



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE

www.sathyabama.ac.in

COVID-19 POLICY

Sathyabama Institute of Science and Technology is an educational institution which practices risk management strategies efficiently. We have always been very proactive in adapting to the changes across the globe. Post Covid-19 Sathyabama has done an interim shift of its priorities and operations to deal with the 'new normal' efficiently.

As there is a surge of COVID 19 cases all across the country, the institution has decided to limit or restrict the non-essential visitors to the campus. The institution is happy to welcome visitors to the campus for academic and social collaborations after the health situation in the public improves.

This document serves as a guide to various stakeholders of the Institute to discern the measures taken by our Institution to surpass the effects of COVID-19. The aim is not to completely eliminate all risks, but to act proactively to ensure safety of both employees and visitors of the institution.

The following are the various protocols and guidelines devised to ensure safety of both employees and visitors.

Visitor Protocols

- Face masks – Face masks are mandatory for all at all times indoors or outdoors, regardless of their personal vaccination status.
- Vaccination – All visitors are suggested to present their full vaccination status or produce negative result for RT-PCR test done in the last 72 hours.
- Visitors who are minors are strictly restricted inside the campus owing to concern on their health condition.
- Temperature assessment in the entry gate is mandatory for visitors. Entry to Visitors whose temperature is more than 37.5C is summarily rejected.
- Only Visitors groups of 2-4 members are allowed any given point of time. Any group of more than 4 members are strictly not allowed visit at the same time.
- The visitors are instructed to strictly follow physical distancing, by staying at least 3 feet away from others.

Signature
8/8/20



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- Use of sanitizers kept at entries and exits of all departments and office spaces should be utilized.

Faculty/Student Protocols

- Vaccination – It is mandatory for all staff, students and faculty visiting the university to be vaccinated against COVID 19.
- Use of hand sanitizers kept at all block entries and check points should be utilized effectively.
- Usage of mask is mandatory for all at all times indoors or outdoors, regardless of their personal vaccination status.
- Temperature checks are mandated for all students and staff of the Institution. Any faculty or student who records more than 37.5C is strictly not allowed into the workplace.
- In case of necessity the patient is directed to the medical facility available in the campus for emergency care.
- Social distancing is made mandatory.
- Students and faculty are instructed to wash their hands after every use of washrooms and also before entering the laboratories.
- All faculty and students are required to have a self assessment on a daily basis and intimate the departments in case of change in health status.
- Students and faculty are not allowed to crowd around at any places inside the campus.

Planning of working hours

The working hours have to be planned to accommodate smaller size of student groups at different slots.

Additional Infrastructure

- During physical mode the total strength of students accommodated in any classroom is restricted to 30.
- The number of students who utilize laboratories at any given point of time is reduced to 25 to impart social distancing.

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- The availability of a Medical doctor within the campus with necessary first aid medicines is recommended.
- A separate room should be allotted to accommodate students who were identified with symptoms of fever during working hours.
- Staff entering such rooms should be provided with Personal Protective Equipment (PPE) to ensure their safety.
- The in-campus hospital and medical emergency facilities are available for our students and faculty in case of need.
- The number of students/ faculty allowed to access books in the library will be only 5 at any given point of time to avoid crowding.

Sanitation Procedures

- Crowd Management in bus, mess and canteens inside the premises appropriately following social distancing would be done.
- The use of air conditioners would be restricted as applicable except for laboratories.
- Ensure proper disposal of face masks, gloves left by staffs, students, visitors
- Ensure regular supply of hand sanitizers, running water, hand wash in washrooms.
- A twice a day cleaning schedule of restrooms, corridors and walkways are scheduled.
- Optimization of bus routes would be done to avoid crowding and maintain social distancing in Institution buses. All Institution buses are thoroughly sanitized every day.
- Laboratories, Classrooms and examination halls should be sanitized every day.
- Students and faculty should be educated to wash their hands after every use of washrooms and also before entering the laboratories.
- It is made sure that clean RO drinking water is provided to the entire population of the Institution.
- Students should occupy alternate computers/ seats in the laboratory and classrooms.

Awareness Procedures

- Students, Faculty who are COVID-19 positive are instructed inform their department about their health status and restrict themselves from attending physical classes. The student should submit a copy of the RT-PCR test certificate to the department to carry out applicable procedures.

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- Students and parents are educated with plausible information about the COVID crisis and the laid directions of UGC and State Government.
- **COVID-19 Grievance cell** initiated to extend support to students staying in institution hostel.
- Posters on preventive measure about COVID-19 to be displayed noticeably in various locations in the campus.
- Housekeeping staff involved in cleaning should be educated and well trained in the disinfection and sanitation procedures.
- Faculty and students were given "**KAPASURA KUDINEER**", the ayush method prescribed by the State Government.

Everyone who is on campus should follow the following procedures

1. Practice social distancing at all times, minimum 3 feet distance from others should be maintained
2. All workstations in laboratories should have 50% occupancy
3. As far as possible all meetings and conferences should happen online
4. Incase of physical meetings, the chairs and equipments should be sanitized after each use, physical distancing should be followed
5. Rearrange classrooms, furniture in offices/departments to maintain physical distancing
6. Reduce non-essential meetings/ movements inside the campus
7. Meetings with less than 10 to 15 members in an ventilated rooms are alone permitted.
8. Avoid handshakes.
9. Use goggles and face shields for additional care
10. Maintain hand hygiene by frequent washing of hands.
11. Cover during cough or sneeze

SPM
8/7/20