



SOP FOR HOSTEL OPERATIONS AMID COVID-19

(Guidelines & Protocols to be Strictly Observed)

Issued on Wed, 20th January 2021

Introduction

Campus Students Communities is resuming residential accommodation operations based on the intimation received from the University under the directions of the Government and other statutory authorities. We are adopting a set of Standard Operating Procedures (SOPs) in consonance with the directions/guidelines issued by the Central/State Governments and relevant agencies.

Basic Guidelines

1. To ensure safety of yours and others in the hostel, students are strongly encouraged to stay at home if they have cough, fever or respiratory symptoms, or have been in contact with anyone with these symptoms for the past 14 days;
2. If you have tested positive for COVID-19 and have not yet been cleared to return to regular activities.
3. If you have returned within the last 14 days from a containment Zone.
4. All students reporting at the hostel should submit RTPCR negative certificate (taken within 96 hours).
5. They have to submit an undertaking cum consent letter signed by the parent in the prescribed format before boarding the hostel.
6. Students are required to mandatorily submit a health insurance policy for COVID-19. If they are not covered under COVID-19 health insurance then they are required to get it insured prior boarding the facility.
7. Self-discipline is very important to contain the spread of the COVID-19 pandemic through social distancing and maintaining hygienic conditions.
8. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family to be avoided.
9. Wearing the mask is compulsory for everyone entering and leaving hostel premises. No entry will be given to persons without facemasks.
10. Used masks should be discarded in the bins properly.
11. Have your own masks, sanitizer and a thermometer, oximeter for monitoring body temperature for personal use (advisable).
12. Hand wash/ Hand sanitizer will be available at the entrance gate, so that every person must sanitize their hands before entering the hostel.
13. Students will accommodate themselves in the allotted room only.

14. Students will maintain the hygienic condition and take the necessary care while they share common washrooms, and dining facilities and follow the instructions/ notices/ protocols in the hostel.
15. Students should wear the University Identity card while entering the hostel. A Security guard or staff at the entrance gate will do a temperature check of all people entering the hostel. Students having fever will not be allowed to enter the hostel. All the student residents entering the hostel should cooperate with this mandatory temperature screening.
16. Use AarogyaSetu App on your mobile and it should remain active at all times.
17. To minimize movement and physical contact with others, hostellers are not allowed to leave the hostel, except for academic work and emergency needs. This is enforced through security checks at the hostel exit and entrance. Residents must cooperate with the hostel staff and other security personal in this regard.
18. Students are not allowed to leave the hostel premises between 21:00hrs to 06:00hrs to prevent non-essential travel.
19. Essential hostel staff at the hostels will assist students 24/7. However, in our effort to further reduce physical contact, housekeeping and cleaning will be done in common areas within the hostel premises from time to time. Students should maintain a safe distance during such time.
20. Guests in the hostel are strictly prohibited during the current pandemic situation.
21. Unnecessary gatherings inside and outside the rooms of the hostel will be avoided. Students must avoid going in other rooms and also maintaining social distance as described by govt. health authorities.
22. Students should make sure that their rooms be cleaned depending on the timings of housekeeping staff and must dispose of their waste properly.
23. Packaged food shall be provided to the students if required. If food is served in Mess the dining area should not be overcrowded and students should maintain hygiene in the dining area. Food will be served as per the timings displayed at the mess hall.
24. Token systems or reservations can be introduced wherever possible to avoid gatherings in mess/dining area.
25. Ordering food from outside should be discouraged, however if outside food or and other material is ordered it should be prepaid to avoid cash on delivery.
26. Seating arrangement at the mess halls will be done so that social distancing is maintained. Students should not rearrange the chairs according to his/her wish.
27. Where ever queue has to be maintained, each student should follow the social distancing norms.

28. Disinfection spray will be carried out in public areas on daily basis and in rooms on weekly basis.
29. Students must avoid the use of an elevator if they can climb the stairs. In case, if they need elevators, follow the safety precautions.
30. To the maximum extent possible, all must follow unidirectional movement in hostel premises.
31. Gymnasium/ fitness center will not be operational.
32. Air conditioners will not be functioning. It is advisable to maintain a cross ventilation of air.
33. Transportation facility shall not be made available for mean time.
34. Students having COVID-19 symptoms should inform the hostel staff/ warden immediately and visit the hospital for immediate medical care.

Hygiene Practices

1. All the students and visitors must go through thermal screening before joining their duties for the day.
2. All students and visitors must sanitize their hands before using the facilities.
3. Students must understand the importance of wearing a mask.
4. They should ensure that there are no gaps on either side of the mask; adjust to fit.
5. They should cover their mouth and nose with their upper sleeve or a disposable tissue when they sneeze or cough
6. They must dispose the used masks and tissues properly in the designated closed bins only.
7. While in use, they must avoid touching the mask & not let the mask hang from the neck.
8. Face shield can be used as an additional protection along with a regular mask.
9. Students are advised to avoid moving outside the facility unnecessarily.
10. All users should carry their own sanitizers and disinfectants to sanitize the equipment if the need arises, to maintain cleanliness and hygiene.
11. They must sanitize their hands using liquid soap or sanitizers.
12. They should carry good quality personal hand sanitizer and sanitize their hands once in every hour.

13. Students may prefer to wear the recommended hand gloves.
14. The residents are expected to maintain physical distancing strictly.
15. Do not shake hands or exchange physical greetings.
16. Limit the number of interactions physically wherever possible.
17. Large gatherings are to be discouraged.
18. Students should avoid frequent contact with objects like door handles, switches etc.
19. Students are advised to carry their own serving plates, spoons and water bottles.
20. Sharing of food or snacks among the students should be avoided.
21. Students must not gather in groups in the corridors and other open areas to avoid possible transmission of the virus from any undetermined personnel.
22. Users must try not to face any other user inside an elevator and the number of users boarding an elevator must be restricted based on its size.
23. Students and visitors are suggested not to touch any railings wherever possible and have to carry their own sanitizers for use when needed.
24. In case any student tests positive, he/ she will be kept in isolation as per the government norms. He/she shall not be allowed to stay further at the hostel until certified negative. People in contact with the infected person need to be in self-quarantine for 14 days.

Items to be Brought Prior Boarding the Hostel

1. Face Mask
2. Disposable Bouffant Caps
3. Face Shield
4. Hand Sanitizer
5. Toilet Seat Sanitizer
6. Disinfecting wipes and spray
7. Thermometer
8. Bed sheet/ bedspreads
9. Pillow Cover
10. Spoons
11. Glass
12. Serving Plates
13. Water Bottle/ Flask