

**Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of Nursing Education
Karvenagar, Pune- 411052**

**STANDARD OPERATING PROCEDURES
FOR
COVID-19 PREVENTION AND
MANAGEMENT**



Maharshi Karve Stree Shikshan Samstha's
Smt. Bakul Tambat Institute of Nursing Education
Karvenagar, Pune- 411052

SOP FOR COVID- 19 PREVENTION AND MANAGEMENT

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1. STANDARD OPERATING PROCEDURES FOR MANAGEMENT PREPAREDNESS

OBJECTIVE

- ✓ To lay down the procedure for prevention and management of day to day activities with pre- plan with protection droplet infection from COVID-19 at institute.

SCOPE

- ✓ Helps in preparation of management for the new way of functioning with minimal obstacles
- ✓ This procedure is applicable to the management committee members, life workers, Well-wishers, and HODs of units

RESPONSIBILITY

- ✓ Every management committee members,
- ✓ Life workers.
- ✓ Well-wishers,
- ✓ HODs of units of the Institute

ACCOUNTABILITY

- ✓ Every management committee members,
- ✓ Life workers.
- ✓ Well-wishers,
- ✓ HODs of units of the Institute

PROCEDURE

1. Establishing protective measures, including directives and capacity to promote and enable standard COVID- 19 prevention in terms of physical distancing, hand washing, respiratory etiquette and, potentially, thermal monitoring, as well as monitoring compliance with these measures.
2. In the same work setting there may be jobs with different levels of risk, and different jobs or work tasks may have similar levels of exposure. Therefore, the risk assessment should be carried out for each specific work setting and each job or



group of jobs. For each risk assessment, it is prudent to consider the environment, the task, the threat, if any (e.g. for front-line staff), and resources available, such as personal protective equipment.

3. Some workers may be at higher risk of developing severe COVID-19 illness because of age or pre-existing medical conditions; this should be considered in the risk assessment for individuals.
4. Decisions on re-opening of workplaces and suspension or down scaling of work activities should be made in light of the risk assessment, the capacity to implement preventive measures, and recommendations of national authorities for adjusting public health and social measures in the context of COVID-19.
5. Establish virtual education options for students if available for extended school / Institution closures and re openings.
6. Address how staff will be informed about expectations for student home-based academic work.
7. Coordinate with the state educational agency about the possibility of school / Institution open.
8. How will attendance days and/or virtual class time be counted?
9. Explore deploying visiting teachers to monitor or ensure education remains on track in case of school working on alternate days; recruit parents to assist in the delivery of educational services to their children.
10. Coordinate with local health and welfare agencies to ensure children receiving free and reduced-price meals continue to receive nutrition usually supplied at schools.
11. Address how to access information and support to families in need of childcare when daycare centers are closed.
12. Determine under what conditions schools / Institution will re-open.
13. Coordinate with the staff in advance for all aspects of planning: financial, material, moment, manpower etc.
14. Draft any needed agreements.
15. Plan for substitutes for all positions -- drivers, teachers, cafeteria staff, etc.
Address any needed sick leave exceptions or waivers.
16. Consider emergency sick leave pools.
17. Coordinate with health insurance carriers regarding any anticipated challenges with the widespread use of



health insurance benefits.

18. Obtain any needed equipment and supplies.
19. Clear communication for staff and families is critical for potential quarantine expectations related to school closures and re openings. Work with public health officials for effective communication strategies.
20. Address any requirement to make up missed school / college days; Provide counseling to students and parents as appropriate and involve community partners;
21. Update the emergency plan as needed.



REFERENCE

WHO (2020) Considerations in adjusting public health and social measures in the context of COVID-19 (Interim Guidance, 16 April 2020)(WHO 2020).
<https://www.who.int/publications-detail/considerations-in-adjusting-public-health-and-social-measures-in-the-context-of-covid-19-interim-guidance>.

WHO (2020), Operational considerations for COVID-19 management in the accommodation sector.

<https://apps.who.int/iris/bitstream/handle/10665/331937/WHO-2019-nCoV-Hotels-2020.2-eng.pdf>

WHO (2020) Preparedness, prevention and control of COVID-19 in prisons and other places of detention

http://www.euro.who.int/__data/assets/pdf_file/0019/434026/Preparedness-prevention-and-control-of-COVID-19-in-prisons.pdf?ua=1

UNICEF, WHO, IFRC (2020) Key Messages and Actions for COVID-19 Prevention and Control in Schools,

https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4

2. STANDARD OPERATING PROCEDURES FOR ENTRY GATES

OBJECTIVE

✚ To lay down the procedure for entry gates for prevention droplet infection from COVID-19 at hostel and mess

SCOPE

✚ This procedure is applicable at entry gate

RESPONSIBILITY

✚ Security Guard

ACCOUNTABILITY

✚ Estate Department

PROCEDURE

1. Logbook must be maintained for every employee and visitor accessing the samtha's premises at entry gate point.
2. Authority personals is responsible for safekeeping of such logbook and forms with detailed information of such visitors, such as name, age, address (current and permanent), proof of residence, mobile number, among others.
3. Screening for temperature assessment of every staff and visitors must be done at entry point.
4. Provides for all staff/visitor within Samtha's using handwash / sanitizer at entry preferably foot operated, at periodic intervals, and before exit from the institutions.
5. Overall work environment/ hubs have to run on staggered shifts basis manpower availability to limit crowding if possible. All staff must wear mask or provided with masks at the entrance by authorized personnel
6. Maintain social distancing, a minimum distance of 3 feet particularly at places most prone to gathering, such as college administrative office/ entrance of staffroom etc.
7. College and samtha's may have visual markings on floor to prevent clustering.



8. Cash transaction should be discouraged as far as possible for all money transaction irrespective of the amount, programme or persons among staff or visitors.
9. Prevention of loitering at samtha's premises by security personnel and if unmanageable by police force.
10. Deployment of security personnel at chosen gate number for entry and another chosen gate for exit for primary screening of suspected COVID vs non-COVID cases.
11. Closure of all samtha's gates except two gate, one for entry and exit
12. Visitor must visit in the mention visiting hours only. Visitor within or outside Samtha's must avoid coming to visit the samtha's premises as must as possible.
13. Communication can be conducted by using telecommunication to avoid movements of teaching staff and non-teaching within the campus.





REFERENCE

1. Visitor guidance during Coronavirus (COVID-19) Pandemic https://www.google.com/aclk?sa=L&ai=DChcSEwikm5Ob45zpAhULHisKHT7VC6EYABAAGgJzZg&sig=AOD64_0fQYB4JDcFB5WJuPTMSIT7iTgD4A&q=&ved=2ahUKEwigzoub45zpAhWioekKHS1xAckQ0Qx6BAgPEAE&adurl=
2. Lockdown guidelines: Govt's Standard Operating Procedure <https://www.thehindu.com/business/lockdown-guidelines-standard-operating-procedure-for-social-distancing-at-workplace/article31344606.ece>
3. Getting your workplace ready for COVID-19 - World Health <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>
4. Standard operating procedure for covid-19 - KGMU <http://www.kgmu.org/download/sop-for-covid-19.pdf>
5. Draft e-com SOP: COO responsible for meeting norms, staff to ... <https://m.economictimes.com/news/economy/policy/draft-e-com-sop-coo-responsible-for-meeting-norms-staff-to-download-aarogya-setu-app/articleshow/75231063.cms>

3. STANDARD OPERATING PROCEDURES FOR CLASSROOMS

OBJECTIVE

- ✓ To lay down the procedure for prevention droplet infection from COVID-19 at classrooms in the Institute.

