

Minutes of Covid Committee meeting

Meeting was held on 19th March, 2021 through online mode to discuss the precautions to be exercised during Holi, allotment of Auditorium and allowing participants for contact mode courses in view of resurgence of covid-19. Following members were present:

1. Dr. Hemant Sood, Chairman
2. Dr. Ritula Thakur
3. Er. P.K. Singla, (FIA)
4. Er. Rakesh Kumar Goel (Estate Officer) – Member Convener
5. Mr. Jaspal Singh Sodhi

The committee members deliberated on the issues at length and are of the opinion that in view of the resurgence of covid-19 in the vicinity following measures may be considered to be put in place to contain the spread in the Institute.

1. All residents including students of different campus may be requested to kindly refrain from calling visitors from outside between 8.00 am to 4.00 pm on Holi festival i.e 29th March 2021. They are also requested to avoid group celebrations for their own safety as well as safety of their family members.
2. Allotment of Auditorium to outside agencies be made for 50% occupancy (Maximum 125 persons) only and all participants should mandatorily follow all covid protocols, failing which the booking should be cancelled. An undertaking in this respect be sought from the organizers while approving their allotment. This may be followed till the covid-19 cases in the city are controlled and the downward trend is visible or on orders from the Government.
3. As far as possible online classes for both Short term and Post Graduation courses should be encouraged. Off-Line teaching should be put on hold till the covid-19 situation improves. However, where laboratory work for both Ph.d scholars and M.E students is involved, procedure being followed in the Institute may be continued. All Deans/HODs/Professors/Hostel Wardens/Section Incharges and concerned faculty should ensure the strict adherence to these procedures (Copy Attached).
4. SOPs formulated by Ministry of Health & Family Welfare and issued by AICTE vide order dated 01-03-2021, as appended, be circulated to all departments for the reference of all Employees, Staff and students for strict compliance.

Director may please consider and approve and necessary orders be issued for implementation with immediate effect.

Prof. PK Singla
19/3/2021

Dr. Ritula Thakur
19/3/2021

Sh. Rakesh Goel
19/3/2021

Sh. Jaspal Singh Sodhi
19/3/2021

Prof. Hemant Sood
19/03/2021
Chairman

Let us avoid allotment of auditorium as mentioned against 'A' till the situation improves.

Prof. Singla
for circulation to all
Deans/HODs/Professors/Section-in-charges
Hostel warden/EO & amongst students

Hemant Sood
23/03/2021
SOE, HOD, R.C. circulate - *Singla*
23/3/2021

Ph-D - STCs/FDRs are to be online

as per University norms for ME/M.Tech

**NATIONAL INSTITUTE OF TECHNICAL
TEACHERS TRAINING AND RESEARCH,
CHANDIGARH**

**Standard Operating
Procedure/Guidelines**

for

Resumption to Work after Lock down

(October 18, 2020)



To be followed till further revision

Introduction

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed for resuming work after issue of unlock 5.0 guidelines.

1. Scope: This SOP applies to NITTTR, Chandigarh. This SOP covers all stakeholders i.e. faculty/staff/contractual staff/students etc. of NITTTR, Chandigarh Premises.

2. The SOP contains two parts:

- (i) Preparatory steps to be taken before resumption of work and
- (ii) Procedures to be followed after resumption of work.

IMPORTANT NOTE: Wearing of masks, maintaining of social distancing, thermal screening, proper hand sanitizing at all times is compulsory and mandatory for all.

3. Preparatory steps to be taken before resumption of work (To be taken care by Prof. In-charge Building Planning and Campus Maintenance and Estate Officer)

- a. All areas in the premises of Office and Campuses including the following shall be **cleaned and disinfected** completely using user-friendly disinfectant:
 - i. Entrance Gate
 - ii. All office rooms, conference halls,
 - iii. Common areas within the building
 - iv. Washroom, Toilet, Sink etc.
 - v. Walls
 - vi. Parking lots
 - vii. Hostels
 - viii. Dining Area
 - ix. Residential Quarters
 - x. Lab Equipment's
 - xi. All other surfaces

