



Institute of
Management Technology
Nagpur

AACSB

Business
Education
Alliance

Member



NATIONAL
Accreditation



MBA
Equivalence



AICTE
APPROVED

Standard Operating Procedures Preventive Public Health Measures (PPHM) for COVID-19 Pandemic

IMTN/Admin/COVID-19/2020

May 28, 2020

Introduction

1. IMT Nagpur is preparing to re-open the Institute subject to directions of the Central, State or Local Government and the statutory agencies like AICTE etc. The Institute is adopting a set of **Standard Operating Procedures (SoPs)** with comprehensive **Preventive Public Health Measures (PPHM)** to prevent and deal with COVID-19 pandemic by setting the policy and procedural guidelines for the students, faculty, staff and workers.

Aim

2. The aim of the policy and procedural guidelines is to adopt individual and collective measures to prevent covid-19 pandemic effects and its spread among anyone who is directly/indirectly dealing with the IMTN in any capacity.
3. Institute aims to ensure the following primary measures to encourage individual and collective covid-19 responsible behavior to prevent community spread of the disease.
 - a) Hand & respiratory hygiene
 - b) Work, living, mess and recreational space sanitization
 - c) Social distancing at all time at every place
 - d) Face masking
 - e) Regular body temperature monitoring
 - f) Immediate reporting for medical help, if, symptoms are noticed
 - g) Self-quarantining when considered necessary
4. Aim of the SoP is to orient all employees and students of the Institute to observe self-discipline in adopting **covid responsible behavior** at all times and under all circumstance.

Hygiene and Daily Practices by the Faculty, Staff & Workers and Students

Transportation

5. It is encouraged to use personal transport for the duty from home to Institute & back. As per current instructions, two passengers can travel with the driver in a four-wheeler. Pillion riding is not allowed in two-wheelers.
6. In order to adhere to social distancing norms, Institute will increase the city shuttle from one to two buses. It would enable distribution of all employees availing the daily city shuttle service to be divided into two buses ensuring social distancing norms.
7. *Admin department* to ensure daily cleaning of the bus with disinfectants with particular attention on the door knob, alighting bar/handle etc.

Advisable, not to use bus air-conditioner and windows to be kept open throughout the bus plying. **(Admin)**

Thermal Temperature Check at the Entrance

8. At the entrance gate, security guards under the medical supervision would record body temperature of all entrants with the hand held touch free thermal device. All employees and students may facilitate smooth conduct of the process.
9. All entrants in the Institute are encouraged to sanitize hands from the hand sanitizer dispensers placed at the entrance. **(Admin/Security)**

Attendance

10. Attendance for faculty and staff would continue to be on the biometric machines installed at the designated places.
11. A sanitizer dispenser will be placed adjacent to the bio-metric machine. All are encouraged to *use hand sanitizer before and after* punching of biometric attendance, even when wearing gloves. **(Admin/HR)**

Work Space Sanitization

12. Housekeeping staff will be cleaning all the work spaces (faculty cabins/staff work stations) daily with disinfectants. Since, the task of housekeeping would be increased substantially within the available resources, the faculty and staff may cooperate to facilitate cleaning at a staggered timing. **(Admin)**
13. **Individual users** are expected to take care of **regular disinfection** of their office appliances like telephone instrument, mobile devices, mouse, laptops/desktops etc. Disinfectants for these devices may be obtained from the Admin dept.

Social Distancing

14. Observance of **social distancing norm** is the **most effective preventive measure**. Hence, every individual within the premises is expected to observe social distancing by maintaining interactive distance with other individuals between 1-2 meters.
15. Entry/exit path to all buildings would be separated to the extent possible. However, wherever, a single wide entrance is used for exit as well like hostels, mess etc, students shall follow social distancing norms and shall show patience towards each other to make the flow uncrowded. Color adhesive tapes or painted circles would be made outside the entrance of classrooms, office corridors, mess, rest rooms, recreational places etc.

