



AMITY
UNIVERSITY
-----HARYANA-----

STANDARD OPERATING PROCEDURE
FOR CONTAINING SPREAD
OF
CORONA VIRUS (COVID-19)

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AMITY UNIVERSITY HARYANA

SOP – FOR CONTAINING SPREAD

OF

CORONA VIRUS (COVID -19) ON CAMPUS

INTRODUCTION.

1. The world is presently in the grip of the **Corona Virus pandemic (COVID-19)**, The outbreak was identified in Wuhan, China, in December 2019. The World Health Organization declared the outbreak a Public Health Emergency of International Concern on 30 January, and a pandemic on 11 March. As of 4 May 2020, more than 3.58 million cases of COVID-19 have been reported in over 187 countries and territories, resulting in more than 251,000 deaths.
2. An unprecedented event calls for extraordinary and innovative means to stem the spread of this deadly virus. We therefore have to have an open mind for out of the box solutions. Around the world, communities are taking drastic measures to curtail the spread of the Corona Virus. For many colleges and universities, that means canceling events, closing dorms and dramatically disrupting the lives of students and faculty. While students, professors, administrators and public health officials agree that school closures will play an important role in limiting the transmission of corona virus, this bold move is causing a ripple effect throughout the higher education community.
3. As of now, in the absence of vaccines and a cure, the spread of the virus can only be contained and not stopped. Therefore control measures have to be drastic and speedily enforced. Lock downs and social distancing have proven to be the most effective tools against the ongoing battle against this invisible enemy.
4. Lockdowns, however, have had an unprecedented and negative impact on the economies of almost all countries of the world. While lockdowns have bought us time, to prepare ourselves for the dreaded 'Community Spread' phase of the Virus, they cannot be

sustained. Financial analysts have opinionated that should shut downs continue, more people will die of hunger and starvation than from the effects of the Virus. Therefore, the only way forward is to understand the threat, take preventive measures while maintaining near normalcy in our day to day lives.

5. **How Long Will It last.** There are no definite answers to the duration that this virus is going to last. Predictions by various agencies indicate that the virus could last from a few months to over a year. We therefore while having to learn to live with the Virus, need to act now and expeditiously to set protocols to contain the spread of the Virus.
6. While laying down protocols / procedures, advisories from WHO (World Health Organization), CDC (Centers for Disease Control and Prevention) and Healthy Ministry, (GOI) have been widely consulted.

THREAT ANALYSIS

7. Threat analysis is a term used for conceptualizing military plans. Make no mistake, we are battling a virus that has currently claimed more lives in the US than during the Vietnam War (1963-75). Sun Zu (Chinese Philosopher) once said *"If you know your enemy and know yourself, you need not fear the result of a hundred battles"*. This term is most relevant to the ongoing global war against the Corona Pandemic. Corona Virus threat analysis :-
 - (a) **A silent killer.** The Virus attacks humans in two phases. The first phase is asymptomatic, generally lasting fourteen odd days, the second and decisive phase is the symptomatic whereby infected persons exhibit clear symptoms. We therefore have to contend with both phases.
 - (b) Infected persons could either go through the stages indicated below in a progressive manner or may be able to shake off the virus during any of the stages:-
 - (i) Asymptomatic phase – Lasting upto fourteen days.
 - (ii) Mild phase -- Mild symptoms.
 - (iii) Moderate phase -- Fever with soar throat and dry cough.

- (iv) Severe Phase -- High fever 103 Deg F and above.
 Difficulty in breathing.
 Blue lips or face.
 Loss of sense of smell
 Loss of sense of taste.
 Persistent pain in chest.
 Altered and confused mental state.
 Trouble waking up.
 Require hospitalization
- (v) Critical Phase -- Requires critical care. May require the use of a ventilator.
- (c) **Symptoms To Be Watched For.** Patients with confirmed infection with COVID-19 or linked symptoms.
- (d) Most people (about 80%) recover from the disease without needing hospital treatment. One out of five people become seriously ill. Those suffering from co morbidities (Diabetes, cancer, high BP, chronic pulmonary disease etc) are at risk. Older people (60 yrs and above) are at higher risk. However the bottom line is that **nobody is safe.**
- (e) The disease spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. These droplets are relatively heavy, do not travel far and quickly sink to the ground. People can catch COVID-19 if they breathe in these droplets from a person infected with the virus. This is why it is important to stay at least 1- 2 meter (3-6 feet) away from others. Sneezing and coughing ejects the virus upto 6 ft.
- (f) These droplets can land on objects and surfaces around the person such as tables, doorknobs and handrails. People can become infected by touching these objects or surfaces, then touching their eyes, nose or mouth.
- (g) Studies have shown that the COVID-19 virus can survive for up to 96 hours on plastic and stainless steel, less than 4 hours on copper and less than 24 hours on cardboard.
- (h) For symptoms also refer to **Annexure-I.**

