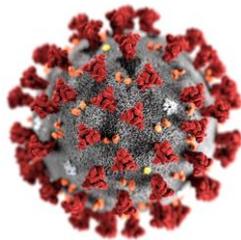




**Sri Venkateswara College of Engineering**  
**Sriperumbudur Tk - 602 117**



# **COVID-19**

## **Coronavirus**

**STANDARD OPERATING PROCEDURES**  
*(For Internal Circulation / Use only)*

**JUNE 2020**

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## **Disclaimer:**

- (a) The views, information and protocols to be followed expressed in this document are advisory in nature for the sole purpose of fighting against COVID-19.
- (b) This document is private and non-commercial use only.
- (c) Please follow the Guidelines issued by the Government to battle COVID-19 time to time for effective control of Coronavirus.

## 1. Introduction

Coronaviruses are a group of viruses belonging to the family of Coronaviridae, which infect both animals and humans. Human coronaviruses can cause mild disease similar to a common cold, while others cause more severe disease (such as MERS - Middle East Respiratory Syndrome and SARS-Severe Acute Respiratory Syndrome) (1).

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus (SARS-CoV-2) is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold. The size range of coronavirus is 0.06-0.14 microns. Figure 1 shows the size range of coronavirus (2).

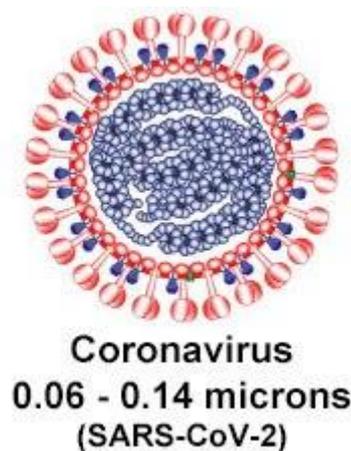


Figure 1: Size range of coronavirus

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19 (3).

The outbreak of COVID-19 has been declared a Public Health Emergency of International Concern and the virus has now spread to many countries and territories. While a lot is still unknown about the virus that causes COVID-19, we know that it is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing) Individuals can also be infected from touching surfaces contaminated with the virus and touching their face

(Example eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it (3). While COVID-19 continues to spread it is important that communities take action to prevent further transmission, reduce the impacts of the outbreak and support control measures. Figure 2 indicates the transmission of COVID-19 through droplets (4).

