

12th November 2020

**GUIDELINES FOR THE STUDENTS RETURNING FROM HOME AFTER LOCKDOWN
AS ON 12th NOVEMBER 2020**

TASK FORCE MEMBERS

Name	Designation	Phone No
Dr. Sreeramulu P.N	Dean – Faculty of Medicine	9448280804
Dr. Madhavi Reddy	I/C Dean – AH & BS, Deputy Nodal officer – Warden, Ladies hostel	9972307909
Dr. Shashidhar K.N	Vice principal	9448280803
Dr. Sridevi N.S	Nodal officer – Director, Student Welfare	9741243683
Dr. Ajay Kumar T.S	Deputy Nodal officer – Warden Men’s hostel	8762187321
Mr. Senthil Kumar	Deputy Nodal officer – AH & BS	7276408001

Student in a higher educational institution is defined as a person formally enrolled and is engaged in learning who can be an undergraduate, post graduate or PhD.

Note: Wearing of face mask is compulsory for all in the campus

RE-OPENING FOR STUDENTS IN PHASEWISE MANNER

SI No	Course	Term	Approximate No of Students	Date of reporting
1	MBBS	2 nd & 9 th Term (9 th term- refreshers)	200	23 rd to 30 th Nov. 2020
		4 th & 6 th Term	300	Will be intimated
		8 th Term	150	
2	AH&BS	5 th , 6 th , 7 th & 8 th Term	29	15 th Dec. to 20 th Dec. 2020
		1 st , 2 nd , 3 rd & 4 th term	340	Will be intimated

STANDARD OPERATING PROCEDURE

1. REPORTING –

- a. An Intimation has to be given by the Students regarding the date and time of arrival to the campus to the Director, Student Welfare (DSW) or the concerned Wardens of Hostel.
- b. On arrival of students to the campus the bags will be sprayed with disinfectants at the Sports complex
- c. Fill in the Proforma issued by the Nodal Officer/ Designated official.
The contact person for issuing self-reporting form and collection of documents is Mr. Vishwanath Singh - 9886500524.

2. SCREENING –

- a. All students to get RTPCR done within 48 -72 hours before the travel time. The negative test report done in an ICMR recognised lab only has to be submitted by the students. The students will be quarantined for a period of 14 days and retest to be done on the 5th day of arrival.
- b. In case any student is found to be a suspect for COVID 19 or having symptoms or signs of corona infection, then such students will be shifted to the hospital and if found negative after testing will be shifted to the designated place of accommodation or if found positive will continue to stay in the hospital and then to quarantine facility at the hostel for 1 week once physician approves.
- c. All the day scholars will undergo daily thermal screening and frequent health check up at the Fever Clinic.

3. UNDERTAKING

Students have to submit an Undertaking attested by their parents and the student confirming their continuous stay at home and also to insist their wards to follow all the precautionary measures during their travel and also while residing in the hostel. The Institution will not hold any responsibility with regard to the exposure of the students outside the Campus.

4. ACCOMODATION

- a. Students will be sent to their respective rooms in the hostels. Monitoring of movement of students at the entry and exit of the hostel gates
- b. Students staying independently in private accommodations and local residents will undergo daily thermal screening and frequent health check up at the Fever Clinic.

5. FACILITIES IN THE HOSTEL FOR FOOD

- a. Students have to strictly maintain social distancing, compulsory wearing mask and use of hand sanitizers
- b. Arrangements are made for food in the respective Hostel Mess allowing only a small number at a time with extended timing

6. HEALTH CARE NEEDS:

- a. Regular visits by the counsellors so the students can talk about their anxiety and stress.

- b. The team comprising of Director, Student Welfare/representative of Department of Student Welfare and Wardens shall visit the students on regular basis at their accommodation, address to any grievances, counsel them and update the Dean, Faculty of Medicine, Dean, AH & BS and Vice Principal about the student's accommodation, food, security and health.