SWOT ANALYSIS OF AUG RELATED TO THE CORONA VIRUS

8. Strengths :-

- (a) A large and wide spread campus.
- (b) Remote, location, far from the crowded metros.
- (c) Effective control measures in terms of enforcing discipline and adherence to rules and regulations.
- (d) On Campus Basic/ primary medical care.
- (e) High capacity classrooms and, labs, library, auditoriums and open spaces.
- (f) Partial isolation due to 40% strength of students staying in the hostel and 50% strength of the faculty and staff staying on Campus.
- (g) A no of eateries with large spaces, serving a variety of cuisines.
- (h) Limited interaction with the local community.
- (i) An efficient internet and Amizone platform, for quick transmission of information.
- (j) About 90% of the target population on Campus is educated with high awareness levels of the ongoing Pandemic.
- (k) A Corona Virus testing facility at Medeor (Erstwhile Rockland) Hospital, Manesar, only 8 kms from the Campus.

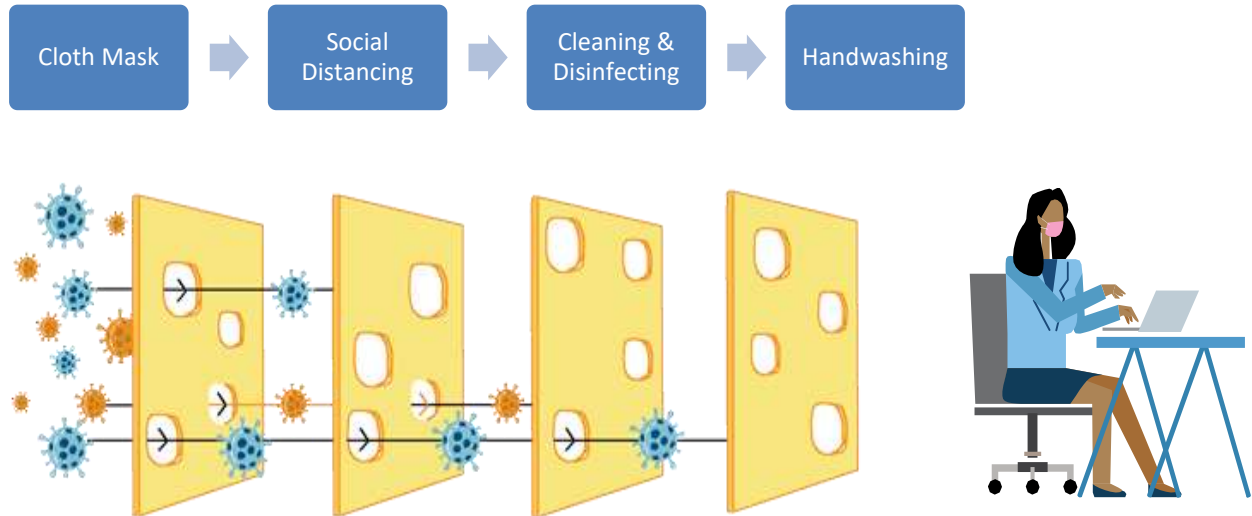
9. **Weaknesses:-**

- (a) A silent enemy that only reveals its hands after about seven / fourteen days of infection. This is the critical phase since we cannot determine the extent of infections.
- (b) 60% of the students and 50% staff and faculty come to the Campus daily, and would be the primary source of the virus.
- (c) Non availability of previous medical records of students suffering from chronic diseases.
- (d) 300 odd students staying in PGs at Panchgoan and adjoining areas.
- (e) **Crowd mentality**. This is the biggest threat to the spread of the virus. Students have a habit of crowding in open areas, during the conduct of events and various occurrences on Campus.

WHY THIS SOP

10. This guide describes many ways to keep the safety of Participants, Faculty and Staff central to our COVID-19 planning and response. While no single tactic is 100% effective, when

used together, they add layers of protection and support a culture of safety. These proven practices address a variety of risk pointers and should be considered as a collection of actions to keep the environment safe in the era of COVID-19.



EH&S (ENVIRONMENTAL HEALTH & SECURITY COMMITTEE)

11. It is proposed to constitute the EH&S Committee which will over see day to day monitoring of the Corona Virus related health issues on the AUG Campus. The Committee will comprise off:-

- | | | |
|---------------|----|---------------------|
| (a) Dy VC | -- | Chairman. |
| (b) DSW | -- | Dy Chairman. |
| (c) Secretary | -- | Dir Administration. |
| (d) Members | -- | DSW |

HOI, AIB.

Campus Medical Officer.

HOI, AMS.

HOD, ACON.

Dy Dir Hostel

Dy Dir Security

Dy Dir Maintenance.

12. Responsibilities of EH&S Committee(**Refer to Annexure-II**)

PROTOCOLS TO CONTAIN THE SPREAD OF CORONA VIRUS AT AUG

13. The protocols to contain the Corona Virus spread at AUG can be classified under two heads:-

- (a) **Passive measures.** These measures are primarily to curb the person to person transmission of the virus.
- (b) **Active measures.** To destroy the virus by conducting individual and Campus sanitization.

PASSIVE MEASURES

14. **Social Distancing.** Social distancing is a non- pharmaceutical infection prevention and control intervention to avoid/decrease contact between those infected and those who are not. In real terms it is “physical distancing” between people. This perhaps is the most important and effective tool in our fight against the Corona Virus.

(a) To practice social/physical distancing.

- (i) Stay at least 6’ (about 2 arm lengths) form other people.
- (ii) Do not gather in groups.
- (iii) Stay out of crowded places and avoid mass gathering.

(b) **Queuing.** There are a large No of places in the Campus where queuing is resorted to:-

- (i) **Employees queuing up for marking digital attendance.** This activity was suspended and this suspension must continue till the Pandemic ends.
- (ii) **Queuing** outside facilities on Campus , where students have a tendency of crowding while waiting their turn to enter must be regulated by marking 2’X2’ boxes 3’-6’ apart. Students while facing forward must stand alone on this marking while waiting their turn. These marking must be placed at the entry of
:-

(aa) Accounts Branch.

(ab) All eateries (Hostel Mess, Cafeterias, juice bar, Hash Tag).

- (ac) ATM located in the hostel premises.
 - (ad) VC, Dy VC, Pro VC, DSW, HOD/HOI Offices.
 - (ae) Admission office.
 - (af) Auditoriums for students to line up before entering.
 - (ag) Library.
- (c) **Avoid hosting functions, seminars, workshops, fests, shows, screening movies etc** which result in large gatherings of students in an enclosed space.
- (d) While certain functions may be unavoidable, social distancing will be maintained by leaving either one or two seats between attendees vacant. Therefore strength of staff, faculty and student attendees must only be planned to $\frac{1}{2}$ to $\frac{1}{3}$ of the auditorium capacity.
- (e) **Conferences** planned must similarly have alternative seats vacant around the conference table.
- (f) Seating at the library must be similarly regulated by the library staff.
- (g) Strict implementation of the MHA (GOI) rules of only 2 persons travelling in a vehicle. Private vehicles following these norms will only be permitted to enter the Campus, by the security staff.
- (h) Marshals, and faculty will keep a strict vigil to ensure no overcrowding in corridors, classes and open areas i.e. academic and hostel plaza etc.
- (i) Games & Physical Activities. To enforce social distancing while undertaking physical activities the following norms will be followed :-
- (i) Gym will be shut down till further orders.
 - (ii) Only following games that have minimal body contact will be played by Faculty/Students / staff:-
 - (aa) Tennis.
 - (ab) Badminton.
 - (ac) Cricket.
 - (ad) Running and walking 100 m to 2Kms within the Campus.
 - (ae) Yoga with proper distancing norms.

- (j) Marshals will be deployed at the entry point of each Academic Block to ensure wearing of masks, use of foot operated hand sanitizers by those entering the building. They will also ensure that crowding is avoided at the entrance.
 - (k) Two Marshals in each Academic block will continuously monitor the aspects of wearing of masks by all at all times and maintenance of social distancing.
15. **Water Bottles.** All employees will be advised to carry their individual water bottles to work at the Campus.
16. **Staff and Central Meetings.** Staff departmental and central meetings/ conferences will be conducted on virtual platforms ie MS team, Google meets etc. Case in point is the Sangathan 2020 Event and Academic Council Meeting which were recently held on the MS team virtual platform. Should physical meetings be unavoidable proper protocols will be followed as follows:-
- (a) Venue will be disinfected before and after the meeting. Special care being taken to sanitize the mics / lecture stands/rostrum used for the meeting.
 - (b) Social distancing of minimum two arms lengths will be maintained between members attending the meeting.
 - (c) Hands will be sanitized before and after leaving the venue.
 - (d) Face masks will be worn by all attendees at all times.
17. **Use Of Auditoriums and Library.** The use of auditoriums will be avoided. Library will only issue books, no seating will be permitted in the library.
18. Assembly of more than four persons at any one place will be prohibited on Campus. This aspect will be strictly monitored on CCTC monitors in the Security office.
19. **Protocols to be followed in specific areas on Campus as under :-**
- (a) **Main Security Gate** .Following actions will be conducted at the Main Security gate **(Refer to Annexure-III)**
 - (i) Put on a facemask and face shield that fully covers the front and sides of your face.
 - (ii) Clean your hands with either soap or water for 20 seconds or with hand sanitizer.
 - (iii) Look for signs of illness, confirm they are NOT coughing or experiencing shortness of breath .
 - (iv) Check they are wearing face mask which is mandatory for each participant.
 - (v) Check the individual's temperature and oxygen level using oximeter by reaching out

(aa) Temperature less than 38C and Oxygen level above 90 – Guide to reception or hostel as per arrival time.

(ab) Temperature more than 38 C and /or Oxygen level below 90 – connect with campus medical team & proceed as guided.

- (b) **Hostels.** The measures as proposed related tom use of mask/face cover, hand hygiene, physical distancing norms and sanitation to be followed at hostels and other residential building (Poster/Printout to be put) (**Refer to Annexure –IV**).

Further, the following specific points for Hostels/guest houses/other residential Complexes shall also be followed:-

- (i) Since participants may be coming from different locations, they shall self monitor their health and attend classes if they are completely fit.
- (ii) Proper crowd management in the hostel duly following physical distancing norms shall be ensured. Gatherings shall continue to remain prohibited. (Hostel warden at each floor to monitor and control).
- (iii) In shared rooms, the beds should be placed at a distance from each other. Temporary partitions may be considered, if feasible.
- (iv) Any symptomatic participant should be immediately given a single room in a different floor or building and then provided requisite medical care.
- (v) Hostel should be out of bound for all persons except essential staff with known health status.

- (c) **Cafeteria.** Following actions will be carried out at the Cafeteria on Campus (**Refer to Annexure-V**).

- (i) Mess facility shall follow physical distancing norms at all times.
- (ii) Staggering of meal timings (Gap of half an hour between classes) may be done to prevent overcrowding. Time to be communicated during initial briefing and displayed on classroom notice board.
- (iii) Sanitizer should be provided at entry or washbasins with soap for washing hands made compulsory in cafeteria.
- (iv) Food should be served and participants not allowed to self-serve to prevent infection.
- (v) Caterers staff health record should be maintained (Daily temperature and Symptoms should be checked) Campus coordinator to monitor and keep records.
- (vi) Post each meal cafeteria(Chair,table and floor etc) to be sanitized/disinfected with hot water, soap and disinfectant- Record of the same to be maintained- Campus coordinator to check record and update project team.

(d) **Computer Labs.** Following actions will be carried out at the computer labs on campus
(Refer to Annexure-VI)

- (i) Seating arrangements to ensure a distance between chairs, desks as far as possible.
- (ii) Participants should not be allowed to change their seats during entire training duration.
- (iii) Staggering (30 Min) of activities to be done, with separate timings slots, to allow for adequate physical distancing and sanitization of classrooms premises.
- (iv) The faculty will ensure that they themselves as well as the participants wear masks throughout the conduct of the training program. Faculty to brief participants safety measures on day 1.
- (v) Sharing of items like desktops, notebook, stationary etc amongst participants should not be allowed.
- (vi) Doors and windows should remain open ensuring proper air circulation (Do Agarbatti Test).
- (vii) Ensure that equipment has been sanitized, particularly the frequently touched surfaces.
- (viii) Ensure distance is available for working on equipment/workstation.
- (ix) Ensure that participants sanitize their hands before and after using training equipment. For such purpose hand sanitizer be available at labs entrance. Participants to be encouraged to carry their personal sanitizer bottles.

CCTV Monitoring

20. **CCTV Monitoring .** Continuous CCTV monitoring will be carried out with the 450 CCTV cameras installed on Campus. The CCTV Operator located in the Security office will record infringements if any on the TV screen monitors and will make a daily report to the Dir Security. Cases of infringement will be dealt with in consultation with the DY VC.

21. **Use Of Masks and Sanitizers.** The next most significant tools to contain the spread of the Corona Virus are the mask and hand sanitizer :-

- (a) The filtration, effectiveness, fit, and performance of cloth masks are inferior to those of medical masks and respirators. Cloth masks are a more suitable option for community. Protection provided by cloth masks may be improved by selecting appropriate material, increasing the number of mask layers, and using those with a design that provides filtration and fit. Cloth masks should be washed daily and after high-exposure use by using soap and water or other appropriate methods.

(b) **Enforcing the Wearing of Masks.** In the initial stages the wearing of respirators is uncomfortable and claustrophobic to most persons. Wearing of surgical/cloth/ N 95 respirators will be enforced on Campus :-

- (i) Security staff will ensure that visitors, faculty staff, students entering the Campus are donning their masks. Those without masks will be turned back.
- (ii) Administration will ensure that certain quantity of masks is held by the ASO at the main gate for prominent visitors entering the Campus.
- (iii) All employees will be advised to carry their personal hand sanitizers. 100- 250 ml sanitizers can be conveniently and easily carried by all employees coming to the Campus.
- (iv) Faculty and staff will ensure while travelling by bus provided by the University wear their masks before entering the bus. Surprise checks will also be conducted by Marshals to single out defaulters. Faculty and staff debussing and boarding buses will be checked by Marshals.
- (v) While within the Campus the Marshals, faculty and staff will ensure compliance of instructions.
- (vi) Wearing of masks in the hostel premises will be ensured by security persons and hostel staff. Hostel residents must wear their masks before emerging from their rooms and remove them or re-entering their rooms.

22. **Use Of Face Shields/Screens and Surgical Gloves.** Face shields / screens and surgical gloves will be used by those personnel who have the maximum exposure to visitors , faculty ,staff and students coming to the Campus :-

- (a) Security staff at the main gate.
- (b) Admission staff who come in regular contact with visitors seeking admission.
- (c) Security staff located at the entrance of each academic block.
- (d) Medical staff at the MI room.
- (e) Receptionist at Academic Block A.
- (f) Salesman at Florence Departmental store.
- (g) Food handlers at the various food outlets on Campus.
- (h) Library counter issuing books.
- (i) Ambulance drivers.

23. **Use Of Hand Sanitizers and Washing Of Hands** . CDC recommends washing of hands with soap and water as the most effective way of neutralizing, all types of germs and viruses. Should soap and water not be available, a hand sanitizer from a reputed Coy with minimum 70% alcohol content is recommended. Norms and guidelines for washing / sanitizing hands are as follows:-

- (a) Faculty, staff and students must be in possession of their personal hand sanitizers. A 100 - 250 ml sanitizer bottle can be easily carried by all.
- (b) Before entering the Campus all persons will sanitize their hands.
- (c) Hand sanitizing of visitors will be ensured by the security staff.
- (d) Faculty,staff, students debussing will sanitize their hands before proceeding to their place of work.
- (e) Adequate liquid soap will be maintained in all common toilets located on Campus.
- (f) **Sanitizing Stations**. A Sanitizing station will constitute a stand with a bottle of Sanitizer (foot operated). These stations will be set up at important entry points ie VC, Dy VC, DSW, Admission, examination center offices and offices of other key appointments.
- (g) **Common usage of Sanitizers and Hand Washing :-**
 - (i) After using the rest room.
 - (ii) Before eating food.
 - (iii) Before entering and exiting classrooms, labs, library, auditoriums, ATM buses, and private transport.
 - (iv) After touching garbage.
 - (v) For greasy hands only use soap and water.
 - (vi) Before and after entering the MI room.
 - (vii) Before or after treating a cut or wound.
 - (viii) Entering or exiting a lift.

Use Of Thermal Scanners

24. For thermal scanning of all faculty/staff / students the following procedure will be followed:-

- (a) All employees and visitors entering the Campus will be thermal scanned for fever prior to their entry and issuance of the visitor pass. The ASO at the main gate will ensure that this procedure is strictly followed. If any staff/faculty/ students body temperature

is more than the permissible limit of 99.14 Degree F, he/she should be sent home immediately.

- (b) The house keeping staff enters the Campus between 7 to 8 AM each day. The staff will be thermal scanned by security staff prior to their entry into the Campus and a daily record of this will be maintained at the Main Entry Gate.
- (c) Academic Block A,B and C will have only one entry point , Academic Block D will have two entry points as under :-
 - (i) Academic Block A – Entry from the Plaza.
 - (ii) Academic Block B – Frontal Entry adjoining Audi B.
 - (iii) Academic Block C – Entry from the Plaza.
 - (iv) Academic Block D – Frontal Entry and Plaza entry to the Foyer (opposite one another).
- (d) Marshals will ensure use of Sanitizers and thermal scan at each entry point.

25. Action to be taken for persons suffering from fever and cough :-

- (a) At the Main Gate persons detected with fever will not be permitted to enter.
- (b) Those staying on Campus on being detected with fever will be immediately isolated in one of the three isolation wards, set up for this purpose .
- (c) Those identified with COVID 19 symptoms by the resident Doctor will be sent for COVID 19 test to Manesar.
- (d) Positive cases be asked to leave the Campus and get treated at one of the COVID Facilities established at Manesar or Gurugram. Each case will be closely monitored by the EH&S Committee

Isolation And Quarantine

26. Isolation separates sick people with a contagious disease from people who are not sick.

Three isolation wards will be set up in the Hostel (one each for Hostel Blocks A&B, C&D and E&F). One suite will be earmarked on the ground floor in the furthest corner from the hostel foyer. They will remain there till the receipt of the COVID 19 test.

27. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

- (a) Faculty and staff returning to the Campus after spending few days outside will be instructed to impose self-quarantine for a period of 10 days in their respective dwelling units.
- (b) Those who develop fever due to a variety of reasons will also self quarantine and in case develop CARONA -19 symptoms in consultation with the Campus doctor, will get themselves tested. Should the test return positive, the person concerned will be evacuated for further treatment CARONA hospitals at Manesar / Gurugram.
- (c) The husband and children of those who test positive will also the same protocol.

28. **Daily Cleaning and Disinfection Protocol**. There is a need to focus on high-touch surfaces, such as residence hall communal rooms, public restrooms, exercise rooms, library tables, buttons, handrails, tables, faucets, doorknobs, shared toys, and shared keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel corona virus.

29. **Weekly Cleaning and Disinfection Protocol**. Open spaces such as the Plazas, sports complex and closed spaces such as student living accommodation, corridors, corridors, class rooms auditoriums need to be cleaned on a weekly basis. For guidelines on cleaning and disinfection procedures refer to **Annexure VIII** attached.

30. **Enhanced Cleaning And Disinfection Protocol - After Notification Of a Confirmed Case of Corona Virus**. After notification of a person with confirmed Corona Virus, the following cleaning and disinfecting protocol will be followed :-

- (a) Building /or specific rooms and areas where a COVID – 19 positive person spent time will be assessed on a case to case basis. , the risk of potential contamination will be determined by the **Environmental Health and Safety (EH&S) Committee**.
- (b) The EH&S staff will responsible for the following actions:-
 - (i) Communicate the scope of cleaning to the Administrative Department.
 - (ii) Identify hazardous areas that require cordoning off restricted access during and immediately following enhanced cleaning.
 - (iii) Intimate all on AMIZONE, social media, posters and notices of the area declared hazardous, i.e. 'no go areas'.
 - (iv) Communicate with impacted Departments.

- (v) Coordinate between housekeeping staff and Academic Block/Hostel wardens and Supervisors the deployment of assets for sanitization of affected areas.
- (vi) Monitor each person exhibiting Corona Virus symptoms. From the detection testing, isolation stage.
- (vii) Based on the threat analysis and quantum of work, the EH&S Committee will be responsible for setting up a Corona Virus Task Force. In specifics the EH&S Committee will determine the man power and equipment required to set up the task Force.
- (viii) If an outside contractor is utilized for disinfection. The proposed scope of work , including the products and their respective work orders must be reviewed by the EH&S Committee prior to the commencement of work.
- (ix) The EH&S must determine and place orders for PPE (Personal Protective Equipment, sanitizers, masks face screens needed for the Corona virus Task Force(CVTF).
- (x) Maintain liaison and work in close coordination with the Local Health Authorities.

Coordination With Local Health Officials COVID -19 District Mitigation Plan

31. The COVID -19 Mitigation Plan has been promulgated by DC , Gurugram.

- (a) Core Team is headed by the DC with other administrative and medical functionaries.
- (b) DIO has been nominated as the Nodal Officer.
- (c) Tehsildar ,Manesar and the DPDO to be also kept in the loop.
- (d) 24X7 Help Line – 9953618102 .
- (e) 9 AM to 5 PM Help Line -- 0124-2322412.
- (f) Function Of Nodal Officer:-
 - (i) Answer all medical queries.
 - (ii) Information about lab testing facilities.
 - (iii) Suggest preventive measures.
- (g) The Mitigation Plan is mandated to set up District surveillance teams.
- (h) Assist in the procurement of PPE, thermal scanners ,respirators and sanitizers.
- (i) Assist in imparting training for health workers.

(j) Assist in decontamination of infected areas.

32. The Campus Doctor on his prescription can send students faculty and staff to any of the twelve Corona Virus Testing Centers mentioned at Annexure III. The Medeor hospital at Manesar is the best suited for AUG to get testing of symptomatic patients done.

33. The DSW and Campus Doctor will maintain close liaison and coordination with the Core Team for seeking advise and assistance.

CONCLUSION

34. The Corona Virus pandemic has pushed India into a state of uncertainty. Healthcare professionals are fighting in cohesion against this disease whose antecedents and treatment options are yet unknown. However, one cannot deny that the unprecedented nature of this epidemic has **prompted its people to take a united stand in tackling this contagion. The fight against this dreadful disease cannot be won unless we assume shared responsibility.**

----- *Concluded* -----

Annexure-I
(Refer to para 7 (h))

Patients with confirmed infection with COVID-19 reported these symptoms (as of October 9, 2020):



Fever



Chills



Cough



**Shortness of breath
or difficulty
breathing**



Diarrhea



Nausea or vomiting



**Muscle or body
aches**



**Congestion or runny
nose**



Headache



Fatigue



**New loss of taste or
smell**



Sore throat

Symptoms can range in severity from very mild to severe. In about 80% of patients, COVID-19 causes only mild symptoms. When in doubt contact campus medical team / campus coordinator.

Responsibilities of EH&S Committee

1. Regularly monitor the AUG Campus in the back drop of the eminent Corona Virus threat.
2. Organize the composition and equipping of the in-house Corona Virus task Force (CVTF). Manpower can be ideally drawn from the House-keeping staff.
3. Regularly lay down tasks to be executed by the CVTF.
4. Conduct daily, periodic and enhanced disinfection of the Campus.
5. From time to time, issue regulations and advisors relating to the fight against the Corona Virus.
6. Identify and prepare work orders for outside contractors to conduct enhanced disinfection of the corona virus infected areas on campus.
7. Monitor the training of the CVTF. In the initial stages the CVTF would be ideally trained by an outside agency with the necessary equipment.
8. Liaison with local health officials.
9. In case of community spread on campus EH&S will recommend partial closure or complete shut down to the University Management.
10. Meet on a regular basis to take stock of the situation.
11. Maintain liaison with Local Health Authorities and coordinate actions with the them in case of the detection of Corona Virus cases on Campus.

Annexure-III
(Refer to para 19(a))

SECURITY GATE



Wear a face mask:

Protect yourself and others, wear a face mask in public, particularly where it's difficult to maintain a 6-foot distance from others. Avoid touching your face.



Cover your mouth and nose:

When you cough or sneeze, cover your mouth and nose with a tissue or your sleeve, rather than your hands



Follow social distancing guidelines:

Avoid group gatherings after class or during breaks. Stay in your room after class as far as possible.



AarogyaSetu:

Installation & use of AarogyaSetu App is mandatory.



Stay in room when sick:

Avoid leaving your room if you are sick. Inform hostel in charge / Campus coordinator.



Wash your hands:

Stop the spread of disease-causing germs by washing your hands often. Use hand sanitizer if soap and water are not available.

**Spitting:**

Spitting is strictly prohibited as it helps in spreading the virus

**Maintain healthy habits:**

Get enough sleep, eat healthy, drink plenty of water and exercise to help keep your immune system strong.

Hostels



Wear a face mask:

Protect yourself and others, wear a face mask in public, particularly where it's difficult to maintain a 6-foot distance from others. Avoid touching your face.



Cover your mouth and nose:

When you cough or sneeze, cover your mouth and nose with a tissue or your sleeve, rather than your hands



Follow social distancing guidelines:

Avoid group gatherings after class or during breaks. Stay in your room after class as far as possible.



Clean and disinfect:

Use a virus-killing disinfectant to clean frequently touched surfaces such as phones, keyboards, doorknobs, handles and faucets.



Stay in room when sick:

Avoid leaving your room if you are sick. Inform hostel in charge / Campus coordinator.



Wash your hands:

Stop the spread of disease-causing germs by washing your hands often. Use hand sanitizer if soap and water are not available.

**Spitting:**

Spitting is strictly prohibited as it helps in spreading the virus

**AarogyaSetu:**

Use of AarogyaSetu App is mandatory. Keep your Bluetooth ON

**Maintain healthy habits:**

Get enough sleep, eat healthy, drink plenty of water and exercise to help keep your immune system strong.

Annexure-V
(Refer to para 19(c))

Cafeteria



Wear a face mask:

Protect yourself and others, wear a face mask in public, particularly where it's difficult to maintain a 6-foot distance from others. Avoid touching your face.



Cover your mouth and nose:

When you cough or sneeze, cover your mouth and nose with a tissue or your sleeve, rather than your hands



Follow social distancing guidelines:

Avoid group gatherings after class or during breaks. Stay in your room after class as far as possible.



Clean and disinfect:

Use a virus-killing disinfectant to clean frequently touched surfaces such as phones, keyboards, doorknobs, handles and faucets.



AarogyaSetu:

Use of AarogyaSetu App is mandatory. Keep your Bluetooth ON.



Wash your hands:

Stop the spread of disease-causing germs by washing your hands often. Use hand sanitizer if soap and water are not available.



Spitting:

Spitting is strictly prohibited as it helps in spreading the virus

Annexure-VI
(Refer to para 19 (d))

Computer Lab



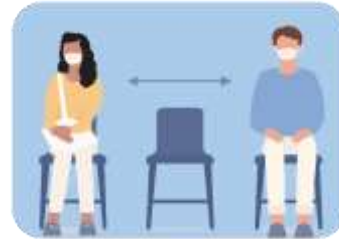
Wear a face mask:

Protect yourself and others, wear a face mask in public, particularly where it's difficult to maintain a 6-foot distance from others. Avoid touching your face.



Cover your mouth and nose:

When you cough or sneeze, cover your mouth and nose with a tissue or your sleeve, rather than your hands



Follow social distancing guidelines:

Avoid group gatherings after class or during breaks. Stay in your room after class as far as possible.



Clean and disinfect:

Use a virus-killing disinfectant to clean frequently touched surfaces such as phones, keyboards, doorknobs, handles and faucets.



Wash your hands:

Stop the spread of disease-causing germs by washing your hands often. Use hand sanitizer if soap and water are not available.



AarogyaSetu:

Use of AarogyaSetu App is mandatory. Keep your Bluetooth ON

**CORONA VIRUS (COVID -19) GUIDELINES & PREPARATIONS FOR CLEANING AND
DISINFECTION**

Scope

1. This document aims to provide interim guidance about the environmental cleaning/decontamination of Academic & Hostel Blocks for likely presence of the Corona Virus. Outdoor areas have less risk than indoor areas due to air currents and exposure to sunlight. The other actions taken or planned to be taken for the SAFE University functioning is also mentioned.

Areas

2. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants. In view of the above, the following guidelines are to be followed, especially in areas reporting COVID-19.
3. For ease of implementation the guideline divided these areas into
 - (a) Indoor.
 - (b) Outdoor
 - (c) Toilets.

Indoors

4. Indoor areas including office spaces , library, auditoriums, eateries, class rooms, labs and corridors.
5. Office spaces, including conference rooms will be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it will be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker will wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.
 - (a) Start cleaning from cleaner areas and proceed towards dirtier areas.

- (b) All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria will be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants.
 - (c) High contact surfaces such as elevator buttons, handrails / handles and call buttons, will also be cleaned.
6. Escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines will be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- (d) For metallic surfaces like door handles, security locks, keys etc. 1% sodium hypochlorite will be used to wipe down surfaces where the use of bleach etc is not suitable.
 - (e) *Foot operated Sanitizer Dispensers to be placed at the Main Gate, Entry of every ACADEMIC & Hostel Block , Central Library, Auditorium, VIP Conference Hall and VIP Lounge.*
 - (f) In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat will be vacated and cleaned with 1% sodium hypochlorite.
 - (g) Carefully clean the equipment used in cleaning at the end of the cleaning process.

Outdoor

7. Outdoor areas have less risk than indoor areas due to air currents and exposure to sunlight. These include the plazas, open corridors, sports complex etc. Cleaning and disinfection efforts will be targeted to frequently touched/contaminated surfaces as already detailed above.

Toilets

- (a) House Keeping Staff will use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode. They will always wear disposable protective gloves while cleaning a toilet.

Areas	Agents / Toilet cleaner	Procedure	
Toilet pot/ commode	Lizol/Presto Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	Inside of toilet pot/commode: Scrub with the recommended agents and the long handle angular brush. Outside: clean with recommended agents; use a scrubber.	
Lid/ commode	Nylon scrubber and soap powder/detergent 1% Sodium Hypochlorite	Wet and scrub with soap powder and the nylon scrubber inside and outside. Wipe with 1% Sodium Hypochlorite	
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	Scrub floor with soap powder and the scrubbing brush Wash with water Use sodium hypochlorite1% dilution	
Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	Scrub with the nylon scrubber. Wipe with 1% sodium hypochlorite	

Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	Thoroughly scrub the floors/tiles with warm water and detergent Wipe over taps and fittings with a damp cloth and detergent. Care should be taken to clean the underside of taps and fittings. Wipe with 1% sodium hypochlorite/ 70% alcohol	
Taps and fittings	Warm water Detergent powder, Nylon Scrubber Lizol/Presto/Diversey/Sodium hypochlorite 1%.	Thoroughly scrub the floors/tiles with warm water and detergent Wipe over taps and fittings with a damp cloth and detergent. Care should be taken to clean the underside of taps and fittings. Wipe with Lizol/Presto/Diversey/Sodium hypochlorite 1%.	Once in 4 hrs or as peper usage

Note:

70% Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxylenol (4.5-5.5%)/ Benzalkonium Chloride or any other disinfectants found to be effective against coronavirus may be used as per manufacturer's instructions)

Always use freshly prepared 1% sodium hypochlorite.

- (b) Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.

- (c) To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.

Personal Protective Equipment (PPE)

8. Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.
- (a) Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.
 - (b) Gloves should be removed and discarded damaged, and a new pair worn.
 - (c) Disposable PPE should be removed and discarded after cleaning activities are completed.

COVID Preventive Actions Taken & Planned

Reducing Movement & concentration of personnel

* The unwanted services like Food Plaza, Café Coffee day, Academic Block Cafeterias, Gym, Food Truck, Saloon, Photocopy Shop etc were immediately closed and discontinued to avoid undesired retention and entry of personnel to camp.

*The list of all personnel on campus Faculty, Staff and Vendors' staff is verified and a daily record maintained.

*The Vendors were instructed to keep their minimum manpower on campus and continue the services like STP & ETP.

*Admin & Maint Dept achieved reduction of concentration by assigning shifts, remote working, and other flexible work arrangements.

*Daily Essential Services Report is forwarded to HO at 1500 h giving the campus data of Manpower, residents and other Facilities.

Sanitization machine & Chemicals

*In order to Sanitize & Disinfect the Rooms and required locations, the Mist Spray machine, of Amity Dog Academy was used with the Sodium Hypochlorite solution available in the Admin Store.

*Online procurement of a Spray machine JIACA DUO @ Rs 4350 + Tax + Freight is being undertaken. It has high power Motor & Pump for Mist Spray essential for our rooms for COVID precaution. It has dual operation facility - Rechargeable Battery and Manual.

*Four House Keeping Staff will be trained for operating this machine.

*Procurement of 10 Cans of Sodium Hypochlorite 5 Lit Can @ Rs 300 + Tax is under process, so that we have sufficient stock to undertake the Sanitization.

Information Display

*The important Corona Precautions about hand hygiene, coughing and sneezing, as well as instructions on what to do in case of suspected infection are displayed on the Notice boards in each Academic & Hostel blocks and near Cafeterias.

*Every Faculty Room will have a COVID Warning Notice at the Entry and also a wall Mounted Sanitizer Dispenser.

Reducing physical proximity (when University is fully functional)

*Measures need to be taken to reduce the density of staff and students in the same space. Each desk can be used by one student, though this would reduce the number of students in each CR and LT, the Auditoriums with alternate seating can be used for Classes.

* Users not to exceed 50% of the maximum capacity of cafeterias and lifts. Notices displayed.

*Individual separation in working spaces is ensured as each Work stations are 5 ft wide with partition.

Cafeterias (When University is fully functional)

* In compliance with the Govt orders and to abide by the rules and regulations of the University in force the Cafeteria Vendors have been requested to ensure the COVID precautions in Kitchen, Store and dining area. The desired compliances are as under.

- Foot operated Sanitizer stand for the visitors to the Cafeteria.
- Mask to be always worn by all the staff.
- Social distancing to be always maintained.
- Marking of at least 4 circles for social distancing at the entry gate and near the Cash counter.
- Digital thermometer with a person at gate to check the Temperature.
- Soap Dispenser at the hand washing area.