

COVID-19 MANAEMENT CELL

STANDARD OPERATION PROCEDURE(SOP)-PROTOCOL

1. General introduction

COVID 19 has ushered in an era where we have to follow a 'new normal'. As an institution we are gearing up to get back to routines and there are guidelines that need to be followed on various fronts. This is a significant challenge and the reality is that we need to create and adopt a safe working environment and working style within our institution. The hostel and academic premises create opportunities for external visitors with the exchange of documents, materials etc which are a potential source of infection. Therefore, it is important that we are aware of the need to follow certain protocols to ensure a safe & healthy environment.

DYPCOE shall operate under the directions of the Central and State Governments and the statutory agencies like UGC/AICTE etc. The Institute is adopting a set of Standard Operating Procedures (SOPs) in consonance with the directions/guidelines issued by the Central/State Governments and relevant agencies.

The SOPs for the students, faculty, officers, and staff are subject to change based on the updation on the guidelines issued by Government and relevant agencies.

Basic Guidelines

1. Monitoring body temperature
2. Mandatory to wear mask.
3. Frequent washing of hands with soaps & sanitizers
4. Always maintain physical distancing-6ft minimum
5. Seeking medical help as deemed fit

2. Aim

To orient all employees and students of the DYPCOE to observe self-discipline in adopting COVID responsible behaviour at all times and under all circumstances for this new normal scenario.


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This SOP outlines the specific precautionary measures to be adopted by all members of DYPCOE. This SOP covers all stakeholders working, studying and visiting the DYPCOE AND DYP Campus.

It aims at creating ways and measures that would ensure that the work environment is safe & free from COVID 19

Pre-requisite

- Students and staff living in containment zones shall not be allowed to attend the colleges.
- Students and staff are advised not to visit areas falling within containment zones.
- The staff and students are encouraged to download the 'AarogyaSetu App'. Compliance with social distancing norms is the most effective preventive measure. Hence, every individual within the premises is expected to observe social distancing by maintaining interactive distance with other individuals between 1-2 meters.

3. Hygiene practices

- Students and staff must understand the importance of wearing a mask.
- They should ensure that there are no gaps on either side of the mask; adjust to fit.
- They should cover their mouth and nose with their upper sleeve or a disposable tissue when they sneeze or cough
- They must dispose the used masks and tissues properly in the designated closed bins only.
- While in use, they must avoid touching the mask & not let the mask hang from the neck.
- Face shield can be used as an additional protection along with a regular mask.
- Face shield covers the forehead, extends below the chin, and wraps around the side of the face.
- The face shield must be positioned over the face and secured on the brow with the head band and must be adjusted to fit comfortably.

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- Students are advised to avoid moving around in the campus unnecessarily.
- They must sanitize their hands using liquid soap or sanitizers.
- They should carry good quality personal hand sanitizer and sanitize their hands once in every hour.
- Students may prefer to wear the recommended hand gloves.

4. Social distancing

- All those who enter the campus shall maintain physical distancing strictly.
- In open areas, maintain physical distance by using marked areas throughout the campus as a guide.
- Maintain physical distancing in meetings by marking the positions for attendees.
- All students and staff must sanitize their hands and maintain 2-3 feet physical distance while entering the elevator and while using it.
- It is recommended to use the staircase with appropriate physical distancing, whenever possible.
- 3 feet physical distance should be maintained by the students in the campus during the utilization of library services / canteen services.
- Students, faculty and staff should maintain physical distance while waiting in the queue in canteen, banks & shops
- Maintain physical distance among students while using bus facilities provided by the Institute, both while boarding and alighting from the buses.
- Maintain minimum 10 to 12 feet distance between the teacher and the first-row students to avoid respiratory droplets while teaching.
- It is advised to schedule campus visit only for 50% of the total class strength to maintain the physical distance as per the Government guidelines.
- Do not shake hands or exchange physical greetings.
- Limit the number of interactions physically wherever possible.
- Limit the visits to crowded areas.
- Large gatherings or meetings are to be discouraged.
- Stay virtually connected to people through virtual meeting tools, whenever possible.

