

Standard Operating Procedures and Guidelines to be followed in NITW Campus post-Covid19 lockdown



May 2020

**NATIONAL INSTITUTE OF TECHNOLOGY
WARANGAL-506004, TELANGANA, INDIA**

Contents

S.No	Item	Pg.No
1.0	Coronavirus Disease (COVID-9)	3
2.0	Basic Preventive Measures to Be Followed in the Campus at All Times	5
3.0	Measures Specific to Offices/ Departments/ Centres/Sections	6
4.0	Responsibilities of the Students	6
5.0	Measures to be taken on occurrence of case (s) on the campus	7
	5.1 Management of Contacts	7
	5.2 High-Risk Contact	8
	5.3 Low-Risk Contact	9
6.0	General Guidelines	10
	6.1 Dos and Don'ts while visiting the Institute Health Centre for Faculty/ Staff/ Students	10
Annexure		
A.	Report Of The COVID-2019 Task Force Committee	12
B.	Flow charts	
	Figure 1. Management of the case(s) and Contacts	13
	Figure 2. Disinfection of Workplace	14
C.	Emergency Contact Numbers	15

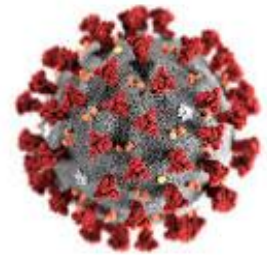
1.0 CORONAVIRUS DISEASE (COVID-19)

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several Coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered Coronavirus causes Coronavirus disease COVID-19.

COVID-19 is an infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

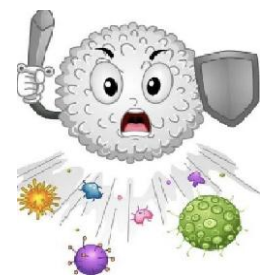
The most common symptoms of COVID-19 are fever, tiredness and dry cough. Some patients may have aches, pains, nasal congestion, runny nose and sore throat or diarrhoea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who get COVID-19 becomes seriously ill and develops difficulty breathing. Older people and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop severe illness. People with fever, cough difficulty breathing should seek medical attention.

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth, which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. This is why it is essential to stay more than 1 meter (3 feet) away from a person who is sick. Illness due to COVID-19 infection is generally mild, especially for children and young adults. However, it can cause serious illness: about 1 in every 5 people who catch it need hospital care. It is therefore quite reasonable for people to worry about how the COVID-19 outbreak will affect them and their loved ones.



We can channel our concerns into actions to protect ourselves, our loved ones and our communities. First and foremost among these actions is regular and thorough hand-washing and good respiratory hygiene. Secondly, keep informed and follow the advice of the local health authorities, including any restrictions put in place on travel, movement and gatherings.

As the COVID-19 has started spreading in the country, complying with the Orders of the Government of India and the Telangana State Government, the NIT, Warangal was closed from 22nd March 2020 and arrangements were made for the safe departure of the students to their home towns and the maximum number of students left the campus by 25th March 2020. 136 including, 36 DASA could not proceed to their home towns and



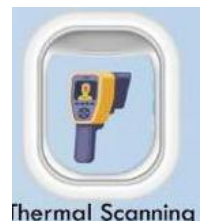
arrangements were made for their continued stay in the campus, ensuring hostel, housekeeping, mess, medical, etc.

To develop Standard Operating Procedures (SoP) and guidelines post COVID-19 situation, it was felt necessary to constitute a Task Force, which can go into all the requirements from the students, faculty, non-teaching staff, daily rated and outsourced workers and visitors, etc. Accordingly, the Director has constituted a Task Force committee as listed below.

Based on the recommendations of the COVID-19 task force, it has been decided that the Standard Operating Procedures and Guidelines as under will be followed by all the stakeholders in the campus.

