

ARMY INSTITUTE OF EDUCATION GREATER NOIDA
SOP FOR WORK RESUMPTION POST WITHDRAWAL OF COVID-19
LOCKDOWN

INTRODUCTION

1. Since its first detection in China, the Corona Virus Disease 2019 (COVID-19) has spread around the world leading to rise in the number of confirmed cases and mortality worldwide. The World Health Organisation (WHO) declared COVID-19 as a global pandemic on 11 Mar 2020.
2. The Government of India has been undertaking a series of measures to break the chain of transmission of the COVID-19 pandemic such as the execution of national lockdown with effect from 24 Mar 2020 and subsequent extensions on the recommendations of the state governments and other advisory committees.
3. After the national lockdown is lifted, it is important to put in place mechanisms to secure the students, staff, families residing in the Army Institute of Education (AIE), Greater NOIDA campus from the health hazards of COVID-19.

AIM

4. The aim of this Standing Operating Procedure (SOP) is to describe the 'New Normal' environment procedures to be implemented for resuming work at AIE Greater NOIDA post withdrawal of lockdown due to COVID-19.

SCOPE

5. This SOP applies to the Army Institute of Education (AIE), Greater NOIDA campus. It covers all stakeholders studying, working and residing at AIE campus, i.e students, faculty, staff, outsourced staff, visitors etc.

IMPLEMENTATION

6. This SOP contains operational strategies for implementation, divided into two parts:
 - (a) Preparatory steps to be taken before resumption of work.
 - (b) Procedures to be followed after resumption of work.
7. **Preparatory steps to be taken before resumption of work.**
 - (a) All areas in the premises of the Institute and the campus including the following shall be cleaned and disinfected completely using user friendly disinfectant mediums: Entrance Gate, all office rooms, conference halls, Common areas within the building, restrooms, walls, parking lots, hostels, dining halls/area, guest rooms, residential quarters, laboratory apparatus and equipment, office vehicles.
 - (b) Procedure shall be established for the disinfecting method, type of medium, periodicity, log register, etc.



(c) Thermal scanners, face covers, goggles, masks, gloves, coats / aprons, shoes and also appropriate disinfecting gadgets like sanitizers, sprayers shall be procured in sufficient quantity and installed/made available to concerned people.

(d) Display boards in the campus will reflect instructions and posters about the health precautions, frequent hand washing, use of sanitizers and other hygiene procedure to be followed for countering COVID-19.

Procedures to be followed after resumption of work.

(a) **Commuting to work.**

(i) Start to office only when employee feels healthy. All employees to take ownership of declaring their health status before start of work.

(ii) As far as possible, usage of bulk public transport must be avoided.

(iii) All to use own vehicle for commuting to work as far as possible, except for officers to whom official vehicle is provided as per rules.

(iv) In case of cab travel, maximum 2 persons can use a single cab.

(v) Every employee must enrol / register with "Aarogya Setu" app, keep it "ON" and regularly take self-assessment test.

(b) **Sanitisation and Security Procedures at Gate/Entrance**

(i) All persons irrespective of cadre / status entering through gate must be compulsorily screened with thermal scanner.

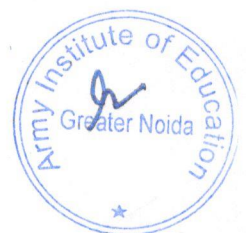
(ii) Any person found with fever, cough or breathing problem must not be allowed to enter. AIE will make arrangement to inform local government agencies for necessary treatment.

(iii) No vehicle of outsiders shall be allowed inside AIE campus without a valid permission.

(iv) Any parcel /courier person should be stopped at gate. Parcel shall be collected from gate by concerned person.

(v) Any person including AIE employees and students entering into gate shall be permitted inside only if they are with face mask.

(vi) All students, the employees and visitors, irrespective of cadre and status while entering into AIE premises must go to the washing facility so provided and wash their hands with soap. After washing, all must apply hand sanitizers provided. This is mandatory for all.



