norms and avoid crowding of lift lobby, lifts in the Administrative Block of the Institute have been configured to start from different floors viz. (-1) level and (0) level. Number of people in the elevators shall be restricted.
- f) Use of staircase would be encouraged. Not more than 4 persons (in big lift) and not more than 3 persons (in small lift) would be allowed at a time. **(Responsibility: E&M Division of both campuses).**
- g) All such programmes, meetings, extracurricular activities, cultural activities may be avoided where physical distancing is not possible. However, such extracurricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time with the permission of the Competent Authorities. **(Responsibility: GSM Divisions, Placement Division, Wardens/Assistant Wardens of both campuses).**
- h) Outsourced photocopying, printing, scanning etc. services may be allowed by the General Administration Division subject to ensuring proper social distancing and other protocols issued by the Institute from time to time. Only one user at a time would be allowed to avail of the facility from the photocopy shop. **(Responsibility: Gen Admin Division)**
- i) Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).

VIII) Generic Preventive Measures/Covid-19 Appropriate Behaviour by Faculty/Staff/Students:

The following health and safety measures would be followed by faculty members, staff and students at all times:

1. Faculty and Staff:

- a) Faculty and staff would be allowed entry to the campus only if they are using clean face cover/masks. The face mask/cover has to be worn at all times.
- b) Only asymptomatic faculty and staff would be allowed to enter the campus only after proper thermal screening of body temperature and hand washing/sanitising.
- c) Faculty and Staff belonging to the containment zones or having symptoms of Covid-19 would not be allowed enter the campus.
- d) Faculty and staff are advised not to visit areas falling within containment zone.
- e) Installation and use of Aarogya Setu App would be mandatory for all faculty and staff and status of the Aarogya Setu App would be checked at the entry gate of the Campuses by the Security Staff.
- f) Physical distancing of at least 6 feet to be followed at all times.
- g) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.
- h) The faculty and staff must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, meditation, eating fresh fruits, drinking warm water, healthy food (avoid fast food) and timely sleep.
- i) Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- j) Self-monitoring of health by all and reporting any illness at the earliest.
- k) All faculty and staff must compulsorily wear their identity cards in the campus.
- l) Any group discussions/social interactions would not be allowed in the campus.
- m) Users shall throw any waste/paper/used mask/gloves etc. only in the designated dustbins.

- n) Spitting shall be strictly prohibited.
- o) Touching the face or any part of the face should be avoided.
- p) All support and facilities may be provided to persons with disabilities (Divyangjan)
- q) No discrimination based on caste, creed or gender would be allowed to take place.
- r) Touching any surfaces of furniture/fixtures/railings/lifts/handles and other surfaces should be avoided.
- s) Faculty and staff are advised to take care of their health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the campus immediately after informing the respective authorities. In such cases, they should observe home quarantine as per the guidelines of MoHFW, Govt. of India from time to time.
- t) Any faculty and staff who would be tested Covid-19 positive will inform the institute immediately and on being declared fit by the medical authorities, before joining the institute must submit Covid-19 negative report (RT-PCR method).
- u) Faculty and staff should submit self-disclosure, if any of their family members have infected/availed treatment for Covid-19.
- v) All employees who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They would preferably not be exposed to any front-line work requiring direct contact with the students.
- w) Faculty and staff would follow and observe all the directives/instructions for preventive measures for Covid-19 issued by the Institute and Govt. from time to time.
- x) Faculty should monitor and keep track of the physical and mental health of their students.

2. Students:

- a) Since residential students may be coming from different locations, they would remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine [even if they bring a negative test report (RT-PCR) Method]. Only currently enrolled and asymptomatic students would be allowed entry to the Campuses after proper thermal screening and hand sanitising.

- b) Students must bring Covid-19 Negative Report (RT-PCR Method) before coming to the campuses for their stay in the hostels and the same would be verified by Institute's Doctor and Nurse.
- c) Students would be mandatorily required to obtain Medical Insurance from the Agency identified by the Institute before joining the Institute. The details in this regard would be hosted on the website of the Institute.
- d) Students belonging to the containment zones or having symptoms of Covid-19 would not be allowed enter the campus.
- e) Students are advised not to visit areas falling within containment zone.
- f) The entry and exit of the students from the Campus would remain strictly regulated. The students would not be allowed to go out of Campus for any reason whatsoever except medical emergencies. The arrangements for day to day essential items would be made at the photocopying shop. Students are advised to avail the facilities of online delivery apps like Grofers, Bigbasket, etc. for day to day essential items with proper safety precautions.
- g) Students would be allowed entry to the campus only if they are using clean face cover/masks. The face mask/cover has to be worn at all times in the classrooms, library, mess, hostels and other areas of the campuses.
- h) All students must compulsorily wear their identity cards in the campus.
- i) Installation and use of Aarogya Setu App would be mandatory for all students and status of the Aarogya Setu App would be checked at the entry gate of the Campuses by the Security Staff.
- j) Physical distancing of at least 6 feet to be followed at all times in classrooms, library, hostels, mess, play area and other areas of the campuses.
- k) Any group discussions/social interactions would not be allowed in the campus.
- l) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.
- m) Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- n) Students are advised to take care of their health and look out for respiratory symptoms/fever and, if feeling unwell should report any illness at the earliest to the Concerned/respective Authorities.