SCOPE

- ✓ This procedure is applicable to the students, staff, cleaning employees and teachers.

RESPONSIBILITY

- ✓ Every students, staff, cleaning employees and teachers member using or cleaning the classroom.

ACCOUNTABILITY

- ✓ Every students, staff, cleaning employees and teachers member using or cleaning the classroom.

PROCEDURE

1. Sick students, teachers and other staff should not come to School/College.
2. Each member should be screened everyday for fever in entry gate.
3. School/College should promote social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together) Cancelling assemblies, sports games, community events/meetings and other events that create crowded conditions. When possible, create space for student's desks to be at least one metre apart. Teach and model creating space and avoiding unnecessary touching.
4. Reduce number of students in class room, if possible arrange classes in two shifts.
5. Students should enter and leave class room one by one, do not touch common material like table, duster, switches etc. if used use hand sanitizer.
6. Students should be taught about social distancing, respiratory etiquette, use of mask and hand hygiene.

7. Students should use clean mask strictly every day and do not throw mask anywhere if mask is disposable.
8. Prepare and maintain hand washing stations with soap and water, and place alcohol-based hand rub (hand sanitizers) in each classroom, at entrances and exits, and near lunch rooms and toilets.
9. School/College should enforce regular hand washing with safe water and soap, alcohol rub/hand sanitizer or chlorine solution and, at a minimum, daily disinfection with 1% sodium hypochlorite solution or spirit or Lysol 7% and cleaning of classroom surfaces, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)
10. Students should remember not touch face, and not share water bottles, eating utensils, food or drinks with others. Follow good practices such as sneezing or coughing into your elbow and washing your hands, especially in group.
11. Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
12. Ensure trash is removed daily and disposed of safely; follow environmental cleaning and decontamination procedures.
13. Establish procedures if students become unwell:
 - If students become unwell, plan ahead with local health authorities, school health staff and update emergency contact lists.
 - Ensure a procedure for separating sick students from those who are well in the quarantine room – without creating stigma – and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible.
 - Students/staff may need to be referred directly to a health facility, depending on the situation/context, or sent home.
 - Student should tell your parents, another family member, or a caregiver if you feel sick, and ask to stay home.
14. Plan for continuity of learning:
 - In the case of absenteeism/sick leave or temporary school closures, support continued access to quality education. This can include:
 - ✓ Use of online/e-learning strategies
 - ✓ Assigning reading and exercises for home study

- ✓ Radio, podcast or television broadcasts of academic content
- ✓ Assigning teachers to conduct daily or weekly follow up with students
- ✓ Review/develop accelerated education strategies

15. Address Mental Health/Psychosocial support needs:

- Encourage students to discuss their questions and concerns.
- Explain it is normal that they may experience different reactions and encourage them to talk to teachers if they have any questions or concerns.
- Provide information in an honest, age-appropriate manner.
- Guide students on how to support their peers and prevent exclusion and bullying.
- Ensure teachers are aware of local resources for their own well-being.
- Work with school health workers/social workers to identify and support students and staff who exhibit signs of distress.
- Consider the specific needs of students with disabilities, and examine any specific implications for girls that may increase their risk, such as responsibility for taking care of the sick at home.
- Be aware of fake information/myths that may circulate by word-of-mouth or online.





REFERENCES

- 1.Key Messages and Actions for COVID-19 Prevention and Control in Schools March 2020 UNICEF
- 2.U.S. Centers for Disease Control and Prevention (CDC) www.cdc.gov/coronavirus/2019-ncov/index.html
- 3.World Health Organization (WHO) www.who.int/emergencies/diseases/novel-coronavirus-2019
- 4.American College Health Association (ACHA) <https://www.acha.org/COVID-19>
- 5.<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/guidance-for-schools-workplaces-institutions> .



4. SOP FOR DAY SCHOLAR STUDENTS/ FACULTY ON SELF CARE INCLUDING TRAVELLING BY PUBLIC TRANSPORT TO SAMSTHA AND THEIR INSTITUTES / SCHOOLS

OBJECTIVE

- ✓ To lay down the procedure for prevention droplet infection from COVID-19 to day scholar students/ faculty onself-care including travelling by public transport to samtha's and their institutes / schools

SCOPE

- ✓ This procedure is applicable to the day scholar students/ faculty onself-care including travelling by public transport to samtha's and their institutes / schools

RESPONSIBILITY

- ✓ Every day scholar students/ faculty on self-care including travelling by ppublic transport to samtha's and their institutes / schools

ACCOUNTABILITY

- ✓ Day scholar students/ faculty on self-care including travelling by public transport to samtha's and their institutes / schools



PROCEDURE

1. All students / faculty should wear mask compulsorily while travelling.
2. Should practice and follow social distance in public transport. Travel in transport with only 50% of occupancy. One seat one passenger and preferably passengers in alternate seats.
3. Avoid unnecessary touching of metal equipment, handles, seat belts in bus
4. Try to carry minimum weight in bags.
5. Minimize weight by carrying fewer files / books, notebooks to school / college.
6. Teach and practice all respiratory etiquette.
7. In bag/ sack compulsory carry sanitizer, so immediately one can sanitize the hands after touching any part of transport/ ticket the hands.
8. At every gate of Samstha's proper checking arrangement like temperature. If found having temperature above 39 degree Celsius to be sent back to quarantine area. Other information such as: self-declaration of locality from home, traveling history within Pune, or outside Pune) to be recorded at entrance.
9. While travelling should not wear any ornaments.
10. If day scholars are sick they should stay at home and not come to college/ school.
11. In case of emergency circumstances for day scholar with valid reason online work can be permitted.
12. All must use only own personal articles such as pen for entry of information. Sharing is strictly prohibited.
13. All instructions related to Covid -19 to be displayed on notice board.
14. Avoid group lunch of all day scholars who came from different area of city.
15. Should bath after going home from school / college.
16. Try to avoid mixing of hostel students and day scholars.
17. Follow all rules given by Samstha against Covid.
18. Strict action against all for breaking the rules.



