



IUD/Reg/Covid-19/2021

05 February 2021

SOP for Preventive Measures to Contain Spread of COVID-19

1. Further to Uttarakhand Government letter No. 1404/XXIV-C-4/2020-01(07)/2020 dated 11th December 2020 and IUD Office Order No. IUD/Reg/001/2021 dated 02 February 2021.
2. The University shall function in BLENDED MODE till end of the Even Semester from 22nd February 2021.
3. This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at the University to prevent spread of COVID-19.
4. **Generic Preventive Measures.** The generic preventives measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all faculty, staff, students and visitors in the campus at all times. These include:
 - (a) Physical distancing of at least 6 feet to be followed as far as feasible.
 - (b) Use of face masks is mandatory to all.
 - (c) Frequent hand washing with soap (for at least 40-60 seconds).
 - (d) Keep/use of self alcohol-based hand sanitizers.
 - (e) Respiratory etiquettes to be strictly followed (covering one's mouth & nose while coughing/sneezing with tissue/handkerchief/flexed elbow and disposing off used tissues properly.
 - (e) Self monitoring of health by all and reporting any illness at the earliest.
 - (f) Spitting shall be strictly prohibited.
 - (h) Installation & use of Aarogya Setu App.
5. **Before Opening up of the University.**
 - (a) All area of the campus shall be sanitized with 1% sodium hypochlorite solution.
 - (b) No biometric attendance.
 - (c) Display of state helpline number (attached).
 - (d) The temperature of AC should be in 24-30C, relative humidity should be in the range of 40-70%, intake of fresh air and cross ventilation should be there.
 - (e) Gym will not be opened.
 - (f) Display of signage and posters indicating Do's and Don'ts.



6. **Planning and Scheduling of Activities.**

- (a) The academic calendar shall be planned with a view to avoid overcrowding, congregation etc preferably academic calendar shall be planned in batches.
- (b) The day-wise, time-wise scheduling of teaching/training activities may be done in a staggered manner to avoid overcrowding.

7. **Availability and Management of Supplies.**

- (a) Appropriate back up stock of hand sanitizers should be made available.
- (b) Availability of thermal guns, alcohol wipes and soap.
- (c) Pulse oximeter should be made available to check oxygen saturation levels.
- (d) Availability of sufficient covered dustbins and trash cans.
- (e) Availability of Isolation room.

8. **After Opening of the University.**

(a) **At the Entry Gate.**

- (i) Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening.
- (ii) Only asymptomatic persons to be allowed in the campus. If anyone found symptomatic, he/she should be referred to nearest health center.
- (iii) Posters on preventive measures about COVID-19 to be displayed prominently.
- (iv) Proper physical distancing norms shall be organized at all time.

(b) **Conduct of Teaching Activities in the Classrooms.**

- (i) Seating arrangement to ensure a distance of 6 feet between chairs/desks.
- (ii) Staggering of classroom activities to be done with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.
- (iii) Academic scheduling should have intermix of regular classroom teaching and Online teaching/assessments.
- (iv) The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities.
- (v) Sharing of items like laptops, notebook, stationary etc. amongst students should not be allowed.



(c) **Conduct of Skill Based Training in Workshop/Labs.**

- (i) Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use.
- (ii) Ensure a floor area of 4m² per person is available for working on equipment.
- (iii) Ensure that members sanitize their hands before and after using the equipment.

(d) **Activities in Common Area (Library/Canteen/Common Rooms).**

- (i) Physical distancing of 6 feet needs to be maintained.
- (ii) Must use mask/face cover all the time.
- (iii) As far as possible, avoid cash transactions.

8. **Hygiene & Sanitations.**

- (a) Daily cleaning of the floors.
- (b) Provision of soap/hand wash in toilets.
- (c) Cleaning & regular disinfection of frequently touched surfaces (door knobs, elevator button, hand rails, chairs, benches, washroom fixtures etc. should be on daily basis.
- (d) Teaching materials, computers, laptops, printers, shall be regularly disinfected.
- (e) Deep cleaning of all drinking and hand washing stations.

10. **Risk Communications.** All faculty/mentors should create/ensure:

- (a) Awareness amongst students not to gather in the campus in their free time.
- (b) Awareness amongst students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.
- (c) Regular counseling for students reporting mental health issues such as anxiety and depression.

11. If a student/faculty/staff is sick, he/she should not come to the University till complete recovery and follow necessary protocol in this regard.



12. A committee is hereby constituted who is look after preventive measures to contain spread of COVID-19 in the University. Committee consists of the following:-

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|-----|--|---------------------|
| (a) | Mr. Suneel Kumar (ILS) - 9412673528 | - Chairman |
| (b) | Dr. Farheen Mujeeb Khan (IBS) - 9897369249 | - Member |
| (c) | Ms Debanjali Burman Roy (ITS) - 7895903859 | - Member |
| (d) | Mr. Sanjeev Bisht (Admin) - 8218047561 | - Member |
| (e) | Dr. Mohd Sarfraz/Mr. Tasleem Khan (9219157017/8439706650)- | Member |
| (f) | Mr BB Thapa - 7775094383 | - Ex-officio Member |

13. The committee will ensure/follow the following guidelines in case a student/faculty/staff develops symptoms (fever/cough/difficulty in breathing):-

- (a) Place the ill person in isolation room.
- (b) Inform parents/guardians as the case may be.
- (c) Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- (d) Immediately inform the nearest hospital/clinic or call the state/district helpline.
- (e) Disinfection of the premises to be taken up if the person is found positive.

14. All faculty/staff will ensure action/completion on the above guidelines.


Registrar

Distribution

All concerned.

