



KAKATIYA UNIVERSITY

Vidyaranyaपुरi, WARANGAL-506 009
TELANGANA, INDIA

ANNEXURE TO CIRCULAR

(No. 398/A2/KU/2021/GEN-120, Dt. 28.08.2021)

SOP ON PREVENTIVE MEASURES TO CONTAIN SPREAD OF COVID-19 IN OFFICES/COLLEGES

1. BACKGROUND

Offices and other workplaces are relatively close settings, with shared spaces like classrooms, labs, workstations, corridors, elevators & stairs, parking places, cafeteria/canteens, meeting rooms and conference halls etc. and COVID-19 infection can spread relatively fast among officials, staffs and visitors.

There is a need to prevent spread of infection and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. SCOPE

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in office/classrooms/laboratory settings. The SOP includes the following sub- sections

1. Generic preventive measures to be followed at all times
2. Measures specific to offices/Classrooms/laboratories
3. Measures to be taken on occurrence of case(s)
4. Disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

(Offices in containment zones shall remain closed, except for medical & essential services. Only those outside containment zones will be allowed to open up.)

3. RESPONSIBILITY

- I. Teachers, Non-Teaching employees, Students and visitors are responsible to follow this SOP
- II. All the administrative officers, including principals, Deans of the Faculties, Head of the departments, Director of university Hostels and member- in-charge of University Library are responsible to follow and implementation of the SOP



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4. 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 followed by all (Teachers, Non-Teaching employees, Students and visitors) at all times. These include:

- I. Individuals must maintain a minimum distance of 6 feet in common places as far as feasible.
- II. Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided.
- III. 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.
- 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 off used tissues properly.
- V. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- VI. Spitting shall be strictly prohibited.
- VII. Installation & use of **Aarogya Setu App** by all the Teachers, Non-Teaching employees, Students.
- VIII. Individuals must take **Vaccine** as soon as possible for Covid-19 to protect yourself and others.

5. SPECIFIC PREVENTIVE MEASURES FOR OFFICES / COLLEGES /

LABORATORIES:

- I. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- II. Only asymptomatic Teaching and Non Teaching employees/students/visitors shall be allowed entry.
- III. Any officer and staff residing in containment zone if any should inform the same to supervisory officer and not attend the college/office till containment zone is de-notified. Such staff should be permitted to work from home.



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- IV. Avoid Public transport. Drivers shall maintain physical distancing at all times particularly within rooms/ spaces designated for drivers. They shall follow required do's 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.
- V. There shall be provision for disinfection at-least twice a day of the interior of the vehicle using 1% sodium hypochlorite solution/spray. A proper disinfection of frequently touched surfaces i.e. steering, door handles, keys, etc. should be taken up.
- VI. Advise all employees who are at higher risk, i.e. older teachers/employees, pregnant staff members and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
- VII. All Teachers, Non-Teaching employees and Students to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the department/office/College premises.
- VIII. Visitors with proper permission of the HOD/Principal/Controlling Officer, who they want to meet, should be allowed after being properly screened.
- IX. Meetings, as far as feasible, should be done through video conferencing.
- X. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- XI. Proper crowd management in the parking lots and outside the premises – duly following physical distancing norms be ensured.
- XII. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of vehicles should be taken up.
- XIII. Any shops, stalls, cafeteria/canteen etc., outside and within the College/office premises shall follow physical distancing norms at all times.
- XIV. Specific markings may be made with sufficient distance to manage the queue and ensure physical distancing in the premises i.e., 6ft or 2 meters.
- XV. Proper cleaning and frequent sanitization (at-least twice a day) of the workplace, particularly of the frequently touched surfaces must be ensured.
- XVI. Ensure regular supply of hand sanitizers, soap and running water in the washrooms.