REFERENCE

- ✓ Key Messages and Actions for COVID-19 Prevention and Control in Schools March 2020 UNICEF
- ✓ U.S. Centers for Disease Control and Prevention (CDC) www.cdc.gov/coronavirus/2019-ncov/index.html
- ✓ World Health Organization (WHO) www.who.int/emergencies/diseases/novel-coronavirus-2019
- ✓ American College Health Association (ACHA) <https://www.acha.org/COVID-19>

5. STANDARD OPERATING PROCEDURES FOR STAFF / EMPLOYEES

OBJECTIVE

- ❖ To lay down the procedure for staff for prevention droplet infection from COVID-19 at Institute.

SCOPE

- ❖ This procedure is applicable to all employees of the samstha

RESPONSIBILITY

- ❖ Every member of the samstha

ACCOUNTABILITY

- ❖ HOD of each department

PROCEDURE

1. All Staff/employee of Samstha strictly should follow WHO guideline for the prevention Covid -19.
2. All staff/ employee compulsory wear mask in work place.
3. The biometric attendance of staff/employee should be replaced with a physical register for the time being.
4. Staff/employee should use personal pen for signing in attendance register.
5. If any employee having flu symptoms should be advised not to come to office and to consult a doctor.
6. Institute should provide thermal scanners at entry point for detection of fever among staff/employee, students and visitors.
7. An “open door policy” may be adopted wherever possible to avoid touching the door handles.
8. After entering in staff room each Staff/employee should do thorough hand washing with soap and water or use of alcohol-based products (gels, rinses, foams).
9. Do not touch to eyes, face and nose frequently.

10. Follow respiratory etiquettes such as wearing mask, sneezing or coughing into your elbow or tissue paper and washing your hands.
11. Encourage personal sanitizer to maintain hand hygiene.
12. Staff room furniture should be cleaned with disinfectant at least twice daily.
13. In staff room adequate distance should be maintained between each staff.
14. If possible use their own computer or laptop for work purpose.
15. If staff is handling common equipment like computers, printer, telephone etc it should be disinfect regularly.
16. Staff should not share personal articles to any one eg, pen, pencil, stapler, punching machine etc.
17. Staff/employee are advised to restrict movement inside as well as outside the institute.
18. Faculty should not call any student /visitor in the staff room.
19. All the student activities or instructions should be strictly given in respective class rooms.
20. Instruct staff/employee to avoid using of wrist watch, rings etc.
21. Instruct the staff/employee to clean mobile whenever necessary.
22. Do not share water bottles, eating utensils, food or drinks with others.
23. Staff/employee who are mandatory to handle the documents/cash etc should be used disposable gloves.
24. Staff should be instructed to do all payment to any party online or net banking.
25. Faculty should collect online assignments from students.



✗ Wrong



✗ Wrong



✓ Right

6. STANDARD OPERATING PROCEDURES FOR HOSTEL AND MESS

OBJECTIVE

- ❖ To lay down the procedure for prevention droplet infection from COVID-19 at hostel and mess

SCOPE

- ❖ This procedure is applicable at hostel and mess

RESPONSIBILITY

- ❖ Every member: Hostel in charge, rectors, cook, helpers and students at hostel and mess

ACCOUNTABILITY

- ❖ Hostel in charge / HOD of Hostel

PROCEDURE

1. Students should follow all instructions or guidelines for the COVID-19.
2. There should not be any group activities or social gathering inside the hostel and campus.
3. Students are advised to restrict movement inside and outside the hostel and campus.
4. Students are advised to keep hygienic conditions in hostel premises, mess and utilities.
5. Hostel and mess workers should wear mask compulsory and follow social distancing.
6. Number of students entry in mess should be limited and in queue with social distancing.
7. In mess counter should be arranged to serve food with proper distance and student should approach to counter with social distance.
8. In mess student should sit on alternate chairs to follow social distance.
9. While entering in mess student should not touch to anywhere.
10. Students should wear mask compulsory and remove before hand washing.

11. Students are instructed to avoid outside foods.
12. If possible students should bring their own water bottle to avoid rush at the water cooler.
13. Student should wash their dish with soap and water after taking meal.
14. Students can report to hostel warden if they have any symptoms or need any help.
15. Student should maintain cleanliness in rooms and avoid touching roommates things.
16. While entering in hostel everyone should sanitize their hands.
17. While entering and exit from the room use sanitizer or wash hands with soap and water for 20 seconds.
18. Proper cleanliness of hands, doors handles, articles or utensils should be maintained.
19. Visitors should be restricted.
20. Use proper disinfectants for cleaning of toilet and bathrooms.
21. Student should maintain social distance while using toilets and bathrooms.
22. Any student who becomes symptomatic/notified to be symptomatic should be sent to the quarantine room for medical assistance so that the medical advice can be given /done in that room rather than the students going to the hospital.
23. If any student becomes symptomatic, parents will be informed. Hostel warden will be identified for the students well being. The essential supplies will be delivered to their respective rooms.
24. Symptomatic students will be referred to hospital and as per advice start measures and if advised for isolation student should be quarantined in the separate room and both the student and warden won't be allowed to move out of the separate room for the 14 days. If hospital admission required, students will be admitted in hospital.
25. Symptomatic students are advised to strictly adhere to medical instructions given by the attending medical team.
26. Students should not sit together for any work or discussion.

REFERENCE

- ❖ www.jipmer.edu.in
- ❖ [sop-for-measures-for-covid19-in-iimc-campus.pdf](#)
- ❖ Public Health Agency of Canada. How to care for a person with COVID-19 at home: Advice for caregivers.
- ❖ JIC 1 -- COVID-19 Guidance for the Hotel Sector Updated: April 28, 2020

7. STANDARD OPERATING PROCEDURE FOR CANTEEN / STUDENT DINING MEASURES TO CUT THE SPREAD OF COVID-19.

OBJECTIVE

❖ To lay down the procedure for canteen and students dining measures for staff and students for prevention droplet infection from COVID-19 at Institute.

SCOPE

❖ This procedure is applicable to all employees of the samstha

RESPONSIBILITY

❖ Every member of the samstha having snack break / using canteen

ACCOUNTABILITY

❖ HOD of Canteen, Students and Staff

PROCEDURE

Canteen employee Training:

Staff training for prevention from COVID 19 need to be done before reopening the canteen after LOCK DOWN period. This training should include social distancing, respiratory hygiene, safe food handling and cleaning and sanitizing practices.

Cleaning of surface

1. Clean and disinfect high-touch surfaces daily chairs and dining tables
2. Floor cleaning with 0.1% sodium hypochlorite every two hourly.
3. Wash cutting boards, dishes, utensils, and countertops with hot, soapy water after each use. Use separate plates and utensils for cooked and raw foods. Use all utensils with soap and hot water.
4. Wash all vegetables with mediclore water, dry with clean napkin, and store for use.
5. Wash milk bags with hot, soapy water. Dry with clean napkin.
6. Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.
7. Clear the garbage from the canteen three times in a day

Food Preparation and Handling

1. Only 3 cook in the kitchen at a time to prepare food.
2. Workstations should be placed in such a way that the staff is not facing each other and can maintain appropriate Social Distance
3. Canteen supervisor need to screen daily the personal hygiene of cook(Nail cutting) and for sign and symptoms of flue.
4. Before entering in to kitchen will: Wash hand and feet,Wear Cap , Cotton mask and kitchen apron.No talking while preparing food.

