



Parvatibai Chowgule College of Arts and Science

STANDARD OPERATING PROCEDURE ON PREVENTIVE MEASURES TO CONTAIN SPREAD OF COVID-19

In accordance with the decision taken by Parvatibai Chowgule College of Arts and Science (Autonomous) it is hereby informed to all concerned that Standard Operating Procedures (SOPs) for resumption of functioning of College after COVID-19 Lock down have been promulgated as mentioned below. These SOPs describe model conduct at College premises, guidelines on personal hygiene and precautionary measures to be undertaken in light of COVID-19 outbreak. Separate SOPs for students, faculty and staff, Security & Housekeeping staff, Vendors, Parents and Visitors have been prepared. Intention of these SOPs is to prevent spread of COVID-19 & safeguard all stakeholders from any kind of health hazard. Therefore, strict compliance of the same shall be observed. This notification comes into effect from the date of its issue.

These guidelines have been formulated in accordance to the guidelines as issued by National and State authorities such as MHA, Goa University and Directorate of Higher Education, Govt. Of Goa.

These SOPs are divided into two parts, **General Guidelines as applicable at the parking lots, College main entrance area and entire campus** and **Guidelines for various facilities within the college premises such as Administrative and Account offices, Examination cell, Library, Teaching Faculty Staff Rooms, Laboratories, Wash rooms, Canteen, Studio, OIT and Student Supports Service / Writing Centre.**

I. GENERAL GUIDELINES

(Applicable at parking lots, entrance gate and entire college campus)

A. Parking lot usage for two/four wheelers

- i. No unwanted gatherings are permitted in both the parking spaces.
- ii. Everyone is expected to park their vehicle and clear off the parking space.

B. Entry in college premises

- i. Only staff of college/ sports centre and employees of housekeeping agency are permitted to enter the college.
- ii. On government directives, bonafide students of the college with identity card will be permitted to enter the college premises. Such students must enter their name, class, roll number, purpose of the visit and name of person they intend to contact on the register available with the college security staff. Students who are visiting college for attending practical session or any other academic session must sign the roster available at the college gate.
- iii. Government employee / Contractor / Supervisor / Worker engaged within college premises and other visitors/students may be permitted on authorisation from college administrative office.
- iv. Postman/courier person/Newspaper vendor should be stopped at the gate. All mails/parcels/newspapers should be collected at the gate by the security personnel. Security personnel must inform the college administrative office about the same.

C. Mask and Gloves

Admission in parking lots and college campus is subject to wearing face cover/masks. It is mandatory for all to wear mask on campus.

- i. The mask should not be torn or have holes.
- ii. The top edge of the mask should be placed on the bridge of nose while the bottom edge of the mask should be below the chin.
- iii. Disposable masks and gloves, paper/cloth napkins or any other article of personal use should be disposed in designated trash bins.

D. Thermal Screening

- i. It is mandatory for everyone entering the college to be screened for body temperature through infrared body temperature measuring device (Thermometer Gun).
- ii. Those individuals with body temperature 37.5°C or 99°F or above and/or having flu like symptoms shall not be permitted to enter the college premises.
- iii. The security personal at the entrance shall advise them to visit the nearest covid testing centre, inform the estate office and maintain data of such cases.

E. Hand Sanitizer / Hand wash

- i. It's mandatory to either sanitize or wash your hands at the time of entering the college premises.
- ii. It is also advisable to sanitize/wash hands at regular intervals as and when necessary.
- iii. Hand sanitizers and hand washing facilities will be available at various places in college.

F. Social Distancing

A minimum distance of 6 ft (Approximately 2 Meters) has to be maintained by everyone at the entrance gate, parking lot and within entire campus.

G. Individual with travel history

- i. Person with travel history should produce a valid Covid 19 negative certificate from concerned health authority. Minimum 14 days should elapse from the date of entry into the state, before visiting the college.
- ii. Permission to enter the college premise shall be subject to a clearance from college administrative office.

H. Spitting and other respiratory etiquettes (coughing and sneezing)

- i. Spitting is strictly prohibited in open spaces.
- ii. One shall cover their mouth and nose with paper/cloth napkin while coughing or sneezing.

I. Air Conditioning, ventilation and infrastructure sanitisation

- i. Use of air conditioning unit should be avoided. If at all necessary then devices should be set in the range of 24-30 degrees Celsius, relative humidity should be in the range of 40-70 per cent.
- ii. For the intake of fresh air, cross ventilation should be adequate.
- iii. All users in general and housekeeping staff in particular must ensure that the all windows and ventilators of a room are open.
- iv. Rooms without windows should be avoided.
- v. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.