2.0 Basic Preventive Measures to Be Followed in the Campus at all Times

- i. All persons (students, faculty, non-teaching staff, security personnel, maintenance personnel, housekeeping workers, residents, visitors, guests of residents and employees, maids, delivery personnel and others) entering/moving in the campus shall wear the face mask.
- ii. All the persons as above entering the campus shall be thermally scanned for their body temperature.
- iii. If the body temperature of the employees, their family members and students is higher than normal, they will be sent to the Institute *Health Centre* and all others will not be allowed to enter the campus/workplace.
- iv. All the persons are requested to avoid shake the hand and frisking with others.
- v. All persons are requested to avoid using lifts, touching railings, doorknobs, etc. to the extent possible.
- vi. Respiratory etiquettes will have to be strictly followed by all times. This involves the strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/ hand-kerchief/ flexed elbow and disposing of used tissues properly in the identified bins.
- vii. Physical distancing norm of 6 feet between two individuals is to be maintained at all times in all common spaces inside the campus. Everyone must sanitize their hands often by washing with soap or hand sanitizers.
- viii. Don't touch the face, mouth or nose, as this might increase the risk of infection.
- ix. Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol-based hand sanitizers or soap (for at least 20 seconds).



x. All are expected to self-monitor health and report any illness to the Health Centre or any recognised Hospital or Government Hospital at the earliest.



xi. Gathering of more than 5 people anywhere in the Institute is strictly prohibited.

xii. Consumption of Paan, Liquor, Gutkha, Tobacco, narcotics and smoking is strictly prohibited and punishable with fine.

xiii. Spitting anywhere in the campus is strictly banned and punishable with a fine.



xiv. Every individual working in the Institute and students must have the **Aarogya Sethu app** on his/her Smartphone. It is a mandatory requirement of the Government of India.



xv. All employees must carry their ID card to be shown when stopped and asked by the Security personnel.

xvi. Anyone coming to the campus from abroad or outside Warangal has to undergo a mandatory home quarantine for as per GOI norms after arrival on the campus.

xvii. Campus residents are requested to avoid inviting visitors/relatives other than their declared dependents. In case it is unavoidable, they should register at the main gate and the precautionary measures shall apply to them also. In case of any negligence resulting in spreading in the campus, appropriate action will be taken against the resident.



xviii. Health, Safety and Enforcement Unit is authorized to make periodic, random checks for violations of protocols, impose fines and record violations for further disciplinary action.

xix. A place will be designated at the entrance for receiving all external deliveries/packets, including e-commerce parcels. All packets must be disinfected (e.g., wiped with an appropriate disinfectant) before they are sent to the Central Despatch/Department concerned.

3.0 Measures Specific to Offices/ Departments/ Centres/Sections

i. Make sure your workplaces are clean and hygienic. Ensure that surfaces such as desks, tables, telephones and keyboards need to be wiped with disinfectant regularly.

ii. Any staff reportedly suffering from a flu-like illness should not attend office and seek medical advice from the Institute Health Centre. If diagnosed as a suspected/confirmed case of COVID-19, the district health authorities must be immediately informed.



- iii. Ensure availability of hand rub sanitizing dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled.
- iv. Make sure that all toilets are disinfected at least twice a day and all common areas are disinfected periodically. This can be done in consultation with EMU that sufficient stock of sanitizers, liquid soap and disinfectants are available at all times.
- v. Faculty members have to submit a plan to the HoD for opening and operating their labs with names and mobile numbers of students and project staff they plan to allow in the lab.
- vi. Assess the measures to be taken for maintaining physical distance in the lab and then recommend to the HoD the names of students and project staff to be allowed to work in each lab.
- vii. Allow the administrative staff, daily rated staff and outsourcing workers to work in the Department office as per the instructions issued by the Administration. If any administrative staff comes from any containment zone he/she must go through a mandatory home quarantine before they can be allowed to attend office. This is to be enforced for all employees, including faculty members.
- viii. Faculty meetings or research group meetings may be conducted duly maintaining social distance and wherever possible, they may be conducted online.
- ix. Prepare a list of all project staff allowed to work in the department and maintain this list with your office. This list must include the following information:
 - Name of the Student/ Staff
 - Home address with Ward name
 - Contact number and Mode of travel
 - History of fever, cough and shortness of breath
 - Mentor's/PI's name
 - Lab location/door number
 - Health insurance status: Have/Don't have
 - Date of Birth (if not insured)
- x. In case any positive COVID case is reported, the disinfection procedure will be limited to places/areas visited by the patient in the past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection.
- xi. If there is a broader outbreak, the entire building will have to be closed for 48 hours after thorough disinfection. All the staff will work from alternative places or home, till the building is adequately disinfected and is declared fit for re-occupation.