5. SOP- Standard operating procedure

5.1 Entry/Exit

- Day scholars need to enter through specified, designated main gates ONLY. It will ensure better monitoring of entry.
- All entering the campus whether by any vehicle or by walking shall follow the instructions given by the security and co-operate with them during individual temperature checks.
- Wearing ID card is MANDATORY.
- All the stakeholders should wear masks without fail while undergoing temperature checks at the security gate, and continue wearing through the premises.
- If the temperature of any person visiting the campus exceeds 98.5°F without other symptoms, he or she should be isolated from the other stakeholders and should be taken to an isolation room at an approved location, until reassessment occurs. IN-HOUSE MEDICAL OFFICER Dr Mrs. Sheetal Bedis shall be informed immediately.
- For ease of screening and reducing the number of defaulters, a designated common entry points is planned
- Scanner's reading resulting in equal to or less than 37°C or 98.6°F is considered within the normal range of body temperature and the person is allowed access to the work / study location.
- If a person's temperature is equal to or in excess of 37°C or 98.6°F and/or any flu-like symptoms (cough, running nose, breathing difficulties), the designated screener must follow the procedure and the person will not be allowed to enter the location to commence work / study. The person shall be taken to Dr Mrs. Sheetal Bedis immediately for further assistance.
- If the temperature persists, the person must be referred to IN-HOUSE MEDICAL OFFICER Dr Mrs. Sheetal Bedis and if needed sent to Lokmanya hospital, Akurdi or if person wants to return home he / she may do so with permission from Dr Mrs. Sheetal Bedis, and can return to work when normal with approval from an authorized doctor and head of the institute.

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- In case of a positive tested person being a visitor or a service provider, access to work location is denied and needs approval from Dr Mrs. Sheetal Bedis, The Campus Director and the Principal of DYPCOE for further engagement.

5.2 Classrooms

- **Wearing of Mask** is mandatory for every individual including all the students, faculty, and other stakeholders during their stay in the campus.
- Students should strictly follow the seating arrangement as per the marking given in the classrooms and maintain a physical distance of 2 meters from one another to avoid the spread of virus from the affected person if any.
- The class strength will be within the stipulated number with enough distance between students for more safety.
- Faculty should stay in one place in the classroom while lecturing and should avoid moving around.
- Students should be instructed to use their own stationery to avoid transmission of the virus through surface contact.
- Students should be instructed to avoid frequent contact with objects like door handles, switches etc. in the classrooms.
- Students and faculty are to be advised to carry their own water bottles
- Sharing of food or snacks among the students should be avoided.
- Students must not gather in groups in the corridors and other open areas to avoid possible transmission of the virus from any undetermined personnel.
- With the help of a handheld thermometer, a temperature check shall be done randomly to the students in the classrooms and laboratories to check their health status.
- **Virtual meetings and seminars should be encouraged to avoid gatherings in meeting halls, seminar halls and auditoriums.**
- Before starting of every meeting laser gun screening should be done on all the participants, visitors and resource persons.
- Identify and isolate symptomatic students, faculty and staff during their stay in the institute. Equip a room or area that can be used to isolate symptomatic staff members or students.

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- Air conditioners will function based on specified protocols if it is a must. It is advisable to maintain a cross ventilation of air.

5.3 Labs

- All stakeholders must abide by the norms of the Govt/ SPPU / DYPCOE while entering in to the Labs.
- Lab sessions will be redistributed to have smaller groups to maintain better social distance.
- Faculty, staff, students and technicians must wear masks before entering the laboratory.
- Stakeholders in the laboratory must cover their mouth and nose with their upper sleeve or a disposable tissue when they sneeze or cough and dispose the used masks and tissues properly in the specified closed bin.
- Use of protective face shields and hand gloves are recommended in laboratories and workshops for more safety and prevention of infection.
- It is required to maintain a minimum 2 mts physical distance among all users of the laboratory while performing experiments and using computers.
- It is advisable to allow only basic minimum strength so as to maintain the physical distance
- If a user while in the laboratory develops symptoms such as fever and cough, he/she shall be placed temporarily in the isolation unit of the institute.
- All users must go through a laser gun scanner before entering the laboratory.
- Do not touch the hotspots such as electrical switches, equipment, power sockets, and bench set-up with bare hands. Use sanitizer after use.
- Use gloves wherever necessary and whenever possible.
- Take appropriate measures while using chairs, computers, keyboards, mouse, and teaching aids.
- Personal hygiene is mandatory, and stakeholders must carry their own masks, gloves, and sanitizers.
- Laboratory supporting staff have to ensure that students follow the guidelines properly.

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- Students are required to occupy places as allotted by the Lab in-charge / Lab technician and follow the seating arrangement chart displayed in the laboratory.
 - Any discrepancy by students in following general and lab- specific guidelines will be viewed seriously.
 - Well-sanitized personal laptops only to be allowed for usage by students.
 - All students should sanitize their hands and bags before entering into labs.
 - It is advisable to keep the bags in the places provided outside the labs.
 - To ensure proper conduct of procedure for an experiment, maintenance of digital documentation, equipment conditioning & maintenance and checking of lab - specific stock shall be followed.
 - Cleanliness, hygiene, periodic sanitization of the lab equipment and objects as per guidelines received from the concerned authority to be followed.
 - Smooth functioning of lab, follow up of general and lab specific guidelines, safety and cleanliness follow up by assigned cadre personnel shall be done.

