

Standard Operating Procedure During & After COVID 19 (7 May 2020)

Background

The outbreak of coronavirus disease (COVID-19) was declared as pandemic by WHO and people in 200 countries were affected by this pandemic. While a lot is still unknown about the virus that causes COVID-19, it is known that virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). While COVID-19 continues to spread, it is important that communities take action to prevent further transmission, reduce the impacts of the outbreak and support control measures. The protection and well-being of faculty members, staff, students and our service providers at IMT H is particularly important. Precautions are necessary to prevent the potential spread of COVID-19 at IMT H. However, necessary care will have to be taken to avoid stigmatizing students and staff who may have been exposed to the virus. It is important to understand that COVID-19 does not differentiate between borders, religions, disability status, age or gender. IMTH continues to be welcoming, respectful, inclusive by creating supportive environments to all the stakeholders.

The purpose of this document is to provide clear and actionable guidance for safe operations through the prevention, early detection and control of COVID-19 at IMT H.

Before starting to Institute

1. Starting from Home/hostel to Institute
 - Start to institute only when an employee / student is healthy
 - If employee / student is feeling sick, having severe cough, sneezing and difficulty in breathing, stay back at home/hostel. Take rest and consult family/campus Doctor
 - Report to HR/ Campus doctor
2. Safety at Pick-Up Point
 - Maintain social distancing instead of standing in group/crowd
 - Covering face with mask is mandatory
 - If body temperature is more than 37.5°C, employee is asked to go back to his home
3. Travel in Bus: Alternative Seating
 - Alternative seating to ensure social distancing
 - Windows to be kept open
 - Employees should ensure respiratory hygiene by wearing mask

4. Commutation Walk Path

- Always follow social distancing between one person to another in the institute premises
- Please wait till the next person moves

Health & Safety at the Institute

5. Entry & Exit points

- All vehicles and machinery entering the premises should be disinfected by spray.
- Mandatory thermal scanning of everyone entering and exiting the workplace to be done.
- Provision for hand wash & sanitizer will be made at all entry and exit points and common areas.
- Employees / students should clean hands using sanitizer before entering office/classroom

6. Employee & student Attendance

- Use face recognition in biometric machine to capture attendance
- Maintain Social Distancing while giving attendance

7. Canteen

- Staggering the lunch breaks of staff & students, to ensure social distancing.
- Stand in queue to collect food by maintaining social distancing
- Sit in alternative seats while having breakfast, lunch, dinner and snacks
- Canteen staff to wear personal protective equipment
- Wash hands thoroughly with soap and water (both before and after)

8. Office & Classrooms

- Ensure social distancing. Ensure alternative seating. Wear mask to prevent infection
- Disinfect your laptop or desktop before beginning of the session / work
- AC should be switched off with doors open for ventilation.
- If AC is required, then ensure microfilter (Micro 95) in the ACs, as applicable

9. Meetings

- Stop physical meetings or gathering people
- Utilize Microsoft Teams / Skype to conduct virtual meetings
- Face to face meetings (if essential) may be permitted for not more than 10 persons.

10. Guest car travel

- Check driver's health before starting from institute
- Guest may sit diagonally to the driver and maintain social distance
- Temperature check should be made for the guest before entering the campus

11. Entry of Visitor/ Contractors/Vendors

- All visitors/contractors/vendors to wear mask compulsorily
- Checking body temperature is mandatory. If found sick, visitor will not be allowed inside the campus
- Visitor to provide self-declaration at the point of entry

12. Coffee Lounge / Canteen

- Avoid overcrowding. Arrive to canteen in staggered timings and maintain social distance
- Do not chat in groups. Leave canteen once you take coffee/tea/ refreshments.

13. Washrooms

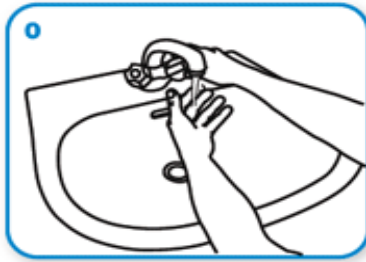
- Frequent touch points to be disinfected from time to time.
- Frequency of cleaning to be done every hour.
- Personal Protective Equipment usage is mandatory for cleaning staff
- Alcohol-based disinfectant to be utilized

General Guidelines

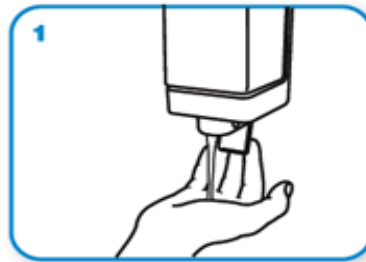
- Wearing of mask is mandatory in the office and classroom
- Consumption of gutka, tobacco etc. and spitting inside the campus premises is strictly prohibited.
- List of Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients should be made available to the stakeholders
- Use of Arogya setu app is encouraged for all employees and students
- Employees / students should not share their belongings like food, water bottles, utensils, mobile phones etc. with others.
- Employees/students should not shake hands when greeting others.
- If any employee/student is found with an elevated body temperature, he/she shall directly report to the Resident Doctor at IMT H without any delay.

