

Standard Operating Procedure
(SOP) on preventive measures to
contain spread of COVID-19

Skill Development Institute, Raebareli

SOP on preventive measures to contain spread of COVID-19 at SDI Raebareli

1. **Purpose:** The purpose of the standard operating procedure (SOP) is to guide on preventive measures & preparatory activities to be carried out to contain the spread of Covid-19 and steps to be taken in case of suspected/ confirmed cases at SDI Raebareli.
2. **Background:** National wide lockdown was exercised from March 2020 to contain the spread of Covid-19, in view of that all the training institutions were closed. As Government of India is following a phase-wise unlocking of activities, Skill training institutions at area outside containment zones will start operating from 21st Sept. 2020 onwards.
3. **Scope:** This SOP aims to enable safe resumption of training activities in skill Development Institute, Raebareli. This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at SDI Raebareli to prevent spread of COVID-19. As per the MoH&FW guidelines, Skill Development Institute will open for trainees from 21st Sept. 2020.

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Generic Preventive Measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (faculty, employees, trainees and visitors) in SDI Raebareli at all times.

These include:

- Physical distancing of at least 6 feet to be followed as far as feasible.
- Use of face covers/masks to be made mandatory.
- Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- 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 off used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest.
- Installation & use of Arogya Setu App shall be advised.

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Preparatory activities for operation of Skill Development Institute, Raebareli

Before opening up of the institution

a) Planning of reopening of institution.

- As SDI Raebareli falls outside containment zone area, it will start operations from 21st Sept. 2020. Again, trainees and staff are advised not to visit areas falling within containment zones.
- Prior to resumption of activities, all work areas including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- Wherever skill-based training on equipment are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.

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- For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet shall be made and be adhered to.
- The institute has displayed State helpline numbers and also numbers of local health authorities etc. for faculty /trainees / staffs to contact in case of any emergency.
- For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30o C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.
- Lockers of trainees will remain in use, as long as physical distancing and regular disinfection is maintained.
- Prominently display signages, posters and standees are indicating the dos and don'ts for the staff and students.

b) Planning and scheduling of activities

- The academic calendar has been planned with a view to avoid overcrowding, congregation etc.
- The day-wise, time-wise scheduling of teaching/training activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.

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- For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
 - All employees who are at higher risk i.e. older employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the trainees.
- c) Availability and management of supplies
- Appropriate back-up stock of personal protection items like face covers/masks, hand sanitizers etc. will be made available by management to the faculties and staff.
 - Adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID shall be made available.
 - Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
 - Availability of sufficient covered dustbins and trash cans to be ensured.
 - Provision for proper disposal of used personal protection items and general waste in accordance with CPCB guidelines.
 - Housekeeping staff to be informed & trained about norms for waste management & disposal

After opening of the training institutions

a) At the entry point

- Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.
- Only asymptomatic persons (faculty, employees, trainees and visitors) to be allowed in the premises. If a faculty/employee/trainees/visitor is found to be symptomatic, he/she should be referred to nearest health center.
- Mandatory thermal scanning of everyone entering the training Centre & Hostel premises shall be done.
- A self-declaration should be given by asymptomatic person.
- Posters/standees on preventive measures about COVID-19 will be displayed prominently.
- Proper crowd management in the parking lots and in corridors following physical distancing norms shall be organized.
- Entry of visitors should be strictly regulated/restricted.

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b) Conduct of training activities in the classrooms

- seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
- Staggering of classroom activities will be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises
- Academic scheduling may have intermixed of regular classroom teaching and online teaching/ assessments
- The teaching faculty will ensure that they themselves as well as the trainees wear masks throughout the conduct of the teaching activities
- Sharing of items like laptops, notebook, stationary etc. amongst trainees should not be allowed.
- Trainees to remain seated in their designated place.

c) Conduct of skill-based training in workshops/laboratories

- Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use
- Ensure a floor area of 4m² per person is available for working on equipment/work station

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- Ensure that trainees sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations.
- d) Activities in common area – library, canteen etc.
 - Physical distancing of 6 feet needs to be maintained
 - Person using the common areas need to use mask/face cover all the time
 - Canteens may remain closed as far as possible.



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Hygiene and Sanitation

- Daily cleaning of the floors shall be taken up.
- Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.
- Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- Students and staff should be advised to dispose of used face covers / masks in separate covered bins placed in class rooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
- Residential buildings also need to be sanitized regularly.

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Risk Communication

- Create awareness to ensure the trainees do not gather when leaving the institute and in their free time.
- Create awareness among the trainees to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.
- Ensure regular counselling is done for trainees.
- If a trainees, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard.



