

COVID-19 PANDEMIC

STANDARD OPERATING PROCEDURE (SOP)

ON

INSTRUCTIONS TO BE FOLLOWED
IN THE UNIVERSITY CAMPUS

Issued August 2020

Effective Date

This SOP shall be implemented with immediate effect, based on the advisories issued by the Central/State Governments related to COVID-19, from time to time. These guidelines are subject to change as necessitated by circumstances and Government decisions in this regard.

Purpose

The purpose of this SOP is to describe the procedure to be followed in Mahindra University (MU) after Unlock 3.0, and is subject to change once all students are permitted to return to the campus.

Introduction

The SOP is prepared as a set of comprehensive guidelines for ensuring a safe and secure work place for all stake-holders of MU, including Employees, Vendors, Students, Research Scholars/Assistants, Trainees, Contract Workers and Visitors etc., to the MU campus. All precautionary measures are to be ensured at all places inside the MU Campus.

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SOP FOR CLASS ROOMS, OFFICES & COMMON CAMPUS FACILITIES

1. SOP on preventive measures to contain spread of COVID-19

1.1 Background

The University campus has relatively close settings, with shared spaces like workstations, corridors, lifts & stairs, parking places, store-rooms, cafeteria, meeting rooms, class rooms, labs, conference halls, hostels/dorms etc., and COVID-19 infection could spread relatively fast among students, faculty, non-faculty members, staff and visitors.

There is a need to prevent spread of infection and to respond in a timely and effective manner if COVID-19 is detected within these settings, so as to limit the spread of infection.

1.2 Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in the campus. The document is divided into the following sub-sections:

- (a) Generic preventive measures to be followed at all times.
- (b) Measures specific to offices.
- (c) Measures to be taken as and when specific case(s) are detected.
- (d) Disinfection procedures to be implemented in case of detection of a suspect/ confirmed case.

2. Generic preventive measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:-

- (a) Individuals must try to maintain a minimum distance of 6 feet from his/her neighbour in public places, as far as possible.
- (b) Use of face covers/masks will be mandatory.
- (c) Practice i) frequent hand washing with soap (for at least 40 seconds) even when hands are not visibly dirty; ii) use of alcohol-based hand sanitizers (for at least 20 seconds), 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 used tissues properly.
- (e) Self-monitoring of health by all and reporting of any illness at the earliest to the immediate supervisory officer/faculty/in-house medical doctor.
- (f) Spitting in public shall be strictly avoided.
- (g) Installation & use of "**Aarogya Setu**" App (ensuring **Bluetooth** is on) by all students and employees in their personal mobile phones.

3. Specific preventive measures for offices

- (a) All employees and students of MU should wear their ID card at all times within the campus.
- (b) Main entrance of all the buildings to have mandatory hand hygiene (sanitizer dispenser) and thermal screening facilities.
- (c) Only asymptomatic staff/visitors shall be allowed entry.
- (d) Any faculty/non-faculty member, student and staff residing in a Government notified **containment zone** should inform the same to supervisory officer/ faculty and should not attend the office till containment zone is de-notified. Such staff should be permitted to work from home and it will not be counted by the HR Cell as leave of absence.
- (e) Drivers shall maintain social distancing and shall follow required Dos and Don'ts related to COVID-19. It shall be ensured by the service providers/faculty/non-faculty members/ staff that drivers residing in containment zones shall not be allowed to drive vehicles. Individual vehicle owners should carry out disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/spray. A proper disinfection of steering, door handles, keys, etc. should be ensured.
- (f) Advise all the employees, who are at a higher risk age group i.e. employees older than 65 years, pregnant employees and employees who have co-morbidities 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.
- (g) All faculty/non-faculty members/students/staff/visitors to be allowed entry only if using face cover/ masks. The face cover/mask has to be worn at all times inside the campus premises.
- (h) Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the faculty/non-faculty members/staff who they want to meet, should be allowed after being properly screened.
- (i) Meetings, as far as feasible, should be done through video conferencing.

