Standard Operating Procedure

The continuing Lockdown (Lockdown 4.0), imposed by the Government, will be till 31<sup>st</sup> May 2020, to contain the spread of Covid-19. The lockdown is being extended where at some delineated zones, the lockdown is partially lifted. The possibility of further extension of lockdown or complete lifting of the lockdown will be notified by the Government later. Following the lockdown measures, norms and guidelines given, in letter and spirit, is for the individual and collective safety of all, in battling the Covid-19 situation. As the Government expects to reopen educational institutions late (July 2020), utmost precaution will be taken to avoid any contagion risk. The academic calendar is made as per the Government/AICTE directives.

Services and Operations:

Under the condition of lockdown or partial lockdown, only essential services will be operational. The movement of individuals out of their homes shall not be before 7 am and later than 7 pm. All other normal services will be resumed only after the lockdown is completely removed. Physical distancing norms (maintaining a person to person distance of about two meters or six feet) will be followed at all times. Biometric attendance is suspended till further order. Instructions from IMT Administration must be followed carefully.

Essential services personnel, who need to be present physically at the campus, for efficient operation during the lockdown period, are required to be in campus. In case, the number of these personnel exceeds 50 percent of total employee strength (or as allowed by local state administration), then they will be allowed to be in office on a roster basis. The roster will be decided by IMT Administration (on staggered basis if needed) and communicated to the concerned authorities along with staggering the attendance and lunch times, as per the roster drawn to maintain social distancing.

Faculty members shall work from home and must be available electronically for all institutional works. They are expected to check their emails frequently, attend all required meetings and plan/prepare for their academics/classes for the upcoming academic year. During the lockdown and partial lockdown, the faculty members may go to the campus if they need. Under such circumstances, they shall make a request to the IMT Administration to include them in the roster. This is also applicable to staff and officers who are in non-essential services. All such staff and officers must inform the IMT Administration for their roster.

Employees with comorbidities, pregnant women, persons aged above 65 or living in containment zones shall not attend office and shall work from home. All these employees shall be available over phone and electronic means, and discharge their official duties by staying at home. No employee shall get their children (below 10 years of age) into the office for reasons of health and safety of the children.
All employees (staff, officers, faculty members) and outsourced staff working in the office shall download ‘Aarogya Setu’ App on their mobile phones immediately and shall mandatorily intimate to IMT Administration of usage of the App.

**Classes and Academics:**

Faculty members must prepare themselves to meet the requirement of class delivery under three scenarios: Virtual On-line Class (where the whole class is delivered online through Lifesize or MS Teams), Part On-line Class (where some students in class will be in person and the other students will get live streaming of the class in their hostel rooms), In-Person Class (where all students will be taking the live class in person, inside the class room). In Part On-line class and In-Person class, the physical distancing norms shall be maintained.

With careful preparation, a virtual classroom (Online Class) can be as effective to an on-campus In-Person class and can result in a high-quality experience. The online classroom must cover similar content that is planned in the course outline. Faculty shall take care to pick the right reading material that are suitable for on-line classes and include flexibility in the mode of evaluation. All exams will be held electronically (proctored or take home) as per the exam norms provided by the exams department.

There is a possibility of a student attending the class from a different time zone. Hence, while scheduling the class and meeting times, time zones shall be factored depending on the requirement. Faculty shall encourage students of their class to use virtual meeting platform for student study-group activities and assignments.

Faculty shall test the on-line delivery technology with a control group of peers and share the experiences. It is important to be in control of the class while delivering the class on-line. The faculty shall act like the administrator for the meeting room and control the student microphone. In case, the class size is large, the faculty may decide to mute the microphone of the student and take questions through ‘chat’ or ‘question’ mode.

In case of class discussion, the faculty shall encourage the student to mute themselves if they are not talking and raise their ‘virtual hand’ to let the faculty know that they intend to speak. Faculty shall always act like a moderator for class deliberations. The faculty should take care that every student has an opportunity to contribute to the class discussion.

Faculty shall be in hotline contact with our IT and have the support available before and during each virtual session to assist with technology related troubleshooting, if the need arises.

**Information Technology:**

IT support must always be available for virtual support to ascertain troubleshooting during classes. In case of on-line classes, the sessions shall be recorded by the IT for replay use by the students.
In case of Part On-line classes (where some students are in class and the remaining students participate through live streaming), IT support shall ensure that the classroom is equipped with appropriate projection, audio and have multiple microphones in the class that can pick up the discussion of the participants in the class.

There are many faculty and students who may not be familiar with the virtual classroom. IT shall handhold a demo or a preparatory meeting with the participants to ensure that they have an adequate comfort level with the technology and recalibrate their expectations.

**Learning Resource Centre:**

LRC shall be open during academic session and the duration of operation will be intimated to the students. However, the students and faculty members are encouraged to use the LRC’s digital and online resources, instead of a physical visit to the LRC.

Even if the student/faculty visits the LRC, the physical distancing norms shall be followed. In the newspaper section, one person is allowed on each sofa. On the reading tables, 2 persons are allowed per table. Only 1 student will be allowed to use the Library database at a time. The total number of students in the LRC at any given time should not be more than 15, strictly following the physical distancing norms.

Students can borrow or return books to the LRC at the designated checkout place in the LRC. The returned books shall be sanitized and quarantined before they are placed back on the related shelf. Electronic newspapers, some magazines and periodicals will be made available to the students by the LRC through electronic repository access.