Hygiene Practices

16. Following measures & practices need to be adopted to sustain hygienic environment around us to contain covid exposure: -
- a) Faculty members may briefly speak on hygiene practices to the students as a measure to constantly reinforcing the covid behavioral orientation.
 - b) Medical officers would conduct periodical awareness sessions to educate all personnel in the campus about COVID-19 prevention. This includes appropriate and frequent hand hygiene, respiratory hygiene, mandated mask use, symptoms of COVID-19 and what to do if you feel sick. Non-contact greetings are advised.
- (Admin/Clinic)**

- c) Covid-19 information board to be placed at multiple locations including hostels for special and regular messages to reinforce awareness and information sharing to prevent any rumor/misinformation. (**Admin**)
- d) Frequent cleaning of regularly touched surfaces such as door handles, desks, supplies, light switches, doorframes, any equipment, teaching aids and covers of books will be done with disinfectants by the housekeeping service. (**Admin**)
- e) Social distancing in class to be maintained as one meter of sideways, front & back to be maintained in the classes. It hence, would entail rearrangement of the seating plan with reduction in total number of students in the class. (**Admin/APO**)
- f) ***Air conditioners*** in the classrooms shall be operated at not less than 26 degree temperature and the windows to be kept open for fresh air circulation. AC remotes and switches are to be operated only by the class attendants. (**Admin/APO**)
- g) ***Face masking is mandatory*** for all personnel within the campus premises at all times when out of their respective work offices/stations. All are expected to use their personal mask or a simple wrap of cloth to cover mouth and nose.
- h) ***Sanitizer dispensers*** have been installed at various places all over the campus. All are encouraged to observe hand hygiene at frequent intervals. All washrooms have been provided with sufficient liquid/hand soaps for regular hand washing.
- i) ***All shall bear in mind to use the sanitizer before and after the touch of any surface, books, papers, any item/article etc.***
- j) ***No newspaper*** is permitted within the campus premises till further orders.

In Class Hygiene Practices

- 17. In order to adhere to social distancing norms, each class would not accommodate more than 50 students.
- 18. ***Biometric attendance*** for the students have been dispended with till further orders.
- 19. ***Manual attendance would be taken by the faculty.***

20. The desks shall be numbered in a manner that would ensure appropriate distance between two students in the classroom. Students will be required to sit only on a numbered desk. Faculty would ensure that no student violates the rule. **(APO)**
21. **APO, in coordination with Administration,** will ensure cleaning of all frequently touched surfaces after every class session. Special cleaning of podium and microphone to be done. Electrical switches, AC remote etc. shall be operated only by the classroom attendants
22. **Face masking is mandatory** during the class sessions.
23. Sanitizer would be made available for the faculty for use during the class sessions. Students are expected to carry and use their own personal sanitizers to follow safety measure. **(Admin)**

Learning Resource Centre

24. LRC shall be open during academic session from 7 am to 1 am. However, the students and faculty members are encouraged to use online access to LRC facilities, instead of a physical visit to the LRC.
25. **Social distancing norms** shall be adhered to at all time within the LRC premises even if it entails waiting for the other students to clear the shelf. Only one person is allowed on each sofa. On the reading tables, 2 persons are allowed per table. Only one student will be allowed to use the Library database at a time. The total number of students in the LRC at any given time would be monitored and controlled by the library staff to ensure social distancing.
26. Owing to the social distancing norms, the **waiting time may increase** in availing the LRC services, in such waiting time, it is prudent to keep the “wait irritation” under check to avoid indulging into any altercation.
27. Students can borrow or return books to the LRC at the designated checkout place in the LRC. The returned books shall be sanitized and quarantined before they are placed back on the related shelf. Electronic newspapers, some magazines and periodicals will be made available to the students by the LRC through electronic repository access.
28. It is mandatory to **wear face mask inside the LRC**. Hand sanitization is advisable before and after touching any surface, books, articles etc. Students shall **observe social**

distancing in the LRC and shall act as a *mutual check point to each other* and point out any infringement inadvertently to induce covid responsible behavior.

Communication & IT

29. All employees and the students are advised to keep their personal communication and IT devices (mobile phones & laptops) sanitized multiple times during the day. It is advised to keep a personal sanitization kit in office/hostels. Following hygiene practices to be observed: -

- a) Every lab to be disinfected every day by the housekeeping.
- b) No handkerchiefs allowed. All students, faculty and IT staff shall wear face mask at all times inside the lab.
- c) Any student having minor symptoms of coughing, sneezing, body temperature more than prescribed limit shall not attend the lab class and stay inside self-quarantine and take medication.
- d) Before entering in the Lab, student should ensure hand sanitization.
- e) Student are encouraged to wear N-95 mask while inside the lab. Faculty may use discretion and may not allow a student if found not observing hand & respiratory hygiene.
- f) IT department to ensure social distancing norms in the lab and shall rearrange the seating plan to maintain social distancing of one meter distance in front and sideways. It would reduce the seating capacity to half, hence, batch wise class scheduling to be done by APO ensuring smooth conduct of lab classes.
- g) IT department to work out feasibility of assigning a fix system to a student to avoid multiple users of same system as a preventive measure.
- h) All student should avoid gatherings in Lab, observe social distancing during entry & exit. There is only one door hence, entry & exit would be from the one door only. Students shall observe restrained social distancing behavior while entry & exit. Additional time will be given for ensuring smooth entry & exit. (**IT Dept**)

