MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(An Institute of National Importance under Ministry of Education, Govt. of India)

http://mnit.ac.in/

Standard Operating Procedure (SOP)
in COVID Pandemic Scenario

Introduction

The Institute was closed for offline teaching for the students since March, 2020 after the announcement of a countrywide lockdown by the Government to prevent the spread of COVID 19. The COVID-19 Pandemic has influenced our lives the way we work and interact. The continuously evolving situation is managed through Government of India guidelines towards the teaching and learning at MNIT Jaipur. Recently Ministry of Home Affairs (MHA), Government of India has issued the guidelines for re-opening of Higher Educational Institutions in phase-wise manner as per the letter received on 30th September, 2020.

Accordingly, the Institute is going to resume its academic activities in offline mode from November 17, 2020, where research/laboratory/experimental work will start for PG (M.Tech. and M.Plan.) and Ph.D programs. This SOP aims to enable safe resumption of teaching/learning / training activities in the Institute.

In order to prevent the spread of COVID-19 amongst the students, staff (teaching and non teaching) of MNIT Jaipur during the post COVID-19 period, the Standard Operating Procedure (SOP) is framed for following three important areas inside the campus:
1.) Non-working Area in the Campus along with entry and exit point.
2.) Hostels
3.) Working Area (Department/Practical lab/Research Labs/ Library/Administration building)

The document describes the Standard Operating Procedure (SOP) adopted at MNIT Jaipur during the post COVID-19 period.

1. Safety Measures to be followed by the Students/Staff at the Main Gate, Entry/ Exit Point of the Campus

General guidelines to be followed by students/staff to prevent the risk of COVID 19 to enter the campus:-

- All students should carry their institute Id card and face mask before entering the campus. The mask should be used throughout the day while inside the office OR in public areas of the campus. Non-resident students should be allowed in campuses only after thermal scanning, sanitization of their hands, and wearing of face mask.

- It is mandatory for all the students/staff to undergo thermal screening and sanitize their hands and belongings while entering the campus.

- All students/staff are required to maintain a physical distancing of six feet. Social gathering at the entrance gate as well as public areas of the campus must be avoided.

- All students are required to fill a self-declaration form (Annexure A), which includes information such as medical history and travel/ location details for 14 days prior to their entry to campus.

- Students are advised that if they are experiencing any health issues, they may postpone their travel to campus with the information to their department.

- Students are advised not to come with their parents/guardians/family members, who are at higher risk of COVID 19.

- In case any student/staff is having fever or any flu like symptoms (like fever, sore throat, body ache and headache). He/she is supposed to report immediately to the campus dispensary. He has to strictly follow the guidelines/advice given by the medical practioner.

- Spitting in the campus is a punishable offence. Fine may be imposed for it.

- It is mandatory for all the students/staff to follow the general guidelines as stated by Ministry of Health & Family Welfare for prevention of spread of COVID-19 such as, their cleanliness, use of face mask, frequent washing of their hands for 20-30 seconds with nearby available hand washing facilities of liquid soap, sanitization of hands and maintaining a physical distancing of six feet.
- Use of Aarogya Setu by all is mandatory inside the Campus.

2. Safety Measures to be followed by the Students/Staff in the Non-working Areas :

- It is mandatory for the Students to wear the Id cards.

- Avoid activities which involve social gathering such as cultural activities, sports as well as meetings. Such activities may only be carried out when it is ensured that a social distancing of 6 feet is feasible and they are being done in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time, during the occurrence of the event

- Students/staff are advised to use staircase for climbing and avoid touching the railing bars. If necessary, use other climbing facilities while maintaining physical distancing as prescribed for prevention.

- Authority in the MNIT dispensary should ensure about the consultancy (online/offline mode) to the students to avoid crowding in the dispensary.

- All students must avoid going outside to crowded places and if is completely necessary they must wear a surgical facemask while going out.

3. Safety Measures to be followed by the Students/Staff in Hostels :

- Students must decide to stay in the hostels only if they are in sound health condition with no symptoms of the prevailing Covid-19, and having no other health complications. In this regard, students need to send in advance an undertaking, duly endorsed by the parents/guardian and in the format as circulated by the hostel office and send it to the email.id hosteloffice@mnit.ac.in.

