



**ICAR-INDIAN VETERINARY RESEARCH INSTITUTE
(DEEMED UNIVERSITY)
IZATNAGAR- 243 122 (UP) India**



No. F. 4-6/2020 (Misc)-Academic

Dated: 17.10.2020

Standard Operating Procedure (SOP) for Students reporting back to ICAR-IVRI, Izatnagar Campus

Generic Preventive Measures:

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (faculty, employees, students and visitors) in these places at all times.

These include:

1. Physical distancing of at least 6 feet to be followed as far as feasible.
2. Mandatory use of face covers/masks.
3. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) wherever hand wash is not feasible.
4. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
5. Self-monitoring of health by all and reporting any illness at the earliest.
6. Spitting is strictly prohibited.
7. Installation & use of AarogyaSetu App wherever feasible.
8. Frequent sanitization of entire workplace, common facilities and all points which come into human contact ie. Door handles etc. will be ensured, including between shifts.
9. All person-in-charge of work places will ensure adequate distance between workers, adequate gaps between shifts, staggering of lunch-break of staff, etc.

Before opening up of the institute

a) Planning of reopening of institute:

- i. Students living in containment zones will not be allowed to attend the Institute.
- ii. Prior to resumption of activities, all work areas intended for doctoral courses and post graduate studies including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- iii. Wherever equipments are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.
- iv. Arrangements for contactless attendance may be made.
- v. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- vi. The institute will display State helpline numbers and also numbers of local health authorities etc. at all public places so to contact in case of any emergency.
- vii. The institute will arrange a counter for rapid antigen test for COVID-19 by contacting local authorities.
- viii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed, which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30^oC, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.

b) Planning and scheduling of activities:

- i. The day-wise, time-wise scheduling of laboratory/ experimental activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.
- ii. For practical activities in laboratories a maximum capacity per session based on redesigned space may be planned and scheduled, accordingly.
- iii. All employees who are at higher risk i.e., older employees, pregnant employees and employees who have underlying medical conditions to take

extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

c) **Pre-requisites for Re-joining Institute:**

- i. All students coming to Bareilly from other states should register themselves at http://jansunwai.up.nic.in/covid19_migrant_application_other and submit a proof of it with “Stay/ Travel History Form”
- ii. **Every student must fill up and submit the on-line “Stay/ Travel History Form& Undertaking by Student and Parent”** (available at Institute’s website, www.ivri.nic.in) before travelling to the institute before 21st Oct 2020 on quarantine.ivri@gmail.com.
- iii. For travelling, follow the prevailing Central Government and Government of UP guidelines at the time of undertaking travel.
- iv. If sick in past or still on medication a copy of prescription should also be attached along with undertaking.
- v. Students are also advised to bring two bed sheets, two water bottles, toiletries, washing powders, sanitizers, masks and other items of their personal use in sufficient quantity.
- vi. Before entering into Campus, students have to bring a **test certificate** (RT-PCR test not older than 72 hours) and an undertaking that they have not come in contact with a Covid-19 positive person.

After opening of the Institute:

a) **At the entry point**

Reaching at Campus Gate: Upon arrival on the campus, each student will do the following at the entry gate:

- i. Undergo mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Show their COVID test report
- iii. Only asymptomatic students to be allowed in the premises. If a student is found to be symptomatic, he/she would be shifted to an isolated room and would then be referred to a nearest health center depending on the health situation.

- iv. Students have to sanitize their hands and have their luggage disinfected.
- v. Download ArogyaSetu apps, if not already done.
- vi. Proceed to their quarantine places (IGH for boys and Sharda/ Minnet/ ITH for girls) as specified in calling back schedule for mandatory quarantine.
- vii. Entry of visitors would be strictly restricted in Quarantine premises.

b) SOP during Quarantine:

- i. Students have to undergo 14 days quarantine at designated place.
- ii. During the quarantine period, students would be provided with food in their rooms, for which appropriate charge would have to be borne by the student.
- iii. Students will not be allowed to come-out from their designated place of stay. Students would be monitored, and anyone found outside against the rules would be appropriately penalized.
- iv. Students would be provided with a cleaning pack including bin bags, wipes and disinfectant spray to sanitise their room and dispose of any waste.
- v. In no case, students staying in different rooms will be allowed to meet physically with each other in Verandah or gallery etc.
- vi. Students have to inform immediately for any medical emergency to the specified phone numbers.
- vii. All students under quarantine in their rooms for a period of 14 days will have to follow instructions strictly.
- viii. After completion of quarantine period, students would move to their allocated hostel rooms.

c) Conduct in laboratories:

- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use.
- ii. Ensure a floor area of 4m² per person is available for working on equipment/work station.
- iii. Ensure that students sanitize their hands before and after using equipment. For such purpose, hand sanitizer should be provided at workstations/ labs etc.
- iv. Sharing of items, like laptops, notebook, stationary etc. amongst students should not be allowed

d) Activities in common area – library, canteen, common rooms, gymnasium, etc.:

- i. Physical distancing of 6 feet needs to be maintained
- ii. Person using the common areas need to use mask/face cover all the time
- iii. Canteens will remain closed.
- iv. Wherever applicable, avoid cash transactions; and e-wallets/ online transactions etc. may be promoted.
- v. Gathering of more than 5 is strictly prohibited anywhere in the campus, including hostels.

