

# Dr. Ram Manohar Lohiya National Law University, Lucknow

## Standard Operating Procedure for physical reopening of the University



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## Guidelines & Protocols amid COVID - 19

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**Standard Operating Procedure for physical reopening of university**

**General introduction**

COVID-19 has ushered in an era where we have to follow a 'new normal'. As an institution we are gearing up to get back to routines and there are guidelines that need to be followed on various fronts. The hostel and academic premises create opportunities for external visitors with the exchange of documents, materials etc which are a potential source of infection. This is a significant challenge and the reality is that we need to create and adopt a safe working environment and working style within our University.

Therefore, the University will prepare in detail of opening the campus in phased manner with a complete details for batches of students in different programmes. The details will be provided to the concerned through website notice board.

**NOTE:**

The SoP for the students are subject to change based on an updation on the guidelines issued by government and relevant agencies.

**1. Purpose of this SoP**

**The purpose of this Standard Operating Procedure (SoP) is to set the norms to be strictly followed while resuming work/activities in premises of the university while residing in campus/hostel during the covid-19 outbreak.**

**Basic guidelines FOR TRAVELLERS REACHING THE UNIVERSITY CAMPUS FROM HIGH COVID POSITIVITY STATES**

1. Negative report for RTPCR Covid sample collected between 3 days to one day prior to undertaking travel from such states'
2. Certificate of vaccination for COVID.

**Explanation:** "High Covid Positivity States" means States of Manipur, Mizoram, Kerala, Meghalaya, Nagaland, Arunachal Pradesh, Tripura, Maharashtra, Goa, Orissa and Andhra Pradesh

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1. Monitoring body temperature
  2. Mandatory to wear mask.
  3. Frequent washing of hands with soaps & sanitizers
  4. Always maintain physical distancing-6ft minimum

## 5. Seeking medical help as deemed fit

### 2. Scope

1. Administrative and Academic Block of the University
2. University Library and open passages
3. Sports Facilities, Bank
4. Seminar Hall and other meeting rooms
5. All shops within the campus
6. All Hostels and Guest House

### 3. Aim

To orient all the students/employees of the RMLNLU to observe self-discipline in adopting COVID responsible behavior at all times and under all circumstances for this new normal scenario.

This SoP outlines the specific precautionary measures to be adopted by all members of RMLNLU. This SoP covers all stakeholders working, studying and visiting the Campus. It aims at creating ways and measures that would ensure that the work environment is safe & free from COVID 19

#### Pre-requisite

- Students and staff are advised not to visit areas falling within containment zones.
- The staff and students are encouraged to download the 'AarogyaSetu App'. Compliance with social distancing norms is the most effective preventive measure. Hence, every individual within the premises is expected to observe social distancing by maintaining interactive distance with other individuals between 1-2 meters.

The entry/exit path to all buildings would be separated to the possible extent. Wherever a single wide entrance and exits are used - in places like hostels, mess etc., students shall follow social distancing norms and show patience towards each other to make the flow uncrowded.

### 4. Responsibilities of the authorities to ensure observance of the SoP:

S.N.	SoP	Action	Supervision
1.	<b>At the University main gate (single) entry point:</b>		
i)	All the vehicles and machinery entering the premises should be disinfected by spray mandatorily.	CSO	AR (Admin)
ii)	Compulsory wearing of reusable cloth face cover/mask by all campus residents including students/employees/workers/visitors from other offices/persons entering the campus. The mask should be on throughout the stay in the office and campus in public spaces. Anyone found without face cover/mask in the	Security Guards/ officer/employee concerned to whom visitor are visiting/CSO	AR (Admin)

