Vishwakarma University

COVID-19 Standard Operating Procedure

(SOP) for reopening of University Campus

Steps taken by the University to ensure safety and well-being in University Campus

1. In view of the ongoing pandemic situation at its peak as well as the upcoming academic and administrative activities in line, the university has already initiated the steps to ensure safety and well-being of everyone on campus.

2. The University has already done with the thorough cleaning (fumigation and sanitization) activity of every building in the campus.

3. Once cleaned, the buildings are frequently sanitized as per the standard guidelines laid by WHO & Ministry of Health & Family Welfare. The VU main building comprising the Offices VC, VP, Admission cell and all other important administrative offices have been sanitized. Such Sanitization Cycles are repeated weekly in order to maintain a safe environment for work.

4. Every person entering the campus will go through a strict sanitisation process. This process involves washing the hands, contactless temperature check, hand sanitization and wrist banding to ensure that the person has gone through all the sanitisation checks and is eligible to enter any campus facility.

5. It has been made mandatory to take maximum protective care by everyone entering the campus including wearing a mask before entering the campus and maintaining social distancing protocols.

6. It is also proposed that the working hours of faculty will be specified to ensure the safety as well as the meetings will be conducted through online modes.

7. Norms have been set to enter and exit every facility in the campus to assure the safety.

8. All the activities in the campus will be designed in order to follow the norms of social distancing.

9. Above all the cleaning and disinfection cycles of all the surfaces and floors will be repeated periodically to assure maximum safety against COVID-19.

10. Any guidelines revised and advised, by the government in future, will be implemented, with effect at earliest.

How are we welcoming students back to campus?

1. It will be mandatory for the students to take maximum protection by wearing a mask to enter the campus premises and adhere to the SOP within the Campus.

2. Similar to any person entering the campus, students will also go through the strict entry protocol containing washing the hands, thermal check, hand sanitization & wrist banding.

3. All the student activities in campus will be ensured to follow the norms of social-distancing.

4. Utmost care will be taken in the campus premises to avoid any kind of student gathering or grouping.

5. All the students will be regularly briefed at department level to create awareness about the safety protocol and importance of sanitization.

6. All the safety protocols and norms related to it laid by WHO will be print displayed at prime locations in the campus.

7. The number of students allowed in the campus will be as per the norms of the Government.

8. The students working in laboratories will be spaced to ensure social distancing.

9. Students will be trained as well as provided with all technical support to overcome the issues in paradigm of Online teaching learning methodologies.

10. Students will be regularly counselled through mentor- mentee program to come up with the solutions.

Safety Measures at Entry/ Exit Point(s)

1. Students will enter the premises of any faculty through a monitered queue maintaining the norms of social distancing.

2. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.

3. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.

4. Monitoring of the entry and exit of the students should be done.

5. Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.

6. Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter the University campus.

7. Safety bands may be provided to the students after screening which the student will weak throughout his stay on campus and discard the band at exit point daily.

Safety Measures during Working Hours

A) Classrooms and other Learning Sites

1. Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.

2. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.

3. Wearing face cover/ mask is a must at all times and at all places inside the campus.

B) Inside the Campus

1. Cultural activities, meeting etc. may be avoided. However, such extra- curricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time.

2. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.

3. Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers should be ensured.

4. Wearing of face cover/ mask by all students and staff should be ensured.

5. Proper cleanliness should be maintained inside the entire campus.

6. Adequate arrangements should be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.

7. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.

8. An adequate supply of water in toilets and for hand- washing should be ensured.

9. Proper sanitization of buses, other transport and official vehicles of the institution should be done.

10. Spitting in the campus must be made a punishable offence.

11. Dustbins must be cleaned and covered properly.

12. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms.

C) Hostels

1. Hostels may be opened only in such cases where it is necessary while strictly observing the safety and health preventive measures. However, the sharing of rooms may not be

allowed in hostels. Symptomatic students should not be permitted to stay in the hostels under any circumstances.

2. Since residential students may be coming from different locations, they shall remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine.

3. There should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers need to be limited appropriately to avoid crowding. Also, hostel students should be called in phases.

4. Thermal Screening of all resident students should be ensured.

5. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.

6. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.

7. Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options should be available for students and staff.

8. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.

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

D) Regular Monitoring of Health

1. University will regularly monitor the health of its students, faculty, and staff.

2. Faculty, staff and students should also be sensitized on self-monitoring of their health.

3. Faculty, Staff and students should mandatorily submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

E) Counselling & Guidance for Mental Health

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation *vis-a-vis* their studies, health and related issues, Vishwakarma University

has taken the following measures for the mental health, psychological aspects and well-being of the students:

1. The helpline for mental health, psychological concerns and well-being of students in University which is established and regularly monitored by Counsellors and other identified faculty.
2. Regular mentoring of students through interactions, mentor-mentee sessions and appeals/letters by the University to remain calm and stress-free.
3. COVID-19 help groups of students headed by hostel wardens / senior faculty who can identify friends/ classmates in need of help and provide the immediate necessary help.

F) Measures for Containment

1. As soon as a student, faculty or staff is detected COVID-19 positive, such person should be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts should be quarantined and symptomatic ones to be immediately tested.
2. The guidelines restricting social and physical contacts and mobility in University campus, where positive cases have been found, should be strictly enforced. Measures like holding no class, not leaving the rooms for hostellers, if applicable, no take away arrangement of food from mess etc. may be enforced, depending upon the severity of the situation.
3. University should also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

G) Sensitization of Students, Teachers and Staff

1. Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread may be launched.
2. Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose should be regularly told to the students and the staff.
3. The necessity of physical distancing, wearing face covers/ masks, hygiene etc. should be brought home to all.

4. Activities to stay fit, physically and mentally, should be encouraged like doing exercises, yoga, breathing exercises, meditation, etc.

5. To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focused approach, take a break from work, eat healthy and sleep timely etc.

6. Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc. should be encouraged.

7. Students should be told to regularly sanitize their mobile phones, laptops, audio, video and other media accessories.

8. Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.

9. Posters and stickers should be pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.

10. No discrimination based on caste, creed or gender should be allowed to take place.