



KCG

COLLEGE OF TECHNOLOGY

(A Unit of Hindustan Group of Institutions)

Approved by AICTE, NEW DELHI & Affiliated to Anna University, Chennai
Accredited by NAAC with 'A+' Grade & NBA (CSE,ECE,EEE,IT,MECH)

STANDARD OPERATING PROCEDURE

COVID - 19

**KCG Nagar, Rajiv Gandhi Salai,
Karapakkam,
Chennai – 600 097.**

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COVID Response Team (CRT):

Serial No.	Name	Designation	Phone
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The KCG College of Technology has prepared these guidelines to help the college staff and campus administrators to prepare for Coronavirus Disease (COVID-19) and related issues on the campus.

A. Objective: The objective of this Standard Operating Procedure (SOP) is to describe the procedure to be followed for resumption of work after lockdown due to COVID-19 outbreak.

B. Introduction:

COVID-19 is a respiratory illness that can spread from person to person. A novel coronavirus called SARS-CoV- 2 is the cause of COVID-19 and the outbreak first recognised in China in December

2019. The clinical spectrum of COVID-19 ranges from mild disease with non-specific signs and symptoms of acute respiratory illness to severe pneumonia with respiratory failure and septic shock. Frequently reported signs and symptoms include fever, cough, myalgia or fatigue, and shortness of breath at illness onset. The fever course among patients with COVID-19 is not fully understood; it may be prolonged and intermittent. Sore throat has also been reported in some patients early in the clinical course. Less commonly reported symptoms include sputum production, headache, hemoptysis, and diarrhea. The incubation period is estimated at approximately 5 days (95% confidence interval, 4 to 7 days). Some studies have estimated a wider range for the incubation period. Data for human infection with other coronaviruses (e.g., MERS- CoV, SARS-CoV) suggest that the incubation period may range from 2-14 days. There have also been reports of asymptomatic infection with COVID-19.

In the light of the corona virus pandemic a country wide lockdown has been imposed. As of now we are following a 4th phase of lockdown and with respect to that our educational institutions remain close.

C. Scope : This SOP applies to all our Institutions

D. Coverage: This SOP covers all our faculty / employees / contract workers / visitors at our premises

Effective Date: May 1st, 2020

Key Messages and Action

The college will be shut down as per the lockdown guide lines in the country and any communication will be conveyed virtually.

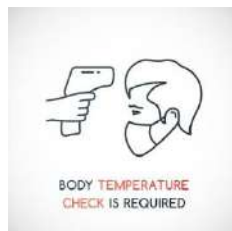
We recommend all the college staff, campus administrators, and employees to register himself or herself in AAROGYA SETU mobile application, developed by the Government of India for proper information and awareness about COVID-19.

IMPORTANT INSTRUCTIONS TO EMPLOYEES:

At Home Before Start to Work



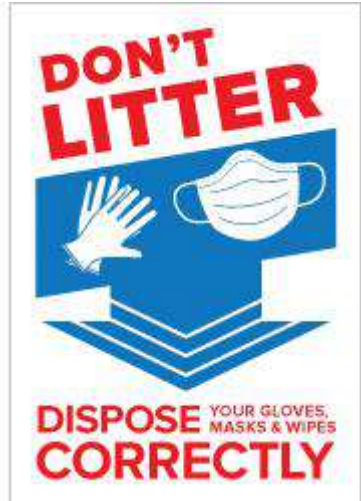
- * Self-examine your health status.



- * Start to office only when you know you are healthy
- * If you are feeling sick, having severe cough, sneezing or difficulty in breathing, stay back at home, take rest and consult your family Doctor
- * Do not come to work if you are living in a Containment Zone. Inform your HR / Admin Team without fail.
- * During the first few days only few employees will be allowed to come to work.
- * In case you need to come, please take permission form your HR / Admin Team.
- * Employees above 65 yrs. of age will not be allowed to come to work unless permitted by the Registrar or Head of Institution.
- * As far as possible, usage of public transport shall be avoided.
- * All employees to use own vehicle for commuting to work.
- * Outstation staff will not be allowed to join duty immediately. They will have to mandatorily stay at Chennai (Quarantine) for 14 days before being allowed to resume duty.
- * In case of car travel, maximum 3 people can come in a car. Keep windows open and ensure that all occupants wear masks including you.