- (j) Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- (k) Staggering of office hours, lunch hours/tea breaks to be done, as far as feasible.
- (l) Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured. Any shops, stalls, cafeteria etc., outside and within the office premises shall follow social distancing norms at all times.
- (m) Specific markings (in the form of circles) may be made to catch attention of maintaining sufficient distance to manage queues and ensure social distancing in the premises.
- (n) Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
- (o) Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
- (p) Required precautions while handling supplies, inventories and goods in the office shall be ensured.
- (q) Seating arrangement to be made in such a way that adequate social distancing is maintained.
- (r) Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- (s) For air-conditioning/ventilation, guidelines shall be followed which inter alia emphasize that the temperature setting of all air conditioning devices should be in the range of 24-30 degrees Celsius, 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 adequate.
- (t) Large gatherings will continue to remain prohibited.
- (u) Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- (v) Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done inside office premises and in the common areas.
- (w) Proper disposal of face covers/ masks/ gloves left over by visitors and/or employees shall be ensured.
- (x) In the cafeteria/dining halls:–
 - (i) Adequate crowd and queue management to be enforced to ensure social distancing norms.
 - (ii) Canteen staff to wear mask and hand gloves and take other required precautionary measures. The seating arrangement to ensure a distance of at least 6 feet between patrons, as far as feasible.

(iii) In the kitchen, the staff to follow social distancing norms.

4. Measures to be taken in case of anyone detected with COVID-19 infection in the campus

Despite taking the above measures, the occurrence of cases cannot be ruled out. The following measures will be taken in such circumstances:

- (a) When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:--
- (i) Place the ill person in a room or area where they are isolated from others at the workplace.
 - (ii) Provide a mask/face cover till such time he/she is examined by a doctor from the University's Medical Centre.
 - (iii) A risk assessment will be undertaken by the University Doctor and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
 - (iv) The suspect case if reporting very mild/mild symptoms on assessment by the Doctor, would be placed under home isolation.
 - (v) Suspect case, if assessed by Doctor as moderate to severe, will be referred to the designated Health Centres of the State and will be treated as per health protocol in appropriate health facility.
 - (vi) The necessary actions for contact-tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.
 - (vii) If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in work-place setting. Due to the close environment in work-place settings this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

(b) Management of contacts

- (i) The contacts will be categorized into high and low risk contacts by the District RRT as detailed in the **Annexure I**.
- (ii) The high-risk exposure contacts shall be quarantined for 14 days.
- (iii) These persons shall undergo testing as per ICMR protocol.

- (iv) The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.
- (v) The flowchart for management of contact/ cases is placed at **Annexure - II**.

(c) **Closure of workplace**

- (i) If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.
- (ii) However, if there is a larger outbreak, the building/block will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building/block is adequately disinfected and is declared fit for re- occupation.

(d) **Disinfection Procedures in Offices**

Detailed guidelines on the disinfection as already issued by Ministry of Health & Family Welfare as available on their website of the Ministry shall be followed.

5. **SOP on movement of Files**

To prevent spread of COVID-19, efforts should be made to avoid hardcopies as far as possible and utilizing the soft versions i.e. emails for correspondence should be encouraged. Accordingly, approvals/sanctions should be obtained over email etc., as far as feasible. However, in unavoidable circumstances, file movements may be allowed subject to the following:

- (a) Faculty/Officer should maintain a separate desk where these files will be kept after receiving.
- (b) Before start of the day's work, the employee must ensure that the workplace is properly disinfected.
- (c) Wearing of mask and hand sanitization is mandatory before looking into the file.
- (d) Employees should avoid contact with other things while reading the file.
- (e) Employees should avoid touching their nose, mouth and eyes during these times.
- (f) After reading or making comments on File, it will be sent to the respective department after observing the advisories as mentioned above.

