

**KIET Group of Institutions**  
**Standard Operating Procedure (SOP)**  
**for**  
**Post lockdown of COVID-19**

**1. Objective**

The document provides guidance and standard operating procedure to prevent the workforce of KIET Group of Institutions from getting infected by COVID-19 at workplace.

**2. Post COVID-19 Preventive Measures**

**2.1 At college entrance**

- All faculty and staff members have to wear Mask.
- All faculty and staff members including those staying inside the campus have to ensure **Thermal Scanning at Institute Main Gate and Hand Sanitization/Hand washing.**
- **No one will be allowed to leave the campus** within the office hours. However, in case of emergency special permission may be granted by the concerned Head of the Departments.

**2.2 Regarding Institute Transportation Arrangements**

- No. of passengers using the Institute Bus is to be restricted keeping in view of social distancing norms.
- All Institute buses and Institute vehicles is to be sanitized twice in a week.
- Wearing of Mask is mandatory to board the bus.
- All passengers will sanitize their hands after boarding the bus.
- Bus coordinator to make sure of the above detailed procedure.



## 2.3 In Departments/Offices

- It is mandatory for all Faculty and Staff members to install **Aarogya Setu App**. in their mobile phones and update it time to time with bluetooth and GPS always in active mode.
- Attendance through Biometric system is stopped till further orders, department PA's or any other suitable person will mark attendance of Faculty and Staff members in excel file and it will be forwarded to HR Dept. every next morning by 10:30 a.m.
- Before joining the institute, every Faculty and Staff members has to submit Coronavirus Self – Declaration form through e-mail.
- All Faculty and Staff members have to wear mask properly, all the time at the workplace. Mask may be sanitized with sanitizer after every 4 hours. Strict in disciplinary action would be taken if anyone found without mask.
- HOD's may call faculty and staff on rotation basis in order to avoid crowd gathering.
- Department will ensure cleaning and disinfecting using (1% sodium hypochlorite or Dettol water solution) frequently touched surfaces. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks. Use detergent or soap and water prior to disinfection.
- All Faculty & Staff members have to follow Social Distancing (i.e. 6 feet distance) during Departmental & Inter-departmental meetings.
- Do not step out of your office unless it is absolutely necessary. Employees shall work from their seats and avoid going to other's seats as far as possible. Ensure social distance at the workplace by employees.
- No Handshake policy to be followed at all times.
- All HoD's and other may keep front chair by adhering the norms i.e 1mtr distance from their table.
- All Faculty & Staff members will not share food among themselves.
- All Faculty and Staff members have to carry their personal water bottles only.



- Office attendants should not be involved for bringing water/tea/snacks from the water cooler or canteen.
- All Faculty and Staff members shall promote digital method for communication and try to avoid use of paper unless & until it is not very important.
- All Faculty and Staff members shall use digital payment methods.
- All Faculty and Staff members have to minimize meetings with outsiders or vendors. No visitor will be allowed without explicit permission of Deans/ HoDs/ FHs. Their aadhaar number to be recorded at the gate.
- Avoid non-essential official travel.
- HOD's and F'HOD shall ensure minimal gathering at workplaces.
- Use of Central AC's is prohibited as a precautionary measure to prevent spread of corona virus infection.
- Windows of the office should always be kept Open to ensure ventilation of the premises.
- In case of any official meetings, it may be planned on Virtual mode or can be planned in a suitable class room/lab where physical distancing can be ensured. Also retain the names and contact details of all participants of the meeting for at least one month, in case of 2<sup>nd</sup> option of meeting. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
- No social gathering like birthday, anniversaries/monthly tea party etc. shall be organized in the campus till the time CORONA virus (COVID-19) is completely eliminated.
- All Faculty & Staff members must carry their personal hand sanitizer with them.
- All Faculty and Staff members have to wash their hands often with soap and water for at least 20 seconds especially after they have been in a public place or after blowing of nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

A handwritten signature in black ink, appearing to read "Adnan Durrani", is located at the bottom left of the page.

