



SOP

POST COVID-19

RESTART



Shri Ratanlal Kanwarlal Patni
Girls' College, Kishangarh

DO'S

Employees/students/visitors need to adhere and practice the following acts to ensure safety strictly:

- ✔ Wash your hands regularly for 20 seconds, with soap and water or alcohol-based hand rub. Wash hands even if they are visibly clean.
- ✔ Maintain personal hygiene and physical distancing.
- ✔ Wearing of mask in college premises is compulsory.
- ✔ Throw used tissues/masks into closed bins immediately after use.
- ✔ Maintain a safe distance from persons during the interaction (minimum 1-meter) and especially 2-meter minimum with people having flu-like symptoms.
- ✔ Sneeze in the inner side of your elbow.
- ✔ Take temperature regularly and check for respiratory symptoms. See a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting the doctor, **wear a mask/** cloth to cover your mouth and nose.



DON'TS

The employees/students/visitors need to refrain from the following acts to ensure safety:

- ❌ Shake hands.
- ❌ Hug each-other.
- ❌ Come in close contact with anyone having symptoms like cough, cold and fever.
- ❌ Touch your eyes, nose and mouth.
- ❌ Sneeze or cough in palms of your hands.
- ❌ Spit in public.
- ❌ Travel unnecessarily, particularly to any affected region/area.
- ❌ Participate in large gatherings, including sitting in groups at canteens/reception/parking area.
- ❌ Visit gyms, clubs, any crowded places, etc.
- ❌ Spread rumours orpanic.
- ❌ Forward unconfirmed messages regarding COVID-19 on any social media platforms, i.e., WhatsApp, Facebook, Instagram, etc. It has become a punishable offence.



CONTROLLED ACCESS INSIDE OFFICE PREMISES

SRKPGC to implement the following norms at work place once the operations resume:

- Wearing of mask in college premises is compulsory. Additionally, hand gloves should be used by gardener, security guards, reception, pantry, housekeeping or any other who have more work from hands.
- Social distancing will be enforced at the workplace.
- Mandatory screening to be done at main gate.
- Mass gathering (5 or more) is prohibited in the college.
- Employees must not use other employee's phones, clothes, wallets or any other personal belongings.
- Outside food, online food delivery or any other delivery of the employee's personal item should be taken care.
- No AC will be operated at work place. Only in emergency cases it will be allowed above 27°C temperature. Use of lift is not allowed.
- All employees and students have to install 'Aarogya Setu' app installed in his/her mobile.
- In Office also it is recommended to do virtual meeting using platform like Zoom, WhatsApp, etc. Ear phone is recommended for these meetings.
- Employees will mark their attendance through face biometric machine without use of finger print.

. NEW WAY OF WORKING

Shared Device

- Disinfect your laptop or desktop at the beginning of the work.
- If you share the device, i.e., laptop, computer, calculator, please disinfect it and then share it with anyone.
- Employees must sanitize or clean the device/machine properly after finishing the work.

Exchange of File, Paper & Stationery

- We should avoid any transfer of file, paper & stationery item.
- Sanitize the stationery if you are sharing it with your colleagues.
- If you receive any paper from someone, please keep it aside for at least 4 hours.

TRAVEL POLICY

Office or Personal Work

- We will have a “No Travel” policy till there is full or partial lockdown. Exceptions will require approval.
- If there is any essential travel-the employee has to send the request to Principal through the department head.
- Travel to Red Zone, specifically containment area, as notified by the Government, is strictly prohibited.
- If anyone travels to/ from the containment area of the Red Zone for any work (with prior approval in writing) - He/she must quarantine himself/herself for 14 days.
- If no symptoms found after 14 days, then he/she will be allowed to join the office.

