

DIT UNIVERSITY

Standard operating procedure (SOP) to Combat COVID-19

Reference University Grants Commission notifications and guidelines.

(Ministry Of Education, Govt. Of India)

D.O. 14-8/2020(CPP-II)
2020

Date-5th November,

Subject: UGC Guideline for Re- Opening the Universities and Colleges 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 or 2 meters to be followed inside the Campus.
- ii. Use of face covers/mask is mandatory for every individual entering the University Campus.

- 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) to be done which is placed in your vicinity at different locations inside Campus.
- 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 of used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to Infirmary or to Faculty in the Classroom or the Chief warden/Warden/Building in-charge without hesitation as it is for every life including the one affected safety and health.
- vi. Spitting, smoking cigarette/bidi, tobacco chewing, pan and pan masala strictly prohibited inside campus.
- vii. Installation & use of Aarogya-Setu App to be strictly adhered to and any time to be shown to University administrative staff.

Re-Opening the Campuses- Issues and Challenges & readiness at Campus (pt 2 & 3 of UGC Guideline)

It may be difficult to comprehend all the challenges/situations which the higher education institutions may be required to handle while they plan to reopen. However, some of the issues which they may be required to handle instantly are given below:

- i. We have followed the advisories/guidelines/directions issued by the Central/State Government, Ministry Of Education And UGC from time to time to prevent the spread of COVID-19.
- ii. Uncertainty among students regarding admissions, modes of teaching-learning, completion of courses, examinations, evaluation, declaration of result and the academic calendar has been communicated from time to time.

- iii. Anxiety, mental health and psychological issues if students developed during the lockdown period and fear of infection after the opening at Campus. Manodarpan is an UGC initiative and we are equipped to support every student on campus. We have Psychologists who are qualified in dealing with the trauma and phobias cases as well.
- iv. Safety measures including sanitization of premises, thermal screening ensuring physical distancing, face-cover/mask wearing. Respiratory hygiene and hand/hygiene etc. has been taken care at the Campus
- v. Besides student, a serious risk of infection will also be faced by the faculty, counsellors and other technical and non-teaching staff also who face/interact with the students and also among themselves regularly.

3.1 Pre-requisites

- i. The faculty, staff and students of the university and college should be encouraged to download 'Aarogya Setu App'.

3.3 Measures

- i. DIT University is opening campus in Phased manner and will open firstly to first year students who are giving consent to come on Campus. Then we will open for rest of the students again in phased manner only.
- ii. All students including national and international locations will have the option of continuing their classes online if they have not opted for on-campus offline mode.
- iii. Examination details will be shared as per plan.

3.4 Safety Concerns

- i. Regular visits of a counsellor may be arranged so that students can talk with the counsellor about their anxiety, stress or fear. Also, we are equipped with

counsellor in campus as we have fully functional Psychology department as well.

- ii. Isolation facilities for symptomatic persons and quarantine facilities are created in Hostel locations for boys and girls with separate entry & exit marked areas respectively alongwith all lodging and boarding facilities in hygienic way.
- iii. Proper signages, symbols, posters etc. has been placed prominently across the campus to keep you aware of the steps to be taken to combat COVID and maintain proper health hygiene.
- iv. Ensured the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, and Parking Area etc.

2. Institutional Planning

Institutional planning has been done for successful reopening of the campuses and smooth conduct of the teaching-learning process during these difficult times.

4.1 Safety Measures at Entry/ Exit Point(s)

- i. Adequate arrangements of thermal scanner, sanitizers, face mask made available at all entry and exit point, including the reception area.
- ii. To avoid crowding measures taken at entry/exit points. Staggered timings of entry and exit with limited strength for different programs will be followed.
- iii. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet being made and adhered to.
- iv. Monitoring of the entry and exit of the students will be done. Hostel students are not allowed to go out of the campus as all the facilities are provided inside the

University campus. Specific out campus exit of hostel students will be allowed after approval from Head Administration only.

- v. Screening of students, faculty and staff, wearing of face covers/mask, sanitizing of hands etc. is being ensured and timely checks are being done.
- vi. Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

4.2 Safety Measures during working hours

4.2.1 Classrooms and other Learning Sites

- i. Proper sanitization at all learning sites 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. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- ii. Sitting places in classes, laboratories, computer labs, libraries etc. will be clearly marked, keeping in view the norms of physical distancing..
- iii. Wearing face cover/ mask is a must at all times and at all places inside the campus.

