



## **INDIAN INSTITUTE OF TECHNOLOGY PATNA**

### **STANDARD OPERATING PROCEDURE: COVID - 19**

1. Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases, and through contaminated surfaces/ objects.
2. We have been handling matters in the context of COVID-19 matters on Institute campus and have been recommending measures periodically specific to our Institute (both through advisories as well as Minutes of meetings of COVID-19 Task Force) for continued prevention/precautions to be undertaken in line with the advisories/orders from the State and the Central Governments. The Task Force has had several rounds of meetings and discussions to prepare a rolling list of actionable items with timelines, keeping in mind the holistic requirements of all the linked issues. After several rounds of further discussions, an SOP has been created to be made applicable with immediate effect.
3. This SOP is in addition to the instructions and guidelines issued earlier through emails and other modes. It is IMPERATIVE to follow this SOP in letter and spirit by all to protect and insulate all our students, families, children and senior citizens against the accidental entry of COVID-19 infected person(s).
4. It is the responsibility of all residents to be part of the "preventive safety and security" system and correct people who violate / defy these norms, in these difficult times. Our safety is in our hands.
5. This SOP is laid out in two parts as follows:
  - (a) Part 1: Measures to be followed during Lockdown Period.
  - (b) Part 2: Measures to be followed post the Lockdown.

### **PART 1: MEASURES TO BE FOLLOWED DURING LOCKDOWN**

## **PERIOD**

### **SECTION- I GENERAL SOP**

- 1.** Following are the preventive and response measures to be observed by all to contain the spread of COVID-19 :
  - (a) Persons above 65 years of age, persons with co-morbidities, pregnant women are advised to stay at home, except for essential and health purposes.
  - (b) Individuals must maintain a minimum distance of 6 feet from one another in public places as far as feasible.
  - (c) Use of face covers/masks to be mandatory.
  - (d) Practice frequent hand washing with soap (for at least 20 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
  - (e) 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.
  - (f) Self-monitoring of health by all and reporting any illness at the earliest.
  - (g) Spitting shall be strictly prohibited.
  - (h) Installation and use of "Aarogya Setu" App by all employees and students.
  - (i) Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
  - (j) Any officer and staff residing in containment zone should inform the same to appropriate administrative authority and not attend the office till containment zone is de-notified. Such staff should be permitted to work from home.
  - (k) Drivers shall maintain social distancing and shall follow required dos and don'ts related to COVID-19. It shall be ensured by the service providers/ officers/ staff that drivers residing in containment zones shall not be allowed to drive vehicles.
  - (l) All visitors to be allowed entry only if using face cover/masks and

after being properly screened. The face cover/mask has to be worn at all times inside the Institute premises.

- (m) Posters on preventive measures about COVID-19 to be displayed prominently.
- (n) Proper crowd management in the parking lots and outside the premises– duly following social distancing norms be ensured. A proper disinfection of steering, door handles, keys, etc. of vehicles should be taken up. Shops, stalls, cafeteria etc. within the premises shall follow social distancing norms at all times.
- (o) Specific markings may be made with sufficient distancing to manage the queue and ensure social distancing in the premises.
- (p) Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
- (q) Ensure regular supply of hand sanitizers, soap and running water in washrooms.
- (r) Seating arrangement to be made in such a way that adequate social distancing is maintained.
- (s) Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- (t) 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 adequate cross ventilation should be ensured.
- (u) Large gatherings are prohibited inside the campus. For marriages, this no. is 50. Measures such as physical distancing, wearing of masks and use of sanitizer etc. should be ensured, irrespective of the size of the gathering.
- (v) Proper disposal of face covers, masks, gloves left by visitors and employees shall be ensured.
- (w) In the cafeteria, canteen, dining halls, proper crowd and queue management to be ensured with social distancing norms. Staff has to wear mask and hand gloves and take other required precautionary measures. Seating arrangement to ensure a distance of at least 1 meter between patrons. In the kitchen, the staff to

follow social distancing norms.

- 2. Entry and Exit from the Campus:** Residents are requested to refrain from going outside the campus to the maximum possible extent.
- 3. Entry of parents, siblings, close relatives etc.:** Entry will be allowed with the permission of Registrar. All such visitors along with respective on-campus-residents have to follow mandatory quarantine period of 14 days. Advice of the Medical Officer of the Institute shall also be taken immediately after entering the campus in addition to periodical screening / checkup.
- 4. Domestic Help:** There is variety of domestic help such as drivers, babysitter, house help, etc. who are required to enter into the campus on daily basis to assist the residents.