LEAVE POLICY

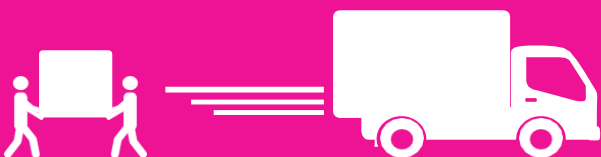
- People who are taking leave should inform their department head well in advance so that work does not suffer.
- For any kind of leave including head quarter leave, request to be made well in advance to the Principal in writing mentioning the reason of leave.
- In case of travel to Red Zone & Orange Zone, employee should quarantine himself/ herself for 14 days and monitor any symptoms.
- All requirements of travel policy will be applicable when employees travel during the leave.
- Employee has to mark “Sick” leave for 14 days while in self-isolation.





COURIER HANDLING

- After receiving the courier, the security guard at gate will keep all the couriers aside for at least 4 hours.
- After 4 hours, couriers can be distributed to the concerned person.
- No personal courier delivery is allowed at college premises.
- Any parcel having plastic wrapping will be kept aside for at least 12 hours. Office boy will sanitize the box and then will open it in front of the concerned person.
- People should avoid requesting any parcel in the office.



SOP for Teachers and Students

For Teachers:

1. While on campus

- Must ensure that the students do not violate any of the guidelines.
- Restrict the use of lift. Ensure limited body contact. Avoid touching doors, windows, railings, and desks.
- Keeping doors open where possible to minimize contact.
- The use of mask is compulsory for the staff members.
- Faculties must sanitize their hands after every class.
- Avoid meetings. In case of urgency, ensure proper distancing.
- WHO does not recommend using gloves in general situations because if you touch one thing then touches something else; you're potentially transmitting the virus from one place to another. Further, gloves might even divert attention from the importance of washing your hands.

2. While in classrooms

- Ensure proper distancing among students.
- Guide the students about basic dos and don'ts about the COVID-19.
- In the case of crowded class (general subject or common subject) use bigger classrooms or split the classes into smaller groups. Detailed instructions are given in next section.
- Encourage online teaching, e-material distributions, and online evaluations.

For Students:

Apart from the general instruction, common to all, students must follow the following instructions while staying on the campus. In case a student is found violating the following instructions, she will be suspended for 3 days.

1. General Instructions:

- Students suffering from cough and fever, must not come to the college.
- Limited body contact. Do not touch doors, windows, railings and desks.
- Regular hand wash must be done in a regular manner. Students are encouraged to bring their own hand sanitizers.
- Wearing of mask is compulsory for all students.



2. While using transportation

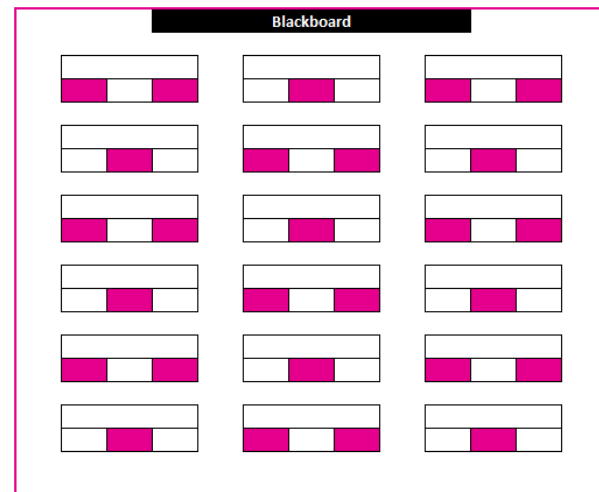
- For self-vehicle, students must wear proper masks and goggles with a helmet while riding.
- Avoid sharing of vehicles.
- Avoid crowded public transportation.
- In college bus, the guideline given by the transport in-charge must be followed.
- Minimal or no contact from the bus is expected. Social distancing should be followed while entry-exit to/ from the bus.
- At a time only 50% capacity of buses shall be used. Only one student can sit on 2-capacity seats.
- Student should use their own sanitizer before and after riding the bus.

