



SOP On Preventive Measures In MR Hostels To Contain Spread Of COVID-19

1. Manav Rachna Hostels are administratively prepared and in a state of readiness to resume all operations.
2. This SOP has been prepared in tandem with directions received from all applicable agencies including Central, State, Local Government, and the UGC, AICTE amidst others where applicable.
3. Through this SOP, the hostel administration is adopting a set of Standard Operating Procedures (SOPs) with comprehensive Preventive Public Health Measures (PPHM) to prevent and deal with COVID-19 pandemic by setting the policy and procedural guidelines for the students, staff and workers.
4. All are expected to adhere to the SOP and sign it as a token of having read the same. They shall read the SOP and render a certificate within four hours of arrival.

Generic Preventive Measures

5. The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all staff and students at all times. These include:
 - (a) Physical distancing of at least 6 feet to be followed as far as feasible.
 - (b) Use of face covers/masks is mandatory.
 - (c) 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.

- (d) 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.
- (e) Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
- (f) Spitting shall be strictly prohibited. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- (g) Installation and use of Aarogya Setu app shall be advised to all. To submit a certificate of good health and Covid negative from a registered medical practitioner.**
- (h) Upon arrival the student will undergo second COVID Test which would be facilitated by MRDC.**

6. Hostels staff shall ensure the following arrangements:

- (a) Entrance will have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and exit inside the hostel as far as feasible. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- (b) Only asymptomatic staff and students shall be allowed. All staff and students to be allowed entry only if using face cover/masks. The face cover/masks has to be worn at all times inside the hotel.
- (c) Isolation room have been earmarked in every Hostel.**
- (d) Thermal screening will be done twice for every boarder, morning & evening and record will be maintained by the wardens.**
- (e) Medical Insurance with COVID cover will be done for all the boarders.**

7. Hostel Rooms

- (a) Rooms are allotted with proper spacing to ensure social distancing. At any time, there should not be more than two students in a room. Students are

expected to maintain social distance. Crowding of students (more than two) in the hostel room is not permitted.

b) There would be no class teaching during the first few days of arrival and it would be spent in orienting with the COVID responsible behavior to be adaptive of hand & respiratory hygiene, social distancing, and learning to live, work and operate with the special constraints needed to stay safe & healthy on the campus.

c) Students are expected to observe high sense of self-discipline and COVID responsible behavior at all time in and outside hostel premises. All students are expected to observe the following: -

(i) Regular and thorough hand hygiene.

ii) Social distancing.

iii) Avoid touching eyes, nose, and mouth.

iv) Face masking and good respiratory hygiene.

v) Hand disinfectants should be used after exchanging objects with fellow students/faculty/staff, as also after touching surfaces like walls, doors, door knobs, stair handrails, switches, etc.

(d) Social distancing includes refraining from hugging, intimating, or shaking hands with other students/friends. It involves maintaining a distance of at least 1m (3 ft.) and avoiding anyone who is coughing and sneezing.

(e) Respiratory hygiene means masking/covering mouth and nose with suitable medicated masks or wrapping a clean washed piece of cloth to secure self and other in surroundings when coughing or sneezing.

(f) Students are encouraged to restrain and not to share cups, eating utensils, food or drinks with others.

(g) Students are encouraged to maintain proper ventilation and air exchange in their rooms by keeping their glass windows open (while keeping mesh windows always closed) along with the door open from time to time. The Hostel Warden will intimate time when these **MUST BE KEPT OPEN**.

(h) Students should use their own soaps and disinfectants, and avoid sharing such materials. Periodic cleaning and dis-infection of the rooms and toilets would be carried out. The cleanings of wash rooms will be carried out every day.

(j) Corridors Social distancing should be maintained. No gathering of students is permitted.

(k) Students should not crowd in the washrooms, they should form queues for entry into the washroom with social distancing.

(l) No get-togethers are allowed in any part of the hostel building and students should avoid meeting in groups.

(m) No more than 3 students are permitted, (even with proper social distancing and respiratory etiquette) to gather or stand or chat outside the hostel or between hostel lawns. Students should avoid gathering or sitting in groups.

8. Dining & Mess

(a) Keeping with social distancing norms, the seating capacity of the students dining hall has been reduced. The meal timings have been staggered to ensure smooth conduct of meal distribution.

(b) A slot-based coupon system will be introduced to ensure full communication and complete adherence.

(c) Following meal timings to be observed :-

Breakfast	8:00 AM to 9:00 AM
Lunch	1:00 PM to 2:00 PM
Evening Tea	4:00 PM to 4:30 PM
Dinner	07:00 PM to 08:00PM

(d) The staff on duty in the mess hall and the cook house, will be screened for their health conditions/hygiene before starting their duty every day and will mandatorily wear face-mask, head cover, and hand gloves while on duty. The mess staff will also ensure social distancing norms.

(e) The mess staff shall be trained on COVID responsible conduct by the caterer. They shall be monitored for their adherence at all time by the admin dept. Awareness posters to be displayed all around the cooking and dining area. Sufficient soap and sanitizers for hand washing shall be provided and

supervisors to ensure adherence. Hand sanitization is must even when wearing a pair of gloves.

- (f) Doctor on call of the campus would carry out one round daily of the cook house to ensure hand and respiratory hygiene of the mess staff. Weekly sensitization & awareness talk to be given by the Doctor on call to the mess staff.
- (g) The medical facilities are available with special tie-up with multi-specialty Sarvodaya Hospital of Faridabad in case of in any kind emergency. A dedicated ambulance is available round the clock for any health emergencies. First aid facilities available with Wardens of every hostel.
- (h) In case the student is found positive , they will be shifted to the isolation centre in the hostel and Gov. Health care agency and the guardians would be informed and the student will be shifted to the hospital.**

9. Going Out

- (a) The institute does not recommend students visiting any place outside the campus, including eateries outside the campus.
- (b) A student will be allowed for a maximum time of 15 Minutes per week for utmost important requirements on case to case basis.
- (c) Anyone proceeding outstation or going outside the Faridabad city limits will undergo a process/ quarantine period as suggested by the campus doctor.

10. Collaborative Studies

- (a) Students are encouraged to use collaborative/meeting software like 'GoToMeeting', Google Meet, Microsoft Teams etc. for any collaborative work like assignment, case studies, etc.
- (b) Students are not expected to physically meet in a group for such work.

11. Reporting of Anomalies

Anomalies and wrong practices which put others at a risk shall be reported immediately and the *Anomaly Report Form* shall be raised. Anomaly Report Form is a standard practice of the hostel and shall be used for all functionaries including workers, staff and students by those authorized.

12. Delinquency Treatment

All those failing to observe the SOP shall be treated as delinquents and are liable to be actioned upon. Wardens shall issue an "On The Spot Caution" and endorse it in Anomaly Report Form. Any delinquent worker, student or staff who have earned a caution shall be proceeded against for disciplinary action based on facts enumerated in Anomaly Report Form.

Summary

The paramount purpose of the elaborated SOP stipulating the policy and procedural observance is to instill a sense of self-discipline to observe COVID responsible behavior.

Social distancing norms, hand & respiratory hygiene, use of sanitizers frequently, negation of gatherings and crowding shall ensure responsible acts by individuals safeguard the community interest and prevent spread of COVID-19 pandemic. Reporting of anomalies through the Anomaly Report Form and subsequent action to segregate the irresponsible individuals shall minimize chances of susceptibility. This shall pave the way to focus on our ultimate aim of imparting and receiving education and achieve our primary objective of being among the best.