Domestic helps have been allowed in the campus subject to furnishing an undertaking as attached from their employer, the respective campus resident. The SOP is as under:

- (a) On first entry of the domestic help, they **MUST** submit their latest **ID** and undertaking from the employer to the security at the Main Gate 1 /Gate No. 2 for updating the records and for the purpose of cross-verification that they are not commuting from containment zones.
- (b) Encourage domestic help to download and install 'Araogya Setu' mobile app on their cell phones, if possible. Residents may help them in this matter.
- (c) At Main Gate 1/Gate No.2, the temperature of the domestic help will be measured, and the general health will be observed upon entry every day. Should they be found suffering from fever, running nose, cold or cough, they will be sent back and not permitted entry for two weeks (14 days) after that.
- (d) Domestic help should **NOT** be sent on **errands** out of the campus for any reason whatsoever. They will **NOT be permitted** to re-enter that day.
- (e) No Pan/Gutka chewing is permitted.
- (f) All domestic help entering the premises are advised to have

patience as the measures will slow down the Entry/Exit procedure. Guards will need some time to adopt and get used to the new procedures, and therefore co-operation is requested.

(g) All domestic help should preferably be given a gown which the house help may wear over his/her clothes when working inside the residence. Two such gowns would be required by the residents who employ domestic help at home. These must be washed daily.

(h) For their own safety, domestic help over 60 years of age or in family-way or nursing mothers **MUST NOT** be allowed to work in the campus in the interest of their health and well-being. It is recommended that employers of such house help support them financially or in kind, on humanitarian grounds, till the situation returns to normal.

(i) All domestic help should wash hands with **soap & water** at the entry gate. However, do ensure that this procedure is repeated once they enter the residence and before they leave the residence, as their hands may touch vulnerable commonly used places such as lifts, staircases etc.

(j) Physical distancing norms must be followed during their time inside the building, including the houses.

(k) Wearing of face mask is compulsory for the domestic help, including inside the house/apartment for safety. They should always wear them during their on premises presence. Encourage domestic helps to use staircases wherever possible.

(l) All residents should wear a mask from the time their domestic help enters the house till the time she/he exits.

(m) Request the domestic help to go only to those areas in the house, where they are required to go.

(n) In case the domestic help, while inside the house, shows any signs of cold, running nose, cough or difficulty in breathing, the same should be reported by the resident to the Health Centre/Medical Officer and the house help should be asked to leave the premises immediately and go to the Health Centre.

**4. Entry of Repair Personnel:** There will be requirement of calling various repair and maintenance personnel to the campus. While maintenance and repair personnel employed by the IWD/ CC/ CPWD offices will be governed by the same instructions as those for other employees, the following guidelines will be adhered to by those repair and maintenance personnel who go to the residences to attend personal work of the residents.

- (a) Entry to Campus: Residents wishing to get repair personnel to their residences must intimate details of such personnel including the time of arrival to the Security Officer. They will undergo thermal screening at Gate 1 / 2 and if found fit, permitted to enter the campus.
- (b) Residents are advised to ensure that the repair personnel wash/sanitize their hands before starting their work in the residences.
- (c) Infants and the elderly in the residence, if any, should preferably be in another room/floor during the time the repair work goes on so as to avoid any physical contact.
- (d) Residents are strongly advised to give the repair personnel a pair of disposable gloves, which the repair personnel must wear before entering the residence.
- (e) The resident must wear a mask at all times when the repair personnel are in the residence.
- (f) Thereafter, after attending to the repairs, the repair personnel must drop the used gloves in the garbage bin placed in the respective floor.
- (g) The residents must thereafter sanitize those surfaces which the repair personnel had come in contact with.

**5. Students currently on campus:** There are a few students on campus who could not go home prior to lock-down. All these students have been provided with single occupancy rooms. They have been provided with mask and soap. Sanitizers are also being provided at entry points. The students will observe all necessary precautions and adhere to all instructions and advisories issued from time to time by Govt. of India/ State Govt. / the Student Affairs Office / Warden Office.



## **6. Lift Protocol:**

- (a) As far as possible, use the staircase, both for physical fitness and for COVID reasons.
- (b) Use of Lifts will be restricted to two/three personnel only at a time (depending on the size of the Lift). People using Lift, should stand at the corner places, facing the lift wall. Touching of elevator buttons with bare hands may be avoided, alternate methods like operating the buttons with the use of capped pens, toothpicks etc., should be adopted.

