



## SOPs for re-entry of Students in Pondicherry University

→ The University 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 times 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

→ Aim of the SOP is to orient all employees and students of the University to observe self-discipline in adopting COVID responsible behavior at all times and under all circumstances.

### **PREREQUISITES FOR ENTRY INTO CAMPUS**

1. Every individual must have got **vaccine jabs** and must have the certificate ready to be shown for verification at applicable places (Ex: at the University Gates, Department office, Hostel, etc.)
  - **Must have two jabs of vaccines or**
  - **Single jab for those who have previously positive or**
  - **Single jab with atleast 15 days of post-vaccine period.**
2. In case of tested positive for COVID-19 recently, you must wait for a period of 14 days and provide authentic proof of a negative RT-PCR result (taken within 72 hours) before re-entry into campus.
3. If any individual is found to be exhibiting symptoms of COVID-19 infection, they must be isolated immediately and referred to the Primary Health Centre / COVID care medical facility for a medical checkup as soon as possible.



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4. University-mandated RAT or any other health check-up and tests must be taken as and when required from the individual.

## GENERAL INSTRUCTIONS

The following are the SOPs to be strictly adhered to, for ensuring a safe working environment free from COVID-19 in a sustained manner for everyone on campus, in the departments and the University facilities.

### A) At the entry point

- Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.
- Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/employee/student/visitor is found to be symptomatic, he/she should be referred to the nearest primary health center.
- Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be followed
- Entry of visitors should be strictly regulated/restricted.

### B) Transportation

- During transportation, proper physical distancing, sanitization of buses/ other transport vehicles shall be ensured.
- It is encouraged to use personal transport for the duty from home to University & back.

### C) Conduct of teaching activities in the classrooms

- Seating arrangement to ensure a distance of atleast 3 feet between chairs, desks etc.
- Staggering of classroom activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.
- Academic scheduling should have an inter-mix of regular classroom teaching and online teaching/ assessments.



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- The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities.
- Sharing of items like laptops, notebook, stationary etc. amongst students should be strictly avoided.

## **D) Sanitization on Campus**

- In addition to the routine custodial cleaning, the University will implement an enhanced cleaning frequency to clean and disinfect common areas and commonly touched surfaces in occupied buildings.
- Touch points such as entrance handles, handrails, elevator buttons, tables, restroom stall handles/doors will be cleaned regularly, using appropriate disinfectants.
- Common areas like the canteen, mess, park in the faculty residence will also be cleaned regularly.
- Individual users are expected to take care of regular disinfection of their office appliances like telephone instruments, mobile devices, mouse, laptops/desktops, door knobs, electrical switches, chair arm rests, railings etc.

## **E) Social Distancing**

- Every individual within the premises is expected to observe social distancing by maintaining interactive distance with other individuals between 1-2 meters.
- 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.

## **F) Hygiene Practices**

- Faculty members may briefly speak on hygiene practices to the students as a measure to constantly reinforcing the COVID behavioral orientation.



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- Air conditioners in the classrooms may be switched off and the windows to be kept open for fresh air circulation.
- 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 to cover mouth and nose.
- Sanitizer dispensers have been installed at various places all over the campus. All are encouraged to observe hand hygiene at frequent intervals.
- All shall bear in mind to use the sanitizer before and after the touch of any surface, books, papers, any item/article etc.

## **G) Hostels**

- Students are expected to observe self-discipline and COVID responsible behavior at all time in and outside hostel premises.
- Students are encouraged to restrain and not to share cups, eating utensils, food or drinks with others.
- 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.
- Students should use their own soaps and disinfectants, and avoid sharing such materials.
- 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.
- Crowding of students (more than two) in the hostel room is not permitted.
- Washrooms as a matter of self-discipline for COVID responsible behavior, students are expected to observe social distancing norms while using the washrooms.
- No party/ celebration/ gathering is allowed while forming groups is discouraged. Not more than 2 individuals will be together at the same time till further instructions in this regard.



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## H) Waste Disposal

- Waste collection and disposal has been given due importance and care.
- All are encouraged to dispose the tissues, paper napkins, food & non food waste in the waste bins placed across the campus.
- Daily collection and disposal of waste would be undertaken by the biowaste management team adhering to guidelines for safe disposal.

**Your Participation is Essential to Our Success!**