- Students who are coming to the Institute and would be residing in the hostels must intimate their arrival date and time to the Hostel Office on email id of the hostel office as mentioned above. Further, students are advised to follow the prevailing Government of India guidelines at the time of undertaking travel.

- Once a student comes at the entry gate of MNIT campus, he/she will have to follow a protocol (i.e., thermal scanning, sanitization, filling self-declaration health form and undertaking etc.), only then he/she would be allowed to enter into the allotted room in the hostel.

- Once a student start living in the hostel, it would be the individual student's social responsibility to carry out all his/her works with restricted movements and observing Covid-19 norms (keeping social distancing. wearing mask, avoiding close contact with others in hostel areas (i.e., common room, mess, utilities, etc.), avoiding hand shaking, and washing/sanitizing hands frequently).

- Students must maintain hygienic conditions in hostel premises, mess and utilities, and must avoid eating outside foods. This is very important and would be helpful, not only to prevent spread of Covid-19, but also other seasonal diseases.

- Each time a student goes out and comes back in the hostel he will have to go through thermal scanning and sanitization process which is to be done by the security personnel at the entry gate of each hostel.

- While visiting mess to take food, it would be mandatory for all students to follow all Covid-19 norms (i.e., maintaining social distancing. wearing face mask, avoiding close contact with others, avoiding hand shaking, and washing/sanitizing hands).

- Students are not permitted to carry out any group activities or social gathering in the hostel premises.

- No outside food vendors will be permitted to enter into the institute campus to deliver food-items in hostel premises and hence, students are required not to place any order to such vendors.

- Students are expected to observe self-discipline and COVID responsible behavior at all time in and outside hostel premise and will take care of cleanliness of their hostel rooms, common washrooms, as well as the nearby areas.

- Any student who observes/notices any symptoms of Covid-19 must immediately call the emergency helpline number for medical assistance so that the medical advice/assessment and medicines can be made available in the hostel itself. Such students would be kept in isolated rooms earmarked for the purpose in an isolated side of the hostel itself. A task force has been constituted for supplying essential foods and other items to such students. All students are advised strictly to adhere to medical instructions given by the doctor.

- Students can report to the respective hostel care taker or warden, if they need any help. In case of any emergency, they can contact at the emergency contact numbers given at the end of this document.

- Hostel mess authority should ensure the regular cleaning (twice/thrice a day) about the hostel facilities, rooms and mess area.

- It is mandatory for all the staff working in hostel to follow the general guidelines to prevent the spread of COVID-19 such as their cleanliness, use of face mask, frequent washing their hands for 20-30 seconds, sanitizations of their hands and maintain a physical distancing of 6 feet.

4. Safety Measures to be followed by the Students/Staff in Working Areas (Departments/Practical labs/library/Research Labs/Administration):

- Head of Department and Supervisor must introduce the guidelines that students need to follow as a safety measure while coming in the Department/Practical Lab/Research Lab/Classes.

- Head of Department must ensure that the students/staff follow the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, *viz.*, Auditorium, Conference/ Seminar halls, lab, Classes, offices in the Department.

- The students/Staff in the institute should have Aarogya Setu app on their Smartphone. Use of Aarogya Setu by all in MNIT Campus is mandatory

- The students/staff should be screened regularly to protect and avoid infecting one another before entering to the Department/Practical labs/Research lab/library/Classes.

- Students/Staff should follow the signages, symbols, posters, which are displayed in the Departments/Research labs/ Library to remind themselves for maintaining physical distancing in the respective working place (Annexure B).

- Students/Staff are requested to avoid handshake and frisking with others.

- Concerned faculty approval for doing laboratory work is mandatory.

- Faculty should conduct the classes/project discussion with students in phases. 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.

- In case any student/staff is having fever or any flu like symptoms (like fever, sore throat, body ache and headache) may immediately report to the medical center (check the contact number of task force IV). The Medical Center after thorough examination of the student/staff, will take further necessary steps to be followed.

- As the COVID-19 can spread by touching the contaminated surface, hence everyone in the Department should frequently use an alcohol-based hand rub or hand washing with soap and water for 20-30 seconds.

