



Dr. D. Y. Patil Vidyapeeth, Pune
(Deemed to be University)

**REOPENING GUIDELINES
FOR
COLLEGES
POST LOCKDOWN**

Nov 2020

SCOPE OF THE DOCUMENT

Name of Document	INFECTION PREVENTION & CONTROL STANDARD OPERATING PROCEDURE FOR REOPENING OF MEDICAL COLLEGE POST COVID-19		
Document No	DYPMCHRC/HIC/REOPEN/POST COVID19/2020/Ver 1.0		
Date of Issue: December 2020			Date of Implementation: December 2020
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DOCUMENT CONTROL

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Controlled Copies Distributed to	<ul style="list-style-type: none">• Dean Office• HICC• Student Section		

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General Preventive Measures

- ✚ Physical distancing of at least 6 feet to be followed as far as feasible.
- ✚ Use of face covers/masks to be made mandatory.
- ✚ 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 done 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 of used tissues properly.
- ✚ Self-monitoring of health by all and reporting any illness at the earliest.
- ✚ Spitting shall be strictly prohibited.
- ✚ Installation & use of Aarogya Setu App shall be advised wherever feasible.



Re-Opening the Campuses - Issues and Challenges

Our colleges are located in all kinds of terrains and assume significant diversities depending upon geographical location and government run/ grant-in- aid colleges or colleges managed and supported by private organizations, in their size, infrastructural capacity, facilities, etc. Therefore, the issues and challenges faced by them in reopening their campus also vary considerably.

Keeping in view the uncertainties of future due to COVID-19 pandemic and its impact on the functioning, they may plan to reopen their campuses in a phased manner, ensuring safety, health and well-being of all students and staff. They should be flexible in their plan and should be ready to handle any eventuality arising due to COVID-19.

It may be difficult to comprehend all the challenges/ situations which the colleges may be required to handle while they plan to reopen. However, some of the issues which they may be required to handle instantly are given below:

- ✚ To follow the advisories/guidelines/directions issued by the Central/State Government, Ministry of Education, NMC and UGC from time to time to prevent the spread of COVID- 19.
- ✚ Uncertainty among students regarding admissions, modes of teaching-learning, completion of courses, examinations, evaluation, declaration of results and the academic calendar, etc.
- ✚ Anxiety, mental health and psychological issues of students developed during the lockdown period and fear of infection after the opening of campuses.
- ✚ Safety measures including sanitization of premises, thermal screening, ensuring physical distancing, face-cover/mask wearing, respiratory hygiene and hand-hygiene etc.
- ✚ Preparation for risk assessment and subsequent actions which may be required for hostel facilities for students.
- ✚ Varied conditions of the pandemic in the state, area and environment where the students mainly live while making risk assessment and planning to address these challenges.
- ✚ Besides students, the risk of infection will also be faced by the faculty, counsellors and other technical and non-teaching staff who interact with the students and also among themselves regularly.



Measures Required before Re-Opening of Campuses

Pre-requisites

- ✚ The directions, instructions, guidelines and orders issued by the Central and State Government concerned regarding safety and health in view of COVID-19 must be fully complied by all colleges.
- ✚ The colleges are required to make adequate arrangements to ensure the safety and health of students, faculty and staff.
- ✚ The universities and colleges are advised to re-open in phase-wise manner.
- ✚ The faculty, staff and students of the university and college should all download 'Aarogya Setu App'.
- ✚ The institutions should be ready with a plan for handling the inflow of students, faculty and staff in the campus, monitoring disinfecting measures, safety and health conditions, screening and detecting the infected persons, containment measures to prevent the spread of the virus in the campus, and also alternative plan(s), in case the campus needs to be closed again due to spread of the virus in campus or in the surrounding area(s) in near future.

Modalities for Physical Opening of Colleges

The following modalities regarding the physical opening of Colleges/Higher Education Institutions, in a graded manner, may be adopted:

- ✚ Colleges may plan opening the campuses in phases, with such activities where they can easily adhere to social distancing, use of face masks and other protective measures. This may include administrative offices, research laboratories and libraries etc.
- ✚ Thereafter, for didactic lectures, students may also be taught on-line by using Google Classroom, Cisco Webex Meeting, You Tube streaming, OERs, SWAYAM platform (www.swayam.gov.in), etc. In those colleges, where it is feasible to hold classes, for large group or small group teaching classes, a minimum distance of 6 feet between every 2 students must strictly be adhered to. If required students may be called in batches as per the availability of class room size and all other modalities.
- ✚ For all teaching hospitals, at least 30% beds be allotted to teaching units and all necessary precautions must be adhered to.
- ✚ As and when required, students may be instructed to visit their respective departments in small groups for consultation with the faculty members, after



seeking prior appointments to avoid crowding, while maintaining physical distancing norms and other safety protocols.

