

Vedica Scholars Programme for Women

Post lockdown Health Safety Plan

Purpose

The purpose of these COVID-19 guidelines is to ensure suitable protection and prevention measures are taken on Campus and Hostel for the safety of the Staff, Faculty, Students, Service providers and Visitors.

Guidelines for Scholars

All Scholars are required to abide by the campus COVID-19 guidelines. Any deviation will attract disciplinary action.

Pre Campus and Post Campus hours

- Commuting by own vehicles is encouraged in accordance with occupancy guidelines
- Wear protective face mask and sanitise hands frequently if public transport is opted, or if travelling in a cab or in public places
- Carry a portable sanitiser bottle to clean hands, steering wheel, keys etc
- Sanitise hands with alcohol based sanitiser before entering and leaving campus/hostel that shall be made available at all entry/ exit points
- Cooperate with staff in health screening (Temperature check) or any other testing method as approved
- Avoid using the lift. In case it is used, maintain social distancing and no more than 3 people will be allowed at a time. Use your elbows to press the button, sanitise your hand immediately in case finger is used to press the button
- If using the stairs maintain social distancing and avoid touch the handrails or wall for support
- Scholars to strictly avoid stepping out to socialise, stop at shops, tea stalls etc.

During Classes

- Sanitise hands before entering the classrooms
- Contactless movement in and out of classrooms shall be maintained
- Seating arrangements will be maintained in line with safe distancing as per Guidelines
- Scholars will not exchange/ borrow/ lend any materials like pens/ notebooks/ laptop etc
- Sanitise individual laptops
- Avoid any physical contact while entering/ exiting or during movement through corridors, stairs etc
- Wear protective face mask and carry a portable sanitiser bottle for frequent hand hygiene.
- Do not touch your face or eyes.
- Avoid gathering in groups of more than 5 people
- Ensure appropriate social distancing while in groups or any team activity
- Group lunch shall be prohibited. Lunch to be had at individual seating spaces.
- Water coolers & food counters to strictly follow the social distancing norms
- Every Scholar should carry their own water bottle/cup/cutlery.

Library

- Borrowing books will be restricted
- Do not lend your borrowed book to others
- Avoid touching your face, mouth while handling the book
- Do not use your saliva to turn pages

Restrooms on Campus

- Wait in line to enter the washroom. Only 2 Scholars will be allowed at a time.
- While entering and exiting the restroom, open the door using your elbow/shoulder (Do not use palm). If not possible, use clean paper towels to open doorknobs
- Toilets shall be flushed with the lid closed in order to minimise the release of droplets and droplet residues from plumes in the air
- After using the washroom, wash your hands with soap and water for at least 20 seconds.
- Keep the toilet seat and wash basin dry

Hostel Guidelines

- Cooperate with staff for thermal scanning every time you enter the hostel premises
- Hands must be sanitised before entering and exiting any area
- Scholars to confine themselves within their rooms.
- Entering others rooms to be strictly avoided.
- Scholars to wear masks while they are away from their rooms.
- Social distancing to be strictly followed in all areas.
- Gathering in common areas, such as corridor, entry gate, reception, cafeteria shall be prohibited.
- Water coolers & food counters to strictly follow the social distancing norms
- Scholars to carry their own water bottles, cutlery and cups.
- Sharing laundry load with others is not permitted
- Washing machine touch points to be sanitised before and after each use
- No parties will be allowed in the hostel premises.
- Team assignments/ group studies of no more than 5 people will be allowed, and will be subject to strict social distancing norms
- Students are discouraged from borrowing/ lending any item like clothes/ cosmetics etc
- To minimise risk of exposure, Scholars will be required to submit their list of basic purchases to the Warden every morning by 8am, the same will be procured and provided by end of day
- Non-essential travel shall be prohibited outside campus.
- Scholars will be allowed to leave the hostel only to go to the campus and should strictly avoid stepping out to socialise, stop at shops, tea stalls etc.
- Online deliveries to be restricted till service gate.
- Visitor entry into campus shall be restricted. Approval for visitor entry shall be limited only for critical needs and only on approval by Authorised teams.
- Avoid continuous usage of air conditioner

Restrooms

- While entering the restroom, open the door using your elbow/shoulder (Do not use palm)
- Toilets shall be flushed with the lid closed in order to minimise the release of droplets and droplet residues from plumes in the air
- After using the washroom, wash your hands with soap and water for at least 20 seconds. Maintain social distance while waiting to wash
- While coming out from the toilet, open the door using your leg and elbow and arm (Do not use palm). If not possible, use clean paper towels to open doorknobs
- Keep the toilet seat and wash basin dry

Cafeteria

- Observe appropriate social distancing at the food counter
- Sanitise hands and maintain personal hygiene practices before, during and after having food
- Observe social distancing during clearance

General Protocols

S.No	Preparation	Protocol to be followed
1	Committees and Guidelines	COVID Cell shall be constituted at Campus and hostel, COVID Cell to constitute representatives from Programme Team and Student Life Committee,
		Guideline in the Health Safety Plan shall be reviewed and revised from time to time as per the evolving circumstances
		Emergency Contact persons/ numbers shall be provided on campus and hostel
		Nearby Hospitals / clinics authorised to treat COVID-19 patients will be identified & listed
3	Entry to Campus /Hostel	Scholars need to furnish information for self and family members, like: Travel history, Health History etc
		Use of Arogya Setu app mandatory for all Scholars
		Outstation Scholars will have to furnish quarantine document, if applicable , as per government guidelines and protocols.
		As on date, Scholars will come straight to the hostel and observe self-quarantine for a period of 7 days in the hostel.
		Do not leave home/hostel if flu like symptoms exist or if anyone at home/hostel is a suspected/ confirmed case of COVID 19. Self-quarantine at home/ hostel.
4	In case of suspected /confirmed cases of COVID 19	Entry to campus shall be denied to anyone who shows flu like symptoms or has temperature above 100F. Thermal scanning shall be done at entry points.
		Those with pre-existing respiratory illness or heart disease need to declare it in their health history and immediately communicate to COVID Cell in case of any abnormalities noticed.
		Scholars showing any symptom of COVID-19 will be on immediate quarantine in the hostel or in their respective homes. Emergency contact person and/or helpline will be notified immediately and Vedica will follow their choice of care, and/or protocol as per the helpline's advice. The remaining Scholars will stay quarantined in the Hostel/ Homes for a period of 7 days or as per government protocol at that time.