4.0 Responsibilities of the Students

All out-station students have to return to the campus as and when advised, subject to the travel advisories in the regions of their current residence. The following protocol has to be followed by each student for re-entry into the institute.

- i. Every student must inform the Dean (Academic)/Chief Warden by email before travelling to the Institute. Students must submit a written declaration that he does not have any symptoms of flu or fever and that he did not come in contact with a suspected person or passing through /staying in Containment zone.
- ii. Upon arrival on the campus, each student will be subjected to the following at the entry gate:
 - thermal scanning for body temperature measurement
 - Sanitize hands and have their luggage disinfected.
 - Undergo health check-up at the designated place
 - Install Aarogya Sethu app if not already done and keep it updated
 - Proceed to their respective hostels
 - In case of fever recorded on thermal screening or Flu-like symptoms on entry at the NITW campus, proceed to the designated quarantine place at the NITW campus. Do not go to the Hostel. The treatment, follow up and further guidance will be the imparted by Institute Health Centre.
- iii. All students will have to undergo self-quarantine in their rooms as mandated by GOI. They will have to follow instructions strictly regarding wearing the mask, social distancing and meal timings in a mess. They are expected to carry their own meals plate, tumbler and clean them at the designated place.
- iv. All students are advised not to eat outside food. Outside food will not be permitted into the campus, until further orders.

5.0 Measures to be taken on occurrence of Case(s) on the Campus

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

When one or a few person (s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

- i. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
- ii. Report to concerned central/state health authorities. Helpline 1075 will be immediately informed.
- iii. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding the management of the case, his/her contacts and need for disinfection.
- iv. The suspect case if reporting very mild/mild symptoms on an assessment by the health authorities would be placed under home isolation, subject to fulfilment of criteria laid down in Muffs guidelines (available at:
- v. <https://www.mohfw.gov.in/pdf/RevisedguidelinesforHomelsofverymildpresymptomaticCOVID19cases10May2020.pdf>)
- vi. Suspect case, if assessed by health authorities as moderate to severe, he/she will follow guidelines at:

<https://www.mohfw.gov.in/pdf/FinalGuidanceonMangaementofCovidcasesversion2.pdf>.

- vii. The rapid response team of the concerned district shall be requested and will undertake the listing of contacts.
- viii. The necessary actions for contact tracing and disinfection of the workplace will start once the report of the patient is received as positive. The report will be expedited for this purpose.
- ix. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in a workplace setting. Due to the close environment in workplace settings, this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation and quarantine of contacts, case referral and management, will remain the same. However, the scale of arrangements will be larger.

5.1 Management of contacts

The high-risk exposure contacts shall be quarantined as per the orders of the Government. They will follow the guidelines on home quarantine (available on <https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>).

These persons shall undergo testing as per ICMR protocol (available at <https://www.mohfw.gov.in/pdf/Revisedtestingguidelines.pdf>).

The low-risk exposure contacts shall continue to work and closely monitor their health for the prescribed period.

5.1.1 Closure of workplace

If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in the past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.

However, if there is a more massive outbreak, the entire building will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building is adequately disinfected and is declared fit for re-occupation.

Disinfection Procedures in Offices

Detailed guidelines on the disinfection procedures in offices have already been issued by the MOHFW and are available on:

<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>.

5.1.2 Risk Profiling of Contacts

Contacts are persons who have been exposed to a confirmed case anytime between 2 days before the onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).