- All students/staff to strictly wear masks while working in their Departments/ Labs/Library/Seminar room etc.

- Heads should ensure that proper sanitization at all learning sites are done regularly in the Department. In addition, cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) are mandatory in all class rooms/ laboratories 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.

- Adequate arrangements for safe drinking water are to be ensured in all Departments of the campus.

- An adequate supply of water in toilets and for hand washing is arranged and ensured.

- Students/staff should use Hand washing stations with facilities of liquid soap frequently.

- Dustbins in the Departments/labs/library are ensured to be cleaned and cover properly.

- For air-conditioning/ventilation, the guidelines of CPWD will be followed, which emphasizes that the temperature setting of all air conditioning devices should be in the range

of 24-30ºC, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.

- All teaching/Non-teaching employees, who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students

- Students/staff are encouraged to use the staircase, both for physical fitness and for COVID reasons. Use of Lifts is restricted to two/three personnel only at a time (depending on the size of the Lift). Students/Staff using Lift should stand at the corner places, facing the lift wall. Touching of elevator button switch bare hands may be avoided, alternate methods like operating the buttons with the use of capped pens, toothpicks etc., should be adopted.

5. Summary

This SOP is prepared as a preventive measure for the safety of students/staff of MNIT in the pandemic situation of COVID-19. The SOP is dynamic and will be reviewed periodically, based on the evolving situation. All students/staff are encouraged to keep themselves abreast of the current orders of the Government of India on the subject. The spreading of COVID-19 is all about "CONTACT" irrespective of age or gender. It is the responsibility of everyone to take all precautionary measures not only for his/her safety but also to display care and concern for your co-residents and their families, children, students and the elderly and fight against the COID-19 together.

6. Task force Team for SOP:

I. SOP Framework Team
Dr. Kavita Lalwani, Girls Hostel Warden (Convener)
Dr. Dinesh Kumar, Boys Hostel Warden (Member)
Dr. Krishna Kumar, Security Officer (Member)
Dr. Reetu Singh, Deputy Registrar, Academics (Member)

II. Task Force Team for Preparing Poster
Posters for Corona awareness are prepared by following students of METMASS:
1. Aaesha Hussain (IIIrd yr B.Tech. MME, 2018UMT1564)
2. Yatharth Trivedi (IIIrd yr B.Tech. MME, 2018UMT1757)
3. Bhavya Verma (IIIrd yr B.Tech. MME, 2018UMT1746)

III. Medical Task Force Team

S. No.	Name of Officer	Emergency Contact Number
1.	Mr. Ashok Agarwal (Coordinator, Dispensary)	9549654217
2.	Dr. Ashish Bhartiya	9549650558
3.	Mr. Abhishek Audichya	9549651031
4.	Ms. Sarita Jain	9549650616
5.	Mr. Amit Solanki	8209923166
6.	Ambulance	9549650438

III. COVID-19 Task Force Team

S. No.	Name of Officer	Contact Number
1.	Dr. Kavita Lalwani (Warden, Acharya Bhawan)	9549650180
2.	Dr. Dinesh Kumar (Warden, H-6)	9549654562
3.	Dr. Swati Sharma (Warden, Gargi)	9549650431
4.	Dr. Anup Malik (Warden, Vinodini)	9549650950
5.	Dr. Dinesh Kumar Tyagi (Warden, Aurvindo)	9549658130
6.	Dr. Krishna Kumar (Security officer)	9549654245
7.	Dr. Reetu Singh, Deputy Registrar, Academics	9549657968

- **Annexure: A**

SELF-DECLARATION FORM TO BE FILLED BY THE STUDENT

Name of the Student/ID no: ……………………………………………………..

Date and time of arrival to the campus :.. …………………………………………

Origination point and mode of travel:……………………………………………..

Prior 14 days travel history:…………………………………………………………

Prior Medical history (at least 14 days):…………………………………(attachment if required)

I.., state that I will abide by the Standard Operating Procedure (SOPs) laid by institute to prevent the risk of COVID-19.

Any other - please add ……………………………………………………….

Student's signature: _____

Mobile No.: ....

Address: ....

Email id: ………………………………..

