GO BACK TO THE COLLEGE

SOPS /PROTOCOL TO BE FOLLOWED FOR SAFETY FROM COVID-19 BY STAFF, STUDENTS, PARENTS AND VISITORS-2020-21.
WHAT IS CORONAVIRUS?

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.

WHAT IS NOVEL CORONAVIRUS?

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing covid-19 is not the same as the coronavirus that commonly circulate among humans and causes mild illness like common cold.

Coronavirus Disease 2019 (COVID-19) is an acute respiratory disease caused by a novel Coronavirus.

The WHO, on February 11 2020 announced an official name for the disease that is causing 2019 novel coronavirus outbreak first identified in Wuhan, China.

THE NEW NAME ABBREVIATED AS COVID-19 STANDS FOR

CO: CORONA
VI: VIRUS
D: DISEASE

The virus that causes COVID-19 transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants.

It spreads from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).
GENERAL CLEANING INSTRUCTIONS

➢ Start cleaning from cleaner areas and proceed towards dirtier areas.

➢ All indoor areas such as entrance lobbies, corridors and staircases, security guard booths, office rooms, meeting rooms, canteen should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants. The guidelines for preparing fresh 1% sodium hypochlorite solution is at page no 25.

➢ High contact surfaces such handrails / handles and call buttons, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite.

➢ Frequently touched areas like table tops, chair handles, pens diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.

➢ For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.

KEEP YOURSELF HEALTHY AND TAKE CARE.SANTISISE YOUR HANDS WITH SOAP OR 70% v/v ETHANOL ALCOHOLIC SANTISER.
OBJECTIVES OF THE SOP/PROTOCOL

Assuming that each and every individual is asymptomatic carrier of COVID-19 and capable of infecting others. Hence self awareness is the best method to keep oneself unaffected, so not infecting others too. Following are the objectives:

I. SAFETY TO ALL.
II. ADOPT AND IMPLEMENT PREVENTIVE MEASURES.
III. CREATE MAXIMUM AWARENESS AMONGST STUDENTS, STAFF AND IN COMMUNITY.
IV. MAINTAIN SOCIAL DISTANCING AS MUCH AS POSSIBLE.
V. E-SERVICE BY OFFICE TO STUDENTS SO AS TO AVOID RUSHES AT THE COUNTER AS FAR AS POSSIBLE.
VI. ADOPT ALL MEASURES TO PREVENT THE SPREAD OF COVID-19, FROM TIME TO TIME.
# A. GENERAL

1. **MASS AWARENESS VIA SOCIAL MEDIA/DISPALYING BANNERS FOR STAFF, STUDENTS AND COMMUNITY.**

2. **WEARING FACE MASK**
   - KN-95 or 3 Ply Mask is Mandatory to enter the College Premises or Cover of Mouth & Nose by Cloth. (See Page No.....For Instructions Related to Use of Face Mask)

3. **HANDS FREE SANITISATION DISPENSER**
   - At the entry point and in other key areas like library, canteen, staff room, office, near water points.

4. **GYMKHANA** to remain closed at least for the odd semester. To be decided to make operational in the even semester after reviewing the COVID-19 situations.
5. LIBRARY:
- Issuance will remain open subject to following social distancing norm.
- Reading room facility will remain open subject to 50% of the seating capacity.
- NOT MORE THAN TWO PER TABLE.
- TO BE CLEANED/SANTISED (FLOOR, TABLES, CHAIRS, DESKTOPS AND ALL CONTACT POINTS) TWICE A DAY USING 1% sodium hypochlorite. (REFER PAGE NO 25 FOR USE OF SODIUM HYPOCHLORITE) (LIBRARY WILL PUBLISH A SEPAATE SOPS ABOUT ISSUENCE AND RETURN OF BOOKS, TIMING OF LIBRARY ETC.)