J. Reporting of suspected covid case, Isolation centre and further procedure

- i. If any individual has been identified with travel history within 14 days or with suspected covid symptoms, the same shall be reported to Offg. Principal Dr Shaila Ghanti (0832-2722018) or Vice Principal Shri HSS Nadkarni (0832-2722016) or Estate Officer Mr Sanjaya Swain (9373139610) or Office Superintendent Mrs Greta Almeida (0832-2722023 or at reception desk to Mr. Carlos Fernandes 08322722030.
- ii. If a student/staff falls ill or develops covid symptoms on campus he or she will be quarantined for time being in a designated isolation area ('G' Block – First Floor) and will be requested to take an absence of a day for recovery and observation.
- iii. If a staff member or student has been detected with COVID-19 all staff and students who have come in contact with the said infected person should mandatorily undertake a Covid-19 test and report their temperatures at the beginning and at the end of the day and also immediately report any signs or symptoms of infection to the head of the institution.
- iv. Students/staff will be encouraged to stay at home in the event that he or she has been suspected of being ill or showing signs of Covid-19, in the event that a student/staff is absent from campus for 3 or more days he or she will be required to get a doctors certificate stating that he or she is fit to attend classes/work.

K. Warning signboard and other COVID – 19 Precautions

Appropriate warning signboard and information to be placed at strategic places. This includes but not limited to: -

- i. The requirement for health screening
- ii. Entry point recording with timings.
- iii. General information about COVID -19.
- iv. Reporting requirement (health declaration, feeling unwell, a reason to believe that you have contracted COVID – 19, have symptoms and etc.

L. Arogya Setu App

The faculty, staff and students of the college are encouraged to download 'Aarogya Setu App'.

M. Restricted Area

Certain areas in the college campus are marked as "Restricted Zone". Students must not enter in these areas.

II. SOPs FOR VARIOUS FACILITIES WITHIN THE COLLEGE PREMISES

(Applicable to administrative and account office, examination cell, library, teaching faculty staff rooms, laboratories, wash rooms, canteen, studio and student supports service / writing centre.

A. Administrative and Accounts Sections

Administrative Section

- i. Parents / Guardians are not permitted to visit the administrative office for any matter until and unless they have been invited or summoned by college administration.
- ii. Only those students/visitors who have sought prior appointment will be allowed to meet the Offg. Principal / Vice Principals / Office Superintendent.
- iii. For Booking of an appointment with Principal / Vice Principal, contact **Greta Almeida**, through email: **gta0001@chowgules.ac.in** or intercom **2023** or call **0832-2722023**

- iv. All letters and applications addressed to the Principal should compulsorily mention the contact number /email address and roll no. (In case of students). All such correspondence should be placed in the box provided at the reception. Action taken on such correspondence will be intimated either by phone or email.
- v. Students/visitors having any work or queries related to Administrative section should address the same through email at the following address:
Greta Almeida, through email: **gta0001@chowgules.ac.in** or intercom **2023** or call **0832-2722023**
- vi. Entry of Students in the office without prior appointment is prohibited.
- vii. At a time only one student /visitor will be permitted to enter the office of Principal / Vice Principals / Administrative section.
- viii. Gathering of more than 5 (five) persons outside the administrative office will not be permitted.
- ix. Visiting hours for students/visitors: 10.00 a.m. to 12.00 p.m. (on all working days).
- x. Postman/courier person should be stopped at the gate. All mails/parcels should be collected at the gate by the security personnel.

Accounts Section

- i. Parents / Guardians are not permitted to visit the campus for any accounts related matter.
- ii. Payments of any fees (Except Admission fees) and collection of receipts by students from 10:00 AM to 12:00 Noon all working days.
- iii. Admission Fees will be collected from Monday to Thursday, 10:00 am to 12:30pm.
- iv. Submission of remuneration claims through online if any teaching staff are taking online lectures and who are unable to visit college, claims should be approved by HOD and Principal.
- v. For any queries related to Accounts section, the same should be addressed through email to the following address:**Mr. Mahadev Sawant: mss006@chowgules.ac.in** or intercom **2203** or call **0832 2722203**.
- vi. For students meeting time for answering any issues will be on every Friday 10:00 a.m. to 12:00 p.m.

B. Examination Cell and College Examinations

- i. No staff / student will be allowed to enter the Examination cell without prior permission.
- ii. Only 3-5 staff members will be allowed in the cell for any examination related work.
- iii. All equipment in the examination cell will be sanitised regularly.
- iv. Use of gloves for photocopying machine.
- v. For any queries/appointments related to Examination Cell, the same should be addressed through email to the following address:**Mr. Cedric Barreto: ceb000@chowgules.ac.in** or intercom **2047** or call **0832 2722047**.