(c) **Attendance Management System.**

(i) Biometric swiping system for attendance shall be temporarily discontinued for staff and students.

(ii) Alternate arrangements for attendance like face recognition based attendance/ID Card swiping system at attendance terminal may be explored. Till such time, marking attendance through signature on register will be allowed. Social Distancing to be maintained.

(d) **Upkeep of Common Places and Facilities.**

(i) Ensure that all doors / windows are in open condition always during working hours.

(ii) As far as possible, air-conditioning shall be avoided and natural ventilation shall be used. If ACs are required, ensure micro filters.

(iii) To ensure that sanitization of all areas are done before start and after end of work hours.

(iv) Special attention be given to wash rooms / toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.

(v) Walls / Doors / Windows and all fittings in washrooms shall also be disinfected and cleaned thoroughly.

(vi) Soap solutions / hand sanitizers / paper towels shall be placed and replenished periodically.

(vii) To ensure all electronic items such as PC, Printer, Keyboards, Telephone, etc. are cleaned and disinfected daily before use.

(viii) Provision of hot water through dispensers to be made available in AIE premises and student hostels, round the year.

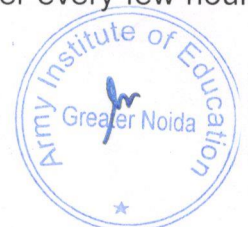
(ix) Gymnasium to remain closed till normalcy returns.

(x) Essential staff for sanitation and cleaning floor area, garden area, site, offices & all other areas shall be made use mask and gloves, mandatorily.

(e) **Office Working Procedures.**

(i) Alternative seating and physical distancing of 2 meters or 6 feet at all times by staff and visitors.

(ii) Work area rules would include no handshakes, greet hands in Namaste, defining chair and not using anyone else's chair and not sharing food/snacks on desk, washing hands with soap or using alcohol based hand sanitizer after every few hours, disinfecting laptops, mobiles and desks daily.



- (iii) Norms for working days, working hours and work from home option can be fixed as per guidelines of Government of India.
- (iv) All employees, contract and outsourcing staff on first day of commencement of work after lockdown or on the first day of reporting has to give a self-declaration as per **Appendix I** on his/her health status, travel history undertaken during the last fourteen days. Persons with travel history or from the hotspots (as declared by Central/State Governments) will not be allowed inside AIE campus.
- (v) Likewise, visitors will submit a self-declaration as per **Appendix II**.
- (vi) Wearing masks/ face covers will be compulsory for all staff members and visitors. Training of staff for proper use and disposal of masks will be conducted.
- (vii) 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.
- (viii) Efforts will be made to digitise the working procedures as far as possible by reducing file handling for routine matters such as leave application, OD forms, reimbursements etc. that may be submitted, processed & approved through e-mail till normalcy returns. Tendering activities could be done through online modes, as far as feasible. Billing/Payment related work processes may be moved online and paperwork be eliminated.
- (ix) Physical Meetings will be avoided/will not be allowed with large gathering of people. Virtual meetings to be conducted utilizing online platforms.
- (x) Employees who are at higher risk i.e older employees, pregnant employees and employees with underlying medical conditions may not be engaged in front line work requiring frequent physical contact with others.
- (xi) Leave Sanctioning Authority may normally sanction leave to employees and allow work from home whenever such requests are made for home quarantine based on containment zones activities in their residential areas as a precautionary measure, till normalcy returns.
- (xii) Staff attending duty and students may undergo routine medical check-up by campus / visiting doctors.
- (xiii) All staff and students may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoHFW, Government of India.
- (xiv) Any staff reportedly suffering from flu-like illness should not attend office and seek medical advice from local health authorities. Such persons, if diagnosed as a suspect/confirmed case of COVID-19 should immediately inform the office authorities.



