



Date: 5th May, 2020

Notification

In accordance with the decision taken by Management of Symbiosis Open Education Society, it is hereby informed to all concerned that Standard Operating Procedures (SOPs) for resumption of functioning of University and Institutes after COVID-19 Lock down have been promulgated as **Annexure – A** to this notification. These SOPs describe model conduct at University / Institute premises, guidelines on personal hygiene and precautionary measures to be undertaken in light of COVID-19 outbreak. Separate SOPs for students, hostellers, faculty and staff, Security & Housekeeping staff, Vendors, Parents and Visitors, Mess and Canteen vendors have been prepared.

Intention of these SOPs is to prevent spread of COVID-19 & safeguard all stakeholders from any kind of health hazard. Therefore strict compliance of the same shall be observed.

This notification comes into effect from the date of its issue.

S/d

Dr. Swati Mujumdar
Principal Director

CC:

- Registrar, SOES
- Vice Chancellor, SSPU
- All Statutory Officers, SSPU
- Director of Schools, SSPU
- Director, SCDL
- Principal, SVJC
- Principal, SJC
- Head, SISD
- Head, SCC
- Head HR, SOES
- Head HR, SSOU
- Head, Statutory Compliances
- Head Finance, SOES
- All Campus Admin



Standard Operating Procedure for students post Covid - 19 Lock Down

A. Conduct at Institution / University Campus:

1. You should submit duly filled and signed Medical History form (Covid Survey form) to designated official at the Institution / University before commencement of academic session
2. Use Clean and Neat mask covering nose till chin
3. Every student should follow social distancing of at least 1 meter while in Campus and out of Campus, while entering in faculty rooms, labs, offices etc.
4. Make use of staircase instead of elevators
5. Ensure that all doors and windows are in open condition
6. Avoid keeping your bags at common place
7. Have lunch at designated place /canteen / mess
8. You will be informed by respective course heads about your seating arrangement at Classroom / labs etc. before commencement of academic session after lockdown.
9. Students shall wait and meet the concerned institute / University faculty / officials at designated waiting / meeting area only
10. Aarogya Setu App shall be installed and used by all
11. Students with complaints of fever or symptoms of COVID-19 shall immediately report to SCHC

B. Maintenance of Personal Hygiene:

1. Wash hands often with soap and water for at least 20 seconds.
2. Clean your hands with sanitizers with at least 70% alcohol
3. Everyone should carry their own sanitizer
4. Do not touch nose, mouth and face area
5. Do not touch public areas
6. Do not spit anywhere
7. Put garbage in dust bins only
8. Maintain habit of wearing washed and clean cloths.
9. Sanitize your hands after use of washroom, common drinking water points, before and after your meals

C. Other Precautionary measures:

1. Sanitize yourself and your belongings before entering your house
2. Avoid social gathering and get together
3. Avoid visit to relatives and friend's house
4. Avoid sports activities
5. Avoid public transport
6. Do not use shared vehicles, One person with two wheeler (Rider only) & Two persons in Four Wheeler (including driver) – one person on driver's seat and other person on back seat
7. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc
8. Avoid eating uncooked food.
9. Avoid cash transactions as much as possible and use contactless payments such as UPI/ Bhim/ Google pay etc.
10. Items such as tablets, touch screens, keyboards, remote controls may be fitted with a wipeable cover
11. Everyone should have health insurance preferably
12. Avoid contact with others if suffering from cold, cough or fever



Standard Operating Procedure for students at Hostel post Covid - 19 Lock Down

A. Conduct at Hostel:

1. Use clean and neat mask covering nose till chin
2. Each student should follow social distancing of at least 1 meter while in Campus and out of Campus
3. Keep 1 meter distance between beds in rooms
4. Make use of staircase instead of elevators
5. Ensure that all doors and windows are in open condition
6. Do not make use of Indoor games hall, Common TV hall and Gym
7. Follow social distancing in Mess Hall
8. Batch of 25 students will have breakfast/lunch/dinner at a time in mess hall by keeping social distancing. Others may wait outside mess hall by keeping social distancing. Every student should finish meals within 20 minutes of time
9. Do not take meal plate on your own in mess; get it by the hands of mess in charge
10. No two or more than two students will sit or walk together
11. Avoid sharing of things
12. Only one student should enter in health centre at a time
13. Students shall wait and meet the concerned hostel officials at designated waiting / meeting area only
14. Aarogya Setu App shall be installed and used by all
15. Students with complaints of fever or symptoms of COVID-19 shall immediately report to SCHC