- (g) The employee who carries these files must use hand gloves and mask.
- (h) All employees must ensure that both incoming and outgoing Dak movement is done only once in a day unless there is any urgency as decided by the respective HOD/ department Head.
- (i) The employees engaged with forwarding the letter or receiving the letter must wear hand gloves and mask during the procedure.
- (j) Employees must be advised for keeping the Dak in separate desk and ensure disinfection of the place where it was kept before and after.
- (k) Efforts should be made as far as possible to keep the file on the desk for at least one day and after that only the same should be accessed.

6. SOP for holding meetings in the workplace

- (a) Take permission from the Activity Chairperson/ Head of Department before planning any meeting at the workplace.
- (b) The Activity Chairperson/ Head of Department may consider the facts that whether the face-to-face meeting is needed or it be replaced by a tele-conference or video-conference etc., to meet the needs.
- (c) If face to face meeting is needed then the Activity Chairperson/ Head of Department should ensure that meeting place will be disinfected before and after the meeting.
- (d) It should be ensured that every participant wears mask during the meeting and maintain proper social distancing (6 feet distance) from the other participant.
- (e) Every participant must wash their hands before start of the meeting and after end of the meeting.

7. SOP for Student's Mess/ Cafeteria

The employees shall be encouraged to bring their lunch from their home. The following process may be followed for the Student Mess/ Cafeteria till further orders:

- (a) The Mess should be operated with minimum number of staff.
- (b) All staff working in the Mess must wash their hands with soap or alcohol-based hand sanitizers for minimum 40 seconds and after that wear the mask, hand gloves and hair covers.
- (c) All Mess utensils must be washed properly with utensil soap / detergent before and after use.

- (d) Mess should be advised about proper washing of vegetables/Fruits/eggs/groceries etc., bought from outside the Campus. It is also advised to wear mask and hand gloves and maintain social distancing advisories during purchasing.
- (e) To avoid mass gathering, staggered timings for various groups should be adopted till further orders.
- (f) The Mess timings may be staggered in two/three shifts e.g., the first shift for lunch may be fixed from 12:30 pm– 1.10 pm, the second shift from 1.15 pm to 1.50 pm and the third shift from 2:00 pm to 2:30 pm. The Chief Coordinator Student Affairs will have to divide and distribute the students in three distinct shifts to avoid large gathering in the Mess.
- (g) The Mess In-Charge must ensure that students should not sit face-to-face on the table so that social distancing is maintained properly.
- (h) Employees, who may use the Mess for lunch should obey the same safety instructions provided for all Mess-users.
- i) Students will be served all dishes on the counter by the waiter, Students should not touch the serving spoons with their bare hands, even for taking pickles, saunf, sugar, salt etc.

8. SOP for the Library

In addition to the general guidelines to be followed at the Office places, the following guidelines should be followed in the Library:

- (a) The library will be opened from Monday to Friday only, till further orders. The working hours of the Library will be from 9 am to 5 pm as of now.
- (b) The Library Security will not allow anyone entering the Library without masks.
- (c) Overall cleaning and disinfecting of the Library will follow the SOP of other offices. However, special care should be taken in using any liquid disinfectant inside the Library so that printed documents should not get drenched and damaged.
- (d) Seating arrangements inside the Reading Room of the Library may be made in such a way so that the students can maintain the physical distance among themselves when studying.
- (e) Suitable arrangements should be made at the Circulation Counter for maintaining proper social distancing at the time of issuing or returning the documents.
- (f) The issued out printed documents are required for disinfecting at the time of returning before putting into the shelves. The best way to sanitize books and other printed materials is to put the returned books in jute bags at the time of return. A dedicated quarantine space will be identified inside the Library and

those bags will be immediately kept there after the issued books are returned. The books will be kept under quarantine for at least 48 hours or more.

- (g) The Library staff handing the Circulation Desk will use long gloves and of course face mask at the time of handling those circulating books.
- (h) They should not touch the door handles or door surface for opening the quarantine space and someone else from the Library will help them in opening and closing the room.
- (i) After removing the gloves, they should wash their hands for minimum 20 seconds using soaps and should use alcohol-based sanitizers immediately after washing hands.
- (j) Quarantined books will be removed at least after 72 hours from the quarantine space and the same shall be subsequently put to shelves or reissued if there is any demand for the same.