(f) **Health and Safety of Employees after Reaching Home.**

- (i) Employees to sanitize their vehicles and contact points like handles, arm rests of vehicles.
- (ii) Hand wash with soap and water thoroughly after reaching home.
- (iii) Avoid social gatherings, visiting public places and maintain social distancing at all times.
- (iv) Shop from dedicated stores only. Carry own bags for shopping.
- (v) Try making mobile or e-payments wherever possible and avoid transaction of currency notes.
- (vi) Avoid common touch points in the lifts.
- (vii) Issue mask to every member in the family. Educate them, especially children on hand hygiene and respiratory etiquettes.
- (viii) Monitor health condition of elderly people at home.
- (ix) If someone in the neighbourhood contracts the virus and gets COVID-19 wear mask, practice social distancing and seek immediate support from the local health authorities.

(g) **Student Related Precautions and Procedures.**

- (i) Staggered induction of students in the institution and hostel, with senior batch joining first and subsequently the junior batch.
- (ii) As and when academic session resumes for students, they will be intimated to undergo a thorough medical check-up and come with latest medical certificate from a registered medical practitioner while returning back. On the first day of reporting the student will submit a self-declaration form as per **Appendix III** on his/her health status, travel history undertaken during the last fourteen days and place of commuting to identify if the individual is coming from red/ orange/ green zones as marked by the government during the lockdown period. It will assist in taking further precautions.
- (iii) Thermal screening at gate will be done for ascertaining any signs/ symptoms of fever/ respiratory infections among students at the time of joining.
- (iv) Doctor visiting/working in campus will draw a roster of all students for routine bi-monthly medical check-up till normalcy returns. Appropriate Personal Protective Equipment (PPE) will be available in the MI Room. No-touch thermometers and first aid will be kept ready for staff/students showing symptoms. Referral procedures will be made for sick students.



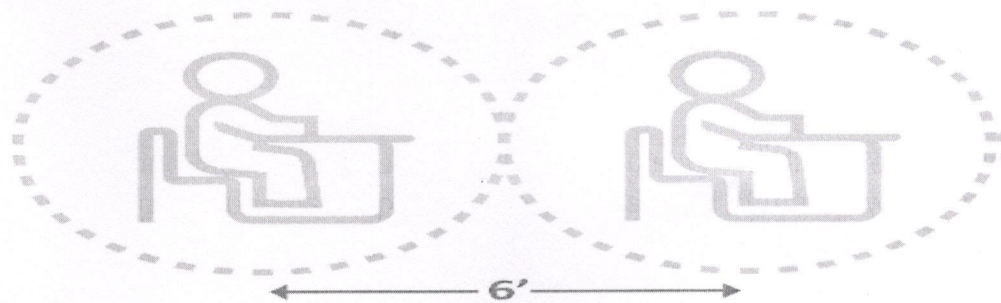
(v) Staggered timings for classes will be followed to adhere to social distancing norms and prevent overcrowding in the Institute.

(vi) For initial one month of joining the Institute, students will not be issued an out pass, until the need is genuine and arising out of an emergency. Over a period of time, out pass timings will be different for the various student batches.

(vii) Hand sanitizers will be made available at entry points of main gate, Institute premises, hostels, dining halls. Liquid hand wash will be available in all rest rooms in academic block as well as hostels.

(viii) Wearing face cover/masks will be compulsory for all students in the campus. Training of students for proper use and disposal of masks will be conducted.

(ix) In the classroom safe spaces will be maintained. The faculty will be trained for practices to be followed for induction of students. Limited number of students will be allowed in the classroom depending on the space available. In these situations, social distancing norms will support a 3 feet radius around each student, resulting in a 6 feet total distance between any two students. The same will be followed by the teacher, taking the class.



The desks will be faced in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).

(x) Social distancing norms, health etiquettes such as handwashing routines, avoiding touching hands on eyes, mouth and nose frequently, practicing respiratory etiquettes, proper disposal of used masks, gloves and soiled tissues will be demonstrated, taught and reinforced among students upon entering and leaving classroom or other spaces in the Institute premises and hostels.