**7. Face Masks:** As per Govt. orders, wearing of MASKS on campus is **COMPULSORY** all the time, in all areas of the Institute (i.e., any, and everywhere outside of your house/ hostel room). This requirement will continue even if relaxations are announced, and even after lifting of lockdown. Everybody on campus requested to remind straightway and/or point out to people who 'forget' to wear their face masks while stepping out of their houses and urge them to go back and wear it. The mask should cover both mouth and nostrils.

## **SECTION- II HEALTH CENTRE SOP**

**1. Procurement of Medicines, Masks and Sanitizers:** M/s. Ruban Hospital has agreed to provide medicines within 2 days of demand which has to be submitted through phone call/WhatsApp. They will deliver the medicine at the pharmacy of Institute's Health Centre. The payment for non-entitled medicines should be made directly to M/s Ruban using digital mode. Residents are advised to visit outside for purchase of medicine only when there is an emergency need of medicine that is not available at institute's pharmacy. Residents may also take help of the Institute's Health Centre staff or our empaneled nearby hospital M/s. NSMCH for any medical attention beyond the capacity of our Institute's Health Centre. The Institute shall arrange for vaccination camps inside the campus on payment or credit basis depending upon the admissibility of vaccine for its reimbursement as per CGHS/ CS (MA) rules

Our on-campus health center is also selling masks at its Pharmacy for residents. They have been asked to sell sanitizers as well. Residents may avail these services from the inside Pharmacy shop.

**2. Emergency Medical Consultations/Visits:** Residents who wish to go outside the campus for urgent medical requirements are requested to adhere to the following procedure:

- (a) At first, they must consult the Hospital Administration.
- (b) They must wear masks for protection, maintain physical distancing and observe all precautions.
- (c) On arrival back to the campus, they will be thermally screened. In case of any abnormality, they will be referred to the Health Centre.

**3. Management of Institute's health center:**

The Institute's health center provides first hand medical support/guidance to the residents. To avoid any infection, a standard infection prevention control practice should always be followed. These include:

- (a) Hand hygiene.
- (b) Use of personal protective equipment (gloves, masks, eyewear and headgear).
- (c) Disinfect linen as required.
- (d) Cleaning and disinfection of the health center as required.

All health care professionals residing on campus will follow the same health safety protocols as noted above in consultation with the Institute Doctor.

## **SECTION-III MARKET SOP**

**Supply of Essentials:**

- (a) Services of essential supply vendors are available in the Institute's Market Complex near Main Gate No. 2. Residents may purchase their groceries from there by physically visiting the market. They should follow physical distancing, mandatorily wear masks, should not cross the barriers placed in front of shops and avoid visiting along with their family members. One individual from each family should visit the market complex.
- (b) The captive grocery vendor has agreed to deliver goods up to the entrance of residence blocks for orders amounting to more than Rs. 500/-. Respective residents have to collect delivered goods from the area designated outside the blocks. The vendors and the respective resident should contact directly over phone. In exceptional cases only, the Security Guard may be asked to call the resident through intercom. The delivery boy should mandatorily wear mask and not



enter inside the Blocks.

- (c) Online delivery platforms like Amazon Pantry, Flip kart etc. have been permitted to deliver the groceries and essential items. Deliveries will be placed at the designated distribution point made near main gate number 2 of the institute. In addition, services of M/s. Orbit Mall who has agreed to deliver the items at the Institute's Main Gate may also be availed. There will be no physical contact between the residents and the service provider. Residents must sanitize their hands after collecting packets from the main gate or delivery point and do proper sanitization and cleaning of the deliveries.
- (d) Milk vendors have been allowed to distribute milk up to the main entrances of residential blocks. While entering in the campus, the vendors must be wearing a mask and gloves. They will go through thermal screening at the main gate. Milk is being distributed both in packets and loose. The residents should wash and clean milk packets and milk vessels before using them.
- (e) The Institute has allowed opening of two Vegetable and Fruits Shops, one grocery shop, one Dairy Product Shop and one Stationary Shop for meeting essential requirements. Various safety arrangements for ensuring adequate physical distancing have been made by painting roundels as well as by placing barricades in front of the shops. All residents are requested to adhere to this scrupulously in addition to other safety measures.
- (f) As of now, the newspaper vendors have not been allowed in the campus. The residents are encouraged to use e-paper facilities.