6. OFFICE:
- Entry to office by students and outsider is completely prohibited.
- Restricted entry of teaching staff.
- Use of wall mounted hand sanitizer, every time staff entre into office.
- MATERIALS LIKE OUTER COVER OF PAPER RIMS/OTHER STATIONARIES MUST BE SANITISED BEFORE USING.
- SHOULD PLACE ORDER OF STAIONARY ITEMS TAKING INTO CONSIDERATION OF CONSUMPTION OF 4 MONTHS.
- EMERGENCY PURCHASE SHOULD BE AVOIDED.
- All internal correspondences only by email.
- All notices are to be uploaded on the website and app.
7. EXAMINATION ROOM:
- Restricted entry of staff, NOT MORE THAN 4 PERSONS AT TIME.
- USE of wall mounted hand SANTILISER BEFORE AND AFTER USE OF THE FACILITY.
- LOG BOOK OF USE EXAMINATION ROOM MUST BE MAINTAINED AS USUAL.

8. STAFF ROOM:
- Strictly for staff. No students and outsiders.
- USE of wall mounted hand SANTILISER.
- In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- TO BE CLEANED AND SANTISITISED TWICE A DAY USING 1% sodium hypochlorite.

9. CLASS ROOMS:
Rooms and benches are to be disinfected twice a day. Time: 11-12 noon and after 5.00 pm USING 1 % SODIUM HYPOCHLORITE*.

*(REFER PAGE NO 25 FOR USE OF 1% sodium hypochlorite and ALCOHOLIC HANDRUB /ETHENOL OF 70% v/v).

KEEP YOURSELF HEALTHY AND TAKE CARE. SANTISISE YOUR HANDS WITH SOAP OR 70% v/v ETHANOL ALCOHOLIC SANTISER.
10. **CANTINE:**
- Instead of serving food, food in packets be started.
- Seating capacity to be reduced to 50% in any given time by minimising the number of chairs.
- USE OF HAND SANTILISER BEFORE AND AFTER USE OF THE CANTINE.
- This dispenser is to be installed at the entrance of the canteen.
- ALL PAYMENTS ARE ONLY THROUGH PAYMENT APPS LIKE BHIM/GOOGLE PAY/PAYTM ETC. NO PAYMENT BY CASH.

11. **COMPUTER LABORATORY:**
- STUDENTS’ STRENGTH 50 % OF THE CAPACITY.
- TABLES, DESKTOPS AND COMPUTER PERIPHERALS BE SANITISED AFTER EVERY USE OF THE ROOM with 1% sodium hypochlorite.

12. **LADIES COMMON ROOM:**
- WASH ROOMS TO BE OPERATIONAL;
- SEATING IN THE COMMON ROOM IS TO BE RESTRICTED.
- USE OF HAND SANTILISER BEFORE AND AFTER USE OF THE WASH ROOM.
- Cleaning with 1% sodium hypochlorite twice a day. *(REFER PAGE NO 25 FOR USE OF 1% sodium hypochlorite and ALCOHOLIC HANDRUB /ETHENOL OF 70% v/v)*

KEEP YOURSELF HEALTHY AND TAKE CARE. SANTISISE YOUR HANDS WITH SOAP OR 70% v/v ETHANOL ALCOHOLIC SANTISER.
### 13. SERVER ROOM
- No students/visitors/parents are allowed to enter the server room.
- Authorized person(s) only can enter the room.
- Desktops and computer peripherals be sanitized after every use of the room with 1% sodium hypochlorite.

### 14. BOYS WASH ROOMS:
- Remain operational.
- To be cleaned thrice with 1% Sodium Hypochlorite.
- Bathroom main door to close while cleaning inside.

*(Refer page no 25 for use of 1% sodium hypochlorite and Alcoholic Handrub / Ethanol of 70% v/v)*

Keep yourself healthy and take care. Sanitize your hands with soap or 70% v/v ethanol alcoholic sanitizer.
B. PARENTS

- Parents meetings should not be conducted at the college.
- Parents as far as possible should not be called for person to person meeting.
- Video conferencing with parents should be held.
- In case it is essential for parents to meet principal/teacher in person, he/she be called with prior permission of the principal.
- Security personnel be informed by the teacher concern about the visit in advance with details of visitors.
- Temperature checking and hand sanitisation at the gate.
- Parent should meet the teacher keeping social distance in a designated place only.
- Ensure parent/s wearing face mask throughout out their presence in the campus.
- Follow sanitisation procedure once again, if necessary.
## C. STUDENTS