9. At the Convention Center, the following arrangements shall be ensured:

- (a) Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- (b) Only asymptomatic staff and guests shall be allowed.
- (c) All students, faculty, staff and guests to be allowed entry only if using face cover/masks. The face cover/masks have to be worn at all times inside the Auditorium/conference hall.
- (d) Adequate manpower shall be deployed by the organizer for ensuring social distancing norms.
- (e) Staff should additionally wear gloves and take other required precautionary measures.
- (f) 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.
- (g) Proper crowd management in Auditorium/conference hall as well as in outside premises duly following social distancing norms shall be ensured.
- (h) Preferably separate entry and exits for guests, students, staff and goods/supplies shall be organized. Maintaining physical distancing of a minimum of 2 metres, when queuing up for entry and inside the Auditorium/conference hall as far as feasible. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- (i) Details of the guest (travel history, medical condition etc.) along with ID and self-declaration form must be provided by the guest at the reception.

- (j) Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- (k) Hand sanitizers must be kept at the reception for guests to use. Guests to sanitize hands before and after filling relevant forms including Arrival & Departure register.
- (l) Organizer must adopt contactless processes like QR code, online forms, digital payments like e-wallet etc. for both check-in and check-out.
- (m) Luggage should be disinfected before sending the luggage to rooms.
- (n) Required precautions while handling supplies, inventories and goods in the Convention Center shall be ensured. Proper queue management and disinfection shall be organized.
- (o) Appropriate personal protection gears like face covers/masks, gloves and hand sanitizers etc., shall be made available to the staff at guest rooms as well as to the guests.
- (p) For dining areas as well kitchen area, below mentioned guidelines shall be followed:
 - (i) Seating arrangement in the dining area to be made in such a way that adequate social distancing is maintained.
 - (ii) Disposable menus are advised to be used.
 - (iii) Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged.
 - (iv) Buffet service should also follow social distancing norms among guests.
 - (v) For air-conditioning/ventilation, guidelines shall be followed which inter alia emphasise 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 adequate.
 - (vi) Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
 - (vii) Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.
 - (viii) Proper disposal of face covers / masks / gloves left over by guests and/or staff should be ensured.
 - (ix) Deep cleaning of all washrooms shall be ensured at regular intervals.
 - (x) Rooms and other service areas shall be sanitized each time a guest leaves the premises.
 - (xi) In the kitchen, the staff should follow social distancing norms at work place. Kitchens area must be sanitized at regular intervals.

(xii) In case of a suspected or confirmed case in the premises, following procedures need to be followed: -

1. Place the ill person(s) in a room or area where they are isolated from others.
2. Provide a mask/face cover till such time he/she is examined by a doctor.
3. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
4. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
5. Disinfection of the premises to be taken up if the person is found positive.

10. Other good practices for hygiene and safety of health

Further, it is recommended that the following good hygienic practices may be followed by the employees while returning back to their home from their office in order to facilitate healthy living of self and family:

- (a) Ring up home when you start from office for home.
- (b) Someone at home should keep the front door open (so that the employee does not have to touch the calling bell or door handle) and a bucket of water with washing soap powder or bleaching powder added to it in the front door.
- (c) Keep things such as car/bike keys, pen, sanitizer bottle, phone, etc., in the box outside the door.
- (d) Wash hands in the bucket and stand in the water for few minutes. Meanwhile use tissue and sanitizer and wipe the items you have placed in the box.
- (e) Wash your hand with soap water again.
- (f) Enter the house without touching anything.
- (g) The bathroom door is kept open by someone and bucket of detergent soap water is ready. You take off all the clothes including innerwear and soak inside the bucket.
- (h) Then take a head bath with a shampoo and body bath with soap.
- (i) Wash your clothes/ put in washing machine with high temperature setting and dry clothes in directly sun light.

