

SOP to reopen the hostels of Assam Women's University, Jorhat-04

As per the order No. ASE.01/2020/Pt.-III/99 of Govt. of Assam dated 4th December 2020, regarding reopening of hostels in the educational institution located in the state of Assam, Following SOP will be in force to reopen the hostel of Assam Women's University, Jorhat, Accordingly.

Background: Hostel of the 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 proper precautions and other preventive measures are strictly followed in the campus.

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

(A) General Guidelines

1. Hostel will be reopened in Assam Women's University from 15th December, 2020 positively until further orders in respect of final year hostel students.
2. Before reopening of hostels "RAT shall have to be done (compulsory)" in respect of all hostel superintendents/ wardens/ hostel supervising officers, cooks, helper engaged in management of hostels, preparation and serving of food among the hostel students including cleaners who are entrusted with the task of cleaning and maintaining cleanliness of task of hostel.
3. The hostel shall have to be fully sanitized including kitchen, toilets, bedroom, dormitories, dining halls, seating hall etc, before reopening of hostel.
4. Regarding sanitization of hostel, RAT among the hostel superintendents/ wardens/ hostel supervising officers, cooks, helper, cleaners etc, full responsibility will rest with the head of the institution.
5. In respect of students willing to come and stay in residential hostel, consent will be obtained from the parents of the students in writing.
6. In respect students and teachers of Assam Women's University, who will stay in hostels RAT shall have to be done among the teachers and students before entering hostels.
7. Students will report to hostel in phase manner (group wise). Groups entry will be fixed and finalized by head of the institution.
8. Staying in hostel for students will not be compulsory and will depend entirely on parental consent. However, after joining in hostel, attendance is to be regularly monitored.
9. Students will be accommodated in the dormitory in alternate date i.e., by keeping one bed vacant between two students by reducing the number of inmates in each dormitory to 50% as per the requirement. Beds which are not to be occupied are to be properly labelled.
10. Temporary partition may be erected to separate inmates/ borders if required and feasible adequate distance between beds may be ensured.
11. Physical/ Social distancing must be maintained at all the time at the hostels. Signage and messaging at prominent places should be ensured relating to COVID 19 precautions and protocols.
12. Alternative space may be arranged to accommodate students to enable physical/ social distancing.
13. Initial preference for calling students to join back hostels may be given to students who do not have any support at home and also no facility for online education.
14. Students of final year classes may be called first as per accommodation facility of the hostel of Assam Women's University.
15. Screening of every hostel boarders needs to be done before the start staying at the hostel only asymptomatic borders shall be allowed to stay in the hostel.
16. Since students may be coming from different locations by using public transport such as buses, trains etc. it is important that they should minimize their contact and interaction with others on arrival at hostel, and effectively maintain quarantine as per state requirement. Their health status should

monitor during the period by the head of the institution through engagement of a Nodal Health Officer.

17. Hostels should be out of bound for all persons except essential staff with known and acceptable health status.
18. Medical team should inspect kitchen and mess at least once a week to ensure maintenance of hygiene.
19. Capacity building of hostel staff should be done on physical / social distancing norms, health and hygiene, clean and nutritious food, etc., for hostellers.

(B) SPECIFIC GUIDELINES:

Protocol to be followed in case of detection of a suspected case of COVID-19

1. Earmark a room beforehand for isolation with facilities for a bed and toilet, etc.
2. Place ill students or staff in this room or area where they are examined by doctor.
3. Provide a mask / face cover till such time as he / she / they are examined by a doctor.
4. Immediately inform the nearest medical facility (hospital / clinic) or call state or district helpline.
5. A risk assessment will be undertaken by the designated public health authority (District Rapid Response Team / treating physician) and accordingly further action be initiated regarding management of case, his / her / their contacts and need for disinfection.
6. Disinfection of premises to be taken up if the person is / are found positive.
7. For a suspect or a case detected in hostel, the student / staff shall not be sent back to his / her home as it may lead to spread of the disease. He / She should be isolated and state / district health officials shall be informed for suitable follow up action. His / Her parent / Guardian should be informed immediately.
8. All protocols as advised by Ministry of Health and Family Welfare should be followed.

(C) Physical / Social distancing during distribution of Meal

1. Methods of safe distribution should be employed by the hostel of Assam Women's University which include staggered distribution. Food may be provided in multiple batches.
2. Physical / Social distancing norms may be observed in the kitchen as well. No other person may be allowed in the kitchen except minimum essential staff. Cleanliness of kitchen and its staff may be ensured.
3. Staggered timing for having meals is to be ensured to avoid crowding.

(D) Entry of Cook and Mess / Kitchen Helpers in Hostel

1. It shall be the responsibility of the hostel administration of AWU related to kitchen and dining to ensure that the mess / kitchen staff is not COVID positive.
2. All mess / kitchen staff shall have to give a self-declaration with regard to the health wellness of self before their starting their work in hostel.
3. Thermal scanning of the mess and kitchen staff may be carried out at the entry of the mess/kitchen to check the temperature. The temperature may record on daily basis.
4. The Mess / Kitchen staff must sanitized / wash their hands for minimum 40 seconds upon entering in the kitchen.
5. Wearing face covers / mask will be mandatory during cleaning / washing, cutting, cooking and serving of meals. If re-usable / handmade face covers are used, it should be ensured that they are watched daily.
6. Spitting and nose blowing should be strictly prohibited within the premises by Mess / kitchen staff or any other person during hostel hours and specially while handling food.
7. The Mess / Kitchen staff should be provided adequate and suitable clean protective apron, and head gear for covering hairs and gloves.
8. The Mess / Kitchen staff should wash their hands at least each time work is resumed and whenever contamination of their hands could be occurred e.g. after coughing / sneezing, visiting toilets, using telephone for 40 seconds.

9. Capacity building of Cook and Helper and Teacher through digital mode can be used to update them on hygiene, safety and physical / social distancing in hostel of AWU.
10. Cleaning Kitchen cum Store or the place of cooking.
11. The Kitchen cum store / place of cooking must be deep cleaned and sanitized before 24 hours of actual cooking after reopening of hostels.
12. The kitchen should be cleaned before the actual preparation and cooking of foods on daily basis.
13. The floors of the Kitchen and cooking top should be cleaned every day before and after the food is cooked.
14. It is important that surfaces in direct contact with food must be both clean and dry before use.
15. Ventilation system natural and / or mechanical including windows, exhaust fans etc. wherever required should be designed and constructed so that air does not flow from contaminated areas to clean areas.

(E) Serving of meals

1. The serving and dining area should also be well sanitized before and after food consumption.
2. The serving of meals to the hostel students may be done in a spread-out manner in batches to follow the physical / social distancing norms.
3. However, in case meals are served in hostels dining halls, clean markings should guide the students to the seating arrangements.
4. The Cook and Helpers, while distributing foods, should wear personal protective equipment such as hand gloves, face mask, head covers and shall maintain appropriate distance from the hostel students.
5. The Hostel student also wear face cloth/mask while food is being served and at all times in the dining areas except while eating / drinking.