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- XVII. For air-conditioning/ventilation, the guidelines of Central Public Work Department (CPWD) shall be followed which mentions that the temperature setting of all air conditioning devices should be in the range of 24 - 30 °C, 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.
- XVIII. Large physical gatherings continue to remain prohibited.
- XIX. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- XX. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, handrails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas at-least twice a day.
- XXI. Proper disposal of face covers / masks / gloves left over by visitors and/or Teachers, Non-Teaching employees/Students in covered bins shall be ensured.
- XXII. In the Mess Halls/Canteen/Dining Halls:
- A. Mandatory placement of hand sanitizers at the entrance to ensure personal hygiene.
 - B. Staff to take their temperature regularly and check for respiratory symptoms. They must see a doctor, if feeling unwell or having flu-like symptoms.
 - C. Adequate crowd and queue management to be done to ensure physical distancing norms for which purpose markings be made on the floor of cafeteria/canteen/dining halls.
 - D. Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
 - E. The seating arrangement to ensure a distance of at least 6 feet between patrons as far as feasible.
 - F. Food and water Sharing shall be avoided
 - G. In the kitchen, the staff to follow physical distancing norms.

6. MEASURES TO BE TAKEN ON OCCURRENCE OF CASE(S):

Despite taking the above measures, the occurrence of cases among the Students, along with the Teachers/Non teaching employees working in the office cannot be ruled out. The following measures will be taken in such circumstances, when one or few people(s) who share a



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room/Hostel rooms/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

- A. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
- B. Immediately inform the nearest medical facility (Hospital/Clinic) or call the state or district helpline.
Helpline Number:
TELANGANA COVID 19 HELPLINE: + 011-23978046, 040-23286100, 040-23454088.
Toll Free: 1075, 104 **WhatsApp Helpdesk:** 9013151515
Helpline Email ID: ncov2019@gov.in
- C. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.

7. MANAGEMENT OF COLLEGE/CLASSROOM/HOSTEL/MESS/OFFICE PREMISES

- I. If there is/are one or two cases reported, the disinfection procedure will be limited to places/areas occupied and visited by the patient in past 48 hours and work can be resumed after disinfection as per laid down protocol.
- II. In case of larger number of cases are being reported at the workplace, the whole block or building, as the case may be, should be disinfected.

8. REFERENCES

1. UGC (2020) Guidelines for Re-opening the universities and colleges Post lockdown due to covid-19 pandemic – UNIVERSITY GRANTS COMMISSION, 5th November, 2020.
2. WHO (2020) Considerations in adjusting public health and social measures in the context of COVID-19 (Interim Guidance 16th April 2020).
3. WHO (2020), Operational considerations for COVID-19 management in the accommodation sector.
4. UNICEF, WHO, IFRC (2020) Key Messages and Actions for COVID-19 Prevention and Control in Schools.
5. Center for Disease Control and Prevention: nCov-19 Prevention and Control in Colleges, Universities, and Higher Learning.
6. Government of India Ministry of Health & Family Welfare Preventive measures to contain spread of covid-19 in offices, 4th June, 2020.


REGISTRAR
Kakatiya University
Warangal-506 009 T.S.



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ANNEXURE – 2 INSTRUCTIONS FROM GOVERNMENT OF TELANGANA

Commissioner and Director of Municipal Administration, Government of Telangana, Hyderabad instructed to take up the following activities in all Educational Institutions before 30.08.2021 and then on regular basis in view of reopening of Educational Institutions from 01.09.2021

1. Cleaning of all Class Rooms, other related offices, Hostels/Messes etc.
2. All the public toilets inside shall be cleaned.
3. All bushes (Pitchi Mokkalu) in and around premises shall be cleared.
4. Disinfectant powder with Lime Powder/bleaching powder (calcium hydroxide) with required mix 1:4 or 1:8 as per dampness and not spots-open urination — mixing 1:2 to 1:4 ratio after cleaning need to be taken up.
5. Cleaning of all OHT/SUMP / Sintex tanks.
6. Drinking Water tap connections and repairs if any shall be completed.
7. Sprayed up with disinfectant with freshly prepared 1% Sodium Hypo Chlorite or Phenolic disinfectant at frequent intervals / disinfectant spraying with bleaching powder (calcium hydroxide).
8. Anti Fly measures shall be undertaken by spraying nuvan (J to 10 ml in a bucket of water and spraying or sprinkling or wet mopping) where ever fly menace is existing and adequate sanitation measures shall be taken up to prevent breeding of flies.
9. Antilarval measures should include overhead tanks, underground storage tanks, cement tanks and removal and cleaning of old metal drums, earthen jars, rain water harvesting tanks and coolers (Hot and Dry areas), coconut shells, tyres and other dumped containers etc.
10. Necessary steps to drain away the stagnant water and fill any water cess pools.
11. Advice to the students/faculty/staff to get vaccination.