B - SOP for Construction / maintenance related workers for managing risks from COVID 19 in the work place at MU

Purpose:

The purpose of this SOP is to manage risks arising out of COVID-19 while starting the maintenance activities inside the campus. This procedure is intended to supplement, not replace the advisories stated by Central and State government authorities including SOP of MU.

Controlled access inside the campus

1. Pre-approval for deployment of workers from University Administration.
2. Obtain "Self-Declaration" from the agency that the none of the workers are coming from containment zones and do not have any symptoms related to COVID-19.
3. All workers to wear mask / face cover on face which covers nose and mouth. Without mask, workers will not be permitted to enter into the Campus.
4. Contact-less thermal scanning is mandatory. Workers are strictly advised to maintain the social distancing norms (6 feet) from each other while thermal scanning is in progress. If the thermal scanner shows an abnormal reading, he/she will not be allowed to enter in the campus.
5. The workers/vendors/contractor will not be allowed multiple entry/exit on same day to/from the campus without permission from appropriate authority. Once entered they should be advised to complete their work/shift and then leave.

General guidelines

1. Necessary training will be given in advance to supervisor of the agencies by the concerned engineers, so that they can train the workers further.
2. Workers coming in the morning briefing about important precautionary and personal safety should be shared the supervisor of the concerned agencies.
3. Workers must wash their hand (min. 20 seconds) with soap or alcohol-based hand sanitizer before entering the workplace and starting the work and also before leaving the workplace, workers must wash their hands with soap or alcohol-based hand sanitizer. Sufficient quantities of all the items should be made available at the site.
4. There will be strict ban on Gutka, Tambaku, Paan etc., at work site and spitting shall be strictly prohibited. Spitting in work places is a punishable offence and if found necessary penalize steps will be taken as per National Disaster Act, 2005.

5. Entire work site including toilet areas will be disinfected on daily basis.
6. Agencies were requested not to deploy workers with co-morbidities.
7. It is mandatory for all vehicles carrying materials and machineries entering into the campus premises from outside to be disinfected properly.
8. Avoid touching eyes, nose or mouth with unwashed hands. Workers should change their clothes before leaving the site and clothing should not be shaken for dusting.
9. Workers enter into the campus should be allowed to exit at the end of day's work. Intermittent exit/entry is strictly prohibited, unless there is a special approval obtained from the concerned head.

Managing the social distancing while deploying and working:

1. Developing a strategy for workers deployment at sites considering the social distancing requirements and COVID 19 risks which may include:
 - (a) Sequence of work - ensure the planning of work as per sequence of work with minimum number of workers.
 - (b) Deploy workers in different locations, wherever feasible to ensure social distancing.
 - (c) Staggered deployment of workers in case of congested work locations.
2. Discourage workers from using other workers' phones, clothes, wallets, things or other work tools and equipment, as far as possible.
3. Lunch hours to be staggered to avoid congregation of workers. Post lunch, waste should be disposed by individual in designated bins and area should remain clean. Executive Engineer will prepare a schedule and inform all the vendors.
4. Adopting queue system while entry/exit to buildings, workplaces, etc.

C - SOP for Egress / Ingress of Students, Employees coming to the Office (who are staying outside Campus), University Campus Residents, Vendors, Visitors to Offices, Visitors of Residents, Service Providers and Delivery Personnel

1. **For Employees coming to Office (who are staying outside campus)**
 - (a) The employee will have to follow the guidelines issued by the Govt. (Central and State) and MU Campus COVID-19 committee (like wearing of face cover/mask, social distancing, thermal scanning, sanitization, disinfection of vehicles, etc.).
 - (b) Thermal scanning will be conducted; if the employee's temperature is found

abnormal he/she will be referred to the Medical unit of the Institute for further advice and follow up actions. A medical referral register will be maintained in the Security Department and Medical Unit of MU.

