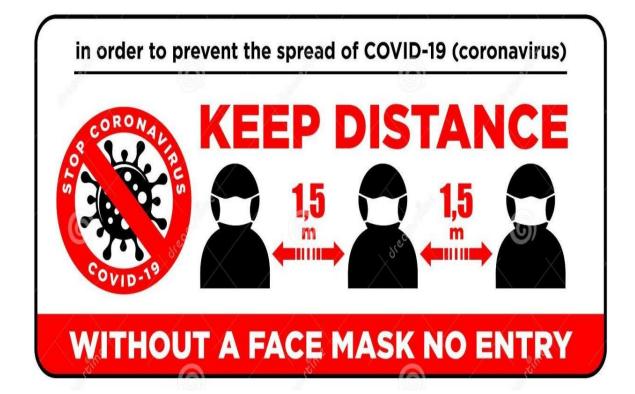**Manav Rachna University**

Faridabad

Standard Operating Procedure (SOP) for entry into campus in COVID Pandemic Scenario

Manav Rachna University, Faridabad

Standard Operating Procedure
(SOP)

Based on the guidelines issued by the University Grants Commission (UGC), Government of India, (Ministry Of Home Affairs) and the Govt. of Haryana, the Manav Rachna University (MRU) have framed guidelines for re-opening for students.

In pursuance of the same, the Manav Rachna University hereby notifies the broad guidelines /SOPs for re-opening of its constituent units/departments for all students post-lockdown due to COVID-19 pandemic. The guidelines/SOPs/ procedure are to be followed by the students, staff and other stakeholders and it is mandatory to fill the Consent Form. The paramount purpose of the elaborated SOPs stipulating the policy and procedural observance is to instill a sense of self-discipline to observe COVID responsible behavior.

Generic Preventive Measures:

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures will be observed by all staff and students at all times. These include:

a) It is mandatory to download and install Arogya Setu App in their mobiles

b) Physical distancing of at least 6 feet shall be followed as far as feasible.

c) It is mandatory to wear face mask, maintain social distance and hand hygiene at all times.

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 off used tissues properly. Spitting shall be strictly prohibited.

e) Hand sanitizers will be available at vantage points on all floors of each Block, Gates, Labs.

f) In order to create awareness, sign boards, symbols, posters, stickers etc. are prominently displayed at appropriate places to remind the students. Faculty and Staff shall be deployed to ensure maintaining physical distancing, Mask wearing and hand hygiene.

g) Security guards at the entrance/exit of each Block shall be provided thermal guns to do random temperature checking of students. Those having symptoms of fever, cough or difficulty in breathing will not be allowed to enter.

h) Students will have to strictly follow and abide by all rules/regulations/guidelines issued from time to time and any reported non-compliance will be dealt with strictly.

Safety Measures to be followed by the Students/Staff at the Main Gate, Entry/ Exit Point of the Campus

General guidelines to be followed by students/staff to prevent the risk of COVID 19 to enter the campus:-

- All students should carry their institute ID card and face mask before entering the campus. The mask should be used throughout the day while inside the office OR in public areas of the campus. Non-resident students shall be allowed in campus only after thermal scanning, sanitization of their hands and wearing of face mask.

- It is mandatory for all the students/staff to undergo thermal screening and sanitize their hands and belongings while entering the campus.

- All students/staff are required to maintain a physical distancing of six feet. Social gathering at the entrance gate as well as public areas of the campus is prohibited.

- Students are advised that if they are experiencing any health issues, they may postpone their travel to campus with the information to their department.

- Spitting in the campus is a punishable offence. Fine may be imposed for it.

- It is mandatory for all the students/staff to follow the general guidelines as stated by Ministry of Health & Family Welfare for prevention of spread of COVID-19 such as, their cleanliness, use of face mask, frequent washing of their hands for 20-30 seconds with nearby available hand washing facilities of liquid soap, sanitization of hands and maintaining a physical distancing of six feet.

- Use of Aarogya Setu App by all is mandatory inside the Campus.

Safety Measures to be followed by the Students/Staff in Hostels:

- Students must decide to stay in the hostels only if they are in sound health condition with no symptoms of the prevailing Covid-19 and having no other health complications. In this regard, students need to send in advance an undertaking, duly endorsed by the parents/guardian as attached and send it to the email id **Sanjay.hostels@mriu.edu.in**

- Students who are coming to the University and would be residing in the hostels must intimate their arrival date and time to the Hostel Office on email id of the hostel office as mentioned above. Further, students are advised to follow the prevailing Government of India guidelines at the time of undertaking travel.

- Once a student comes at the entry gate of MRU campus, he/she will have to follow a protocol (i.e., thermal scanning, sanitization, filling self-declaration health form and undertaking etc.), only then he/she would be allowed to enter into the allotted room in the hostel.

- Once a student starts living in the hostel, it would be the individual student's social responsibility to

carry out all his/her works with restricted movements and observing **Covid-19** norms (keeping social distancing. wearing mask, avoiding close contact with others in hostel areas (i.e., common room, mess, utilities, etc.), avoiding hand shaking and washing/sanitizing hands frequently).

- Students must maintain hygienic conditions in hostel premises, mess and utilities and must avoid eating outside foods. This is very important and would be helpful, not only to prevent spread of Covid-19, but also other seasonal diseases.

- Each time a student goes out and comes back in the hostel he will have to go through thermal scanning and sanitization process which is to be done by the security personnel at the entry gate of each hostel.