- b. Procedure shall be established by Estate Office for the disinfection method, type of medium, periodicity etc. and record of such activities to be maintained by EO.
 - c. Thermal Scanners, Face Masks, Gloves, PPE kits, Disposable tissue papers, Pulse oximeters, Face shields and also appropriate disinfecting gadgets like sanitizers, sprayer, brush, etc. shall be procured in sufficient quantity and installed/made available to concerned people and Institute Hostels for use in emergent situations.
 - d. All sections in NITTTR, Chandigarh shall keep display boards at suitable places about the health precautions, frequent hand washing, use of sanitizers and other hygiene procedure to be followed for countering Covid-19.
 - e. All public places to be cleaned thrice a day by Estate Office.
 - f. Medicines such as Tab. Dolo 650 mg, Tab Medler, Tab. Alex cough lozenges, ORS, Tab Pan D to be procured in bulk in consultation with Institute Doctor. Every student should be advised to take Vitamin C, Vitamin D and Zinc tablets as per the directions of Institute Doctor (**To be purchased in bulk in consultation with Institute Doctor**)
 - g. Provision of separate budget for Covid-19 related activities may be made by Accounts Officer.
4. Procedures to be followed after resumption of work
- a. **Commuting to work** - Following instructions shall be communicated to all concerned for strict adherence by them:
 - i. Faculty and staff shall work from the office regularly from October 19, 2020 as per the office orders dated October 16, 2020
 - ii. As far as possible, use of public transport must be avoided.
 - iii. All faculty and staff members are advised to use their own vehicle for commuting to institute, as far as possible.

- iv. Every employee & Student must enroll/register themselves with "Arogya Setu" app
- v. Social Distancing to be maintained by all staff and students/ trainees.
- vi. No person from Red' Zone/Containment Zone should come to the Institute.
- vii. Staff and Trainees should bring their own water bottles.
- viii. Group formation and assembly of any kind by faculty/staff/students shall be avoided.
- ix. All Faculty/staff should avoid touching the handrails/door knobs/walls/doors/lift-buttons and other gadgets while moving in the corridors.

b. Sanitization and Security Procedures at gates/entrances (To be taken care off by Prof. In-charge Building Planning and Campus Maintenance and Estate Officer)

- i. All persons irrespective of cadre/status entering through gate must be compulsory screened with thermal scanner.
- ii. Any person found with fever, cough or breathing problem should not be allowed to enter.
- iii. **No vehicle of outsiders shall be allowed inside NITTTR, Chandigarh without entry in the guest register to be placed at the gate.**
- iv. Any person / students of NITTTR, Chandigarh entering into gate shall be permitted inside only if they are with face mask.

c. Attendance Management System

- i. Bio-metric (Finger touch) swiping system for attendance shall be temporarily discontinued.

- ii. Alternate arrangements for attendance like face/eyes recognition based attendance system may be explored. Till such time, marking attendance through signature on a register may be allowed.

5. Upkeep of common Places and Facilities (Estate Office)

- i. Ensure that all doors / windows are in open condition always during office hours.
- ii. As far as possible, air-conditioning shall be avoided and natural ventilation shall be used.
- iii. To ensure that sanitization of all areas are done before start and after end of duty/class hours.
- iv. Special attention be given to wash rooms / toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.
- v. Walls / Doors / Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.
- vi. Soap solutions / hand sanitizers / tissue papers shall be placed and replenished periodically in washrooms or elsewhere.
- vii. To ensure all electronic items such as PC, Printer, Key Boards, Telephone, etc. are cleaned and disinfected daily.
- viii. Use of lift to be avoided by all.
- ix. Exhaust fans in all washrooms should be in working condition.

6. Academic calendar 2020-21

For ongoing academic year institute Dean Academic, Research and Development will issue the calendar and SOP/Guidelines

7. Conduct of Examination

- Strictly follow the guidelines issued by PU and to be circulated by Dean Academic, Research and Development.