2. For MU Campus Residents

- (a) **Students, including those pursuing the PhD programme are temporarily, but strictly not permitted to exit the campus till further instructions are issued by the Management on the subject. Defaulters will not be allowed re-entry into the campus, without exception. Security personnel posted at the Main Gate to ensure.**
- (b) **Laundry service will be re-activated in the campus for three days a week.**
- (c) Online purchases with delivery at the Main Security Gate are encouraged. In case of any other requirement of groceries like biscuits, mixtures, etc., and toiletry etc., to be procured by students from outside, the management will endeavour to fetch the same for them, based on firm demands.
- (d) Recording in the entry/exit register will be ensured by the Security Department.
- (e) All employees will have to follow the guidelines of the Govt. (Central and State) and MU Campus COVID-19 SOP (like wearing of face cover/mask, social distancing, thermal scanning (if required), sanitization, disinfection of vehicles, etc.).
- (f) If a resident goes outside the campus and returns back after 24 hours (or next day) of egress, thermal scanning will be conducted for the residents; if the resident's temperature is found abnormal he/she will be referred to go to the Medical unit of the Institute for further action. A medical referral register will be maintained in the Security Department and Medical Unit.
- (g) Students presently coming to collect their belongings from the Hostels/Dorms can come on any day of the week (Monday to Sunday) but between 9 am and 1 pm only. They have to coordinate with the Duty Warden at 9100947891/9550278690 (Boys Hostel) and 7337396700 (Girls Hostel). However, entry beyond the Main Gate is not permitted for students, parents or drivers, as per Telangana government order. The Duty Warden along with house-keeping staff will collect the cupboard keys (if the student has locked it before leaving the campus) from the student at the gate, get the room opened with the master keys and give a video call to the student. The student can tell them what they require from his/her room. The Warden will get it packed appropriately and deliver it to the student at the gate, along with his/her cupboard keys.

3. For Vendors

- (a) The concerned department will inform the Security Officer regarding the manpower related to the vendor's entry inside the campus over e-mail on a prescribed format (copy of the format attached).
- (b) The Entry and Exit of the manpower related to the vendors will be recorded in the entry/exit register maintained by the security department based on the physical presence with respect to the prescribed format duly forwarded by the concerned department as mentioned above.
- (c) While ingress, the vendors along with their workers/labourers will have to follow the guidelines of the Govt. (Central and State) and MU Campus COVID-19 SOP (like wearing of face cover, social distancing, thermal scanning, sanitization, disinfection of vehicles, etc.). During thermal scanning if the vendor/worker/labourer exhibits abnormal temperature he or she will not be allowed to enter the campus. The same will be intimated to the department by the security personnel.
- (d) While egress, the vendors or workers/labourers will communicate their vendors name to the Security personnel at the main gate and only then leave the campus.
- (e) Security personnel will mark as 'out' in the vendor's in/out register.

4. For Visitors to Offices

- (a) Whenever a Visitor will approach the main gate security to visit the office(s) either there will be a prior communication from the concerned department/official or if there is no communication in advance the security personnel will confirm over phone from the concerned department/official and if department/official gives their concurrence then the security personnel will make an entry in the visitors register and issue a Visitor Slip.
- (b) The visitors will be asked to follow the guidelines of the Govt. and MU Campus COVID-19 SOP (like wearing of face cover/mask, social distancing, thermal scanning, sanitization, disinfection of vehicles etc.). During thermal scanning if the Visitor's temperature is found abnormal they will not be allowed to enter the campus. The visitors will wait at the main gate and the Security personnel will inform the concerned department/official over phone regarding the same. If the department/official desires to meet the visitors at the main gate, he/she will convey the message to the security personnel.
- (c) While egress the Visitors will hand over the visitor slip to the Security personnel at the main gate and then he/she will leave the campus.
- (d) Security personnel will mark as 'out' and the time in the visitor register which is kept at the main gate.

5. For Visitors of Residents

(a) Whenever the Visitors will approach the main gate to visit the residents for personal requirements either there will be a prior communication from the concerned resident or if there is no communication the security personnel will confirm over phone from the concerned resident and if he/she gives their concurrence then the security personnel will make an entry in the visitors register.

