

Standard Operating Procedure

For Institute reopening after COVID-19 Pandemic and Lockdown

National Institute of Design, Andhra Pradesh

The Ministry of Education, Government of India proposed guidelines for reopening of higher educational institutions based on the local COVID situation. Thus, NID AP has formulated precautionary measures & guidelines for all its stakeholders for the reopening of its transit campus for physical classes. The guidelines are prepared in the interest of community well being, and seamless operation of the Institute.

The recommendations in this document are based on the official guidelines issued by both UGC and Andhra Pradesh State Government.

Generic Preventive Measures

The generic preventive measures include basic public health measures that are to be followed to reduce the risk of COVID-19. Following measures need to be observed by the NID Community in their places of work & study at all times:

1. Physical distancing of at least 6 feet between persons.
2. Mandatory use of face covers/masks.
3. Frequent hand washing with soap (for at least 20 seconds) or use of alcohol based hand sanitizers (for at least 20 seconds).
4. 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.
5. Self-monitoring of health by all and reporting any illness at the earliest.
6. Spitting shall be strictly prohibited.

7. Installation & use of Aarogya Setu App.
8. Frequent sanitization of common tools and equipment.

The Institute is planning to call students in a phased manner to ensure health and safety of the students. Institute will reopen for students from Monday and Students are advised to travel on weekends as online classes will be going on uninterrupted. Institute will continue with online classes, and for workshops, labs, libraries and other academic facilities students shall be allowed to visit the institute with prior permission.

These following dates are proposed considering one week gap in between the onboarding of three batches in the Institute:

- 01. Foundation (Batch 2020) - 29 th March 2021**
- 02. 2nd Year (Batch 2019) - 5th April 2021**
- 03. 3rd Year (Batch 2018) - 12 th April 2021**

Preventive measures in the campus

1. Students, faculty, officers and staff should wear masks and frequently sanitize their hands.
2. Maintenance of clean and hygienic conditions at all places, including Studios, washrooms, libraries, Labs, office spaces, workshops etc.
3. Screening and detecting the infected persons. To avoid the risk of transmission, the students would be screened and symptomatic ones having symptoms of fever, cough or difficulty in breathing shall be referred for clinical assessment.
4. Any physical mass gathering, meetings, discussions etc. shall be avoided and shall be arranged online. However, such extra- curricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time.
5. Maintenance of general cleanliness inside the entire campus.
6. Spitting in the open inside the campus is strictly prohibited.
7. Students shall be referred for clinical assessment before allowing them entry into the campus.
8. Visiting Medical Consultant at the Institute shall be available for any emergency, the Institute shall regularly monitor the health of its students, faculty, and staff.
9. As soon as a student, faculty, officer or staff is detected positive for COVID-19, such person should be immediately isolated as per the directive/advisory issued by MOHFW, GOI. Roommates and close contacts also shall be isolated and symptomatic ones will be immediately tested.
10. Restrictions on the visit of outsiders and maintenance of complete contact details of the visitors along with the name(s) of persons whom they meet.
11. Display of awareness signages, instructions, and posters at viz., Workshops, Studios, Labs, Canteen, Parking Area, etc. to remind the students, faculty and staff for maintaining physical distancing, sanitization and hygienic conditions at common facilities.
12. The details of emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency.

Preventive Measures in Studios and learning sites

1. Proper sanitization at all learning sites shall be ensured. Cleaning and regular disinfection of frequently touched surfaces (door knobs, elevator buttons, handrails, chairs, benches, washroom fixtures, etc.) are made mandatory in all class rooms, laboratories, lockers, parking areas, other common areas, etc. before the beginning of classes and at the end of the day.
2. Teaching materials, computers, laptops, printers, shall be regularly disinfected.
3. Sitting places in classes, laboratories, computer labs, libraries, etc. shall be arranged in view the norms of physical distancing.

Measures in Hostel and Dining areas

1. Students tested positive would not be allowed to stay in the hostel in any circumstances. Suitable facilities will be arranged and referred to the nearest COVID facility for clinical assessment and treatment.
2. Density in Dining hall, common areas shall be limited, keeping in view the requirement of physical distancing.
3. Wearing of face covers / masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals shall be ensured.
4. Meals shall be served in batches to avoid overcrowding. Takeaway options would arrange for students. The schedule for staggered dining hours shall be prepared to ensure social distancing and the same shall be well communicated to students and mess staff.

Code of Conduct

Students

Before arrival

1. Students are advised to travel safely and abide by the sanitation guidelines issued by the health ministry.

After arrival

Students are requested to Self-monitor their health for a period of 3 days before physically attending the institute (even if they bring a negative test report or are tested negative on arrival) and carry resources required during your quarantine period in the hostel rooms, in advance.

