

Safety and Hygiene at Manav Rachna Educational Institutions

Chemicals to be used	Quantity	Manufacturer
Virex II 256	10ml in 1 ltr of water (for hard surface), 4 ml in 1 ltr of water (for electrical appliances)	Diversey
R1 Super	50 ml in 1 ltr of water	Diversey
Oxivir Five 16 Concentrate	16 ml in 1 ltr of water	Diversey
R6	Use as it is, no need to dilute	Diversey
Suma Multi D2.3L	20 ml to 750 ml of water	Diversey
Suma San D10.1	16 ml to 1 ltr of water	Diversey
SUMA San Quaternary	200 ppm solution (200 mg/ltr of water)	Diversey
Hand Sanitizers	Contains 60% of alcohol	Any brand

External Areas

Procedure	Frequency
External areas to be sprayed twice a day with Virex II 256 (10ml in 1 ltr of water).	Twice in a day
Main gate and Security cabin to be cleaned using R1 Super. Touch points of the gate to be cleaned using R1 Super	Twice in each shift
Light fittings and niches at reachable level to be cleaned using R1 Super	Once a day
All garden benches to be sanitized at the beginning of each shift & after every use , using R1 Super	After every use
Team members to sanitize their hands after cleaning any surface	Always

University Reception Area

Procedures	Frequency
Counter tops to be disinfected using R1 Super. Oxivir concentrate to be used for sanitizing the counter top.	Every 30 minutes
Telephones to be disinfected using R1 Super. Oxivir concentrate to be used for disinfecting the telephones	Every 30 minutes
Door handles and knobs to be wiped and disinfected using R1 Super	Every 30 minutes
Newspaper and Magazine stand to be wiped and disinfected using R1 Super	Every 30 minutes
Floor to be frequently dry mopped and damp mopped with R1 Super. Oxivir concentrate to be used for mopping twice a day	Twice a day
After vacuuming the carpet / rug Virex II 256 to be sprayed (10 ml in 1 ltr of water)	Every 2 hours
Hand sanitizer to be made available at each counter	Always
All common touch points like door handles, door knobs, chair arms, table tops to be cleaned using Oxivir concentrate	Every hour
All furniture and window ledges to be cleaned using R1 Super	Every 2 hour
Chain cord of the window blind to be cleaned using R1 Super	Twice a day
No furniture set up to be changed. Visitors to be reminded of the safe distancing norms through signage	Always

Restrooms

Procedures	Frequency
Hand sanitizer to be made available in all cloak rooms	Always
Water closet and urinal to be cleaned using R6 while wearing disposable gloves	Every 30 minutes
Urinal mat to be changed frequently. Before placing fresh urinal mat, floor to be mopped using Oxivir concentrate	Every 30 minutes
Vanity counters to be cleaned using R1 Super	After every use
Proper signage to be mentioned outside the rest room to ensure safe	Always

distancing.	
Each unit to define the maximum number of person at any point of time.	Always

Cafes

Procedures	Frequency
Floor to be frequently dry mopped and damp mopped using R1 Super. Oxivir concentrate should be used for mopping the floor prior to and after each meal period	After each meal period
Cafeteria/Mess tables and chairs to be cleaned and disinfected using R1 Super. Oxivir concentrate to be used for disinfecting furniture in the cafeteria/mess.	After every use
Buffet counter/ Food pickup counter to be cleaned using R1 Super and a final wipe of Oxivir concentrate.	Prior and after each meal period

Office/Class corridors

Procedures	Frequency
All light fixtures and visual arts to be cleaned using R1 Super	Once a day
All door knobs to be cleaned using R1 Super	Once a day
All fire extinguisher handles to be cleaned using R1 Super	Once a day
All furniture in the corridor to be cleaned using R1 Super with special focus on all touch points	Every 2 hour
Hand sanitizer and tissue boxes to be made available in all visitor sitting along with a pedal operated dustbin	Always
Office corridor carpet, Sitting area rugs to be sprayed with Virex II 256 (10 ml in 1 ltr of water)	Twice a day
Fire exit door handle to be cleaned using R1 Super	Once a day

