

September 16, 2020

### **On-Campus SOPs for Students**

Reopening of educational institutes carry a high risk of spread and all. Therefore, students are requested to strictly abide by the following guidelines.

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

##### **General**

- It is mandatory for all to wear facemask at all places at the main campus, city office and hostel. Students must always wear face masks during lectures.
- Maintaining a physical distance of 3-6 feet is mandatory for all. Social distance markings are there for the convenience.
- Students are encouraged to frequently disinfect their hands with liquid hand sanitizer placed at all entrances, lobbies and floors for the convenience and hygiene. You should also keep a hand sanitizer bottle in your bag too.
- Please avoid high fives, shaking hands, hugs, within the campus premises and in points as well.
- Do not share food and drinks. It is recommended to carry your own water bottle.
- Please make an advance appointment via email or phone call to avoid rush outside faculty and administrative offices.
- All students must respect seating arrangements at every location across the campus.
- All chairs and seating arrangements within the Classrooms, Cafeteria, Library and other places will be placed at 3 feet between occupants.
- Where seats are fixed, clear markings/placement will indicate the non-availability of seating to maintain physical distance.

##### **Hostel**

- The entry of visitors has been reduced (only one of the relative to meet at a time) and proper SOPS would be followed at the hostels, where waiting room have been earmarked for the visitors to meet the students.
- Local students or day scholars would not be allowed to stay in hostels.

##### **Cafeteria**

- Students must follow the instructions in cafeteria/tuck shop and not force their way in.
- If the cafeteria/tuck shop is at full capacity, students must not try and enter. They must wait patiently for their turn to enter.
- Do not share food and drinks.
- Students must avoid unnecessary touching of surfaces as much as possible. Students are requested to sanitize their hands immediately after adjusting their chairs or tables before eating their meals.

##### **Prayer Area/Mosque**

- Do not crowd inside the Prayer Area/mosque.
- Maintain social distancing protocols when offering prayers.
- The prayer area will be disinfected regularly. However, ideally, the students should carry their own prayer mat or carry a small clean handkerchief to be placed at "sajda" place.

### **Social Events/Sports Activities**

- Social gatherings as well as sports activities/tournaments of students are not allowed on-campus as well as off-campus, till further instructions.
- Seminars and workshops may be arranged with lesser participation as per SOPs.

### **Personal Health**

- 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.
- In case you have flu and/or exhibit Covid-19 symptoms, avoid coming to the campus and remain under observation at your residence. If condition persists or escalates, then visit a doctor.
- If you feel unwell or develop flu-like symptoms during your stay at the campus, immediately report to the point(s) of contact mentioned above.
- Upon medical investigation, if the doctor suspects Covid-19 symptoms, you will be transferred to the isolation room designated for such a scenario. With the mutual consent of your parents/guardians, proper arrangements will be made to shift you to a hospital for requisite tests.
- Please submit the photocopy of Prescriptions, ER forms/Discharge slips, reports to the Administration Department when you report back to campus.
- It is the duty of all concerned to report any covid-19 case in the family via email/phone call, so that necessary steps may be taken.

### **Other**

- SOPs for conducting examinations will be informed later.
- Any other instruction to be followed by all as announced by the management from time to time.

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.