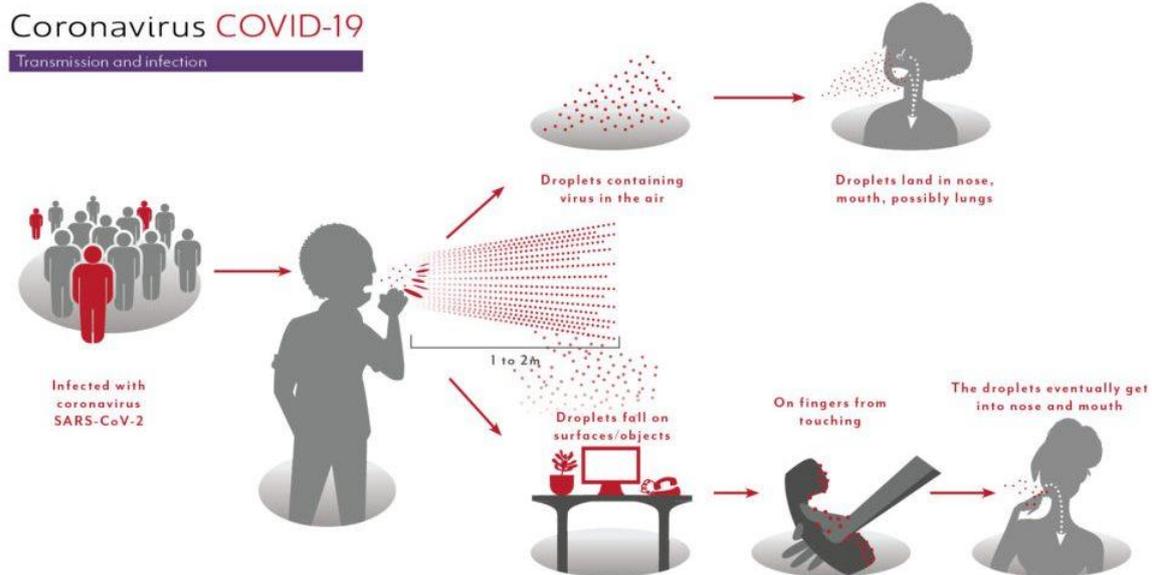


Figure 2: COVID-19 transmission

The purpose of this document is to provide clear and actionable guidance for safe operations through the prevention, early detection and control of COVID-19 in the college. The standard operating procedures to fight against COVID-19 (5-14) are outlined below in respect of (a) Administrators, Faculty and Staff (b) Students (c) Office buildings, Class rooms, Library, Hostels, Medical Centre, Dining areas and Library (d) Workshops, Laboratories and Computer centers (e) Air Conditioners, Water Tanks & Plumbing fixtures Operations (f) Transport and (g) Security.

## 2. Department / Section Heads, Faculty and Staff

To fight against COVID-19, hygiene/safety measures should be adopted at the individual level and specific measures to be implemented at all the spaces and surfaces where in Faculty/Staff/Students/Visitors are likely to come in contact. The following basic procedures can help keep Department / Section Heads, faculty and staff safe at the College and help stop the spread of COVID-19.

- a) Form a COVID-19 task force at the College, Department and Section level for the implementation and monitoring measures.
- b) Arrange an advisory talk by the Medical Officer to educate security and housekeeping personnel's in the college about COVID-19 prevention by following social distancing norms, this includes appropriate and frequent hand hygiene, respiratory hygiene, use of face mask / face coverings, importance of social distancing, symptoms of COVID-19 and what to do if you feel sick. Non-contact greetings should also be advised.
- c) Circulate the electronic copy of Standard Operating Procedures (SOP) on COVID-19 prevention in the college premises to all the faculty, staff and students through Email / WhatsApp groups and display the same in the College website.
- d) Departments / Sections should maintain the medical particulars of the faculty and staff as per the Self Declaration form (**Refer Annexure-1**). Submission of this form is mandatory for resuming their duty.
- e) Collect data and maintain records of visitors every day at College entrance / Department / Section level.
- f) Clean and disinfect buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (like tables, doorknobs, light switches, door & window handles, doorframes, desks, hand rails, lunch tables, phones, keyboards, sinks, lift, sports equipment, teaching and learning aids, etc.). Ensure appropriate and adequate equipment for cleaning staff (**Refer Annexure-2** for the Guidelines of Cleaning Schedule).
- g) Completely sanitize the laboratories with fumigants / UV irradiation in which the laboratories involve the usage of biologics.
- h) Departments / Sections must be provided with non-contact type thermal scanner for monitoring the body temperature of all the persons entering the college premises.
- i) Ensuring Social Distancing (at least 1 metre) between the individuals is mandatory everywhere in the college premises like checking temperature, drinking water, taking food in canteen (if dining is allowed) discussing with colleague, pantry etc.

- j) Wearing face masks or face covering is compulsory at all times in the college, regular hand washing and positive hygiene behaviors are to be encouraged.
- k) Ensure clean rest rooms for faculty, staff and students. Ensure the availability of soap and clean water at hand washing stations.
- l) Arrange to place hand sanitizers in rest rooms, classrooms, halls, and near entrances of offices / buildings mandatorily.
- m) Convert physical meetings into online meetings or video conferences or phone calls as much as possible.
- n) Movements of physical documents like files and papers to be avoided within departments and instead e-approvals may be followed wherever possible for next 2-3 months.
- o) Display posters encouraging good hand and respiratory hygiene practices at prominent places.
- p) Anyone coming to the campus from abroad or outside Tamil Nadu has to follow quarantine procedure as per government guidelines time to time.
- q) Choice of work from home for faculty / staff coming from containment zone may be offered as per government guidelines with the approval of the Principal. No staff from containment zones can be allowed for duty.
- r) Make arrangements for recording the entry and exit time of each person entering the college and ensure that the regular working hours are followed.
- s) Keep separate closed dust bin at all the building exit for safe disposal of used face mask or face covering and hand gloves, etc.
- t) Ensure trash is removed daily and disposed of safely.

## **Faculty**

Besides the above procedures, the following actions are expected from the faculty members.

- a) May prepare e-content for the courses to be handled in the forthcoming semester and upload the same in the new CMS portal.
- b) Topic-wise video lectures and e-content material may be prepared using available resources.

- c) Resolving and handling the psychological and mental issues of the needy students after lockdown through the approved counsellor of Medical Centre.
- d) Innovative technology-based teaching learning methodology shall be adopted based on the course content and convenience of the faculty considering requirements of students.
- e) All faculty members should be subjected to non-contact thermal screening before entering their respective departments / cabins / classrooms / laboratories.
- f) All faculty members will invariably wear the face masks or face coverings while handling their teaching sessions (Theory / Laboratory) and in the college premises.
- g) Faculty members will also be required to use the soap for hand wash / hand sanitizer frequently while they are in the college as per the Government guidelines.
- h) Faculty will significantly reduce personal interaction with students and will extensively use e-modes like emails / WhatsApp groups/ other similar tools for interacting with the students when not in the classroom.
- i) Handling assignments/ MCQs/projects/other such submissions will be largely through new CMS portal than hard copies.
- j) Faculty will also ensure that students while sitting in the classrooms maintain the required gap as per social distancing norms and wearing face mask or face coverings.

### **Staffs (Admin and Supporting)**

Below preventive procedure will be followed by the staff in the Department, Administrative office / laboratory.

- a) All staff working in the office / sections / departments / laboratory / other places should be subjected to non-contact thermal screening before entering their respective office / sections / departments / laboratories.
- b) Before commencement of the day, entire office area/ furniture/ counters / equipment like desktop computers / printers / telephones, etc. will be cleaned and sprayed with disinfectant (**Refer Annexure-2** for Guidelines).

- c) All staff in the office / sections / departments / laboratory / other places will invariably wear face mask or face coverings at all times. Seating arrangement will be made in such a way that they maintain social distancing (at least 1 metre) from each other as per norms.
- d) Visitors in the office like students / vendor representatives will be entertained only during pre-fixed timings with prior appointment.
- e) No crowding of students etc. will be allowed in the office / laboratory.
- f) No staff / student / parent / vendor representative / visitors without wearing face mask or face coverings will be permitted to enter the office / laboratory.
- g) Before entering the office / laboratory, staff / student / parent / vendor representative / visitors will preferably do the hand wash in the nearby rest rooms / use the hand sanitizer kept at the office / laboratory entrance.

### **3. Students**

Below instructions shall be communicated to all the students and research scholars through emails / WhatsApp groups / other similar tools for strict compliance before the start of examination / class work.

- a) All the students and research scholars should submit the self-declaration form (**Refer Annexure-1**) before attending the examination / class work. Students and research scholars should get the signature of the parents in the declaration form.
- b) Students and research scholars should wash their hands frequently with soap and water for at least 20 seconds / use hand sanitizer, Remember to AVOID touching the face (nose, eyes and mouth, etc) and DO NOT share cups, eating utensils, food, water or soft drinks, etc with others.
- c) All the students and research scholars will invariably wear face masks or face coverings and it is a MANDATORY for the entry to the college / department / class room / laboratory.
- d) All the students and research scholars should maintain social distancing (at least 1 metre) in the college premises at all times.