Staircase

Procedure	Frequency
Light fittings to be cleaned using R1 Super.	Once a day
Hand rails to be sanitized using R1 Super.	Once a day

Elevators

Procedure	Frequency
All touch points like elevator buttons and railings to be frequently cleaned using Oxivir concentrate.	Every 30 minutes
A free standing signage to be placed outside guest elevators at lobby level encouraging safe distancing.	Always

Office Pantries

Procedures	Frequency
Segregate and label the shelves and bins to ensure there is no cross contamination.	Always
Bins, cabinets and drawers to be cleaned and sanitized using R1 Super before placing fresh linen	Always
All touch points like door handles, electrical switches, thermostats, drawer handles to be sanitized using R1 Super	Always
All equipment to be cleaned and sanitized using R1 Super with special focus on touch points like taps, on / off switches, etc	Once a day
Floor to be mopped using R1 Super. Special focus to be given to the corners, under linen shelves and behind main doors	Twice a day
Pedal operated dustbin clearly labeled "Medical waste" to be used for disposing used facial masks / gloves / PPE kit, etc. Waste will be brought down in a sealed garbage bag and disposed off safely	Always

Staff Rest rooms

Procedure	Frequency
Staff rest room needs to be thoroughly cleaned and sanitized using R1 Super.	Twice a day
Special emphasis to be laid on frequently touched points, such as door handles, knobs (inside and outside), switches, behind doors, wash basin tap, flush knob and health faucet using R1 Super.	After every use

Staff Rooms/ Faculty cubical

Procedure	Frequency
All offices to be cleaned using R1 Super. Focus on touch points such as switches, door handles, thermostat, counter tops, drawer knobs and furniture.	Once a day
All electronic items like Xerox machines, desktops, CPU, printers etc. to be cleaned using Virex II 256 (4 ml in 1 ltr of water).	Once a day
Floors to be scrubbed using R1 Super.	Twice a day

Kitchen Practical Labs/ Cafeteria Kitchens/ Mess kitchens

Procedure	Frequency
Clean production and service areas with Suma Multi D2.3L and sanitize them with Suma San D10.1 solution.	Every 2 hours
Wash all equipment's and utensils with 200 ppm Suma Multi D2.3L using hot	Every 2 hours

water and sanitize them with Suma San D10.1 solution.	
Team member to wear complete gears including hair net, gloves, masks and aprons.	Always
Team members to change the mask when wet or once every six hours.	Every Six hours
Team members to wear disposable gloves where applicable and not to touch any food with bare hands. Gloves to be changed frequently and hands to be washed each time before changing gloves.	Always
Team members to wash hands with Soft care plus and sanitize them with Soft care des E plus while entering the kitchen.	Every 30 minutes
Adhere to safe distance norms while working in their designated section. Zones to be created within each section to prevent cross movement.	Always
Sanitizing kit to be available in all sections of the kitchen which include a tray, bucket with fresh "SUMA San Quaternary" sanitizing solution (200 ppm), wonder wipe and spray bottles with 200 ppm solution.	Always
Sanities all surfaces and table tops using 200 ppm Suma San D10.1 prior to and after each shift. Suma San to be sprayed from the spray bottles and wiped with a paper towel.	Always
Cooking ladles in each section to be washed with Suma Multi D2.3L and sanitized with Suma San D10.1.	Every hour
Disposable spoons to be used for tasting food.	Always
Team members to use knives from a sanitized tray. Pens, knives and peelers not to be shared.	Always
Standards of coloured chopping board to be strictly adhered to. Chopping boards to be washed with Suma Multi D2.3L and sanitized with Suma San D10.1.	Always
Team members to discard chef caps in the designated bin after use.	Always
Sanitized cutlery, chinaware, glassware to be handled by team members wearing gloves. Gloves to be changed frequently.	Always
Team members to wear industrial gloves while performing heavy cleaning activities. Hands to be washed and sanitized after each task.	Always
Soiled dusters to be kept in a covered bin soaked in 200 ppm Suma San D10.1 solution.	Always
All door knobs, handles and switches to be sanitized frequently with 200 ppm Suma San D10.1 solution.	Every 2 hours
All cleaning equipments, mops, reusable protective gear and gloves to be cleaned before and after every use. These should be sanitized with 200 ppm Suma San D10.1 solution.	After every use