- Every day, sanitization of Examination hall/ rooms/control rooms/ furniture and any other item like P.C, Photostat machine & printers etc will be done before and after the conduct of exam.
- It is mandatory to maintain the social distance of 6 feet between every student.
- At the entry of examination hall, every student & staff member will be screened with thermal scanner. Any person found with symptoms of COVID-19 must not be allowed to enter in the examination hall.
- No crowding by the students at the entry point will be allowed.
- Seating plan will be displayed at various points in order to maintain social distancing and to avoid crowding.
- Any staff members/students entering into examination shall be permitted inside only if they wear face mask.
- Hand sanitizers to be provided at the entrance of examination halls.
- Disposable gloves should be made available to staff and students.
- Examination staff/candidates will be required to bring their own drinking water and disposable glass.
- For any medical emergency, medical assistance to be provided by Institute Doctor.

8. Conducting classes and lab work

a. Classrooms: Implementing social distancing practices may include:

- Decision on contact mode or online M.E classes and STCs shall be intimated to all concerned by the institute authorities from time to time.
- Staggering the timings at the Institute.
- Cancelling the sports, games, cultural events and any other events that can create crowded conditions
- Wherever possible, space between student's desks to be at least 6 feet apart.
- All desks of classroom/ labs will be cleaned and sanitized at least twice in a day.

b. Lab Work:

- In view of the importance of “social distancing”, Institute will initiate the necessary steps to ensure that the students are given exposure to laboratory assignments/practical experiments through virtual laboratories, sharing of the recorded visuals of laboratory work and digital resources available for the purpose.
- All lab classes to be conducted in small groups maintaining social distancing norms. **(Details of allowing practical classes to M.E students shall be circulated Dean Academic, Research and Development)**

c. Canteen/Mess:

- Staggering will be done for lunch timings in batches- the beginning and end of the lunch time so that there is adequate 6 feet social distance among seated students.
- All waiters must wear all protective gears like Face Mask, Gloves, Face shields etc.
- Wearing of masks, Social distancing should be strictly adhered to.
- Self service in the mess is strictly prohibited.

9. Office Working Procedures

All employees, contract and outsourcing staff on first day of commencement of work after lockdown or on the first day of reporting has to give a self-declaration (Annexure – I) on his/her health status, travel history undertaken during the last fifteen days.

To vigorously undertake the following steps to digitize the working procedures in medium to long run:

1. Implementation of E-office with support from NIC may be on priority for office work to reduce file handling for routine matters.
2. Routine forms such as Leave application, TA/DA forms, re-imbursements etc. may be submitted, processed & approved through e-mail till normalcy.

3. Billing/Payment related work processes may be moved online and paperwork be eliminated.
4. All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers.
5. All faculty, staff and students are advised to follow restrictive movement after entering the Institute.
6. **Penalty/Action as appropriate under National pandemic act may be initiated for non-compliance of these SOP/guidelines**

10. Student related matter

- a. As and when classes resume for students, they may be intimated to undergo a thorough medical check-up and self quarantine for a minimum period of ten days before visiting the Institute departments.
- b. Students residing in hostels shall have to restrict their movement outside NITTTR Campus. They may be allowed by the Hostel Warden under emergent situations. All general items required for daily usage should be made available in the canteen by the Mess Contractor. The detailed list can be prepared by Contractor in consultation with the Hostel warden.
- c. Students on their joining the Institute shall be housed in Guest House No.2 for a period of ten days at a nominal charges equivalent to hostel tariff before they are shifted to Hostels. However, those who wish to continue stay put in Guest House shall have to bear the GH charges as applicable.
- d. Sharing of stationery and other things by research scholars shall be strictly discouraged.
- e. Students shall not be allowed to go to common room/TV room/Gym etc. till normalcy is achieved.
- f. No visitor of student shall be allowed in the Hostels.

- g. Sanitizing facilities should be made available at the entrance of all hostel blocks/GH for use by students. (By Estate Office)
- h. **In case of appearance of any symptoms related to Covid-19, researchers need to self-quarantine and inform the Hostel Warden/authorities and Institute Doctor. In such cases, packed food will be provided in their rooms and garbage bags and other facilities will be provided during the quarantine period. Hospitalization, if required, shall also be done.**
- i. Research scholar shall be permitted to join the Institute in a phased manner. Those who have completed 3 years of registration shall be allowed to join on 1st of November 2020. Thereafter, researchers with 2 years and 1 year of registration shall be allowed to join in the successive weeks with 10 days of self quarantine and submitting NOC for attending the Institute from their parents. Decision on allowing ME students shall be taken at a later date after analyzing the situation once Institute is operational in a physical mode.
- j. Calling candidates for admission for the year 2020-21 in campuses may be streamlined based on date-wise roster drawn by the Institute to the minimum number ensuring social distance & avoid crowding.