#### **SECTION-IV INSTITUTE'S WORK DEPARTMENT SOP**

1. Entry of limited number of local contractors& laborers on daily basis:
  - (i) Sub-Contractors/Supervisors:20
  - (ii) Labourers: 20-30
2. CPWD/NCC will make available the list of manpower to be allowed, well in advance to Head IWD and Security Officer. Their entry will be permitted through labour gate and movement is restricted to the construction sites only.

3. Laid down preventive measures and SOPs for carrying out the construction activities during lock-down period are to be followed religiously. Reluctance or negligence in observing the instructions related to COVID-19 will be viewed seriously. An internal monitoring committee has been constituted comprising of EE, AZ, Security Officer, Medical Officer and AR (Gen. Admin.) for periodic monitoring of the compliances.

4. Similarly, the CPWD, NCC and other contractors, allowed for construction activities will have to submit vehicle details and personnel details in advance to the Security Officer duly recommended by the Head, IWD for their daily entry inside the campus. They are required to sanitize their vehicles daily.

5. Security Guard of the construction firm shall serve sanitizer at Main Gate to their respective entrants.

6. Daily entry of bulk material (Sand and filling earth etc): Maximum 100-125 trips of filling earth & 30 trips of sand and other material per day is allowed. NCC will provide prior information of drivers and vehicles to the IITP security for providing hassle free entry. No. of vehicles should be kept at minimum number so as to avoid rush at entry points. Vehicles will be allowed through main gates as labour gate is too narrow for this purpose.

## **SECTION-V GENERAL ADMINISTRATION SOP**

### **1. Essential Service Providers.**

To continue the essential services inside the campus, following categories of service providers have been permitted:

- (a) Security staff.
- (b) Housekeeping staff, gardeners and attendants.
- (c) Essential engineering staff.
- (d) Different categories of outsourced Manpower.
- (e) Ambulance driver and other essential drivers of Institute vehicles.
- (f) IT support staff.

The SOP for above staff of service providers would be as follows:

- (a) Thermal Screening at the Gate.

- (b) All incoming service providers who reside on- campus will undergo the mandatory quarantine period as specified by the Medical Officer.
- (c) During the quarantine period, such personnel will not come out of their rooms and meals will be provided to them in their rooms itself.
- (d) Physical distancing norms should be adhered to.
- (e) They should not visit the Mess for taking food.
- (f) They should invariably wear the masks.
- (g) Frequent sanitizing by washing hands with soap or use of sanitizers.

## **2. Garbage Disposal and General Campus Cleanliness:**

Garbage removal will be ensured by the outsourced agency. Residents will place the garbage in garbage bins placed at each end of the road/floors/ central location in front of apartments and hostels. Green and blue bins have been placed for dry and wet waste respectively. Medical waste and sanitary waste will be placed in red bins placed at the institute health center.

## **SECTION-VI MESS AND GUEST HOUSE SOP**

### **Catering Arrangements (Mess and Guest House):**

**1. Mess:** Minimum essential number of the Institute's catering staff has been permitted to reside inside the campus. During the period of lockdown only Mess 1 will be functional in the Boys' Hostel. Proper physical distancing must be followed for the seating arrangement. No personnel except the students are allowed to take food in Mess without prior permission of the Warden / Hostel Office / A dean (SA).

**2. Guest House:** Guest House kitchen has been opened for take away food on preorder basis. The Guest House will not allow anyone to use the dining facilities and shall ensure all hygiene while preparing the food. The services of captive Personnel (Cook / Care Taker) may be utilized initially. The Personnel deployed should sanitize / wash their hands properly before entering into the kitchen and use aprons and masks while cooking food. Their aprons and masks should be washed daily.

## **PART 2: MEASURES TO BE FOLLOWED POST LOCKDOWN**

**1. Entry and Exit from Campus:** Post lifting of lockdown restrictions, the Institute will adopt an incremental shift to normalcy.

Additional service providers like newspaper vendor, e-commerce delivery boys will be permitted to come inside the campus.

- (a) These service providers will be medically examined before resuming normal duties.
- (b) The quantum of additional service providers will be decided by the competent authority depending on the evolving situation.