- c. Arrangements for Mentorship activity will be done by the Convener – Mentoring monitoring committee and update and take feedback regarding their academic and non-academic activities as per the decision taken during the meetings or requirements.

SELF REPORTING FORM

Sl.No	Personal Information	
1	Name of Student	
2	Age	3. Gender – M / F
4	Students Phone No	
5	Students E mail id	
6	Phone No of Parents Father/ Mother	
7	E mail Id of Parents Father/ Mother	
8	Travel mode undertaken (Tick any)	Car / Bus/ Train/ Flight /Any other Details -
9	Aadhaar no of student	
10	Address of origin of journey	
11	Date and time of origin of journey	
12	Date and time of arrival to Bangalore	
13	Date and time of arrival to Kolar	

a) Are you suffering from any of the following symptoms?

Fever - Yes / No

Cough - Yes / No

Sore throat - Yes / No

Redness of eyes – Yes / No

Difficulty in breathing - Yes / No

Loss of sense of smell - Yes / No

Chest pain - Yes / No

Vomiting – Yes/No

Diarrhoea – Yes/No

Abdominal cramps – Yes/No

Myalgia - Yes/No

Tiredness – Yes/No

b) Did you consume any paracetamol drug before your arrival? Yes/No

c) Are you on medications for any illness? Yes / No

d) If Yes, Mention the reason and the medication.

e) Have you downloaded Arogya Setu app – Yes/ No

DO'S AND DONT'S

DO'S	DONT'S
Wash your hands frequently using soap. Use sanitizers	Don't go in groups
Always wear a triple layered mask when you come out to attend classes and a cloth mask can be used in your hostel. Disposal of masks should be in only designated bins	Do not touch your nose, mouth and eyes with your unwashed hands
Maintain at least 2 meter distance between yourself and others	Do not shake your hands with anyone and avoid unnecessary interaction with friends
Stay indoors and talk and share your feelings with your friends and family on phone to remain positive and focused	Don't move around unnecessarily in the corridors, food court and campus. Celebration of birthdays and any group activities is prohibited
If you have fever, cough and difficulty breathing, inform wardens/mentors and seek medical attention. If your roommate is symptomatic, inform authorities then both of you have to remain in room till the test results.	Don't touch railings and then touch your face
When coughing and sneezing, cover mouth and nose with handkerchief or tissue. Dispose of the used tissue in a closed bin.	Do not use the lift, use staircase instead
Maintain good hygiene and cleanliness of your room	Do not spit in public places
Wear plastic slippers which can be washed frequently with a detergent	Avoid wearing slippers in the room which has been worn outside
Try to make digital payment using any of the apps	Avoid cash payments
Eat healthy food & fruits and drink hot water. Wash the fruits purchased thoroughly before consumption	Avoid junk food and any food material that cannot be washed (In case required then must be stored in a place for atleast 72 hours before consumption)
Get good 8 hours of sleep Do exercises, yoga, breathing exercises and meditation etc. to keep yourself fit	Do not smoke and consume alcohol
Regularly sanitize your phones, laptops and other media accessories.	Do not share your electronic items, books, learning materials and even food
Download Arogya Setu app for self-monitoring.	.