- ✚ Institutions should have a plan ready for students who cannot join the programme due to travel restrictions. Online teaching-learning arrangements should also be made for them.

Safety concerns

- ✚ The institutions should train their staff and students to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in their campuses. Non-resident students should be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face masks and gloves. Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.
- ✚ Regular visits of a counsellor may be arranged so that students can talk with the counsellor about their anxiety, stress or fear.
- ✚ To avoid the risk of transmission, the students, faculty and staff should be screened and symptomatic ones be advised to get clinically assessed before allowing them entry into the campus.
- ✚ Isolation facilities for symptomatic persons and quarantine facilities for those who were in contact with the positively tested persons should be there on campus or a tie-up may be made in advance with some hospital or approved premises or as advised by the local authorities so that, in case of necessity, prompt action may be taken. Proper arrangement of safety, health, food, water etc. should be ensured for those in quarantine and isolation facilities.
- ✚ For those who have tested positive, isolation facilities should be in place either on campus itself or as a prior arrangement with some nearby hospital(s) or as advised by the local authorities.
- ✚ Colleges should prepare a policy for restricting the outside experts on campuses, studytours, field works etc., keeping in mind the COVID-19 situation.
- ✚ All such programmes and extracurricular activities should be avoided where physical distancing is not possible.
- ✚ Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, are to be maintained at all places, including hostel kitchens, mess, washrooms, libraries, class rooms etc.
- ✚ Proper signages, symbols, posters etc. should be prominently displayed at



appropriate places to remind the students, faculty and staff for maintaining physical distancing. The details of COVID-19 cell established by the institution be prominently displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the institution. Ensure the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, Parking Area etc.

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Institutional Planning

Institutional planning is the key for the successful reopening of the campuses and smooth conduct of the teaching-learning process during these difficult times. The colleges will therefore, be required to develop their plans very cautiously for reopening of their campuses. The plan may, inter-alia include the following points:

- ✚ Colleges should prepare details of opening the campus in a phased manner with a complete roster for all departments and batches of students in different programmes.
- ✚ The colleges must ensure appropriate sanitization and disinfection process and procedures.
- ✚ It should be made mandatory for the Teachers, Officers, Staff and Students to wear the ID cards.
- ✚ The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- ✚ All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases should be monitored and reported to local authorities on a day to day basis.
- ✚ Teaching hours in a day may be extended, as per requirements of the college.
- ✚ Six-day schedule may be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.
- ✚ Colleges may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.



- ✚ Depending on the availability of space in class rooms or learning sites, up to 50% students may be allowed on a rotation basis to attend the classes.
- ✚ Faculty should be trained for online teaching-learning practices.
- ✚ The visitors should either not be allowed at all or their entry should be drastically restricted. The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors be maintained along with the names of persons whom he/ she meets.
- ✚ There should be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19 (however the two need to be kept separately), either at the level of the institution or in collaboration with the Government authorities.

Safety Measures at Entry/ Exit Point(s)

- ✚ Adequate arrangements of thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.
- ✚ Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- ✚ For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- ✚ In case the college has more than one gate for entry/ exit, all the gates should be used, with adequate care, to avoid crowding.
- ✚ Monitoring of the entry and exit of the students should be done.
- ✚ Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.
- ✚ Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

Safety Measures during Working Hours

Classrooms and other Learning Sites

- ✚ Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers,



parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.

- ✚ Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- ✚ Wearing face cover/ mask is a must at all times and at all places inside the campus.

Inside the Campus

- ✚ Cultural activities, meeting etc. may be avoided. However, such extra-curricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time.
- ✚ Adequate arrangements for safe drinking water should be made on the campus.
- ✚ Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.
- ✚ Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers should be ensured.
- ✚ Wearing of face cover/ mask by all students and staff should be ensured.
- ✚ Proper cleanliness should be maintained inside the entire campus.
- ✚ Adequate arrangements should be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.
- ✚ Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.
- ✚ An adequate supply of water in toilets and for hand- washing should be ensured.
- ✚ Proper sanitization of buses, other transport and official vehicles of the institution should be done.
- ✚ Spitting in the campus must be made a punishable offence.



- ✚ Dustbins must be cleaned and covered properly.
- ✚ Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms. Provision for proper disposal of used personal protection items and general waste should be followed in accordance with CPCB/Maharashtra Pollution Control Board guidelines.
- ✚ For air-conditioning/ventilation, the Govt. guidelines of shall be followed which emphasizes 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 there.
- ✚ Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- ✚ Swimming Pool (wherever applicable) shall remain closed.
- ✚ All employees who are at higher risk, i.e., older employees, pregnant employees 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 students.

