



STANDARD OPERATING PROCEDURES

COVID PREPAREDNESS

Dr. N.S.A.M. First Grade College

Bangalore-64

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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 also through contaminated surfaces/object. The Lockdown ordered in the country lead to the closure of all the campuses.

In April 2020, Nitte Group of Institutions, initiated an informal discussion on the preparation and procedures the institutions need to follow once the campus reopens. It was decided to a covid ad-hoc committee was set up to discuss prevention/precautions to be undertaken to prevent spread of COVID-19 in line with the advisories/orders from the State and the Central Governments. The committee is responsible for the 4 institutions located in Mylappanahalli.

The objectives of the committee:

1. To draft a set of guidelines, rules and procedures that could assist the people to prepare for the reopening of institutions.
2. To meet online and engage frequently to understand and address the full range of issues for maximal safety of the campus.
3. To prepare a rolling list of actionable items with timelines, keeping in mind the requirements of all linked issues to safety
4. To review the safety measures and procedures on a regular basis- based on the changed situations and Government orders.
5. To conduct sensitization/awareness training for the all the employees- teaching non-teaching; students and parents.
6. To nominate a Covid Nodal Officer at each campus and outline the role and regulations.

Constitution of the Committee:

The committee would consist at least 10 members. The membership details are as follows:

Sl. No.	Designation	Number of members
1.	Administrator, NET	1
2.	Principals of the four institutions Dr. N.S.A.M. First Grade College, Dr. N.S.A.M. PU College, Nitte International School and Nitte PU College	4
3.	Faculty representatives (One each from every institution)	4
4.	Counselor	1
	TOTAL	10

The constitution of the committee can be increased if necessary, as per the requirement.

Schedule of meetings:

- The committee would formally/informally meet online as and when required during the lockdown to plan/review for the procedures outlined in the objectives.
- Minutes of the formal meetings will be maintained.

Responsibilities of the Covid Nodal Officer:

The Covid Nodal Officer will be nominated by each and every college/School of Nitte Education Trust, Bangalore(Myllappanahalli) Campuses. He or she is responsible for all procedures to be followed, awareness activities facilitated, collaborating with required agencies and also review the processes on a regular basis. The Officer would identify a team with representatives from the teaching and non-teaching staff, students and any other individual from the institution as per the requirement.

It would include the following:

- Liaison and collaborate with all required Government Departments including Health Department and Law enforcing agencies to ensure that the institutions adhere to all the rules and regulations in keeping the campus safe.
- Ensure that systems, personnel and equipment required for COVID -19 control measures are in place and functional.
- Bring in standardization and best practices keeping in mind safety, security and dignity of personnel involved.
- To publish and publicise guidelines finalised for respective stakeholders
- Coordinate and arrange awareness sessions for various stakeholders
- Put in place a Covid reaction team and practice their drills for various contingencies.
- Coordinate the waste management system especially the biomedical waste s like masks/gloves etc.
 - Delegate and inform the cleaning and disposal protocols
 - Monitor the system on a regular basis
- Organise and control health and hygiene monitoring team in every Institution.
 - To arrange getting materials for cleaning
 - Supervise n monitor whether guidelines are followed or not
 - Check for day to day entries of people enter the campus in register
 - Checking of documents to be submitted in case of any travel or illness record
 - Coordinate with parents if any student falls sick by following all the necessary processes to ensure safety.
- Promote and coordinate activities with various clubs/ forums/ departments within or outside the campus for students to build the awareness or bring behavioural changes among them.
- Review the procedures/protocols on a regular basis, in the context of the changes suggested by the Government.

Additionally,

- He/she is expected to convene the meetings and set an agenda for the discussion.
- To write and circulate the minutes of the meeting.

The committee has outlined the following as the new rules and procedures to be followed when the school/ college will be opened.

SCHOOL/COLLEGE

- As per the instructions of the Government, a Covid Nodal Officer has been appointed for the institution.
- All the students and staff practice social distancing at all times.
- All the staff and students have to mandatorily use of masks at all times.
- All the staff and students are to use of hand sanitizers provided in several places within the school premises including at the gate.
- All the staff and students and all visitors are expected to cooperate for mandatory thermal screening at the gate, before entering the campus.
- All parents or any visitor visiting the school will have to fill in the register with all details asked for.