- All Faculty and Staff members are advised to avoid touching their eyes, nose, and mouth with unwashed hands.
- Proper disposal of face covers / masks / gloves left over by employees shall be ensured. (Included in Undertaking)
- When to wash your hands?
  - Before eating
  - After using the washroom
  - After blowing your nose, coughing or sneezing
  - Accidentally touching any surface in common areas
- Spitting in dustbins and on premises is not allowed.
  - All Faculty and Staff members have to take care of their own health and look out for respiratory symptoms/fever and if feeling unwell, have to leave the workplace immediately after informing to their reporting officers. They are advised to take proper treatment/home-quarantine as per the guidelines issued by MoH&FW, Government of India. (Included in Undertaking)
  - Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff should be permitted to work from home and it will not be counted as leave period.
  - Advise 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 public. Office management to facilitate work from home wherever feasible.

#### **2.4 For Canteen**

- Modified Seating Plan - Space management and overall interiors must be 'Social distancing' themed. Maintain at least a two-meter gap between tables with only one chair per table.
- No entry for un-sanitized material and staff. Make sure every staff and material is sanitized before entering the kitchen area.



- Staff members have to wash hands with soap every hour. Temperature checks for staff entering the canteen premises must be a mandate.
- Contactless dining such as pre-ordering meals, takeaways, digital payments etc. should be used.

### **For KIOSKS in the campus**

- Only two people will be allowed at the counter maintaining sufficient social distance.
- No vendor will be permitted without face mask and hand gloves.
- At a time only one salesman will be permitted inside the KIOSK.
- High level of hygienic condition must be maintained inside the KIOSK.
- Wash hands with soap water before wearing the hand gloves and after removing the gloves.
- All the packets and raw materials must be disinfected before taking inside KIOSK.

### **2.5 For Classrooms**

- Classrooms and labs have to be swept and mopped twice daily. Special care is to be taken while engagement of students inside the class/labs is to be ensured along with Physical distancing norms i.e. half the normal strength of the class room or lab.

### **2.6 Miscellaneous**

- Guards have to wear face shield all the time.
- Two PPE kits will be available in the institute.
- Regular monitoring of the filling status of all sanitizers and liquid soap in sanitizer/liquid soap dispensers placed at different locations in the Institute. (Annexure – I - Location of Sanitization dispenser and soap dispensers and



Appendices - II - Committee constituted by AO is placed in the, who will be responsible for all these activities along with their routine job.)

- Complete sanitization of all Institute facilities on a weekly basis (Annexure – III).
- Complete sanitization of all Institute vehicles twice in week.
- Institutes roads have to be washed daily.
- Lift facility will be available only for 4th floor and only 4 persons will use the lift at a time and they will keep their face towards the wall, so as to minimize the risk of transmission (if any).
- Increase distance in waiting lines. Using tape on the ground to indicate “*line starts here*” concept and placing tape marker at 6-foot intervals, especially at Reception, Canteen and kiosks.
- Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises (Cafeteria/Open Canteens/Hostel Mess/MPC etc.)
- Dedicated Closed Dustbins to place in every building for disposal of mask and gloves. AO to do necessary arrangements.
- AO to give instructions to shopkeepers at MPC to keep some disposable mask for sale.
- Special marking may be put on the Sofa sets so that physical distancing can be maintained for visitors.
- Pulse Oxymeter may be kept at the KIET Medical room incase of any emergency it can be used to check oxygen level of faculty and staff.
- Every Department will be issued packet of hand gloves, which may be utilized by faculty and staff during working in laboratories.
- May install automatics hand sanitization machines in common place ( at least two per department)
- AO to arrange sanitization of Dean/HOD office minimum once a week i.e. on Tuesday so that they work in the sanitized environment on Wednesday.
- One Box at the Reception may be kept in which Dak can be kept so that after sanitization it can be distributed to the concerned departments.



