



Standard Operating Procedure
for Risk Protection against
Contagion of COVID-19



INTRODUCTORY NOTE

The COVID-19 pandemic and its influence on the educational institutions, students, staff and their family members compel to fit into new norms to adapt healthy lifestyle.

This document provides the operational procedures for establishing technical and organizational measures for contagion prevention and mitigate the risk:

- Though the government withdraws its restrictions, every individual needs to follow certain healthy habits.
- The students/staff come from distinguished environments and backgrounds so the measures against COVID-19 are to be implemented strictly.
- The risk of COVID-19 is high in Educational Institutions as they are quite crowded. Anticipating the risk, proper precautions are to be made mandatory and provide a provision for risk management at the institution level.
- Everyone needs to cooperate with each other following the risk assessment, its suggestions, and measures to overcome it.
- Use the services of Doctors, Psychologists, and motivational speakers to instill confidence amongst all the stakeholders.





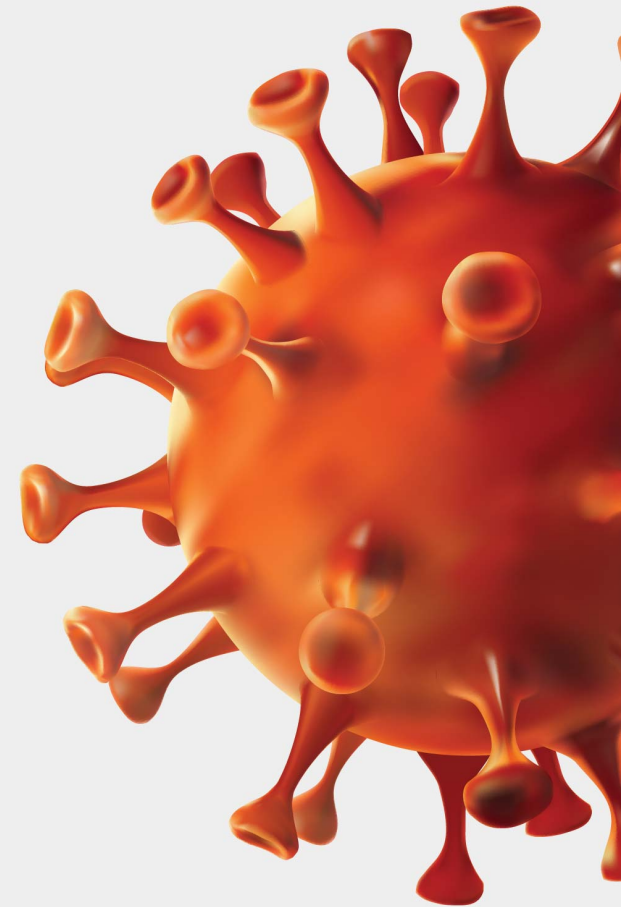
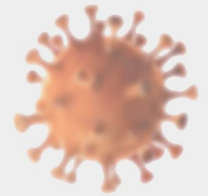
ABOUT CORONA

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. Children below the age of 12 years would most likely get infected with virus.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands with soap with at least 20 seconds or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette.





ABOUT CORONA

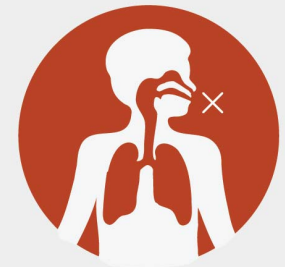
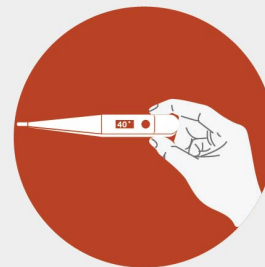
COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization

Most common symptoms:

- fever
- dry cough
- tiredness

Less common symptoms:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes





ABOUT CORONA

Serious symptoms:

- difficulty in breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement



Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.

People with mild symptoms who are otherwise healthy should manage their symptoms at home.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.



GENERAL PRACTICES



Sanitizing is mandatory for everyone on entry, exit & during the stay on campus.



Each Grade-IV employee should wear, on the campus, the washed and sanitized masks supplied by the Organization every day.



Do not leave used masks unattended and dispose them off in the bins arranged on campus.



Avoid handshakes and other physical greetings.



Designated people will only be allowed to open and close the doors. Also, doors should not be closed during the class hours.