We encourage and expect our staff

- To carry their own sanitizer bottles and use it regularly.
- To use of their own materials
- Not to exchange any food items.
- To stay at home if unwell. Report your absence to the reporting authority.
- To regularly use hand wash zones available across the premises.

As additional safety measures the school/College has

- a on-call doctor or nurse available at all times.
- Ensured regular cleaning and sanitization of toilets and basins and the like.
- Deferred conducting any special events and large gatherings in school/college
- Shifted PTA meetings and staff meetings online.
- Shifted field trips and school events online.
- Provided staggered arrival and dismissal times to avoid crowding to ensure smooth entry and exit.
- Provided buses with reduced capacity.
- Provided different break times to avoid crowding of washrooms as well as canteens

- Provided masks and gloves for support staff and teachers as required.
- Ensured sanitization of buildings, desks and other surfaces of contact.
- Arranged for systematic entry and exit and mandatory temperature checks before entry.

Our institution believes in:

- Briefing students and staff about the new rules and norms to follow before reopening.
- Hosting virtual sensitization workshops for students, parents, teachers and staff.
- Providing virtual workshops on mental health and psychological well-being for all.
- Being open for recommendations and suggestions from all stakeholders.

We have incorporated new procedures to facilitate teaching learning process like

- Having a blended learning pattern with a combination of classes online and offline.
- reorganizing classrooms to ensure social distancing wherever possible.
- Making use of open spaces or amphitheatres for some classes
- Providing shift-based learning to ensure smaller class sizes.
- Providing regular training for staff and students on the use of the online platform.
- Communicating with parents openly and effectively regarding evaluation, online classes and reassure them that online platforms will be used to optimally to ensure the same quality of learning.
- Making arrangements for adequate IT infrastructure wherever required.

To ensure the psychological wellbeing of students, our school has worked towards

- Having access to mental health professional during school hours.
- Assigning champions/moderators of social distancing in the classrooms to ensure rules are followed.
- Considering rewards system within the classroom to ensure social distancing.

- Using videos and games to teach students about the importance of social distancing.
- Talking to students about personal boundaries and how to maintain distance.
- Having a virtual circle time to discuss feelings towards the changes.

GUIDELINES FOR STAFF

General guidelines:

- These rules are being followed for our safety. Follow them strictly.
- Social distancing must be followed inside and outside school premises.
- All staff have to strictly practice social distancing at all times.
- All the staff have to mandatorily use masks at all times
- All the staff are to use of hand sanitizers provided in several places within the school premises including at the gate.
- All the staff are expected to cooperate for mandatory thermal screening at the gate before entering the campus.
- Be empathetic and respectful to students, colleagues and all supporting staff.

We encourage and expect our staff

- To carry their own sanitizer bottles
- To regularly use hand wash zones available across the premises.
- To use of their own materials
- Not to exchange any food items.
- To stay at home if unwell. Report your absence to the reporting authority.
- If you travel anywhere, make note of it immediately or report it the appropriate reporting authority.
- Cooperate with the all other rules and regulations. These are to be followed to keep us safe.
- Action would be taken on staff violating the rules as per the policies of the institution.

In the school bus/private transport:

- Ensure that you are practicing distancing from people
- Wear a mask constantly
- Do not touch any surface unnecessarily

As you enter the school (at the main gate)

- Ensure you are wearing a mask.
- Sanitize your hands with the sanitizer provided.
- There would be temperature checks at the gate
- Stand in a queue and maintain 6 feet distance at least.

When in campus/staffroom/classroom

Do's

- Wear a mask at all times.
- Sanitize your hands thoroughly every 15 to 20 minutes or after touching any surfaces.
- Wash your hands with the soap every time you touch surfaces or every time you enter or exit classrooms
- Cough or sneeze into your elbows and not into your hands. Sanitize immediately.
- Maintain a two-arm distance when talking with anyone.
- Greet people from a distance.
- Open doors with your arms or elbows.
- Maintain a hygienic class room
- Dispose all the waste materials in the appropriately
- If you notice students breaking the rules of social distancing, correct them on how to follow the rules and why we must follow the rules groups. Kindly ask them to disperse.

