

**STANDARD OPERATING PROCEDURES (SOPs)  
FOR HEALTH, HYGIENE  
AND  
OTHER SAFETY PROTOCOLS**

**Institute of Public Enterprise,  
Hyderabad**

## **Introduction**

The Institute of Public Enterprise (IPE) campus was closed to the students since the lockdown was announced by the Government from 21-03-2020. However, all academic activities including Teaching continued to be conducted online as per the academic schedule. The Ministry of Home Affairs vide Order no. 40-3/2020-DM-I (A) dated 30<sup>th</sup>September 2020, has now issued guidelines for re-opening of the campus and offline classroom teaching, following lockdown measures put in place for containment of COVID-19 under the Disaster Management Act, 2005.

The Government of India issued Standard Operating Procedures (SOPs) and are made available on the websites of Ministry of Home Affairs and [www.education.gov.in/en/sop-guidelines-reopening-schools](http://www.education.gov.in/en/sop-guidelines-reopening-schools). Later the Government of Telangana (GoT) issued guidelines vide Memo No. 5640/SE.Prog.II/AI/2020 dated 12.01.2021 decided to open educational institutions from 1<sup>st</sup> February 2021 onwards. The GoT constituted a committee under the Chairmanship of District Collector and other officials to monitor the health and safety protocols for reopening of institutions and schools.

In this connection, detailed Standard Operating Procedures (SOP) for health and safety protocols for reopening have been prepared.

## **General Instructions**

1. Physical distancing of at least 6 feet shall be followed
2. Use of face covers/masks is mandatory
3. Frequent hand washing with soap even when hands are not visibly dirty
4. Frequent use of hand sanitizers
5. 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.
6. Self-monitoring of health by all and reporting any illness at the earliest.
7. Spitting shall be strictly prohibited on campus
8. Installation and use of AarogyaSetu App shall be advised

## STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS

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### a) Sanitization Plan

- Frequent sanitization / cleaning and disinfecting of all common areas, furniture, equipment, stationery, storage places, water tanks, gym, kitchens, canteen, washrooms, computer labs and libraries
- Wearing of masks by faculty, staff, students, visitors, etc in institutional premises shall be mandatory
- Sanitizers will be made available at entry and exit points and in common areas
- Contactless infrared digital thermometer to be used for checking the temperature will be mandatory at time of entry at the main gate, in the academic block and hostels buildings.
- The college transport vehicles shall be sanitized before they startplying

### b) Logistic Plan

#### *Parent's/Guardian's consent*

- It is mandatory to obtain signed consent form of parents/guardians before their child/ward starts attending physical classes. (See annexure 1)
- Students wishing to study from home (online) will be allowed to do so
- Compulsory attendance will not be mandatory to appear for examination

#### *Seating plan*

- Seating arrangements are made as per the guidelines issued by the Ministry of Health. Six feet distance is maintained between every seat and marking shall be made for easy identification.
- Physical and social distancing shall be maintained in the faculty rooms, staff rooms, office area, and other common places
- Seats are designated with adequate distance for faculty in classrooms and other discussion rooms

#### *Ensure Physical / social distancing at the Entry and Exit Points*

- No gathering shall be allowed on campus
- Earmarking different lanes for entry and exit to academic block, library, labs and other common areas shall be ensured to avoid overcrowding

***Display Signage's and markings for enforcing physical/social distancing and safety protocols***

- Posters/Messages/Stickers and signage will be displayed at appropriate places on topics such as maintaining physical/social distancing
- Ban on spitting shall be strictly enforced on campus
- Marking circles / squares on ground at different places shall be ensured

**c) Medical Plan**

- **Students shall submit COVID Negative report, based on an RT-PCR Test conducted within the last 72 hours prior to their arrival at IPE**
- Isolation rooms for boys and girls are made available in hostel blocks for any COVID related emergencies
- An ambulance shall be made available to meet any emergency
- We will ensure availability of a trained healthcare attendant/nurse/doctor/counselor on the campus.
- Hospitalization facilities in case of emergency will be arranged
- In case of suspected symptoms:
  - Immediately the student is isolated
  - Preliminary medical needs shall be provided
  - Regular health check-up of students and teachers may be organized
  - Information shall be shared with parents / guardians

**d) Safe Residential stay at Hostel:**

- Thermal screening of temperature at the hostel entrance mandatory
- Social distance marking in lifts is ensured
- Physical/social distancing must be maintained all the times in hostels
- Signage and messaging at prominent places are displayed including No Mask No Entry, Sanitize before you enter, etc
- Deep cleaning and sanitizing of hostel rooms will be done before allocation to

students

- Hostel room allotment will be restricted to single occupancy

**e) Canteen Maintenance**

- Wearing face cover/mask is mandatory during cleaning, washing, cutting, cooking, and serving of meals
- Social distancing norms shall be maintained in the Food Court area.
- The kitchen cum store/place of cooking will be cleaned and sanitized before 24 hours of actual cooking
- The floor of the kitchen and the cooking top will be cleaned every day before and after the food is cooked.
- Natural Ventilation and free-flow of air shall be ensured in dining area
- Cleaning accessories used in the cooking area will not be used in other parts of the kitchen.
- Cooking utensils and crockery will be kept clean and in good condition in hot water (60 degrees boiling temperature)
- Persons serving the food shall wear hand gloves, face mask, head cover
- Water storage tanks shall be thoroughly cleaned periodically

*Management of waste*

- Waste storage/tanks are located in such manner that it does not contaminate the food process, and storage areas. The environment inside and outside the kitchen and waste will be kept in covered containers and removed at regular intervals.
- Periodic disposal of the refuse/waste shall be monitored.

**f) Involving stakeholders**

- The COVID protocols would be monitored with active positive involvement of faculty, officers, staff and students.

**Institute of Public Enterprise  
Parent Consent Form for attending the College**

*(Read with Govt. Memo. No. 5640/SE.Prog.II/A. 2020 dated 12-01-2021 COVID-19)*

- 1. Name of the Student :
- 2. Class :
- 3. Roll No. :
- 4. Name of the Father / Mother / Guardian :
- 5. Address :
- 6. Mobile No. :
- 7. Alternate Mobile No. :
- 8. RT-PCR Test Results: (please state whether 'Positive' or 'Negative') :

(PLEASE NOTE: A COPY OF THE TEST RESULTS, SIGNED BY COMPETENT AUTHORITY MUST BE SUBMITTED ALONG WITH THIS).

9. Does your child suffer from any medical conditions / allergies (including any current medication) that the Institute should be aware of  
.....  
.....

10. Emergency contact details: (if different from above)

Name: .....  
Telephone No. ....  
Relationship with the student .....

**DECLARATION AND CONSENT**

I, ....., father / mother / guardian of ..... studying in your college PGDM ..... with registration number / roll number ..... agree to abide by all the points stated in Govt. Memo. No. 5640/SE.Prog.II/A.2020 dated 12-01-2021 and COVID related requirements as amended/ updated from time to time by the Government or College and communicated via different means to students and parents. I hereby certify that my child is not COVID positive and my child has my consent to attend the college. Though the college is taking all possible measures to prevent risk of infection, I accept and declare that beyond a point the risk is outside of anybody's control, and if my child is tested Covid positive at any stage he/she shall return to college only when he/ she is completely cured.

Signed .....

(Parent / Guardian)

Place: .....

Date .....