	campus will attract fine to the tune of Rs. 500/-		
iii	Provision of hand wash/hand sanitizer preferably with touch free mechanism will be made at all the entrance point of the Main Gate, Hostel, Library, Academic Block, Admin Block	AR (Admin)	Concerned in-charge of the building such as in hostels wardens/ Warden in Chief will act as supervisor
iv)	Mandatory thermal scanning of everyone entering and exiting the University to be done	CSO	AR (Admin)
v)	All persons entering should report symptoms, travel history and other details in the Health Screening Check Point at the main gate.	CSO	AR (Admin)
vi)	Stoppage of any person found with fever, cough with breathing problems or any other ailment from entering the campus and inform the concerned department/contractors. Such person (s) shall be referred to government hospital immediately.	CSO	AR (Admin)
2.	All the areas in the premises (cleaning and disinfecting - once daily cleaning)		
i)	All the office spaces, cabins, etc.	JE (Civil)	AR (Admin)
ii)	All the hostels, common areas, etc.	JE (Civil)	Concerned hostel warden// Warden in Chief
iii)	All the spaces, room of the Academic Bock	JE (Civil)	HoD
iv)	All the spaces, rooms, computer lab etc. at the Library, Seminar Hall, Moot Court	JE (Civil))	Dy. Librarian
v)	Washrooms, toilet, water points, sink, taps and fitting, wall/al other surfaces in all the campus/buildings should be cleaned twice daily. Sanitary workers must use separate set of cleaning equipments for toilets (mops nylon scrubber) and separate set for sink and commode. They should also wear disposable protective gloves/mask while cleaning a toilet. Cleaning & disinfecting agents are soap powder/detergent and 1% sodium hypochlorite. Metal surfaces where bleach is not suitable, 70% alcohol can be used.	JE (Civil)	AR (Admin)
vi)	Disinfect all cleaning equipment after use and before using in other area. Disinfect buckets by soaking in bleach solution or rinse in hot water. Follow thorough hand wash with soap and water after clearing	JE (Civil)	AR (Admin)
vii)	Soap solutions/hand sanitizers/paper towels shall be placed and replenished periodically	JE (Civil)	AR (Admin)
3.	Precautionary measures - do's and don'ts at work	JE (Civil)	AR (Admin)

	spot/hostels and all the premises shall be displayed		
4.	List of hospitals authorized to treat COVID-19 patients is available with the University Health Centre	Medical Officer	AR (Admin)
5.	<b>Personal Care:</b> 1. Drink adequate water and eat well. 2. Get fresh air and sun 3. Maintain cleanliness 4. Practice hand hygiene and social distancing 5. Bring minimal things from home at work or class. 6. Once you reach home, hostel room use proper bath preferably in warm water 7. Wear mask/cotton handkerchief always	Individuals responsibility	Individuals responsibility

### 5. Hygiene practices

- . Students and staff must understand the importance of wearing a mask.
- . They should ensure that there are no gaps on either side of the mask; adjust to fit.
- . They should cover their mouth and nose with their upper sleeve or a disposable tissue when they sneeze or cough
- . They must dispose the used masks and tissues properly in the designated closed bins only.
- . While in use, they must avoid touching the mask & not let the mask hang from the neck.
- . Students are advised to avoid moving around in the campus unnecessarily.
- . They must sanitize their hands using liquid soap or sanitizers.
- . They should carry good quality personal hand sanitizer and sanitize their hands once in every hour.
- . Students may prefer to wear the recommended hand gloves.

### 6.Social distancing

- . All those who enter the campus shall maintain physical distancing strictly.
- . In open areas, maintain physical distance by using marked areas throughout the campus as a guide.
- . Maintain physical distancing in meetings by marking the positions for attendees.
- . It is recommended to use the staircase with appropriate physical distancing, whenever possible.
- . 3 feet physical distance should be maintained by the students in the campus during the utilization of library services / canteen services.
- . Students, faculty and staff should maintain physical distance while waiting in the queue in canteen, banks &shops
- . Do not shake hands or exchange physical greetings.
- . Limit the number of interactions physically wherever possible.
- . Limit the visits to crowded areas.
- . Large gatherings or meetings are to be discouraged.

- Stay virtually connected to people through virtual meeting tools, whenever possible.

## **7. SOP- Standard operating procedure**

### **7.1 Entry/Exit**

- Students need to enter through specified, designated gates ONLY. It will ensure better monitoring of entry.
- Carrying ID card is MANDATORY.
- All the stakeholders should wear masks without fail while undergoing thermal screening.
- If the temperature of any person visiting the campus exceeds 98.5°F without other symptoms, he or she should be isolated from the other stakeholders and should be taken to an isolation room at an approved location, until reassessment occurs.
- For ease of screening and reducing the number of defaulters, a designated common entry points is planned at the main gate, hostels, library, academic and administrative block entry.
- Scanner's reading resulting in equal to or less than 37°C or 98.6°F is considered within the normal range of body temperature and the person is allowed access to the above-mentioned blocks.
- If a person's temperature is equal to or in excess of 37°C or 98.6°F and/or any flu-like symptoms (cough, running nose, breathing difficulties), the designated screener must follow the procedure and the person will not be allowed to enter the location to commence work
- If the temperature persists, the person must return home and remain isolated and then, if normal can return to work with approval from an authorized doctor and head of the University.