3. While using biometrics

- Use a facial biometric system only.
- Do not crowd up and maintain a proper distance.
- Contact the helpdesk to get your facial biometric registered.

4. While in classrooms

- Ensure seating arrangement strictly as per the instructions given by the faculty member.
- For smaller groups, students should take their seats with proper gap between each other (like given chart ⇨).
- A separate chart for bigger classes will be displayed on notice board for the seating arrangement of their regular classes.
- Do not form a group.
- Students are advised to bring clipboard with them, so if required, they can write notes properly.
- Always wear their own mask and gloves and use own sanitizer between classes.



5. While in labs and the library.

- Perform the practical individually. Sanitize the tools/equipment or apparatus as per the guidelines, before use.
- Access a single allotted computer in Labs.
- Restrict the use of the library. (advised)

6. While in campus and cafeteria

- Students must not roam here and there.
- Students are advised to bring their own lunch and water bottle. Do not share lunch and water bottles.
- Do not form a group while taking lunch.
- The use of cafeteria and sports is restricted. (advised)

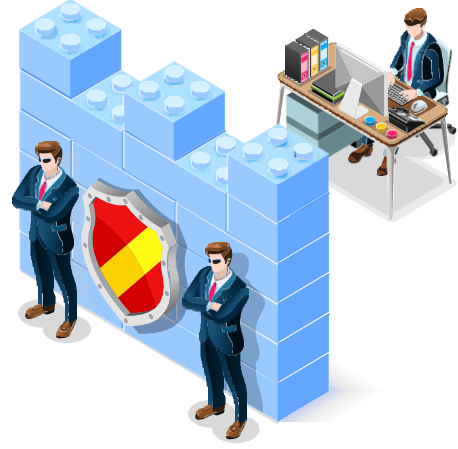


Apart from above, students who resides at some paying guest, hostel are suggested to keep CODIV-19 precautions.

विभिन्न कार्यों हेतु मानक दिशा निर्देश (SOP)

सुरक्षाकर्मियों हेतु दिशा निर्देश

- सुरक्षाकर्मी कोविड-19 के सुरक्षा उपायों का ध्यान रखें।
- गेट पर सैनेटाइज़र की व्यवस्था होनी चाहिए, ताकि प्रत्येक आगंतुक अपने हाथ सैनेटाइज़र कर सकें।
- एक मीटर की दूरी बनाये रखते हुए यह सुनिश्चित करें कि कर्मचारी, स्टाफ, आगंतुक, डिलिवरी बॉय आदि निश्चित गोले में खड़े रहें। उपस्थिति और स्क्रिनिंग के समय को अंकित अवश्य करें।
- प्रत्येक आगंतुक के तापमान की जांच करें। यदि किसी भी आगंतुक के शरीर का तापमान 99 डिग्री फ़ारेनहाइट या अधिक हो अथवा कोविड-19 के अन्य लक्षण पाये जाते हैं तो प्रिंसिपल को सूचित किया जाए एवं उसे अंदर जाने की अनुमति प्रदान नहीं करें।
- सुरक्षाकर्मी सैनेटाइज़र का उपयोग समय-समय पर करते रहें।
- ऑफिस परिसर व रिसेप्शन पर किसी भी डिलीवरी/कोरियर बॉय के आने की मनाही होगी, उन्हें सिक्यूरिटी गेट पर ही डिलवरी देनी होगी।
- कोरियर प्राप्त करने के बाद कोरियर को कम से कम 4 घण्टे के लिये बिना छुए रखा रहने दें।
- सुरक्षाकर्मी कॉलेज के बाहर खड़े होने वाले ऑटो, विद्यार्थियों के परिजनों को भी सोशल डिस्टेंसिंग हेतु निर्देशित करें।