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ANNEXURE – 3 CHECKLIST FOR SAFE ENVIRONMENT

1. Checklist for Monitoring Committee / Administrators / Teachers

S. No.	TASK	Yes/No
A	Healthy Hygiene Practices are promoted and ensured	
1	Students, Teaching and Non-Teaching Staff have been sensitized on good personal hygiene practices and proper hand washing technique (minimum 40seconds)	
2	Signages on Healthy Hygiene Practices have been displayed at prominent places in the school like classrooms, corridors, washrooms, reception area, etc. <ul style="list-style-type: none">• Stop handshaking – use other noncontact methods of greeting• Wash hands at regular intervals (wash for at least 40seconds)• Avoid touching face cover coughs and sneezes	
3	Adequate, clean and separate toilets for girls and boys	
4	Soap and safe water are available at age appropriate hand washing stations	
5	Key supplies like thermometers (calibrated contact-less infrared digital thermometer), disinfectants, soaps, hand sanitizers, masks,etc., are available in adequate quantity in the school	
6	Health and hygiene lessons are integrated in every day teaching	
7	College building, classrooms, Hostel rooms, Mess, kitchen, water and sanitation facilities, transport facilities, surfaces that are touched by many people (desks, railings, door handles, switches, lunch tables, sports equipment, window handles, toys, teaching learning material etc. are cleaned and disinfected at least once a day	
8	Adequate cleaning staff is available in the University Campus	
9	There is enough air flow and ventilation in the Classrooms	
10	Regular health screening of all students, Teaching and Non-Teaching Staff in the school	
11	Trash is removed daily and disposed of safely	



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12	There is full time nurse or doctor and counselor available in the University premises.	
B	Physical / Social distancing Measures have been implemented	
1	University arrangements have been adjusted to avoid crowded conditions.	
2	Enough space has been created between the desks of the students.	

2. Checklist for Students

S. No.	Task	Yes/No
1	You avoid stressful situation by talking and sharing with others and help keep yourself and your school safe and healthy.	
2	You protect yourself and others by: <ul style="list-style-type: none">• Washing hands frequently, always with soap and safe water for at least 40 seconds• Not touching face, Nose and Mouth unnecessarily• Not sharing cups, eating utensils, food or drinks with others	
3	You act as a leader in keeping yourself, your classroom, hostel, family and community healthy by: <ul style="list-style-type: none">• Sharing what you have learnt about preventing disease with your family and friends.• Model good practices such as sneezing or coughing into your elbow and washing your hands.	
4	You don't stigmatize your peers or tease anyone about being sick.	
5	If you feel sick, You inform your parents and teacher, and ask to stay home.	



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PLEDGE (Take OATH)

I _____ commit to be vigilant and bear in mind at all times, the risk to myself, my classmates and my colleagues from COVID-19. I promise to take all necessary precautions that prevent the spread of this deadly virus. I promise to follow and encourage others to follow the key COVID Appropriate Behaviors.

To always wear a mask / face cover, especially when in public places.

To maintain a minimum distance of 6 feet from others

To wash my hands, frequently and thoroughly with soap and water or sanitize my hands with 70% Alcohol based hand sanitizer

Together we will win this fight against COVID-19.



SANITIZE YOUR HANDS

HOW TO HAND WASH ?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

⌚ Duration of the entire procedure: 20-30 seconds



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.



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GENERAL AWARENESS POSTER – COVID-19

Prevention Awareness

COVID-19

Help prevent the spread of respiratory diseases

- **WASH HAND**
Wash your hand with soap and use hand sanitiser
- COVER A COUGH OR SNEEZE**
Cover your cough or sneeze with your sleeve or tissue. Dispose and wash hand afterward 
- **DON'T TOUCH**
Avoid touching eyes, nose or mouth, especially with unwashed hands
- SOCIAL DISTANCING**
Keep your distance around 1 meter with each other on the public 
- **STAY AT HOME**
Always stay home when there is no urgent or important need to stay out of the house