

SOP on preventive measures to be followed in the Campus of Assam Women's University to contain spread of COVID-19

1. Background

- a. Universities are one of the most vulnerable places when it comes to COVID-19. To prevent spread of COVID-19 infection, it is important that required physical distancing and other preventive measures are strictly followed in the campus.

2. Scope

- a. This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at the University campus to prevent spread of COVID-19. As per Assam Gov't direction this SOP will be applicable to Assam Women's University until further orders.

3. Promoting COVID appropriate behaviour

- a. Simple public health measures are to be promoted to reduce the risk of spread of COVID-19 infection. These measures are to be observed by all (staff and students) in these places at all times. These include:
 - 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. Practice 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 made 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 to State or District helpline.
 - vi. Spitting shall be strictly prohibited.
 - vii. Installation & use of Aarogya Setu App shall be advised to all.

4. Protecting the vulnerable population

- a. Employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions must take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.

5. Providing and maintaining healthy environment

- a. Prior to resumption of activities, all work areas, public utility areas shall be sanitized with 1% Sodium Hypochlorite solution. Thereafter this will be done on a regular basis. Detailed guidelines are available at: <https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>.

- b. Cleaning and regular disinfection (using 1% Sodium Hypochlorite solution) of frequently touched surfaces (door knobs/handles, elevator buttons, hand rails, slides, chairs, tabletops, benches, washroom fixtures, etc.) and floors, walls etc. to be done before opening.
 - c. Provisions to be made for multiple hand washing stations and hand sanitizers for the use of public. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
 - d. Deep cleaning of all drinking and hand washing stations, washrooms, showers and lavatories shall be ensured.
 - e. Visitors and employees should be advised to dispose of used face covers / masks in separate covered bins placed in common areas.
6. Planning for operations, scheduling and monitoring of activities
- a. Physical distancing
 - i. For ensuring physical distancing inside and outside the premises, specific markings on the floor may be made. Similarly, physical distancing shall also be maintained in office areas and common utility areas.
 - b. Ensuring ventilation
 - i. As far as feasible, natural ventilation must be ensured and use of small enclosed spaces must be discouraged.
 - ii. Circulation of outdoor air needs to be increased, as much as possible, by opening windows and doors, using fans, or other methods.
 - c. Making available COVID related supplies
 - i. Appropriate arrangements for personal protection devices like face covers/masks, and other logistics like hand sanitizers, soap, sodium hypochlorite solution (1%) etc. shall be made available by management for their employees as per requirements.
 - ii. Provide an adequate supply of calibrated thermal guns.
 - iii. Ensure availability of covered dustbins and trash cans in sufficient numbers to manage waste as per CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-MedicalWaste/BMW-GUIDELINES-COVID_1.pdf)
 - d. Creating awareness
 - i. The dos and Don'ts for COVID-19 should be displayed in many places inside the University Campus.
 - ii. The faculties should take initiative to inform to students about the precautions required to take.
 - iii. Recorded messages on precautionary measures and COVID appropriate behaviour may be played.
 - iv. Display State helpline numbers and also numbers of local health authorities at prominent places.
7. Maintaining Healthy operations
- a. At the entry point and exit.

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Multiple gates/separate gates, if feasible, should be used for entry and exit.
- iii. Only asymptomatic persons (managerial staff, employees, students, visitors) to be allowed in the premises.

8. Protocol for General Cleaning, Maintenance and Hygiene of Campus Infrastructure:

- a. The University shall ensure that its entire Campus premises of academic, administrative and other buildings including pathways, washrooms, staircases etc are well maintained with hygienic care by carrying out the following procedures.
 - i. Daily sweeping and wet mopping of all room floors with disinfectant soap solution.
 - ii. Daily cleaning of all Door & window handles/knobs, railings of staircase, lift exteriors, washbasin & closet handles/knobs with disinfectant soap solution.
 - iii. Daily cleaning of all tables/chairs/desks/benches in all rooms including offices, canteens etc with disinfectant cleaning liquid.
 - iv. Daily cleaning computers / copiers/ water coolers etc with disinfectant cleaning liquid.
 - v. Daily cleaning of the transporting vehicles and spraying of its interior with disinfectants
 - vi. Weekly spraying of approved disinfectants on all class rooms, faculty cabins, meeting rooms, offices, canteens, lift interiors, washrooms etc and all such areas where people move about.
 - vii. Weekly cleaning of all Hostel Rooms and residences including spraying of approved disinfectants.
 - viii. Monthly fumigation of interior and exterior of all buildings of the University housed within its Campus and the interior of all its hostels and residences.
 - ix. Protocol for Personal Hygiene and Safety
 - x. Every one entering the class rooms / offices/ canteen etc. must ensure hand wash with soap or sanitizer provided in the wash rooms.
 - xi. Use disposable tissues (napkins) / hand dryers provided in the wash room for wiping after hand wash. No towels will be provided in the wash rooms. Dispose the used tissues in the self- closing dustbins provided.
 - xii. Personal greeting of each other must be restricted to smile and there shall be no hugging or shaking hands.
 - xiii. Ensure to cover the nose and mouth with hand kerchief while sneezing or coughing and regularly soap wash the handkerchief.
 - xiv. Always keep social distancing of at least one meter and wear the face mask
 - xv. Wash and dry the re-usable face masks at least once in a day.
 - xvi. Do not allow usage of one's personal phones / laptops by another.
 - xvii. Always drink water using personal water bottle.

