



STANDARD OPERATING
PROCEDURE (SOP)
FOR PREVENTION OF COVID-19
IN SVREC

BY
PRINCIPAL

CHAPTER – 1

COVID – 19 BASICS

- COVID-19 is the name of the disease caused by Novel Corona Virus.
- Corona Virus enters your body through the nose, mouth and eyes. It cannot enter through the skin.
- A person who is already suffering from COVID-19 will spread the virus in various ways as follows.
 - a) When he/she coughs or sneezes, the virus will get sprayed into the air along with the droplets. These droplets or the virus is not visible to the naked eye. If another person, who is standing close by, inhales these droplets, the virus will directly go into the nose, throat & lungs.
 - b) If the COVID-19 person sneezes or coughs into his hands, the virus will get stuck to his hands. Thereafter, which ever surface this person touches with his hands (like table, chair, doorknob, calling bell, car doors, lift buttons, etc.) the virus will get stuck to those surfaces. If a healthy person touches these surfaces, the virus will get stuck to his hands. And when he/she touches his nose, mouth or eyes, the virus will enter the healthy person's body also.
 - c) Hand shaking with a person whose hand is having the virus.
 - d) Touching the mouth or nose or kissing an infected person.
- There is no cure for COVID-19. The only way you can avoid this disease is by ensuring that the virus does not enter your body.
- After infection, the patient starts showing symptoms within 2 days to 14 days.
- The specialty of this Corona Virus is that it starts spreading from the infected person even before that person shows symptoms of this disease. This is the main reason why we are unable to control the spread of this disease, in spite of prolonged lockdown.
- Main symptoms of COVID-19.
 - Dry cough
 - Fever
 - Difficulty in breathing/shortness of breath.
- Out of 100 people getting infected with this virus, 2 people will die. Many others will suffer various degrees of permanent lung damage.
- People with existing lung problems like asthma, bronchitis, etc. are more vulnerable. Old people above 60 years age are also more vulnerable. It does not mean that people below 60 are safe. The death rates of these young people are little less.

CHAPTER – 2

Precautions Which Are Mandatory To Everyone Who Is Entering SVREC.

1. In the transition period, the new normal offers ONLINE environment for knowledge transfer using variety of platforms like Google meets, zoom, WebEx, etc. Currently we are using Newton classrooms platform to integrate all academic work. Students are not required to come to college. However, there could be an occasion needing a visit to labs or department for administration purpose, then the following need to be ensured.
2. Anyone entering the campus must wear face mask. Without face mask people will not be allowed inside.



3. Everyone has to stand in the Q at the main gate at the demarcated circles. There after, every person has to apply the sanitizer to both his palms & rub them in such a way that even the back side of the palms also gets the sanitizer.



4. While you are applying the sanitizer to your palms, the security guard will test your temperature. If your temperature is in the red zone, you will not be allowed into the campus. You have to go home, get yourself tested medically & then come back to college after you become healthy.

However, if students coming for exams are detected in Red zone in temperature, they will be allowed to write the exam in an isolated room.



5. Inside the campus, at all times you have to maintain a distance of minimum one meter from another person.
6. Forming groups with less than 1mts distance from person to person is strictly banned. People found forming such groups will be imposed a fine of Rs.100/- per person.
7. All the vehicles have to be parked outside the main gate. No vehicle will be allowed inside.
8. As an additional precaution, you can carry the sanitizer bottle. You can keep applying the sanitizer to your hands as frequently as possible. However, this is not mandatory.
9. For opening & closing of door, use the hips or elbows. Don't use hands.
10. Wearing gloves is not advisable.
11. In the classrooms, the seating places have been earmarked. Students have to sit in the earmarked places only.
12. While entering the chambers of Director, Principal, HODs etc., you have to sanitize your hands by applying the sanitizer kept in front of the room.
13. Social distancing has to be followed in the labs, canteen, buses, library and at all other places inside the campus.
14. Until the time COVID-19 is controlled through vaccination, all the sports facilities & gym



facilities will remain closed.

15. In all the toilets, soaps have been provided near the wash basins. Wash your hands every time you go to the toilet.
16. Students who bring their own lunch boxes will not be allowed inside the canteen. They will have to have their lunch in the class itself or in the gardens.
17. Don't touch your mouth, your nose and your eyes with your hands. If you have to touch for any reason, then first apply the sanitizer & then touch.
18. Preferably, the cloths you wear should be given for wash the same day evening.
19. Educate your friends & colleagues not to come closer than 1mt.



20. Touch the items like table, chair, doorknob, calling bell, staircase railings, car doors, lift buttons, biometric attendance button, etc., only if it is necessary.
21. Unless it is inevitable, do not use lift. Use staircase. It is good for your physical health also.

22. While climbing the staircase, do not hold the railing of the staircase.



23. Once class work is over, move out of the campus immediately. Don't loiter around in the campus with friends.

24. If you travel in overcrowded autos to come to college, totally cover your face with the mask. Those who are staying within close range from college should start walking to the college. This is safe as well as healthy.



25. When you cough or sneeze, please use handkerchief or tissue, or sneeze into your elbow.
26. Spitting in the campus is banned. Anybody found spitting will be fined Rs.1000/-.

CHAPTER – 3

Precautions For the Faculty & Non-Teaching Staff:

1. Seating arrangements for the faculty should be such that there should be one-meter gap from person to person. HODs have to make arrangements for this.
2. In the classroom, just stand near the black board & teach. Don't move around the class while teaching as long as Corona Virus is active.
3. As soon as you enter the class, make sure that students are seated by maintaining social distancing.
4. In the labs, avoid groups while demonstrating the experiment/processes.
5. When you are walking in the building or in the campus, if you find students in groups, counsel them to disperse.
6. If you really desire, you can bring your own sanitizer bottle and sanitize your hands as frequently as possible.
7. While holding student activities & events, don't go by earlier practices. You have to reimagine & rework the events so that we can maintain social distance. If the event requires too much of grouping, don't plan such events.
8. If you find a few minutes spare time in the class, don't hesitate in teaching COVID-19 precautions to students even if it is a repetition.
9. Till COVID-19 is there, you may have to be ready mentally to park your vehicle outside the main gate & walk into the campus.
10. Even if you have to speak to your colleagues who are sitting in the same faculty room, use the mobile phone. Minimize face to face conversation.
11. Lab staff should wear gloves and masks when studying or doing experiments in a laboratory.
12. After the experiment is completed, laboratory consumables should be properly disposed.
13. Equipment and utensils should be properly disposed.
14. Machines should be disinfected at regular intervals.

CHAPTER – 4

Precautions for Director, Principal, Admin Staff, Maintenance Staff, Supervisors, etc..

1. All officers & officials, who have chambers of their own should keep only one or two chairs in their chambers. The distance from your chair & the visiting chair should be minimum 2 mts.
2. Keep sanitizing liquid outside your chamber. Anyone coming inside should apply the sanitizer & then only come inside.



3. Preferably all meetings should be on video conferencing mode even within the campus. If holding the meeting is essential in the conference rooms/seminar halls, then social distancing is compulsory.
4. Inform the HODs & faculty to sort out the problems by speaking on phone. They should not be called to chambers unless it is essential. We have to change over from face to face talking to over phone talking.