DUTIES AND RESPONSIBILITIES OF THE FACULTY INCHARGE

SI No	Activity	In charge
1	A. Uploading of information on the Academy and College website B. Intimating the students by phone / What'sapp / email	Deputy Nodal officers
2	Receipt of information from students regarding their arrival and issuing clarification, if any	Deputy Nodal officers
3	Preparation of document /list regarding arrival schedule of students.	Office of Warden Mrs. Shailaja Mr Vishwanath Singh 9886500524
4	Preparation of the place (Sports complex) of receiving of students <ul style="list-style-type: none"> • Chairs • Water vending machine • Sanitizer • Hand wash • Spraying of hypochlorite solution 	DSW Estate Division (Class IV worker in charge of the floor)
5	Communication to hostel and Nodal officers on real time basis as and when students arrive about their names/year/roll no etc – From Screening place to hostel super visor	Wardens office Staff (Mrs. Shailaja and Mr. Vishwanath Singh) will be designated at the screening area
6	Preparedness of the hostel to receive students. <ul style="list-style-type: none"> • Earmarking of rooms/floors • Arrangement for service of Food, in the mess following all the precautionary measures • Adequate supply of drinking water in each floor at designated place • Making student volunteers to ensure social distancing • Arrangements for enough sanitizers in each floor Readdressing /addressing any difficulties faced by the students	Deputy Nodal officers Deputy Nodal officers and DSW
7	Supervision of the arrangements three times /day. Monitoring of hygiene in the Kitchens, area of food service and of mess workers	Deputy Nodal officers and DSW
8	Regular monitoring of the health of students & staff	Deputy Nodal officers

9	Arrangement for referring symptomatic students to hospital	Deputy Nodal officers
10	Arrangement for quarantine of primary contacts in the hostels	Deputy Nodal officers
11	Interaction with parents of students if any	Deputy Nodal officers
12	Briefing security staff and current inmates to disallow new students, into the hostel without quarantine.	DSW
13	Adequate security arrangements to tackle the disobedient students and lock key if so warranted	Deputy Nodal officers (Report to DSW and Principal)
14	Maintenance of entry – exit register in all hostels where incoming students are quarantined	Deputy Nodal officers
15	Arrangement of Mentorship activity	Convener – Mentorship monitoring committee
16	Counselling sessions	Counsellors of Academy
17	A day to day report to be sent to the Dean's office	DSW

GUIDELINES FOR QUARANTINE OF COVID -19 POSITIVE

The guidelines put up are as per the guidelines available as on date (10/11/2020) Government of Karnataka notification. The guidelines are subject to changes as proposed by the Government of Karnataka

1. During the stay in the hostel if the student starts to develop symptoms of Covid-19, as per the protocol the student has to get tested and isolated. If the test result is positive, further treatment will be provided at the hospital. If found negative, the person will be allowed to go to hostel.
2. They shall be released from quarantine if the following criteria are met in 07 days following discharge from hospital
 - No symptoms of Cough, Sore throat, Difficulty in breathing
 - Loss of sense of smell, Chest pain
 - On examination - No fever (recorded temperature < 37.50c or <99.50 F)
 - Maintains saturation above 95%, Respiratory rate less than 24 per minute
3. A report of the same will be sent to the respective Deans once the student completes his/her isolation. The person shall be allowed to resume attending to classes only after satisfactory completion of hostel isolation. A fitness certificate shall be issued by the concerned.
4. Disinfection of the room: After completion of hostel isolation, the commonly touched surfaces and objects inside the room will be disinfected with 1% freshly prepared sodium hypochlorite solution.
5. It is mandatory for the students to register on the Arogya Setu app and Bluetooth to be switched on.

MEASURES TAKEN AT INSTITUTION LEVEL IN THE PREVENTION OF COVID 19

Safety Measures

1. Compulsory download of Arogya Setu app. All the students reporting to the campus will produce the report of RTPCR which should be done 48 – 72 hours in an ICMR recognized lab only before the travel time from any state. The student will be in quarantine for a period of 14 days and retest of RTPCR will be done on the 5th day of the student's arrival to campus.
2. College will be reopening in phases
3. Thermal scanning for all faculty, staff and students at various places and compulsory wearing of mask. Hand sanitizers will be placed at common areas.
4. Signages, symbols posters, etc regarding measures for prevention of Covid 19 and Emergency No, Helpline No's, email id and contact details in case of any grievances are displayed at prominent places in the Institution.
5. The Norms of physical distancing, sanitization and disinfection process (using 1% sodium hypochlorite) at common facilities and also frequently touched areas at the auditoriums, laboratories, sports, gymnasium, canteen, parking area etc. after the classes will be followed.
6. Spitting in the campus is a punishable offence
7. The entry of visitors will strictly monitored at the entry and exit in the campus. It is mandatory for all the students and faculty to wear ID cards.
8. Dustbins are placed for collection of used facemasks, personal protective kit, hand gloves and their disposals are done as per safety norms.

