

AV Campus - SOP for Reopening of College Post Lockdown due to COVID 19 Pandemic

1. Generic Preventive Measures/COVID-19 Appropriate Behavior:

The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) in these places at all times:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.
- iv. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- v. 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.
- vi. Self-monitoring of health by all and reporting any illness at the earliest.
- vii. Spitting shall be strictly prohibited. A spot fine of Rs.250 will be levied on anyone found spitting anywhere in the campus.
- viii. Installation & use of Aarogya Setu App shall be advised wherever feasible.
- ix. Dispose all used masks, tissues and other materials in the designated dustbins. Dustbins must be cleaned and covered properly
- x. All the buses should be properly sanitized and only 30 students is permitted per bus. Bus Co-ordinators will be the in-charge for fumigation and temperature check.
- xi. Proper sanitisation of the buildings, common areas, surfaces, etc. has to be conducted before reopening of institutions.
- xii. Daily cleaning of the floors, cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) and deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.

2. Pre-requisites:

- i. Students should submit parents consent letter and doctor certificate on arrival. Students should also visit the fever clinic before entering the campus
- ii. The faculty, staff and students of the university and college should be encouraged to download 'Aarogya Setu App'.
- iii. Students and staff living in containment zones will not be allowed to attend the colleges. Students and staff shall also be advised not to visit areas falling within containment zones.

3. Institution Planning:

- i. The institution must ensure appropriate sanitization and disinfection process and procedures.
- ii. It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.
- iii. The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- iv. All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases should be monitored and reported to local authorities on a day to day basis.
- v. The visitors should either not be allowed at all or their entry should be drastically restricted. 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.
- vi. There should be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19 (however the two need to be kept separately), either at the level of the institution or in collaboration with the Government authorities.

3.1 Safety Measures at Entry/ Exit Point(s) :

- i. Adequate arrangements of Thermal scanners, Pedal operated sanitizers, face masks should be made available at all entry and exit points, including the reception area.
- ii. Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points
- iii. Monitoring of the entry and exit of the students should be done.
- iv. Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

3.2 Safety Measures during Working Hours:

- i. Proper sanitization at all learning sites should be ensured. 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, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day.
- ii. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- iii. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- iv. Wearing face cover/ mask is a must at all times and at all places inside the campus.
- v. Only 50% of students will be allowed in a classroom and remaining 50% of students will be permitted in another classroom.

3.3 Safety Measures inside the Campus:

- i. Cultural activities, meeting etc. may be avoided. 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
- ii. Adequate arrangements for safe drinking water should be made on the campus.
- iii. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.
- iv. Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers should be ensured.
- v. Wearing of face cover/ mask by all students and staff should be ensured.
- vi. Proper cleanliness should be maintained inside the entire campus.
- vii. Adequate arrangements should be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms,

toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.

- viii. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.
- ix. An adequate supply of water in toilets and for hand- washing should be ensured.
- x. Proper sanitization of buses, other transport and official vehicles of the institution should be done.
- xi. Spitting in the campus must be made a punishable offence.
- xii. Dustbins must be cleaned and covered properly.
- xiii. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms.

3.4 Safety Measures inside the Hostel:

- i. Students should submit parents consent letter and doctor certificate on arrival. Students should also visit the fever clinic before entering the campus
- ii. Since students may be coming from different locations, they shall 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 or the university/college plan to test them on arrival).
- iii. Only two students will be allowed per room and it will be separated with the transparent screen.
- iv. Thermal Screening of all students should be ensured
- v. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- vi. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- vii. Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options should be available for students and staff.
- viii. Utensils should be properly cleaned.
- ix. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.

- x. Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

4. Regular Monitoring of Health:

- i. Every institution should regularly monitor the health of its students, faculty, and staff.
- ii. Faculty, staff and students should also be sensitized on self-monitoring of their health.
- iii. Faculty, Staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

5. Institutional Protocol for Treatment:

- i. AVIT has a designated Helpline number for emergency contact - which will be answered always; this number is displayed prominently in all areas. This number should be shared with all students through mobile SMS/ Whatsapp.
- ii. Any sickness/ illness, the students should contact this number.
- iii. All sick students shall be admitted in nearby hospital & treated as per the established protocols. Transfer to other hospital! Cities will not be encouraged.
- iv. For detailed information regarding the above points refer to the SOP and Guidelines issued by UGC and VMRF (available in our website).

