



SADHANA EDUCATION SOCIETY'S
L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE,
RELIEF ROAD, SANTACRUZ WEST,
MUMBAI-400054.



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.



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 FO STAFF, STUDENTS AND COMMUNITY.

2. WEARING FACE MASK
KN-95 OR 3 PLY MASK IS MANDATORY TO ENTRE THE COLLEGE PREMISES OR COVER OF MOUTH & NOSE BY CLOTH.(SEE PAGE NOFOR 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.



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.



ALCHOHOLIC
HANDRUB
/ETHENOL OF
70% v/v

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 ALCHOHOLIC HANDRUB /ETHENOL OF 70% v/v).



10. CANTEEN:

- 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 CANTEEN.
- 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)





13. SERVER ROOM

- NO STUDENTS/VISITORS/PARENTS ARE ALLOWED TO ENTER THE SERVER ROOM.
- AUTHORISED PERSON/S ONLY CAN ENTER THE ROOM.
- DESKTOPS AND COMPUTER PERIPHERALS BE SANITISED 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.

ALCOHOLIC
HANDRUB
/ETHANOL OF
70% v/v

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



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 CONFERENCEING 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 PERSONNELS BE INFORMED BY THE TEACHER CONCERN ABOUT THE VISIT IN ADVANCE WITH DETAILS OF VISITORS.
- TEMPERATURE CHECKING AND HAND SANTISATION AT THE GATE.
- PARENT SHOULD MEET THE TEACHER KEEPING SOCIAL DISTANCE IN A DESIGNATED PLACE ONLY.
- ENESURE PARENT/S WEARIN FACE MASK THROUGH OUT THEIR PRESENCE IN THE CAMPUS.
- FOLLOW SANTISATION 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 ENTER 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. ADVISED TO CARRY PERSONAL SANTISER.
6. WASH YOUR HANDS BEFORE AND AFTER YOU USE WASHROOM.
7. WASH YOUR HANDS BEFORE AND AFTER EATING FOOD.
8. USE SANTISER KEPT AT DIFFERENT DISPENSING POINTS.
9. REPORT IF ANY STUDENT HAVING HIGH FEVER AND COUGH. POSSIBLY IT MAY BE A CORONAVIRUS POSITIVE OR COVID -19 CASE.
10. DO NOT COME TO COLLEGE, IF YOU HAVE FEVER AND COUGH/RUNNING NOSE. PLEASE REPORT TO YOUR DOCTOR OR HEALTH CENTRE IMMEDIATELY.
11. CARRY DRINKING WATER from home.
12. **Do not rush** to the Library and Canteen. Please wait for your turn to come.
13. **Download payment apps like BHIM, GOOGLE PAY, and PAYTM for payment to canteen.**
14. Do not invite or bring along outsiders/friends to the college. Remember by inviting someone to the college, you are also at high risk along with your friends.
15. Observe the sops/protocol for your safety.
16. Cooperate with teachers, office staff, housekeep staff and security personnel. Remember all they are working for your safety and good health.
17. Notices will be posted only on the college website/app and your email.



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.**

<https://timesofindia.indiatimes.com/life-style/health-fitness/health-news/is-it-safe-to-receive-packages-from-areas-affected-by-covid-19/articleshow/74609864.cms>



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 ENTRE 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.





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.



GENERAL INSTRUCTIONS TO ALL STAFF

All staff members are expected to behave in a responsible manner.

It is your and our responsibility to fight against COVID-19. Only we as a community can stop COVID -19 pandemic.

Take right advice and give right advice. Know the myths and facts about COVID-10/Corona Virus(refer page no)

Do face biometric instead of finger biometric to record your attendance.

Use triple layered mask or thick cloth too cover your mouth and nose.

While coughing/sneezing, use handkerchief/tissue paper. Used tissue paper should be thrown in the dust bin only. Use clean/washed handkerchief every day.

Wash your hands only with soap for minimum 20 seconds before you take your food.

Wash your hands only with soap for minimum 20 seconds before and after the use of washroom.

Use less and less papers. Use emails and –e-office.

INSIST YOUR STUDENTS TO FOLLOW THE SOPS AND MONITOR THE SAME.

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.

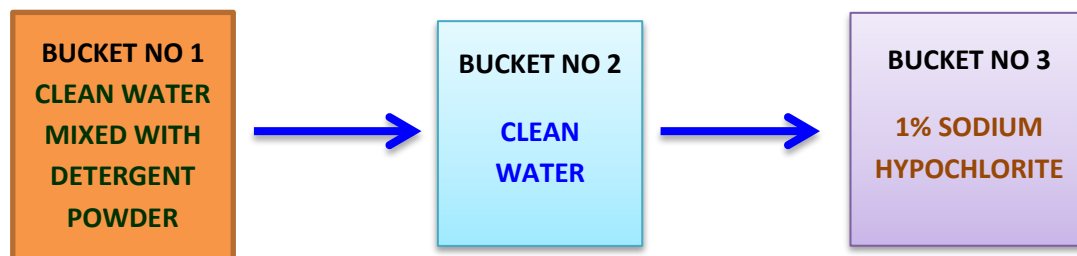
Identify those people who came in contact with corona positive person.