Teaching learning

1. The class size will be reduced to 50% to maintain social distancing and maybe allowed on rotation basis for classes. Online learning will be continued for the students who opt not to attend physically and for those who are in quarantine.
2. Wearing of mask and face shield is compulsory while attending clinical postings.



Hostels

1. Gymnasium shall follow MoHFW guidelines
2. Symptomatic students will not be allowed to stay in the hostels but will be shifted to hospital facility.
3. The students will be strictly monitored at the entry and exit at the hostel gates. It is mandatory for all the students to wear ID cards
4. There should be no overcrowding in hostel areas, dining halls, canteen, common rooms, playing areas etc. where common utilities are shared.

5. Food and water will be supplied in the earmarked areas where the students are accommodated.
6. Hygiene will be monitored in the kitchens, dining halls, bathrooms and toilets.
7. Hygiene will be monitored of all the mess workers.
8. The students must avoid going to Kolar for purchase instead you can purchase your requirements at the Students Cooperative society or if anything is required a request can be put up to the society to make it available.

Health

1. Students, staff & faculty to submit a self-disclosure if any of their family members have been infected and if they are a primary contact.
2. Regular monitoring of the health of students, staff & faculty.
3. All the Students, staff & faculty to be aware of the webpage – “Manodarpan” created by the ministry of Education to provide psychosocial support for mental health and wellbeing.
4. Helpline No's will be provided and also displayed at various prominent places in the Institution regarding mental health, psychological concerns and wellbeing of students which will be regularly monitored by the counsellors of the Academy.
5. Regular mentoring of students by the Mentors either on phone, email or what'sapp.
6. Awareness program will be conducted as to how the infection spreads, common symptoms, precautions and measures to be taken to contain its spread.

	<p>SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH</p> <p>SRI DEVARAJ URS MEDICAL COLLEGE Tamaka, Kolar</p> <p>OFFICE OF THE PRINCIPAL</p>	
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A Letter of Undertaking from Students

I, (Full name of Student) with Register No Son/Daughter of having been admitted to (Course) and in Term admit that I am fully aware of the Pro's and Con's of COVID 19 Infection and the necessity to wear proper face masks, maintain social distance, avoid gatherings and follow other preventive measures against COVID 19.

I hereby in my conscious give an undertaking that, I will not hold the Academy and/or authorities responsible if I acquire the Infection despite all the information provided and preventive measures taken by the Academy.

Signature of Student

Date :

Name of Student :

Register No :



Email Id :

Phone No :

Address :

Signature of Witness

Name and Phone No

	<p>SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH</p> <p>SRI DEVARAJ URS MEDICAL COLLEGE Tamaka, Kolar</p> <p>OFFICE OF THE PRINCIPAL</p>	
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A Letter of Undertaking from Parents

I , (Full name of Parent)
 Father/Mother of(Student Name)
 admitted to (Course) and inTerm do understand the
 Pro's and Con's of COVID 19 Infection and the necessity to wear face masks,
 maintain social distance, avoid gatherings and follow other preventive measures
 against COVID 19.

With respect to the above I hereby in my full conscious give an undertaking that I
 will not hold the Academy and/or authorities responsible if my Son/ Daughter
 acquires COVID 19 Infection despite all the information provided and preventive
 measures taken by the Academy.

I permit him to travel from home to campus and attend to his teaching, learning
 and evaluation activities.

Date :

Signature of Parent

Name of Parent :

Phone No of Parent :

Email Id of Parent :

Signature of Witness

Name and Phone No

Name of Student-

Register No :

Email Id :

Phone No :

Address :