Serving of Food

- 1.After washing hand Food serving person should wear cap, mask, kitchen apron and disposable gloves,
2. After every half an hour serving surface will be clean.
- 3.Keep food hot (140°F or above) after cooking.
4. Food server will not speak while serving.
5. Customers must stand at least 1meter/ 3 feet away from each other while queuing up for food at the canteen.
6. All the food should be pre-packed. So the staff and student can take one and eat at their own place. **OR**If dining in the canteen is allowed, then diners will seat facing only one direction (classroom seating) and only one member on one table and they will not talk to their colleagues at all.
- 7.**OR**Solo dining by putting card board partitions around the tables (that make the diners look like they are casting their votes.)
8. At a time restrict the 10 customers in canteen.

Customers

1. Not to come to the canteen in a group.
2. Wear mask.
3. Keep distance between two people minimum 1 meter.
4. If there are more people in the canteen come in the queue.
5. Do not make crowd while making bill or while taking delivery of food.
6. Do not pay money in physical form do Google pay if option available.
7. Before taking delivery of food wash your hand or use sanitizer.
8. As far as possible do not seat in the canteen, use take away food facility.



DO NOT SHARE

REFERENCES:

1. World Health Organization. (2020). COVID-19 and food safety: guidance for food businesses: interim guidance, 07 April 2020(No. WHO/2019-nCoV/Food_Safety/2020.1). World Health Organization.
2. US Food and Drug Administration. (2020). Food Safety and the Coronavirus Disease 2019 (COVID-19).

8. SOP FOR STUDENTS AND PARENTS COMING FOR ADMISSION ENQUIRY/ADMISSION PROCESS IN PERSON

OBJECTIVE

❖ To lay down the procedure for prevention infection from COVID-19 during admission process in person at Institute.

SCOPE

❖ This procedure is applicable to the parents, students and admission committee.

RESPONSIBILITY

❖ Everybody involved in direct admission process

ACCOUNTABILITY

❖ Everybody involved in direct admission process

PROCEDURE

1. Parents, students and admission team members should strictly follow rules given by WHO for Coronavirus Disease (COVID-19).
2. Before entering into the admission office persons visiting to the college should be tested for fever at entry and examined for any history of contact at home and sanitized properly at college entry.
3. Display all the protocols of college /SOP on the entrance in English as well as in Marathi language, so that each one visiting can understand and follow the rules.
4. Arrange hand washing stations with soap and water, and if possible, place alcohol-based hand rub foot operated (hand sanitizers) at entrance of admission office.
5. Workplace or admission office has to be arranged in such a way that parents, students and team members will maintain at least 1 meter (3 feet) distance between them.
6. Proper air ventilation has to be maintained. (Keep windows open wherever possible for natural air circulation.)

7. Surfaces (e.g. Chairs and tables) and objects (e.g. telephones, computers, keyboards) which will be used in admission office need to be wiped with disinfectant regularly. Each employee should have their own area of work to ensure single handling. (Own pen, table, computer, phone etc.)
8. Instead of one to one counselling, common power point presentation on college information and admission process can be displayed and explained in small group of parents and students. Proper sitting arrangement with safe distance should be ensured.
9. As per as possible online information can be saved to avoid direct contact to surfaces. Take soft copy of necessary documents/certificates of the interested student for further reference.
10. Proper and complete record of visiting persons has to be maintained. (e.g. Name, address, phone number, health status, history of travelling, previous history of CORONA disease infection if any.) Promote the persons to give complete information and not to hide the health related information. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. Anyone who does not agree to this condition cannot attend the meeting.
11. Future communication can be maintained through official online facilities like, telephone, email, mobile messages. Etc. wherever possible. As per as possible avoid physical communication.
12. Make sure parents, students and admission team members follow good respiratory hygiene. Use of proper mask and its proper disposal should be ensured.
13. Regular and thorough hand-washing by employees has to be promoted. Alcohol-based hand sanitizers should be kept at different places wherever required. (Admission forms, pamphlets. etc.) Sanitizer Time /Break can be followed periodically to ensure adequate use of sanitizer.
14. Safe drinking water facility should be made available for parents and students with disposable glasses.
15. Separate toilet facility for parents and students should be available. Ensure proper cleaning and disinfection of toilets periodically.
16. Unnecessary movement and gathering of people should be avoided.



REFERENCE

- ❖ <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/guidance-for-schools-workplaces-institutions> .

9. STANDARD OPERATING PROCEDURES FOR LABORATORY AND SHOP FLOOR

OBJECTIVE

❖ To lay down the procedure for prevention droplet infection from COVID-19 at laboratory and shop floor

SCOPE

❖ This procedure is applicable at laboratory and shop floor

RESPONSIBILITY

❖ Every member operating in laboratory and shop floor : Instructors, Faculty, Students, helpers and cleaning employees

ACCOUNTABILITY

❖ HOD of Laboratory and Shop Floor

PROCEDURE

1. Faculty/ students are instructed to strictly follow preventive measures of Covid-19, as per government of India.
2. 5 students and 1 faculty can be allowed in the laboratory/ demonstration hall / shop floor at a time by maintaining social distancing and avoiding personal contacts.
3. Students should not gather in the laboratory/ demonstration hall / shop floor also should not carry personal belongings and food products.
4. Faculty/ students should strictly follow social distancing while carrying out group activities or discussions also while performing should not touch to face or eyes.
5. Faculty/ students should avoid high touch surfaces as much as possible during activities.
6. Faculty/ students should maintain hygienic conditions in laboratory/ demonstration hall/health club/ gym.
7. Faculty/ students should practice hand hygiene and taking alcohol rub after use of laboratory/demonstration hall/ articles/equipment/models/projects.

8. After use of laboratory/demonstrationhall/ articles/equipment/models/projects focusing on high touch areas should be cleaned and disinfected with 1% Sodium Hypochlorite or with 70%alcohol base periodically and waste products should be disposed of immediately and properly.
9. Pre- primary and primary school going students should be trained to practice hand hygiene and social distancing techniques effectively in laboratory activities by faculty. Also faculty has to practice the same.
10. In the health club and gym, used equipment and high touch surfaces should be cleaned and disinfected after every session with 1% Sodium Hypochlorite or with 70%alcohol base and should have 10minutes of gap to start a new session to maintain effectiveness of disinfectant.
11. In health club and gym, 5 person and 1 trainer can be allowed for a session by maintaining social distancing while exercising, sweaty clothes has to be kept properly in a paper bag for washing.
12. If possible, open windows during activities in health club/gym/laboratory/demonstration hall for ventilation of air.
13. If possible, either waits for 24hours, after ill person present in space prior to cleaning and disinfection or as soon as possible cleaning and disinfection has to get it done.
14. Any faculty/student is ill or has respiratory symptoms should not attend health club/ gym/laboratory/demonstration hall also should avoid handling of articles/equipment/models/projects and should be quarantined for next 7days and should take medical consultation.

