

**U.T. ADMINISTRATION OF
DADRA & NAGAR HAVELI AND DAMAN & DIU
DEPARTMENT OF HIGHER & TECHNICAL EDUCATION
SECRETARIAT, DAMAN**

No. 44-GEC/SOPS/2020-21/ 332

Date: 02.12.2020

Read: Order No. DMHS/COVID-19/2020/861 dated 27th November, 2020.

CIRCULAR

In pursuance to the Order No. DMHS/COVID-19/2020/861 dated 27th November, 2020, with respect to the Opening of Colleges/Higher Educational Institutions/Coaching/Training Institutions in the Union Territory of Dadra & Nagar Haveli and Daman & Diu permitted outside containment zones, the Standard Operating Procedures to be followed are hereby **Annexed**, for strict enforcement by all concerned.

Y. A. Thimma
2/12/2020
SECRETARY
(Higher & Tech. Education/Health)
DNH & DD

Copy for information and necessary action to:

1. PS to Hon'ble Administrator, Secretariat, Daman
2. PS to Advisor to the Administrator, Secretariat, Daman
3. The Secretary (I&P), Secretariat, Daman for wide publicity
4. All the Administrative Secretaries, DNH&DD for information and necessary action please.
5. The Deputy Inspector General of Police, DNH&DD
6. All the Collectors of the U.T of Dadra and Nagar Haveli and Daman and Diu
7. All the Superintendents of Police, DNH&DD
8. The Director of Medical and Health Services, DNH&DD
9. The State Informatics Officer, NIC, Secretariat, Daman for uploading the same on official website of this Administration.
10. All the Head of Offices for information and necessary action please.
11. Office file.

ANNEXURE

STANDARD OPERATING PROCEDURES (SOPs) ON PREVENTIVE MEASURES IN COLLEGES AND HIGHER EDUCATIONAL INSTITUTIONS TO CONTAIN SPREAD OF COVID-19

Background:

Given the current COVID-19 outbreak in India, it is important that Colleges and other Higher Educational Institutions take suitable measures to contain the transmission of the virus while providing services.

Scope:

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at particular places to prevent spread of COVID-19.

- **Colleges and other such Higher Educational Institutions in containment zones shall remain closed. Only those outside containment zones shall be allowed to open up.**

1. Generic Preventive Measures/COVID-19 Appropriate Behaviour:

The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) in these places at all times:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. 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) can be done wherever feasible.
- iv. 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 of used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised wherever feasible.

2. Measures Required before Re-Opening of Campuses:

Pre-requisites:

- i. Before reopening of any campus, the concerned Institutions shall ensure that the directions, instructions, guidelines and orders issued by the UT Administration

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from time to time regarding safety and health in view of COVID-19 must be fully abided by the higher education institutions.

- ii. The Colleges and other Higher Educational Institutions shall be allowed to open only if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the colleges. Students and staff shall also be advised not to visit areas falling within containment zones.
- iii. The faculty, staff and students of the college and other Higher Educational Institutions should be encouraged to download 'Aarogya Setu App'.
- iv. The institutions should be ready with a plan for handling the inflow of students, faculty and staff in the campus, monitoring disinfecting measures, safety and health conditions, screening and detecting the infected persons, containment measures to prevent the spread of the virus in the campus, and also alternative plan(s), in case the campus needs to be closed again due to spread of the virus in campus or in the surrounding area(s) in near future.

3. Modalities for Physical Opening of Colleges/Higher Education Institutions:

The following modalities regarding the physical opening of Colleges/Higher Educational Institutions, in a graded manner, may be adopted:

3.1 All Higher Educational Institutions shall start conducting physical classes in a staggered manner to avoid crowding and ensure social distancing. Mandatory consent of the Parent/Guardian shall be obtained (Format of the Consent Form is annexed herewith).

- i. The campuses shall be opened with such activities where they can easily adhere to social distancing, use of face masks and other protective measures. This may include administrative Offices, Research Laboratories and Libraries etc.

It shall be ensured that not more than 50% of the total students should be present at any point of time and necessary guidelines/protocols to prevent the spread of COVID-19 are observed.

- ii. Also it is essential to conduct classes online as well in order to enable students to study who prefer to stay at home. Institutions shall provide online study material and access to e- resources to such students for teaching-learning.

3.2 Safety concerns:

- i. The institutions should train their staff and students to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in their

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campuses. Non-resident students should be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face masks and gloves. Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.

- ii. *Regular visits of a Doctor/Counselor shall be arranged so that students can talk with the counselor about their anxiety, stress or fear.*
- iii. To avoid the risk of transmission, the students, faculty and staff should be screened and symptomatic ones be advised to get clinically assessed before allowing them entry into the campus.
- iv. Isolation facilities for symptomatic persons and quarantine facilities for those who were in contact with the positively tested persons should be there on campus or a tie-up may be made in advance with a hospital or approved premises or as advised by the local authorities so that, in case of necessity, prompt action may be taken. Proper arrangement of safety, health, food, water etc. should be ensured for those in quarantine and isolation facilities.
- v. For those who have tested positive, isolation facilities should be in place either on campus itself or as a prior arrangement with some nearby hospital(s) or as advised by the local authorities.
- vi. Colleges and other Higher Educational Institutions to the extent possible restrict the visit of outside experts on campuses, study tours; field works etc., keeping in mind the COVID-19 situation.
- vii. All such programmes and extracurricular activities should be avoided where physical distancing is not possible.
- viii. Clean and hygienic conditions, as per safety and health advisories issued by this Administration, are to be maintained at all places, including hostel kitchens, mess, washrooms, libraries, class rooms etc.
- ix. Proper signages, symbols, posters etc. should be prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing. The details of COVID-19 cell established by the institution be prominently displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the institution.
- x. Ensure the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, Parking Area etc.

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3.3 Institutional Planning

- i Institutions should prepare details of opening the campus in a phased manner with a complete roster for all departments and batches of students in different programmes.
- ii The institutions must ensure appropriate sanitization and disinfection process and procedures.
- iii It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.
- iv The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- v All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases should be monitored and reported to local authorities on a day to day basis.
- vi Teaching hours in a day shall be extended, as per requirements of the institution.
- vii Six-day schedule shall be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.
- viii Depending on the availability of space in class rooms or learning sites, up to 50% students may be allowed on a rotation basis to attend the classes.
- ix Faculty should be trained for online teaching-learning practices.
- x The visitors should either not be allowed at all or their entry should be drastically restricted. The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors be maintained along with the names of persons whom he/ she meets.
- xi There should be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19 (however the two need to be kept separately), either at the level of the institution or in collaboration with the Government authorities.

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4.1 Safety Measures at Entry/ Exit Point(s):

- i Adequate arrangements of thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.
- ii Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- iii 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.
- iv In case the institution has more than one gate for entry/ exit, all the gates should be used, with adequate care, to avoid crowding.
- v Monitoring of the entry and exit of the students should be done.
- vi Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.
- vii Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

4.2 Safety Measures during Working Hours:

4.2.1 Classrooms and other Learning Sites:

- i *Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Furnitures, Teaching materials, computers, laptops, printers, shall be regularly disinfected with alcohol based disinfectant only.*
- ii *Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.*
- iii *Wearing face cover/ mask is a must at all times and at all places inside the campus. Teachers shall be responsible if the students are found not wearing the mask in the classroom. Head of Institutes should ensure that all teaching and non teaching clerical & Housekeeping staff, Security Guards should wear the mask in the Institutes.*

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4.2.2 Inside the Campus:

- i. Cultural activities, meeting etc. may be avoided. However, such extra-curricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the orders issued by the UT Administration from time to time.
- ii. Adequate arrangements for safe drinking water should be made on the campus.
- iii. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.
- iv. Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers should be ensured.
- v. Wearing of face cover/ mask by all students and staff should be ensured.
- vi. Proper cleanliness should be maintained inside the entire campus.
- vii. Adequate arrangements should be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.
- viii. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.
- ix. *An adequate supply of water in toilets and for hand- washing should be ensured besides frequent disinfection of the toilets.*
- x. Proper sanitization of buses, other transport and official vehicles of the institution should be done.
- xi. Spitting in the campus must be made a punishable offence.
- xii. Dustbins must be cleaned and covered properly.
- xiii. Dustbin for collection of used face masks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms.
- xiv. 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°C, relative humidity should be in the range of

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40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.

- xv. Gymnasiums shall follow the guidelines as issued by the UT Administration from time to time.
- xvi. Swimming Pool (wherever applicable) shall remain closed.
- xvii. 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.

4.2.3 Hostels:

- i. Hostels may be opened only in such cases where it is necessary while strictly observing the safety and health preventive measures. However, the sharing of rooms may not be allowed in hostels. Symptomatic students should not be permitted to stay in the hostels under any circumstances.
- ii. Mandatory testing of all the hosteliars and the staff shall be done prior to admission.
- iii. There should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers need to be limited appropriately to avoid crowding. Also, hostel students should be called in phases.
- iv. Thermal Screening of all resident students should be ensured.
- v. They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- vi. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- vii. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- viii. Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options should be available for students and staff.
- ix. It must be ensured that the meals are freshly cooked. A senior staff should

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monitor the same.

