

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA - 136 119**

No. Gen.-I/3872/3519

Dated: 05.11.2020

**NOFIFICATION**

Consequent upon issuance of the Guidelines/SOP issued by Ministry of Health & Family Welfare, Directorate General of Health Services (EMR Division), Government of India regarding SOP on preventive measures to contain spread of COVID-19 in higher educational institutions conducting Doctoral Courses & Post Graduate studies in Technical & Professional programs requiring laboratory/experimental work, the following duties and responsibilities of various officials of the Departments/Sections of the Institute are hereby notified for information and compliance of all concerned:

**1. Guidelines for Faculty, Employees and Visitors**

The following activities will be supervised by the Dean (Faculty Welfare) in case of faculty and Registrar Incharge in case of employees:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised wherever feasible.

**2. Guidelines for the Institute:**

The following activities will be implemented by Professor Incharge (Estate & Constn.) and supervised by Dean (Planning & Development):

a) Planning of re-opening of the Institutions:

- i. The institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting Doctoral Courses and Post Graduate studies shall only be allowed to open in the they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and Staff shall also be advised not to visit areas falling within containment zones.
- ii. Prior to resumption of activities, all work areas intended for conduct of skill or entrepreneurship training, doctoral courses and post graduate studies including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.

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- iii. Wherever skill based training on equipment's are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed etc.
- iv. Instead of biometric attendance alternate arrangements for contactless attendance may be made.
- v. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- vi. The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty/trainees/staff to contact in case of any emergency.
- vii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30° C, 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.
- viii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained (will be supervised by Librarian).
- ix. Prominently display signage, posters and standees must indicate the dos and don'ts for the staff and students.

**b) Planning and scheduling of academic activities**

The following activities will be implemented and supervised by Dean (Academic):

- i. The academic calendar shall be planned with a view to avoid overcrowding, congregation etc. As far as possible, the academic calendar should promote a mix of regular classes and online teaching/training, assessments.
- ii. The day-wise, time-wise scheduling of teaching/training activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.
- iii. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- iv. All 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.

**c) Availability and management of supplies**

The following activities will be implemented and supervised by Professor Incharge (Store):

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.
- ii. Provide an adequate supply of thermal guns, alcohol wipers or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.

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- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trashcans.
- v. Provision for proper disposal of used personal protection items and general waste in accordance with CPCB guidelines (available at: [https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES\\_COVID\\_1.pdf](https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES_COVID_1.pdf)).
- vi. Housekeeping staff to be informed & trained about norms for waste management & disposal.

### **2.1 After opening of the Teaching/Training Institutions:-**

The following activities will be implemented and supervised by Security Officer:

#### **a) At the entry point**

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.
- ii. Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/employee/student/visitor is found to be symptomatic, he/she should be referred to nearest health center.
- iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.
- v. Create awareness to ensure the students do not gather when leaving the institute and in their free time.

### **3. Guidelines for Departments/Schools:-**

The following activities will be implemented and supervised by Head of the Departments and Coordinator of Schools:

#### **a) Conduct of teaching activities in the classrooms**

- i. Seating arrangement to ensure a distance of 6 feet between chairs, desk sets.
- ii. Staggering of classroom activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises
- iii. Academic scheduling should have intermix of regular classroom teaching and online teaching/assessments
- iv. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities
- v. Sharing of items like laptops, notebook, stationary etc. amongst students should not be allowed.



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**b) Conduct of skill based training in workshops/laboratories**

- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use
- ii. Ensure a floor area of 4m<sup>2</sup> per person is available for working on equipment/workstation
- iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation lab sets.

**4. Guidelines for Public health/sanitation**

The following activities will be implemented and supervised by Professor Incharge (Estate & Construction):

- i. Daily cleaning of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common are as insufficient quantity must be ensured.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.
- iv. Teaching materials, computers, laptops, printers shall be regularly disinfected with 70% alcohol swiipe.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and laboratories shall be ensured.
- vi. Students and staff should be advised to dispose of used facecovers/masks in separate covered bins placed in class rooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
- vii. Residential buildings/complexes and Guest house if any, also needs to be sanitized regularly.

**5. Guidelines for health center**

The following activities will be implemented and supervised by Professor Incharge in collaboration with Senior Medical Officer:

- i. Create awareness among the students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.
- ii. Ensure regular counseling is done for students reporting mental health issues such as anxiety and depression
- iii. If a student, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard.
- iv. Place the ill person in a room or area where they are isolated from others.
- v. Inform parents/guardians as the case may be.
- vi. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- vii. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.




- viii. A risk assessment shall be under taken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- ix. Disinfection of the premises to be taken up if the person is found positive.
- x. If there is clustering of cases in hostel/residential building, inform local health authorities immediately.

## 6. Guidelines for Hostels

The following activities will be supervised by Dean (Students Welfare) and implemented by Chief Wardens of (Boys & Girls) the specific points for Hostels followed:

- i. Students who are not local residents of the city/town, or do not have any support at home, or do not have facility for on-line education may be prioritized for allotment of hostel rooms.
- ii. Since students may be coming from different locations, they shall remain in quarantine and self- monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine.
- iii. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join. Symptomatic boarders shall be isolated in the designated isolation facility at the institute, till such time, they are seen by a doctor.
- iv. Proper crowd management in the hostel as well as in outside premises like parking lots – duly following physical distancing norms shall be ensured. Gatherings/congregations shall continue to remain prohibited.
- v. In shared rooms/dormitories, the beds should be placed at a distance of 6 feet from each other. Temporary partitions may be considered, if feasible. Any symptomatic student should be immediately given a single room and then provided requisite medical care.
- vi. Mess facility, if any within the premises, shall follow physical distancing norms at all times. Staggering of meal timings may be done to prevent overcrowding.
- vii. Hostel should be out of bound for all persons except essential staff with known health status.

This issues with the approval of the Competent Authority.

  
Registrar Incharge 05/11/20

Copy to:

1. All Deans.
2. All Head of the Deptts./Coordinators of Schools/Heads of Sections.
3. Chief Warden/Deputy Chief Wardens/Wardens of all Hostels (Boys & Girls Hostels).
4. Professor Incharge (CCN), Estate & Construction, Stores & Health Centre.
5. Senior Medical Officer.
6. Security Officer.
7. Private Secretary to Registrar.
8. Private Secretary to Director for kind information of the Director.