#### **4. Office / Department buildings, Classrooms, Hostels, Medical Centre, Dining areas and Library**

##### **Office / Department buildings**

- a) All areas in the premises such as the Entrance Door / Gate of Office/ Department Buildings, Sections etc, Secretary / Treasurer / Principal / Dean / HoD rooms, Faculty / Staff rooms, Meeting rooms, Conference halls, Seminar halls, Retiring rooms, Open areas available, Verandah, Walls, Washroom, Rest rooms, Sink, Swimming pool area, etc. and all other surfaces especially metallic, glass and other non-permeable surfaces shall be disinfected completely using user friendly disinfectant mediums before re-use and the procedure should be repeated at least once a day.
- b) All roads, lawns, gardens, playgrounds, Open Air Theatre, Multipurpose Hall, Sports complex, etc shall be disinfected completely using user friendly disinfectant mediums before re-use and the procedure should be repeated at least once a week.
- c) Designate a person to be present at the entrance of the campus to carry out thermal scanning for every person entering the college / Department / Section. If the body temperature is higher than normal then the Medical Centre must be informed and the person scanned should be asked to wait in the isolation place till the Medical Centre personnel visit him/her.
- d) Appropriate personal safety equipment like Face covers, Masks, Gloves, and also appropriate disinfecting gadgets like sprayer, brush, etc and disinfecting agents like Soaps, Sanitizer, etc shall be made available at the college under the custody of the Administrative Executive or personnel authorized by the Executive.
- e) The procedure of disinfection shall be displayed at prominent places.
- f) Appropriate changes in the working methodology and procedure shall be made to avoid crowding and maintain social distancing while working and teaching.
- g) Arrangement for signing of register / roster / contactless gadgets shall be made as an alternative method instead of biometric system for recording the faculty / staff attendance.

## **Classrooms**

Below preventive procedure will be followed for classrooms:

- a) All classrooms will be thoroughly disinfected including entrance doors, windows, desks, other furniture & fixture, teaching aids, equipment etc. before commencement of the day i.e. morning and during lunch breaks on all the working days.
- b) Seating arrangements in the classrooms will be made to maintain the gap between the students by ensuring social distancing procedure.
- c) Students' gathering / events / functions, etc are not being conducted until further orders received from the Principal.
- d) Students' lunch break / short break should be worked out on staggered time schedule as far as possible or crowding at one place should be strictly restricted by revising the year wise time table.
- e) Before entering the classrooms, faculty and student will preferably do the hand wash in the nearby rest rooms / use the hand sanitizer kept at the class room entrance.

## **Hostels**

Following preventive procedures will be strictly followed in Hostels:

- a) All open and common areas like entrance, corridors, entertainment areas like TV hall, staircases, dining halls, corridor walls, door & windows opening in the corridors / walk through etc. will be thoroughly disinfected at least once a day.
- b) All the residents (Warden, Deputy Wardens, Residential Tutors, Staff, Students, etc) in the hostels will have to necessarily wear face masks / face coverings when moving out of their rooms.
- c) Social distancing norms should be ensured in the entertainment areas by the hostel in-charge.
- d) Non-residents / visitors will NOT be allowed to meet the hostellers in the hostel premises.

- e) Thermal Scanners to detect body temperature of the residents will be used by the hostel in-charge / authorized personnel at the entrance while they get back to the hostel at the end of the day.
- f) Designate a person to be present at the Boys and Girls hostel gate / entrance to carry out thermal scanning for every resident while they get back to the hostel at the end of the day. If the body temperature is higher than normal then the Medical Centre must be informed and the resident scanned should be asked to wait in the isolation place till the Medical Centre personnel visit him/her.
- g) Before entering the hostels, all the residents will preferably do the hand wash using the hand sanitizer kept at the entrance.
- h) The hostel in-charge will have sufficient stock of Soap and hand sanitizers.
- i) Posters encouraging good hand and respiratory hygiene practices will be displayed at prominent places for better view and understanding of the residents.
- j) Avoid gathering of more than two persons, functions or other similar group gatherings.
- k) Avoid sharing of mobile phones.
- l) Ensure cleaning and chlorination of all water tanks as per norms.

## **Medical Centre**

Below preventive procedures will be strictly followed in medical centre.

- a) All open and common areas like entrance, corridors, staircases, corridor walls, door, doorknobs & windows opening in the corridors / walk through, rooms and beds, etc. will be thoroughly disinfected at least twice a day.
- b) Medical Officer, Nurse, Lab Technician, ambulance driver, all the patients including accompanying person coming to the medical centre will have to necessarily wear face masks / face coverings at all times.
- c) Thermal Scanners to detect body temperature of the Medical Officer, Nurse, Lab Technician, ambulance driver, all the patients including accompanying

person coming to the medical centre will be used by the authorized personnel at the entrance.