Hostels

- ✚ Hostels may be opened only in such cases where it is necessary while strictly observing the safety and health preventive measures.
- ✚ All Students must bring all a RT-PCR report that is negative at the time of re-joining the hostels and they must be re-called in batches.
- ✚ However, the sharing of rooms may not be allowed in hostels. Symptomatic students should not be permitted to stay in the hostels under any circumstances.
- ✚ Since residential students may be coming from different locations, they shall remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine (even if they bring a negative test report or the university/college plan to test them on arrival).
- ✚ There should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers need to be limited appropriately to avoid crowding. Also, hostel students should be called in phases.



- ✚ Thermal Screening of all resident students should be ensured.
- ✚ They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- ✚ Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- ✚ Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- ✚ Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options should be available for students and staff.
- ✚ It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.
- ✚ Utensils should be properly cleaned.
- ✚ Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
- ✚ Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
- ✚ Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

Regular Monitoring of Health

- ✚ Every institution should regularly monitor the health of its students, faculty, and staff.
- ✚ Faculty, staff and students should also be sensitized on self-monitoring of their health.
- ✚ Faculty, Staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

Counselling & Guidance for Mental Health

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation *vis-a-vis* their studies, health and related issues, colleges should take the following measures for the mental health, psychological aspects and well-being of the students:



- ✚ All the faculty members, students and staff should be made aware of the Web page named “Manodarpan” – created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID – 19 outbreak and beyond. The web page contains advisory, practical tips, posters, videos, dos’ and don’ts for psychosocial support, FAQ and online query system. Also, a National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities has also been set up which will provide tele counselling to address their mental health and psychosocial issues.
- ✚ Set up helplines for mental health, psychological concerns and well-being of students in Universities/ Colleges which need to be regularly monitored by Counsellors and other identified faculty.
- ✚ Regular mentoring of students through interactions, and appeals/letters by the Universities/ Colleges to remain calm and stress-free. This can be achieved through telephones, e-mails, digital and social media platforms.
- ✚ Form COVID-19 help groups of students headed by hostel wardens / senior faculty who can identify friends/ classmates in need of help and provide the immediate necessary help.

Measures for Containment

- ✚ As soon as a student, faculty or staff is detected COVID-19 positive, such person should be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts should be quarantined and symptomatic ones to be immediately tested.
- ✚ Universities and colleges should have a ready plan to provide healthcare support to those resident students and staff who test positive and are isolated.
- ✚ The guidelines restricting social and physical contacts and mobility in such parts of residential places in the campus, where positive cases have been found, should be strictly enforced. Measures like holding no class, not leaving the rooms for hostellers, if applicable, no take away arrangement of food from mess etc. may be enforced, depending upon the severity of the situation.
- ✚ Universities and colleges should also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

Sensitization of Students, Teachers and Staff

- ✚ Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread may be launched.



- ✚ Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose should be regularly told to the students and the staff.
- ✚ The necessity of physical distancing, wearing face covers/ masks, hygiene etc. should be brought home to all.
- ✚ Activities to stay fit, physically and mentally, should be encouraged like doing exercises, yoga, breathing exercises, meditation, etc.
- ✚ To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.
- ✚ Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc. should be encouraged.
- ✚ Students should be told to regularly sanitize their laptops, audio, video and other media accessories.
- ✚ Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.
- ✚ Posters and stickers should be pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.
- ✚ All support and facilities should be provided to persons with disabilities (*Divyangjan*).
- ✚ Sharing of books, other learning material and eatables be discouraged.

Travel Restrictions / Arrangements

- ✚ The institution needs to be watchful about the students and employees who all have travelled from severely COVID-19 affected Districts, States or Countries. The travelers must strictly follow the travel guidelines and practice quarantine protocol.
- ✚ Students must take all the precautionary measures (Wear Mask, Hand Sanitization and maintain physical distance) to avoid contamination while traveling in any mode of transportation



- ✚ The college bus provided by the Institution must allow only one student per seat. Each Bus should allow only 1/3rd of its capacity; this will help to reduce overcrowd and also to maintain physical distance. Bus must be fitted with hand sanitizer/dispensers so passengers could sanitize hands during entry and exit.
- ✚ Restrict/avoid movement of the students within and outside campus.
- ✚ Bike ride and Car drive should follow the instructions issued periodically by the Government of Maharashtra.
- ✚ Create Information desk and provide details to staff /students to help even those who are unable to travel due to sickness.