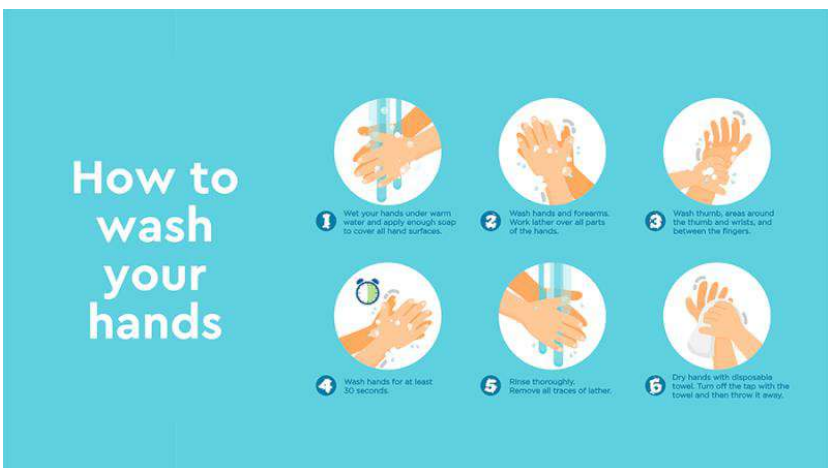


- * Disinfect used masks with bleaching powder. After Disinfection burn the mask or bury it inside the ground.



PREVENTIVE PROTOCOL FOR VIGILANCE OFFICER AND SECURITY PERSONNEL

- * Sanitize hands or wash hands with soap under running water for at least 20 seconds following WHO technique.



- * Wear face masks and hand-gloves before proceeding to work.
- * Spray disinfectants provided by the institution on all the materials in the security cabin including the keys under custody.
- * Spray disinfectant on the main gate entrance and main doors/ internal doors of each block before opening them.
- * Spray disinfectant on the posts, barricades, frequently used passages, two-wheeler and four- wheeler parking areas.
- * After opening doors and spraying disinfectant, either sanitize hands or wash hands thoroughly with soap under running water at least for 20 seconds.
- * Use hand sanitisers at a regular interval of 3 to 4 hours while on duty.
- * Keep an exclusive sanitizer next to the visitors' book and have a separate pen for this purpose.
- * Include columns in visitors' book to obtain data regarding visitor's medical treatment, foreign visits and whether the visitor is from containment zone or ask visitors to fill a self-disclosure form.
- * Maintain a reasonable distance of 4 feet from the visitor to ensure mutual safety.
- * Do not touch any object/ furniture that has not been disinfected with bare hands.

PREVENTIVE PROTOCOL FOR RECEPTIONIST AND ASSISTING STAFF

- * Wear face mask, hand gloves and also use sanitizer
- * With the help of housekeeping staff, who invariably uses face mask, hand gloves and sanitizer, disinfect the furniture, cupboards, reception table, drawers, telephones and other items available in the hall and on the desk. This should be done at an interval of 3 to 4 hours.
- * Subject all staff and visitors to non-contact thermal scanner.
- * Provide sanitizer to all staff before they handle attendance register for signing.
- * Encourage staff to use their own pen for signing in the attendance register.
- * Ensure that the staff are not handling bio-metric device for attendance.
- * Encourage all visitors to use sanitizer and maintain social distance while on campus.
- * Maintain social distance while interacting with the visitors and staff.



- * Report or direct to nearest hospital, in case of any person identified with severe cold and breathlessness.

**PREVENTIVE PROTOCOL FOR HEADS AND
STAFF IN MAIN OFFICE/ HR OFFICE/
REGISTRAR OFFICE/ DEANS' OFFICE
/ADMISSION SECTION/ ACCOUNTS SECTION/**

- * Subject yourself to non-contact thermal scanner.
- * Wear face masks, hand gloves and use sanitizer while on campus.
- * Heads of the sections to ensure that entire office area, sections, counters, furniture, computers, telephones, key stand where department keys are hung and other items in the office/sections are disinfected every day before the commencement of work and also during lunch break.
- * Rearrange the seating ensuring a reasonable distance of 3 to 4 feet between persons.
- * Allot specific time for visit to those who sought appointment over phone or through email.
- * Do not allow anyone to enter the office without face mask and gloves.
- * Do encourage everyone to use sanitizer before entering the office.
- * Do not entertain students/ staff to visit office or remain in office without valid reasons.
- * Maintain social distancing while interacting with students, staff and other visitors.
- * Encourage parents of students seeking admissions, students seeking admissions and other students and staff on campus to procure prior appointment over email/ phone to visit the office.
- * Advise students seeking admissions to use digital facility made available by the institution exclusively for admissions.

- * Encourage digital transactions for payment of tuition fees, transport fees, hostel fees, mess fees, exam fees etc...
- * Avoid payment in form of cash/DD and cheques.



- * Conduct online interviews for recruiting teaching and supporting staff.