SOP to be followed in case a student develops symptoms (fever, cough, difficulty in breathing)

- i. Place the ill student in a room or area where she/he will be isolated from others.
- ii. Inform parents/guardians.
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- v. A risk assessment shall be undertaken by the designated public health authority (District Rapid Response Teams/Treating Physician), and accordingly, further action may be initiated regarding management of case, their contacts and need for disinfection.
- vi. Disinfection of the premises to be taken up immediately if the student is found positive.
- vii. If there is clustering of cases in hostel/residential building, inform local health authorities immediately.

General Instructions:

- viii. Students would be provided with a cleaning pack, including bin bags, wipes and disinfectant spray to sanitise their room and dispose of any waste.
- ix. No guests will be permitted
- x. No use of kitchen or any other common facilities would be permitted
- xi. Smoking in room or in quarantine premises is not permitted, and will be considered a disciplinary offence.

- xii. No social gatherings with other students should take place. Students would not be allowed to have anyone else in their room except in case of an emergency (medical, emergency, maintenance etc.).
- xiii. If the student find any issue in their room that requires maintenance, he/she needs to call reception immediately
- xiv. If one of the maintenance staff need to enter the room, student will be asked to leave the room first so as to allow them to enter whilst maintaining social distancing
- xv. The student must use Debit/ Credit cards or internet/ mobile banking for necessary payments.
- xvi. Disciplinary action will be taken against violators of quarantine and any of the above mentioned rules.
- xvii. All the staff including contractual staff working at IGH/Hostel should also follow the general health, hygiene & safety guidelines to prevent the spread of COVID-19.
- xviii. Gathering of more than 5 is strictly prohibited anywhere in the campus including the hostels.
- xix. Students shall not go outside the campus unless permitted.
- xx. Food deliveries are not permitted in the campus. The drop off for other deliveries shall be outside the hostel premises.
- xxi. Each hostel shall have a student representative to monitor the compliance.
- xxii. Students are advised to use online mode of communication, whenever possible, including the discussions with faculties, student colleagues and friends. They are advised to avoid visiting university offices and communicate through mail.
- xxiii. Please send the **Stay/ Travel History Form and undertakings to e-mail ID quarantine.ivri@gmail.com by 21stOct 2020, positively.**

Stay/ Travel History Form for reporting to IVRI Campus

1. Name of the Student
2. Roll No.
3. Degree.....
4. Discipline.....
5. Mobile
No.....
6. Email ID
7. Home Address.....
8. Address during stay after 16th March, 2020.....
9. Hostel & Room No.....
travel Plan (Train/ Public/ Private Transport with itenary and soft copy of tickets)
.....
.....
10. Date & time of Arrival to Campus
11. History of Fever/ Cough etc since 16th March 2020.
12. AarogyaSetu app downloaded: yes/ no.....

Signature with date

UNDERTAKING BY STUDENTS

I _____ Roll. No. _____ pursuing
..... (I/ II/ III/ IV/ V/VI year) am willing to resume my research/ experimental
work in _____(Discipline & Lab) under the guidance
of Dr. _____(Guide) and declare that:

I want to come back to the campus on my own risk for the completion of my left over thesis work and I have completed all the courses toward my abovementioned degree and left with only laboratory/ experimental work. I have disclosed all the information in **Stay/ Travel History Form** and I have not come in contact with a Covid-19 positive person. Further, I will undergo medical check-up to assure COVID19 free health status to avoid virus outbreak at our Institute. I will follow the quarantine protocol of the institute for 14 days and I will abide by the rules and regulations laid by institute and would strictly follow all SOPs regarding Quarantine, Online/Offline studies, Restriction of movement inside the campus, ID Card verification for entry and exit to campus. In no case I will leave the town, if I do so I may not be allowed back in the hostel. In case I am suspected or found positive with Covid-19, I shall bear all the expenses on my own which are to be incurred towards the treatment of Covid-19.

Student Name:

Student signature:

Mob no.:

Address:

Email:

UNDERTAKING BY PARENTS

I (Mother/ Father) of
..... Roll No..... pursuing
(I/ II/ III/ IV/ V/VI year) have no objection in her/ his joining ICAR-IVRI, Izatnagar for completion of her/ his research/ experimental/ academic activities.

Parent Name:

Parent signature:

Mob no.:

Address:

Email: