STANDARD OPERATING PROCEDURE

COVID-19
(As on 30.06.2020)

Indian Institute of Technology Ropar

1. The document attempts to envisage a set of codes of conduct to make working environment more effective during post COVID 19 period.

Introduction & Purpose

As the COVID-19 pandemic has influenced our life and living to a great extent, the evolving situation has forced our way of working by adding new dimension to the concept of learning and teaching. This is a significant challenge and the reality is we need to create and adopt a safe working environment and working style within our institute community.

A set of new terms are common in Post Covid 19:
i.   Social Distancing
ii.   Personal hygiene
iii.   Work from home
iv.   Hand to hand is replaced by Ear to ear
v.   Online working space and meetings
vi.   Peer vigilance for safety
vii.   Socialization in Post Covid-19

Attempts are made here to codify and notify a set of practices to make the Living space safer with Do's and Don'ts without compromising the effectiveness and efficiency during post COVID 19 period.

A: ADVISORY TO BE FOLLOWED BY THE FACULTY/STAFF/EMPLOYEES AT THEIR WORKPLACE

1. Every individual coming to office and their workplace must wear a facemask.
2. To use the hand sanitizers available at all the entrance point of all the buildings.
3. To undergo Thermal scanning at the Main Gate.
4. In case any individual is having fever with any of the flu like symptoms or cough, respiratory discomfort may remain at home, maintain self-isolation and apply for eligible leave.
5. In case a person gets any of the COVID-19 like symptoms, he should immediately report to the nearest health care facility or Medical centre. While going to the hospital the individual must wear a facemask.
6. An individual residing in containment zone is to inform supervisory officer and to be permitted to work from home. If any family member or near contact person of any employee has been tested Covid 19 Positive, he or she should immediately inform the Institute authorities and follow the relevant guidelines issued by health authorities
7. To strictly follow the social distancing at work place.
8. To frequently use hand washing with soap and water for 20-30 seconds.
9. To ensure at least 6 feet distance between the working place of two employees and compulsory wearing of facemask at their workplace.
10. To maintain social distancing during the lunch hours and there is adequate gap during lunch timing and while visiting cafeteria.
11. Staircase for climbing should be encouraged and avoid touching the railing bars to be extent possible.
12. To download the Aarogya Setu/COVA App in the mobile for the recent updation regarding the COVID-19 to be verified by the HoD/ Section Heads.

B: Advisory for Campus Residents Attending Office:

1. Whenever a faculty/ staff member attending office from Main to Transit and vise-versa should compulsorily undergo thermal screening at the Main Gate of the respective campus.
2. Whenever a faculty/ staff member going out of state and return to Ropar he / she should report to medical center & take advice and strictly follow.
3. Whenever the guest from out of state come for staying in the quarters they should go to medical center and follow the advice strictly.

C: Advisory for Faculty/ Staff coming from Rupnagar/ Mohali/ Chandigarh to attend the office:

1. Faculty/ Staff coming should undergo thermal scanning at the Main Gate.

All faculty/ staff members should follow instructions as mentioned in point no. A, B & C above.

AS COVID-19 IS EPIDEMIC DISEASE BEWARE AND BE AWARE OF IT

ADVISORY TO BE FOLLOWED BY THE STUDENTS IN THE DEPARTMENTS/LABS/LIBRARY/HOSTEL/MESS

1. In case any student is having fever or any flu like symptoms (like fever, sore throat, body ache and headache) may immediately report to the medical center.

2. As the COVID-19 can spread by touching the contaminated surface, hence everybody should frequently use an alcohol based hand rub or hand washing with soap and water for 20-30 seconds.

3. All students to strictly wear masks while in their Departments, Labs, Library, or any other assigned Hall.

4. All Departments heads to kindly ensure that the students maintain social distancing, while they are in their respective departments/labs/library/hostels/mess/dining hall or any lecture halls specially assigned for the study of students.

5. The resident students of IIT Campus should also maintain social distancing while purchasing products from the shops within the campus/ in the Hostels/Mess/Dining hall.

6. In case any student is suspecting of any COVID-19 like symptoms, he/ she should immediately report to the Medical Center. The Medical Center after thorough examination of the student, will take further necessary steps to be followed.

7. All students must avoid going outside to crowded places and if is completely necessary after due permission from the competent authority, must wear a surgical facemask while going out.

8. Staircase for climbing should be encouraged and avoid touching the railing bars to the extent possible.

9. The Faculties/HoDs to ensure that the students maintain social distancing, while they are in their respective departments/labs/library/hostels/mess/dining hall or any hall specially assigned for the study of students.

10. To download the Aarogya Setu/COVA App in the mobile for the recent updation regarding the COVID-19.

ADVISORY TO BE FOLLOWED BY THE RESEARCH STUDENTS STAYING AT CAMPUS

1. Students need to take permission through Research Supervisor and HoD from the Registrar for working in the labs.

2. Before entering the lab after getting permission they have to undergo thermal scanning at the Main Gate.

3. They should follow all the general guidelines strictly as given in the SOP.

   The above SOP will supercedes any regulation laid down by Govt. of India/ Govt. of Punjab/ District Administration.

CONTACTS

Sr. No	Name of the Official/Officer	Designation	Email	Phone No.
1.	Medical Centre	Transit/Campus	medicalcentre@iitrpr.ac.in	+91-1881-242124 /235187
2.	Dr. Reena Rani	Medical Officer	reena@iitrpr.ac.in	9501007579
3.	Dr. Charanjit Singh	Medical Officer	drcharanjit@iitrpr.ac.in	8837828774
4.	Sh. Amit Rawat	Asst. Security Officer	amit.rawat@iitrpr.ac.in	9605867902
5.	Sh. C.S. Sham Sundar	Deputy Registrar, (Establishment) & (Research)	sham@iitrpr.ac.in	9478664119
6.	Sh. B. Nagarajan	Registrar	registrar@iitrpr.ac.in	+91-1881-231101
7.	Dr. C.C. Reddy	Associate Dean, Student Affairs	reddy@iitrpr.ac.in	+91-1881-231066
8.	Main Gate Security	-	-	+91-1881-235901