Messing

30. Resultant to ***Social distancing norms***, the seating capacity of the students dining halls has been reduced to 150 chairs from 260. Hence, the meal timings have been staggered to ensure smooth conduct of meal timings. A slot-based coupon system will be introduced to ensure full communication and complete adherence.
31. **Following meal timings to be observed by the students: -**
- | | | |
|-------------------------------|---|----------------------|
| a) Breakfast | - | 7 am to 9:30 am |
| b) Lunch 2 nd Year | - | 11:30 am to 12:45 pm |
| c) Lunch 1 st Year | - | 12:30 pm to 1:45 pm |
| d) Hi tea | - | 4:30 pm to 6 pm |
| e) Dinner | - | 8 pm to 10:30 pm |
32. The staff on duty in the mess hall and the cook house, will be screened for their health conditions/hygiene before starting their duty every day and will mandatorily wear face-mask, head cover, and hand gloves while on duty. The mess staff will also ensure social distancing norms.
33. The mess staff shall be trained on covid responsible conduct at all time and shall be monitored for their adherence at all time by the admin dept. Awareness posters to be displayed all around the cooking and dining area.
34. Sufficient soap and sanitizers for hand washing shall be provided and supervisors to ensure adherence. Hand sanitization is must even when wearing a pair of gloves. Medical officer of the campus would carry out two rounds daily of the cook house to ensure hand and respiratory hygiene of the mess staff. Weekly sensitization & awareness talk to be given by the medical officers to the mess staff.
35. Food grade disinfectants shall be used for frequent cleaning of surfaces and washing of floors. No bleach, washing soda, detergent powder to be used for washing of fresh vegetables, meat etc. fresh vegetables and meat shall be washed with warm water prior to cutting.
36. Employees shall follow the timings given by the administration for their lunch break strictly while maintaining the adequate distancing norms at all times.

37. Any form of sharing of food or any other items such as glasses or spoons is strictly prohibited. Social distancing norms while at the food queue and at individual tables shall be followed.
38. Security guard and the mess staff would monitor the number of students in the dining hall. Students are urged to display self-discipline and avoid crowding inside the dining hall limiting the number as per the available empty chairs for sit-in meal.
39. **Water Dispensing Points** Water dispensing points would be susceptible to frequent and multiple touching to fetch the water. Students are encouraged to exercise due caution in sanitization of their hands before/after touching the water dispensers. Appropriate arrangements will be made to ensure minimum touch by multiple hands.

Hostels & Recreational Facilities

40. There would be no class teaching during the first few days of arrival and it would be spent in orienting with the ***covid responsible behavior to be adaptive of hand & respiratory hygiene, social distancing, and learning to live, work and operate with the special constraints needed to stay safe & healthy on the campus.***
41. Students are expected ***to observe self-discipline and covid responsible behavior*** at all time in and outside hostel premises. The students should observe the following: -
- a) Regular and thorough hand hygiene,
 - b) Social distancing,
 - c) Avoid touching eyes, nose, and mouth,
 - d) Face masking and good respiratory hygiene
42. Hand disinfectants should be used after exchanging objects with fellow students/faculty/staff, as also after touching surfaces like walls, doors, door knobs, stair handrails, switches, etc.
43. Social distancing includes refraining from hugging, intimating, or shaking hands with other students/friends. It involves maintaining a distance of at least 1m (3 ft) and avoiding anyone who is coughing and sneezing.