(b) The visitors will be asked to follow the guidelines of the Govt. and MU Campus COVID-19 SOP (like wearing of face cover/mask, social distancing, thermal scanning, sanitization, disinfection of vehicles, etc.) During thermal scanning, if the Visitor's temperature is found abnormal he or she will not be allowed to enter the campus. The visitors will wait at the main gate and the Security personnel will inform the concerned resident over phone regarding the same. If the resident desires to meet the visitors at the main gate he/she will convey the message to the security personnel.

(c) While egress the Visitors will communicate to the Security personnel at the main gate and then he/she will leave the campus.

(d) Security personnel will mark as 'out' in the visitor register which is kept at the main gate.

6. Personal Service Provider (Appliances Mechanic, Health Care Personnel, Domestic Help, Cab Driver, etc.)

(a) Whenever the Personal service provider will visit the main gate to attend the residents, the security personnel will make entry in the register. They will be asked to follow the guidelines of the Govt. (Central and State) and MU Campus COVID-19 committee (like wearing of face cover, social distancing, thermal scanning, sanitization, disinfection of vehicles etc.). During thermal scanning if the Personal service provider's temperature is found abnormal he or she will not be allowed to enter the residential area. The same will be intimated to the resident by the security personnel. If the resident desires to meet the Personal Service Provider at the main gate he/she will convey the message to the security personnel.

(b) While egress the Personal service providers will communicate to the Security personnel at the main gate and he/she will leave the campus.

(c) Security personnel will mark as 'out' in the register which is kept at the main gate.

7. For Delivery Personnel (Amazon, Big Basket, Dominos, Swiggy, etc.)

(a) Whenever the Delivery personnel contact the main gate to deliver the goods to the residents/officials, the security personnel will make entry in the register/MyGate app. They will be asked to follow the guidelines of the Govt. and MEC Campus COVID-19 Committee (like wearing of face cover, social distancing, thermal scanning, sanitization, disinfection of vehicles etc.). During thermal scanning if the Delivery Personnel's temperature is found abnormal they will not be allowed to enter the campus. The Delivery Personnel will wait at the main gate and the Security personnel will inform the concerned resident/official over phone regarding the same. If the resident/official desires, the goods will be delivered at the main gate to the security personnel and the same will be collected by the resident/official at the earliest.

(b) While egress the Delivery Personnel will communicate to the Security personnel at the main gate and he/she will leave the campus.

(c) Security personnel will mark as 'out' in the register which is kept at the main gate.

Risk profiling of contacts

Contacts are persons who have been exposed to a confirmed case anytime between 2 days prior to onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).

