

September 16, 2020

On-Campus SOPs for Faculty & Staff

Reopening of educational institutes carry a high risk of covid-19 spread and all. Therefore, it is imperative that we take appropriate preventive measures and strictly abide by the following guidelines.

Guidelines for safety and hygiene in open places, Classrooms, Studios, Labs, Library, and Cafeteria:

- It is mandatory for all faculty & staff to wear facemask at all places at the main campus, city office and hostel. Put your mask on even while teaching.
- Maintaining a physical distance of 3-6 feet is mandatory for all. Social distance markings are there for the convenience.
- Kindly ensure that students do not gather around you or each other after the lecture ends.
- Kindly frequently disinfect your hands with liquid hand sanitizer placed at all entrances and floors for the convenience and hygiene. You should also keep a hand sanitizer bottle in your bag too.
- Please avoid shaking hands and hugs.
- Do not share food and drinks. It is recommended to carry your own water bottle.
- Please encourage students to make an advance appointment via email or phone call to avoid rush outside your office. It is recommended that the faculty members share visitation/consultation timings with students and must not entertain more than 2 students at a time in their offices.
- Kindly encourage students to follow SOPs within the classroom and adhere to social distancing protocols.
- Please ensure that space in classrooms/laboratories/studios is enough to adhere to social distancing protocols.
- Keep the office area clean. It is recommended to ventilate 3 times a day for 20-30 minutes.
- Keep a safe distance if more than one person is in the room.
- Avoid sitting in faculty lounges unless out of necessity.
- If you are entertaining guests in the office, they should also wear masks and use hand sanitizer.
- Enhance your immune system by eating balanced food, maintaining a healthy lifestyle, getting a quality sleep, and take Vitamin C regularly which will help fight against bacteria and infections.
- Stay in conversation with your Program Coordinator throughout the semester to seek guidance & clarity on matters at departmental level.

It is essential that all students take these guidelines seriously. A stricter adherence to the SOPs is now needed more than ever before to contain the spread of this virus.