B. Maintenance of Personal Hygiene:

1. Keep your room and surroundings clean
2. Wash hands often with soap and water for at least 20 seconds.
3. Clean your hands with sanitizers with at least 70% alcohol
4. Everyone should carry their own sanitizer
5. Do not touch nose, mouth and face area
6. Do not touch public areas
7. Do not spit anywhere
8. Put garbage in dust bins only
9. Maintain habit of wearing washed and clean cloths.
10. Sanitize your hands after use of washroom, common drinking water points, before and after your meals

C. Other Precautionary measures:

1. Sanitize yourself and your belongings before entering your room
2. Avoid social gathering
3. Avoid visit to relatives, friend's house and friend's room
4. Avoid city visit, out pass and ordering of food from outside
5. Avoid public transport
6. Do not use shared vehicles, One person with two wheeler (Rider only) & Two persons in Four Wheeler (including driver) – one person on driver's seat and other person on back seat
7. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc
8. Avoid eating uncooked food.
9. Avoid cash transactions as much as possible and use contactless payments such as UPI/ Bhim/ Google pay etc.
10. Items such as tablets, touch screens, keyboards, remote controls may be fitted with a wipeable cover
11. Everyone should have health insurance preferably
12. Avoid contact with others if suffering from cold, cough or fever



Standard Operating Procedure for Faculty & Staff post Covid - 19 Lock Down

A. Conduct at Workplace:

1. You should submit duly filled and signed Medical History form (Covid Survey form) to designated official at the Institution / University before resuming the office
2. Use clean and neat mask covering nose till chin
3. Follow social distancing of at least 1 meter while in Campus, class rooms, labs, offices & out of Campus and educate students to follow the same
4. Sanitize yourself and your belongings before entering office
5. Sanitize your hands before entering meeting rooms, offices
6. Do not visit colleagues area
7. To minimize possible discussions & interactions, these can be held through hand phones, intercoms and mobile phones.
8. Meetings are to be avoided and VC, Conf. calls or other modes should be used as replacement.
9. Clustered sitting and standing to be avoided
10. Avoid sharing of things
11. Avoid use and carrying of hard copy files where ever possible and soft copy correspondences, approvals and other procedures shall be encouraged.
12. Have lunch at your respective workplace / canteen / designated place
13. Make use of staircase instead of elevators
14. Use of Air conditioner shall be avoided
15. Ensure that all doors and windows are in open condition during working hours.
16. Faculty / staff shall meet the students / parents / visitors at designated waiting / meeting area only
17. Aarogya Setu App shall be installed and used by all.
18. Staff with complaints of fever or symptoms of COVID-19 shall immediately report to SCHC

B. Maintenance of Personal Hygiene:

1. Wash hands often with soap and water for at least 20 seconds.
2. Clean your hands with sanitizers with at least 70% alcohol
3. Everyone should carry their own sanitizer
4. Do not touch nose, mouth and face area
5. Do not touch public areas
6. Do not spit anywhere
7. Put garbage in dust bins only
8. Maintain habit of wearing washed and clean cloths.
9. Sanitize your hands after use of washroom, common drinking water points, before and after your meals

C. Other Precautionary measures:

1. Sanitize yourself and your belongings before entering your house
2. Avoid social gathering and get together
3. Avoid visit to relatives and friend's house
4. Avoid public transport
5. Do not use shared vehicles, One person with two wheeler (Rider only) & Two persons in Four Wheeler (including driver) – one person on driver's seat and other person on back seat
6. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc
7. Avoid eating uncooked food.
8. Avoid cash transactions as much as possible and use contactless payments such as UPI/ Bhim/ Google pay etc.
9. Items such as tablets, touch screens, keyboards, remote control may be fitted with a wipeable cover
10. Everyone should have health insurance preferably
11. Avoid contact with others if suffering from cold, cough or fever



Standard Operating Procedure for Security / Housekeeping Staff post Covid - 19 Lock Down