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.

People found with high risk should be put under INSTITUTIONAL QUARANTINE.

Low risk category people having used mask (during interaction with corona infected person) will be put under HOME QUARANTINE for 14 days.

All touch points including table/chair etc. used by the Corona infected staff member/s should be STERILISED using three (3) bucket system.



The same method should be applied for moping floor.

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



G.MISCELLANEOUS

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.

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.

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

AREA	Agents / Toilet cleaner	Procedure
Toilet pot/commode	Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	Inside of toilet pot/commode: <ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Scrub floor with soap powder and the scrubbing brush• Wash with water• Use sodium hypochlorite 1% dilution.

Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Scrub with the nylon scrubber. • Wipe with 1% sodium hypochlorite.
Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	<p>Thoroughly scrub the floors/tiles with warm water and detergent</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Should be cleaned daily with detergent and water and dried.

MYTH VS FACT

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.



World Health Organization

#Coronavirus

#COVID19

27 April 2020

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



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.



World Health Organization

#Coronavirus

#COVID19

27 April 2020

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



MYTH VS FACT

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.

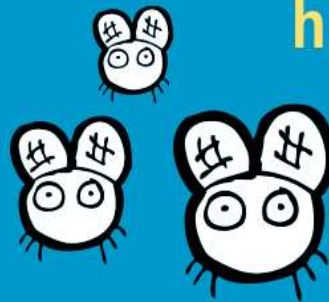


World Health Organization

#COVID19

#coronavirus

FACT:
COVID-19 IS NOT
transmitted
through
houseflies



5 April 2020

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.



World Health Organization

#COVID19

#coronavirus

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



27 April 2020

MYTH VS FACT

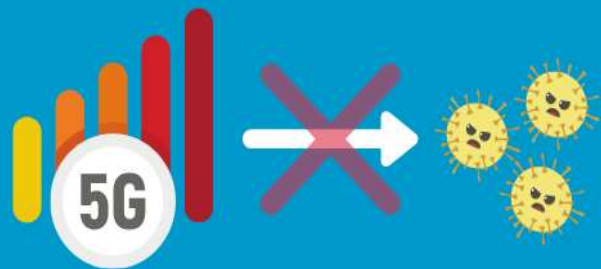
Viruses cannot travel on radio waves/mobile networks.

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.

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



World Health
Organization

#Coronavirus #COVID19

8 April 2020

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.

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



World Health
Organization

#Coronavirus #COVID19

27 April 2020

MYTH VS FACT

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.



World Health Organization

#Coronavirus #COVID19

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.



World Health Organization

#Coronavirus #COVID19

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.



World Health
Organization

#Coronavirus #COVID19

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

#2019nCoV

Are hand dryers effective in killing the new coronavirus?



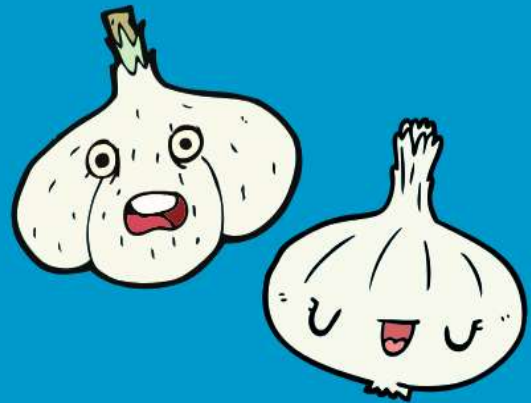
MYTH VS FACT

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)**



#2019nCoV

Can eating garlic help prevent infection with the new coronavirus?



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.



#Coronavirus

Does the new coronavirus affect older people, or are younger people also susceptible?



MYTH VS FACT

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

Are there any specific medicines to prevent or treat the new coronavirus?



HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

Do's →



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



Wash your hands before touching the mask



Inspect the mask for tears or holes



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.

EPI·WIN





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
- I. designated should ensure the cleaning is done as per this sop.
- J. Registrar/Superintendent should monitor take review meeting with staff to assess the implementation of sops and report to the Principal from time to time.

WEB REFERENCES

www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
(video)

<https://timesofindia.indiatimes.com/life-style/health-fitness/health-news/is-it-safe-to-receive-packages-from-areas-affected-by-covid-19/articleshow/74609864.cms>

<https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/coronavirus-disease-2019-covid-19-frequently-asked-questions>

<https://www.biometricupdate.com/202004/using-fingerprint-recognition-under-covid-19>

www.mohfw.gov.in/pdf/AdvisoryagainstsprayingofdisinfectantonpeopleforCOVID19managementFinal.pdf

THE END

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://lsrahejacollegelibrary.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://lsrahejacollegelibrary.org/>

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

Dr. Parita Desai
Librarian