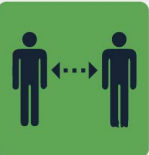
GENERAL PRACTICES



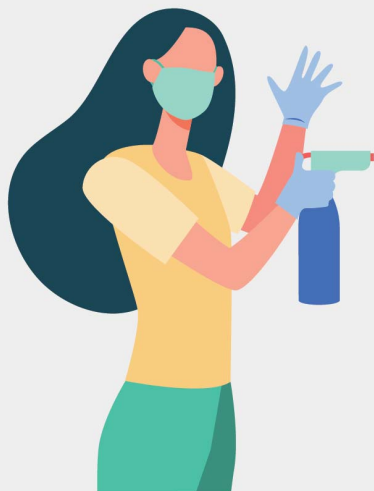
Exchange of things should be stopped in classrooms and laboratories.



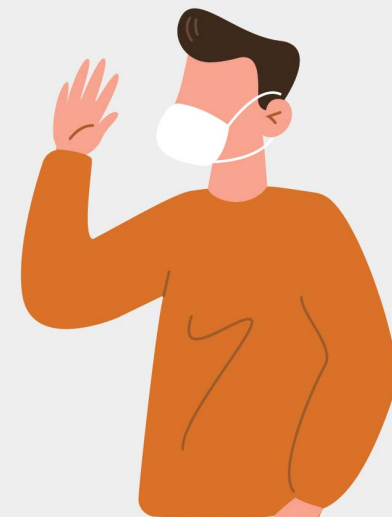
There are 3 types of Sanitizers prepared and made available at Sree Vidyanikethan Educational Institutions: Hand sanitizer, surface sanitizer & space sanitizers. Study and use them appropriately.



Avoid social gatherings inside & outside the campus and visits to public places.



← **2 METERS
OR MORE** →





PREPARE TO PREVENT



Staff and students should strictly follow the precautions, displayed at strategic locations in the campus, to prevent the impact of COVID-19 on the campus.



Staff designated for screening should report for duty at-least 20 minutes before, to ensure thorough implementation of safety precautions.



All housekeeping staff should familiarize themselves on sanitizing and cleaning procedures.



Staff and students hailing from states other than AP should undergo self-quarantine following the norms of Govt. of AP/Govt. of India.



All Vidyanikethanians should be abreast of SOPs, Safety precautions, laws related COVID-19.





ENTRY INTO SVEI



All the staff and the students should submit the Health Profile through NIVA.



All the staff and the students should submit the Self Declaration Form for COVID-19 through NIVA every fortnight.



Staff and students who travel from other state or country should stay in home quarantine before reporting to the College/Office as per the norms of Govt. of AP/Govt. of India.



Visitors should fill the Self Declaration form at the entry gate. They will be allowed into the campus after approval by the designated staff.





ENTRY INTO SVEI



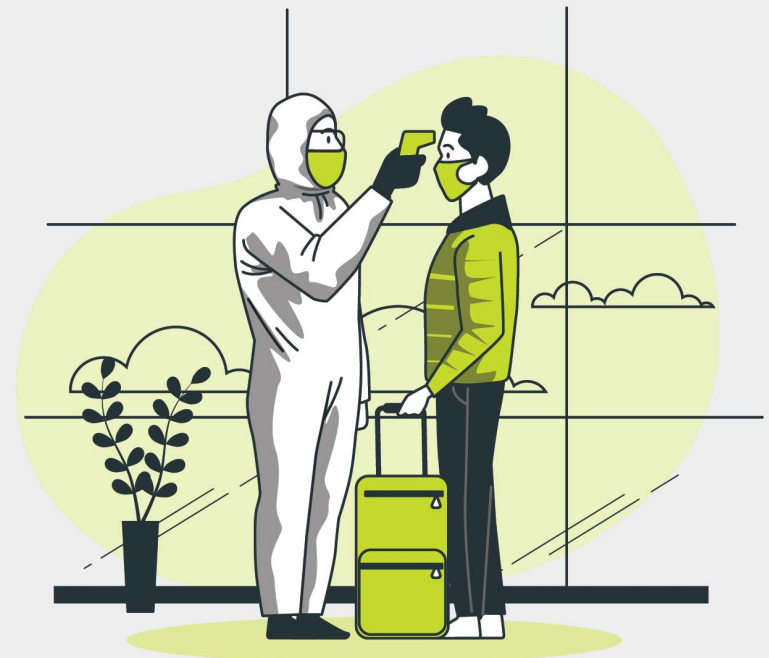
Every individual will have to undergo temperature measurement with a contactless thermometer before entering the campus.