5.2 High-Risk Contact

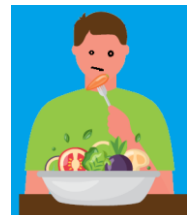
- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces; Ex: being coughed on, touching used paper tissues with a bare hand)
- Had direct physical contact with the body of the patient including physical examination without PPE
- Touched or cleaned the linens, clothes, or dishes of the patient.
- Lives in the same household as the patient.
- Anyone in close proximity (within 1 meter) of the confirmed case without precautions.
- Passengers nearby (within 1 meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

5.3 Low-Risk Contact

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to a confirmed case of COVID-19.
- Travelled in the same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

6.0 General Guidelines

1. Life may have to live with COVID19 for months or years. Let's not deny it or panic. Let's learn to live with this fact.
2. Washing hands and maintaining a two-meter physical distance is the best method for your protection.
3. If you don't have a COVID19 patient at home, there's no need to disinfect the surfaces at your house.
4. Packaged cargo, gas pumps, shopping carts and ATMs do not cause infection. Wash your hands, live your life as usual.
5. COVID19 is not a food infection. It is associated with drops of infection like the 'flu. There is no demonstrated risk that COVID19 is transmitted by ordering food.
6. You can lose your sense of smell with a lot of allergies and viral infections. This is only a non-specific symptom of COVID19
7. Once at home, you do not need to change your clothes urgently and go shower! Purity is a virtue. Paranoia is not!
8. The COVID19 virus doesn't hang in the air. This is a respiratory droplet infection that requires close contact.
9. It is sufficient to use normal soap against COVID19, not antibacterial soap. This is a virus, not bacteria.



10. The chances of bringing COVID19 home with your shoes is like being struck by lightning twice in a day.
11. You can't be protected from the virus by taking vinegar, sugarcane juice and ginger! These are for immunity, not a cure.
12. Wearing a mask for long periods interferes with your breathing and oxygen levels. Wear it only in crowds.
13. Wearing gloves is also a bad idea; the virus can accumulate into the glove and be easily transmitted if you touch your face. Better just to wash your hands regularly.
14. Immunity is significantly weakened by always staying in a sterile environment. Even if you eat immunity-boosting foods, please go out of your house regularly to any park/playground, maintaining social distancing.

6.1 Dos and Don'ts while visiting the Institute Health Centre for Faculty/ Staff/ Students

- Don't visit for minor ailments, use tele-health portal for consultation
- Wear a triple-layer mask and perfectly disposable headgear /cap
- Visit the hospital only during the time slot assigned for consultation
- Check your appointment time and date before coming to the hospital
- Don't touch wall, door, shake hands and electrical switches
- Line up in queues at the entry gate and follow physical distance norms
- Visit with one attendant only. Don't walk unnecessarily in Health Centre premises
- Don't lean over doctor while seeking consultation
- Don't bring a mobile phone or if necessary keep it in silent mode
- Take a bath before and after the visit to the Health Centre
- Wash your clothes in bleaching powder after returning from a Health Centre
- Avoid travel and take measures to cut the transmission

Specific responsibilities entrusted to different functionaries to deal with the post-lockdown situation are given in Annexure-I. Disinfection of workplace (Fig 1) and Disinfection of workplace Procedure (Fig 2) are also attached.

ANNEXURE -A

REPORT OF THE COVID-2019 TASK FORCE COMMITTEE MEETING HELD ON 27.04.2020 at 3.00 PM (THROUGH GOOGLE MEET)

A meeting was held through video conference on 27.04.2020 at 3.00 PM. The Committee discussed the situation arising out of the COVID-19 and discussed preparedness and arrangements for the post-lockdown scenario.

Members present:

1.	Prof. J. V. Ramana Murthy	Dean (S.W.)	Chairman
2.	Prof. S. Srinivasa Rao	Advisor (QAAA)	Member
3.	Shri S. Goverdhan Rao	Registrar	Member
4.	Prof. A. Venu Vinod	Chief Warden	Convener
5.	Dr. R. Satish Babu	Head, Biotechnology	Member
6.	Dr. J. Pranitha	Dy. Chief Warden (LH)	Member
7.	Dr. S. Shankar	Dy. Chief Warden	Member
8.	Dr. Onkara Permal	Dy. Chief Warden	Member
9.	Dr. (Smt) Saroj	Sr. Medical Officer	Member
10.	Dr. Ch. Karthik	Medical Officer	Member
11.	Shri G Ramesh	Executive Engineer, EMU?	Member
12.	Sri. Devadas	Security Officer	Member

The Committee makes the following recommendations for arrangements to take for the post-lockdown period:

S. No.	Item	Suggestions / Recommendation	Designated In-charge
1	Sanitization and Cleaning of the Entire Campus (including common places, building flooring, railings, stair cases, lift areas and toilets)	The Executive Engineer (EE) will oversee all the sanitization activities, including washroom cleaning with Sodium hypochlorite solution (or equivalent), identifying the appropriate location, sanitization with chemicals and cleaning of the entire campus. Further, he is also advised to procure the Sodium hypochlorite (or equivalent) chemical for this purpose.	Executive Engineer, EMU
2	Procurement of washable / reusable masks	All, faculty, staff and students have to wear masks. This has to be enforced strictly. While it is expected that individuals will be making their arrangements for face masks, stock could be maintained and supplied through institute cooperative stores on payment basis.	Dy. Chief Warden
3	Procurement of Thermal scanner and PPE kits	It was decided in the meeting that the Office of the Chief Warden will be arranging for procurement of the required quantity of Personal Protective Equipment (PPEs) (for Health Centre, from Institute funds), sanitizers, thermal scanners and all other related sanitization items required.	Office of the Chief Warden
4	COVID-19 test	The Committee discussed the matter and suggested that students, teaching and support staff returning to the campus after the	Sr. Medical officer

S. No.	Item	Suggestions / Recommendation	Designated In-charge
		lockdown would have to undergo a preliminary screening test at Health Centre. Further, the advice given by the Health centre will be followed.	
5	Drinking Water Supply and Refilling	Faculty Coordinator for Water Supply will be requested to take necessary action for the uninterrupted supply of drinking water to all in the campus and explore the possibility of additional water points to avoid gathering and to maintain social distance. Students are advised to get their own glasses for water.	AD (SW)
7	Staggering of Mess Timings	The possibility for the staggering of mess timings and more places for mess was discussed. The Chief warden has informed the Committee that this point had been discussed in the Wardens' meeting, and the necessary arrangements will be explored. It is planned to ask students to use their own plates, tea cups and tumblers. The respective mess warden has to make the arrangements for students for washing of their items so as to maintain hygiene.	Chief Warden office and Respective Mess Wardens
8	Guide Lines for Hostel Workers	The guidelines for the Mess workers, Hostel office staff and Sanitary section, need to be prepared. Gloves for mess workers are to be supplied.	Office of the Chief Warden
9	Disposal of Bio-Hazardous Materials	The Committee suggested that dust bins can be placed at the appropriate locations in the hostel and institute area for the disposal of the waste (masks etc).	EE, EMU
10	Food Street Opening	This item was discussed at length and it is recommended not to open all the stalls at the same time. Alternate stalls, by proximity, may be opened to avoid inconvenience to the students and at the same time by marking social distance slots. Guide lines for workers at the food street are to be given.	Registrar
11	Post lockdown Academic activities for students	It will be decided after the Senate meeting, which is to be held on 1 st June 2020. The detailed guidelines can be framed only after the availability of Academic Schedule for resumption of academic activity.	Dean (Academic)
12	DO's and Don'ts display poster about COVID-2019	The preparation of posters about COVID-19 DOs and DON'Ts are under preparation as informed by the Chief Warden. These points can be sent to all students as Mass SMS.	Office of Chief Warden
13	Personal visits, meetings to be avoided for administrative and student related issues.	The Committee suggested that all personal meetings to be avoided and any communication in related issues should take place through phone, email and video conference only. More details on purchase-	Dean (R&C) & Dean (Academic)

S. No.	Item	Suggestions / Recommendation	Designated In-charge
		related matters will be clarified by Dean (R&C). Students will be allowed to contact the office staff through a window or through email communication. A separate counter may be opened in the main building for such purpose.	
14	At the Main Gate and Staff gate	The thermal screening has to be done for every one entering campus through main gate. All motorized vehicles are to be parked either at the main gate or only at designated places within the campus. The Security officer will make necessary arrangements for issuing stickers to vehicles to institute employees, who do not have such stickers.	Security officer
15	Outsourced Staff	All labour contractors (for outsourced workforce) of the institute are advised to ensure that their workers strictly follow the COVID-19 guidelines issued by MHRD, and create awareness among them from time to time. The contractor has to be instructed that all his employees working under him should be healthy and free of any COVID-19 symptoms.	Office of Chief Warden & EE, EMU
16	Health Advisories	The Committee advised the Sr. Medical officer to prepare the guidelines	Sr. Medical officer
17	Arogyasetu App	All employees and staff (including outsourced staff) should install ‘Arogyasetu’ App in their mobiles and keep updating at regular intervals. Before starting for office, they must review their status on ‘Arogyasetu’ and commute only when the app shows ‘safe’ or ‘low risk’ status and follow the instructions given by Arogyasetu.	Respective HoDs/section Heads / Security Officer