2. Observe home quarantine in the designated hostel room, as per the Andhra Pradesh state COVID-19 guidelines.
3. Students need to stock, wear masks (prefer washable ones) and essentials.
4. Since the students may be coming from different locations, they have to self-monitor their health for a period of 03 days before being allowed to attend classes.
5. As far as possible, the resident students shall be encouraged to avoid or limit visiting the markets. Efforts shall be made to make essential items available within the campus.
6. The Student Activity Committee will supervise the safety regulations in the hostel and common mess.
7. Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
8. Students are advised to install the Aarogyasetu app as recommended by MOHFW.
9. The students must inculcate activities that will increase immunity-boosting mechanisms which may include exercise, yoga, eating fresh fruits & healthy food (avoid fast food), and sleeping timely.
10. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family is highly discouraged.
11. Give support to your friends under stress due to COVID-19 pandemic.
12. Students should follow the guidelines, advisories and instructions issued by the Centre/State Gov. as well as by the universities and colleges regarding health and safety measures in view of COVID-19 pandemic.

Administration

1. Ensuring awareness of housekeeping staff on do's and don'ts of hygiene and cleaning.

2. Availability and management of supplies:
 - a. Stocking supplies of personal protection gear, cleansing agents, thermometers(guns), sanitizers, pulse-oximeters
 - b. Availability of covered trash cans and provision for proper disposal of Personal protection gears.
 - c. Availability of sanitizers (and touchless dispensers) at the following spots inside the campus, for immediate cleansing of tools & machines after use:
 - i. Mac studio & IT Lab
 - ii. Weaving & Apparel Studio
 - iii. ID workshop
 - iv. Library
 - v. Canteen
 - vi. Stationery Shop
 - vii. Reception counter
3. Accommodation arrangement for the symptomatic students at nearby hotel / guest house.
4. Provision of Isolation rooms to prevent the spread of the virus in the campus.
5. Tie-up with District Health Administration for tracking / testing / treatment for COVID-19 positive person.

Parents

1. For emergency situations, equip your ward with basic medicines after consulting a physician or doctor.
2. Keep yourself and your wards updated with the latest COVID protocols of the State and Central government.
3. Suggestions to have regular communications regarding their mental and physical wellbeing and their daily activities and encouraging them for a healthy lifestyle.

Faculty

1. Design a schedule that supports staggered timings of entry and exit with limited strength for different programmes.
2. At any given point of time, there shall be only 50 percent strength of the total strength of the students on the campus.

3. All theory classes will be online, including which will be taken by visiting faculties. Only workshops and labs will accommodate students in a phased manner, and with half strength of workshop capacity. [means 10 machines/looms are available to work then only 5 students will be allowed at a time. It's not dependent upon the number of students, rather dependent on capacity of the workshop.] Studio/ Workshop schedule shall be prepared and intimated in advance by the respective Discipline Coordinators.
4. Arrangements for broadcasting live/recorded lectures or to make learning material available to the students unable to attend physical classes.
5. Usage of outdoor spaces: courtyard, corridors etc., for faculty/student interactions, work, small lectures etc. whenever feasible.
6. Engagement of Visiting Faculty on the Campus is not resumed and any activity that demands students gathering shall be discouraged.

Security Personnel

1. Adequate arrangements of thermal scanners and sanitizers, etc. at all entry and exit points, including the reception area.
2. Ensuring the screening of students, faculty and staff, wearing of face covers/mask, sanitizing hands, etc. at all entry points.
3. Referring people with symptoms to Admin for appropriate medical support/channel
4. Entry of Visitors need to be restricted.
5. Visitors need to have prior permission to visit the Institute if it is important.
6. Separate record of visitors is to be maintained at the reception area.

Housekeeping Staff

1. Proper sanitization at all learning sites shall be ensured. Cleaning and regular disinfection of frequently touched surfaces (door knobs, handrails, chairs, benches, washroom fixtures, etc.) are made mandatory in all class rooms, workshops, lockers, parking areas, other common areas, etc. before the beginning of classes and at the end of the day.
2. Disinfecting of tools and equipment under the supervision of respective departmental instructors as stated below:

- a. Computers (Mac or Windows), keyboards and mouse in Mac studio & IT Lab;
- b. Looms in Weaving Studio & Sewing machines in Apparel Studio
- c. Hand tools and most often used parts (handles) of machines in the ID workshop.

Counselling & Guidance for Mental and Physical Health

1. In order to reassure the students to avoid any kind of stress or panic in the prevailing situation vis-a-vis their studies, health and related issues, the Institute has introduced YourDOST, the Online Emotional Wellness Coach so that students can talk with the counsellor about their anxiety, stress or fear, etc.
2. Students can seek guidance and help through the webpage named “मनोदर्पण (Manodarpan)” - created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the CoViD-19 outbreak and beyond. The website contains all the necessary information in regard to student health and counselling and the same has been shared on the Institute webpage.
3. The students may seek help from the available staff, faculty members, Senior Officials and fellow students of the Institute for mental, psychological concerns and their wellbeing.
4. Students are suggested to stay in touch with friends, family, wardens and faculty if they face any discomfort or seek guidance or help in regard to mental stress.
5. **Important Links**
<https://www.mohfw.gov.in/>
<https://www.ugc.ac.in/>
<https://www.icmr.gov.in/>
<https://www.education.gov.in/hi>
<http://hmfw.ap.gov.in/>