

# **CORONA VIRUS (COVID-19) – ADVISORY 1**

## **Do's and Don't**

### **Sanitizer - Dispenser installation, Awareness and Maintenance is the key**

**Installation** - Alcohol-based hand sanitizer dispensers should be installed at all the common space in the campus such as the main entrance of the campus, hostels, near biometric machines, canteen, washrooms, library, auditorium and all the places where gathering transpire.

**Spreading Awareness** – Awareness should be spread across the campus by pasting the flyers across at all the common places, especially next to sanitizer dispensers on how and why to use sanitizer. The complete Admin staff including the office boys, guards and all the blue-collar employees stationed at campus should be imparted proper training for the same. The same should be imparted to students, staff and faculty through mailers and presentations.

Such flyers can be printed as mentioned above.



**Maintenance** – It should be ensured that the sanitizer's dispensers get refilled/replaced on regular basis. In addition, hand hygiene supplies are readily available in campus. In-house Campus Customer care number should be spread for any complaint or advice related to the same and same should be encouraged.

### **Avoid Large Gathering and Social Events**

- Implement social distancing measures.
- Increasing physical space between employees at the workplace.
- Staggering work schedules
- Decreasing social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.)
- Limit large work-related gatherings (e.g., staff/faculty meetings, after-work functions, convocation, Pre Convocation, etc.).
- Limit non-essential work travel.

- Cancel extracurricular activities.

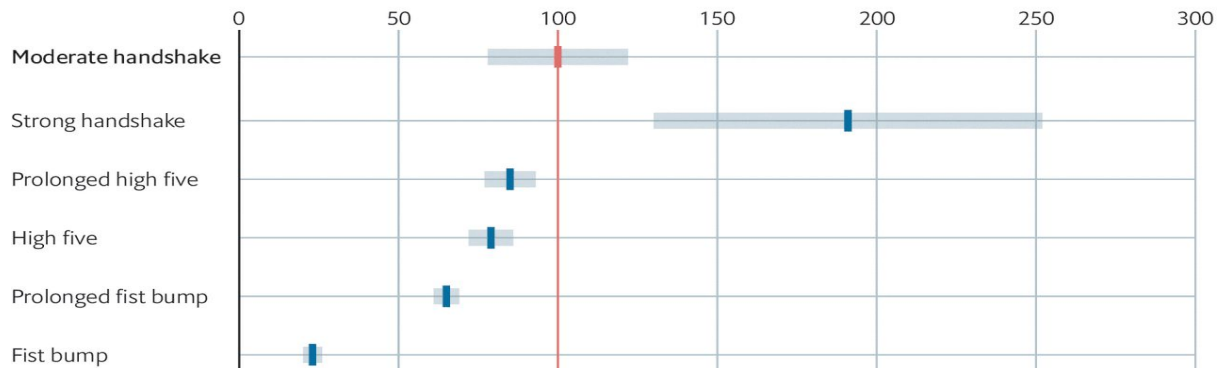
### **Avoid Handshakes**

Handshakes are potential harbingers of covid-19. Changing greetings could slow its spread. But handwashing and sanitizing is essential.

Please refer to the graph below, which shows the transfer of bacteria during a handshake.

#### **Pressing the flesh**

Transfer of bacteria relative to a moderate-strength handshake, %



Source: "The fist bump: a more hygienic alternative to the handshake" by S. Mela and D. Whitworth, *American Journal of Infection Control* 2014

The Economist



### **Availability of Infrared Thermometer**

- Ensuring Availability of Infrared Thermometer.
- Inform the availability of the same to faculty/staff/students.
- Avoid/Stop using traditional thermometer.

### **General Guidelines**

- In case, if you find any symptoms related to infection of coronavirus, please contact Chief Administrative Officer Immediately.
- All Such cases would be informed to the Director and Corporate office immediately for necessary support
- If you find any sign of Infection, you may request for work from home.

### **Checklist for Administrators -**

1. **Stay informed about local COVID-19 developments.**
2. **Review and update your emergency operations plan. Focus on components that address infectious disease outbreaks.**
3. **Encourage students, staff, and faculty to promote everyday preventive health behaviors on your campus: -**
  - Cover coughs and sneezes with a tissue. If you do not have a tissue, cough and sneeze into the inside of your elbow, not your hands.
  - Stay home when sick.
  - Clean and disinfect frequently touched surfaces following health department guidance for cleaning and disinfection
  - Wash hands often with soap and water. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
4. **Monitor and plan for absenteeism.**
  - Make accommodations for students if they become sick (e.g., extended due dates, electronic submission of assignments).
  - Alert local health officials about large increases in student, staff, and faculty absenteeism
5. **Establish procedures for students, staff, and faculty who are sick on campus.**
  - Students, staff, and faculty who become or are sick should be sent to their place of residence as soon as possible.
  - In communities without COVID-19 cases, sick residents of on-campus housing should avoid contact with people who are healthy.
6. **If a student or staff member on campus has a case of COVID-19:**
  - Work with local health officials to determine if, when, and for how long your institution needs to suspend classes or postpone events.
  - Communicate about the COVID-19 case, but maintain the confidentiality of the student or staff member.
7. **Convocations:**
  - As of now the finalisation of dates for convocations should be pushed forward. We can assess the situation on 25<sup>th</sup> March and then can take a decision.
  - In case of finalised dates, please strictly avoid procession. The review on this also be done on 25<sup>th</sup> March.

STAY SAFE, STAY HEALTHY