Quarantine and isolation at hostel

- ✚ Quarantine refers to separation of individuals who are not yet ill but have been exposed to COVID-19 patients as primary contact who may become potentially ill.
- ✚ Students /Staff should follow quarantine norms as per the guidelines released by Ministry of health and family welfare.
- ✚ Institutions must facilitate well-ventilated rooms preferably with an attached/separate toilet for isolation
- ✚ Avoid sharing household items e.g. dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people.
- ✚ Wear a surgical mask at all the time. The mask should be changed every 6-8 hours and disposed-off as per Solid Waste Management 2016 guidelines and Rules by Maharashtra pollution control board.
- ✚ If symptoms appear (cough/fever/difficulty in breathing etc), he/she should immediately inform the nearest fever clinic/centre and shifted to COVID designated hospital for clinical management. Only trained person should be assigned to assist such persons.
- ✚ In case the person being quarantined becomes symptomatic, all his close contacts will be home quarantined for 7 days and followed up for an additional 7 days or till the report of such case turns out negative on lab testing. These guidelines



may be dynamic and updated as per the ministry health and family welfare

✚ Isolation refers to separation of individuals who are ill and strongly suspected (Primary contact with confirmed case) or confirmed of COVID-19. All suspect cases detected (till a diagnosis is made), will be hospitalized and kept in isolation in a designated facility till they are tested negative. Persons tested positive for COVID-19 will remain to be home quarantined or under the supervision of health care facility.

✚ Those patients can be discharged after subsequent two negative test reports or as per MoHFW's discharge policy.

- ✚ Special attention should be given towards the safety of the people with co morbidities and or immune compromised.
- ✚ Institutions should document the mental health status of human resources and provide a psychologist or trained medical social worker to conduct counseling sessions. This helps in preventing disease related fear or phobia or mood swings or self-destruction decisions.
- ✚ SOP if a confirmed case of COVID 19
 - Immediately shift the patient to isolation or observation at CCC.
 - Clean and disinfect the entire area.
 - Quarantine all the individuals who had primary contact.

Canteen/ Dining/ Kitchen area

- ✚ Though there is no evidence that people can contact COVID 19 from food, it is imperative to reinforce precaution, personal hygiene and sanitation measures in canteen/kitchen/dining area.
- ✚ Formal Education for the staff working at canteen/dining/kitchen area regarding COVID 19 pandemic is mandatory and institutions must keep the documents relevant to the same.
- ✚ Ensure to place soap/disinfectant solution/hand sanitizers dispensers at various places in Canteen/Dining/Kitchen area and maintain the stock book.
- ✚ Avoid dining in common area. If there is no option, then restrict the number of students dining at a given point of time.



- ✚ The timings of the mess shall be staggered to ensure physical distancing and prevent crowding
- ✚ Hostel accommodating a larger number of residents should avoid over crowd and maintain social/physical distance in food serving area/dining hall.
- ✚ The entire dining hall should be sanitized including door handles, surface of the chairs and tables. Adequate number of soaps/disinfectant solution/hand sanitizers must be provided at any given point of time.
- ✚ As a result of lockdown due COVID-19 pandemic, many institutions had closed their Hostel/canteen. It is advised for detailed cleaning and disinfecting the infrastructure before resuming functioning of the kitchen/canteen.
- ✚ Staff at the kitchen area should have periodical health checkup and maintain medical records. They should wear gloves while cooking and as well as while serving food.
- ✚ Staff's (cooking & supplying staff, cleaning, support staff and others) in working hostels shall be screened daily for Influenza like illness symptoms (ILI). If ILI symptoms are present the person/s shall be sent to fever clinic/hospital
- ✚ Disinfect the utensils/glass ware on regular basis

Library

- ✚ Library should be sanitized or disinfected or fumigated once it starts functioning.
- ✚ Prescribed social/physical distance should be maintained at reading area. Avoid gathering or overcrowding in library.
- ✚ Encourage students and faculty to borrow books and go back to their respective residence/class room for reading.
- ✚ Clean all the surfaces and shelves with disinfection solution.
- ✚ Encourage to use digital library provided by DPU.

Housekeeping

- ✚ Health Education on COVID-19 for entire Housekeeping staff is mandatory



at all the facilities like in the College, Hostels and Hospital.