**LET US NOT PANIC WITH COVID-19. INSTEAD FOLLOW THE SOPS TO KEEP YOURSELVES SAFE FROM COVID-19.**

1. **COVID-19 CAN BE MITIGATED ONLY BY US ALL TOGETHER AS A COMMUNITY IF WE ALL BEHAVE IN A RESPONSIBLE MANNER.**
2. **HAVE PATIENCE.**
3. **TO ENTRE COLLEGE USE MASK/THICK CLOTH COVERING YOUR MOUTH AND NOSE.**
4. **DO NOT GATHER IN MORE THAN THREE (3) PERSONS AT PLACE AT ANY GIVEN POINT OF TIME.**
5. **ADVISSED TO CARRY PERSONAL SANTISER.**
6. **HAVE PATIENCE.**
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36. **DO NOT GATHER IN MORE THAN THREE (3) PERSONS AT PLACE AT ANY GIVEN POINT OF TIME.**
37. **ADVISSED TO CARRY PERSONAL SANTISER.**
38. **HAV
I. OUTSIDERS/VISITORS

II. ENTRY OF OUTSIDER/S IS RESTRICTED.

III. Entry of the outsiders is subject to prior approval of the principal.

IV. PRICE QUOTATIONS ARE TO BE OBTAINED ONLY THROUGH EMAIL.

V. PRICE NEGOTIATIONS THROUGH VIDEO/TELEPHONIC CALLS AS FAR AS POSSIBLE.

VI. OUTSIDER MUST WEAR FACE MASK DURING VISIT TO THE COLLEGE.

VII. SECURITY PERSONNELS BE INFORMED BY THE OFFICE ABOUT THE VISIT IN ADVANCE WITH DETAILS OF VISITOR/S.

VIII. TEMPERATURE CHECKING AND HAND SANTISATION AT THE GATE.

IX. FOLLOW SANTISATION PROCEDURE.

X. MEETING SHOULD BE AT THE DESIGNATED PLACE ONLY.
D. VENDORS/SUPPLIERS

I. THE OFFICE SHOULD COMMUNICATE TO THE SECURITY BY GIVING DETAILS OF THE VENDOR/SUPPLIER IN ADVANCE.

II. Temperature check at the main gate by the security.

III. ALLOWED WITH FACE MASK AND SANITISATION AT THE GATE.

IV. ALLOWED ONLY TWO DAYS A WEEK FOR DELIVERY OF MATERIALS.

V. INCASE OF URGENCY, PRIOR PERMISSION OF PRINCIPAL IS A MUST.
E. DELIVERY OF MATERIALS

RECEIVING PACKAGES FROM COVID-19 AFFECTED /UNAFFECTED AREAS

According to WHO, it is perfectly safe to receive parcels and packages from COVID-19 affected areas. The chances of an infected person contaminating commercial goods is very low. Similarly, the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also rare.

The thriving period of COVID-19 virus is eight or nine days, but external factors such as temperature and humidity also play a major role. The virus does not last long on objects such as letters, boxes, parcels and packages.

You need not worry about contracting COVID-19 from Chinese products or other items coming from affected areas. **The best precaution to keep the virus at bay is to wash your hands regularly and avoid touching your face.**

**WASH YOUR HANDS WITH SOAPS AFTER OPENING THE PACKET/S.**

## F. TEACHING STAFF INCLUDING VISITING FACULTIES

1. **SANITISE YOUR HANDS AT THE ENTRANCE—COMPULSORY.**
2. **ADVISE TO CARRY PERSONAL SANTISER.**
3. **DO NOT ALLOW/INVITE OUTSIDERS/PARENTS/ STUDENTS TO ENTER THE STAFF ROOM.**
4. **DO NOT CALL PARENT/S TO THE COLLEGE FOR MEETING.**
   Instead arrange video conferencing.
5. **DO NOT SHARE FOOD WITH COLLEAGUES.**
6. **DO NOT INVITE OUTSIDER OR VISITOR/S TO THE COLLEGE.**
7. **MAINTAIN RESPIRATORY ETIQUETTES IN THE STAFF ROOM AND WHILE IN A MEETING.**
8. **PLEASE WEAR FACE MASK AND INSIST OTHERS TO FOLLOW IT.**
9. **IF YOU ARE RUNNING FEVER AND RUNNING NOSE, PLEASE VISIT YOUR DOCTOR AND DO NOT ATTEND COLLEGE UNTILL YOU ARE FIT TO RESUME YOUR DUTIES TO BE CERTIFIED BY A QUALIFIED AND REGISTERED DOCTOR.**
10. **DOWNLOAD ARAGYO SETU APP ON YOUR MOBILE AND KEEP THE BLUETOOTH ON. KEEP CHECKING THE APP REGULARLY.**
11. **Use facial biometric method to record your attendance. Sign the MUSTER with your own pen.**

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**DO NOT SPREAD WRONG INFORMATION ON COVID-19 AND DO NOT GIVE YOUR EARS TO WRONG INFORMATION.**
G. NON-TEACHING STAFF

1. SANITISE YOUR HANDS AT THE ENTRANCE-COMPULSORY. ADVISE TO CARRY PERSONAL SANTISER.

2. DO NOT ALLOW/INVITE OUTSIDERS/PARENTS/ STUDENTS TO ENTRE THE COLLEGE/OFFICE.

3. DO NOT CALL PARENT/S TO THE COLLEGE. INSTEAD ARRANGE VIDEO CONFERENCING.

4. DO NOT SHARE FOOD WITH COLLEAGUES.

5. MAINTAIN RESPIRATORY ETIQUETTES IN THE OFFICE AND WHILE IN A MEETING.

6. PLEASE WEAR FACE MASK AND INSIST OTHERS TO FOLLOW IT.

7. IF YOU ARE RUNNING FEVER AND RUNNING NOSE, PLEASE VISIT YOUR DOCTOR AND DO NOT ATTEND COLLEGE UNTILL YOU ARE FIT TO RESUME YOUR DUTIES TO BE CERTIFIED BY A QUALIFIED AND REGISTERED DOCTOR.

8. DOWNLOAD ARAGYO SETU APP ON YOUR MOBILE AND KEEP THE BLUETOOTH ON. KEEP CHECKING THE APP REGULARLY.

9. Use facial biometric method to record your attendance. Sign the MUSTER with your own pen.

KEEP YOURSELF HEALTHY AND TAKE CARE. SANTISISE YOUR HANDS WITH SOAP OR 70% v/v ETHANOL ALCOHOLIC SANTISER.
GENERAL INSTRUCTIONS TO ALL STAFF

<table>
<thead>
<tr>
<th>All staff members are expected to behave in a responsible manner.</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is your and our responsibility to fight against COVID-19. Only we as a community can stop COVID-19 pandemic.</td>
</tr>
<tr>
<td>Take right advice and give right advice. Know the myths and facts about COVID-19/Corona Virus (refer page no)</td>
</tr>
<tr>
<td><strong>Do face biometric instead of finger biometric to record your attendance.</strong></td>
</tr>
<tr>
<td>Use triple layered mask or thick cloth too cover your mouth and nose.</td>
</tr>
<tr>
<td>While coughing/sneezing, use handkerchief/tissue paper. Used tissue paper should be thrown in the dust bin only. Use clean/washed handkerchief every day.</td>
</tr>
<tr>
<td>Wash your hands only with soap for minimum 20 seconds before you take your food.</td>
</tr>
<tr>
<td>Wash your hands only with soap for minimum 20 seconds before and after the use of washroom.</td>
</tr>
<tr>
<td>Use less and less papers. Use emails and –e-office.</td>
</tr>
<tr>
<td>INSIST YOUR STUDENTS TO FOLLOW THE SOPS AND MONITOR THE SAME.</td>
</tr>
<tr>
<td>If anyone has a running fever of 100.4 degree Centigrade with cough, he/she should be immediately admitted to the hospital for treatment. Should seek advice in regards to quarantine from the Health Dept. of the Govt./Municipality.</td>
</tr>
<tr>
<td>Identify those people who came in contact with corona positive person.</td>
</tr>
<tr>
<td>Prepare a list of such people came in contact with corona positive person for 15 mnts and within 3 ft should be put in high risk and others in low risk categories.</td>
</tr>
<tr>
<td>People found with high risk should be put under INSTITUTIONAL QUARANTINE.</td>
</tr>
<tr>
<td>Low risk category people having used mask (during interaction with corona infected person) will be put under HOME QUARANTINE for 14 days.</td>
</tr>
<tr>
<td>All touch points including table/chair etc. used by the Corona infected staff member/s should be STERILISED using three (3) bucket system.</td>
</tr>
</tbody>
</table>

![Bucket System](image)

BUCKET NO 1
CLEAN WATER MIXED WITH DETERGENT POWDER

BUCKET NO 2
CLEAN WATER

BUCKET NO 3
1% SODIUM HYPOCHLORITE

The same method should be applied for mopping floor.