REFERENCE

❖ World health organization,release on 10th march 2020,Home/Newsroom/Detail/COVID-19: IFRC, UNICEF and WHO issue guidance to protect children and support safe school operations.

Guidance includes practical actions and checklists for administrators, teachers, parents and children.

❖ World health organization, laboratory strategy recommendations for Covid-19, interim guidance, released on 21/03/2020

10. STANDARD OPERATING PROCEDURES FOR PARENTS AND STUDENTS TRAINING AT SCHOOLS

OBJECTIVE

❖ To lay down the procedure for parents and students training prevention droplet infection from COVID-19.

SCOPE

❖ This procedure is applicable for parents and students training prevention droplet infection from COVID-19.

RESPONSIBILITY

❖ Every Faculty and Staff of Schools

ACCOUNTABILITY

❖ Class Teachers

PROCEDURE

1. Communicate with parents and caregivers about the actions your school are taking, through phone or individual messaging. Explain why the school is undertaking these Measures and how parents and caregivers can prepare themselves and their children for the change. Consider sharing this SOP for them to read.
2. Staff training should be conducted before school reopens to ensure all staff are ready to adopt the hygiene and safety measures. When children return to center/school, 3. ALL staff should be familiar with: Good personal hygiene practices, Health checks and screening procedures, using the thermometer correctly (according to manufacturer's guidelines), Cleaning and disinfection procedures, Distancing measures for respective routine and rooms.
3. Staff training should also include an on-site test-run of strategies for sharing information with children, parents and visitors, as well as ways to communicate in a clear and firm manner.

4. Train ALL students, parents and caregivers before school reopens on all hygiene and Safety measures that your school or institute is adopting.
5. Retrain parents, caregivers and students on a regular basis (weekly, then bi-weekly, and then monthly), especially those who display difficulty complying with the hygiene and safety measures.
6. Communicate in a language that parents, caregivers and students are most comfortable with, e.g. Marathi, Hindi etc.
7. Use a variety of modalities for training: phone calls, messaging apps, video conferencing, visuals/photos, videos, etc. Information presented should be simple and clear language and visuals, and be children-friendly and disability inclusive.
8. Children Training: Some children may need to be told, in a sensitive way, about the coronavirus outbreak and why the school has changed its operating procedure. Here is a list of COVID-19 Resources for Children that may help adults to talk to children about the coronavirus outbreak.

Universal (Basic) Prevention Measures - Do at all times

Good Personal Hygiene

1) Handwashing

- a) Hand washing steps
- b) Sneeze and cough into the elbow or tissue (with proper disposal).
- c) Ensure sufficient supply of soap and water or hand sanitizer, and they are easily available within reach.



2) Wear a mask at all times

a) Correct way to wear masks

b) 3-ply disposable masks

c) Cloth masks: minimum double layer 100% cotton masks with non-woven fabric as filter



3) No sharing of food, utensils, cups, plates, bowls, towels, etc.

4) Dispose dirty tissues or wipes into covered waste bins.

5) Remove and dispose of disposable masks and gloves in a sealed plastic bag and seal it properly.

Education to Parents:

Clean Environment: Perform routine cleaning and disinfection of surfaces and objects that are frequently touched. Cleaning and disinfecting surfaces and objects

❖ Frequently touched surfaces include: door knobs/handles, light switches, tables, Chairs/stools, handrails, classroom sink handles, mats, countertops

❖ Frequently touched objects include: toys, learning equipment/apparatus, stationeries, toy/utility baskets, computer (keyboard, mouse), etc.

Education to Teachers:

- ❖ Clean objects after every session by child or staff
- ❖ Effective disinfecting solution against coronavirus:
- ❖ Household bleach diluted with water at 1:100 ratio, e.g. 10ml bleach to 1 litre water
- ❖ Steps of Maintain Physical (Social) Distancing

1. General Rules

- a. Maintain 1-meter distance with other people.
- b. No handshaking, hugging, high-fives or touching another person.

2. Limit Nonessential Visitors In School

- a. Limit nonessential visits from parents, caregivers and contract workers.
- b. Parents are allowed to pick up and drop off their children.
- c. Only visitors who are needed to support the running of the centres/schools are allowed entry, such as support teachers, early intervention teachers and inclusion facilitators.
- d. Obtain travel declarations for any new visitors to the school.
- e. When there are new prospective parents who want to enrol their children, do not allow entry to the centre or school during operating hours. Conduct an online assessment and offer virtual tours (videos, photos) instead.
- f. When there are essential repair works or inspection from authorities to be done in the school:
 - ❖ Arrange to visit at a time when children are not present,
 - ❖ Practice good personal hygiene and physical distancing at all times,
 - ❖ Clean and disinfect contact areas after the visit.

3. Where Physical Distancing Cannot Be Avoided

There are situations where physical support is required, such as supporting children with physical disabilities and limitations to perform basic tasks, including eating, toileting, changing clothes, wearing shoes, etc.

In these circumstances, adults (teachers, parents) must wear a mask and gloves, and wash their hands frequently. Do not allow gloves to create false sense of security.

Health Checks And Screening

1. Perform health checks, temperature screening, and hand sanitisation at the school

entrance for ALL staff, students, and visitors.

2. Identify a space that can be used to temporarily isolate students and staff who suddenly become sick, before they are sent home.

3. Do not allow anyone to enter the school, including staff and students, that have the following situations:

❖ Unwell

- Fever or flu-like symptoms (runny nose, cough, sore throat, shortness of breath)
- They must go home and rest, and only return when they have recovered fully.

❖ Have been in close contact with COVID-19 positive person

- Mandatory 14-day Leave of Absence
- Staff, parents and caregivers should inform the school immediately if they or their child has had close contact with a COVID-19 positive person.

4. Increase frequency of temperature taking for all staff and students. Following are some

- Half-day programme: 2 times a day - at arrival and dismissal
- Full-day programme: 3 times a day - at arrival, afternoon (lunch/nap), dismissal

5. Temperature reading

- Average temperature for fever: 37.5°C and above
- Note: Check the thermometer's manual for its proper use, range of normal temperature readings, and cleaning instructions. Do not use any oral thermometers.
- Suggest using non-contact thermometers or temperature scans.

6. If a child is unwell while attending the centre, separate the child from other children to the isolation room/area. Inform parents immediately to bring him/her back home or for medical treatment.

Put Up Signs

Put up posters and visuals to remind staff, visitors, and children to practice new preventive measures. Posters and visuals should be clear, child-friendly, and visible to children (at eye level). Recommended signs include but are not limited to:

- Hand washing steps
- Hand hygiene (sneeze/cough into their elbow, put used tissues in a waste receptacle)

and to wash hands immediately after using tissues)

- No sharing of food, utensils and toys
- Safe Physical (Social) Distancing
- Guidelines when entering and leaving school

Centres and schools are also advised to put up guidelines for maintaining a hygienic environment as reminders for staff, such as:

- Disinfecting surfaces and objects (refer Cleaning and Disinfecting Surfaces and Objects,
- Waste management
- Toileting

11. STANDARD OPERATING PROCEDURE FOR SANITARY WORKERS

OBJECTIVE

❖ To lay down the procedure for sanitary workers for prevention droplet infection from COVID-19 at samstha and Institute.