4.2.2 Inside the Campus

- i. Cultural activities, meeting etc. may be avoided. However, such extra- curricular 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 made on the campus.

- iii. Hand washing stations with facilities of liquid soap 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 ensured.
- v. Wearing of face cover/ mask by all students and staff being ensured. Buying facility of all such gears to fight COVID are available inside campus at subsidized rates.
- vi. Proper cleanliness will be maintained inside the entire campus.
- vii. Adequate arrangements 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 not allowed at any place under any circumstances. All interactions where it involves more than 2 people will be under strict adherence of social distancing norms and MHA guidelines.
- 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 will be done on frequent basis.
- xi. Spitting in the campus is a punishable offence.
- xii. Dustbins will be cleaned on routine basis, based on size and locations where being installed.
- xiii. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals has been ensured as per safety norms.
- xiv. Gymnasiums will follow MoHFW guidelines (available at:

<https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).

4.2.3 Hostels

- i. Hostels will be opened, strictly observing the safety and health preventive measures. However, the sharing of rooms may not be allowed in hostels. Symptomatic students will not be permitted inside campus and further during stay if found symptomatic will be shifted to isolation wards inside Hostel and further to medical care at own expense to Max hospital.
- ii. Since residential 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. There should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers need to be limited appropriately to avoid crowding. Also, hostel students will be called in phases.
- iv. Thermal Screening of all resident students will be ensured.
- v. They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- vi. Density in dining halls, common rooms, playing areas will be limited, keeping in view the requirement of physical distancing.
- vii. Hygiene conditions will be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- viii. Cleanliness will be maintained in dining areas. Meals shall be served in small batches, avoiding over-crowding. Take away options will not be available for students and staff as that might lead to un-noticed crowding. Where necessary for isolation wards food will be provided separately by the mess staff under strict

supervision

- ix. It will be ensured that the meals are freshly cooked. A senior staff (Mess In-charge) will monitor the same.
- x. Utensils should be properly cleaned and will be ensured by the Mess in-charge and administration staff members.
- xi. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals will be ensured with periodic medical checkup and also they will be kept in campus separately in hygienic room and will not be allowed to interact with people outside campus
- xii. Resident students and staff visiting market is out of bound. As far as possible, essential items may be made available within the campus or on request to administration department.
- xiii. Hostels may define the number of students in dining halls at any point in time. Mess timings will be increased to avoid overcrowding.

4.2.4 Regular Monitoring of Health

- i. We will regularly monitor all health related guidelines on frequent and timely basis and record will be maintained of the same with respective building in-charge and mess in-charge. Administration Manager/ Head administration will also frequently check its adherence.

4.2.5 Counselling & Guidance for Mental Health

Parents, students and University faculty and all staff (including contract / non-contract)

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>

Behavioral Health: Psycho-Social toll free helpline - 0804611007

4.2.6 Measures for Containment: strict measures are in place at DIT Univeristy

4.2.7 Sensitization of Students, Teachers and Staff – awareness communications will be done once every month and campus displays are already in place for them to read and abide to.

5.1 Head of the Institution has directed to create SOP and to be given to students and University faculty and staffs.

5.2 Teachers / Faculty has been equally informed and awareness has been given to them and will be repeated on timely basis.

5.3 Parents

- i. The parents should ensure that their children observe safety norms at home and whenever they go out.
- ii. Parents should not allow their children to go out, if they are not feeling well.
- iii. Parents may be advised that the 'Aarogya Setu App' has been downloaded by their children.
- iv. Parents should sensitize them of healthy food habits and measures to increase immunity.
- v. Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

5.5 Students

- i. Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
- ii. All students should wear face covers/mask and take all preventive measures.
- iii. May consider installing 'Aarogya Setu App' in the mobile.
- iv. 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, eating fresh fruits and healthy food (avoid fast food), sleep timely.
- vi. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- vii. Give support to yours friends under stress due to COVID-19 pandemic and contact Head administration in case of exigencies/emergencies and also for psychological support/needs.
- viii. Students should follow the guidelines, advisories and instructions issued in this SOP which is by the Government authorities as well as by the universities regarding health and safety measures in view of COVID-19 pandemic.

3. In View of the present scenario and future uncertainties:

Timely update to this SOP will be done based on fresh inputs and precautions communicated by Ministry of Health, Education Ministry, Central Govt and State of Uttarakhand and other relevant authorities.

Deputy Registrar – Operations and Administration