A. Conduct at Institution / University premises:

1. Use clean and neat mask covering nose till chin
2. Every security / housekeeping staff should follow social distancing of at least 1 meter while in Campus and out of Campus and educate others to follow social distancing
3. Maintain social distancing with colleagues, visitor, while roaming in campus
4. Sanitize your hands before and after locking rooms, before entering in meeting rooms, offices etc.
5. Garbage should be disposed properly
6. Washrooms, furniture, hand-rails, glasses, common touch points should be cleaned properly with the liquid as per guideline of MoHaFW
7. Ensure that all doors and windows are in open condition
8. Avoid sharing of things
9. Inform Institute / University authorities about any student/staff/visitor found not following social distancing
10. Have lunch at your respective workplace / canteen / designated place
11. Aarogya Setu App shall be installed and used by all.

B. Maintenance of Personal Hygiene:

1. Uniform should be Neat and clean with mask
2. Wash hands often with soap and water for at least 20 seconds.
3. Clean your hands with sanitizers with at least 70% alcohol
4. Everyone should carry their own sanitizer
5. Do not touch nose, mouth and face area
6. Do not touch public areas
7. Do not spit anywhere
8. Put garbage in dust bins only
9. Maintain habit of wearing washed and clean cloths.
10. Sanitize your hands after use of washroom, common drinking water points, before and after your meals

C. Other Precautionary measures:

1. Sanitize yourself and your belongings before entering your house
2. Avoid social gathering
3. Avoid visit to relatives and friend's house
4. Avoid public transport
5. Do not use shared vehicles, One person with two wheeler (Rider only) & Two persons in Four Wheeler (including driver) – one person on driver's seat and other person on back seat
6. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc
7. Avoid eating uncooked food.
8. Avoid cash transactions as much as possible and use contactless payments such as UPI/ Bhim/ Google pay etc.
9. Everyone should have health insurance preferably
10. Take rest at home or get medical treatment if having cold, cough or fever
11. Avoid contact with others if suffering from cold, cough or fever



Standard Operating Procedure for Vendors post Covid - 19 Lock Down

1. Vendors should educate their employees working at institute / University campus about social distancing and personal hygiene
2. Vendor should provide/educate them to wear proper clean and neat uniform, carry sanitizers
3. Vendor should not send their employees at campus if he/she is not feeling well
4. Vendors shall use Clean and Neat mask covering nose till chin at institute / University premises and clean hands with sanitizers
5. Vendors shall wait and meet the concerned institute / University officials at designated waiting / meeting area only
6. Vendors should follow social distancing of at least 1 meter while at Campus



Standard Operating Procedure for Visitors and Parents at Institute / University post Covid - 19 Lock Down

1. Do not visit the campus if you are not feeling well
2. Avoid visiting the campus if it is possible to get the desired work done telephonically / online
3. Report at Security to register your details
4. On completion of formalities at the Security, report at reception to inform about your work
5. Follow social distancing of at least 1 meter while at Campus
6. Use Clean and Neat mask covering nose till chin at institute / University premises and clean hands with sanitizers
7. Wait and meet the concerned institute / University officials at designated waiting / meeting area only
8. Avoid touching public areas
9. Do not spit anywhere
10. Put garbage in dust bins only
11. Sanitize your hands after use of washroom, common drinking water points etc.
12. Make use of staircase instead of elevators
13. Avoid keeping your belongings at common place
14. Do not loiter at campus and leave the premises immediately after your work gets over



Standard Operating Procedure for Mess Vendor at Hostel Premises post Covid - 19 Lock Down

A. Conduct at Institution / University premises:

1. Use Clean and Neat mask covering nose till chin
2. Every staff of mess should follow social distancing of at least 1 meter while in Campus and out of Campus
3. Maintain social distancing with students and staff, while entering in dining hall, office, and while serving in meetings; in Mess hall and also at kitchen
4. Wash hands often with soap and water for at least 20 seconds.
5. Clean your hands frequently with sanitizers with at least 70% alcohol
6. Wash and frequently sanitize items such as ladles, tongs, condiment holders, food contact surfaces and utensils
7. Batch of 25 students will have breakfast/lunch/dinner at a time in mess hall by keeping social distancing. After every batch of students, cleaning of table and mopping of floor should be done. Other students will wait outside mess hall by keeping social distancing. Every student should finish meals within 20 minutes
8. Consider grab-and-go options to discourage students & staff from gathering in group settings.
9. Meal plate should be given in the hands of student in mess by mess in charge
10. Use floor markings inside the mess to facilitate compliance with the physical distancing
11. Vegetables/fruits/grocery/eggs/non-veg brought at mess should be sanitized properly before use
12. Do not openly display or sell unwrapped bakery products
13. No two or more than two staff shall sit or walk together
14. Keep your surroundings clean
15. Avoid sharing of things
16. Ensure that all doors and windows are in open condition
17. Aarogya Setu App shall be installed and used by all.

B. Maintenance of Personal Hygiene:

1. Staff should wear neat and clean uniform with mask for food preparation
2. Everyone should carry their own sanitizer
3. Do not touch nose, mouth and face area
4. Do not touch public areas
5. Do not spit anywhere
6. Put garbage in dust bins only
7. Sanitize your hands after use of washroom, common drinking water points, before and after your meals

C. Other Precautionary measures:

1. Sanitize yourself and your belongings before entering your house
2. Avoid social gathering
3. Avoid visit to relatives, friend's house and friend's room
4. Avoid public transport
5. Do not use shared vehicles, One person with two wheeler (Rider only) & Two persons in Four Wheeler (including driver) – one person on driver's seat and other person on back seat
6. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc
7. Avoid eating uncooked food.
8. Avoid cash transactions as much as possible and use contactless payments such as UPI/ Bhim/ Google pay etc.
9. Items such as tablets, touch screens, keyboards, remote controls, may be fitted with a wipeable cover
10. Everyone should have health insurance preferably
11. Take rest at home or get medical treatment if having cold, cough or fever
12. Avoid contact with others if suffering from cold, cough or fever



Standard Operating Procedure for Canteen Vendor at Institute / University Premises post Covid - 19 Lock Down

A. Conduct at Institution / University premises:

1. Use Clean and Neat mask covering nose till chin
2. Every staff of Canteen should follow social distancing of at least 1 meter while in Campus and out of Campus
3. Follow social distancing in Canteen hall and also at kitchen
4. Wash hands often with soap and water for at least 20 seconds.
5. Clean your hands frequently with sanitizers with at least 70% alcohol
6. Wash and frequently sanitize items such as ladles, tongs, condiment holders, food contact surfaces and utensils
7. One student should be there on one table having distance of one meter from other students in Canteen
8. Consider grab-and-go options to discourage students & staff from gathering in group settings
9. Use floor markings inside the mess to facilitate compliance with the physical distancing
10. Vegetables/fruits/grocery/eggs/non-veg brought at canteen should be sanitized properly before use
11. Do not openly display or sell unwrapped bakery products
12. No two or more that two staff will sit or walk together
13. Keep your room and surroundings clean
14. Meal plate should be given in the hands of student in canteen by canteen in charge.
15. Avoid sharing of things
16. Ensure that all doors and windows are in open condition
17. Aarogya Setu App shall be installed and used by all.

B. Maintenance of Personal Hygiene:

1. Staff should wear neat and clean uniform with mask for food preparation
2. Everyone should carry their own sanitizer
3. Do not touch nose, mouth and face area
4. Do not touch public areas
5. Do not spit anywhere
6. Put garbage in dust bins only
7. Sanitize your hands after use of washroom, common drinking water points, before and after your meals

C. Other Precautionary measures:

1. Sanitize yourself and your belongings before entering your house
2. Avoid social gathering
3. Avoid visit to relatives, friend's house
4. Avoid public transport
5. Do not use shared vehicles, One person with two wheeler (Rider only) & Two persons in Four Wheeler (including driver) – one person on driver's seat and other person on back seat
6. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc
7. Avoid eating uncooked food.
8. Avoid cash transactions as much as possible and use contactless payments such as UPI/ Bhim/ Google pay etc.
9. Items such as tablets, touch screens, keyboards, remote controls, may be fitted with a wipeable cover
10. Everyone should have health insurance preferably
11. Take rest at home or get medical treatment if having cold, cough or fever
12. Avoid contact with others if suffering from cold, cough or fever