- ✚ Special attention must be given in cleaning measures using disinfectant in common areas such as restrooms, halls, corridors, elevator buttons, handrails, switchboards. Regular cleaning needs to be documented in the checklist.
- ✚ Housekeeping staff should be provided with basic PPE such as face mask, face shield, hand gloves, apron/gown and protective shoes. If doing procedures that generate splashes (e.g. while washing surfaces), use protection with a face shield and impermeable aprons.
- ✚ Prioritize and procure appropriate chemical agents for cleaning that can protect from viral agents in consultation with the infection prevention and control committee / experts.
- ✚ Any surfaces that become soiled with respiratory secretions or other body fluids of the sick person(s), e.g. toilet, hand washing basins, these areas should be cleaned with disinfectant solution containing 0.1% sodium hypochlorite (that is, equivalent to 1000 ppm) or with water after 10 minutes with chlorine contact period.
- ✚ Textiles, linens, and clothes and waste should be segregated in specially marked laundry/ waste bags and handled carefully after use to mitigate the risk of potential transmission as per Solid Waste Management Rules 2016
- ✚ Provision for proper disposal of used personal protection items and general waste should be followed in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINESCOVID_1.pdf).
- ✚ Instructions should be given for washing them in hot cycles (70°C or more) with the usual detergents.

Guidelines for Conducting Examinations

- ✚ Examinations are the most crucial event of academic institutions. Heads of the institutions must adhere to the SOPs to prevent disease and promote health during this academic event and ensure the following:



- ✚ Institutes to ensure return of students if any, by following guidelines passed regarding Unlock and reopening. There shall be no restrictions on interstate and intra state movement of persons. No separate approval will be required for such movements. However, people coming to Maharashtra from other state shall strictly adhere to the prevailing guidelines /SOPs of Govt. of Maharashtra.
- ✚ Arrangements for disinfection of premises of the students, provision of automated/foot operated sanitizer dispenser at required places and to enforce wearing of facemask, physical distancing of 2 metres (6 feet) in hostel and common areas and to be monitored by concerned authorities.
- ✚ Students and staff should be advised to dispose of used face covers / masks in covered bins available at the center. The waste thus generated may be disposed of in accordance with the hazardous waste disposal guidelines.

Hall arrangements for Theory Exams

- ✚ College authorities shall prepare a micro-plan regarding the number of students, classrooms, teachers, staffs, seating arrangements for students, vehicles, movement plan of students, marking of boxes on the floor outside examination hall, etc.
- ✚ Training shall be held before the examination to sensitize the invigilators and staff.
- ✚ Examination hall shall have adequate natural ventilation; Air- conditioned hall shall be avoided. The hall shall have separate entry and exit.
- ✚ Students should be instructed to report at least one hour prior to scheduled time.
- ✚ At the entry, crowding of students shall be avoided and strict physical distancing of two meters (6 feet) between students to be maintained.
- ✚ Ensure foot operated hand sanitizer dispenser, thermal scanning and screening for ILI/COVID-19 at the entry of examination hall.
- ✚ Before and after each examination session, all the rooms /halls, chairs, tables etc. shall be disinfected with 1% sodium hypochlorite solution.



- ✚ Display posters on preventive measure of COVID-19 in prominent areas of campus and examination hall.

The following arrangements of seating shall be made in different halls for the following categories:

- Candidates with ILI symptoms
 - Candidates from containment zones
 - COVID-19 positive candidates
 - **All other candidates**
-
- ✚ Ensure physical distancing of 2 metres between the candidates. Students shall wear medical facemask and allowed to carry their own water bottle.
 - ✚ Exam functionary and examinees may also submit self-declaration about health status at the time of entrance to the examination center. Such self-declaration form may be circulated at the time of issue of admit tickets.
 - ✚ A simple do's and don'ts/ Advisory may also be circulated to candidates at the time of issue of admit tickets
 - ✚ The examination center should have a designated isolation room for isolating any person who is found symptomatic at the time of screening or during examination, till such time medical advice may be sought
 - ✚ Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
 - ✚ Proper crowd management in the examination center as well as outside premises like parking lots, waiting areas – duly following physical distancing norms shall be ensured.

Exam Hall Staff

- ✚ Exam hall staff shall be provided with medical facemask, hand gloves and hand sanitizer.



- ✚ Candidates should be asked to vacate the hall only after the verification process is completed by invigilators and follow the instructions provided in the face page of the respective answer scripts
- ✚ All staff that is at high risk (older employees, pregnant employees and employees who have underlying medical conditions) shall not be deployed for invigilation/conduct of examination. Such staff should preferably be deployed in tasks not requiring direct contact with the students
- ✚ Use of spit/saliva for counting/distributing sheets shall not be allowed
- ✚ For pen & paper-based tests, the invigilator will sanitize his hands prior to distribution of question papers/answer sheets. The examinees will also sanitize their hands before receiving such papers and handing them back to invigilators. The collection and packing of the answer sheets, at every stage will involve sanitization of the hands.