- o) Users shall throw any waste/paper/used mask/gloves etc. only in the designated dustbins.
- p) Spitting shall be strictly prohibited.
- q) Touching the face or any part of the face should be avoided.
- r) Touching any surfaces of furniture/fixtures/railings/lifts/handles and other surfaces should be avoided.
- s) Students should submit self-disclosure, if any of their family members have infected/availed treatment for Covid-19.
- t) Students should follow self-discipline which is most important to contain the spread of Covid-19 pandemic through social distancing and maintaining hygienic conditions.
- u) It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- v) The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, meditation, eating fresh fruits, drinking warm water, healthy food (avoid fast food) and timely sleep.
- w) In order to improve resilience and mental health, students should share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.
- x) Students should regularly sanitize their laptops, audio, video and other media accessories.
- y) Sharing of books, other learning material and eatables is discouraged.
- z) All support and facilities would be provided to persons with disabilities (Divyangjan).
- aa) No discrimination based on caste, creed or gender would be allowed to take place.
- bb) Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family needs to be avoided.
- cc) Students should give support to your friends under stress due to COVID-19 pandemic.

dd) Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the Institute regarding health and safety measures in view of COVID-19 pandemic.

IX) Protocols to be followed in case of detection of a suspected case/positive case of Covid-19

- a) Faculty/staff and student would be placed in a room or area where they are isolated from others on the 6th Floor of New Hostel.
- b) He/she should cover his mouth with clean mask/face cover till such time as he/she is examined by a doctor.
- c) Immediately the information would be given to the Institute's Doctor and Nurse or nearest medical facility (hospital/clinic) or the State or district helpline.
- d) A risk assessment will be undertaken by the designated health authority (district Rapid Response Team/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
- e) For a suspect or a case detected in hostel, the faculty/ staff/student/ shall not be immediately sent back to his/her home as it may lead to spread of the disease.
- f) As soon as a faculty/staff/student is detected Covid-19 positive, such person would be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts would be quarantined and symptomatic ones to be immediately tested.
- g) The guidelines restricting social and physical contacts and mobility in such parts of residential places in the campus, where positive cases have been found, should be strictly enforced. Measures like holding no class, not leaving the rooms for hostellers, if applicable, no take away arrangement of food from mess etc. would be enforced, depending upon the severity of the situation.
- h) Disinfection of the premises to be taken up if the person is found positive.
- i) All protocols as advised by Ministry of Health and Family Welfare would be followed in toto.

X) Regular Monitoring of Health:

- a) Regular monitoring of faculty, staff and students would be done by Institute's Doctor and Nurse.
- b) Online lectures/programmes regarding Covid-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread would be given by Institute's Doctor and Nurse.
- c) Adequate arrangements would be made for on-campus Covid-19 testing of Faculty/Staff/Students on weekly/fortnightly basis with the help of local administrative/medical authorities. **(Responsibility: Institute's Doctor and Nurse at both the campuses in coordination with Gen Admin and E&M Division).**

XI) Counselling & Guidance for Mental Health:

- a) In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation vis-a-vis their studies, health and related issues, psychological aspects and well-being of the faculty/staff students. All the faculty members, students and staff and made aware of the Web page named "Manodarpan" – created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID – 19 outbreak and beyond. The web page contains advisory, practical tips, posters, videos, do's and don'ts for Psychosocial support, FAQ and online query system. Also, the information about National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities which will provide tele-counselling to address their mental health and psychosocial issues **(Responsibility: PRO in coordination with Computer Centre for wider circulation through emails, posters, digital and social media platforms).**
- b) Regular mentoring of students through interactions and appeals by the Institute to remain calm and stress-free. This can be achieved through telephones, e-mails, digital and social media platforms **(Responsibility: PRO in coordination with Prof. M. Venkatesan).**
- c) Formation of Covid-19 help groups of students headed by hostel wardens/senior faculty who can identify friends/classmates in need of help and provide the immediate necessary help. **(Responsibility: Wardens/Assistant Wardens in coordination with Students representative of both campuses)**
- d) Wide circulation of video links of Ministry of Health & Family Welfare <https://www.mohfw.gov.in/> on the University/ College website and with students and faculty via e-mail, through social media like Facebook, WhatsApp and twitter etc. **(Responsibility: PRO in coordination with Computer Centre)**

Practical tips to take care of your Mental Health during the Stay In
<https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be>

Minding our minds during the COVID-19
<https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf>

Various Health Experts on how to manage Mental health & Well Being during
COVID-19 outbreak
<https://www.youtube.com/watch?v=iuKhtSehp24&feature=youtu.be>

Behavioural Health: Psycho-Social toll free helpline - 0804611007

Note:

- 1. Right to Admission to the Campuses shall be at the sole discretion of the Institute and as per the orders/guidelines of the Government and Regulatory Authorities.**
- 2. Theses SoPs/Guidelines/Protocols are subject to modifications, if any, from time to time as per the orders of Government/ Regulatory Authorities, as per the situation, in the interest of the Institute.**
