**STANDARD OPERATING**

**PROCEDURE**

(In case of any incompatibility, the concerned SoPs would be automatically superseded by the corresponding directives promulgated by central/ state governments and district authorities from time to time)

**COVID-19**

**(As on 31.07.2020)**

**Indian Institute of Technology**

**Ropar**

**PREAMBLE**

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.

In case of any incompatibility, the concerned SoPs would be automatically superseded by the corresponding directives promulgated by central/ state  governments and district authorities from time to time.

**ADVISORY TO BE FOLLOWED BY RESEARCH SCHOLARS AT THEIR LABS.**

Laboratories working protocols for the research scholars as and when permitted:

1. All the currently functional labs, opened during lockdown should be properly sanitized prior to opening the institute for other research scholars.
2. Sanitization should be done in all labs at regular/periodic intervals as they open as they (possibly every day thereafter). The doorknobs, switches, working bench sanitization can be made essential. A logbook should be maintained in each lab/dept and all the related activities be recorded and checked everyday by cleaning supervisor.
3. Sanitizer/soap should be made available at designated points across the departments.
4. Safety guidelines should be displayed at the entrance of the lab.
5. Logbook should be maintained in each lab and scholars should be asked to sign and mention the time of entry and exit every day.
6. Lab in charge / P.I should ensure that all the labs should have a sanitizer/soap. Scholars should wipe their hands with sanitizer each time entering the labs and while leaving. They should soap wash their hand frequently in the lab (in case water is not available, nearby water facility should be used).
7. Scholars should be wearing mask maintaining the social distancing.
8. To fulfil social distancing, scholars should be allowed to work on rotation, if required. Maximum number of scholars permitted to work at a time should be restricted to 2 at a time in the lab.
9. Standard operating procedure in lab related to sanitization of equipment and lab material used by each scholar can be developed as flyers and displayed in the labs for all to see and follow.
10. As always, mouth pipetting is strictly not allowed in any lab.
11. Scholars should preferably bring their own water bottle every day.
12. Scholars may be suggested to avoid going to cafeteria, Nescafe, etc in groups and may restrict ordering food/ non-essentials from outside.
13. 'NO visitor policy” may be adopted. However, outside persons will be allowed in case of repair of equipment/start up or in any other emergency issues.
14. There should be minimum in-person meetings with co-workers and supervisors as far as possible. Use of video conference facilities for most of the required meetings may been encouraged.
15. In addition to labs, appropriate distance from colleagues should be maintained in PG Labs/waiting rooms etc.

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

**Reopening process for Ph.D. Scholars**

The reopening process is being taken up in phases. The student affairs will collect the details of research scholars planning to come back and travel arrangements shall be done only after approval based on the tentative arrival schedule that will be informed to the research scholars. Detailed guidelines for arrival and procedures for reporting will be issued by the student affairs in due course.

1. Covid-19 test may be done during the quarantine period and mandatory medical check-up to be done after the quarantine period is over.
2. After joining the hostels, scholars will be allowed to work in the laboratory only after their quarantine period is over.
3. Accompanying parents/ guardians or any guests will not be allowed in the Hostel premises.
4. The scholars should carry sufficient number of face mask, gloves and adequate quantity of sanitizer and any other necessary items.
5. Hostels will not allow the students to occupy rooms without prior permission from the wardens.
6. Scholars must observe all the advisories/ guidelines issued by the authorities from time to time and cooperate in all the instances.
7. Scholars, when allowed to work in their respective research laboratories/ departments/centres/ schools, must follow the relevant Protocols/ guidelines to be made available by supervisor and IIT administration.
8. Day scholars will be allowed to enter the campus only after the thermal scanning and will submit a undertaking and will follow all the safety guidelines issued for the staff/faculty entering the campus.

**CONTACTS**

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| --- | --- | --- | --- | --- |
| **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 | Sh. Puneet Garg | Assistant Registrar, Students Affairs | arsa@iitrpr.ac.in | 9815964823 |
| 9 | Main Gate Security | - | - | +91-1881-235901 |