(xi) Appropriate disinfection of commonly touched surfaces will be ensured in all spaces in the academic block and student hostels.

(xii) Activities and events like field trips, morning assembly, team events and any other activities entailing mass gatherings will not be conducted till normalcy returns.



However, events can be organized through online video conferencing platforms to maintain physical distancing.

(xiii) In the sports ground, staggered timings will be followed to avoid overcrowding and maintain social distancing. Wearing face masks and gloves will be mandatory on the playground. Team sports events will not be organized till normalcy returns.

(xiv) Initially, only take away facility will be provided at the cafeteria to rule out chances of gathering of students and staff at one place. Cafeteria staff will provide only packed items. Students and staff visiting cafeteria will maintain distance of 2 meter/6 feet from others.

(xv) Staggered mess timings will be adhered for various batches in the hostel dining halls. Food will be served by the mess staff wearing appropriate PPE. No student will serve the food himself/ herself. Students must sit in alternative seats and maintain distance of 2 meter/6 feet from others while dining in the hostels. Do not talk loudly near the food counters and at the dining tables. Hands must be washed thoroughly with soap and water before and after meals. Dining halls will be sanitized after each service.

(xvi) Regarding the positioning of the beds, two beds will not be joined. A gap of minimum three feet must be maintained between two beds. One student will sleep positioning the head on one side and the other will sleep positioning his/ her head on the opposite side.

(xvii) Gymnasiums and common rooms in academic and hostel blocks will be closed till normalcy returns.

(xviii) Movement in groups, small or large among students will be forbidden in the campus till normalcy returns.

(xix) Food delivery from outside will not be allowed in campus, till normalcy returns.

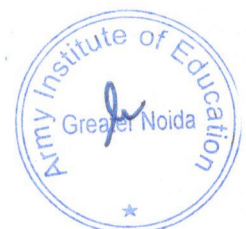
(xx) A separate lobby in hostels comprising of sufficient number of rooms shall be designated as quarantine area for suspected cases. Any student having fever, cough and cold will stay in the sick room separately till recovery. Parents will be informed by hostel warden and mentors.

(xxi) Students showing signs and symptoms COVID- 19 will be immediately send to the nearest COVID-19 designated hospital for medical care and parents/local guardians will be informed.

(h) **Measures to be Taken on the Occurrence of COVID-19 Case(s).**

(i) Despite above precautionary and preventive measures, the occurrence of cases among students and staff and families residing within the campus cannot be ruled out. In such circumstances the directions notified by MoHFW, Government of India through its notification dated 18 May 2020 (any subsequent amendments, if any) shall be adhered by the Institute.

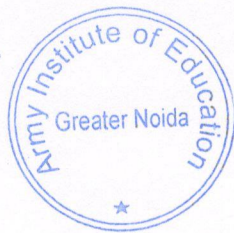
(ii) Precautionary measures to be taken:-



- (aa) Use of mask.
- (ab) Social distancing.
- (ac) Hand washing.
- (iii) In case of any positive case:-
- (aa) Testing to be done at Base Hospital Delhi Cantt (BHDC).
- (ab) Admission to BHDC in COVID ward.
- (ac) Initial contact tracing to be done by respective institute with info within 06 hrs to Med Br, HQ Delhi Area.
- **High risk.** - Hostel quarantine for 14 days with testing on 10th day/symptomatic + 14 days self-monitoring.
 - **Low risk.** - Hostel quarantine for 07 days + 07 days self-monitoring.
- (iv) Guidelines in case of sickness are tabulated in **Appendix IV.**
- (v) Basic procedure for managing positive COVID-19 case and contact tracing is flowcharted in **Appendix V.**


CONCLUSION

8. After the national lockdown is lifted, it is important to put in place mechanisms to secure the students, staff, families residing in the Army Institute of Education (AIE), Greater NOIDA campus from the health hazards of COVID-19. This SOP covers all stakeholders studying, working and residing at AIE campus, i.e students, faculty, staff, outsourced staff, visitors etc. The SOP will act as a 'restart manual' for AIE Greater NOIDA after the lockdown due to COVID-19 is lifted by the Government of India. It describes the 'New Normal' environment procedures to be implemented for resuming work at AIE Greater NOIDA.



File No: 24501/SOP/AIE

Dated: 21 May 2020


(Dr Tania Gupta)
Principal

Appendix I

(Refers to Para 8 (e) (iv) of AIE
SOP on resuming work after
Withdrawal of COVID-19 lockdown)

SELF DECLARATION FORM

(TO BE SUBMITTED BY EMPLOYEES OF AIE GREATER NOIDA ON RESUMPTION OF DUTY)

Ser No	Particulars	Details
1.	Name	
2.	Designation	
3.	Employee Code	
4.	Are you experiencing any of these signs and symptoms?	Fever: <input type="checkbox"/> Yes <input type="checkbox"/> No Cough: <input type="checkbox"/> Yes <input type="checkbox"/> No Difficulty in Breathing: <input type="checkbox"/> Yes <input type="checkbox"/> No Sore Throat: <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you been tested positive for COVID-19 at any time & recovered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you or any person staying with you travelled out of India or inside the country to other cities/towns/place/containment zone in the last 14 days? If Yes, please provide details of the place visited:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
7.	Have you or your family member/or any person staying with you had any exposure to a confirmed COVID-19 patient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Have you or a family member staying with you visited a health care facility in the past 14 days? If Yes, mention purpose:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
9.	Your residence/place of present stay is located under which zone of COVID-19?	Red Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No Orange Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No Green Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Have you installed the Aarogya Setu App on your mobile phone and kept it "ON"?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Body Temperature recorded: _____

The above information is true to the best of my knowledge. I understand that withholding/concealing the above information is unethical and against the interests of the global population fighting the COVID-19 pandemic.

If I hide facts and relevant details and because of my behavior or action any person in the AIE campus gets infected, I will be held responsible for not adhering to the guidelines and regulations laid down by MH&FW, Government of India.

Date: _____

Contact No: _____

Signature of Employee: _____

Attended by: _____

(Name and Signature of Security Staff)

Appendix II

(Refers to Para 8 (e) (v) of
AIE SOP on resuming work after
Withdrawal of COVID-19 lockdown)

SELF DECLARATION FORM **(TO BE SUBMITTED BY VISITORS)**

Ser No	Particulars	Details
1.	Name	
2.	Whom to Meet?	
3.	Purpose of Visit	
4.	Are you experiencing any of these signs and symptoms?	Fever: <input type="checkbox"/> Yes <input type="checkbox"/> No Cough: <input type="checkbox"/> Yes <input type="checkbox"/> No Difficulty in Breathing: <input type="checkbox"/> Yes <input type="checkbox"/> No Sore Throat: <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you been tested positive for COVID-19 at any time & recovered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you or any person staying with you travelled out of India or inside the country to other cities/towns/place/containment zone in the last 14 days? If Yes, please provide details of the place visited:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
7.	Have you or your family member/or any person staying with you had any exposure to a confirmed COVID-19 patient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Have you or a family member staying with you visited a health care facility in the past 14 days? If Yes, mention purpose:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
9.	Your residence/place of present stay is located under which zone of COVID-19?	Red Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No Orange Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No Green Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Have you installed the Aarogya Setu App on your mobile phone and kept it "ON"?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Body Temperature recorded: _____

The above information is true to the best of my knowledge. I understand that withholding/concealing the above information is unethical and against the interests of the global population fighting the COVID-19 pandemic.

If I hide facts and relevant details and because of my behavior or action any person in the AIE campus gets infected, I will be held responsible for not adhering to the guidelines and regulations laid down by MH&FW, Government of India.