Health & Safety after reaching home / hostel

Handwash



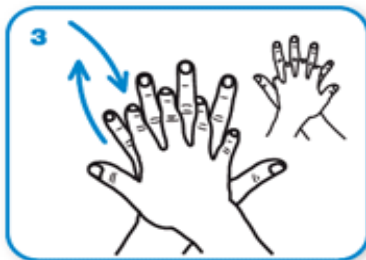
Wet hands with water



apply enough soap to cover all hand surfaces.



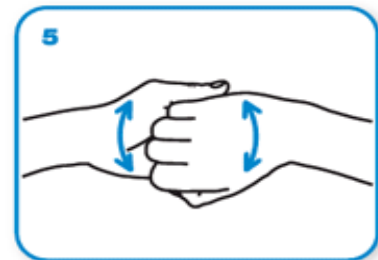
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



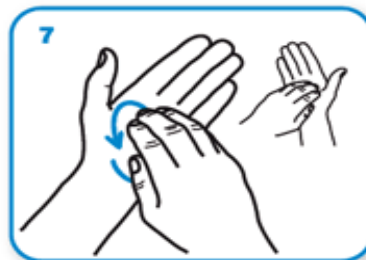
palm to palm with fingers interlaced



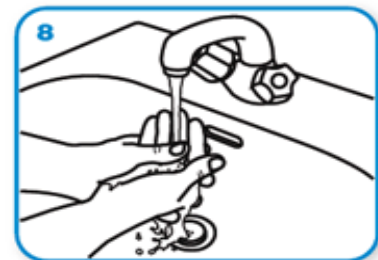
backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



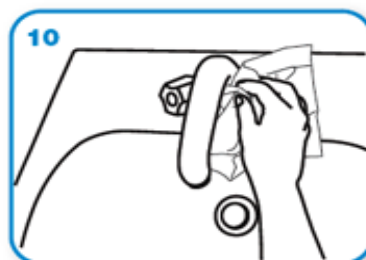
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



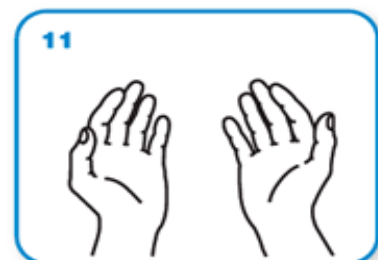
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

Source: World Health Organisation

Disposal of Mask

 World Health Organization

How to put on, use, take off and dispose of a mask

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1 Before putting on a mask, wash hands with alcohol-based hand rub or soap and water
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2 Cover mouth and nose with mask and make sure there are no gaps between your face and the mask

Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water
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3 Replace the mask with a new one as soon as it is damp and do not re-use single-use masks
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4 To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; wash hands with alcohol-based hand rub or soap and water

Source: World Health Organisation

Ventilation at home / precaution at lift



Source: Internet

How to deal with vulnerable people



Source: Internet

Facts about COVID-19 (Source: WHO Website)

What is COVID-19?

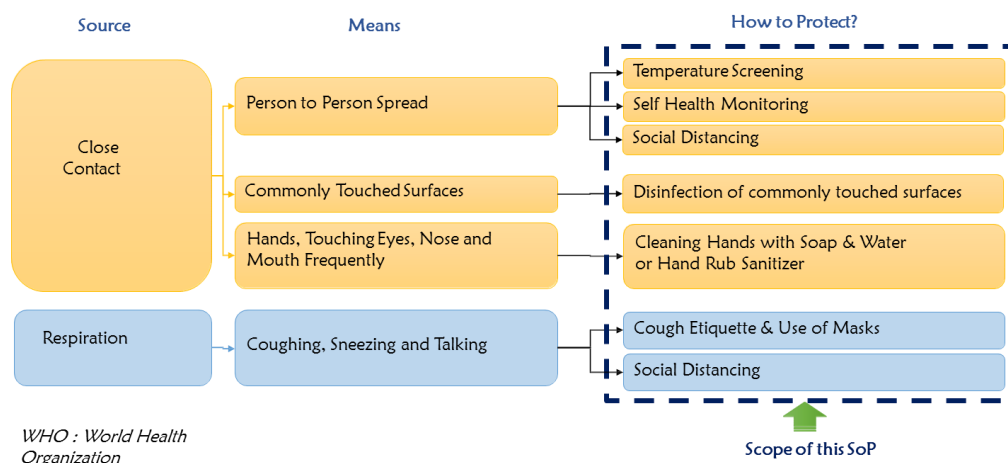
COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.



Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

What is the treatment for COVID-19?

There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous.

There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.

How can the spread of COVID-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

✓ staying home when sick;

✓ covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately;

✓ washing hands often with soap and water; and

✓ cleaning frequently touched surfaces and objects. As we learn more about COVID-19 public health officials may recommend additional actions.