SCOPE

❖ This procedure is applicable for sanitary workers for prevention droplet infection from COVID-19 at samstha and Institute.

RESPONSIBILITY

❖ Sanitary workers

ACCOUNTABILITY

❖ Sanitary workers and Estate Department and Principals

PROCEDURE

1. Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode).
2. They should always wear disposable protective gloves while cleaning a toilet.

<i>AREAS</i>	<i>AGENTS / TOILET CLEANER</i>	<i>PROCEDURE</i>
Toilet pot/ commode	Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	Inside of toilet pot/ commode: <ul style="list-style-type: none"> • Scrub with the recommended agents and the long handle angular brush. • Outside: clean with recommended agents; use a scrubber.
Lid/ commode	Nylon scrubber and soap powder/detergent 1% Sodium Hypochlorite	Wet and scrub with soap powder and the nylon scrubber inside and outside. <ul style="list-style-type: none"> • Wipe with 1% Sodium Hypochlorite
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	Scrub floor with soap powder and the scrubbing brush <ul style="list-style-type: none"> • Wash with water • Use sodium hypochlorite 1% dilution
Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Scrub with the nylon scrubber. • Wipe with 1% sodium hypochlorite
Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% Alcohol.	<ul style="list-style-type: none"> • Thoroughly scrub the floors/tiles with warm water and detergent • Wipe over taps and fittings with a damp cloth and detergent. • Care should be taken to clean the underside of taps and fittings. • Wipe with 1% sodium hypochlorite/ 70% alcohol
Soap dispensers	Detergent and water	<ul style="list-style-type: none"> • Should be cleaned daily with detergent and water and dried.

1. 70% Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxyleneol (4.5-5.5%)/ Benzalkonium Chloride or any other disinfectants found to be effective against Coronavirus may be used as per manufacturer's instructions)

2. Always use freshly prepared 1% sodium hypochlorite.

3. Cleaning personnel or designated employee will clean and disinfect or if clean, disinfect their workstation and cleaning supply cart prior to beginning their shift. They will also clean and sanitize frequently touched surfaces in common areas such as floors, walls, doors, doorknobs, push plates, and handles, worktables, tables, chairs, doorknobs, light switches, handles, desks, telephones, remote controls, faucets, sinks, toilets, bathrooms, soap dispensers, handrails, garbage cans, etc. on a regular basis as determined by the need and it should be at least daily, but can be more frequent.

4. Sanitation Procedures for Routine Operations

Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Wash hands immediately for 20 seconds after gloves are removed.

5. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

6. When cleaning and disinfecting surfaces and areas, the following procedures will be followed:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, disinfectants should be effective. If disinfectants are not available, diluted house-hold bleach or 1% sodium hypochlorite solutions can be used if appropriate for the surface.

7. Sanitation procedures when cleaning the quarantined areas:

Wear disposable gloves and a gown when cleaning and disinfecting surfaces. Gloves and gown should be discarded after each cleaning. Wash hands for immediately 20 seconds after gloves are removed.

Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

When cleaning and disinfecting surfaces and areas, the following procedures will be followed:

- Close off areas used by the sick person.
- Open outside doors and windows, if possible, or increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as beds, bed sheets etc.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.



REFERENCE

- ❖ U.S. Centers for Disease Control and Prevention (CDC)
www.cdc.gov/coronavirus/2019-ncov/index.html
- ❖ World Health Organization (WHO) www.who.int/emergencies/diseases/novel-coronavirus-2019

12. STANDARD OPERATING PROCEDURE FOR PPE DONNING AND DOFFING AND SAFE DISPOSAL

Before caring for patients with confirmed or suspected COVID-19, healthcare personnel (HCP) must:

1. Receive Comprehensive Training On :

- When and what PPE is necessary,
- How to don (put on) and doff (take off) PPE,
- Limitations of PPE,
- Proper care, maintenance, and disposal of PPE.

2. Demonstrate Competency in performing appropriate infection control practices and procedures.

Remember:

- PPE must be donned correctly before entering the patient area (e.g., isolation room, unit if cohorting).
- PPE must remain in place and be worn correctly for the duration of work in potentially contaminated areas.
- PPE should not be adjusted (e.g., retying gown, adjusting respirator/facemask) during patient care.
- PPE must be removed slowly and deliberately in a sequence that prevents self-contamination.
- A step-by-step process should be developed and used during training and patient care.

DONNING (PUTTING ON THE):

1. Identify and gather the proper PPE to don. Ensure choice of gown size is correct (based on training).
2. Perform hand hygiene using hand sanitizer.
3. Put on isolation gown. Tie all of the ties on the gown. Assistance may be needed by another HCP (health care provider).

4. Put on NIOSH-approved N95 filtering face piece respirator or higher (use a facemask if a respirator is not available). If the respirator has a nosepiece, it should be fitted to the nose with both hands, not bent or tented. Do not pinch the nosepiece with one hand. Respirator/facemask should be extended under chin. Both your mouth and nose should be protected. Do not wear respirator/facemask under your chin or store in scrubs pocket between patients.

Respirator: Respirator straps should be placed on crown of head (top strap) and base of neck (bottom strap). Perform a user seal check each time you put on the respirator.

Facemask: Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.

5. Put on face shield or goggles. Face shields provide full face coverage. Goggles also provide excellent protection for eyes, but fogging is common.

6. Perform hand hygiene before putting on gloves. Gloves should cover the cuff (wrist) of gown. 7. HCP may now enter patient room.

DOFFING (TAKING OFF THE)

1. Remove gloves. Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).

2. Remove gown. Untie all ties (or unsnap all buttons). Some gown ties can be broken rather than untied. Do so in gentle manner, avoiding a forceful movement. Reach up to the shoulders and carefully pull gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle.

3. HCP may now exit patient room.

4. Perform hand hygiene.

5. Remove face shield or goggles. Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.

6. Remove and discard respirator (or facemask if used instead of respirator).

* Do not touch the front of the respirator or facemask.

Respirator: Remove the bottom strap by touching only the strap and bring it carefully over the head. Grasp the top strap and bring it carefully over the head, and then pull the respirator away from the face without touching the front of the respirator.

Facemask:Carefully untie (or unhook from the ears) and pull away from face without touching the front.

7. Perform hand hygiene after removing the respirator/facemask and before putting it on again if your workplace is practicing reuse.

*Facilities implementing reuse or extended use of PPE will need to adjust their donning and doffing procedures to accommodate those practices.



REFERENCES

■ Coronavirus disease 2019 (COVID-19) Factsheet – CDC www.cdc.gov > downloads > A_FS_HCP_COVID19_PPE

Mar 30, 2020 - COVID-19 Personal Protective Equipment ... or extended use of PPE will need to adjust their **donning and doffing procedures** to accommodate.

■ Guidance for wearing and removing personal ... - ECDC

www.ecdc.europa.eu > sites > default > files > documents

Feb 19, 2020 - This document is based on current **COVID-19** knowledge and **PPE** best practices. **procedure** for safe **donning and doffing**. Wearing **(donning) ...**

13. FOR QUARANTINE PROTOCOL AND EMERGENCY CARE

- The place is to be identified, designated and notified by the higher authority of the Institute.
- Overall in-charge: As will be authorized by HOD of the Institute, preferably a facility manager is to be appointed.
- Adequate security arrangement must be provided through outsourcing, which will be monitored by the local police.
- Adequate numbers of supporting staff, like Room attendants, Sanitation workers, etc. are to be provided.
- A Multipurpose health worker (Male/Female) will be available shift-wise to monitor the health conditions.
- They will counsel each person at the time of admission into the quarantine home. The facility manager will maintain a stock of common drugs & consumables to be utilized.

PROVISION

- Preferably single room for each person and room should be well ventilated with attached toilet.
- If attached toilet will not be available, common toilet can be used; but must be cleaned after each use.
- Water supply, electricity/back up must be available 24X7.
- Required manpower for sanitation, security, laundry, diet, waste management and patient attendant service may be outsourced through empanelled agency.
- Strict sanitation practice must be followed as per guideline.
- Biomedical waste disposal should be done as per the protocol.
- On arrival the person must be registered, detailed history including history of travel & contacts must be recorded. The contact number of the persons as well as the relative who can be contacted must also be recorded.
- To make his/her stay more enjoyable, he/she should be advised to have enough clean and comfortable clothes, cell phone, and laptop.
- Hand washing facility must be available at the entrance.

- Ill person should use medical mask and keep a distance of at least one meter (3 feet) from other people.
- Use dedicated dishes, cups, eating utensils, towels, water bottle, soap and bed linens for the ill person.
- Use digital thermometer for checking temperature.
- Ensure the ill person rest; drink plenty of fluids and eats nutritious foods.
- In addition to personal items, the following supplies are to be provided during the time of quarantine.
- Transport facilities for persons who develop symptom during quarantine must be available.
- No guest or outsiders except authorized persons/service providers will be allowed to enter the quarantine room.
- The person quarantined will also not be allowed to leave the premises unless it is required.

Protocols for Care giver

- Avoid unnecessary exposure to ill person and avoid sharing items such as, eating utensils, dishes, drinks and towels.
- Wear a medical mask while providing care to the ill person.
- Face masks should be available to wear if in a shared space, or to a health care appointment if needed.
- Adequate amount of PPEs must be kept in reserve for use, if required for attending persons, who develop symptoms and transportation.
- Do not touch the mask or face.
- Discard the mask and glove after use.
- Frequently clean hands with soap and water especially with alcohol based rub, especially:
 - After any type of contact with the ill person or their surroundings.
 - Before, during and after preparation of food.
 - Before eating and
 - After using the toilet.

After care

- Wash dishes, cups, eating utensils, towels and bed linens used by the ill person with soap and water.
- Identify frequently touched surfaces by the ill person and disinfect them daily.

Emergency care

- If ill person worsen the symptoms, call for ambulance to transfer the person immediately.
- Patient and attendant should be provided with triple layer mask and gloves.
- Simple public health measures like hand hygiene, respiratory etiquettes, etc. need to be adhered by all during transfer.
- The casualty medical officer of the referring hospital has to ensure that bed is available in referral hospital with supporting equipment and needs to convey the same while making the call.



REFERANCES

- ✓ National Centre for Disease Control, Directorate General of Health Services, Ministry of Health and Family Welfare
- ✓ Key Messages and Actions for COVID-19 Prevention and Control in Schools March 2020 UNICEF
- ✓ World Health Organization (WHO) www.who.int/emergencies/diseases/novel-coronavirus-2019

14. OPERATING PROCEDURES SELF PROTECTION: COMMON FOR ALL

OBJECTIVE:

➤ To lay down the procedure for common for all for prevention droplet infection from COVID-19 at samstha and Institutes.

SCOPE

➤ This procedure is applicable to the common for all and can be used by everyone.

RESPONSIBILITY

➤ Every member of samstha and institute

ACCOUNTABILITY

➤ Every member of samstha and institute

PROCEDURE

The following measures shall be implemented by all offices, workplace and common places.

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:

- Entrance Gate of building, office etc.
- Cafeteria and canteens.
- Meeting room, Conference halls/ open areas available/ veranda/ empty spaces/entrance gate of site, bunkers, cabins, staff rooms, class rooms, administration offices, building etc.
- Equipment (desk, table, chairs, cupboards, xerox machine and telephone, etc) and lifts.
- Washroom, toilet, sink; water points etc.
- Walls/ all other surfaces

2. All vehicles and machinery entering the premise should be disinfected by 1% sodium Hypochlorite spray mandatorily.

- Mandatory thermal scanning of everyone entering and exiting the work place to be done.
3. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
 4. Out of total people working in the organization two groups can be made, each group will work for 3 days full day and the next 3 days will work from home with online classes and vice versa.
 5. There can be shifts among the employees and students during working hours to maintain social distancing.
 6. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
 7. All the staff and students should use their own/ personal water bottles for drinking water.
 8. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 1 meter away from others on job sites and in meetings and training sessions.
 9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts.
 10. Staircase for climbing should be used.
 11. There will be strict ban on gutaka, tobacco, smoking, pan etc. and spitting will be strictly prohibited.
 12. Avoid spitting in open places.
 13. There should be total ban on non-essential Visitors in the campus.
 14. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, are identified and list will be available at work place all the times.
 - Intensive communication and training on good hygiene practices shall be given and all should attend the training session.
 15. No overlap of shifts and staggered lunch with social distancing in canteens shall be ensured. Lunch breaks should be taken separately.
 16. When moving around the organization maintain distance of at least 1 meter from people when you are communicating.
 17. Shaking of hands and touching each other is strictly prohibited.
 18. Exchanging each others articles is strictly prohibited.
 19. Use of Air condition should be minimized.