9. Protocol within the Class rooms/Library/Meeting rooms

- a. Students will attend only one day in a week for Physical classes (Physical Classes will be used for doubt clearing). Other classes will continue on Online mode until further others as per the schedule already prepared. However, students' attendance is not mandatory. The lab classes will be there ensuring all guidelines issued here. The following table may be followed for physical classes:

Post Graduate Programmes

Day	Departments	Semester
Monday	Assamese, Business Mgmt., Cultural Studies	1, 3
Tuesday	Economics, English, ICS, Pol. Sc.	1, 3, 5
Wednesday	Fashion D&T	1, 3
Thursday	Education, MLIS, MTTM, Mass Comm.	1, 3
Friday	Sociology	1, 3

Under Graduate Programmes:

Day	Departments	Semester
Monday	BPY, BPT	1,5
Tuesday	BPY, BPT	3,7
Wednesday	BPY, BPT	3,5
Thursday	BPY, BPT	1,7
Friday	BPY, BPT	3,5,7

- b. Students will be allowed to attend the classes in Physical Classroom only with the written consent of their parents/guardians.
- c. The students will be seated in an arrangement with everyone at least 6 feet apart. Outdoors may be used whenever it is convenient.
- d. Teachers should seat at least 6 feet apart in the teaching staff's room.
- e. Until full normalization of environmental safety post lockdown, most of the classes shall be held 'online' through appropriate learning platform/s except for a few programmes needing regular class conduct and those which involves laboratory work.
- f. While holding classes in regular class rooms or in the laboratory by exception, the students shall be seated keeping the safe distance and they shall be required to follow the prescribed Protocol Personal Hygiene and Safety to the extent applicable.
- g. Use of Library shall be with staggered hours for students of different programmes to prevent overcrowding and entry shall be strictly in accordance with the schedule. All students/faculty entering the Library shall be required to follow the prescribed Protocol for Personal Hygiene and Safety to the extent applicable.

- h. Any meeting of Staff/faculty or of Regulatory Bodies shall be held only in pre-sanitized meeting rooms and every one attending the meeting shall follow the prescribed Protocol for Personal Hygiene and Safety to the extent applicable.
- i. Protocol within the Canteen / Campus Store
 - i. Canteen facility shall be staggered with breakfast hours between 7AM and 9AM and Lunch Hours between 12.30PM and 2.30PM and Dinner Hours (if provided) between 7PM and 9PM. This is aimed to prevent overcrowding.
 - ii. Entry in to the Canteen at any point of time shall not be for more than 30 persons and food shall be served on the table. Seating will be subject to prescribed safe distance and there shall be no self-service either from the counters or from the dispensers.
 - iii. Food served at the canteen shall be on hygienically sanitized crockery/plates/cups.
 - iv. Every one entering the Canteen shall follow the prescribed Protocol for Personal Hygiene and Safety to the extent applicable.

10. Protocol within the Hostels

- a. Hostel to remain closed till further notice.

11. Protocol During Sickness

- a. If any student, faculty, staff or any other member of the University community fall sick with one or more of cold, cough, fever, head ache, breathing difficulty, vomiting sensation or diarrhea irrespective of their place of stay shall immediately report to the authority.
- b. All cases of isolation/quarantine of any of the students shall be immediately notified to their parents.
- c. Any student /faculty/staff suffering from any of the said symptoms and are only prescribed medicines and not advised for isolation may attend classes /duties subject to maintaining social distancing and wearing the face masks at all times. However, all such persons shall undertake weekly medical review.

12. Formation of Task Force

The University will constitute task force for Emergency Care Support, Response team support, General Support and Hygiene Inspection. The teams will include faculties, support staffs and students. The teams will coordinate among them to meet the requirement of the University.

Further the University will have a hostel management committee.

A committee with multiple stakeholders is also to be formed. Representative from DTE, Health and Family Welfare Department, District Administration, Faculty members, Parents, Guardians and students will all be a part of this committee.