Human body temperature limits must be in accordance with the specific health regulations prescribed by the government. Anyone with higher temperatures cannot enter the campus, should be isolated, and provide further information to the family members and COVID Team.



People involved in thermal screening process will wear Personal Protective Equipment (PPE).





LIFESTYLE OF STUDENTS AND FACULTY



Adapt new norms of social distancing to help students, staff and their family members for a healthy lifestyle.



Get enough sleep. Drink plenty of lukewarm water. Hand wash with soap as many times as needed.



Avoid meeting people who are sick. Follow distancing and hygiene habits when you are in public. Wear mask and gloves. Avoid crowded places/social gatherings as much as possible. Don't spit in public places.



Stay connected with people virtually to the maximum level. Make online transactions with banks and for all other Payments. Medicines should be purchased online and going out should be avoided.



Participate in virtual workout classes, book clubs or streaming activity options.





LIFESTYLE OF STUDENTS AND FACULTY



Special care is to be extended to children below 12 years and elderly persons above the age of 65 years.



Elderly persons above the age of 65 years, persons with comorbidities, and pregnant women shall work from home except for meeting essential requirements.



Any psychological issues, negative feelings or thoughts that crop up due to social isolation need to be immediately addressed in the family.



Avoid going to the other's houses and others coming in. Avoid outdoor games.



Any student/staff or a member in the family experience health ailments such as cough, fever, and difficulty in breathing, they should self-isolate immediately and inform local health providers to prevent further transmission.





LIFESTYLE OF STUDENTS AND FACULTY



Avoid ordering of food through online portals.



Avoid using public transportation to the extent possible.



Carry a pocket sanitizer and use it as and when necessary.



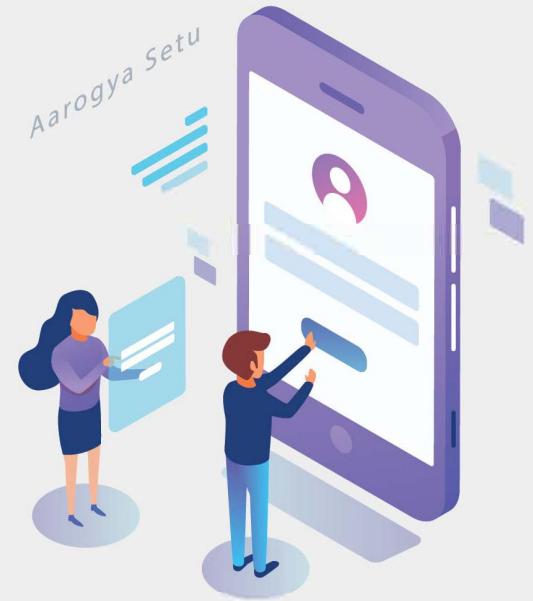
Get sanitized while getting into the house and maintain minimum contact to the other members in the family until bathing. Sanitize the clothes and belongings without fail.



Registration of oneself in Aarogya Setu Mobile App is mandatory.



Travelling more than 3 people in a car and pillion rider in a two-wheeler is prohibited.





TRANSPORTATION



Not more than 50% of the seating capacity is to be allowed.



Use rear door for boarding and front door for alighting of passengers to avoid physical contact.



Disinfect buses after completion of every trip with 1% of sodium hypochlorite solution spray.



Wearing mask is mandatory for the boarding passenger otherwise the entry is denied.



Maintain social distancing while boarding/ alighting.



All drivers and other onboard staff should have their temperatures checked before taking up their duty on a shift basis.



TRANSPORTATION



Isolate driver area by using a transparent screen/curtain.



Use of mask and gloves by the driver and cleaner is mandatory.



Crew should always be aware of the SOPs and safety precautions.



Vehicles should be sanitized after every trip.





OWN VEHICLES/PARKING



Sanitize car/bike at least once in a day.



Unauthorized persons entering the parking zone is prohibited.



Parking lines are to be marked in the parking zone to maintain gap.



Park vehicles outside the campus in the area earmarked following the markings made in the Parking Zone.





STERILIZATION OF CLOTH MASK



Grade IV employees entering the campus should drop the mask in the designated bins and collect a sterilized mask.



While leaving the campus, all Grade IV employees should deposit used mask and collect sterilized mask.