C. Laboratories

- i. Avoid sharing of microscopes, dissection kits, glassware etc.
- ii. Use of gloves is preferable. Clean lab coats to be worn always.
- iii. Keep sanitizers away from flame. Keep freshly sanitized hands away from flame.
- iv. Eatables and eating not allowed in the laboratory.
- v. Bags to be kept outside preferably keeping distance.
- vi. The windows of all laboratories have to be opened by lab attendants in the morning to ensure proper ventilation. Intake of fresh air should be as much as possible and cross ventilation should be adequate.
- vii. Wastes should be disposed off on regular basis. Sanitization/ decontamination of labs to be done post lab usage.

- viii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, tables, glassware, microscopes, benches, stools, other fixtures, etc.) should be done.
- ix. Handling and cleaning of the glassware should be taken care of by the lab attendants under the guidance of lab assistants.

D. Tiger Studio

- i. Maximum 20 students at a time will be allowed to visit the Studio.
- ii. Maximum 10 students at a time will be allowed in each lab.
- iii. SY and TY students will visit on alternate days.
- iv. All studio equipment will be monitored by a staff member while being used by students. Students will be requested to carry a set of disposable gloves with them as equipment is switched from different hands during practical sessions, once equipment has been used, they are to be handed over to a technical staff on duty, who shall examine the equipment thoroughly and sanitize the same before being stored.
- v. Any client (with prior appointment) can visit the studios. A register will be maintained to record such visits along with a scanned copy of personal identification. A client will have to mandatorily fill a disclosure form which will be emailed in advance before their visit, once the details received are satisfactory and approved by management only then will a client be granted permission to enter the campus.

E. Teaching Faculty Staff Rooms

- i. Seating arrangement to be made in such a way that adequate social distancing is maintained;
- ii. Only one person shall occupy a cubicle at a time
- iii. Adjacent cubicles will not be occupied in the two adjacent (physically connected) rows.
- iv. Adjacent cubicles in the same row will be not be occupied with faculty facing each other.
- v. There shall be no provision of extra chair in the cubicle.
- vi. No staff shall enter the cubicle of another faculty.
- vii. No students/visitors will be allowed to enter the staffroom.

F. Canteen

- i. College canteen shall remain closed for students.
- ii. Front entrance will be closed for all.
- iii. The rear entrance will remain open for staff for the purpose of having lunch.
- iv. Only two persons are permitted to sit diagonally on each table.
- v. Hygienic standard to be maintained periodically in and around canteen area.

G. Common Washrooms (Near Canteen)

- i. Common washrooms are not permitted to be occupied in groups.
- ii. Only four individuals are permitted at one time.
- iii. One housekeeping staff will be deployed to regulate the entry at the gates.
- iv. Hygienic standard to be maintained periodically at both the washrooms.

H. Student Support Services and Writing Centre

- i. Students will not be allowed to enter the center until further notice.
- ii. Only three students will be allowed at a time with prior appointment.
- iii. No staff to allow student in his/her respective cubicle. Sitting arrangement for student to be made in an area with proper ventilation.

- iv. As far as possible all communication/correspondence with other staff/faculty and higher authorities on campus to be done on telephone or through email.
- v. As far as possible, students' queries in terms of counseling, overseeing projects/assignments, academic or non-academic related issues should be done over telephone/email /text message.
- vii. On priority basis, students may visit the center after seeking prior permission through: **Ms. Sharmila Menezes: ssm004@chowgules.ac.in** or intercom **2221** or phone **0832 2722221**.
- vi. The Center's washroom facility will be restricted only for the use of staff.

I. Library and OIT

- i. Staff and student will strictly follow the entry / exit gates for the said purpose.
- ii. Students will queue up keeping a safe distance of six feet while waiting for library and OIT related work.
- iii. Only one student will be allowed within the OIT at one time.
- iv. The main entrance/exit door of the library will be kept open for ventilation and proper air circulation.
- v. Students/faculty members are requested to reserve the required books online well in advance.
- vi. One faculty member at time to visit stack room/reference section.
- vii. No group discussion/classes should be conducted at reference section/Hindi research centre.

For any assistance regarding library services kindly contact **Greta Almeida**, through email: **gta0001@chowgules.ac.in** or intercom **2023** or call **0832-2722023**. For any assistance regarding OIT kindly contact **Mr Abhiram Das** through email: **abd005@chowgules.ac.in** or intercom **2241** or call **0832-2722241**.