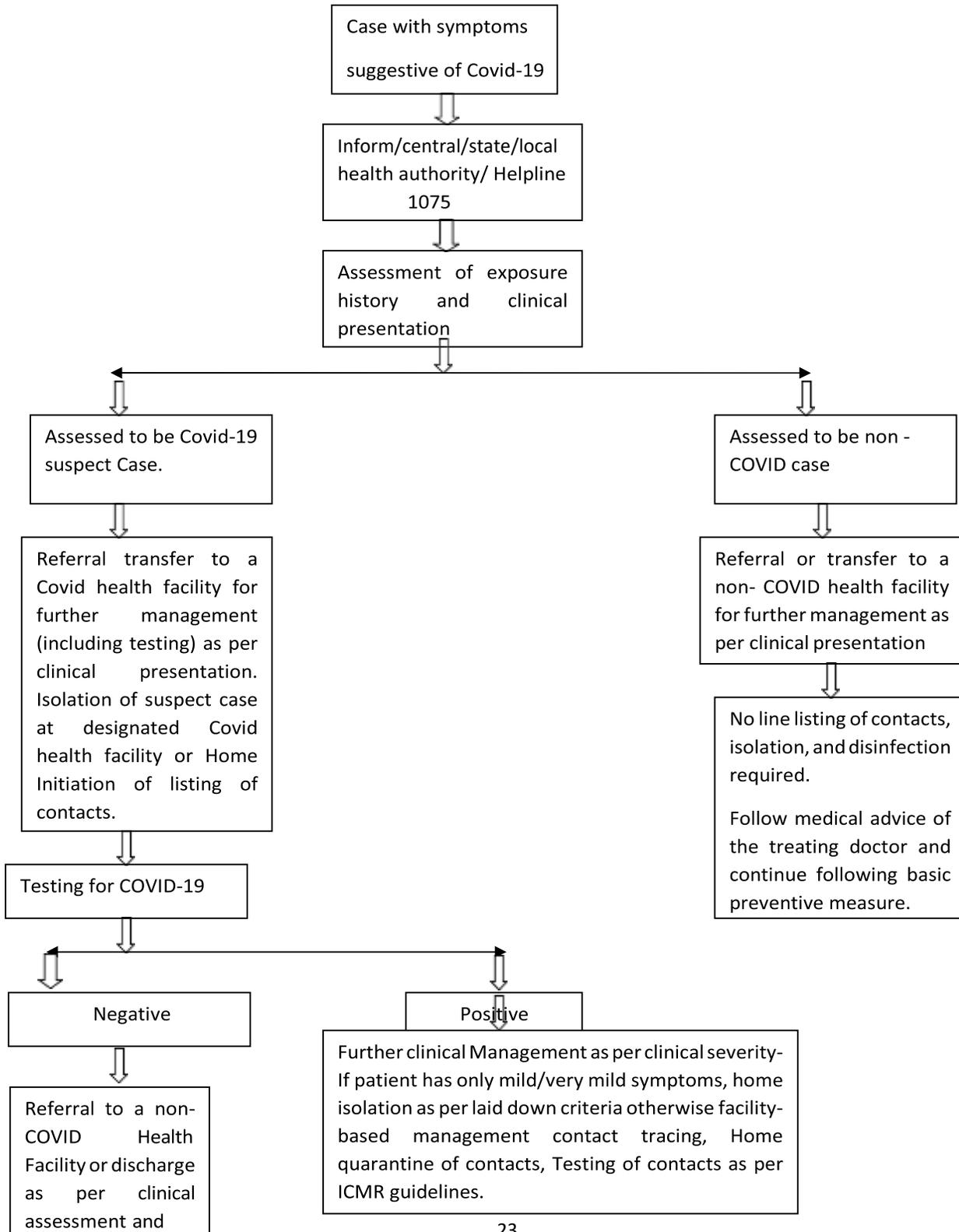
High-risk contact

- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, e.g. being coughed on, touching used paper tissues with a bare hand).
- Had direct physical contact with the body of the patient including physical examination without PPE.
- Touched or cleaned the linens, clothes, or dishes of the patient.
- Lives in the same household as the patient.
- Anyone in close proximity (within 3 feet) of the confirmed case without precautions.
- Passengers in close proximity (within 3 feet) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

Low-risk contact

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

Flowchart for management of contact/ cases



MAHINDRA UNIVERSITY
ENTRY/EXIT FORM FOR MANPOWER(S) OF THE VENDOR

Form Number:			Date:	
Name of the Vendor:				
Vendor's Address:				
Purpose of Entry:				
Mobile number of Vendor:				
To:		Security Officer		
Through (Concerned Department):				
Details of Worker(s) / Labour(s)				
Sl. No.	Name of the Worker / Labour	Age	Address	
1				
2				
3				
4				
5				
6				
7				
8				
<u>Declaration by the Vendor:</u>				
i) I do hereby declare that none of my worker(s)/labour(s) as mentioned above is neither coming from Containment Zone nor they have any symptom of COVID-19. ii) We will abide by the rules and regulations of the Institute and follow the guidelines of the Government (Central and State) and MEC Campus COVID-19 Committee (like wearing of face cover/mask, social distancing, thermal scanning, sanitization, disinfection of vehicles etc.). iii) I will be responsible for the conduct of my workers/labours inside the campus. iv) I will be responsible for any untoward incident of my workers/labours inside the campus and the Institute will not be liable for any such incident.				
Signature of the Vendor with date				