HOW TO WEAR & REMOVE MASK

HOW TO WEAR MASK



1
Clean your hands with
soap and water or hand
sanitizer



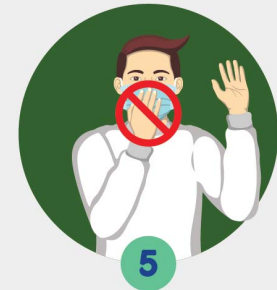
2
Hold the mask by the ear
loops and place a loop
around each ear



3
Mold or pinch the stiff
edge to the shape of your
nose



4
Pull the bottom of the
mask over your mouth
and chin



5
Avoid touching the front
of the mask when
wearing

HOW TO REMOVE MASK



1
Clean your hands with
soap and water or hand
sanitizer



2
Avoid touching the front
of the mask. Only touch
the ear loops



3
Hold both of the ear
loops and gently lift and
remove the mask



4
Throw the mask in
designated bins



5
Clean your hands with
soap and water or hand
sanitizer



DISINFECTION OF INDOOR AND OUTDOOR SPACES



Disinfect all the indoor and outdoor spaces such as classrooms, Laboratories, office spaces, hostel rooms, dining halls, Guest house rooms, entrance lobbies, corridors and staircases, elevators, security guard booths, office rooms, meeting rooms, cafeteria using 1% of sodium hypochlorite solution spray before every use.



Disinfect Academic and administrative areas in the evening after working hours.



Disinfect all the residential spaces such as Hostels and guest houses in the morning after students and staff leave the rooms.



Girls/ladies should dispose the sanitary napkins in the decontaminated (spray with 1% sodium hypochlorite solution) plastic container lined with a biodegradable disposal bag.



DISINFECTION OF INDOOR AND OUTDOOR SPACES



Disinfect high contact surfaces such as elevator buttons, Door and Window handles and call buttons, students' counters, intercom systems, telephone, printers/scanners, and other office machines thrice daily with a linen/absorbable cloth soaked in 1% sodium hypochlorite.



Disinfect frequently used surfaces like door handles, locks & keys, tabletops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. with 70% alcoholic solution.



Disinfect toilets, the outdoor spaces such as parking areas, playgrounds, pathways, roads, dust bins etc. with 2% of sodium hypochlorite solution.



Use separate set of cleaning equipment each for toilets, sink and commode (mops, nylon scrubber).



The various concentrations of sodium hypochlorite solutions need to be freshly prepared before use.



DECONTAMINATION OF AMBULANCE



Decontamination of ambulance should be performed every time a patient is transported in the ambulance to the hospital.



Disinfect (damp wipe) all horizontal, vertical and contact surfaces, stretcher, Bed rails, Infusion pumps, IV poles/Hanging IV poles with a cotton cloth saturated (or microfiber) with a 2% sodium hypochlorite solution. Discard disposable items and Infectious waste in a Bio/Hazard bag. The interior should be sterilized with 2% sodium hypochlorite solution.



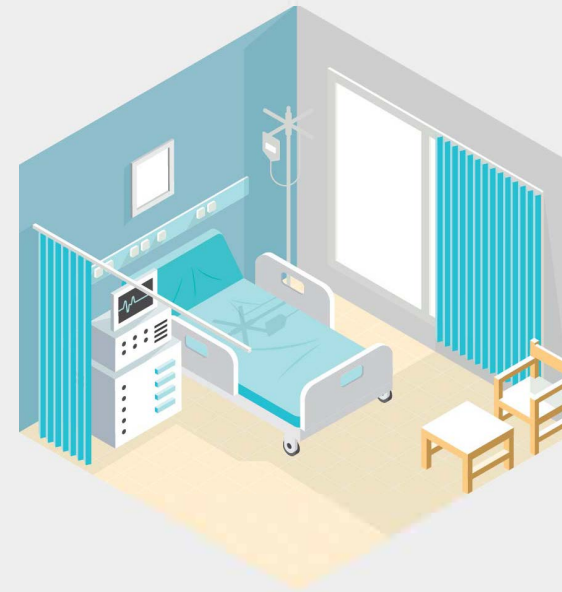
Ambulance driver and patient attendant should wear reusable personal protective equipment, Gloves and N-95 masks.



Disinfect buckets/dust bins by soaking in bleach solution or rinse in hot water.



ISOLATION



Move the symptomatic person to isolation room.