20. Under the guidelines, all will be expected to wear cloth masks at all times. Make sure it is properly worn.
21. Avoid touching your face (eyes, nose, mouth) at all times.
 - Wash your hands with soap and water frequently, or use alcohol-based hand-rub.
22. Avoid touching or direct physical contact.
23. Immediately on reaching home carefully remove and dispose of your face mask by soaking in bleach solution and drying it
24. Wash your hands with soap and water or alcohol-based hand-sanitizer before you touch anything else.
25. Wipe down what you have carried like your purse and mobile with home-based disinfectant (4 tps of household bleach in 4 cups of water)
26. If you get any symptoms like fever, cough or difficulty in breathing report to the nearest government facility or hospital immediately. **STAY HOME.**



27. All employee's temperature checks will be checked and staff members, who present with raised temperatures, will then be considered for isolation and testing.
28. For social distancing, where no more than two learners may share a desk, with no hugging or handshaking.
29. All sports matches, choral practices and festivals, will be prohibited.
30. Extra classes should be arranged in small groups that maintain social distancing.
31. Do not eat outside food during breaks. Do not make groups to go to the canteen.
32. Make sure your workplaces are clean and hygienic.
33. Surfaces (e.g. desks and tables) and objects (e.g. telephones, key Surfaces need to be wiped with disinfectant regularly.
34. Promote regular and thorough hand-washing by employees.

- Use the sanitizing hand rub dispensers placed in prominent places around the workplace. Make sure these dispensers are regularly refilled.

35. Promote good respiratory hygiene in the workplace by ensuring that face masks and / or paper tissues are used at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.

36. Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze.

37. If even a mild cough or low-grade fever (37.3 C or more) needs to stay at home. They should also stay home (or work from home).

38. Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19. Follow the instructions displayed posters with hand hygiene and respiratory hygiene at your workplaces.

39. Details of the staff will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease.

- People feeling sick or has symptoms should be safely isolated in a sick room.

Before Meeting

1. Meetings should be conducted online if number of participants are more than 10.

- All staff should maintain a social distance of at least one meter apart.

2. Open windows and doors whenever possible to make sure the workplace is well ventilated.

3. Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or event.

4. All the staff should make entry in the entry register at the entrance.

- All the staff should not do biometrics till further guidelines.

5. The cleanings of wash rooms will be carried out every day and a housekeeping staff will be nominated to take care of facilities.

After the meeting

1. Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.

2. If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.
3. If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members.
4. Avoid sending employees who may be at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease) to areas where COVID-19 is spreading.

While traveling

1. Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing.
2. Ensure employees know what to do and who to contact if they feel ill while traveling.
3. Ensure that employees comply with instructions from local authorities where they are traveling.
4. Develop a plan of what to do if someone becomes ill with suspected COVID-19 at one of your workplaces.
5. The plan should cover putting the ill person in a room or area where they are isolated from others in the workplace, limiting the number of people who have contact with the sick person and contacting the local health authorities.
 - Consider how to identify persons who may be at risk, and support them, without inviting stigma and discrimination into your workplace. This could include persons who have recently travelled to an area reporting cases, or other personnel who have conditions that put them at higher risk of serious illness (e.g. diabetes, heart and lung disease, older age).

Infrastructure and furniture

Units will sanitize classrooms and offices prior to the start of each working day.

- Learners will have to sanitize their hands before entering classrooms.
- Movement of learners between classes will also be limited.

- Social distancing with students being one metre apart in classes, canteen and common places.

Transport

Working with the Transport, vehicles that transport children will undergo sanitization prior to the start of all trips.

- Everyone entering will also be expected to wear a mask and sanitise their hands before entering the vehicle.
- Distance between people in the buses has also been proposed as a measure. Alternate seats should be kept empty.
- Under the activities and protocol, everyone must adhere to social distancing of one metre at meeting rooms, service counters and lifts.

Solid Waste Management inside the campus

1. The garbage removal team of the contracted agency should be allowed inside the campus to collect garbage by following strict hand and respiratory hygiene norms.
2. The vehicle should be disinfected while entering the campus.
3. The staff of the agency should be thermal screened at the main gate.
4. These staff should wash their hands before entering with soap and water and should wear gloves on their hand and a mask on their face.

Cleaning of floors and ground

1. Before cleaning the floor, the side rails, doors, windows should be cleaned with disinfectant and wet cloth.
2. Clean to unclean area should be considered for cleaning the floor.
 - The workers who are cleaning should wear a cotton mask, hand gloves before cleaning.
3. There should be two buckets for cleaning, one with soap water and the other with plain water to clean. The mop used for cleaning should be washed thoroughly and dried.
4. Cleaning staff should remove their uniform apron, mask and gloves wash hand properly and then should have the lunch.
5. All the toilets and washrooms should have liquid soap dispenser for hand washing.

Note: Covid -19 committee should be formed to handle the issues with staff and students and for their welfare.

REFERENCE

1. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronaviruses%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html
2. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
3. <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/reducing-the-risk-of-transmission-of-covid-19-in-the-hospital-setting#standard-precautions>
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15. SOP FOR ELEVATORS, DRINKING WATER, WASH ROOMS AND STAIR CASES

OBJECTIVE

❖ To lay down the procedure for elevators, drinking water , wash rooms and stair cases for Prevention droplet infection from COVID-19 at Institute.

SCOPE

❖ This procedure is applicable to everyone using elevators, drinking water , wash rooms and stair cases.

RESPONSIBILITY

❖ Every member using elevators, drinking water , wash rooms and stair cases.

ACCOUNTABILITY

❖ Every member using elevators, drinking water , wash rooms and stair cases.

PROCEDURE

ELEVATORS

1. Only one person in the elevator at a time
2. Avoid using elevators. Use stair case in stead.

STAIR CASE

1. Climb stairs alone.
2. Avoid walking in groups in the stairs
3. Follow social distancing.
4. Avoid touching the rails of stair case.
5. Railings to be cleaned every two hours



DRINKING WATER AREA

- ✓ Students are instructed to strictly adhere to the COVID-19 advisory issued by the government of India.
- ✓ Students are instructed to strictly follow the instructions as per the awareness programme conducted by the Institute.
- ✓ Students should not gather near drinking water area.
- ✓ Students should maintain 1 meter (3 feet) distance with others.
- ✓ Students are instructed to carry own water bottle.
- ✓ Students are instructed strictly do not share your water bottle with others.
- ✓ Drinking water tap should have handle to handle with elbow.
- ✓ Students should instruct to handle drinking water tap with elbow only.
- ✓ Students should instruct to wash hand with soap and water after using tap.

WASHROOM AREA

- ✓ Students are instructed to strictly adhere to the COVID-19 advisory issued by the government of India.
- ✓ Students are instructed to strictly follow the instructions as per the awareness programme conducted by the Institute.
- ✓ Student should carry antibacterial hand sanitizer for extra protection.
- ✓ Students are instructed to avoid touching the toilet seat, and other places unnecessarily.
- ✓ Students are instructed to cover toilet seat with toilet paper or use antibacterial wipes before sitting.

- ✓ Students should wash hands with soap and water after using washroom atleast for 20 sec.

REFERENCE

- ✚ Key Messages and Actions for COVID-19 Prevention and Control in Schools
March 2020 UNICEF
- ✚ U.S. Centers for Disease Control and Prevention (CDC)
www.cdc.gov/coronavirus/2019-ncov/index.html
- ✚ World Health Organization (WHO) www.who.int/emergencies/diseases/novel-coronavirus-2019

Prepared by: Mrs. Nupoor Bhambid and Mrs. Ashwini Sutar.