

CIRCULAR

No.: 277/R/PA

Dated: 28th June, 2020

COVID-19: Standard Operating Procedure (SOP) for Panjab University Campus

- Introduction: The purpose of this SOP is to describe the procedure to be followed for resuming work amid COVID-19 Pandemic.
- Current situation in India

The overall risk of the population in India is currently rated as high, but the risk largely varies from one region to another. Corona Virus (COVID-19) is more serious with age and other underlying health issues. This is why it is essential to distance ourselves and avoid spreading the virus, especially to the elderly or those with existing medical conditions.

Corona virus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/object.

India is passing through unprecedented difficult times due to the outbreak of COVID-19 pandemic and the office work and teaching – learning – research process have been badly disrupted. In such scenario,

- It is joint responsibility of all of us to manage multiple key issues relating to teaching and non-teaching activities on the campus and to ensure the health, safety and security of the students, faculty and staff.
- All offices/departments must make elaborate arrangements, including social distancing and sanitization in the university (including each chair/bench/washrooms/toilets/walls etc)
- The Chairpersons of teaching departments must make sure that laboratories are maintained by the research staff/ teachers of the concerned department(s) on rotation basis, without violating the norms of “social distancing” and with strict compliance of the guidelines/ directives issued by the appropriate authorities/ Governments from time to time.

Keeping in mind the SOP on preventive measures to contain spread of COVID-19 in offices issued by Government of India Ministry of Health & Family Welfare on June 04, 2020, the following guidelines/ measures shall be taken at PU Campus:

- **Generic Preventive Measures**

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.
- Use of face covers/masks to be mandatory in PU Campus. Do not touch the mask while communicating.
- Practice 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) can be made wherever feasible.
- 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 off used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- Spitting shall be strictly prohibited.
- Installation & use of Aarogya Setu App by employees.

- **Specific Preventive Measures**

- Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. The security personnel shall conduct thermal scanning in administrative blocks (Main Office, Aruna Ranjit Chandra Hall, Correspondence Building, DUI/VC Office and Health Centre). In teaching departments, there shall be thermal scanning at the entrance of the building/block. The peons posted in the concerned building shall be put on duty for thermal scanning on rotation basis. The duty roster of the peons shall be prepared by the chairpersons of the departments located in a particular building in consultation among them and the same be displayed on the Notice Board at the entrance of the building.
- Only asymptomatic staff/visitors shall be allowed.
- Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is de-notified. Such staff should be permitted to work from home and it will not be counted as leave period and they must apply with supporting documents.
- Drivers shall maintain social distancing and shall follow required dos and don'ts related to COVID-19. It shall be ensured by the service providers/ officers/ staff that drivers residing in containment zones shall not be allowed to drive vehicles.

- There shall be provision for disinfection of the interior of the vehicle using alcohol based sanitizers. A proper disinfection of steering, door handles, keys, etc. should be taken up.
- All officers and staff / visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
- Proper cleaning and sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
- Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
- Seating arrangement to be made in such a way that adequate social distancing is maintained.
- For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30oC, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- Large gatherings of employees/ students continue to remain prohibited.
- Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas
- Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.
- To carry out sanitization of the Campus in a timely manner, all the Chairpersons are requested to carry out the sanitization inside the departmental buildings at their own level by moping inside the building by cleaners by using Sodium Hypochlorite Solution (1% solution); surface area of class rooms, faculty rooms etc. by the peons of offices by using quality solution and labs by the lab staff of the concerned offices, departments, hostels.

Besides above, all employees, residents of Panjab University including hostel residents are required to follow COVID-19 Management Guidelines issued by Government of India Ministry of Health & Family Welfare from time to time.



Registrar