DO'S	DONT'S
<ul style="list-style-type: none"> • Thermal Screening • Downloaded Arogya Setu App • Sanitization/ washing of hand at regular interval • Follow social distance • Follow Govt. guidelines, norms and protocols • Wear a mask 	<ul style="list-style-type: none"> • Spitting at public place • Hand Shaking • Entry from Red zone/containment area • Gathering in groups without social distance

Annexure I

Declaration to be submitted by all employees on resumption of Duty

S.No	Particulars	Details
1.	Name	
2.	Employee Code	
3.	Designation	
4.	Are you experiencing any of the following symptoms? Cough/Fever/difficulty in breathing	
5.	Have you travelled anywhere out of duty location in the last 14 days? If yes, please provide details	Yes/No
6.	Have you interacted with anyone tested positive for Covid-19?	Yes/No
7.	Are you a resident from Hotspot Area?	Yes/No

Signature of Employee

Signature of HOD/Section Head, In-charge

Signature of Director

Dated the 1st March, 2021

Government of India
Ministry of Health & Family Welfare

SOP on preventive measures to contain spread of COVID-19 in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

(In supersession of guidelines issued earlier dated 8th September 2020)

1. Background

Government of India is following a phase-wise unlocking of activities. In days to come, this would also involve resumption of activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

2. Scope

This SOP aims to enable safe resumption of teaching/ training activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

As far as skill or entrepreneurship training is concerned the same shall be permitted in national skill training institutes, industrial training institutes, short term training centres registered with National Skill Development Corporation or State Skill Development Missions or other Ministries of Government of India or State government, National Institute for Entrepreneurship and Small Business Development (NIESBUD), Indian Institute of Entrepreneurship (IIE), and their training providers.

Similarly, for Higher Educational Institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with Ministry of Home Affairs (MHA).

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at these institutes to prevent spread of COVID-19.

3. Generic Preventive Measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (faculty, employees, students and visitors) in these places at all times.

These include:

- i. Individuals must maintain a minimum distance of 6 feet (2 gaj ki doori) in public places as far as feasible.
- ii. Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided.

- iii. 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.
- iv. 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 off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

4. All Institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall specifically ensure the following arrangements

- i. Online/distance learning shall continue to be permitted and shall be encouraged.
- ii. Skill or entrepreneurship training have been permitted with effect from 21st September 2020.
- iii. Higher educational institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with MHA strictly following guidelines as indicated in the SOP.

4.1 Before opening up of the institution

a) Planning of reopening of institutions

- i. The institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall only be allowed to open if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and staff shall also be advised not to visit areas falling within containment zones.
- ii. Prior to resumption of activities, all work areas intended for conduct of skill or entrepreneurship training, doctoral courses and post graduate studies including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- iii. Wherever skill-based trainings on equipments are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.
- iv. Instead of biometric attendance alternate arrangements for contactless attendance may be made.
- v. 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.
- vi. The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty /trainees / staff to contact in case of any emergency.
- vii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which mentions 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.
- viii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.

- ix. Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums030820.pdf>).
- x. Swimming pools shall function in accordance with SOP issued by Ministry of Youth Affairs and Sports (in consultation with MHA).
- xi. Prominently display signages, posters and standees must indicate the dos and don'ts for the staff and students.

b) Planning and scheduling of activities

- i. The academic calendar shall be planned with a view to avoid overcrowding, congregation etc. As far as possible, the academic calendar should promote a mix of regular classes and online teaching/ training, assessments.
- ii. The day-wise, time-wise scheduling of teaching/training activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.
- iii. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- iv. 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 should preferably not be exposed to any front-line work requiring direct contact with the students.

c) Availability and management of supplies

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.
- ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trash cans
- v. Provision for proper disposal of used personal protection items and general waste in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)
- vi. Housekeeping staff to be informed & trained about norms for waste management & disposal.