Inform the COVID-19 Team.



Sanitize hands before entering the isolation room.



Enter the isolation room with PPE equipment.



Keep the isolation room door closed.



Isolation room should have a separate entry/exit.



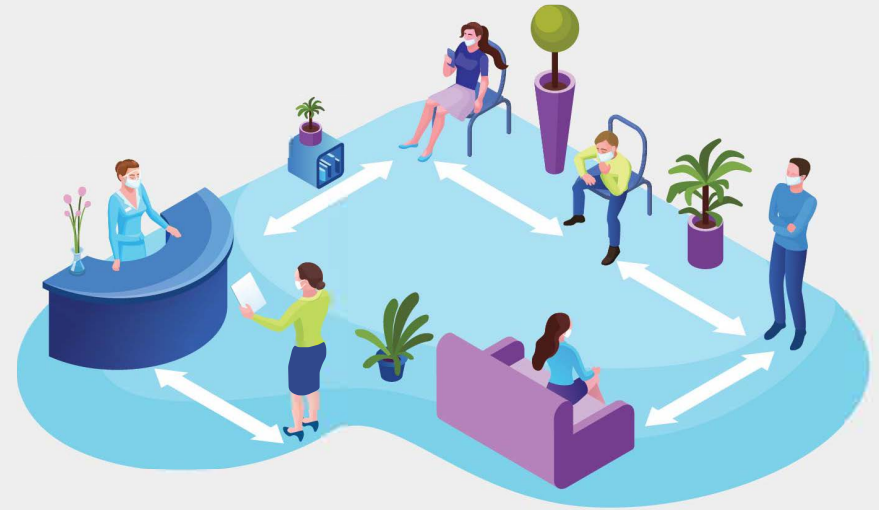
Non-critical patient-care equipment (e.g. stethoscope, thermometer, blood pressure cuff, and sphygmomanometer) should be dedicated for the patient.



Clean and disinfect the patient care equipment that is required for another patient.



MOVEMENT OF PEOPLE



Maintain physical distance of at least one meter.



Wearing Mask is mandatory by every individual inside the campus. The faculty can wear masks in classrooms and laboratories whenever necessary.



Cover the mouth and nose with bent elbow or tissue during cough or sneeze. Dispose of the used tissue immediately in the earmarked bins.



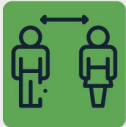
Do not spit in the open public spaces. Spitting must be done only in washrooms where water is available to drain it off the surface.



Staff must leave the campus only after working hours. Students can leave the campus after completion of their classwork. In case of emergency, they must get the permission slip from the Principal to leave the campus early.



MOVEMENT OF PEOPLE



All the support systems inside and outside the campus should follow the physical distancing and other prevention steps.



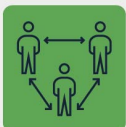
Everyone should follow floor markings at Library, Students counter, canteen, stores, tuck shop, and banks.



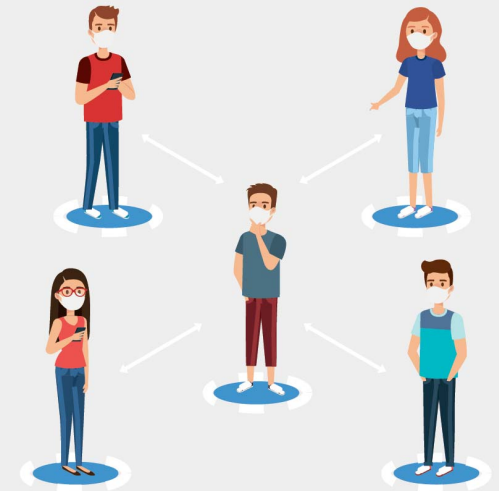
Staff and Students should use their own water bottles.



Class representatives should inform the HoD about the students suffering from illness.



All staff members should ensure the physical distancing norms to be followed in labs, Administrative places, Canteen, stores, library, tuck shop and corridors etc.





MOVEMENT OF PEOPLE



Non-compliance with the COVID 19 safety measures by the students and the staff will be penalized and suspended with immediate effect.



All inward mails and parcels should be collected and disinfected at the main gate and handed over to the concerned person.



Minimize the entry of visitors into the campus.



Plastic bins lined with biodegradable bags should be used for disposal of waste.



Minimize using of handrails.