### **7.2 Classrooms (SOP at the time of Offline Classes)**

- Wearing of Mask is mandatory for every individual including all the students, faculty, and other stakeholders during their stay in the campus.
- Students should strictly follow the seating arrangement as per the marking given in the classrooms and maintain a physical distance of 2 meters from one another to avoid the spread of virus from the affected person if any.
- The class strength will be within the stipulated number with enough distance between students for more safety.
- Faculty should stay in one place in the classroom while lecturing and should avoid moving around.
- Students should be instructed to use their own stationery to avoid transmission of the virus through surface contact.
- Students should be instructed to avoid frequent contact with objects like door handles, switches etc. in the classrooms.
- Students and faculty are to be advised to carry their own water bottles
- Sharing of food or snacks among the students should be avoided.
- Students must not gather in groups in the corridors and other open areas to avoid possible transmission of the virus from any undetermined personnel.
- With the help of a handheld thermometer, a temperature check shall be done randomly to the students in the classrooms and library to check their health status.

- Virtual meetings and seminars should be encouraged to avoid gatherings in meeting halls, seminar halls and auditoriums.
- Before starting of every meeting thermal screening should be done on all the participants, visitors and resource persons.
- Symptomatic students will be identified and will be put in isolation in a room or area designated for the purpose..
- Air conditioners will function based on specified protocols. It is advisable to maintain a cross ventilation of air.

### **7.3 Library**

- An individual will be permitted for a specified time only at the library during working hours. This will ensure that more students can be accommodated so that social distancing can be maintained.
- Sanitization of hands is mandatory for all students, staff, and visitors at the entry point of the library.
- Mask and Gloves are mandatory for all the library users.
- ID card is mandatory for everyone who enters the library.
- The library users are advised to maintain the physical distancing guidelines (2mts) and safety guidelines set by the Institution/ Govt.
- Limited persons shall be allowed at a time to choose and borrow books.
- Group discussion and group study are not permitted.
- All users should carry their own stationary (if required).
- Material that is used / referred inside the library may be kept in quarantine for some time.
- Wherever possible the students advised to make use of the electronic resources subscribed by the library at your premises.
- The appointment to visit the library has to be taken a day prior. The students may take appointment by filling the form <https://forms.gle/FbAsDncM3WZzc3MA9>.
- The students are suggested to visit the library after confirmation from the library.
- Only one slot shall be allotted per student per day.
- Only 50 Students shall be allowed at a time to use the Library. Maximum of 10 Students may be allowed to use reference and reading section each. 20 students will be allowed to sit in the digital lab for study purposes only. 10 Ph.D. scholars may be allowed to sit in the Ph.D research scholar's section.
- The students must carry their own laptops and computing devices to access e-resources etc.
- Library services will remain available during 10:00 AM to 05:00 PM from Monday to Saturday.
- Books may be issued/returned between 10:30 AM to 04:30 PM.
- Returned books shall be issued after 24 hrs only.

### **7.4 Corridor**

- All staff, students and visitors must wear masks at all times when they are on the campus.
- All students and staff must download the AarogyaSetu app and must self-assess themselves every day.

- Students and staff must maintain a physical distancing of a minimum of 2m while moving in corridors and staircases.
- All staff, students and visitors are suggested not to touch any railings wherever possible and have to carry their own sanitizers for use when needed.

### **7.5 Canteen & shops**

- As far as possible avoid eating outside food. In case of necessity, follow protocols.
- Maintain social distance, stand in a queue.
- Stand in a designated place, earmarked with distances.
- Use sanitizer that you carry.
- Never remove your mask
- Avoid crowding around shops.
- Avoid eating in a crowded place, carry eatables to your rooms if you are a hostel student.
- All regular users should follow the staggering time while using the canteen.

### **7.6 Playground**

- Mask is mandatory for all the people working in the playground and open areas.
- People working in the open areas should ensure to maintain physical distancing as per norms.
- Sporting activities in the playgrounds will be resumed in a phased manner with an initial phase of small groups consisting of 5-10 persons and those performing activities in a non contact manner shall maintain the physical distance.
- Every person entering the playground / open areas shall be screened before being allowed access to the common field - of - play / training facilities.
- Hand-Hygiene facilities shall be made available adjacent to the field for use as and when necessary.
- Personal training equipment carried by a player shall be disinfected before putting into use.
- Large meetings /gatherings in the open areas are prohibited.
- The people playing in the ground should boost their immunity by following healthy food, habits. They should exercise regularly to maintain fitness and to develop resistance against the virus.
- Sharing of accessories between the players should not be allowed.
- If any player is unwell during the playtime he or she should be taken to the isolation centre and necessary treatment should be provided by the health centre.
- Indoor sports will be allowed with physical distancing and sanitation measures.
- In case of sports like badminton, tennis etc., users must bring their own racquets, corks, etc to avoid transmission of the virus.