Gathering in more than three (03) persons at any place at any given point of time is strictly prohibited.

PAGE NO 18 OF 38

DO NOT SPREAD WRONG INFORMATION ON COVID-19 AND DO NOR GIVE YOUR EARS TO WRONG INFORMATION.
**1. What is COVID-19?**

It is the infectious disease caused by the most recently discovered corona virus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

**2. WHAT ARE THE SYMPTOMS OF COVID-19?**

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, running nose, sore throat or diarrhoea. These symptoms are usually mild and begin gradually. Some people become infected but don’t develop any symptoms and don't feel unwell.

**Most people (about 80%) recover from the disease without needing special treatment.** Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops **difficulty breathing.**

Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.
### 3. CAN THE VIRUS THAT CAUSES COVID-19 BE TRANSMITTED THROUGH THE AIR?

Studies to date suggest that the virus that causes COVID-19 is mainly transmitted through contact with respiratory droplets rather than through the air.

### 4. SHOULD I WORRY ABOUT COVID-19?

Illness due to COVID-19 infection is generally mild, especially for children and young adults. However, it can cause serious illness: about 1 in every 5 people who catch it need hospital care. It is therefore quite normal for people to worry about how the COVID-19 outbreak will affect them and their loved ones. We can channel our concerns into actions to protect ourselves, our loved ones and our communities. First and foremost among these actions is regular and thorough hand-washing and good respiratory hygiene. Secondly, keep informed and follow the advice of the local health authorities including any restrictions put in place on travel, movement and gatherings.
5. SHOULD I WEAR MASK TO PROTECT MYSELF?

Only wear a mask if you are ill with COVID-19 symptoms (especially coughing) or looking after someone who may have COVID-19. Disposable face mask can only be used once. If you are not ill or looking after someone who is ill then you are wasting a mask. There is a world-wide shortage of masks, so we urge people to use masks wisely. We advises rational use of medical masks to avoid unnecessary wastage of precious resources and mis-use of masks. The most effective ways to protect yourself and others against COVID-19 are to frequently clean your hands, cover your cough with the bend of elbow or tissue and maintain a distance of at least 1 meter (3 feet) from people who are coughing or sneezing.

6. CAN I CATCH COVID-19 FROM MY PET?

While there has been one instance of a dog being infected in Hong Kong, to date, there is no evidence that a dog, cat or any pet can transmit COVID-19. COVID-19 is mainly spread through droplets produced when an infected person coughs, sneezes, or speaks. To protect yourself, clean your hands frequently and thoroughly.
7. IS THERE ANYTHING I SHOULD NOT DO?

The following measures ARE NOT effective against COVID-2019 and can be harmful: • Smoking • Wearing multiple masks • Taking antibiotics

In any case, if you have fever, cough and difficulty breathing seek medical care early to reduce the risk of developing a more severe infection and be sure to share your recent travel history with your health care provider.

Washing hands and maintaining a two-metre physical distance is the best method for your protection.

If you don't have a C19 patient at home, there's no need to disinfect the surfaces at your house.

It is sufficient to use normal soap against C19, not antibacterial soap. This is a virus, not bacteria.
8. IS IT SAFE TO RECEIVE A PACKAGE FROM ANY AREA WHERE COVID-19 HAS BEEN REPORTED?

Yes. The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also low. **Packaged cargo, gas pumps, shopping carts and ATMs do not cause infection.** **Wash your hands, live your life as usual.**

CAN THE VIRUS THAT CAUSES COVID-19 BE TRANSMITTED THROUGH FOOD?

C19 is not a food infection. It is associated with drops of infection like the ‘flu. There is no demonstrated risk that C19 is transmitted by ordering food. You don’t have to worry about your food orders. But you can heat it all up in the microwave, if you wish.

The chances of bringing C19 home with your shoes is MOST UNLIKELY TO HAPPEN.