Toilets

- ✚ Disinfection of toilets shall be done before and after each session.
- ✚ Elbow/foot operated sanitizers, wash basin with elbow operated taps and liquid soap should be made available in toilets.
- ✚ Only one student shall be allowed inside toilet at a time.

Role of Stakeholders

Role of State Governments

- ✚ The Government should help colleges to prepare an effective plan for reopening their campuses. The plan may vary from institution to institution, keeping in view the situation regarding spread of COVID-19 pandemic in a particular area/region/zone.
- ✚ The Governments may issue clear instructions to the universities and colleges to ensure the safety and health of all concerned. This may include instructions for wearing of face masks, physical distancing, and the number of students in a class, library, hostels, and dining halls etc.



- ✚ State governments, in consultations with higher education institutions, should prepare an estimate of requirement in each of their districts and zones, of disinfectants, facemasks and prepare a plan in advance for their procurement and distribution. Universities and colleges should ensure sufficient supplies of these items to their students, faculty and staff.
- ✚ Keeping in view the varying conditions in any state at district and zonal levels, the Government concerned should prepare a region-specific plan, instead of a uniform plan for the entire state.
- ✚ State health departments should remain in touch with the universities and colleges and work to ensure that the campuses are well prepared to maintain the safe and healthy conditions and also to deal with the COVID-19 related unexpected situations.
- ✚ The Governments should keep a constant touch with the universities and colleges regarding the status of COVID-19. The government may call information regarding COVID-19 related condition in the campuses and also call meetings at appropriate intervals with the Head of institutions through video conferencing.

Head of the Institution

- ✚ Principals may get Standard Operating Procedures(SOPs) worked out in view of COVID- 19 outbreak, in accordance with the Government orders and guidelines.
- ✚ A detailed institutional plan which may, inter alia, include sanitization, safety and health measures should be prepared and kept ready, before reopening of campus. Proper implementation of the institutional plan should be ensured and regular monitoring should be done with the help of faculty and the staff.
- ✚ Tie-ups may be established with nearby hospitals, health centres, NGOs, health experts for help and support in fighting COVID-19.
- ✚ A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation etc. should be kept ready well in advance.
- ✚ A Task Group should be created to handle varied situations and issues related to the COVID-19 pandemic. Such Task Group may consist of senior persons from faculty and staff, students, volunteers from communities, NGOs, health organisations and Government officials etc. as the case may be.
- ✚ Teachers, students and staff should be made aware of all relevant plans and activities on the campus.



Teachers

- ✚ Teachers should make themselves fully aware of institutional plans and Standard Operating Procedures.
- ✚ Every teacher should prepare a detailed teaching plan for the subjects taught by him/her, including time table, class size, modes of delivery, assignments, theory, practical, continuous evaluation, end- semester evaluation etc.
- ✚ Teachers should keep themselves updated with the latest teaching- learning methods and availability of e-resources.
- ✚ Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
- ✚ Teachers should monitor and keep track of the physical and mental health of their students.

Parents / Guardians

- ✚ The parents/ guardians should ensure that their children observe safety norms at home and whenever they go out.
- ✚ Parents should not allow their children to go out, if they are not feeling well.
- ✚ Parents may be advised that the 'Aarogya Setu App' has been downloaded by their children.
- ✚ Parents should sensitize them of healthy food habits and measures to increase immunity.
- ✚ Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

Students

- ✚ Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
- ✚ All students should wear face covers/ masks and take all preventive measures.
- ✚ May consider installing 'Aarogya Setu App' in the mobile.
- ✚ It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- ✚ The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely.



- ✚ Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- ✚ Give support to your friends under stress due to COVID-19 pandemic.
- ✚ Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the universities and colleges regarding health and safety measures in view of COVID-19 pandemic.



Protocol for conducting exam of COVID Positive Candidates

The following guidelines shall be followed for conducting examinations for COVID Positives (candidates who are in COVID hospital/institution)

In view of ongoing COVID -19 pandemic, no candidate/s who is/are COVID positive shall be denied opportunity to appear in the theory examinations. The following guidelines shall be implemented in coordination with the Govt guidelines.

Centre of examination:

- ✚ There shall be a separate examination centre/room for **COVID Positive** candidate/s as per availability.
- ✚ The room shall have natural ventilation.
- ✚ Hand sanitizer shall be made available at entry point and appropriate places.
- ✚ Disposable glasses for drinking water shall be made available.
- ✚ Strict physical distancing of 2 metres (6 feet) is to be maintained at all times. Seating arrangement shall be such that at least 2 metres (6 feet) distance is maintained between the candidates.
- ✚ Liquid soap for hand washing shall be provided in all toilets.
- ✚ After the examination is over, all the rooms /halls, chairs, tables, etc. shall be disinfected with 1% sodium hypochlorite solution.
- ✚ General solid waste can be disposed as any general waste.
- ✚ Waste generated (used mask, goggles, cap, gown etc.) shall be disposed in a separate cover preferably yellow and hand it over to common biomedical waste treatment facility (CBWTF).



Candidate

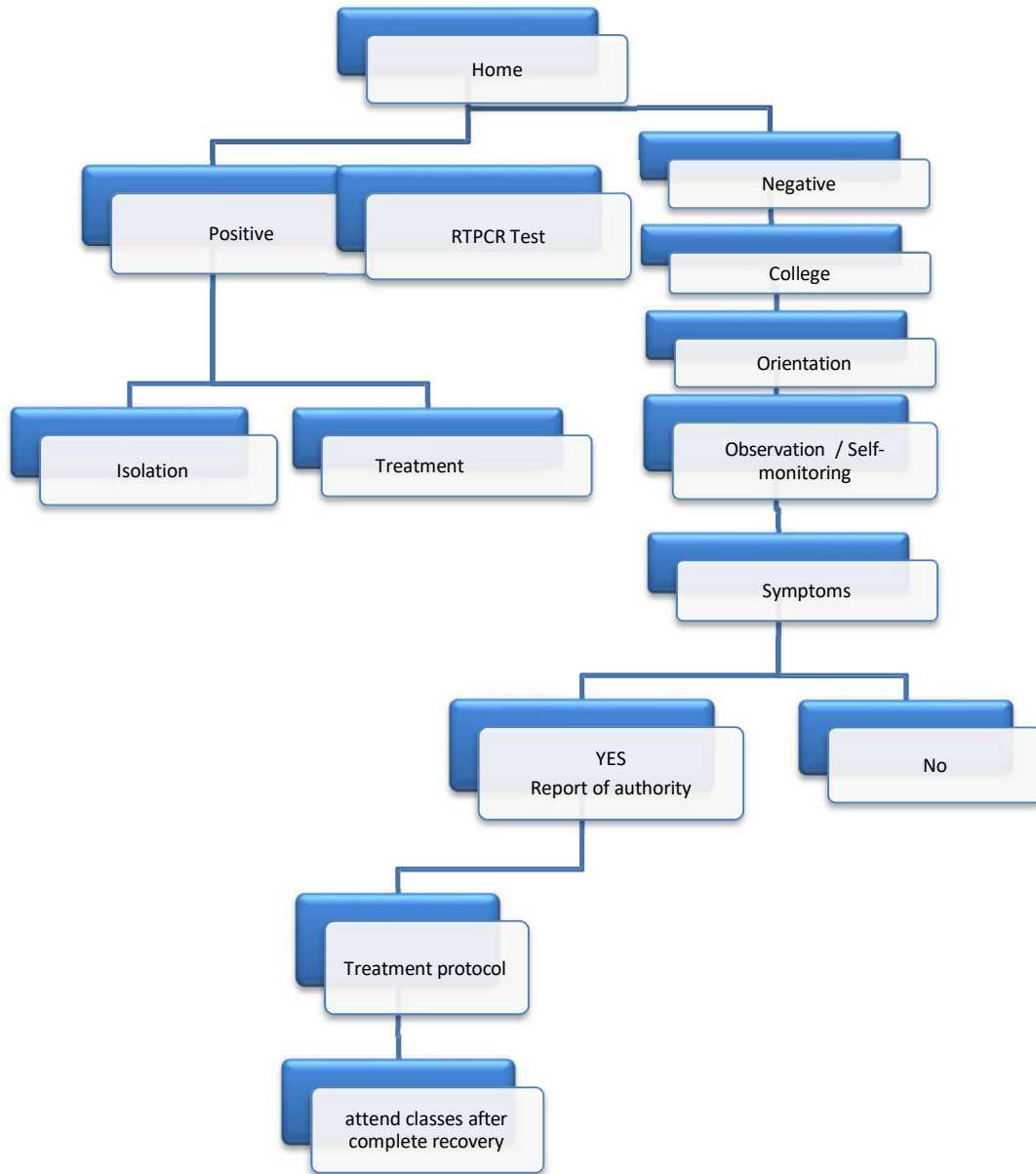
- ✚ Candidate shall inform regarding COVID- 19 status to the examination authorities well in advance to make necessary special arrangements.
- ✚ Candidate shall produce medical certificate from their treating physician certifying that they are fit to write the examinations
- ✚ The candidate shall provide “risk consent” for taking up the examination.
- ✚ Candidate shall be transported between the hospital and the examination centre by designated 108 ambulance
- ✚ Candidate shall wear N-95 face mask & Hand gloves compulsorily at all times during examination
- ✚ Candidate shall use hand sanitizer whenever required.