हाउसकिपिंग हेतु दिशा निर्देश

- सफाई कार्य करते समय कोविड-19 के समस्त सुरक्षा उपायों का ध्यान रखें।
- कोरोना वायरस से बचाव हेतु कार्यस्थल पर समस्त उपकरणों व स्थानों की नियमित साफ सफाई करें।
- सभी क्षेत्रों को 1 प्रतिशत हाइपोक्लोराइड सोल्यूशन से कीटाणुरहित करें।
- लिफ्ट के बटन, उपकरण, प्रिंटर, स्कैनर, टेबल-कुर्सी, पेन, डायरी, फाइल्स, कीबोर्ड, माउस या जिसे भी अधिक बार छुआ जाता है, उसकी सफाई बार-बार करें।
- कार्यालय परिसर में प्रवेश, चेंजिंग रूम या उच्च संपर्क स्थानों पर सैनेटाइजिंग स्टेशन स्थापित किये जाने चाहिए।
- सभी बसों को विद्यार्थियों को लाने और ले जाने के पश्चात् कीटाणुरहित किया जाना चाहिए।
- सभी कक्षाओं को विद्यार्थियों के आने से पूर्व और जाने के पश्चात् कीटाणुरहित किया जाना चाहिए।
- प्रत्येक विभागों में सेनीटाइज़र रखे जाने चाहिए।
- सफाई प्रक्रिया के अंत में सफाई के समस्त उपकरणों जैसे बाल्टी इत्यादि को कीटाणुरहित करने के लिए एक ब्लीच सोल्यूशन में भिगोने और फिर गर्म पानी से धोया जाना चाहिए।
- कैंटिन, चाय पीने का स्थान, पेशाबघर व समस्त वाशरूम को दिन में चार बार साफ व कीटाणुरहित करना चाहिए।



- विद्यार्थियों के सभी शौचालय, यूरिनल्स इत्यादी को प्रत्येक घण्टे में साफ करना आवश्यक होगा।
- हाउस कीपिंग कर्मचारी कार्यस्थल पर आगान्तुक/ विद्यार्थियों/ कर्मचारियों हेतु उपयुक्त मात्रा में साबुन, सेनेटाईजर, फेस मास्क व हेण्ड ग्लव्स आदि रखें।
- कर्मचारियों द्वारा उपयोग में लेकर डस्टबिन में डाले गये मास्क एवं ग्लव्स को हाउसकीपिंग विभाग द्वारा एकत्रित कर प्रतिदिन जला कर नष्ट करना होगा।

ड्राइवर हेतु दिशा निर्देश

- ड्राइवर कोविड-19 के समस्त सुरक्षा उपायों का ध्यान रखें।
- रेड जोन में यात्रा की अनुमति नहीं है। अति आवश्यकता होने पर प्राचार्य की स्वीकृति लेने के बाद ही ऑरेंज या ग्रीन जोन की यात्रा करें।
- अत्यंत महत्वपूर्ण हो तभी यात्रा करें एवं प्राचार्य से इसकी अनुमति अवश्य लें।
- कार को प्रतिदिन सवेरे लेने से पूर्व एवं दोपहर में एक बार अंदर एवं बाहर से 1 प्रतिशत हाइपोक्लोराइड सोल्यूशन से कीटाणुरहित एवं साफ़ किया जाना आवश्यक होगा।



पेंट्री/किचन/कैंटीन हेतु दिशा निर्देश

- पेंट्री/ किचन/ कैंटीन के कर्मचारी स्वच्छता व साफ-सफाई का विशेष ध्यान रखें।
- पेंट्री/ किचन/ कैंटीन में कार्य करते समय कर्मचारी ग्लव्स पहने रहे।
- पेंट्री/ किचन/ कैंटीन में अनावश्यक भीड़ न होने देवें तथा समूह बनाकर बातें न करें।

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PLAY YOUR PART IN FIGHTING COVID-19

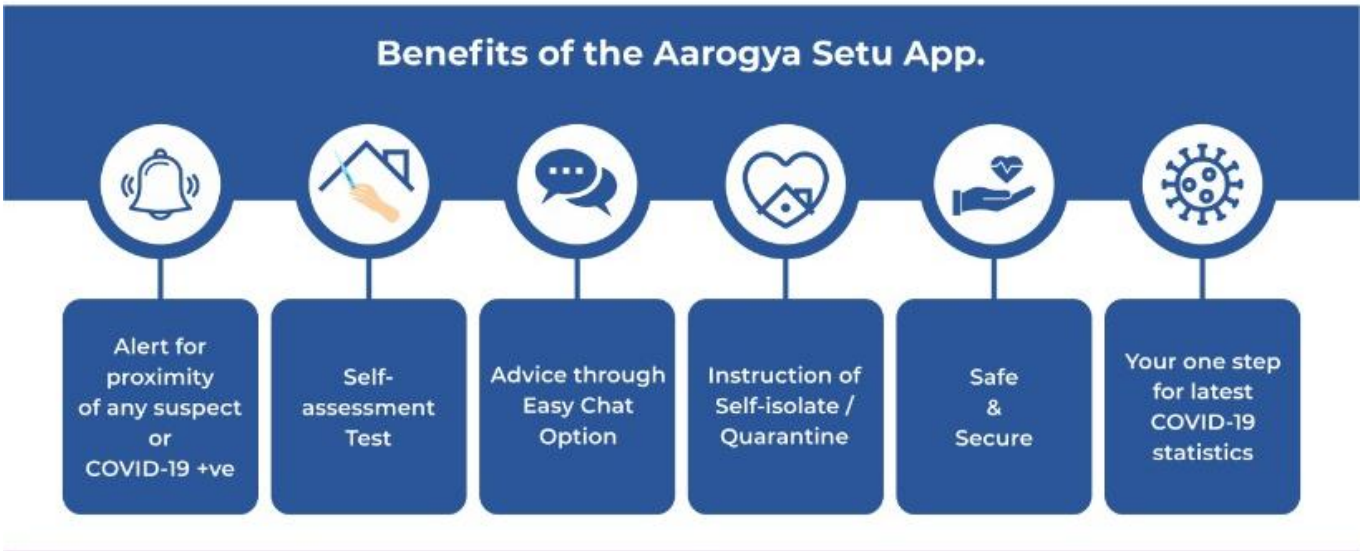
INSTALL THE AAROGYA SETU APP TODAY.

GET IT ON **Google Play** | Download on the **App Store**

Dear Team & Students,
While all of us stay home and take care of our personal hygiene in the wake of COVID-19, another important step that we all need to take towards fighting it efficiently is to download the app issued by the Government of India called the "AAROGYA SETU APP."

The banner features two smartphone screens. The left screen shows the app's registration interface with a network of people icons and the text: "With Aarogya Setu, you can protect yourself, your family and friends, and help our country in the effort to fight COVID-19. If we are safe, India is safe. Register Now". The right screen shows the app's home screen with the Aarogya Setu logo and the text: "Aarogya Setu. Make Tracks. Save Lives." and "GOVERNMENT OF INDIA".

Benefits of the Aarogya Setu App.



- Alert for proximity of any suspect or COVID-19 +ve
- Self-assessment Test
- Advice through Easy Chat Option
- Instruction of Self-isolate / Quarantine
- Safe & Secure
- Your one step for latest COVID-19 statistics

The infographic consists of a dark blue header with the title "Benefits of the Aarogya Setu App." Below the header is a horizontal line with six circular icons. Each icon is connected by a vertical line to a dark blue rectangular box containing a benefit. The icons are: a bell (Alert), a hand holding a test strip (Self-assessment Test), two speech bubbles (Advice through Easy Chat Option), a heart with a house and a person (Instruction of Self-isolate / Quarantine), a hand holding a heart (Safe & Secure), and a virus particle (Your one step for latest COVID-19 statistics).

Kindly follow:

- * Always keep bluetooth & location on
- * Set Location Sharing to 'Always'

Please note, downloading the app. is mandatory for all team members & students having android mobile.