**Mess Service:**

The mess shall function as per the timings prescribed by the IMT Administration. The timing of the mess hall shall be staggered and the seating inside the mess hall shall be re-arranged, keeping in view the social distancing norms. If possible, the food may be served at multiple locations to the students, other than the centralized mess hall. The Administration department shall oversee the workability and the safety of such arrangement.

The staff on duty in the mess hall, including the cooks, will be screened for their health conditions/hygiene before starting their duty every day and will mandatorily wear face-mask, head cover, and hand gloves while on duty. The mess staff will also ensure social distancing norms.

Employees shall follow the timings given by the administration for their lunch break strictly while maintaining the adequate distancing norms at all times.

Any form of sharing of food or any other items such as glasses or spoons is strictly prohibited. Social distancing norms while at the food queue and at individual tables shall be followed.
Hostel Service:

All hostel room shall be cleaned and sanitized before any allotment is made. More sanitization precaution is to be taken for toilets and water coolers.

All students shall make a self-declaration to the hostel staff that they are Covid-19 free (do not show any symptoms such as cough or fever or breathlessness) and have not come from any Containment Zone.

All students shall be thermal-screened for body-temperature and shall sanitize their hands, before being allowed to occupy their allotted rooms.

Hostel security shall always be vigilant of student’s behaviour and health. They shall monitor that social distancing norms are followed by the hostel inmates.

Students in hostel shall maintain physical distancing norms while in their room also. No student is allowed to invite any visitor or friend into the campus, their hostel or hostel room, till further notice.

General:

The administration department shall oversee the cleaning and frequent sanitization effort of the housekeeping staff and ensure that the campus facilities, including hostels, mess, office rooms, common areas, toilets etc. are adequately sanitized. The housekeeping staff shall wear face masks and hand gloves at all times, and must use alcohol based hand sanitizers frequently. The housekeeping staff health shall be monitored on a daily basis.

Before resuming office at the campus, every employee must ensure:

- Their personal health fitness every day and that no Covid-19 symptoms is felt.
- That their residence or residential society is not in containment zone.
- That no person from the family living with them is quarantined.
- That they have not visited any Covid-19 centre/hospital in the last 14 days.
- That they inform IMT administration of their roster and travel pass (if required).
- That they carry a Govt. issued identity card (Aadhar Card, PAN card, Driving License etc.).
- The use of Face Mask/ Face Cover at all times and carrying of personal alcohol-based hand sanitizer, home food and water.
- To review their individual status on ‘Aarogya Setu’ App daily and commute only when the App shows ‘safe’ or ‘low risk’. In case the App shows ‘moderate’ or ‘high risk’ calculated on the basis of electronically found proximity with any Covid-19 infected person, then joining office is not allowed and self-isolation for 14 days is required or till the status becomes ‘safe’ or ‘low risk’ in the App.

At resuming office at campus, every employee shall:
• Use personal vehicle to reach office as far as possible. In case of 2-wheeler, use helmet and travel alone. In case of 4-wheeler, 2 passengers other than the driver, with adequate distancing, is allowed. It is safer to drive own vehicle and not get down from the vehicle at any place mid-way. Follow travel rules laid down by police and local administration, and avoid any crowded places.

• Enter from Main Gate of the campus, where their thermal scanning shall be done by the security (through handheld temperature scanner) before allowing them to enter. Any employee with body temperature equal or more than 37.4 degree Celsius (99.3 degree Fahrenheit) will be asked to return back and contact the IMT Administration and Covid-19 helpline.

• Sanitize their hands (by using personal alcohol based hand sanitiser or the ones placed at many locations in the campus) at any instance of touching any metal or wood surface. Frequent washing of hand with soap for more than 20 seconds is also encouraged. Sanitizing of hands or washing must be done after every 30 minutes. Avoid touching face with hands.

• Dispose the face mask only at the designated bins placed at central location and not in their personal bins that are in their office rooms.

• Keep personal hygiene and maintain suggested health practices such as covering the nose or mouth while sneezing. Any tissue paper that is used to cover the nose or mouth shall not be thrown in personal bins, but in designated bins in central locations placed by the administration.

• Not consume liquor, paan, tobacco or gutkha in office premises. Spitting in office premises is strictly prohibited.

• Spend the working hours inside the workplace and do not venture out, even to the local tea kiosk. At all times, maintain social distancing at the workplace. It is safer to have your own home cooked lunch at your workstation and not share any personal items. Gym, Recreational centre and Canteen will be closed. Library will have limited access.

• While conducting meeting in office premises, it is essential to maintain physical distancing. For face-to-face meeting, five members are allowed in a meeting room. If the meeting necessitates more than 5 people, then virtual conferencing (through Lifesize or MS Teams) must be used. Outside guests are not allowed for any physical meeting in the campus, hence should not be invited.

• Greet everyone with Namaste only and keep physical distancing in elevators and closed rooms.

Note:

All employees in the campus shall be mindful of the health and safety norms and shall follow this SOP in letter and spirit. If there is any breach of practice suggested in this SOP, they shall immediately report to the IMT Administration. Wish everyone good-health and safety through collective responsibility.

Any employee or individual violating the Covid-19 containment measures will be held liable (as per the provisions of Sec. 51-60 of the Disaster Management Act, 2005) and may face legal action (under Sec. 188 of the Indian Penal Code, 1860).

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