- d) Before entering the medical centre, Medical Officer, Nurse, Lab Technician, ambulance driver, all the patients including accompanying person coming to the medical centre will preferably do the hand wash using the hand sanitizer kept at the entrance.
- e) Social distancing norms should be ensured in the medical centre by the Medical Officer.
- f) Posters encouraging good hand and respiratory hygiene practices will be displayed at prominent places.

### **Dining Areas – Mess & Canteen / Food court**

Following preventive procedures will be strictly followed in Dining Areas:

- a) Dining hall, tables, chairs and food counters should be cleaned and sanitized before and after use (Six times a day ie before and after breakfast, Lunch and Dinner).
- b) Food distribution in mess / canteen should be divided into small batches on staggered time schedule to maintain social distancing, if dining is allowed.
- c) Sanitize the standard packs, bags before storage in isolation.
- d) Sanitize the mess / canteen appliances, knives, and other vegetable cutting tools before & after use.
- e) Unauthorized entry must be restricted in kitchen areas.
- f) Food making machine, if any must be cleaned before and after use.
- g) Plates / Tumbler / spoons / other utensils should be sterilized in hot water before use, if dining is allowed.
- h) Head cap, hand gloves, face masks, apron must be used by suppliers.
- i) Social distancing should be maintained while taking food from counter, washing hands in washrooms and sitting in canteen for lunch.
- j) Seating plan must be revised like alternate plan or special plan in office as well as in tea area and mess to ensure social distancing.

- k) Before entering the dining area, all the persons will preferably do the hand wash using the soap and water available in the washrooms.

## **Library**

- a) All areas in the premises such as the entrance door, staff cabins, book counters, Conference hall, Seminar hall, Open areas available, Verandah, Walls, Washroom, Rest rooms, Sink, etc. and all other surfaces especially metallic, glass and other non-permeable surfaces shall be disinfected completely using user friendly disinfectant mediums before re-use and the procedure should be repeated at least once a day.
- b) Appropriate changes in the working methodology and procedure shall be made to avoid crowding and maintain social distancing in the library.
- c) New books / Newspapers / other materials / books returned by the students / faculty must be kept in quarantine for 24 hours or to be exposed under UV light for at least 1 h before arranging in the appropriate racks.
- d) Designate a person to be present at the entrance of the library to carry out thermal scanning for every person entering the library. If the body temperature is higher than normal then the Medical Centre must be informed and the person scanned should be asked to wait in the isolation place till the Medical Centre personnel visit him/her.
- e) All the persons coming to the library will have to necessarily wear face masks / face coverings at all times.
- f) Before entering the library, all the persons will preferably do the hand wash using hand sanitizer available at the entrance.

## **5. Workshops, Laboratories, Computer centers**

Below preventive procedure will be followed for Workshops / Laboratories / Computer centers.

- a) All Workshops / Laboratories / Computer centers should be thoroughly disinfected i.e. entrance doors, doorknobs, windows, computer platforms, equipment, machines, other furniture & fixtures, teaching aids, including UPS

and Networking areas / switches / control panels etc. before commencement of the day and between the batches (if more than one batch is doing the practical in a single day) on all the working days.

- b) All students and staff entering Workshops / Laboratories / Computer centers will invariably wear face masks or face coverings, use hand Sanitizers / hand wash and follow social distancing prominently displayed by the department within the Workshops / Laboratories / Computer centers premises.
- c) Ensure and check the primary power supply voltage regularly.
- d) Check connection cable between the control panel and equipment /machines are securely connected.
- e) Workshops / Laboratories / Computer centers floor should be sanitized with 1% sodium hypochlorite solution every day before commencement of class, during Lunch break and after closing of the day.
- f) Faculty-in-charge of the Workshops / Laboratories / Computer centers will ensure that seating arrangement is made to maintain the gap between the students by ensuring social distancing for each student / user of such facilities.
- g) Workshops / Laboratories / Computer centers should have adequate ventilation provision to ensure free flow of fresh air. Hence AVOID using cramped laboratory spaces.
- h) Students should be allowed to use Workshops / Laboratories / Computer centers facilities only in batches as per social distancing norms at any given point of time. Size of the batch can be decided by the faculty-in-charge based on the capacity of the Workshops / Laboratories / Computer centers.
- i) Appropriate changes in the practice methodology and procedure shall be made to maintain the social distancing while working and teaching in the Workshops / Laboratories / Computer centers.
- j) All the equipment requires extra care specifically high end research equipment by following the procedures given by the manufactures before using them after the lockdown period.

- k) Before entering the Workshops / Laboratories / Computer centers, all the faculty, staff and students will preferably do the hand wash using the hand sanitizer kept at the entrance.

## **6. Air-conditioners, Water tanks & Plumbing fixtures Operations**

### **Air-conditioning Systems**

Most of the buildings in the college establishments have remained closed during the lockdown. The air-conditioned spaces of establishments under prolonged lockdown will pose health hazards due to fungus and molds in the ducts and open spaces depending on the humidity and temperature prevailing within. Further, there may be dirt and excreta of rodents as well as increased level of insects. Hence, these establishments will need maintenance for Engineering and Health safety.

The following procedures are recommended for Air-Conditioning systems before and during operations.

### **BEFORE OPERATION**

#### **Room Air-conditioners**

- 1) Clean grilles, diffuser and the internal surfaces using soap water.
- 2) Wash and clean filters.
- 3) Clean all regularly occupied areas well before occupancy by keeping the doors and windows open.
- 4) Open all the doors and windows of the space.
- 5) Start the air-conditioning system in fan mode only, and run it for minimum of 2-4 hours with doors open and exhaust system operational.

#### **Package / VRF / Central Plant**

Follow standard practice for startup and operation of all installed Condensing Units, Chillers, Cooling Towers, Pumps, Fans that shall include inspection, strainer cleaning if applicable by authorized service personnel.

### **DURING OPERATION**

#### **1. TEMPERATURE**

Set room temperature between 24 and 30°C (in humid climates set temperature closer to 24°C for dehumidification and in dry climates closer to 30°C. Use Fans to increase air flow movement.

## **2. RELATIVE HUMIDITY**

Maintain relative humidity between 40 and 70% since it is recommended suitable environment for humans and reduces the impact from pathogens.

## **3. VENTILATION (FRESH AIR & EXHAUST)**

- Fresh air must preferably be provided by an inlet duct and fan.
- In exceptional cases of very small spaces without provision of mechanical ventilation systems, actively use operable windows.

Till COVID-19 gets under control avoid utilizing the water collected through condensation for any application.

## **Water Tanks & Plumbing Fixtures**

COVID-19 is NOT a waterborne disease. However, while consuming or using water, the related water tanks, plumbing fixtures and their surfaces can be a source of spread of infection. Indian Green Building Council (10) recommends specific measures for reducing the spread of infection through water and related plumbing fixtures before starting and during the operation of the building.

### ***Before Starting Operations***

- Carryout chemical cleaning of water storage tanks and treated wastewater tanks.
- Flush water carrying pipes with clean water.

### ***Drinking Water consumption***

- Advise all the faculty / staff / students / parents / visitors to carry their own water bottles.
- Check the quality of drinking water regularly and take corrective measures whenever needed.
- Disinfect the treated wastewater before reuse.

## 7. Transport

The risk of infection for human is very high during transit from their home to work place and back to their home. Create awareness about the COVID-19 amongst all the faculty / staff / students and encourage them to take precautions to protect themselves during transit. Some of the measures that could be taken up during transit are as follows.

- a) College Buses / Vans / Cars should be thoroughly cleaned including entrance doors, seats, ceilings, holding rods / hooks etc. by spraying disinfectants before deployed for transportation of students, faculty & staff in the morning. The same procedure shall be followed in the afternoon / evening while transporting the students, faculty & staff back to their home.
- b) Seating arrangements in the Buses / Vans should be made as per the Government Guidelines time to time.
- c) Transport Convener / Co-Convener / Manager shall ensure that the drivers using hand sanitizer and wearing face masks or face coverings and gloves before starting the Bus / Van / Car and during transportation.
- d) Body temperature of the driver will be checked daily before commencing of the duty.
- e) All the drivers will be provided with bottle of sanitizer for personal use while on duty.
- f) The faculty / staff in-charge of the Bus / Van need to ensure all preventive procedure i.e. all students, faculty and staff wearing face masks or face coverings, using hand sanitizer available in the Bus / Van, sufficient gap maintained while boarding etc. followed by the students, faculty and staff before boarding the Bus / Van.
- g) Students / faculty / staff entering the Bus / Van should first occupy the seat at the last row so that no one crosses another passenger inside the Bus / Van.
- h) All Buses / Vans shall be fixed with sanitizer dispensers of appropriate size at the entrance and filled with sanitizer for use by the passengers.
- i) Touching door handles, railing etc. must be avoided to the maximum extent inside the Bus / Van.
- j) Use of air-conditioner in buses shall be avoided for better ventilation.