6. Operating Procedure :

The Operating Procedures as herein contained as Protocols refers to the instructions to be followed with regard to upkeep and usage of various facilities available at the Institution as detailed hereunder:

Protocol for General Cleaning, Maintenance and Hygiene of Campus Infrastructure:

The Institution shall ensure that its entire Campus premises of academic, administrative and other buildings including pathways, washrooms, staircases, lifts etc are well maintained with hygienic care by carrying out the following procedures.

- i. Daily sweeping and wet mopping of all room floors with disinfectant soap solution.
- ii. Daily cleaning of all Door & window handles/knobs, railings of staircase, lift exteriors, washbasin & closet handles/knobs with disinfectant soap solution.
- iii. Daily cleaning of all tables/chairs/desks/benches in all rooms including offices, canteens etc with disinfectant cleaning liquid.
- iv. Daily cleaning Gym equipments/computers / copiers/ water coolers etc with disinfectant

- v. cleaning liquid.
- vi. Daily cleaning of the transporting vehicles and spraying of its interior with disinfectants
- vii. Weekly spraying of approved disinfectants on all class rooms, faculty cabins, meeting rooms, offices, canteens, lift interiors, washrooms etc and all such areas where people move about.
- viii. Weekly cleaning of all Hostel Rooms and residences including spraying of approved disinfectants.
- ix. Monthly fumigation of interior and exterior of all buildings of the University housed within its Campus and the interior of all its hostels and residences.

6.1 Protocol within the Class rooms/Library/Meeting rooms:

- i. A proper crowd management in the school as well as in outside premises shall be ensured.
- ii. Teachers may ensure students sit at marked/allocated seats maintaining physical/social distancing and wearing face covers /masks in the classes, laboratories, libraries, playground or any other part of school premise.
- iii. Group activities in games, sports, music, dance or other performing art classes may be allowed only if it is feasible to maintain physical distance and following health safety norms.
- iv. Practical work should be done in small groups maintaining physical distance.
- v. Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottles, etc.) with each other.
- vi. Staggered time table will be followed regarding which final decision will be taken by the college authorities.
- vii. While holding classes in regular class rooms, the students shall be seated keeping the safe distance and they shall be required to follow the prescribed Protocol Personal Hygiene and safety to the extent applicable

6.2 Protocol within the Canteen / Mess / Campus Store :

- i. Canteen/Mess facility shall be staggered with breakfast hours between 7AM and 9AM and Lunch Hours between 12.15 PM and 2.15 PM and Dinner Hours (if provided) between 7PM and 9PM. This is aimed to prevent overcrowding.

- ii. Entry in to the Canteen at any point of time shall be for a minimum number of persons and food shall be served on the table. Seating will be subject to prescribed safe distance and there shall be no self-service either from the counters or from the dispensers.
- iii. Food served at the canteen shall be on hygienically sanitized crockery/plates/cups.
- iv. Every one entering the Canteen shall follow the prescribed Protocol for Personal Hygiene and Safety to the extent applicable.
- v. Anyone availing the service from the Campus Store at the institutions shall follow a queue system of safe distance. There shall be no physical contact whatsoever while doing the transaction.

Emergency Contact Details

Purpose	Contact Person	Mobile Number/ email id
General Enquiry	Principal	9788833336
Hostels	Mr.Ratan Kumar Deputy Chief Warden- Boys Hostel	9445451453
	Dr.Jeniffer G Joseph Deputy Chief warden – Girls Hostel	8754387082



VINAYAKA MISSION'S
RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

UNDERTAKING BY THE PARENT

Date :

From

(Name

Father/mother/guardian of student name ...

Student Registration Number

Dept. / Year /Sec.

Place)

To

The Principal,

AVIT

Sir,

Sub: Sending my ward on my own to attend classes - reg.

This refers to the above subject. I am sending my son/daughter Mr./Ms.....to attend the regular classes at your institution on my own and without any compulsion from anyone, following the guidelines issued by the UGC /Government/University/institution.

I hereby take the full responsibility for the health and welfare of my son/daughter and wholeheartedly sending my son/daughter to the classes to learn from the teachers.

I will ensure that my ward will comply with the institutional polices issued from time to time for his/her own safety and well-being.

Thanking you,

Yours truly,

Date: Place:



Self Declaration Form

Name of the student :

Programme :

Department :

Year of study :

Section :

Reg. No. :

Hostel Name :

Room No. :

Contact No. :

Address of Parent/Guardian :

Parent/ Guardian Contact No. :

I hereby declare that I am found asymptomatic to COVID 19 on arrival at the college on _____

and affirm that if I am tested positive herein after it is my sole responsibility to take care of myself and follow the instructions and guidelines issued by the institution from time to time. I will keep my parents informed on the developments regularly.

Date:

Signature of Student