

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(In case of any incompatibility, the concerned SoPs would be automatically superseded by the corresponding directives promulgated by central/ state governments and district authorities from time to time.)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

**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 vice-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 from Rupnagar should undergo thermal scanning at the Main Gate.
2. Faculty/Staff coming from Kharar/Mohali/Chandigarh to report to Medical Centre at Transit campus and get a certificate from Medical Officer at the first instance. Thereafter, they should carry this certificate and undergo thermal scanning at the Main Gate whenever they are attending the office.

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

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
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