



# **Instructions for Students : Reopening after National Lockdown**

**INDIAN INSTITUTE OF TECHNOLOGY INDORE**

## PREFACE

1. The document attempts to envisage a set of codes of conduct to make working environment - academic and hostel and more effective during post COVID 19 period.
2. **Applicability:** This SOP 2020 will be applicable in all places including hostel, academic premises and other places in the campus unless notified otherwise.
3. **Tenure:** The tenure of SOP 2020 will be effective from the date of notification till 30<sup>th</sup> September 2020 and may be extended further either fully or selected portion.

## 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.

We understand the fact that life in the hostel and academic premises is our Living space and a social platform for interaction faculties, classmates, friends and external visitors with exchange of documents, ideas and materials which are potential source and medium of infection. It is also realized that we as individuals need to be healthy and awareness on health hazard and risk elements are necessary for ensuring a healthy environment and be more productive to achieve our goals and targets.

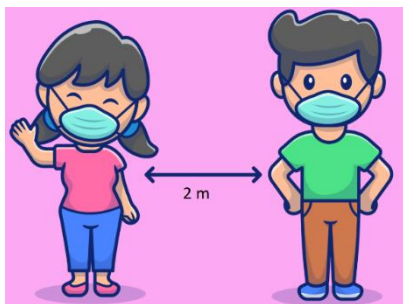
A set of new terms are common in Post Covid 19 :

- 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.

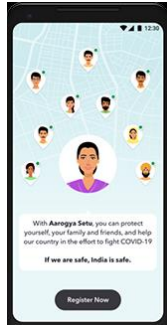
# General Rules

- Everyone on campus outside their individual rooms or houses must **wear home made face mask** at all times. There is a fine of Rs 500 if anyone is found without mask for the first time and Rs 1000 for subsequent violations.



- Social distancing norm of **6 feet** between two individuals must be maintained at all times in all public spaces inside the campus.

- Everyone must frequently **wash hands with soap and water**



- Every member of IIT Indore community must have **Aarogya Setu** app on their smart phone

- No Hand shake - **Greet with Namaste**
- Any campus resident with travel history from outside city has to undergo **mandatory home quarantine period of 14 days** after arrival to the campus.



- Campus residents are not allowed to have visitors/relatives other than their declared dependents in their residences without prior written permission of the registrar.
- Spitting in public places is strictly prohibited.
- Cover your mouth and nose with tissue paper or cloth when you cough or sneeze or use inside of your elbow and immediately wash your hand with soap and water

➤ *The SOP has three sequential stages as below:*

*01. Preparatory Stage*

*02. Entry: Joining the institute*

*03. Continuous monitoring and improvement*

## **Stage-1: Preparatory (Before joining the institute after lockdown)**

1. Every student must have **Aarogya Setu** app on their smart phone installed and working.
2. Every student must submit the [self-declaration form online](#) before starting journey to join the institute.
3. Student must carry their institute ID card while joining
4. Each student must carry **5 masks, preferably homemade, and cloth gloves** while joining the institute.
5. Each student must bring **sanitizer bottle** (500ml).
6. Each student should bring pair of **steel dining plate**, preferably with compartment or bowls, **spoon, and water bottle** for maintaining hygiene and avoid contamination.
7. Inform about your health condition, significant medical history and discuss with health center if you have any doubt.
8. Every student must undergo a e-training module / webinar available on institute webpage before they return to institute after the lockdown.

## **Stage-2: Entry: Joining the institute**

1. Every student will undergo thermal screening at entry gate.
2. Every student must have submitted the online self-declaration form before reporting at the entry gate.
3. The luggage will be sanitized at the entry gate
4. Every student will undergo health Check-up at the designated station near the entry gate.
5. Proceed to your respective room as allotted in the Hall of Residence.

6. All students will have to undergo self-quarantine in their respective rooms for a period of 14 days from the date of reporting the institute.
7. Movement of the students is restricted to their room and dining place during quarantine period.

### **Stage-3: Continuous monitoring and improvement**

1. Student will undergo mandatory the quarantine period of 14 days in their respective HOR room.
2. Practice **frequent handwash with soap and water**.
3. Wearing the **mask is compulsory** while going out of the room.
4. **Social distancing must be followed while being outside the room**
5. No Hand shake- Greet with Namaste
6. Follow your dining timing as per batch provided to you.
7. Carry your drinking water bottle.
8. Always carry your institute ID card along with you while going out of your room
9. **No exchange of food, cloths, books, paper, personal belongings etc.**
10. Maintain personal hygiene: washing of Clothes daily and precautions: self cleaning of common utility points (like taps, showers, switches etc.) before use.
11. Use online mode of communication wherever possible including discussion with your faculties, lab colleagues and friends. Avoid visiting any office directly.
12. Clean your PC, laptop, mobile or any personal items with disinfectant regularly or when used by other person.
13. Any kind of group celebration is not permitted
14. While receiving and handling of items/goods follow proper safety measures
15. Avoid crowding the common places, maintain social distancing at entrance, in lift, during lunch times.
16. **The travel outside the campus is not allowed till further notification**
17. Contact respective office of warden of hall of residence for any help required preferably over phone.
18. Report your health status to health center team through online form. Visit the health centre through appointment only.

### **Students reporting to research laboratories:**

1. Research students will be able to join their respective laboratory only after quarantine period is complete.
2. The students should not carry food items inside the lab space
3. No visitors including other lab students allowed in the lab
4. Students and lab in-charge make sure lab area, furniture and equipments are properly disinfected before start of the work.
5. Those working in research laboratory must maintain all safe practices including wearing mask, social distancing and maintaining safe environment.
6. Keep your laboratory environment clean, hygienic and make sure disinfection routine is followed as per schedule. Cooperate with housekeeping team.

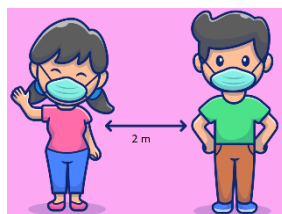
### **Stage-4: In the event of detection of suspected or positive case of Covid-19**

In the event of detection of suspected or positive case of Covid-19 on the campus, the guidelines laid down by the local administration Indore will be followed. The chief warden will be informed for the further coordination

#### **Highlights**

- Creating awareness by providing updates of Advisories issued by the local administration.
- Providing necessary help to the local administration, IMC health officials for follow up of patients quarantined on campus.

#### **STAY HEALTHY**



#### **STAY SAFE**



Security control room Gate No. 1 :: 917/ 9589518299  
 :: 6265224771  
 Health Center :: 787 / 987