4.2 After opening of the teaching/training institutions

a) At the entry point

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.
- ii. Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/employee/student/visitor is found to be symptomatic, he/she should be referred to nearest health center.
- iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized by the management/ any out-sourced agencies.
- v. Entry of visitors should be strictly regulated/restricted.

b) Conduct of teaching activities in the classrooms

- i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
- ii. Staggering of classroom activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.
- iii. Academic scheduling should have inter-mix of regular classroom teaching and online teaching/ assessments.
- iv. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities.
- v. Sharing of items like laptops, notebook, stationary etc. amongst students should be avoided as much as feasible.

c) Conduct of skill based training in workshops/laboratories

- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use.
- ii. Ensure a floor area of 4m² per person is available for working on equipment/workstation.
- iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation labs etc.

d) Activities in common area – library, canteen, common rooms, gymnasium, etc.

- i. Physical distancing of 6 feet needs to be maintained.
- ii. Person using the common areas need to use mask/face cover all the time.
- iii. Canteens shall be allowed to function in accordance with MoHFW's SOP on preventive measures to contain spread of COVID-19 in offices (<https://www.mohfw.gov.in/pdf/SOPonpreventivemeasurestocontainspreadofCOVID19inoffices.pdf>).
- iv. Wherever applicable, avoid cash transactions and e-wallets etc may be promoted.

e) Transportation to and from the institution

If transportation facility is being managed by the institution, proper physical distancing, sanitization of buses/ other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

5. Hygiene and Sanitation

- i. Daily cleaning of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.

- iv. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- vi. Disposal of used face covers / masks in separate covered bins shall be ensured.
- vii. Residential buildings, if any, also needs to be sanitized regularly.

6. Risk Communication

- i. Create awareness among the students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.
- ii. Ensure regular counselling is done for students reporting mental health issues such as anxiety and depression.
- iii. If a student, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard

7. Additional considerations for medical post-graduate students needs to be ensured.

Post-graduate medical students involved in COVID patient care and in essential non-COVID work shall familiarize themselves with the Infection Prevention and Control protocol guidelines available at: (<https://www.mohfw.gov.in/pdf/National%20Guidelines%20for%20IPC%20in%20HCF%20-%20final%281%29.pdf>) besides guidelines on rational use of Personal Protective Equipment available at : (<https://www.mohfw.gov.in/pdf/GuidelinesonrationaluseofPersonalProtectiveEquipment.pdf> and <https://www.mohfw.gov.in/pdf/UpdatedAdditionalguidelinesonrationaluseofPersonalProtectiveEquipmentsettingapproachforHealthfunctionariesworkinginnonCOVID19areas.pdf>)

8. Ensure Safe Stay at Hostels, guest houses and other residential complexes

The measures as proposed above related to use of mask/face cover, hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation will apply to hostels and other residential buildings.

Further, the following specific points for Hostels/guest houses/other residential complexes shall also be followed:

- i. Students who are not local residents of the city/town, or do not have any support at home, or do not have facility for on-line education may be prioritized for allotment of hostel rooms.
- ii. Students coming from different locations may bring negative RT-PCR report, as per State protocols and self-monitor their health for 14 days.
- iii. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join. Symptomatic boarders shall be isolated in the designated isolation facility at the institute, till such time, they are seen by a doctor.
- iv. Proper crowd management in the hostel as well as in outside premises like parking lots – duly following physical distancing norms shall be ensured. Gatherings/congregations should be in accordance with the SOPs of the State/UT concerned
- v. In shared rooms/dormitories, the beds should be placed at a distance of 6 feet from each other. Temporary partitions may be considered, if feasible. Any symptomatic student should be immediately given a single room and then provided requisite medical care.

- vi. Mess facility, if any within the premises, shall follow physical distancing norms at all times. Staggering of meal timings may be done to prevent overcrowding.
- vii. Hostel should be out of bound for all persons except essential staff with known health status.

9. SOP to be followed in case a student/faculty/staff develops symptoms (fever, cough, difficulty in breathing)

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case may be.
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- v. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- vi. Disinfection of the premises to be taken up if the person is found positive.
- vii. If there is clustering of cases in hostel/residential building, inform local health authorities immediately.