Purchase sections

Procedure	Frequency
Team members to conduct meetings using digital mediums. If unavoidable, meetings to be organized ensuring safe distance between participants wearing masks and gloves.	Always

All couriers to be sanitized by using Virex II 256 (10ml in 1 ltr of water).	Always
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Receiving Section

Procedure	Frequency
Medical kit to include masks, disposable gloves, goggles, personal protection gear and bio-disposable garbage bag.	Always
All vendors to be informed of the COVID -19 prevention measures and mandatory standards to be adhered to through a letter.	Always
Vendor vehicles not to be permitted onto the premises wherever possible. Entering vehicles should be sprayed with Virex II 256 (10ml in 1 ltr of water).	Always
Vendors to present a valid Purchase Order / Vendor Pass on a smart phone wherever possible.	Always
Everyone entering the university campus premises to undergo temperature check. Should temperature be above 99 degrees Fahrenheit the individual will not be allowed inside the premises.	Always
All goods received will be stacked appropriately on pallets and not on the floor of the vehicle. Perishables will be delivered in clean crates.	Always
Challan and invoice to be stamped " checked / sanitized "	Always
Items received in cardboard boxes / cartons and sealed plastic pack to be sanitized using Oxivir five 16 (16 ml in 1 ltr of water).	Always
All items wrapped in plastic / porous material / metal tins, and any other items that cannot be sanitized, to be quarantined for a period of 24 hours in a pre-designated area.	Always
Fresh vegetables, fruits and eggs to be sanitized using 50 ppm chlorine solution.	Always
Sanitizing station to be provided between Receiving area and the entrance to the processing and storage area.	Always
Team members to wear disposable gloves, masks , skull caps and face shields	Always
Receiving area to be cleaned at the beginning of the day, during lunch break and at the end of the day. Floor, work tables, weighing machines, trolleys and sinks to be cleaned and sanitized. All baskets to be washed and sanitized with 100 ppm chlorine solution.	Thrice a day
Team members to sanitize hands after removing protective gears.	Always

Transport

Procedure	Frequency
Student/ Staff to ensure safe distancing while they are waiting for the Bus.	Always
Student/ Staff to use hand sanitizer prior to entering the us.	Always
Student/ Staff to wear disposable mask during transit.	Always
Student/ Staff to sit on earmarked seats in the coach / car to ensure safe distance.	Always

Student/ Staff to maintain safe distance while embarking and disembarking from the coach / car.	Always
Driver and cleaner to wear a mask, disposable gloves.	Always
Bus to be sanitized prior to and after using R1 Super.	Always
All vehicles entering the university campus to be sprayed using Virex II 256 (10 ml in 1 ltr of water).	Always

Practical Labs

Procedure	Frequency
Counter tops to be disinfected using R1 Super. Oxivir concentrate to be used for sanitizing the counter top.	Every 30 minutes
Door handles and knobs to be wiped and disinfected using R1 Super	Every 30 minutes
Floor to be frequently dry mopped and damp mopped with R1 Super. Oxivir concentrate to be used for mopping twice daily	Twice a day
Hand sanitizer to be made available at all labs	Always
All common touch points like door handles, door knobs, chair arms, table tops to be cleaned using Oxivir concentrate	Every hour
All furniture and window ledges to be cleaned using R1 Super	Every two hours
Student/ Staff to ensure safe distancing while they are in the labs.	Always
Student/ Staff to wear disposable mask during the sessions	Always

Classrooms

Procedure	Frequency
All whiteboards to be disinfected using R1 Super. Oxivir concentrate to be used for sanitizing the boards	Twice a day
Floor to be frequently dry mopped and damp mopped with R1 Super. Oxivir concentrate to be used for mopping twice daily	Twice a day
All classrooms to be cleaned using R1 Super. Focus on touch points such as switches, door handles and projectors.	Twice a day
Hand sanitizer to be made available at all labs	Always
All furniture including faculty podiums and students desks and chairs to be cleaned using R1 Super	Every 2 hours
Student/ Staff to ensure safe distancing while they are in the classrooms.	Always
Student/ Staff to wear disposable mask during the sessions	Always