- AO to ensure the education of Contractual staff on every Friday.
- Bimonthly every department will hold a meeting with all faculty and staff members about education regarding the prevention of spread of Covid-19.
- Team, consisting of members from all departments who will check the implementation of this policy at ground level is attached in Annexure – IV.

## **2.7 Admission Process Related Guidelines**

- For upcoming admissions, it is decided to allocate Room No. A-007 (ADAM Center) as admission room for MBA/MCA and KSOP till Coronavirus gets eliminated completely. For visitors related to B.Tech. Admissions it will be taken care in Registrar office. Fridge along with small disposable water bottles and Tea/Coffee vending machine will be available inside the room for water, Tea and coffee arrangements.
- No one will be allowed to enter the campus without mask.
- Every visitor will pass through Thermal Scanning after Hand Sanitization/hand washing and their aadhaar number to be recorded at the gate. AO to issue necessary instructions.
- No walk-in admission enquiry will be entertained. Only online registered candidates after confirmation from Admission Team will be allowed inside the college premises.
- Maximum 2 persons per candidate will be allowed to enter the college premises.
- Campus tour video and power point presentation will continuously run inside the admission room.
- Parents will be allowed to visit the campus escorted by any of the admission committee member. However, no departmental visits will be allowed.

## **2.8 For Hostels**

The document provides guidance and standard operating procedure to prevent the hostellers of KIET Group of Institutions from getting infected by COVID-19



in the Campus.

### 2.8.1 Before joining the institute

Every student has to submit Coronavirus Self – Declaration form through e-mail/google form having following information:

- Take information about his/her health (like he/she is *ok* and not having any symptoms of COVID-19 and as per the knowledge he/ she has not come in to contact of any COVID 19 infected persons.)
- Information about Students or their family members who have travelled to other countries in last few days.
- Information about students and their family members, if they have been working with people who travelled to other countries in last few days.
- Information about their family members, if they have been worked with people who are CORONA positive (like Doctors, Police or other staff).
- Information about students and their family members, if there is any case near them of CORONA positive.
- Does they have Aarogya app in their mobile and what is their risk level.
- Unfortunately, is there any case of COVID-19 in their family?

### 2.8.2 At college entrance

- All hostellers have to wear Mask.
- While coming back inside from outside all hostellers have to ensure Thermal Scanning at Institute Main Gate and Hand Sanitization/Hand washing.

### 2.8.3 Inside the Hostel Premises

- It is mandatory for all students to install **AarogyaSetu App**. in their mobile phones and update it time to time ensuring Bluetooth ON and GPS always in active mode.





- Every resident shall wear face masks in the hostel premises preferably recyclable cloth masks. Strict disciplinary action would be taken if anyone found roaming without mask.
- All residents have to follow Social Distancing (i.e. 6 feet distance) in the campus. Gathering in other/ friend's room is not allowed.
- Residents shall not share the food and water among themselves.
- All residents shall promote digital method for communication and try to avoid use of paper unless & until it is not very important for any official correspondence.
- All residents shall use digital payment methods wherever it is required to do so.
- Social gathering like birthday or any other celebration must be forbidden in the campus till the time CORONA virus (COVID-19) is completely eliminated.
- Residents must always carry their personal hand sanitizer with them.
- Residents are instructed to avoid wasting and throwing food in the waste bin so as to avoid transmission of virus.
- Outdoor activities/common room/study room/indoor courts/ gymnasium will be kept closed till further notice and night out pass (1 Hr.) is banned till further order. Night out pass will be given only after taking parents consent (Boys).
- Residents have to follow the procedure for daily temperature scans by thermal scanners while entering and exit from the Hostel. Guard/Warden has to report to the admin office and Rector, in case of any abnormality found or anyone is found with body temperature equal or more than 99-degree F.
- Use of Lifts is to be restricted and it will be available only for top floor of the hostels.
- Residents must wash their hands often with soap and water for at least 20 seconds especially after they have been in a public place or after blowing



of nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

- All are advised to not to touch their eyes, nose, and mouth with unwashed hands.
- Shaking of hands/ Hugging with each other are strictly prohibited, spitting in open area inside the campus is not allowed.
- Hostel Residents shall not be allowed to go to outside using Public Transport. Only special cases with special permissions from Rector shall be allowed.
- While using washroom in the hostels, use of personal Disinfectant/ soap is mandatory.
- Bringing/ordering food from outside campus is banned till further notice.
- If Students/Residents have any problem related to fever, cough and difficulty in breathing then inform your respective hostel warden immediately. Seek medical advice.
- Students/Residents are bound to follow all the safety precautions/Instructions issued by competent authorities/Institute/Local administration/Gol for prevention of Novel COVID-19 virus(<https://www.mohfw.gov.in/pdf/RevisedguidelinesforHomelsofationofverymildpresymptomaticCOVID19cases10May2020.pdf>)

#### **2.8.4 Measures to be taken on occurrence of Covid case(s):**

- Despite taking the above safety measures, the occurrence of cases among the Hostel residents cannot be ruled out. If any of the resident is found to be suffering from symptoms suggestive of COVID-19: The following measures will be taken in such circumstances:
- Chief Rector/ Rector have to be informed immediately and resident will be quarantined at the designated rooms in the Institute, and their parents will be informed for next course of action. AO to be informed through



Rector/Chief rector about the same and It will be appreciated if the resident goes to his home till he recovers fully.

- At first Institute Doctor can examine him and further clinical advised will be followed, till the resident will not recover he will be kept in quarantine only.
- In case, he undergoes for Corona test and it comes out positive, the case will be transferred to the concerned central/state health authorities. Information to parents will be shared and Helpline 1075 will also be immediately informed.

### **2.8.5 IMPORTANT REQUIREMENTS from Admin REGARDING HOSTEL:**

- Hostel building (i.e. inside & outside both) must be sanitized before opening and also once in a week.
- Hostel corridors on every floor, hostel office, dining area, Kitchen area, Vegetables cutting area, Pantry area, Store area, entrance lobby etc. must be clean (i.e. wiping etc.) twice a day.
- Hostel reception and dining hall should be equipped with hand sanitizer.
- All Stairs railings & all entrance gates (including mess gate) must be wiped for disinfection, at least twice in a week.
- Mess contractor/Mess manager along with hostel warden are to maintain a hygienic environment for preparation & serving of food.
- Mess workers should follow all the safety precaution (i.e. Nails cutting & hair cutting regularly, wearing gloves in hands, wearing caps, hand wash regularly in the duration of every hour with soap & water/Sanitizer) during cooking & serving the meals to the students/residents. They also must use face mask while working at their respective places.
- Housekeeping staff has to maintain personal hygiene and in case of any medical consultation requirement, information to be passed on to respective warden for necessary action. (Awareness mandatory)
- Ensure the availability of all their daily utility products either in MPC or in their hostel shops (Girls hostels).



- Medical Room at Girls Hostel can be used for quarantine facility for Girls and Medical room at MPC will be used for quarantine facility for Boys Hostel residents.
- Hostel wardens to make sure and report to Admin officer/ Asstt. Admin officer regarding sanitization of respective hostel premises as per schedule without fail.

3 **Measures to be taken on occurrence of case(s):** Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. If any of the person is found to be suffering from symptoms suggestive of COVID-19 then admin. Department have to be informed immediately and that person is to be dropped till his home so that he can undergo necessary medical treatment. In case any faculty/staff undergoes for Covid test examination, he/she will be under home quarantine till his/her report comes out to be negative and even after that he/she has to undergo home quarantine as per the govt. guidelines. The suspect case if reporting very mild / mild symptoms on assessment by the health authorities would be placed under home isolation, subject to fulfillment of criteria laid down in MoHFW guidelines (available at:<https://www.mohfw.gov.in/pdf/RevisedguidelinesforHomelsofverymildpresymptomaticCOVID19cases10May2020.pdf>)

In case any faculty or staff is present in the campus and his/her Covid report comes out to be positive then AO office will take necessary actions to send the person to the concerned hospital/home. Driver and assistant will wear PPE kit. Also, concerned central/state health authorities will be reported. **Helpline 1075 will also be immediately informed.**

Further, a risk assessment will be undertaken by the designated public health authority and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection through AO office.