**2. Functioning of Offices:** In the offices of relatively close setting, with shared spaces like corridors, lifts and stairs, parking places, staff room, conference rooms etc. , COVID-19 infection can spread relatively fast among staff and visitors. Thus, there is a need to prevent importation of infection in workplace settings and to respond in a timely and effective manner if suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection. The following must be strictly adhered to:

- (a) Thermal scanning of all employees coming to the Institute will be done at Gate 1/2. Personnel whose temperature is not normal will be immediately referred to the institute's hospital for further advice and course of action. All employees are requested to adhere to this scrupulously.
- (b) Head of the departments/ officers may ensure staggered timings and duty rosters for the employees in their departments to ensure social distancing within office.
- (c) All employees should display the Institute I-Cards at Gates as and when asked by the Security.
- (d) They must wear masks while travelling or during their stay in the office.
- (e) Employees should wash their hands often. If water is not available, all personnel shall sanitize their hands, especially before entry into or exit from offices with hand sanitizers to be made available at all entrances or at various strategic points of the Institute. Their use should be judicious.
- (f) Employees should maintain personal hygiene and abide by norms of minimum 6 feet physical distancing at all times.

- (g) Employees coming to the office must bring their lunch, drinking water, etc. to office, since Food Court/ other eateries will not be operational till further orders.
- (h) To the extent possible, employees should use their personal vehicles for commuting to the Institute. Carpools of maximum three per car is permitted, including driver, if any. In case of travel by two-wheelers, only one employee should travel.
- (i) Spitting in institute premises is prohibited and is a punishable offence.
- (j) “Aarogya Setu” app must be downloaded on mobile phone and all the employees are instructed to register themselves.

### **3. Measures at the Offices:**

- (a) All offices will be cleaned completely by the housekeeping staff before arrival of the staff members. For opening of the office, one staff member from each office must open it at 8 AM to facilitate the housekeeping staff to do their job.
- (b) Sanitizers will be placed on the table of the guards at the entrance of Admin Blocks and Academic Blocks, and it will be ensured that there is adequate stock of sanitizer at all times.
- (c) Entry of visitors in the Institute will be permitted only with prior consent of the person to be visited upon.
- (d) Routine visitors such as bank employees, post office personnel and couriers will be permitted with due adherence to preventive measures and physical distancing.
- (e) Meetings should be held using various communication facilities, viz. video conferencing (Webex / Teams etc.) and physical meetings to be conducted only if it is absolutely necessary.
- (f) Notice of maximum seating capacity as per social distancing norms is to be displayed at the entry of each conference hall/ office. This will be the responsibility of the respective heads of various units.

**4. Opening of Food Court / Nescafe Outlets:** As of now, their operation is not permitted.

**5. Plan for Students' arrival:** So as to minimize the health risk and also to ensure that the campus administration can handle the requirements of the incoming students efficiently, the Student Affairs Office headed by Associate Dean (Student Affairs) along with the wardens and Hostel Office are preparing a plan in consultation with

the Academic Office to bring students back on campus in batches on pre-communicated dates. IMC has to provide the health advisory. A detailed SOP on this subject is underway and will be issued subsequently.

**6. Hair-cutting Salon and Parlour:** In view of ongoing COVID-19 pandemic, the following advisory is issued; this is to be followed once these establishments are open.

- (a) Person with fever, cold, cough and throat pain shall NOT be allowed inside the salon.
- (b) Persons without face masks (clients and staff) shall not be allowed inside.
- (c) Hand sanitizers shall be made available by the salon and parlour at the entry.
- (d) All staff shall wear face mask, head cover and apron always and compulsorily.
- (e) Disposable towel/paper sheet shall be used for each client.
- (f) All equipment will be sanitized after each use, using 7% Lysol for 30 minutes. It is advised to have multiple sets; when one set is disinfected, the other can be used.
- (g) Staff should sanitize their hands after every haircut.
- (h) Appointments or token system to be adopted to stagger client entry.
- (i) Adequate spacing (at least 1 meter) shall be maintained for seating.
- (j) The seating area, staircases and handrails must be disinfected with 1% sodium hypochlorite solution (minimum twice daily).
- (k) Floor area shall be cleaned frequently.
- (l) Sharp waste which includes blades, disposable razors etc. shall be collected separately and disposed of by putting it into the garbage bin only.

## **CONCLUSION**

This SOP is NOT and CANNOT by any means be all-comprehensive or cover every nuance of safety against this deadly pandemic. The SOP is dynamic and will be reviewed periodically, based on the evolving situation. All students and residents are encouraged to keep themselves abreast of the current orders on the subject. The spreading of COVID-19 is all about "CONTACT" irrespective of age or gender. We all need to



remain alert and conscious of this fact without panicking. It is the responsibility of everyone to take all precautionary measures not only for his/her safety but also to display care and concern for your co-residents and their families, children and the elderly. We need to stay united and fight this disease collectively.

**BE VIGILANT AND BE COOPERATIVE!**  
**STAY HOME and STAY SAFE!**

Registrar