

COVID-19 CELL GUIDELINES

Basic safety guidelines:

1. AarogyaSetu App must and should installed by all the employers and students before entering the campus and GPS should be enable to that app for staying informed and alert against COVID19.
2. If students are coming from outside Karnataka state, they should come to University by registering at “Seva Sindhu Portal”. In case students come to university with out registering at Seva Sindhu Portal will not be allowed inside the campus.
3. Strictly follow the guidelines given by Government of India and Government of Karnataka time to time.
4. Temperature check at University entry point for everyone (including staff and students)
5. Reusable face cover to be worn at all times (Adequate stock should be maintained by the institution for staff at all times)
6. Practice Opens in a new window social distancing in order to decrease risk of COVID-19 transmission.
7. Practices of physical distancing, hand washing, and respiratory hygiene need to be maintained at all service areas by all beneficiaries and service providers.
8. Continuous Alert should be made announcing by using mike/Loud speakers to maintain the Social Distancing.
9. Approved signage and information on safe practices should be displayed at common areas. Information on negating stigma and discrimination should be displayed in class rooms and common areas
10. Collect all the students information (Student name, Contact details, Mail ID, Present address, whether the area residing by the students is containment zone?, Whether students are installed the Arogya setu App in their mobile, and by asking few question about their health(Questions are attached separately)) the before starting the Universities.
11. Sanitization of all classrooms, toilet rooms, Hostels, Hostel Kitchen, administration block, guest house etc. strictly maintain the logbook for that.
12. Practice hand wash with soap for 40-60 seconds and with a sanitizer for at least 20 secs each time. Alcohol-based sanitizers should be made available at all entry, exit points as well as all common areas.

13. Implement training programs around hand washing and respiratory hygiene practices for students as well as staff.
14. Inform the parents about the measures being taken at the institution and have regular communication with students and parents on the preparations/plans. Recheck all parents' contact details for any emergency reporting.
15. Non-essential visits of parents or vendors to the institutions should be avoided, to the extent feasible.
16. Announce the basic guidelines in University website. Make provision of open the Covid cell in university website.
17. Faculties Volunteers are identified and use man power to maintain/follow the government guidelines time to time.
18. Any awareness related works to students/public awareness from the covid cell only (including webinars).
19. Provide sanitizers, Body temperature check, if possible SpO₂ (to check the breathlessness) to all the department or Block entrance to check employees and students.
20. Necessary mask should be provided to all employers, if possible, masks to students (if Budget permits).
21. Plan the classes/examination hall by maintaining social distancing and use mask is mandatory.
22. You should also Open in a new window self-isolate if you:
 - are over 70
 - are immunocompromised (for example if you have HIV/AIDS, are receiving immunosuppression therapy or treatment for cancer or have had a transplant)
 - have returned to India from travel in the last 14 days
 - have come into contact with someone with respiratory symptoms
23. Facilitate should follow a staggered approach, wherein adequate seating space between students with physical distancing is ensured.
24. Community based activities should have limited participation (5-10) at a time.
25. The procedure site and all equipment should be sanitized properly before and after the Teaching sessions/Exams.
26. The health care providers and Front-Line Workers (FLWs) to use appropriate Personal.

Cleaning guidelines:

1. Clean and disinfect the buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (like railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.). Ensure appropriate and adequate equipment for cleaning staff.
2. Reduce human touch points in the building. Install no-touch trash cans (mandatory) and no-touch bathroom fittings (wherever possible).
3. Improve building conditions and airflow/ventilation.
4. Ensure daily removal and safe disposal of trash.
5. Ensure all mops are washed thoroughly with detergent after usage, and dried in sunlight.
6. Give awareness to the especially for sweepers and others to maintain the social distancing and sanitization.
7. All housekeeping staff, cleaners and sanitary workers should wear disposable surgical hand gloves while cleaning.
8. Ensure all chemicals are stored safely and out of reach of students.

Ensuring physical distancing of at least 1 meter :

1. Supervising personnel must ensure physical distancing of at least 1 meter at all times.
2. Visual marks should be placed within educational institutions to support staff and students to follow mandating physical distancing.
3. Establish controlled entrances and exits for students and staff for institution building as well as transportation.
4. Rearrange the seating of students in all the rooms with one student per desk/mat ensuring at least 1 meter distance and avoid unnecessary touching.
5. Discontinue assembly and other large group activities as well as restrict access for students to places that allow large gatherings. Lunch breaks should be staggered.
6. Build partitions in open spaces and canteens with high risk of interaction/ contact.
7. Promote online/e-learning with appropriate teaching tools.
8. Share requisites notifications through online methods instead of putting it on notice board.

Health guidelines:

1. Identify and enlist nearby authorized Hospitals and Clinics; maintain contact details of nearby dedicated COVID-19 hospitals.
2. Identify quarantine area/room in the institution.
3. Identify emergency responders and train them accordingly.
4. If a student or staff registers a high temperature ($>37.5^{\circ}$ C) and/or display any symptoms for COVID-19, he/she should be immediately taken to the isolation area in the institution, followed by a check-up at an authorised medical facility .
 - In the isolation area, they should avoid touching people, surfaces and objects and should cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin with a lid. If possible, give him/her a medical mask.
 - If a student is placed in isolation, the emergency responder of the institution should immediately inform the parents and arrange the transportation to take the student to a nearby medical facility
5. When a student or staff tests positive, help the concerned authorities in contact tracing and refer the identified persons for home quarantine. The identified persons should seek medical help in case they display any symptoms of COVID-19.
6. The management should ensure minimum disruption in the event of anyone testing positive and should work towards removing the stigma associated with testing positive.
7. Training and counselling sessions on mental health for students as well as staff should be carried out on a regular basis.
8. Security guards and allied supporting staff should be trained in standard IPC practices so that they ought to be cognizant to any violation of recommended practices within the campus.