Classrooms/Labs/Workshops/ Library/PAT Halls/Seminar Halls



Occupy only the assigned places in the lecture halls and avoid sitting close to one another.



Avoid unnecessary movements in Laboratories, workshops, library, PAT halls and seminar halls.



Anyone facing health issues and/or illness developed during the day while attending the college should inform COVID-19 Team.

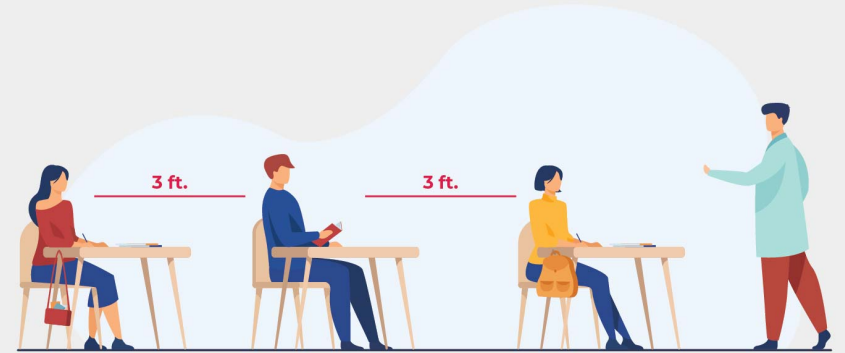




CONDUCT OF EXAMINATIONS



All the examinations should be conducted as per the guidelines of the affiliating university / A.P State Government/UGC.



Seating arrangement should be made to the students maintaining physical distance of at least 3 feet.



Every student and examiner should sanitize his/her hands before entering and while leaving examination halls.



No one should be allowed to enter Examination Section and Examination Halls without mask.



Every Exam hall should be cleaned and disinfected every day after completion of the Examination.



Every Student, Examiner and Staff member attending for examinations duty should carry own sanitizer and clean their hands frequently.



Faculty Rooms/HoD Rooms/Principal Rooms/ M Block- Movement of People



Faculty should accommodate themselves following physical distancing norms.



Visitors entering the designated administrative cabins should wear mask, sanitize their hands and follow physical distancing norms.



Use Telephonic conversations, Video calling, texting, using electronic media rather than in-person meeting wherever possible.



Sending and receiving documents must be via emails. When hardcopies need to be submitted/received to/from the Principal/HOD/administrative places, it should be done only once at the end of the day or maximum of two times a day.





WASHROOMS



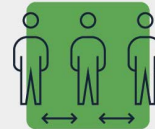
Use Foot Operated Sanitizer Dispenser for sanitization.



Do not touch your face with hands unsanitized.



After using the washroom, wash the hands with soap for at least 20 seconds or sanitize.



Follow physical distancing inside the washrooms.





TUCK SHOP



Students should visit the tuck shop during the allotted timings following the physical distancing norms.



All transactions should be made through digital mode only.





MEETINGS ON CAMPUS



All meetings should be conducted online.



All attendees should sanitize themselves before entering the meeting room.



In-person meetings should be conducted after approval of the Head of the Institution.



Disinfect the meeting rooms after the meeting is completed.



In-person meetings should not be organized for a longer duration.



All attendees should carry a water bottle.



In-person meetings should be conducted in a room with double the capacity of the attendees.



Have refreshments through self-service mode only.



Sanitize all the meeting resources – hand mic, tables, chairs before every meeting.



COVID-19 Relevant Links + Helpline Numbers

Government Helpline

Call at Ministry of Health,
Govt. of India's 24X7
Control Room Number
+91-11-2397 8046

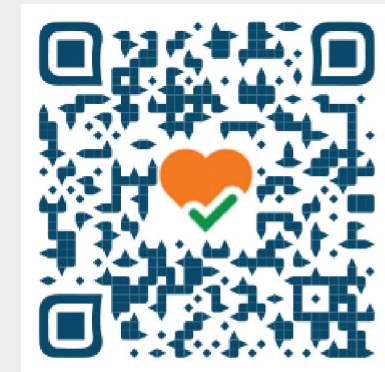
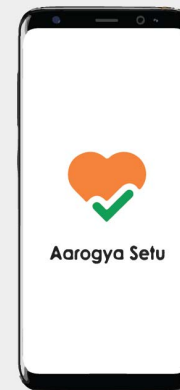
Email

ncov2019@gmail.com

Central Helpline Number :

+91-11-23978046

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Aarogya Setu App for
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Thank you