5.4 Library

- An individual will be permitted for a specified time only at the library during working hours. This will ensure that more students can be accommodated so that social distancing can be maintained.
- Sanitization of hands is mandatory for all students, staff, and visitors at the entry point of the library.
- Mask and Gloves are mandatory for all the library users.
- ID card is mandatory for everyone who enters the library.
- Restricted services will be provided in the issue & return of books.
- The library users are advised to maintain the physical distancing guidelines (2mts) and safety guidelines set by UGC/ SPPU/ PRATISHTHAN OFFICE/ DYPCOE / Govt.
- Limited persons shall be allowed at a time to choose and borrow books.
- Group discussion and group study are not permitted
- All users should carry their own pens
- Material that is used / referred inside the library may be kept in quarantine for some time.

- Wherever possible the students advised make use of the electronic resources subscribed by the library at your premises.

5.5 Corridor

- All staff, students and visitors must wear masks at all times when they are on the campus.
- All students and staff must download the Aarogya Setu app and must self-assess themselves every day.
- Students and staff must maintain a physical distancing of a minimum of 2m while moving in corridors and staircases.
- Use of elevator is discouraged. However if necessary users must try not to face any other user inside an elevator and the number of users boarding an elevator must be restricted to 2 only.
- All staff, students and visitors are suggested not to touch any railings wherever possible and have to carry their own sanitizers for use when needed.
- In case any staff or student tests positive, he/she must be kept in isolation as per the government norms. He/she shall not be allowed to work until certified negative. People in contact with the infected person need to be in self quarantine for 14 days.
- All staff, students and visitors must go through gun screening before joining their duties for the day.
- All staff, students and visitors must sanitize their hands before using the facilities.
- All users should sanitize their hands before & after using the washrooms, and leave the washrooms clean
- Users should follow the queue during the lunch break maintaining a physical distance of 2 m distance to each other.
- Students should avoid crowding & chatting with friends

5.6 Canteen

- As far as possible avoid eating outside food. In case of necessity, follow protocols.

- Maintain social distance, stand in a queue
- As far as possible, make use of electronic payment methods.
- Stand in a designated place, earmarked with distances.
- Use sanitizer that you carry.
- Never remove your mask
- Avoid crowding around shops.
- Avoid eating in a crowded place, carry eatables to your rooms / isolated place if you are a hostel student.
- All regular users should follow the staggering time while using the canteen.

5.7 Playground & Indoor stadium

- Mask is mandatory for all the people working in the playground and open areas.
- People working in the open areas should ensure to maintain physical distancing as per norms.
- Sporting activities in the playgrounds will be resumed in a phased manner with an initial phase of small groups consisting of 5-10 persons and those performing activities in a non- contact manner shall maintain the physical distance.
- Every person entering the playground / open areas shall be screened before being allowed access to the common field - of - play / training facilities.
- Hand-Hygiene facilities shall be made available adjacent to the field for use as and when necessary.
- Personal training equipment carried by a player shall be disinfected before putting into use.
- Large meetings /gatherings in the open areas are prohibited.
- The people playing in the ground should boost their immunity by following healthy food, habits. They should exercise regularly to maintain fitness and to develop resistance against the virus.
- Sharing of accessories between the players should not be allowed.
- If any player is unwell during the playtime he or she should be taken to the isolation centre and necessary treatment should be provided by the health centre.
- Indoor sports will be allowed with physical distancing and sanitation measures.

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- In case of sports like badminton, tennis etc. users must bring their own racquets, corks, etc to avoid transmission of the virus.

5.8 Gymnasium

- In order to minimize contact and proximity risk, all the students are advised to carry their own gloves and water bottles to the gymnasium. Also, they are encouraged to follow the practice of exercise and workout routines that can be done at home with minimum or no equipment.
- All the users of the gymnasium MUST wear masks when NOT using the equipment in the gymnasium.
- Masks may not be worn while exercising and playing sports as masks may reduce the ability to breathe comfortably.
- Users must wear gloves wherever needed while using the equipment in the gymnasium.
- The users, must at all times, maintain an adequate physical distancing of not less than 2m while inside the gymnasium and sports facilities.
- All the users should carry their own sanitizers to sanitize the equipment if needed to maintain cleanliness and hygiene.
- All users should ensure that the area occupied by them while using the equipment is left clean.
- Users are suggested to ensure not to go beyond their comfort zone while exercising in the gymnasium.
- In order to empathize with the cleaning staff, the users are suggested to disinfect their seats and equipment after use with the disinfectant wipes available in the gymnasium.

5.9 Place of Worship

- All visitor / student / faculty must pass through gun screening provisions. Use the hand sanitizer dispenser to clean your hands.
- Only asymptomatic persons shall be allowed in the premises.
- Only 20 persons will be allowed entry if using face cover/masks.
- Shoes / footwear to be preferably taken off inside own vehicle.