- **Annexure B**
  - ✓ Posters to be displayed in the Department/Hostels/Library/Labs in the Campus.
  - ✓ Students are advised to follow the instructions as displayed in the
    Poster I: Symptoms of COVID-19
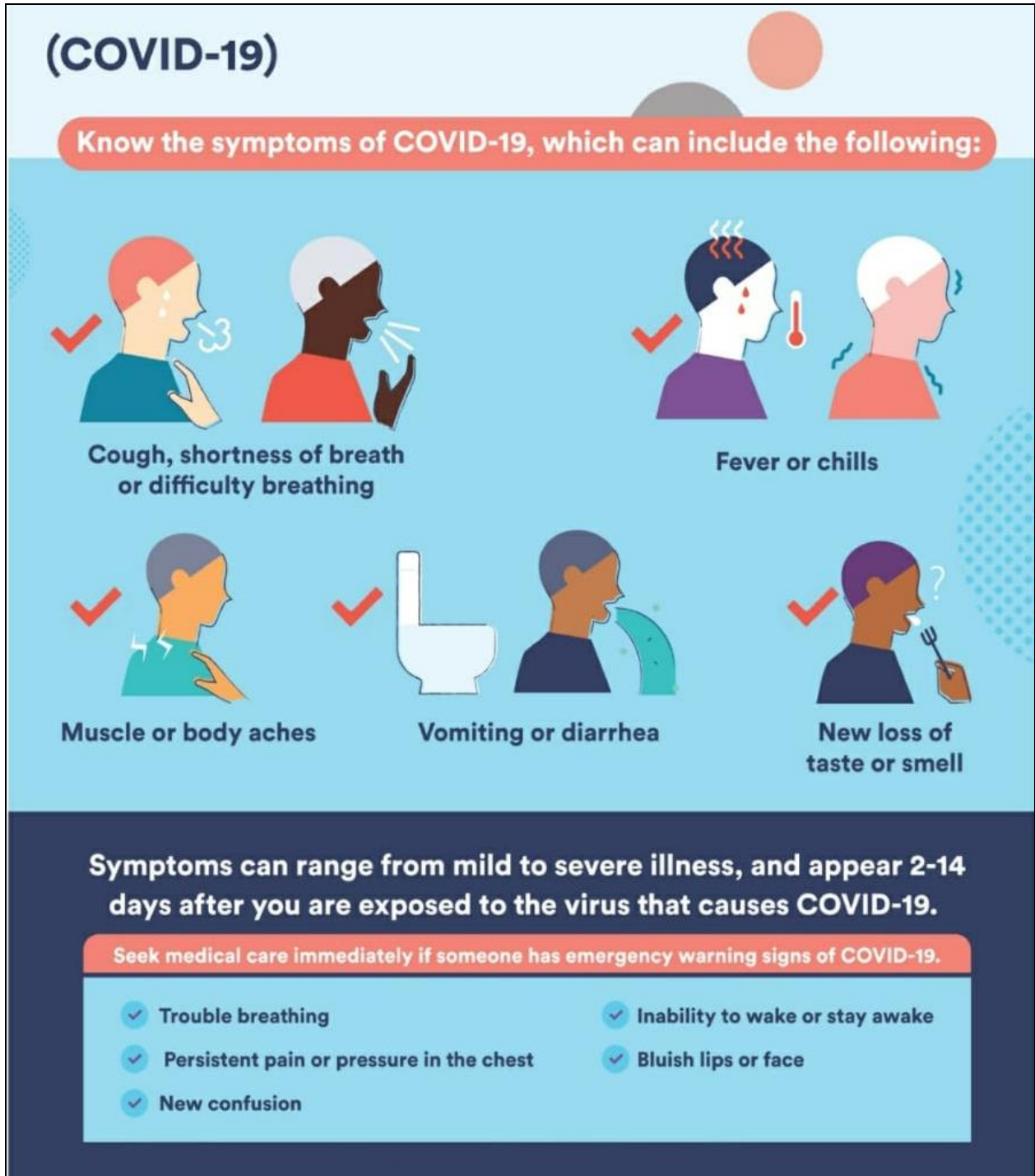
Poster II: How to stop spreading the Germs:

Poster III: How to stop spreading the Corona Virus in Campus