

## **SAFETY PROTOCOLS**

### **General Instructions:**

In case of symptoms, follow prescribed procedures be followed:

- Individual shall not visit the campus unless instructed
- In case detected inside campus, he/she should leave the campus instantly and quarantine himself at residence. Individual/ individuals remained in contact with him/her shall also go through Corona tests to ensure their safety and its further spread.
- Avoid Public Transportation – Try to travel only in private transport, when traveling between the campus, office and home/accommodations.
- Minimize contact with colleague students and other staff and reduce time within campus.
- Minimize and avoid crowding and hand shaking (no touching) and use social distancing (maintain a distance of approximately 1 meter, if possible).
- Wash your hands often with soap and water for at least 20 seconds.
- Use hand sanitizer, often.
- Avoid touching your face (eyes, nose and mouth) because contaminated hands may transfer the virus to your body through these openings.
- Do not touch surfaces or objects that you suspect may be contaminated.
- When sneezing or coughing, cover your mouth and nose with bent elbow or tissue and immediately dispose of the tissue at appropriate place.
- Self-monitor your health condition. If suspected to be infected or exposed, take your temperature with a thermometer twice a day and watch for cough or difficulty breathing. Fever means feeling feverish or having a measured temperature of 38 degrees Celsius or higher. Immediately report to hospital.
- Face masks can limit transmission of the virus to others.

### **Specific Instructions:**

a. Only two gates mentioned below will be used to enter the campus:

(1) Gate No-3

(2) Gate No- 6

- b. Both the gates shall be provided with Automatic Disinfection Tunnels. Entry through Automatic Disinfection Tunnels is compulsory.
- c. Security guards at both the gates will be equipped with UV temperature guns. No one is allowed to enter, without following above procedure.
- d. Directors and Deans shall review the existing policy i.e. essential staff be called to campus on need basis. Online working be preferred. Minimum paperwork be undertaken.

- e. Visits to other offices shall be avoided. HoDs to nominate staff to ensure adherence to the policy/ SOPs within campus of concerned department.

### **Screening Items and their Use**

(1) **Masks:** the screener should always clean their hands before applying the mask and after removing it. A mask can be used only once but the screener can keep the same mask on until it becomes moist or damp inside. It should be noted that touching the mask with dirty hands or contaminated gloves will render the mask also contaminated, so every effort should be made avoid touching the mask.

(2) **Gloves:** Always wash hands before putting on gloves and after removing them. Change gloves any time they are damaged or torn and when they become too moist. There is a misconception that wearing gloves means the person's hands are clean, but the surface of the glove may be contaminated, if touching infected surfaces. It is therefore important to ensure that you do not touch your eyes, nose, mouth or mask when wearing gloves. Follow these steps to remove gloves:

- Grasp the outside of one glove at the wrist. Do not touch your bare skin.
- Peel the glove away from your body, pulling it inside out.
- Hold the glove you just removed in your gloved hand.
- Peel off the second glove by putting your fingers inside the glove at the top of your wrist.
- Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
- Dispose of the gloves safely and do not reuse the gloves.
- Clean your hands immediately after removing gloves.
- Non-contact Infrared thermometer: The screener will be asked to take temperatures of anyone entering the premises. In general, the non-contact infrared thermometers are held 3 to 5 cm away from the Covid-19. Standard Operating Procedures.
- If temperature readings are higher than reference, the person should be given 3-5 minutes to stay calm in a cooler place if possible and then measurements to be taken again. If the reading is still higher than reference, a final reading can be made 5-10 mins later trying to calm and cool the person. If the reading is still higher than reference, the person cannot enter campus premises.

In case an individual become unwell with coronavirus-like symptoms, including fever, body aches, runny nose, sore throat, nausea, or vomiting or diarrhea, he/she should immediately take the following steps:

- Stay home except to seek medical care; do not report to work/ class.
- Notify their CR/HoD/ Dean or Office Head.
- Contact their personal physician or nearest hospital.
- Limit contact with others as much as possible.

- When not alone or in a public place, wear a mask to reduce the number of droplets coughed or sneezed into the air.

However, to meet most essential requirements, staff on duty be rotated. Caretaker, Security supervisor and Asst caretaker will nominate the individuals, as under:

- i. Security Guards. Security Supervisor will prepare and issue duty roaster.

8 hrs duty shall continue to be performed with following guards.

- (a) Day time - 0700 hrs - 1500 hrs - 5 Guards  
- 1500 hrs - 2300 hrs -5 Guards

- (b) Nighttime

- 2300 hrs – 0700 hrs – 4 Gua

- ii. Mali /Gardeners. Three on duty from 0800 -1100 hrs (Monday to Fri)
- iii. Janitorial staff. Ten on duty from 0800 -1100 hrs (Monday to Fri)
- iv. Staff other than above be nominated by respective Directors, Deans or HoDs for the purpose of cleanliness and upkeep of labs etc

**NOTE:** In the event of an occurrence, Registrar and DR1 shall be contacted, immediately. However, in case of an emergency, following telephone / mobile numbers be used: Only a subset of students will be accommodated on campus based upon a needs-based "merit list", enabling the most in need to return earlier than others. \