

# Indian School of Business Hyderabad – Mohali

## Protocol for ISB AMPBA Programme Batch 15

20<sup>th</sup> January 2021 to 24<sup>th</sup> January 2021

### 1. Preamble

As per the programme schedule and the feedback received from the students, the first term of Advanced Management Programme in Business Analytics (AMPBA) batch is scheduled from 20<sup>th</sup> January 2021-24<sup>th</sup> January 2021.

The purpose of this Process Document is to ensure safety of the Participants, Faculty, and Staff by adopting suitable prevention and protection measures against spread of COVID-19.

Government agencies including health authorities are framing out and implementing various strategies to reduce rapid infection of the SARS-CoV-2 virus which cause the disease COVID-19. However, the potential spread of SARS-CoV-2 is inherent and there is need for strategic control in the prevention of such spread.

Mid-career, senior officials and faculty from renowned institutions are participating in the current batch.

Guidelines for possible prevention strategies for Participants, Faculty and Staff set forth herein as under.

### 2. General Instructions

The only way to prevent people from getting infected with COVID 19 is to control its transmission from one person to another. This can be done by following personal hygiene, social distancing, and by disinfecting common surfaces and touch points. In addition to this, everyone must follow the instructions listed below.



1. Wearing of a mask covering the mouth and nose is mandatory at all non-private places within the venue



2. Every person must ensure social distancing as per Ministry of Health guidelines at all non-private places



3. Ensure social distancing through adequate gaps between any two persons, etc.



4. Thermal scanning, hand wash facilities, and sanitizer will be made available at all entry and exit points and common areas



5. A gathering of more than 5 persons at any single place such as lobbies, food courts, outside areas is not recommended



6. Frequent sanitization of workplace, common facilities & all points of human contact to be ensured



7. Persons with comorbidity and pregnant women should be careful



A handwritten signature in black ink, appearing to read "S. D. N. J." or similar initials.

8. *Nearby Hospitals / clinics authorized to treat COVID-19 patients to be identified & listed at strategic points*



9. *Participants showing any symptom of COVID-19 to be immediately sent for check-up as per Government protocol*



10. *Quarantine areas to be earmarked for isolating Participants showing symptoms till they are safely moved to medical facilities, if required.*



11. *No Spitting in public places, violation attracts action as per relevant Act*



12. *Use of Arogya Setu app recommended for all Participants. This app has to be active at all times and Authorities have right to track movements in case of any suspected COVID-19 positive cases*



### 3. Venue

- Due to logistic constraints, it will not be possible to have the third term of the AMPBA programme on campus at Mohali/Hyderabad Campus. We thus propose to host the residency, off-campus in Hyderabad region.
- The residency is planned at Novotel Hotel and Convention Center, Hyderabad. The company has ensured that all safety and hygiene protocols will be in place.

A handwritten signature in black ink, appearing to read "Dinesh".

- c. Hotel Management has shared 'COVID 19 Safety Protocol'. It captures all the COVID 19 safety guidelines as per Central and State Government guidelines. The same will be shared with participants.
- d. In addition, we are stipulating additional guidelines for Participants, Faculty, Staff to be followed during the stay in the venue.

#### 4. Guidelines for Stay in the venue

ISB COVID-19 TEAM, PARTICIPANTS, FACULTY shall ensure below Guidelines are strictly implemented at the venue

##### A. PRIOR TO REPORTING TO VENUE

- 1. Participants need to furnish information like: Travel history, Health History, Family members details, prior to reporting to Venue. ISB shall send out forms for the same to be filled and submitted to School.
- 2. They need to furnish information regarding any existing Comorbidity health issues, history of COVID +ve reports, etc.
- 3. **Every student shall undergo COVID-19 RT-PCR test within 72 hours prior to reporting to the venue.**
- 4. Every student needs to submit **COVID-19 LIABILITY WAIVER** form prior to reporting to Venue
- 5. **Those Participants who have not submitted these forms shall not be permitted entry into Venue,**
- 6. Use of Arogya Setu app advised for all Participants. It is recommended to keep it active at all times and help authorities to track movements in case of any presumptive COVID-19 positive cases
- 7. Participants shall have to specify date of reporting to School well in advance
- 8. Visitors shall not be permitted to accompany Participants while onboarding the venue