44. Respiratory hygiene means masking/covering mouth and nose with suitable medicated masks or wrapping a clean washed piece of cloth to secure self and other in surroundings when coughing or sneezing.
45. Students are encouraged to restrain and not to share cups, eating utensils, food or drinks with others.
46. Students are encouraged to maintain proper ventilation and air exchange in their rooms by keeping their glass windows open (while keeping mesh windows always closed) along with the door open from time to time.
47. Students should use their own soaps and disinfectants, and avoid sharing such materials.
48. **In rooms**
- a) At any time, there should not be more than two students in a room in a double or single occupancy room. These two students should maintain social distance.
 - b) Crowding of students (more than two) is not permitted.
 - c) **Washrooms** As a matter of self-discipline for covid responsible behavior, students are expected to observe social distancing norms while using the washrooms. While the number of washrooms remains same, it is advised that the students reduce the number of users at one point in time
49. **Common spaces**
- a) **Corridors.** Social distancing should be maintained. No gathering of students is permitted.
 - b) **Washrooms** Students should not crowd in the washrooms, they should form queues for entry into the washroom with social distancing.
 - c) No get-togethers are allowed in any part of the hostel building, students should avoid meeting in groups. They should maintain social distancing in groups of 2-3 students.
 - d) Outside the hostel and between hostel lawns, students should avoid gathering or sitting in groups of not more than 3-5 with proper social distancing and respiratory etiquette.

50. **Sports**

- a) Sports like Badminton and Table tennis with a proper number of players should only be played.
- b) All kind of body contact games such as football, volleyball, basketball, cricket, etc. are not allowed and not to be played in order to adhere to social distancing norms. The gym would remain closed till further orders.

51. **Going Out**

- a) The institute does not recommend students visiting any place outside the campus, including eateries outside the campus.
- b) Any student going outside the campus will undergo a quarantine period as suggested by the campus doctor.
- c) The issue would also be discussed with the student's welfare committee to take a collective decision in consultation with the students to decide about the out pass permissions.

52. **Canteen/F&F/ Coop Store** Students shall observe proper social distancing and masking while using facilities of Canteen, Co-op and F&F. The Canteen, Co-op and F&F would be responsible to provide the sanitizers within their premises, ensure no crowding and the students wearing mask are only allowed to transact. COOP store would be urged to sell hand sanitizers, masks and gloves.

53. **Collaborative Studies** Students are encouraged to use collaborative/meeting software like 'Gotomeeting', Google Meet, Zoom, etc. for any collaborative work like assignment, case studies, etc. Students are not encouraged to meet in a group for such work. Syndicates rooms are no longer available for group studies/activities and under no circumstances would be used. Admin department to keep syndicate rooms locked.

54. **Students Affairs Activities** All students' activities out of class entailing gathering of more than 4 students have been suspended till further orders. It includes all activities conducted by students' committees like OVIA, Milestone, Zimphonia, dramatics etc. Hence, the student calendar of activities stands suspended till further orders.

55. **Waste Disposal** Waste collection and disposal has been given due importance and care. In addition to existing waste bins, foot operated waste bins would be made available at multiple points for ease of access. All are encouraged to dispose the tissues, paper napkins, food & nonfood waste in the waste bins placed across the campus.

Daily collection and disposal of waste would be undertaken by the housekeeping adhering to guidelines for safe disposal. (**Admin**)

56. **Selling Hand & Respiratory Hygiene Items** Student's venture COOP store is encouraged to sell hand and respiratory hygiene items like mask, sanitizers, disinfectants, gloves etc.

57. **Campus Clinic**

- a) Campus clinic shall remain active and working on 24x7 basis. Medical officer along with the para-medico would be available at all time. Basic medical facilities will be available.
- b) All students shall present themselves upon arrival in the campus in sequence of roll numbers for recording of their temperature for the first seven days.
- c) All students shall be required to fill up a medical form giving ailment details for record.
- d) Students shall report to campus clinic even if minor symptoms of coughing, temperature or respiratory unease are observed.
- e) All students must play a role of social vigilante for collective good and prevention of community spread of covid-19.
- f) The campus has earmarked student's quarantining facility. Ten rooms each with washroom has been reserved for girls and boys plus one independent guest house with ten beds have been earmarked for the purpose. The medical officer would determine the need for quarantining on susceptible cases. Admin dept would make all necessary arrangements for housekeeping, hygiene, meals etc.

Summary

58. The paramount purpose of the elaborated SoP stipulating the policy and procedural observance is to ***instill a sense of self-discipline*** to observe ***covid responsible behavior***. **Social distancing norms, hand & respiratory hygiene, use of sanitizers frequently, avoid gatherings and crowding etc.** would ensure each one of us act responsibly in individual as well as community interest and contribute to prevent spread of covid-19 pandemic. **It is of utmost importance that we prevent even the slightest chance of susceptibility so we can continue to focus our aim on imparting and receiving education and achieve our primary objective of being among the best.**

KEEP DISTANCE STAY SAFE