KEEP YOURSELF HEALTHY AND TAKE CARE. SANTISISE YOUR HANDS WITH SOAP OR 70% v/v ETHANOL ALCOHOLIC SANTISER.
ADVISORY AGAINST SPRAYING OF DISINFECTANT ON PEOPLE FOR COVID-19 MANAGEMENT

According to Ministry of Health & Family Welfare, GOI, disinfectants are chemicals that destroy disease causing pathogens or other harmful microorganisms. It refers to substances applied on inanimate objects owing to their strong chemical properties. Chemical disinfectants are recommended for cleaning and disinfection only of frequently touched areas/surfaces by those who are suspected or confirmed to have COVID-19. Precautionary measures are to be adopted while using disinfectants for cleaning – like wearing gloves during disinfection.

IN VIEW OF THE ABOVE, THE FOLLOWING ADVISORY IS ISSUED:

➢ Spraying of individuals or groups is NOT recommended under any circumstances. Spraying an individual or group with chemical disinfectants is physically and psychologically harmful.

➢ Even if a person is potentially exposed with the COVID-19 virus, spraying the external part of the body does not kill the virus that has entered your body. Also there is no scientific evidence to suggest that they are effective even in disinfecting the outer clothing/body in an effective manner.

➢ Spraying of chlorine on individuals can lead to irritation of eyes and skin and potentially gastrointestinal effects such as nausea and vomiting. Inhalation of sodium hypochlorite can lead to irritation of mucous membranes to the nose, throat, respiratory tract and may also cause bronchospasm.

➢ Additionally use of such measures may in fact lead to a false sense of disinfection & safety and actually hamper public observance to hand washing and social distancing measures.

DO NOT SPREAD WRONG INFORMATION ON COVID-19 AND DO NOT GIVE YOUR EARS TO WRONG INFORMATION.
Public toilets
Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet. **FOLLOWING TABLE IS THE GUIDELINES FOR PREPARING FRESH 1% SODIUM HYPOCHLORITE SOLUTION**

<table>
<thead>
<tr>
<th>AREA</th>
<th>Agents / Toilet cleaner</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| Toilet pot/commode | Sodium hypochlorite 1%/detergent Soap powder / long handle angular brush | Inside of toilet pot/commode:  
• Scrub with the recommended agents and the long handle angular brush.  
• Outside: clean with recommended agents; use a scrubber. |
| Lid/commode    | Nylon scrubber and soap powder/detergent                      | • Wet and scrub with soap powder and the nylon scrubber inside and outside.  
• Wipe with 1% Sodium Hypochlorite. |
| Toilet floor   | Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite | • Scrub floor with soap powder and the scrubbing brush  
• Wash with water  
• Use sodium hypochlorite1% dilution. |

KEEP YOURSELF HEALTHY AND TAKE CARE. SANTISISE YOUR HANDS WITH SOAP OR 70% v/v ETHANOL ALCOHOLIC SANTISER.
<table>
<thead>
<tr>
<th>Area</th>
<th>Cleaning Solution</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| Sink               | Soap powder / detergent and nylon scrubber, 1% Sodium Hypochlorite | • Scrub with the nylon scrubber.  
• Wipe with 1% sodium hypochlorite. |
| Taps and fittings  | Warm water Detergent powder, Nylon Scrubber, 1% Sodium Hypochlorite/ 70% alcohol | Thoroughly scrub the floors/tiles with warm water and detergent.  
• Wipe over taps and fittings with a damp cloth and detergent.  
• Care should be taken to clean the underside of taps and fittings.  
• Wipe with 1% sodium hypochlorite/ 70% alcohol. |
| Soap dispensers    | Detergent and water             | • Should be cleaned daily with detergent and water and dried.                |
While several drug trials are ongoing, there is currently no proof that hydroxychloroquine or any other drug can cure or prevent COVID-19. The misuse of hydroxychloroquine can cause serious side effects and illness and even lead to death. WHO is coordinating efforts to develop and evaluate medicines to treat COVID-19.

FACT: There are currently no drugs licensed for the treatment or prevention of COVID-19

World Health Organization
#Coronavirus  #COVID19

27 April 2020

Hot peppers in your food, though very tasty, cannot prevent or cure COVID-19. The best way to protect yourself against the new coronavirus is to keep at least 1 metre away from others and to wash your hands frequently and thoroughly. It is also beneficial for your general health to maintain a balanced diet, stay well hydrated, exercise regularly and sleep well.