- While visiting mess to take food, it would be mandatory for all students to follow all Covid- 19 norms (i.e., maintaining social distancing. wearing face mask, avoiding close contact with others, avoiding hand shaking and washing/sanitizing hands).

- Students are not permitted to carry out any group activities or social gathering in the hostel premises.

- No outside food vendors will be permitted to enter into the University campus to deliver food- items in hostel premises and hence, students are required not to place any order to such vendors.

- Students are expected to observe self-discipline and COVID responsible behavior at all time in and outside hostel premise and will take care of cleanliness of their hostel rooms, common washrooms, as well as the nearby areas.

- Students can report to the respective Hostel Care Taker or Warden, if they need any help.

- Hostel mess authority should ensure the regular cleaning (twice/thrice a day) about the hostel facilities, rooms and mess area.

- It is mandatory for all the staff working in hostel to follow the general guidelines to prevent the spread of COVID-19 such as their cleanliness, use of face mask, frequent washing their hands for 20-30 seconds, sanitizations of their hands and maintain a physical distancing of 6 feet.

Safety Measures to be followed by the Students/Staff in Working Areas (Departments/Practical labs/library/Research Labs/Administration):

- Head of Department and Supervisor must introduce the guidelines that students need to follow as a safety measure while coming in the Department/Practical Lab/Research Lab/Classes.

- Head of Department must ensure that the students/staff follow the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, lab, Classes, offices in the Department.

- The students/Staff in the University should have Aarogya Setu App on their Smartphone. Use of

Aarogya Setu App by all in MRU Campus is mandatory

- The students/staff should be screened regularly to protect and avoid infecting one another before entering to the Department/Practical labs/Research lab/library/Classes.

- Students/Staff should follow the signages, symbols, posters, which are displayed in the Departments/Research labs/ Library to remind themselves for maintaining physical distancing in the respective working place.

- Students/Staff are advised to avoid handshake and frisking with others.

- Faculty should conduct the classes/project discussion with students in phases. 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.

- As the COVID-19 can spread by touching the contaminated surface, hence everyone in the Department should frequently use an alcohol-based hand rub or hand washing with soap and water for 20-30 seconds.

- All students/staff to strictly wear masks while working in their Departments/ Labs/Library/Seminar room etc.

- Heads should ensure that proper sanitization at all learning sites is done regularly in the Department.

- Adequate arrangements for safe drinking water are to be ensured in all Departments of the campus.

- An adequate supply of water in toilets and for hand washing is arranged and ensured.

- Students/staff should use Hand Washing Stations with facilities of liquid soap frequently.

- Dustbins in the Departments/labs/library are ensured to be cleaned and covered properly.

- All teaching/Non-teaching employees, who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions shall take extra precautions. They should preferably not to be exposed to any front-line work requiring direct contact with the students

- Students/staff are encouraged to use the staircase, both for physical fitness and for COVID reasons. Use of Lifts is restricted to two/three personnel only at a time (depending on the size of the Lift). Students/Staff using Lift should stand at the corner places, facing the lift wall. Touching of elevator button, switch bare hands may be avoided, alternate methods like operating the buttons with the use of capped pens, toothpicks etc., should be adopted.

Summary: This SOP is prepared as a preventive measure for the safety of students/staff of MRU in the pandemic situation of COVID-19. The SOP is dynamic and will be reviewed periodically, based on the evolving situation. All students/staff are encouraged to keep themselves abreast of the current orders of the Government of India on the subject. The spreading of COVID-19 is all about "CONTACT" irrespective of age or gender. It is the responsibility of everyone to take all precautionary measures not only for his/her safety but also to display care and concern for your co-residents and their families, children, students and the elderly and fight against the COID-19 together.

Transport Notice

In the view of the re-opening of the University for physical classes in the Campus w.e.f 11th Jan-2021, the Bus shuttle service for pickup and drop of the students will start from Badkhal Mor Metro station to University Campus.   Timings will be as below from Monday to Friday:

Departure from to Badkhal Mor Metro Station to University Campus:

Shuttle Number	Name of Stop	Departure time
MR-201	Badkhal Mor Metro Station – Mathura Road	8:00 am
MR-202	Badkhal Mor Metro Station – Mathura Road	8:30 am
MR-201	Badkhal Mor Metro Station – Mathura Road	9:00 am
MR-202	Badkhal Mor Metro Station – Mathura Road	9:30 am

Departure from University Campus to Badkhal Mor Metro Station:

Shuttle Number	Name of Stop	Departure time
MR-201	University Campus , Gate No. -9	3:00 pm
MR-202	University Campus , Gate No. -9	3:45 pm
MR-201	University Campus , Gate No. -9	4:30 pm
MR-202	University Campus , Gate No. -9	5:15 pm
MR-201	University Campus , Gate No. -9	6:00 pm

The following SOPs (Covid-19) will be strictly followed by the students :

1. Use of Aarogya Setu App on mobile is mandatory.
2. Thermal screening will be done before boarding.
3. Maintenance of proper distance while boarding and de-boarding
4. All the students shall ensure respiratory hygiene
5. Mandatory for the boarding students to cover their mouths with Mask, failing which entry into the bus will be denied.
6. Students to avoid physical contact between them, only one student will be allowed in particular row of seat.
7. Use of sanitizer will be ensured before boarding.

Shuttle helpline number – 9560299054