Examiner/Invigilators/Expert assistant/Support staff/Room superintendent:

- ✚ He/she shall wear N-95 masks, hand gloves, etc.
- ✚ Strict physical distancing of 3 feet is to be maintained at all times.
- ✚ Invigilator and the room superintendent shall be preferably those who are on HCQS prophylaxis
- ✚ Designated table shall be earmarked for keeping the attendance/invigilator dairy for candidates to affix signature.
- ✚ Admission tickets shall be signed by the invigilator maintaining physical distancing and using sanitizer
- ✚ At the end of exam, the invigilator shall let go candidates out of exam centres following physical distancing
- ✚ Avoid frequent conversation with the student.

Note: The practical examination shall be conducted as per the guidelines/SOP issued by apex regulatory bodies like NMC.

Flow Chart for Teachers and Students





References

- Guidelines: MoHF/Directorate General of health Services.
- Government of Maharashtra
- WHO COVID-19 technical guidance
- <http://ferl.qia.org.uk/display.cfm?pge=455>
- http://hippasus.com/resources/sweden2010/SAMR_TPCK_IntroToAdvancedPractice.pdf.
- www.who.int
- <https://www.mohfw.gov.in/>
- www.cdc.gov
- NMC Guidelines 29th November 2020



Instructions for Students

- Students should have an RTPCR test done before coming to College, if any family member has tested positive for COVID or if the student has come in contact with COVID positive case in the previous 14 days. They should report to Dr. D. Y. Patil Medical College Fever clinic on arrival for medical examination and quarantine if necessary.
- All the students staying outside should follow the rules laid down by the Govt. of Maharashtra and accordingly report.
- All the students should follow the protocols laid down by Government/ College authorities from time to time.
- If, unfortunately, any student falls ill due to COVID19 he/she will be treated at Dr. D. Y. Patil Medical College Hospital and Research Centre, Pune which has designated COVID wards/ ICUs. Separate rooms will be allocated for quarantine for those staying in hostels. Students staying outside can opt for home isolation (after registering at Dr. D. Y. Patil Medical College Hospital and Research Centre, Pune) or quarantine facility made available by hospital.
- All the students should give a self-declaration on reporting that they are not having symptoms related to COVID and that they will follow all the rules and regulations with regards to pandemic. (Annexure I) They will also submit a letter from parents stating that they are permitting their ward to join college. (Annexure II)
- Students should wear mask and follow social distancing during classes/practical's/tutorials. Students should maintain **hand hygiene**. Hand wash/Soap will be available at all places. However, as a precautionary measure student may carry personal sanitizer.
- Students should avoid using elevators. They should use staircase and should not touch the walls or any other surface. Students should use non-dominant hand for opening doors/using handles wherever required.



- They should avoid being in groups as far as possible.
- Student should not attend college if he/she is suffering from cold/cough/fever or any other Influenza like symptom.
- Respiratory etiquettes are 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.
- Students should maintain their health by doing regular exercise, having good nutritious food and avoiding crowded/ public places till the pandemic is over.
- Student should NOT use social media for propagating fake news and should not spread rumors that may affect college/university/society in general.
- They should be aware of all rules and regulations stipulated by Government (Central/State) regarding use/misuse of social media.
- As per suggestion of Government/UGC all students should download AarogyaSetu app Student should go out only for purchase of essentials and in case of emergency.
- If students need any kind of help, they can contact their Mentor Teacher
- If students become ill your personal details- name, mobile number, current residential address will be shared with Public health authorities as per the Epidemic act.
- If any student is travelling from abroad should report the campus with a negative report RT-PCR tested within 96 hrs of reaching the campus. (Please follow the Government guidelines)



Annexure I

Format for undertaking from student on rejoining college

I, _____, Son/Daughter/o _____

From _____ MBBS _____ Term, hereby declare that I do not have any symptoms suggestive of COVID19 infection. I am aware of all precautions related to COVID 19 and undertake to follow all the rules and regulations of the college, University, and State Government with regards to the pandemic and functioning of the college. I consent to my personal contact details being shared by Hospital authorities with Public Health Authorities as per the Epidemic Act in case I contract COVID19 infection.

Name:

Signature:

Date:

Place:

Mobile No.:



Annexure II

Format for undertaking from Parent of Student on rejoining college

I, _____ ,
F/M/o _____ , from _____ MBBS
_____ Term, hereby accord my consent to my ward to rejoin Dr. D. Y. Patil
Medical College for studies. I am aware of the risks related to COVID19 which my ward
maybe exposed to during this period and accept the same.