Date: _____

Contact No: _____

Signature of Visitor: _____

Attended by: _____

(Name and Signature of Security Staff)

Appendix III

(Refers to Para 8 (g) (ii) of
AIE SOP on resuming work after
Withdrawal of COVID-19 lockdown)

SELF DECLARATION FORM

(TO BE SUBMITTED BY STUDENTS OF AIE GREATER NOIDA ON REPORTING AT INSTITUTE)

Ser No	Particulars	Details
1.	Name	
2.	Course and Batch	
3.	Enrolment No	
4.	Are you experiencing any of these signs and symptoms?	Fever: <input type="checkbox"/> Yes <input type="checkbox"/> No Cough: <input type="checkbox"/> Yes <input type="checkbox"/> No Difficulty in Breathing: <input type="checkbox"/> Yes <input type="checkbox"/> No Sore Throat: <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you been tested positive for COVID-19 at any time & recovered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you or any person staying with you travelled out of India or inside the country to other cities/towns/place/containment zone in the last 14 days? If Yes, please provide details of the place visited:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
7.	Have you or your family member/or any person staying with you had any exposure to a confirmed COVID-19 patient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Have you or a family member staying with you visited a health care facility in the past 14 days? If Yes, mention purpose:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
9.	Your residence/place of last stay is located under which zone of COVID-19?	Red Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No Orange Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No Green Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Have you installed the Aarogya Setu App on your mobile phone and kept it "ON"?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Body Temperature recorded: _____

The above information is true to the best of my knowledge. I understand that withholding/concealing the above information is unethical and against the interests of the global population fighting the COVID-19 pandemic.

If I hide facts and relevant details and because of my behavior or action any person in the AIE campus gets infected, I will be held responsible for not adhering to the guidelines and regulations laid down by MH&FW, Government of India.

Date: _____

Contact No: _____

Signature of Student: _____

Attended by: _____

(Name and Signature of Security Staff)

Appendix IV

(Refers to Para 8 (h) (ii) of
AIE SOP on resuming work after
Withdrawal of COVID-19 lockdown)

GUIDELINES TO MANAGE SELF- SICKNESS

	SYMPTOM	ACTION	REPORT	CHECK SHEET	FINAL STATUS
STEP 1	If having fever for 04 or less days (Low Risk)	Stay at home/hostel room and don't come for work/class Hostel quarantine for 07 days + 07 days self-monitoring.	Report to your Employer/Hostel & Mentor immediately	Obtain a Health Condition Check Sheet from the Office Superintendent/ Hostel Warden. Fill it on a daily basis	If you recover in less than 4 calendar days, you may return to work/class. Keep daily health check for next 14 days through the check-sheet, post 14 days submit the check-sheet Office Superintendent/ Hostel Warden
STEP 2	If having fever and respiratory symptoms for more than 04 days (High Risk)	Contact a Health center/Hospital immediately & get yourself checked as instructed. Testing Centre Base Hospital Delhi Cantt (BHDC) Admission in Covid Ward	Ask the Health center/Hospital for a medical certificate and submit the same to OS/Hostel Warden/Mentor, In case you are asked to undergo Coronavirus Test inform Head of Institution	Keep filling the Health Condition Check Sheet on a daily basis for a duration of 14 days. On end of 14 days please submit the check-sheet to Office Superintendent/ Hostel Warden/Mentor.	Hostel quarantine for 14 days with testing on 10 th day/symptomatic + 14 days self-monitoring.
STEP 3	If you undergo a Covid test (at BHDC/Health Center)	Positive Result	Follow instructions given by the BHDC/Health center. Admission in Covid Ward, BHDC. Initial Contact Tracing by Institute and Med Br Delhi Area be info within 06 h.		
		Negative Result	Follow procedure directed by the health officials in case a retest or self-quarantine is required. Join back office/classes once deemed fit by the authorities.		

Appendix V

(Refers to Para 8 (h) (iii) of
AIE SOP on resuming work after
Withdrawal of COVID-19 lockdown)

BASIC PROCEDURE FOR MANAGING POSITIVE COVID-19 CASE AND CONTACT TRACING