- x. Utensils should be properly cleaned.
- xi. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
- xii. Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
- xiii. Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

4.2.4 Testing Strategy:

- i. All teaching and non teaching clerical & Housekeeping staff, Security Guards including personal deployed on outsourcing basis should be tested before 7th December, 2020 and the reports to be received before that.*
- ii. Resident students/ Hostellers should be tested periodically.*
- iii. Rapid Antigen Test should be carried out for all non-resident students.*
- iv. Head of Institutes shall ensure that the testing of all Staff and Students should be done with the help of Medical Staff.*

4.2.5 Regular Monitoring of Health:

- i. Every institution should regularly monitor the health of its students, faculty, and staff.*
- ii. Faculty, staff and students should also be sensitized on self-monitoring of their health.*
- iii. Faculty, Staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.*
- iv. The Nodal Officer (Health) shall pay visit to the allotted Institutions everyday and ensure that anti Covid-19 measures all in place.*

4.2.6 Counseling & Guidance for Mental Health:

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation *vis-a-vis* their studies, health and related issues,

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Colleges and Higher Educational Institutions should take the following measures for the mental health, psychological aspects and well-being of the students:

- i Helpline 104 for mental health, psychological concerns and well-being of students in Colleges and HEI's which need to be regularly monitored by Counselors and other identified faculty.
- ii Regular mentoring of students through interactions, and appeals/letters by the Colleges and HEI's to remain calm and stress-free. This can be achieved through telephones, e-mails, digital and social media platforms.
- iii Form COVID-19 help groups of students headed by hostel wardens / senior faculty who can identify friends/ classmates in need of help and provide the immediate necessary help.

4.2.7 Measures for Containment:

- i As soon as a student, faculty or staff is detected COVID-19 positive, such person should be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts should be quarantined and symptomatic ones to be immediately tested.
- ii Colleges and HEI's should have a ready plan to provide healthcare support to those resident students and staff who test positive and are isolated.
- iii The guidelines restricting social and physical contacts and mobility in such parts of residential places in the campus, where positive cases have been found, should be strictly enforced. Measures like holding no class, not leaving the rooms for hostellers, if applicable; no take away arrangement of food from mess etc. may be enforced, depending upon the severity of the situation.

4.2.8 Sensitization of Students, Teachers and Staff:

- i Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread may be launched.
- ii Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose should be regularly told to the students and the staff.
- iii The necessity of physical distancing, wearing face covers/ masks, hygiene etc. should be brought home to all.
- iv Activities to stay fit, physically and mentally, should be encouraged like doing

exercises, yoga, breathing exercises, meditation etc.

- v. To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.
- vi. Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc. should be encouraged.
- vii. Students should be told to regularly sanitize their laptops, audio, video and other media accessories.
- viii. Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.
- ix. Posters and stickers should be pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.
- x. All support and facilities should be provided to persons with disabilities (*Divyangjan*).
- xi. No discrimination based on caste, creed or gender should be allowed to take place.
- xii. Sharing of books, other learning material and eatables be discouraged.

5. Role of Stakeholders:

5.1 Head of the Institution

- i. A detailed institutional plan which may, inter alia, include sanitization, safety and health measures should be prepared and kept ready, before reopening of campus. Proper implementation of the institutional plan should be ensured and regular monitoring should be done with the help of faculty and the staff.
- ii. Tie-ups may be established with nearby Hospitals, Health Centers, Nodal Officer (Health) for help and support in fighting COVID-19.
- iii. A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation etc. should be kept ready well in advance.
- iv. A Task Group should be created to handle varied situations and issues related to the COVID-19 pandemic. Such Task Group may consist of senior persons

from faculty and staff, students, volunteers from Communities, Health Organizations and Government officials etc. as the case may be.

- v. Teachers, students and staff should be made aware of all relevant plans and activities on the campus.

5.2 Teachers:

- i. Teachers should make themselves fully aware of institutional plans and Standard Operating Procedures.
- ii. Every teacher should prepare a detailed teaching plan for the subjects taught by him/her, including time table, class size, modes of delivery, assignments, theory, practical, continuous evaluation, end- semester evaluation etc.
- iii. Teachers should keep themselves updated with the latest teaching- learning methods and availability of e-resources.
- iv. Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
- v. Teachers should monitor and keep track of the physical and mental health of their students.