PREVENTIVE PROTOCOL TO BE PRACTISED IN CEO'S/ DIRECTOR'S/ PRINCIPAL'S CABIN AND CONFERENCE HALLS

The preventive protocol will be followed irrespective of the positions held and therefore the following recommendations will be followed in CEO, Director, Principal, HOD Cabin and Conference Halls.

- * CEO/Director/ Principal will also subject themselves to non-contact thermal scanner check.
- * Their entire office will be cleaned and disinfected at least twice a day i.e., start of the day and during lunch hours.
- * All furniture, equipment, common touch points including switches, remotes, door handles will be disinfected extensively.

- * They will wear face mask and hand gloves while on campus and not allow anyone to enter their office without face mask and hand gloves.
- * A bottle of hand sanitizer will be kept within their reach for use at regular intervals.
- * All official work that require interactions and discussions will be carried out through email, telephone, WhatsApp, intranet etc...
- * In case of situations demanding F2F meetings, social distance of 3 to 4 feet needs to be followed and such meetings should be kept in minimum.
- * Meetings with outsiders, vendors and parents should be restricted and done only based on prior appointments.
- * The restrooms attached to their offices should be cleaned and disinfected by house- keeping staff at regular intervals to maintain cleanliness and hygiene.

PREVENTIVE PROTOCOL FOR TEACHING AND SUPPORTING STAFF

Following are the preventive protocol to be followed by HoD/ teaching staff/ department secretaries and attenders:

- * Make sure HOD's office and faculty cabins are disinfected extensively twice a day by the house keeping staff adhering to all protective measures.
- * Subject yourself to non-contact thermal scanner check.
- * Wear face mask and hand gloves during your stay on campus.
- * Ensure that a few bottles of sanitizer are kept within reach for use at regular intervals.

- * Use sanitizer and wear hand gloves before working on common office computers.
- * Maintain social distancing while interacting with their colleagues and students.
- * Do not to visit canteen and other places in groups.
- * Avoid having discussions on corridors.
- * Also wear face mask and hand gloves during teaching sessions.
- * Ensure whether students are seated 3 to 4 feet away from each other.
- * Do not to walk around the class or among students during contact sessions, remain on the dais.
- * Do not entertain students in your cabins, limit all interactions to email or WhatsApp chat.
- * Pass information to the entire class through class through class representatives.
- * Resort to digital platform, MS Teams of the institution, to the maximum to give lessons, assignments, tasks and quizzes.
- * Implement the techniques of teaching-learning online which you have learnt through online FDPs & MOOC courses during lockdown.
- * Create awareness among the students the need to follow the preventive protocols established by the institution.
- * Department secretaries and attenders: Wear face-masks and hand gloves when they visit classrooms to collect attendance or read out circulars. Use hand sanitizers before visiting classes.
- * HoD: Conduct faculty meetings and class committee meeting through e-mode only.

PREVENTIVE PROTOCOL TO BE PRACTISED BY STUDENTS AND IN CLASSROOMS

The following preventive protocols will be followed by students and in their classrooms:

- * Ensure the entire classroom including doors, windows, desks, fixtures, switches, LCD and projecting screens, remotes will be thoroughly disinfected twice a day i.e. before the commencement of the class and during lunch breaks. In case of failure, report to class teachers.
- * Subject yourself to non-contact thermal check and have to wear face mask and gloves during college hours.
- * Judiciously use the hand sanitizers kept outside every classroom at regular intervals.
- * Maintain social distancing of 3 to 4 feet inside and outside the classrooms.
- * Do not to move around in groups in common areas, restrooms and canteen.
- * Refrain from organising programmes and celebrating functions that involve mass gathering. This has to be followed till the situation returns to normalcy.
- * Cooperate with the institute by following the preventive protocols set by the institution.
- * Advise your friends who fail to follow the protocol to follow them diligently. Also bring to the notice of class teacher/mentors/HoD/ counsellor/ Dean Student Affairs about defaulters.
- * Follow the staggered time schedule worked out by the college for contact classes and for short and lunch breaks.
- * Meet professional counselor or Dean Student Affairs for any personal or academic matters only by obtaining prior

appointment. Maintain social distancing and wear face mask during such meetings.

PREVENTIVE PROTOCOL TO BE PRACTISED BY LIBRARY STAFF IN LIBRARY

- * Ensure that entire library including book-racks, doors, windows, stairs, fixtures, furniture, equipment in digital library are disinfected thoroughly twice a day by housekeeping staff.
- * Chief Librarian: Ensure that library staff, students and faculty visiting library wear face mask.
- * Make sure that visitors use hand sanitizers kept at the entrance before making their entry in ERP and before accessing the book rack area.
- * Revamp the seating arrangement so as to meet the social distancing protocol.
- * Ensure that the visitors to the library maintain social distancing of 3 to 4 feet inside the library.
- * Prevent crowding of students at particular points/ counters inside the library.
- * Ensure proper ventilation inside the library when the air conditioner is not used.

PREVENTIVE PROTOCOL TO BE PRACTISED BY STAFF IN CHARGE OF COMPUTER CENTERS / LABS/ WORKSHOPS

- * Ensure that all computer centers, laboratories and workshops are disinfected thoroughly every day by house-keeping staff before the commencement of the class and during lunch hours.

- * Ensure that all students and faculty entering these places use face masks, hand sanitizer and follow social distancing protocol.



**MAINTAIN A
PHYSICAL DISTANCE**



**ALWAYS WEAR A MASK
IN THIS FACILITY**

- * Use personal protective equipment during their presence in the lab, if possible.
- * Ensure that the students maintain a seating distance of 3 to 4 feet away from one another.
- * Allow only a small batch at a time for lab sessions so as to ensure social distancing among students.
- * Look into the feasibility of using virtual labs for conducting practical session

**PREVENTIVE PROTOCOL TO BE PRACTISED
HEADS AND COORDINATORS OF CLUBS,
CELLS, COMMITTEES, CHAPTERS OF
PROFESSIONAL BODIES**

- * Heads of various Cells (Placement, Training, Higher Education etc.) and coordinators of KCG Clubs, Committees, Chapters: Make sure that your offices are entirely disinfected.
- * Plan guest lectures, trainings, workshop and seminars for small batches or through video conferencing platforms for larger groups.

- * Conduct online competitions to show case the talents and skills of students in co-curricular and extra-curricular activities. This will also serve as a stress buster for students during this precarious situation.

PREVENTIVE PROTOCOL TO BE PRACTISED BY CANTEEN MANAGER IN CANTEEN AND DINING AREAS

- * Ensure that canteen and dining areas (including pantry in Main Office) are completely disinfected and this procedure is carried out 4 to 5 times a day, at regular intervals, to ensure proper hygiene and cleanliness.
- * Ensure that all utensils should be washed in hot water before it is set for use.
- * Make sure that all vegetables will be washed well for 20 seconds under running water. Washing them in turmeric, baking soda, vinegar, though not scientifically proven, is allowed as they are edible products.
- * Encourage all staff engaged in cooking and serving food to compulsorily use face mask, wash hands thoroughly and frequently, and wear cleaned and sanitised clothing and aprons.
- * Instruct the waiter serving food to maintain reasonable social distance and wear personal protective equipment.
- * In case of self- serving system, clean and disinfect the place properly and ensure that the person who takes food washed hand with soap under running water for at least 20 seconds.
- * Be available in the dining area and wear personal protective equipment.
- * Consider the space available in the dining area and accordingly allow students and staff in batches to make social distancing possible.

- * Promote digital payment through Paytm/ Google pay.
- * Display preventive protocol at different places in the canteen.
- * Alert the students and staff to leave the canteen as soon as they finish eating.
- * Employ enough human resources so that they cater to the needs of the customers fast and thereby avoid crowding

PREVENTIVE PROTOCOL TO BE PRACTISED BY HOSTEL WARDEN AND INMATES

- * Hostel Warden: Ensure that all rooms, furniture, common areas in the hostel are disinfected thoroughly at least 5 to 6 times a day, at regular intervals to ensure hygiene and cleanliness.
- * Make sure the restrooms in the hostel are cleaned and disinfected every one hour.
- * Keep occupants in a room to bare minimum so as to maintain social distancing.
- * Ensure that inmates wear face mask when they are out of their room.
- * Ensure that hand sanitizers are kept in washrooms and other common areas.
- * Also ensure enough stock of hand sanitizers is available and raise indent in advance.
- * Make sure that the inmates follow social distancing protocol at entertainment and work-out areas.



- * Equip the hostel stores with first-aid kits and monitor whether all inmates keep good health. In case of health issues to any inmate, take them to the hospital for proper treatment.
- * Display preventive protocol set by the institution at different places and the defaulters are counseled and suitable action can be taken if it warrants.
- * Allow visitors to meet inmates in socializing areas only and do not permit them to enter hostel rooms.
- * Make available a record on medical data, foreign visit made, visit to containment zones etc. of the visitors in addition to their regular personal details.
- * Note: In the dining area of the hostel, all procedures listed to maintain cleanliness and hygiene in canteen dining area are applicable.

PREVENTIVE PROTOCOL TO BE PRACTISED BY DEPARTMENT OF PHYSICAL EDUCATION

- * Do not allow on campus the sports and games that require group of players till the situation returns to normalcy.
- * However, allow games that involves two to four members, if felt necessary.
- * Ensure that the players adhere to protocols like wearing face masks, hand gloves, use of sanitizers and maintaining social distancing.
- * Thoroughly disinfect the playing equipment before starting the play.
- * Do not entertain audience to watch the game, restrict to players and referees only.

- * Advise the players to be hydrated and to maintain personal hygiene.

PREVENTIVE PROTOCOL FOR TRANSPORT DEPARTMENT

- * Minimize the use of college transport by students and staff.
- * Encourage students to use their own transport.
- * Ensure that the bus/ shuttle is extensively disinfected which includes entrance doors, seats, bus ceilings, holding rods/ hooks etc. this has to be done every day both in the morning and evening before the students and staff boards the buses.
- * Faculty in charge of bus: Ensure that only one student/ faculty occupy a seat.
- * Faculty in charge of bus: Make sure that the students wear face mask, hand sanitizer is used and social distance is maintained while boarding the bus and also inside the bus.
- * Ensure that the driver use face mask and hand gloves.
- * Do not allow students to board at the main road to reach the campus.
- * Try to pick up and drop students at nearest destination so that they need not avail other public transport service.
- * Head of the Institution: To issue a circular advising the and staff to avoid pillion riders in bikes and not to allow more than three (including driver) in a car.

PREVENTIVE PROTOCOL FOR OTHER SECTIONS OF THE INSTITUTION

EXAM CELL

- * Ensure that the exam cell office is cleaned and disinfected thoroughly.
- * Strictly follow the rules and regulations stipulated by the affiliating university for the conduct of exams.
- * Follow the preventive protocols laid for the classrooms while conducting the examinations.

STORES

- * Follow all the preventive protocols laid for the staff in main office
- * Give utmost priorities to procure the essential items raised in the indent.

HR and Administration MAN POWER SECTION

Follow the instructions given to other staff which include, wearing face mask, use of hand gloves and sanitisers, washing hands thoroughly at regular intervals and maintaining social distancing.

POWER HOUSE SECTION

Adhere to the instructions given to in charges of lab, computer centers and workshop.

HOUSE-KEEPING

- * Wear face mask, hand gloves and personal protection equipment.

- * Use sanitizers and also wash hands thoroughly at regular intervals.



- * Clean and disinfect the washrooms every one hour.
- * Clean and disinfect Girls' Common Room.
- * Clean and disinfect seminar halls, Mirza theatre and A.P. J Abdul Kalam Auditorium.
- * Clean and disinfect classrooms, labs and all other rooms on campus.

WATER TREATMENT PLANT

Ensure the water is treated and is supplied attaching importance to hygiene.

CONFERENCE ROOM, BOARD ROOM AND COMMON AREA CAPACITY

Sr. Number	Room Name	Normal Capacity	Modified Capacity
1	Main Conference	25	10
2	Director's Room	3+ 4=7	2
3	Principal's Room	8	2
4	HOD Room	2	1

DAILY CHECK LIST

AREA	TASK	COMPLETED BY (DATE/INITIALS)
Kitchens 2x/Day	<ul style="list-style-type: none"> • Sanitize all surfaces within the area including high touch areas (fixtures, light switches, utensil dispensers) • Remove and dispose of any spoiled products (end of day by building management) • Sanitize all appliances (coffee machines, refrigeration and microwave handles and buttons, ice and water machine buttons) • Restock hand sanitizer, soap (hand/dish) disinfectant wipes, and other such products 	
Conference Rooms 2x/Day	<ul style="list-style-type: none"> • Wipe tables • Wipe chair arms • Wipe credenza • Wipe keyboards/mouse, phones, remote controls • Conference room panels (scheduler, AV panels) • Light switches • Stock supplies 	
Equipment 2x/Day	<ul style="list-style-type: none"> • Shared Printers/Copiers • Replenish toner and printer paper 	
Restrooms (Bldg.)	<ul style="list-style-type: none"> • Clean and restock restrooms Supplies Daily • Complete daily supply 	

	<p>inventory</p> <ul style="list-style-type: none"> • Order supplies as needed • Restock all areas with appropriate supplies 	
<p>High Touch Areas (Main Bldg.)</p>	<p>These areas will be cleaned four times a day:</p> <ul style="list-style-type: none"> • Lift Buttons • Interior Staircase handrails • Lobby Door Handles • Conference Room Door Handles • Restroom sinks and door handles 	

Head HR & Admin

Principal

Director