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## Annexure - I

### Sanitizer/Soap Dispenser locations:

1. Locations of Sanitizers in different blocks are as follows:

S.No.	Block Name	Location	Qty
01	A-Block	Reception	01
02	B-Block	On Ground floor 02 and on rest floors 01 on each floor	
03	C-Block	On 1 <sup>st</sup> and 2 <sup>nd</sup> floor near stair case	04
04	D-Block	On each floor 01 placed near stair case.	03
05	E-Block	02 on each floor first one placed near lift in front of stair case and second placed opposite to other stair case.	12
06	F-Block	01 on each floor placed near stair case.	03
07	G-Block	02 on each floor first one placed near lift in front of stair case and second placed opposite to other stair case.	12
08	MBA- Block	02 on each floor first one placed near lift in front of stair case and second placed opposite to other stair case.	12
09	KSOP	01 on each floor placed near lift.	05
10	TBI	Placed with guard	01
11	MPC	Shopkeeper will keep 01 on ground floor	-

2. **Locations of soap dispenser:** All the wash rooms are equipped with soap dispenser.
3. **Filling frequency of sanitizer bottles/ soap dispenser:** Twice a day (First at 0900 and second at 1330hrs)
4. **Buses sanitization/ Biweekly:** Bus driver may be given a spray filled with sodium hypochlorite 0.5%.



**Annexure - II**

**LIST OF BUILDING WISE RESPONSIBLE HOUSE-KEEPING SUPERVISORS**

<b>S.No.</b>	<b>Name of Supervisor</b>	<b>Responsibilities</b>
1	Rambabu (8588816618)	Engineering Block (CE, MCA, IT, CS), Faculty Apartment (New & Old), Guest House, Out Campus Work Like GDA etc.
2	Vishal (7300980209)	B.Pharma, F-Block, ME, EN, B.Block
3	Ashutosh Kumar (8448166096)	G-Block, C.V. Raman Hostel, MBA
4	Deepak (9997145983)	Tagore Hostel, Vivekanand Hostel, Aryabhata Hostel, Multipurpose Building, Temple & Auditorium
5	Rajendra (8588816617)	A-Block (Main Office, Mercedes, Computer Lab, Library, Main Gate to Reception Area, Conference Hall, D-Block, Lift Maintenance
6	Krishan Kumar (9899414708)	Road Cleaning, Lawn Tennis Court, Indoor Court, Garbage, Girls Hostel Works.

**Note: In view of Covid-19 Special Instructions are given to the housekeeping supervisors about cleaning of toilet at least twice a day.**



**Annexure - III**

**Plan of Sanitization of different Institute Building**

<b><u>S.No.</u></b>	<b><u>Name of Building</u></b>	<b><u>Day of Disinfection</u></b>
01	A-Block	Monday
02	B-Block	Monday
03	C-Block	Monday
04	D-Block	Monday
05	E-Block	Tuesday
06	F-Block	Tuesday
07	G-Block	Tuesday
08	MBA- Block	Tuesday
09	KSOP	Wednesday
10	TBI	Wednesday
11	MPC	Wednesday
12	Tagore Boys Hostel	Wednesday
13	Aryabhata Boys Hostel	Thursday
14	Vivekanand Boys Hostel	Thursday
15	C.V Raman Boys Hostel	Thursday
16	Chandragupt Boys Hostel	Thursday
17	Gargi Girls Hostel	Friday
18	Sarojini Girls Hostel	Friday
19	Saraswati Girls Hostel	Friday