Don'ts

- Avoid physical contacts of any kind, including handshakes.

- Do not stand around in crowds anywhere.
- Do not allow students into the staffroom or at least minimize entry of students into the staffroom

GUIDELINES FOR STUDENTS

General guidelines:

- These rules are being followed for our safety. Follow them strictly.
- Social distancing must be followed inside and outside school premises.
- Social distancing is not emotional distancing. So be kind and respectful to all.
- Treat your support staff, teachers, peers and everyone with kindness.
- Do not come to school/college if you are feeling unwell. Inform the class teacher /Principal/Coordinator/ HOD.
- If you travel anywhere, make note of it immediately or report it to the school authorities. Do not attend school without the permission from school authorities.
- Cooperate with all other rules and regulations. These are to be followed to keep us safe.
- If you notice anyone breaking the rules of social distancing, correct them on how to follow the rules and why we must follow the rules groups. Bring it to the notice of your class teacher.
- Disciplinary action would be taken on students violating the rules

In the school bus/private transport:

- Ensure that you are practicing distancing from people
- Wear a mask constantly
- Do not touch any surface unnecessarily

As you enter the school (at the main gate)

- Ensure you are wearing a mask.
- Sanitize your hands with the sanitizer provided.
- There would be temperature checks at the gate
- Stand in a queue. Do not push and shove anyone.
- Mask and gloves will be available in the school with payment.

During School/college hours

Do's

- Wear a mask at all times.
- Sanitize your hands thoroughly every 15 to 20 minutes or after touching any surfaces.
- Wash your hands with the soap every time you touch surfaces or every time you enter or exit classrooms
- Cough or sneeze into your elbows and not into your hands. Sanitize immediately.
- Maintain a two-arm distance when talking with anyone.
- Greet people from a distance.
- Open doors with your arms or elbows.
- Maintain a hygienic class room
- Dispose all the waste materials in the wastepaper basket carefully.

Don'ts

- Avoid hugs, handshakes or any kind of physical contact.
- Do not stand around in crowds anywhere.
- Do not play games that involve a lot of physical contact with each other.
- Avoid lifts or elevators or touching the railing of a staircase
- Avoid loitering around the school premises for no reason.
- Avoid standing in groups
- Do not exchange stationary items.
- Do not chew on your pencils or pens.
- Do not lick your fingers to turn pages.

What do I do if I am unwell or someone is unwell?

- If you feel unwell, immediately report it to your teachers.
- If anyone tells you they aren't well or haven't been well, do not run away from them or treat them badly. Simply go and tell your teacher that your friend is not feeling well.

- If any of your friends have recovered from the virus, ensure that you treat them well and not exclude them from activities .

During lunch breaks/snack breaks:

- Wash your hands before you eat
- Ensure that you eat healthy and nutritious food to build your immunity
- Avoid sharing of food.
- Exercise care while discarding your juice boxes or using cutlery such as forks and spoons or glasses. Avoid sharing or exchanging it.
- Maintain a safe distance at canteens, hostels, during play time and breaks.

Washroom Breaks and Etiquettes

- Different break times have been provided to avoid crowding of washrooms.
- Keep the washrooms clean
- Use sanitizers before and after using the washrooms.

As you leave the school/college premises

- Clean up yourself at the end of the day when you are leaving your desk.
- Do not stand around outside the school after school hours. Immediately head back home.
- Take a shower/ wash up as soon as you reach home and change out of your uniform or outside clothes immediately.
- Sanitize your bag, stationery and shoes upon reaching home.

Rules for hostel students:

- All the rules that hold good for day scholars is also applicable to hostel students.
- Rules of social distancing, mask wearing and using sanitizers must be practiced in the hostel premises.

GUIDELINES FOR PARENTS

What can you do at home?

- Talk to your ward about the basic measures such as sanitization, wearing of masks, washing hands and social distancing and ensure they practice it at home as well.
- Practice the basic safety measures yourself so your ward watches and learns.
- Ask them to practice cleaning up themselves at home such as washing their plates after eating, sanitizing their bags and shoes and the like.
- Practice eating nutritious food and educate them about avoiding take-away food.
- Utilize safe and hygienic practices if your ward is unwell. Keep yourself safe too.
- Monitor their screen time but also recognize that it is their sole source of social interaction and learning.
- Monitor their news and social media intake but ensure that they are still aware of what is going on. Provide them with age-appropriate and mindful content and news only.