## **8. Security – Action Points**

The following action points must be informed to the Security personnel and to be followed without any deviation.

- a) Screening of all faculty, staff, students, security personnel, housekeeping personnel, visitors, parents, etc. (irrespective of the designation) entering the gate or college premises using non-contact thermal scanner or an appropriate instrument wherein the body temperature can be checked and recorded should be performed by maintaining social distancing. Security personnel should be trained for this so that the checking will not become a place of cross contamination.
- b) Stop any person found having fever / cough / body temperature higher than normal and politely refuse entry or the Medical Centre must be informed and the person should be asked to wait in the isolation place till the Medical Centre personnel visit him/her.
- c) Parcels / Goods delivery person should be stopped at gate. Parcels / Goods to be delivered shall be collected from the entry point by the concerned individual.
- d) All faculty, staff, students, security personnel, housekeeping personnel, visitors, parents, etc. entering into the college premises shall be permitted inside only if they are wearing face masks or face coverings.
- e) Hand sanitizer shall be kept at the entrances and all the faculty, staff, students, security personnel, housekeeping personnel, visitors, parents, etc. entering into the college premises shall sanitize their hands before proceeding to their work places, classes or elsewhere in the campus.
- f) Security personnel must ensure vendor's vehicle entry into the college by thermal scanning of driver and co-passenger, if any and allow them after sanitization using sanitizer. Also, restricted movement of driver and co-passenger shall be ensured in the college premises.
- g) Unloading of materials should be done using hand gloves and other safety equipment.
- h) All materials must be kept in quarantine for 8-24 hours before quality inspection.
- i) Avoid touching other vehicles surface / door while in parking area.

## **9. List of COVID-19 hospitals in Chennai and other important contacts**

- 1) Tamil Nadu Government Multi Super Specialty Hospital, Omandurar Estate
- 2) Rajiv Gandhi Government General Hospital, Park Town
- 3) Stanley Medical College Hospital, George Town
- 4) Kilpauk Medical College Hospital, Kilpauk
- 5) Fortis Malar Hospital, Adyar
- 6) VHS, Tharamani
- 7) Prashanth Hospital, Velachery
- 8) Billroth Hospital, Shenoy Nagar
- 9) Kanchi Kamakoti Childs Trust, Nungambakkam
- 10) CSI Kalyani, Mylapore
- 11) Kauvery Hospital, Alwarpet
- 12) MIOT International, Manapakkam
- 13) Vijaya Hospital, Vadapalani
- 14) GEM Hospital, Perungudi
- 15) Dr Kamakshi Memorial Hospital, Pallikaranai

### **Important contact person in the College in case of Emergency**

Dr. Jayamalar, Medical Officer, Medical Centre

Tel : 044-2715 2000 Extn. 825

**COVID-19 HELPLINE:** 044-29510500, 25615025, 28414513, 28593990

**SELF DECLARATION FORM****1. Category\*** : Faculty / Staff (Admin / Supporting Staff) / Student**2. Contact Information**

Name : ..... Mobile Number :.....

E-mail :

Present Residential Address :

Department / Section :

**3. Are you showing any signs of one or more of the following symptoms?\***

(a) Temperature &gt; 37.3°C / 99.14°F, body ache, cough, shortness of breath, difficulty in breathing, tiredness?

Yes                  No

(b) Is anyone in your family and/ or close relationship/ friend circle is quarantined?

Yes                  No

(c) Is anyone in your family and/ or close relationship/ friend circle is identified as COVID-19 suspect case?

