

SOP for phased resumption of College functioning after the lockdown period due to the COVID-19 pandemic

1.0 Preamble:

The COVID-19 pandemic has affected the entire world. Colleges affiliated to the University of Mumbai were approaching the end of the academic year 2019 – 2020 when a nation-wide lockdown was announced as a measure to curtail the spread of COVID-19, and teaching and administrative staff was required to Work From Home.

While much of the teaching process was completed, the college was preparing for conducting examinations and declaration of results for Semester II and Semester IV. The college had completed the examinations for FYBCom Semester II and SYBCom Semester IV. The teachers were granted special permission to carry the answerbooks home for assessment. The examinations for all Self-Financing Courses for Semester II and IV as well as PG courses are pending.

2.0 Purpose:

As per the guidelines issued by the University of Mumbai dated 18th May 2020 and 22nd May 2020, the results of such examinations need to be processed and declared. In the light of these guidelines and in accordance with the letter / circular received from the Government of Maharashtra dated 20th May 2020, the college is adopting the following procedures for reopening its functioning. This document has been specifically created to describe the procedures for gradual resumption of college functioning, entry and exit of teaching and non-teaching staff of the college during the COVID-19 pandemic conditions. It is applicable from 1st June 2020 and will be valid till further revision.

3.0 Responsibility and coverage:

This SOP shall apply to all stakeholders of the college including the Principal, Teaching and Non-Teaching staff of the college. All are responsible for the effective implementation of the same.

Among other things, the SOP includes the implementation of adequate safety measures for sanitizing the college office, Principal's cabin, staffroom, classrooms, other areas of the building and premises. It will also attempt to ensure that norms of social distancing and all directives issued by the Government of India, Government of Maharashtra and the University of Mumbai from time to time, will be strictly adopted.

4.0 Standard Operational Procedure:

The SOP has four sections:

4.1 Preparation required prior to resumption

- a) Deep cleaning, sanitization and disinfection of entire premises will be carried out by the housekeeping staff of the college.
- b) All staff members should be encouraged to self-declare and inform concerned authorities about any signs/ symptoms of respiratory illness before or during work/ visit to the premises.

- c) Work area will be well defined for office staff and teaching staff to ensure social distancing is maintained.
- d) Marking for unidirectional movement of people will be done.

4.2 Communication to all stakeholders

- a) College website shall contain up-to-date information regarding the resumption of college functioning only for teaching and non-teaching staff, nature of functioning etc.
- b) Notice outlining the protocols to be followed while entering the college premises will be displayed on website and through various social media platforms.
- c) Students shall get a dedicated help line to address their queries concerning COVID-19's impact on their academics.
- d) All student related notices will be communicated on website and through various social media platforms.
- e) Visitors entry to college will be restricted during this period.
- f) An updated list of local authorised hospitals for COVID 19 testing and treatment shall be maintained in the college.

4.3 Measures to be taken at entry

- a) All individuals entering the college premises will be subject to health monitoring.
- b) Infra-red thermal temperature check machine to be placed at the gate and to be operated by the security staff. If temperature of any individual is not within the prescribed range, such an individual will not be permitted to enter the college premises.
- c) Valid Identity cards of all persons will be checked at the entrance.
- d) No entry will be given to persons without facemasks.
- e) Sanitizer dispensing machine will be located at the entrance. All individuals must mandatorily use the sanitizer prior to entering the college premises.
Vehicular entry into the college campus will be restricted.

4.4 Protocols to be followed while in the college premises

- a) Use of face mask is mandatory for all staff members for as long as they remain in college.
- b) Signing the muster is necessary; however, staff members need not give biometric attendance until further notice.
- c) All staff members should maintain 1 metre of distance from each other and practice social distancing in the college.
- d) Face-to-face meetings should be restricted as much as possible.
- e) All staff members shall be instructed about proper hand hygiene i.e. washing with soap and water for at least 20 seconds.
- f) Frequent use of alcohol-based hand sanitisers shall be encouraged among staff members.
- g) Training regarding good respiratory hygiene such as covering of mouth and nose when coughing or sneezing shall be given to all staff members.
- h) Frequent cleaning/ disinfection of work surfaces and touch points such as door handles shall be carried out by the housekeeping agency.
- i) All must follow unidirectional movement in college premises as specified.
- j) Use of elevator is not permissible until further notice or only in emergency situations.

- k) Using each other's phones, belongings, sharing of common stationary like pens, or other work equipment, should be discouraged.
- l) Movement in college shall be restricted as decided by the authorities. Library, Gymkhana and Auditorium will remain closed till further notice.
- m) In case a person develops any flu-like symptoms or COVID 19 illness:
 - i) He/ she shall be immediately isolated ((to the extent possible) and the health/ administrative authorities should be informed about it immediately.
 - ii) Persons working with or near the infected person should also isolate themselves and if required should self-quarantine as per the directions issued by the Ministry of Health and Family Welfare.
 - iii) The premises, toilets, counters and equipment that came in contact with the infected person should be thoroughly cleaned with hot water and detergent and disinfected (with 0.1% hypochlorite solution or an equivalent).

Please note:

1. Installation of Aarogya setu app on the phone is highly recommended.
2. This SOP will be operational for 15 days from the date of issue or until a subsequent SOP is announced.
3. All are requested to adhere to this SOP diligently. when on the college premises.
4. All are also urged to follow recommended hygiene / physical distancing protocols when not on campus.

Principal

Date: