

# **STANDARD OPERATING PROCEDURE FOR RE-OPENING OF UNIVERSITY POST LOCKDOWN DUE TO COVID-19 PANDEMIC**



*The University for Innovation*

**INSTITUTE OF ADVANCED RESEARCH  
(THE UNIVERSITY FOR INNOVATION)**

**(Established under the Gujarat Private Universities Amendment Act,  
2011 and recognized under section 22 and 2(f) of UGC)**

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## **1. DEFINITION**

In addition to the terms defined elsewhere in this document, for all purposes of this document, the following terms have the meanings set forth as follows:

"University" shall mean Institute of Advanced Research, IAR.

"Government" means Government of Gujarat or Central Government.

## **2. GENERIC PREVENTIVE MEASURES/COVID-19 APPROPRIATE BEHAVIOR**

The following public health measures are to be followed to reduce the risk of COVID- 19 by all (faculty members, employees, students and visitors) in Institute of Advanced Research at all times:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks shall be made mandatory.
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) shall be done wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be mandatory wherever feasible.

## **3. MEASURES REQUIRED BEFORE RE-OPENING OF CAMPUS**

Some of the measures, which the University shall take prior to reopening, are given below:

### **3.1 Pre-requisites**

- i. The directions, instructions, guidelines and orders issued by the Central Government and the Government of Gujarat regarding safety and health in view of COVID-19 shall be fully abided by the University.
- ii. The University will use best endeavors to make arrangements to ensure the safety and health of students, faculty and staff.

- iii. Students and staff living in containment zones will not be allowed to attend the University. Students and staff are also advised not to visit areas falling within containment zones.
- iv. The faculty, staff and students of the University must download and use the 'Aarogya Setu App'.

### **3.2 MODALITIES FOR PHYSICAL OPENING OF THE UNIVERSITY**

The following modalities regarding the physical opening of Institute of Advanced Research, in a graded manner, shall be adopted:

Institute of Advanced Research shall be opened in a graded manner as per the notifications of Governments of Gujarat and subject to adherence to the guidelines/SOP for safety and health protocol prepared by UGC, duly incorporating the view/comments of the Ministry of Health & Family Welfare, as under:

The President of the Institute of Advanced Research shall satisfy himself regarding the feasibility of the opening of physical classes and decide accordingly.

### **3.3 SAFETY CONCERNS**

- i. The University shall keep their staff and students briefed to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in its campus.
  - a. To avoid the risk of transmission, the students, faculty and staff shall be screened and symptomatic ones be advised to get clinically assessed before allowing them entry into the campus.
  - b. Isolation facilities for symptomatic persons and quarantine facilities for those who were in contact with the positively tested persons be made available on campus.
  - c. Students will be able to see a doctor at appointed times. Alternatively, they can call 8445440632
  - d. Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, are to be maintained at all places, including hostel kitchens, canteen, washrooms, libraries, class rooms etc.

- ii. The students, faculty and non-teaching staff shall follow the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., class rooms, Sports fields, Gymnasium, Canteen, Parking Area etc.
- iii. Proper signage, symbols, posters etc. shall be placed and prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing.
- iv. The COVID-19 contact person Mr. Avinash Patel (Mobile: 9327198410, Email: [avinash.patel@iar.ac.in](mailto:avinash.patel@iar.ac.in)) will be the emergency contact person.

#### **4. INSTITUTIONAL PLANNING**

Institutional planning is the key for the successful reopening of the campus and smooth conduct of the teaching-learning process during these difficult times. Institute of Advanced Research SOP for reopening of its campus shall include the following points:

- i. The University will prepare details of opening the campus in a phased manner with a complete roster for batches of students in different programmes.
- ii. The University will ensure appropriate sanitization and disinfection processes and procedures.
- iii. It will be made mandatory for the teachers, officers, staff and students to wear the ID cards.
- iv. The faculty, student, staff shall be screened regularly to protect and avoid infecting one another.
- v. All preventive measures, preparedness and, necessary support system to deal with the COVID -19 positive cases will be monitored and reported to local authorities on a day to day basis.
- vi. Teaching hours in a day will be extended, as per requirements of the University.
- vii. Six-day schedule will be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.

## **5. SAFETY MEASURES:**

Safety measures at the University campus shall be as follows:

### **5.1 Safety Measures at Entry/ Exit Point(s)**

- i. Adequate arrangements such as thermal scanners and sanitizers will be made available at all entry and exit points, including the reception area.
- ii. Crowding shall be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes shall be followed.
- iii. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet shall be made and be adhered to, if required.
- iv. Monitoring of the entry and exit of the students will be done.
- v. Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. will be ensured at all entry points.
- vi. Those having symptoms off ever, cough or difficulty in breathing shall not be allowed to enter.

### **5.2 SAFETY MEASURES DURING WORKING HOURS**

#### **5.2.1 Safety Measures in Classrooms and other Learning Sites**

- i. Proper sanitization at all learning sites shall be ensured.
- ii. Sitting places in classes, laboratories, computer labs, libraries etc. shall be clearly marked, keeping in view the norms of physical distancing. At least one seat must be left vacant between two seats.
- iii. Wearing face cover/ mask is a must at all times and at all places inside the campus.
- iv. Academic scheduling shall have intermix of regular classroom teaching and online teaching/ assessments.
- v. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities.
- vi. Sharing of items like laptops, notebook, stationary etc. amongst students shall not be allowed.

### **5.2.2 Safety Measures inside the Campus**

- i. Cultural activities, meeting etc. shall be avoided. However, such extracurricular and sports activities may be allowed where physical distancing is feasible.
- ii. Adequate arrangements for safe drinking water shall be made on the campus.
- iii. Hand washing stations with facilities of liquid soap shall be created so that every student can wash her/ his hands frequently.
- iv. Wearing of face cover/ mask by all students and staff shall be ensured.
- v. Proper cleanliness will be maintained inside the entire campus.
- vi. Adequate arrangements shall be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, etc.
- vii. Physical distancing shall be maintained at all places and crowding will not be allowed at any place under any circumstances.
- viii. An adequate supply of water in toilets and for hand-washing shall be ensured.
- ix. Spitting in the campus will not be allowed.
- x. Dustbins will be cleaned and covered properly.
- xi. Dustbin for collection of used facemasks, personal protective equipment and hand gloves is provided and all such materials must only be disposed in that bin.
- xii. Gymnasium shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- xiii. All employees who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions shall take extra precautions.

### **5.2.3 SAFETY MEASURES IN HOSTELS**

- i. Hostel will be opened while strictly observing the safety and health preventive measures. Symptomatic students should not be permitted to stay in the hostels under any circumstances.
- ii. Since residential students may be coming from different locations, they have to bring a negative test report not older than 72 hours.

- iii. There shall be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers shall be limited appropriately to avoid crowding.
- iv. Density in dining halls, common rooms, playing areas shall be limited, keeping in view the requirement of physical distancing.
- v. Hygiene conditions shall be regularly monitored in kitchens, dining halls, bathroom and toilets etc.
- vi. Cleanliness shall be maintained in dining areas. Meals will be served in small batches, avoiding over-crowding.

#### 5.2.4 REGULAR MONITORING OF HEALTH

- i. Faculty, staff and students will self-monitor of their health.
- ii. Faculty, staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

#### 5.2.5 Counseling & Guidance for Mental Health

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation *vis-a-vis* their studies, health and related issues, the University shall take the following measures for the mental health, psychological aspects and well-being of the students:

- i. All the faculty members, students and staff are advised to visit the web page named "Manodarpan" - created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID - 19 outbreak and beyond. The web page contains advisory, practical tips, posters, videos, do's and don'ts for Psychosocial support, F AQ and online query system. Also, a National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities has also been set up which will provide tele-counselling to address their mental health and psychosocial issues. Students are encouraged to avail these services as and when required.
- ii. Students, faculty and staff are requested to visit below mentioned web links.

Sr. No.	Particulars	Web link
1	Video links of Ministry of Health & Family Welfare	<a href="https://www.mohfw.gov.in/">https://www.mohfw.gov.in/</a>
2	Various Health Experts on how to manage Mental health & Well Being during COVID-19 outbreak	<a href="https://www.mohfw.gov.in/pdf/Mindin_gourmindsduringCoronaeditedat.pdf">https://www.mohfw.gov.in/pdf/Mindin_gourmindsduringCoronaeditedat.pdf</a>



- iii. Students, faculty and staff may also avail the services on Behavioral Health by visiting Psycho-Social toll free helpline - 0804611007.

### **5.2.6 Measures for Containment**

- i. In cases a student, faculty or staff is detected COVID-19 positive, such a person will be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts should be quarantined and symptomatic ones to be immediately tested.
- ii. The University shall follow Government Directions, in case shut down is ordered by the Government due to outbreak on campus or the surrounding regions.

### **5.3 OTHERS INFORMATION**

In view of the present scenario and future uncertainty Institute of Advanced Research may adopt and implement this SOP in a transparent manner by making alterations/ additions/ modifications/ amendments to deal with particular situation(s) in the best interest of students, University and UGC regulations except in respect of those guidelines made by the Government that are mandatory. The aforementioned SOP shall not cause any restrictions on the guidelines/directions issued by the appropriate Government/ competent authority.

Since joining the classes on campus is optional and voluntary, the students are hereby informed that they will be exercising this option after exercising due diligence at their own risk and cost. Though the University will take all precautions and will provide all possible support, the University will not be legally liable or responsible for any untoward incident that might occur as a result of reopening of the campus.

The Institute of Advanced Research uses its best endeavors to keep students' staff and faculty safe and healthy. However each individual is responsible to ensure their safety and health.

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