

Standard Operating Protocol (SOP)

Resume of work after Lockdown



PAKUR POLYTECHNIC

Erstwhile Govt. Polytechnic, Pakur

PAKUR (JHARKHAND)

Established by Govt. of Jharkhand &

Run & Managed by Cybobhubaneshwar Educational Foundation

Standard Operating Procedure for Work Resumption after Lock down

Effective Date: This SOP shall be implemented with immediate effect based on the advisory issued by Head Office from time to time.

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed for resuming work at Administration building, Hostel blocks, Hosing blocks of Faculty & Staff, Workshop, Canteen & Guard rooms.

Introduction:

This SOP is prepared to extend guidelines for ensuring safe and secure work place for all stake holders viz. Employees, Students, Parents, Visitors, Suppliers, Vendors & Family members of employees. All precautionary measures are to be ensured at Offices/ Townships of Pakur Polytechnic.

Pakur Polytechnic, Pakur
Beside New DC Office, Pakur

CORE TEAM to control spread of Coronavirus (COVID-19)

CORE TEAM has been created at Office level to coordinate all efforts towards prevention and containment of spread of COVID-19.

List of **CORE TEAM** are as following:

Name	Designation	Mobile No.
Shri Abhijit Kumar	Director	
Prof. (Dr.) P. K. Das	Principal	7484840029
Mr. Nikhil Chandra	Admin.-cum-Admission Head	7484840028
Mr. Amit ranjan	Operation with Quality Control-cum-Examination Head	9111641870
Mr. Rahul Kumar Sinha	Accounts Deptt. Head	7295081066
Mr. Shankar Kumar	HOD – Mechanical Deptt.	7979837900
Mr. Imran Ansari	HOD – Mining Deptt.	9798473638
Mr. Saquib Shakil	HOD – Electrical Deptt.	8002233769
Mr. Ravikant Kumar	HOD – Civil Deptt.	9006883525
Mr. Karan Kumar Mishra	HOD – Metallurgical Deptt.	8757694684
Mr. Mithilesh Kumar	Workshop	7484092006
Mr. Joy Sarkar	Hostel Warden I/c (Block – 1)	8873669708
Mr. Pramod Tiwari	Hostel Warden I/c (Block – 2)	7488530684
Miss. Anu Priya	Hostel Warden I/c (Girls)	9006143497

Responsibility of CORE TEAM

- CORE TEAM to be constituted at work centers/offices to coordinate efforts towards dealing with this crisis and ensure control the spread of COVID-19 at work place.
- Each CORE TEAM shall form a Unit Team for ensuring compliance of SOP.
- All Core Team shall instruct their Unit Team to make own SOP for their department/Office.
- Administration Department should ensure proper hygiene at work place including washrooms, water containers etc.
- Educating workers and all employees on symptoms and briefing them to report such symptoms to the Core Team. (See Annexure I – Employee Declaration Form before joining the campus during COVID-19 Period)
- Ensure training of all employees, staff members & regular visitors for Precautions against Covid-19.
- Sanitize entire premises including main gate, inside & outside of offices, plant, Workshop area, Canteen area, washrooms, Vehicles, inside & outside of ATM and Guard rooms and all other areas on daily basis by using 1% sodium hypochlorite solution or phenyl or by using appropriate sanitizer, preferably containing an alcohol of about 70%
- Ensure that the workplace has adequate supplies of disinfectants, sanitizers and masks.

- Door handles, Locks, keys, wash basin knobs and other metal items such as utensils can be sanitized by using alcohol based sanitizers and people may be trained to avoid direct touching of the same as far as possible.
- All inbound parcels are being fumigated/ sanitized prior to use.
- Educate employees on infection control and good personal hygiene during “on the job” periodically and during “Induction” of new joined employee.
- Common touch points such as finger print scanners/Printer, landline phones, door handles/ knobs, light switches etc. should be avoided to the extent possible and care should be taken that face is not touched when touching such high contamination risk zones. Perform hand hygiene immediately after coming out of such places.
- Ensure CCTV footage back up is extended till 30 days and overage is also extended.
- Develop plans related to visitor and employee body temperature screening by using infrared thermometer and follow-up actions.
- Visitors/employees/staff above 65 years of age are allowed in college office with proper care.
- Ensure that employees who have travelled to affected areas are quarantined for sufficient number of days, as per advised by the Medical officer/Govt. Authorities. Keep a check on employees’ health by phone or email during his/her absence from work.
- Ensure common areas e.g. pantries, washrooms, meeting rooms are disinfected daily by using day wise alternative disinfection solutions and keep the record for the same.

(See Annexure II – Disinfection chart)

- Employees/Staff shall be informed that they will be under CCTV surveillance for monitoring the above guidelines & any non-compliance will be reported.
- Keep the records of each visitor including name, address, age and contact details.
- Any employee suffering from an infection/disease like conjunctivitis, severe cold etc. shall not be allowed to enter the college premise.

EMPLOYEE/STAFF PROTOCOL

General Guidelines for Officials (Good Personal Hygiene Practice) - Following are the minimum requirement for every person entering the college Premises.

1. Always wear a Face Mask or Face cover shield when you in the office.
2. Always maintain social distancing. Maintain minimum one-meter distance with other human beings at all directions.
3. Minimum touch with article and human Being – No handshake.
4. Sanitize your hands as much as possible.
5. Don't use other person's laptop, mobile or desktop.
6. Have online meeting from office through own laptop or own mobile. Don't use other's laptop/Mobile for meeting.
7. Download "Arogya Setu app" in your Mobile.
8. Speak no words on COVID-19, unless necessary.
9. Get thermal screening at the main gate daily.
10. Sanitize your vehicle before going to use it.

STUDENT PROTOCOL

1. All students are advised to come with the following items when you are coming to college :
 - a. A pack of Hand Sanitizer.
 - b. A Face Mask or Face shield.
 - c. COVID-19 Testing Report or Medical Fitness Certificate.
 - d. Download “Arogya Setu app” in your Mobile.
2. Get thermal screening at the main gate before entering the college premises.
3. Always wear a face mask or face cover shield whenever you are going outside of your room.
4. Students are instructed to strictly adhere to the COVID- 19 advisory, issued by the Government of India.
5. Students are instructed to strictly follow the instructions as per the awareness program on COVID-19 conducted by the Pakur Polytechnic.
6. Always maintain social distancing. Maintain a minimum one-meter distance with other human beings in all directions.
7. Minimum touch with any article and human Being – No handshake.
8. Sanitize your hands as much as possible.
9. Don't use other's laptop/Mobile.

10. Speak no words on COVID-19, unless necessary.
11. There should not be any group activities or social gatherings inside the hostel and the college premises.
12. Students are advised to restrict movement outside the college campus
13. Students are advised to keep hygienic conditions in hostel, mess & college premises.
14. Students are instructed to avoid outside food.
15. If any student finds someone to be COVID-19 symptomatic, inform the hostel warden for medical assistance so that timely medical advice and evaluation can be done.
16. Symptomatic students are advised to strictly adhere to medical instructions given by the attending medical team.
17. Students are advised to get their own Tiffin carrier (2 in number) for packing food by the concerned mess for consumption in their rooms (detail instruction will be notified to all by the Mess I/c). The mess dining area has been closed until the end of the Corona epidemic. All students should dispose of waste food in the provided dustbins immediately and effectively.