Yes                  No

(d) Have you travelled to any COVID-19 infected area/ locality in last 14 days?

Yes                  No

**4. Have you ever had any one of the following?\***

Diabetes / Hypertension / Lung Disease / heart Disease / None of these

**5. Have you downloaded Aarogya Setu App?\***

Yes                  No

**Declaration**

The information provided by me in this form is true and correct to the best of my knowledge. If I feel any of the symptoms of COVID-19 appearing in the future, I will inform to my faculty advisor / hostel in-charge / Supervisor / Dean / Director / Head immediately. If anyone in my family / close relation / friend circle is identified with COVID-19 symptom, the same will be informed immediately to the College as soon as possible through phone / in-person whichever is quicker.

Signature of the Student / Faculty / Staff :

Signature of the Parent / Guardian (Incase of the student) :

Date:..... Time: .....

\*Strike out whichever is not applicable

### GUIDELINES FOR CLEANING SCHEDULE

Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants. The guidelines recommended by MoHFW, GoI is to be followed (15). Consolidated Cleaning Area, Chemicals recommended and minimum cleaning frequency are as given below:

| Sl. No | Cleaning Area                 | Particulars  | Chemicals to be used    | Minimum Cleaning frequency                                     |
|--------|-------------------------------|--|-------------------------|--|
| 1      | Common areas                  | Roads, lawns, gardens, playgrounds, Open Air Theatre, Multipurpose Hall, Sports complex, etc.  | 1 % Sodium Hypochlorite | Once a week  |
| 2      | Office / Department Buildings | Entrance door, lobbies, corridors and staircases, Secretary / Treasurer / Principal / Dean / HoD rooms, Faculty / Staff rooms, Meeting rooms, Conference halls, Seminar halls, Retiring rooms, Verandah, Swimming pool area, security guard booths, office rooms, etc. | 1 % Sodium Hypochlorite | Once a Day   |
| 3      | Dining Areas                  | Dining hall, tables, chairs and food counters, etc.  | 1 % Sodium Hypochlorite | Six times a day (before and after Breakfast, Lunch and Dinner) |
| 4      | Buses / Vans / Cars           | Entrance doors, seats, ceilings, holding rods / hooks etc.   | 1 % Sodium Hypochlorite | Twice a Day (before morning & evening trips)                   |

|   |                         |   |                         |   |
|---|-------------------------|---|-------------------------|---|
| 5 | High Contact Surfaces   | Tables, light switches, door & window handles, doorframes, desks, hand rails, lunch tables, phones, intercom systems, keyboards, call buttons public counters sinks, lift, sports equipment, teaching and learning aids, etc                      | 1 % Sodium Hypochlorite | Twice a Day   |
| 6 | Metallic surfaces       | Door handles, security locks, keys, etc.  | 70% alcohol             | Frequently  |
| 7 | Laboratories, Workshops | Entrance doors, doorknobs, windows, equipment, machines, other furniture & fixtures, teaching aids, including UPS and Networking areas / switches / control panels etc.   | 1 % Sodium Hypochlorite | Twice a Day<br>(before commencement of the day and between the batches) |
| 8 | Computer Centers        | Entrance doors, doorknobs, windows, Printers/scanners, table tops, chair handles, keyboards, mouse, mouse pad, and other office machines, furniture & fixtures, teaching aids including UPS and Networking areas / switches / control panels etc. | 1 % Sodium Hypochlorite | Twice a Day<br>(before commencement of the day and between the batches) |
| 9 | Hostels                 | All open and common areas like entrance, corridors, entertainment areas like TV hall, staircases, dining halls, corridor walls, door & windows opening in the corridors / walk through, office and student rooms, etc.                            | 1 % Sodium Hypochlorite | Once a Day  |

|    |            |  |                         |  |
|----|------------|--|-------------------------|--|
| 10 | Classrooms | Entrance doors, windows, desks, other furniture & fixture, teaching aids, equipment etc. | 1 % Sodium Hypochlorite | Twice a Day (before commencement of the day i.e. morning and during lunch break) |
| 11 | Restrooms  | Toilet pod / commode, Wash basins, Urinals, Floor etc.                                   | 1 % Sodium Hypochlorite | Twice a Day  |

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