5.3 Parents:

- i. The parents should ensure that their children observe safety norms at home and whenever they go out.
- ii. Parents should not allow their children to go out, if they are not feeling well.
- iii. Parents may be advised that the 'AarogyaSetu App' has been downloaded by their children.
- iv. Parents should sensitize them of healthy food habits and measures to increase immunity.
- v. Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

5.5. Students:

- i. Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.

- ii. All students should wear face covers/ masks and take all preventive measures.
- iii. May consider installing 'Aarogya Setu App' in the mobile.
- iv. It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- v. The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely.
- vi. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- vii. Give support to your friends under stress due to COVID-19 pandemic.
- viii. Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the universities and colleges regarding health and safety measures in view of COVID-19 pandemic.

Notwithstanding the above Guidelines, every college and HEI's has to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the UT Administration from time to time to prevent the spread of COVID-19.

Principals (Incharge)/Head of Institutes are fully responsible for the foolproof and effective implementation of these SoPs considering the public health importance.



વિદ્યાર્થીનું નામ:-

એનરોલમેન્ટ નં. :-

વાલી / માતા-પિતાનું નામ :-

સરનામું :-

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પ્રતિ,

આચાર્યશ્રી,

કોલેજનું નામ :-

કોલેજનું સરનામું :-

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વિષય :- વિદ્યાર્થી તથા માતા-પિતા / વાલીએ પ્રત્યક્ષ શૈક્ષણિક કાર્ય માટે સંમતિ આપવા બાબત.

શ્રીમાન,

સવિનય ઉપરોક્ત વિષય અન્વયે જણાવવાનું કે કોવિડ-૧૯ની હાલની પરિસ્થિતિમાં સરકારશ્રી દ્વારા નિયત કરવામાં આવેલ SOP(સ્ટાન્ડર્ડ ઓપરેટીંગ પ્રોસીઝર)નું પાલન કરવાની શરતે કોલેજોમાં પ્રત્યક્ષ શૈક્ષણિક કાર્ય શરૂ કરવાનો નિર્ણય સરકારશ્રી દ્વારા કરવામાં આવેલ છે. હું (નામ) આપની કોલેજમાં કોર્સના સેમેસ્ટરમાં અભ્યાસ કરું છું. SOPમાં દર્શાવેલ મારી તથા માતા-પિતા / વાલીની ભૂમિકાની વિગતો અમોએ વાંચેલ છે. અમારા દ્વારા સરકારશ્રીની SOP તેમજ કોવિડ-૧૯ અંગેની ગાઈડ લાઈન્સનું પાલન કરવામાં આવશે તેની અમો બાંહેધરી આપીએ છીએ. હું તથા મારા માતા-પિતા કોલેજમાં પ્રત્યક્ષ શૈક્ષણિક કાર્ય માટે સંમતિ આપીએ છીએ. અમારા પરિવારમાં કોઈ વ્યક્તિ કોરોના સંક્રમિત હશે તો તેમજ અમારું નિવાસ સ્થાન કન્ટેન્મેન્ટ ઝોનમાં આવતું હશે તો હું કોલેજમાં નહિ આવું તેની ખાત્રી આપીએ છીએ.

આપના વિશ્વાસુ,

વિદ્યાર્થીની સહી : વાલીની સહી :-

વિદ્યાર્થીનું નામ : વાલી / માતા-પિતાનું નામ :

Student's Name: _____

Enrolment No.: _____

Parent's/Guardian's Name: _____

Residential Address: _____

Mobile No.: _____

Date: _____

To,

The Principal,

Name of College: _____

Address of College: _____

Subject: Student's and Parent's/ Guardian's consent for conducting regular teaching at the institute.

Sir/ Madam,

This is to inform you that for the above mentioned subject in the present circumstance of COVID-19, the Administration has decided to reopen regular teaching process at the institute if the SOP (Standard Operating Procedures) for conducting regular classes is implemented properly.

I, _____ studying in _____ course at the _____ college and my parent's/ guardian have read and understood our responsibilities under the SOP given by the government. I hereby submit an undertaking that we would be abiding to the guidelines of SOP given by the government. I and my parents/ guardian give our consent for conducting regular teaching at the institute. We assure you that, if I or any of my family members is infected by COVID-19 virus or if my house is under the containment zone, I would not attend the regular classes and inform to the college about the situation.

Yours Sincerely,

Student's Signature (with date): _____

Parent's/ Guardian's Signature (with date): _____