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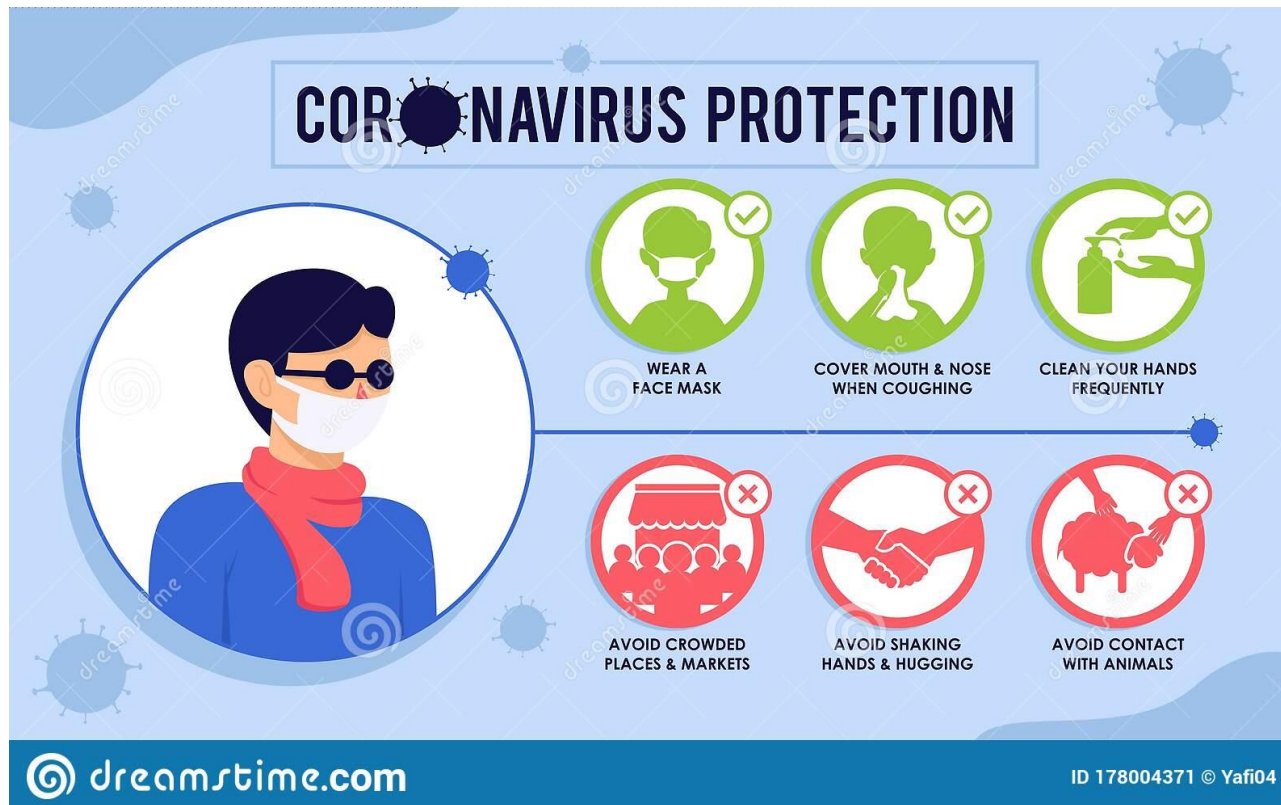
Ensure safe stay at Hostels & Residential complex

The measures as proposed above related to use of mask/face cover, hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation will apply to hostels and other residential buildings. Further, the following specific points for Hostels/residential complex shall also be followed:

- All trainees will be required to stay at SDI Hostel during whole training period to prevent the exposure of Covid-19. They may not be allowed any leave during the training period.
- Since trainees may be coming from different locations, they shall remain in quarantine and self- monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine.
- Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join. Symptomatic boarders shall be isolated in the designated isolation facility at the institute, till such time, they are seen by a doctor.
- Proper crowd management in the hostel as well as in outside premises like parking lots – duly following physical distancing norms shall be ensured. Gatherings/congregations shall continue to remain prohibited.

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- Mess facility, if any within the premises, shall follow physical distancing norms at all times. Staggering of meal timings may be done to prevent overcrowding.
- Hostel should be out of bound for all persons except essential staff with known health status.



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SOP to be followed in case a trainee/faculty/staff develops symptoms (fever, cough, difficulty in breathing)

A task force in overview of CEO, SDI Raebareli (Mob: 9411868626) is created to contain the spread of Covid-19 with members

1. Mr. Sanjai Verma, In Charge, Covid-19 Task Force, Mob no: 9756202668
2. Mr. Sanjay Rajawat, Principal, Mob no: 9929599157
3. Mr. Lagutam Sharma, Project Manager, Mob no: 9776182372
4. Warden in Charge, Mob no: 8249648388
5. Security supervisor In Charge. Mob no: 9125821389

In case any trainees/faculty/staff develops any symptoms of Covid-19, following steps is to be followed;

1. Security personnel after doing thermal screening or getting the information of person being symptomatic, should inform the Warden in Charge.
2. Symptomatic person is to be isolated in the isolation facility available at Institute.
3. Warden should inform the principal & Task force in charge.
4. Warden will obtain basic information as per Annexure 1.

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5. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
6. Warden should Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.

Nearest Hospital: Vrattanta Hospital, Mob: 8052352209

Helpline number :011-23978046

Toll Free: 1075

7. Warden should Inform parents/guardians as the case may be.
8. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
9. Disinfection of the premises to be taken up if the person is found positive.
10. If there is clustering of cases in hostel/residential building, inform local health authorities immediately.

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Follow up measures after a confirmed case

The task force team should ensure the following activities in case of Covid-19 positive case;

- The high-risk exposure contacts shall be quarantined for 14 days and they will follow the home quarantine guidelines.
- Above high-risk contacts shall undergo testing as per ICMR protocol.
- The low risk exposure contact shall continue to work and closely monitor their health for next 14 days.
- The office /classroom /Lab /hostel /residential premises where the employee /faculty /trainee had been working /training /residing needs to be sanitized thoroughly. If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs.

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There is no need to close the entire campus /halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.

- However, if there is large outbreak, the entire campus will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the campus is adequately disinfected and is declared fit for re-occupation.
- Based on results of the test, others can be kept in isolation / home quarantine as per the advice of the attending doctor.
- Consult with local authorities on required measures to be taken at relevant locations (Campus /residential complex etc.). Task Force will coordinate and execute the local authority directives (UP Medical, Health & Family welfare div.: 1800-180-5145, Control Room, Dist. Collector: 0535-2203214/320, Control Room Dist. Hospital: 0535-2208145, Dist. Surveillance Off.: 9450369095).

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Annexure -1

Basic information to be obtained from suspected/confirmed COVID-19 patient

Question	Response
Has someone in your close family returned from foreign travel?	Yes/No
Is the patient under home quarantine as advised by health authorities?	Yes/No
Have you or someone in your family in close contact with a confirmed COVID-19 patient in the last 14 days?	Yes/No
Do you have fever?	Yes/No
Do you have cough?	Yes/No
Do you have sore throat?	Yes/No
Do you feel shortness of breath?	Yes/No
Any other details to be shared	

Annexure -2

Covid-19 Helplines numbers and emergency contact Information

- Helpline number :011-23978046
- Toll Free: 1075
- In case of emergency, please contact ambulance on 108.
- For immediate assistance, please contact Vrattanta Hospital, Mob: 8052352209
- UP Medical, Health & Family welfare div.: 1800-180-5145
- Control Room, District Collector: 0535-2203214/2203320
- Control Room District Hospital: 0535-2208145
- District Surveillance Officer.: 9450369095

State Safety Measures/ Guidelines for Covid-19

 **कौशल विकास संस्थान, रायबरेली**
(स्किल डेवलपमेंट इंस्टीट्यूट), दूरभाष नगर, रायबरेली-229010
दूरभाष- 0535-2702055/2702056, वेबसाईट: www.sdiraebareli.org

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लापरवाही से संक्रमण फैल सकता है

 सोशल डिस्टेंसिंग का पालन करें

 फेस कवर/ मास्क लगाएं

 सैनेटाइजर/ साबुन से हाथ धोएं

 आरोग्य सेतु एवं आयुष सुरक्षा कवच एक का प्रयोग करें



दो गज़ की दूरी, मास्क है जरूरी

कोविड संबंधी जानकारी हेतु संपर्क करें

चिकित्सा, स्वास्थ्य एवं परिवार कल्याण विभाग, उ.प्र. **1800-180-5145**

कंट्रोल रूम जिलाधिकारी कार्यालय : 0535-2203214, 0535-2203320
कंट्रोल रूम मुख्य चिकित्साधिकारी : 0535-2208145
जिला सचिवांस अधिकारी : 9450369095
रायबरेली