### **7.7 Gymnasium**

- In order to minimize contact and proximity risk, all the students are advised to carry their own gloves and water bottles to the gymnasium. Also, they are encouraged to follow the practice of exercise and workout routines that can be done at home with minimum or no equipment.
- All the users of the gymnasium **MUST** wear masks when **NOT** using the equipment in the gymnasium.



- Masks may not be worn while exercising and playing sports as masks may reduce the ability to breathe comfortably.
- Users must wear gloves wherever needed while using the equipment in the gymnasium.
- The users, must at all times, maintain an adequate physical distancing of not less than 2m while inside the gymnasium and sports facilities.
- All the users should carry their own sanitizers to sanitize the equipment if needed to maintain cleanliness and hygiene.
- All users should ensure that the area occupied by them while using the equipment is left clean.
- Users are suggested to ensure not to go beyond their comfort zone while exercising in the gymnasium.
- In order to empathize with the cleaning staff, the users are suggested to disinfect their seats and equipment after use with the disinfectant wipes available in the gymnasium.

### **7.8 Hostels**

- Self-discipline is very important to contain the spread of the COVID-19 pandemic through social distancing and maintaining hygienic conditions.
- Wearing the mask is compulsory for everyone entering and leaving hostel premises. No entry will be given to persons without facemasks.
- Used masks should be discarded in the bins properly.
- Have your own masks, sanitizer and a thermometer for monitoring body temperature for personal use (advisable).
- Hand wash/Hand sanitizer will be available at the entrance gate, so that every person must sanitize their hands before entering the hostel.
- Students should wear the University Identity cards while entering the hostel. A Security guard or staff at the entrance gate will do a temperature check of all people entering the hostel. Students having fever will not be allowed to enter the hostel. All hostellers entering the hostel should cooperate with this mandatory temperature screening.
- Use AarogyaSetu App on your mobile and it should remain active at all times (through Bluetooth and Wi-Fi)
- To minimize movement and physical contact with others, hostellers are not allowed to leave the hostel, except for academic work and emergency needs. This is enforced through security checks at the hostel exit and entrance. Residents must cooperate with the hostel staff and other security personal in this regard. They are not allowed to leave the hostel premises between 10pm and 5am to prevent non-essential travel.
- Essential hostel staff at the hostels will assist students 24/7. However, in our effort to further reduce physical contact, housekeeping and cleaning will be done in common areas within the hostel premises from time to time. Students should maintain a safe distance during such time.
- Guests in the hostel are strictly prohibited during the current pandemic situation.

- Unnecessary gatherings inside and outside the rooms of the hostel will be avoided. Students must avoid going in other rooms and also maintaining social distance as described by govt. health authorities.
- Students should make sure that their rooms be cleaned on daily basis (depending on the timings of housekeeping staff and must dispose of their waste properly.
- Mess staff must wear gloves, mask and hair caps during the mess timings. Food will be served as per the timings displayed at the mess hall.
- Seating arrangement at the mess halls is done so that social distancing is maintained. No one should try to rearrange the chairs according to his/her wish.
- Where ever queue has to be maintained, each student should follow the social distancing norms. Students, if they wish can bring their own utensils. However, they have to take it back while leaving the mess hall.
- For students under quarantine, packed food will be served at the designated location at the designated time. Students should pick it from the table kept outside the room and dispose of the used one in the bin properly.
- Disinfection spray will be carried out in public areas on daily basis and in rooms on weekly basis.
- Students having COVID-19 symptoms should inform the hostel staff/warden immediately and visit the hospital for immediate medical care.
- To the maximum extent possible, all must follow unidirectional movement in hostel premises.
- In hostels having common washrooms, take necessary care all the time by diligently following all instructions/notices/protocols in the hostel.
- Maintain the hygienic condition of shared bathrooms and toilets after their use to protect yourself and others.

### **Emergency Contact Details**

VC Office	:0522-2422901 Extn. - 205
Registrar Office	: 0522-2422840
Chief Proctor & Chief Warden	:0522-2425903 Ext 852
Warden UG Boys Hostel	:0522-2425903 Ext 621
Warden PG Boys Hostel	:0522-2425903 Ext 600
Warden Girls Hostel	: 0522-2425903 Ext 641
Medical Officer -	0522-2425903 Extn. -663