Preparing wards for School:

- Talk to them on how to practice social distancing and why and how they should practice it at school.
- Talk to them about the new rules and expected behaviours in school.
- Ensure that wards know the rules they are supposed to follow in school and on the way to the school/college in buses and vans.
- Talk to them about the basic hygienic measures they must take once they return home from school such as taking a shower, changing their clothes etc.
- Ensure that children wear fresh clothes/uniforms every day.

Some important guidelines:

- If your ward is unwell, ensure that they stay at home. Inform the school/college authorities immediately.
- If your ward is unwell and still wants to go to school/college, talk to them about the importance of staying at home.

- Allow your ward to return to school/college only once fully recovered.
- If you and your family have travelled anywhere, report it to the college authorities before you send your ward to college. Send your ward only after the approval from college authorities

Collaborating with institution for online learning:

- Cooperate with any blended/online learning practices that the college provides.
- Contact the college in case any online classes were missed to ensure the child does not miss out on studies.
- Facilitate routines and boundaries at home to ensure smooth learning time and rest time.
- Talk to them about missing out on college events sports day etc. Brainstorm ideas for how they can carry out the activities virtually.

Addressing the emotions of the ward:

- With all the changes, ask your ward how they are feeling about everything. Create a safe space for open communication and warmth.
- Actively listen to them about their worries and concerns.
- Talk to your ward about the virus and ensure that they are not panicked about it.
- Talk to them about the importance of maintaining connections while social distancing.
- Ask them for ways in which they can practice fostering relationships with their friends without meeting them.
- Talk to your ward about being kind and compassionate towards people in general during these trying times and ensure that are also being kind to anyone who may have recovered from the virus.
- Talk to them about helping out at home and at college and being kind to support staff.
- If you feel they may need additional help to process their feelings, reach out to the school counsellor or other sources of help.

RULES FOR ENTRY INTO CAMPUS

- Visitors will be permitted to enter only with mask and after using sanitizer.
 - In case the visitor does not have a mask, he /she will have to purchase the mask made available at the gate for a payment.
 - If the visitor is wearing an unclean mask, he /she will have to purchase the mask made available at the gate for a payment.
 - Entry will not be permitted if the visitor refuses to do so.
- All the staff are expected to cooperate for mandatory thermal screening at the gate before entering the campus.
- Issue of visitor's Slip:
 - A Visitor's slip or pass to be issued at the entry gate and the same will be collected back with name and signature of the office staff. (This is to understand who they met and required for contact tracing in case of requirement/eventuality)
 - Name of the security who has given the slip and accepted the slip will be noted also.
- A register with the following details will be kept at the gate.
 - Sl. No
 - Name
 - Mobile No
 - Aroghya Setu App/Registered- yes/no
 - Zone and Ward No.
 - Temperature
 - Time In
 - Purpose
 - Name of person intended to meet
 - Time Out
 - Signature

Pre requirements:

- Mask should be available to be provided possibly on payment.
- Sufficient visitors slips to be available
- Briefing of guards, staff and Visitors on guidelines and do's and don't's

- All rules to be followed with due diligence by all involved.
- Plan and resources should be discussed and kept available to handle miscreants.
- Liaison with Police and Local Administration

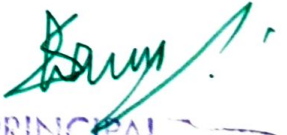
Other requirements:

- A high table to be provided for Visitors/staff to fill the Registers and slips
- Sanitizers, thermal screening guns to be made available and to ensure that it is used at the entry point.
- Gloves should be made available to the staff in case of requirement.

IMPORTANT:

Directions from the central and state Governments to be displayed in English and Kannada. Possibly in Hindi also where required.

Solid Waste Management: The garbage especially masks and other possible covid related stuff will be handled meticulously. The waste management would be undertaken by the collection teams as per the SOP -waste management with due precautions.


PRINCIPAL
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