**Annexure - IV****Implementation Team - Post Covid**

S.No.	Faculty Name	Area of Responsibility	Mobile No.	E-Mail Id
1	Prof. Hemant Kr. Gupta	CE Deptt.	9149150630	hemant.gupta@kiet.edu
2	Prof. Nitesh Bhardwaj	CE Deptt.	8909140836	nitesh.bhardwaj@kiet.edu
3	Prof. Amit Kumar	MCA Deptt.	9457308581	amit.kumar.mca@kiet.edu
4	Prof. Amit Kr. Gupta	MCA Deptt.	9410815532	amit.gupta@kiet.edu
5	Prof. Ashish Bajpai	CSE Deptt.	8765071198	ashish.bajpai@kiet.edu
6	Prof. Manish Bhardwaj	CSE Deptt.	9457966671	manish.bhardwaj@kiet.edu
7	Prof. Mukul Agarwal	IT Deptt.	9899260385	mukul.aggarwal@kiet.edu
8	Prof. Omprakash	IT Deptt.	9582072481	om.prakash@kiet.edu
9	Mr. Rajesh Patel	ME Deptt.	9718220673	rajesh.patel@kiet.edu
10	Mr. Md. Arif	ME Deptt.	8171360462	Aarif.ali@kiet.edu
11	Dr. Yatendra	EN Deptt.	8410805892 /9412665465	yatendra.chaturvedi@kiet.edu
12	Mr. P C Thakur	EN Deptt.	9953215158	prakash.thakur@kiet.edu
13	Mr. Rajeev Srivastava	ECE Deptt.	9999013199	rajeev.srivastava@kiet.edu
14	Mr. S N Singh	ECE Deptt.	9012727787	shambhu.singh@kiet.edu
15	Mr. Varun Gupta	EI Deptt.	9045440911	varun.gupta@kiet.edu
16	Ms. Shashi	EI Deptt.	9458046049	shashi.yadav@kiet.edu
17	Puja Roshni	MBA Deptt.	9880050894	puja.roshani@kiet.edu
18	Ruchi Singh	MBA Deptt.	7252053973	ruchi.singh@kiet.edu
19	Mr. Vipin Goyal	AS Deptt.	9012625461	vipin.goyal@kiet.edu
20	Dr. Kapil Kumar Sharma	AS Deptt.	9639323858	kapil.sharma.as@kiet.edu
21	Mr. Chittaranjan Tyagi	KSOP Deptt.	9719946694	chitraranjan.tyagi@kiet.edu
22	Mr. Krishna Goswami	KSOP Deptt.	9891925636	krishan.goswami@kiet.edu





23	Mr. Raghunath Singh	CRPC Deptt.	7599067762	raghunath.singh@kiet.edu
24	Mr. Hitesh Chaddha	HS Deptt.	9873492826	hitesh.chadha@kiet.edu
25	Sandeep Sharma	ADMIN Deptt.	9927255627	sandeep.sharma@kiet.edu
26	Layak Singh	ADMIN Deptt.	9711030023	layak.singh@kiet.edu
27	Mr. Bhudev	TBI	9756277542	bhudev.tbi@kiet.edu
28	All Designated Rectors	HOSTEL - RECTORS		
29	Mr. Jaibhagwan	LIBRARY	9711555194	jaibhagwan.singh@kiet.edu
30	Mr. Kharak Singh	CAFETERIA	8006904353	kharak.singh@kiet.edu

This team will be responsible for the implementation of all the related points under section 2.3, 2.5, 2.6 and 3 of the SOP at their respective departments and respective Hostels. This team will also monitor and ensure the availability of sanitizers/ disinfectants at the different locations of their respective departments and Hostels. The team is also expected to spread awareness and educate to their departmental faculty and staff members about this SOP from time to time.



05<sup>th</sup> July 2020

(Dr. Ashish Karnwal)

Dean – SW