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- Stand in specific markings to ensure social distancing in the premises.
 - Maintain physical distance at all times when queuing up for entry.

5.10 Transport

- Sanitization of transportation on regular basis at least twice a day per use day
- Drivers should maintain physical distance at all times and ensure physical social distancing among students in the bus
- Staggering of timings/days/shifts may be essential for ensuring this. Wherever possible, more buses may be arranged.
- If possible, thermal gun screening of students may be done by the driver at the time of their boarding the bus.
- All commuters to wear face cover/masks in the bus.
- No curtains on windows in the bus.
- Preferably keep all windows open.
- Students may be oriented not to touch surfaces unnecessarily. If possible, hand sanitizer may be kept in the bus
- Students may be advised to patiently wait for their turn to board or alight from the vehicle keeping a safe distance.

5.11 Hostels

To ensure safety in the hostel, students are strongly encouraged to stay at home if they

- Have cough, fever or respiratory symptoms, or have been in contact with anyone with these symptoms for the past 14 days;
- Have tested positive for COVID-19 and have not yet been cleared to return to regular activities.

ALL STUDENTS REPORTING AT THE HOSTEL SHOULD SUBMIT RTPCR NEGATIVE CERTIFICATE (TAKEN WITHIN 72 HOURS) AND REMAIN IN QUARANTINE FOR A PERIOD OF 14 DAYS BEFORE RESUMING THEIR REGULAR ACADEMIC ACTIVITIES. THEY HAVE TO SUBMIT AN UNDERTAKING IN THE PRESCRIBED FORMAT BEFORE REENTERING THE HOSTEL.

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- Self-discipline is very important to contain the spread of the COVID-19 pandemic through social distancing and maintaining hygienic conditions.
- Wearing the mask is compulsory for everyone entering and leaving hostel premises. No entry will be given to persons without facemasks.
- Used masks should be discarded in the bins properly.
- Have your own masks, sanitizer and a thermometer for monitoring body temperature for personal use (advisable).
- Hand wash/Hand sanitizer will be available at the entrance gate, so that every person must sanitize their hands before entering the hostel.
- Students should wear the Identity cards while entering the hostel. A Security guard or staff at the entrance gate will do a temperature check of all people entering the hostel. Students having fever will not be allowed to enter the hostel. All hostellers entering the hostel should cooperate with this mandatory temperature screening.
- Use Aarogya Setu App on your mobile and it should remain active at all times (through Bluetooth and Wi-Fi)
- To minimize movement and physical contact with others, hostellers are not allowed to leave the hostel, except for academic work and emergency needs. This is enforced through security checks at the hostel exit and entrance. Residents must cooperate with the hostel staff and other security personal in this regard. They are not allowed to leave the hostel premises between 9pm and 8am to prevent non-essential travel.
- Essential hostel staff at the hostels will assist students 24/7. However, in our effort to further reduce physical contact, housekeeping and cleaning will be done in common areas within the hostel premises from time to time. Students should maintain a safe distance during such time.
- Guests in the hostel are strictly prohibited during the current pandemic situation.
- Unnecessary gatherings inside and outside the rooms of the hostel will be avoided. Students must avoid going in other rooms and also maintaining social distance as described by govt. health authorities.

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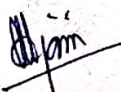
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- Students should make sure that their rooms be cleaned on daily basis (depending on the timings of housekeeping staff and must dispose of their waste properly.
- Mess staff must wear gloves, mask and hair caps during the mess timings. Food will be served as per the timings displayed at the mess hall.
- Seating arrangement at the mess halls is done so that social distancing is maintained. No one should try to rearrange the chairs according to his/her wish.
- Where ever queue has to be maintained, each student should follow the social distancing norms. Students, if they wish can bring their own utensils. However, they have to take it back while leaving the mess hall.
- For students under quarantine, packed food will be served at the designated location at the designated time. Students should pick it from the table kept outside the room and dispose of the used one in the bin properly.
- Disinfection spray will be carried out in public areas on daily basis and in rooms on weekly basis.
- Students having COVID-19 symptoms should inform the hostel staff/warden immediately and visit the hospital for immediate medical care.
- Avoid the use of an elevator if you can climb the stairs. In case, if you need elevators, follow the safety precautions.
- To the maximum extent possible, all must follow unidirectional movement in hostel premises.
- In hostels having common washrooms, take necessary care all the time by diligently following all instructions/notices/protocols in the hostel.
- Maintain the hygienic condition of shared bathrooms and toilets after their use to protect yourself and others.

Note: This protocol may be modified as per the notifications received from the Govt/ SPPU/AICTE/UGC/ Campus Director from time to time.


Dr N S Jain
Covid Management Cell
Coordinator




Dr Mrs P Malathi
Principal (I/C)

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