FACT: Adding pepper to your soup or other meals DOES NOT prevent or cure COVID-19.

World Health Organization
#Coronavirus  #COVID19

27 April 2020
FACT: COVID-19 IS NOT transmitted through houseflies.

To date, there is no evidence or information to suggest that the COVID-19 virus is transmitted through houseflies.

The virus that causes COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks. You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.

To protect yourself, keep at least 1-metre distance from others and disinfect frequently-touched surfaces. Clean your hands thoroughly and often and avoid touching your eyes, mouth and nose.

5 April 2020

FACT: Spraying or introducing bleach or another disinfectant into your body WILL NOT protect you against COVID-19 and can be dangerous.

Do not under any circumstance spray or introduce bleach or any other disinfectant into your body. These substances can be poisonous if ingested and cause irritation and damage to your skin and eyes.

Bleach and disinfectant should be used carefully to disinfect surfaces only.

Remember to keep chlorine (bleach) and other disinfectants out of the reach of children.

27 April 2020
MYTH VS FACT

**FACT:**
5G mobile networks DO NOT spread COVID-19

**MYTH:**
Viruses cannot travel on radio waves/mobile networks. COVID-19 is spreading in many countries that do not have 5G mobile networks. COVID-19 is spread through respiratory droplets when an infected person coughs, sneezes or speaks. People can also be infected by touching a contaminated surface and then their eyes, mouth or nose.

#Coronavirus  #COVID19

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**FACT:**
Exposing yourself to the sun or to temperatures higher than 25C degrees DOES NOT prevent nor cure COVID-19

**MYTH:**
You can catch COVID-19, no matter how sunny or hot the weather is. Countries with hot weather have reported cases of COVID-19. To protect yourself, make sure you clean your hands frequently and thoroughly and avoid touching your eyes, mouth and nose.

#Coronavirus  #COVID19
The most common symptoms of COVID-19 are dry cough, tiredness and fever. Some people may develop more severe forms of the disease, such as pneumonia. The best way to confirm if you have the virus producing COVID-19 disease is with a laboratory test. You cannot confirm it with this breathing exercise, which can even be dangerous.

FACT:
Being able to hold your breath for 10 seconds or more without coughing or feeling discomfort DOES NOT mean you are free from the coronavirus disease (COVID-19) or any other lung disease.

Most of the people who catch COVID-19 can recover and eliminate the virus from their bodies. If you catch the disease, make sure you treat your symptoms. If you have cough, fever, and difficulty breathing, seek medical care early – but call your health facility by telephone first if possible. Most patients recover thanks to supportive care.

FACT:
You can recover from the coronavirus disease (COVID-19). Catching the new coronavirus DOES NOT mean you will have it for life.
MYTH VS FACT

Taking a hot bath will not prevent you from catching COVID-19. Your normal body temperature remains around 36.5°C to 37°C, regardless of the temperature of your bath or shower. Actually, taking a hot bath with extremely hot water can be harmful, as it can burn you. The best way to protect yourself against COVID-19 is by frequently cleaning your hands. By doing this you eliminate viruses that may be on your hands and avoid infection that could occur by then touching your eyes, mouth, and nose.

FACT:
Taking a hot bath does not prevent the new coronavirus disease

No. Hand dryers are not effective in killing the 2019-nCoV. To protect yourself against the new coronavirus, you should frequently clean your hands with an alcohol-based hand rub or wash them with soap and water. Once your hands are cleaned, you should dry them thoroughly by using paper towels or a warm air dryer.

World Health Organization

#Coronavirus    #COVID19

World Health Organization

#2019nCoV
Garlic is a healthy food that may have some antimicrobial properties. However, there is no evidence from the current outbreak that eating garlic has protected people from the new coronavirus (2019-nCoV).

People of all ages can be infected by the new coronavirus (nCoV-2019). Older people, and people with pre-existing medical conditions (such as asthma, diabetes, heart disease) appear to be more vulnerable to becoming severely ill with the virus. WHO advise people of all age to take steps to protect themselves from the virus, for example by following good hand hygiene and good respiratory hygiene.
To date, there is no specific medicine recommended to prevent or treat the new coronavirus (2019-nCoV). However, those infected with the virus should receive appropriate care to relieve and treat symptoms, and those with severe illness should receive optimized supportive care. Some specific treatments are under investigation, and will be tested through clinical trials. WHO is helping to accelerate research and development efforts with a range of partners.

