

SOP in CT University

OBJECTIVE :

To prevent transmission of COVID-19 amongst the Employees of CT University.

SCOPE :

This procedure is applicable to every Team Members (Teaching, Non-Teaching, Admin, Civil and Supporting Staff) of CT University.

Measures to be taken by all Employees/Staff Members

- 1. It is mandatory to wear a triple layer /N95/Surgical nose mask or use face cover while at work. No official is allowed to enter or work in the University premises without wearing proper face mask.**
 - The mask should fit properly, completely covering the face from bridge of nose to chin.
 - Clean hands properly before putting the face mask on or taking it off.
 - Only touch the cord or elastic at the back of the face mask when removing it, not the front.
 - If the face mask is disposable, be sure to dispose it safely in a proper bin.
 - If reusable, wash the face mask as soon as possible after use.

2. For social distancing, make a distance of minimum 6 feet from every person.
3. **No Team Member will mark finger bio-metric attendance. Their attendance will be marked on ERP portal through University LAN and WAN only. The GSM is not allowed.**
4. Handshaking and sitting in groups must be avoided.
5. Official meetings of 10 or more persons to be discouraged. Ensure sitting at least 6 feet away from others on job sites and in meetings.
6. Don't touch anything unnecessarily.
7. Avoid touching face, mouth and nose with your hands frequently.
8. Make sure, you do not sneeze or cough in the open. Carry a small packet of tissues or handkerchief and keep on replacing them during intervals.
9. **It is compulsory to keep a small pack of hand sanitizer with you and always sanitize hands after touching anything.**
10. Wash your hands with soap and water for 20 seconds frequently during the day.
11. Do not allow anybody to touch your belongings.
12. All Team Members will work from their designated cabins only and avoid going to others' seat.

13. The Team Members should identify avoid sharing their furniture with other.
14. While visiting other offices for any official work, do not sit on chair, get the work done and come back to your office/chamber at the earliest.
15. All Team Members will keep their lunch boxes, water bottles and other eatables with themselves only.
16. Use of OTGs will not be permitted to heat food. Prefer not to eat from outside.
17. All Team Members will have their lunch in their designated lounges only.
18. **All the official correspondence must be done through official email only. No paper will be used for any kind of application/notice. Avoid hard copy/ files/papers to the extent possible.**
19. Keep the stationery of your office sanitized from time to time.
20. There is strict ban on the use of *Gutka, Tobacco*, etc. and spitting in the university premises is strictly prohibited.
21. **The Entry and Exit of all the Team Members will be from the Main Gate only.**
22. Use of Lifts should be avoided use of staircase should be encouraged.
23. Touching staircase railing should be avoided unless and until it is necessary.

24. **The workers and their families must download 'AarogyaSetu' App for protection against corona virus.**
25. **Team Members having symptoms of fever, cough, nausea, diarrhoea, difficult breathing, etc. will not resume work and details of such team members to be shared with HR Department (if any members notice these symptoms in other person.**

Measures to be taken by Supervisors

1. Supervisors to brief their employees of all the above mentioned points.
2. Security Officer to ensure the thermal screening of all the team members before entering work place at entry gate.
3. Housekeeping supervisor must ensure proper hygiene at work place including wash rooms and water cooler areas.
4. There should be total ban on non-essential visitors at sites and in offices.
5. All areas in the premises including the following shall be disinfected completely:
 - Entrance Gate of building, offices, etc.
 - Mess, cafeteria eating lounges and canteens.
 - Meeting rooms, open areas available, Offices.
 - Equipment and lifts
 - Washroom, Toilets, sinks, water points, etc.
 - Walls/ all other surfaces

KEEP SOCIAL DISTANCING, STAY SAFE, STAY PROTECTED