ANNEXURE-B

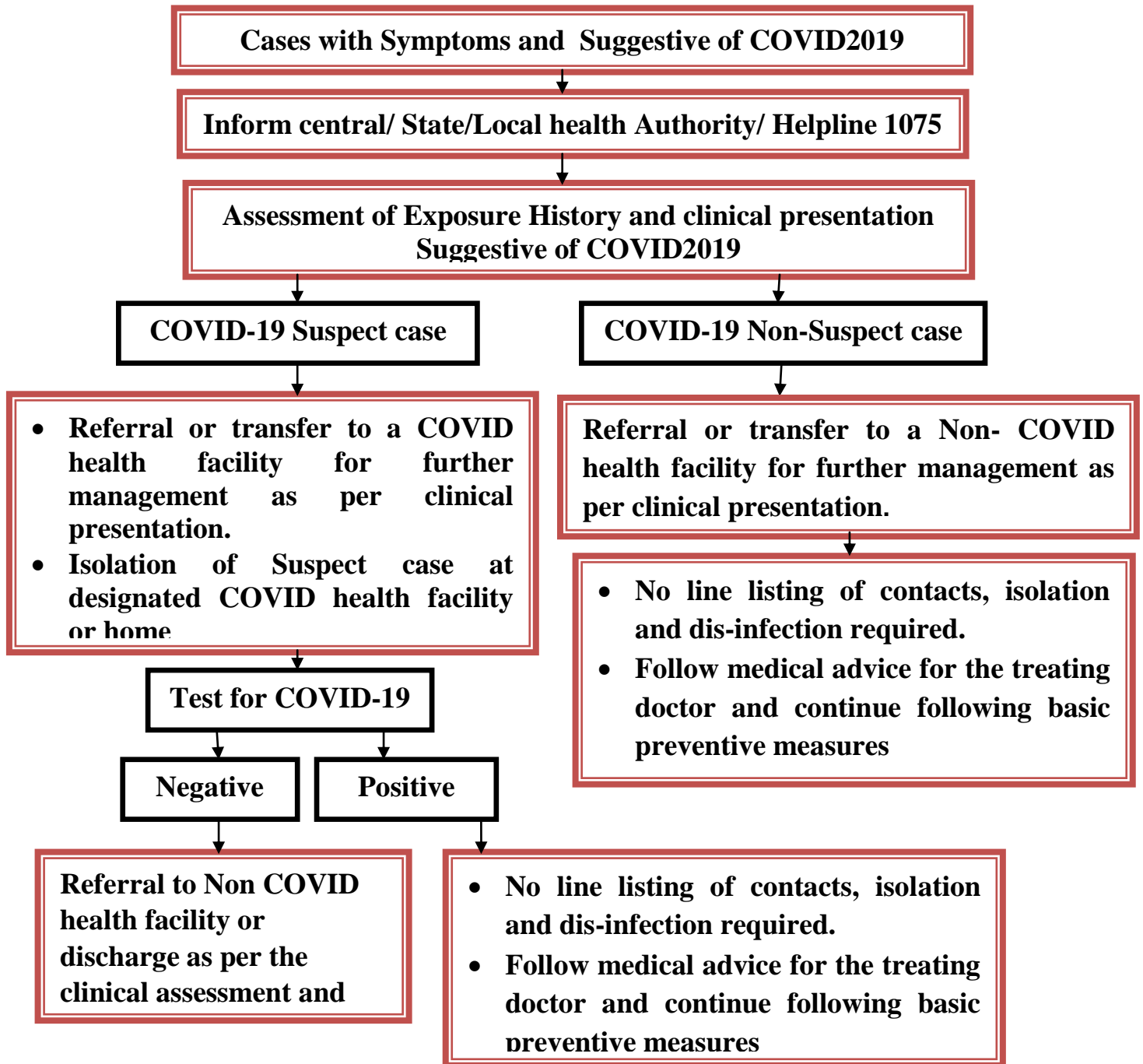


Figure 1: Management of the case(s) and contacts

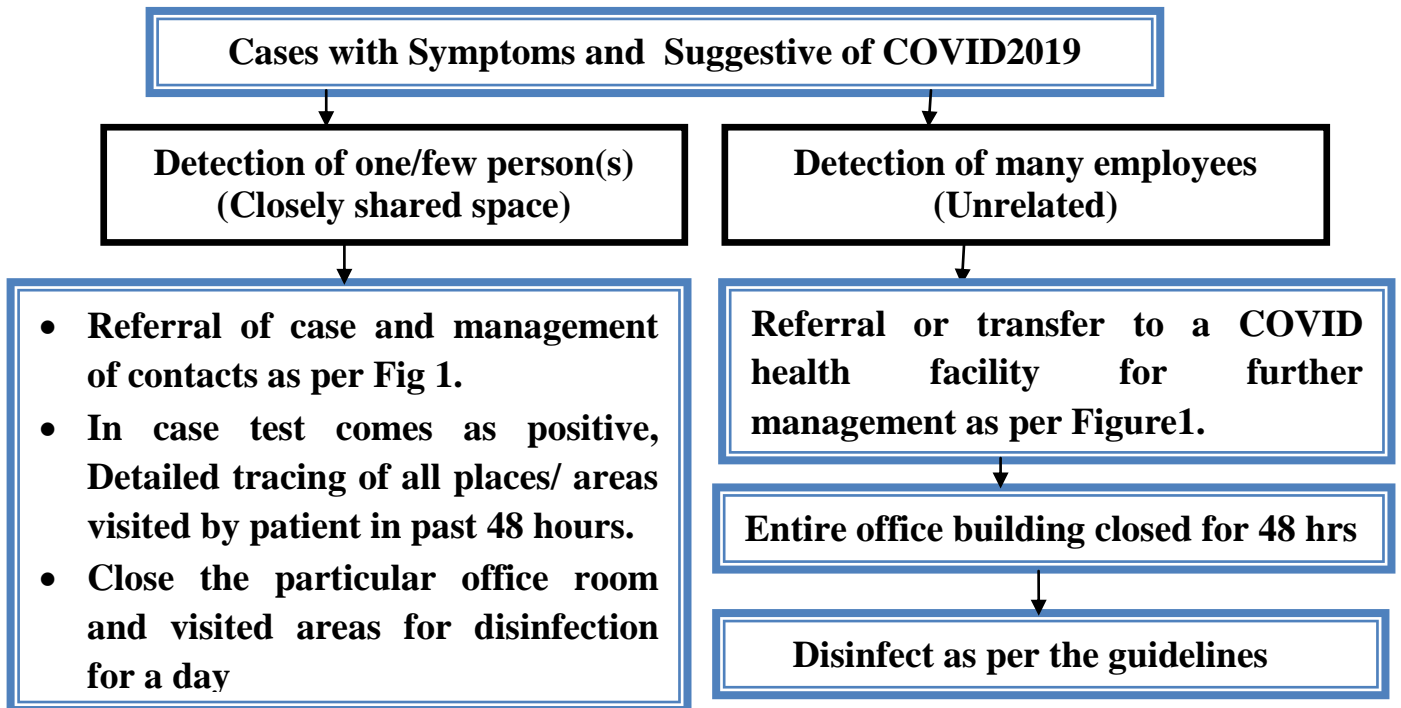


Fig-2: Disinfection of workplace

ANNEXURE -C

❖ EMERGENCY CONTACT NUMBERS

- Dean (Student Welfare) + 91- 9490165362
- Chief Warden + 91- 9490165356
- Deputy Chief Warden(s) + 91- 9491065970
 + 91- 9491065969
- Security Officer + 91- 9849113730
- Medical officer + 91- 8332969468