##### B. REPORTING TO VENUE

- 1. List and details of Participants arrival to venue shall be shared with the security and reception at the main entrance to the venue



2. Participants on arriving at the reception shall identify themselves with requisite identification documents with the security/reception staff
3. All Participants will be screened for COVID-19 symptoms. Entry will be permitted post clearing the screening. **Any abnormality will be refused from entry and referred to medical teams as per Guidelines in place at the time of entry**
4. The arrangement with hotel will make them responsible for co-ordinating with authorities in case of contingency. ISB can introduce them to Max hospitals.

#### C. MOVING INTO ALLOCATED ROOMS AND FURTHER STAY IN THE VENUE

1. On moving to their respective hotel rooms, Participants shall still follow all the COVID-19 safety guidelines.
2. Visitor entry into venue shall be restricted. Approval for visitor entry shall be limited only for critical or essential needs and only on Approval by School Authorized teams.
3. Participants to confine themselves within their rooms - for those who have pre-existing respiratory illness or heart disease and immediately communicate to COVID Cell in case of any abnormalities noticed.
4. Entering into other rooms to be strictly avoided.
5. The Participants will be recommended to be in the venue only during the residency. There will be approval protocols in place to step out in case of any urgency and Participants will have to attend online classes from their respective rooms upon return.

#### D. CLASS-ROOMS, GROUP STUDY ROOMS, COMMON AREAS, DINING AREAS

1. Entry shall be denied for anyone who shows flu like symptoms or has temperature above  $100^{\circ}$  F. Thermal scanning shall be done at every locations like: Reception, Food areas, etc
2. Everyone must sanitize their hands before entering the Elevators or any other common areas. Sanitizer bottle shall be provided across the venue by the Hotel management.
3. Tea/coffee & food counters to strictly follow the social distancing norms

#### E. ACTION PLAN IN CASE OF ANY POSITIVE COVID CASE/SYMPOTMS

1. In case of any COVID symptoms during the programme, the programme team will contact relevant authorities and refer Participants for Medical examination and RT-PCR test, if advised by Doctor,



2. Programme team in coordination with Venue will arrange Doctor availability for online consultation and in person, if required,
3. Programme team along with Doctor will review the results, if there are any +ve result, such student will be quietly shifted to Isolation centre as per government guidelines,
4. Based on the Doctor's advice, the person will be Isolated in Isolation centre for mild cases and if Doctor advises Hospitalisation, such student will be shifted to Hospital,
5. Information will be communicated to family members and employer.

#### F. SPECIFIC INSTRUCTIONS TO PARTICIPANTS

1. ISB programme team will work with venue operators to disinfect and clean all the areas on a daily basis as per the schedule, all Participants are required to abide by the COVID-19 guidelines. Any deviation will attract disciplinary action and are liable to be asked to vacate the venue in case of failure to comply with these Guidelines.
2. Venue will be under CCTV surveillance and these video recordings shall be used to identify anyone violating guidelines and appropriate action shall be taken against violators,
3. While hotel is taking all measures to ensure safety from spread of COVID-19 virus, it shall be every student's responsibility to ensure they maintain all the requisite measures to keep themselves and others safe while in the venue.
4. While hotel shall try to facilitate all possible support in case of any positive COVID-19 cases, ISB cannot be held responsible for the delays, non-availability of any services etc.
5. All expenses towards ambulance, kits, medical treatments etc. should be borne by the student.
6. **Insurance cover to be taken by Participants separately for COVID 19 at their own cost and it is mandatory for the Participants to take the same.**
7. Every student shall sign an undertaking in compliance of the above instructions and indemnify School and hotel in case of any one being tested positive for COVID-19 and any consequences there off.