#Coronavirus
HOW TO WEAR A MEDICAL MASK SAFELY

**Do’s**

- Wash your hands before touching the mask
- Inspect the mask for tears or holes
- Find the top side, where the metal piece or stiff edge is
- Ensure the colored-side faces outwards
- Place the metal piece or stiff edge over your nose
- Cover your mouth, nose, and chin
- Adjust the mask to your face without leaving gaps on the sides
- Avoid touching the mask
- Remove the mask from behind the ears or head
- Keep the mask away from you and surfaces while removing it
- Discard the mask immediately after use preferably into a closed bin
- Wash your hands after discarding the mask

**Don’ts**

- Do not use a ripped or damp mask
- Do not wear the mask only over mouth or nose
- Do not wear a loose mask
- Do not touch the front of the mask
- Do not remove the mask to talk to someone or do other things that would require touching the mask
- Do not leave your used mask within the reach of others
- Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.
When to use a mask

1. If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection.

2. Wear a mask if you are coughing or sneezing.

3. Masks are effective only when used in combination with frequent hand-washing with alcohol-based hand rub or soap and water.

4. If you wear a mask then you must know how to use it and dispose of it properly.
SPECIAL INSTRUCTIONS TO STAFF

A. All staff members like teaching and office staff should go through the sops/protocol to be followed post lockdown period scrupulously.

B. The office registrar/superintendent should held meeting with class iv staff and explain the sops.

C. All instructions must be followed without any deviation.

D. In case of doubts/suggestions, must be addressed to the principal.

E. It should be sent emails of all staff and posted on the college website for parents and visitors.

F. It should be shared with students.

G. The registrar/superintendent or any person in the office so designated should ensure the supply of hand gloves, disinfectant, ppe kits(if needed) and other cleaning materials to the staff concern.

H. Registrar/Superintendent or any person in the office so designated should ensure the cleaning is done as per this sop.

I. Registrar/Superintendent should monitor take review meeting with staff to assess the implementation of sops and report to the Principal from time to time.
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SOPs/ Protocols for Functioning of Malti Jayant Dalal Library during COVID-19 Lockdown

General Guidelines

- Library Working hours : 10 a.m. to 4 p.m. (Closed on Weekend)
- Only Bonafied students/faculty/staff are allowed to avail of the library facilities.
- External Members and Senior Citizens are strictly not allowed till further guidelines from the Government.
- Aarogya Setu App. is compulsory and status of the Arogya Setu App. will be checked at the entrance of the Library.
- Wearing mask and sanitizing of hands are compulsory before entering.
- Follow the Social distancing norms.

Protocols for the Library Users and Staff

Users (Students & Faculty)

- In reading hall, Two students per table will be allowed
- The users will not be allowed to enter the Book shelves/Book Stack Area.
- The book stack areas will be under closed access, and books will be traced by the staff and provided to the users at Circulation Counter.
- Books will be issued for 10 days.
- Identify in advance the books that you would like to borrow using WEBOPAC and share the details of the same to staff through email library@lsraheja.org the books will be kept ready for borrowing on very next day.
- For Institutional Repository (Teachers Publication, Syllabus, Past Year Question Papers and Circulars) visit https://lsrahejacollegelibrary.org/institutional-repository
Malti Jayant Dalal Library
SES's L. S. Raheja College of Arts & Commerce

- For Open Resources (E-Books, E-Journals, Audio Books, E-Newspapers and other open resources) visit https://lsraheja collegelibrary.org/eresources

Library Staff

- The staff will use their designated Working space, computer and stationary for the discharge of their duties. (No sharing of computer and stationary).
- Staff is required to sanitize their computer and stationary box on daily basis.
- Returned books will be discharged and shelved after 72 hours.

Use Library website for more information https://lsraheja collegelibrary.org/

For any Query
E-Mail: library@lsraheja.org
Telegram: https://t.me/LSRC_MJD

Dr. Parita Desai
Librarian