

# Instructions for Students

## Reopening after COVID-19 National Lockdown



INDIAN INSTITUTE OF TECHNOLOGY  
INDORE

## Preface

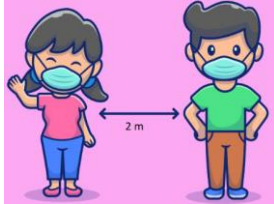
1. The document attempts to envisage a set of codes of conduct to make working environment - academic and hostel, safer during post COVID 19 period.
2. **Applicability:** This SOP 2020 will be applicable in all places including hostel, academic premises and other places in the campus unless notified otherwise.
3. **Tenure:** The tenure of SOP 2020 will be effective from the date of notification till 31<sup>st</sup> March 2021 and may be extended further either fully or selected portion.

## Introduction & Purpose

4. As the COVID-19 pandemic has influenced our life and living to a great extent, the evolving situation has forced our way of working by adding new dimension to the concept of learning and teaching. This is a significant challenge and we need to create and adopt a safe working environment and working style within the Institute.
5. We understand the fact that life in the hostel and academic premises is our Living space and a social platform for interaction faculties, classmates, friends and external visitors with exchange of documents, ideas and materials which are potential source and medium of infection. It is also realized that we as individuals need to be healthy and awareness on health hazard and risk elements are necessary for ensuring a healthy environment and be more productive to achieve our goals and targets.
6. A set of new terms are common in Post Covid-19:
  - a) Social Distancing
  - b) Personal hygiene
  - c) Work from home
  - d) Hand to hand is replaced by Ear to ear
  - e) Online working space and meetings
  - f) Peer vigilance for safety
  - g) Socialization in Post Covid-19
7. Attempts are made here to codify and notify a set of practices to make the living space safer with **Do's** and **Don'ts** without compromising the effectiveness and efficiency.

## General Rules

1. Everyone on campus, outside their individual rooms or houses, must **always wear homemade face mask**. Defaulters will be fined ₹500 for the first time and ₹1000 for subsequent violations.



2. Social distancing norm of **6 feet** between two individuals must always be maintained in all public spaces inside the campus.

3. Everyone must frequently **wash hands with soap and water**.
4. Mandatory to have **Aarogya Setu** app on your smart phone.



5. No Handshake - **Greet with Namaste**.

6. Any campus resident with travel history from outside city must undergo **mandatory home quarantine period of 14 days** after arrival to the campus.
7. Campus residents are not allowed to have visitors/relatives other than their declared dependents in their residences without prior written permission of the Registrar.
8. Spitting in public places is strictly prohibited.
9. Cover your mouth and nose with tissue paper or cloth when you cough or sneeze or use inside of your elbow and immediately wash your hand with soap and water.

## Instructions

1. The Instructions are divided into three sequential stages as below:
  - a) Preparatory
  - b) Entry: Joining the institute
  - c) Continuous monitoring and improvement
  
2. **Stage-1: Preparatory** (Before joining the institute after lockdown)
  - (a) Must have working Aarogya Setu app installed on their smart phone.
  - (b) Must submit the **self-declaration form and arrival details form online** by the time stipulated by the Institute.
  - (c) Student must carry following things while joining the Institute:
    - (i) Institute ID card
    - (ii) 05 masks, preferably homemade, and cloth gloves.
    - (iii) 500 ml of sanitizer.
    - (iv) Dining plate (preferably with compartment), glass, spoon, bowl.
  - (d) Inform about your health condition, significant medical history and discuss with health center if you have any doubt.
  - (e) Every student must undergo e-training module / webinar available on Institute webpage before their return to Institute.
  
3. **Stage-2: Entry: Joining the institute**
  - (a) Undergo thermal screening at entry gate.
  - (b) Luggage will be sanitized at the entry gate.
  - (c) Undergo health check-up at the designated station near the entry gate.
  - (d) Proceed to your respective room as allotted in the Hall of Residence.

- (e) Undergo self-quarantine in respective rooms for a period of 14 days from the date of reporting or date of closure of window for shifting in the campus, as decided by the Institute.
- (f) Movement of the students is restricted to their room and dining place during quarantine period.

#### 4. **Stage-3: Continuous monitoring and improvement**

- (a) Practice frequent handwash with soap and water.
- (b) Wearing mask is compulsory while going out of the room.
- (c) Social distancing must be followed while being outside the room
- (d) No Handshake - Greet with Namaste
- (e) Follow your dining timing as per batch provided to you.
- (f) Carry your drinking water bottle.
- (g) Always carry your institute ID card along with you while going out of your room
- (h) No exchange of food, cloths, books, paper etc.
- (i) Maintain personal hygiene: washing of clothes daily and precautions: self-cleaning of common utility points (like taps, showers, switches etc.) before use.
- (j) Use online mode of communication wherever possible including discussion with your faculties, lab colleagues and friends. Avoid visiting any office directly.
- (k) Clean your PC, laptop, mobile or any personal items with disinfectant regularly or when used by other person.
- (l) Any kind of group celebration is not permitted.
- (m) While receiving and handling of items/goods, follow proper safety measures.
- (n) Avoid crowding the common places, maintain social distancing at entrance, in lift, during lunch times.
- (o) **The travel outside the campus is not allowed till further notification.**
- (p) Report your health status to health center team through online form. Visit the health centre through appointment only.

(q) Cooking in the hostel is strictly prohibited.

**Students reporting to research laboratories:**

(r) Research students will be able to join their respective laboratory only after quarantine period is complete.

(s) Those working in research laboratory must maintain all safe practices including wearing mask, social distancing and maintaining safe environment.

(t) Keep your laboratory environment clean, hygienic and make sure disinfection routine is followed as per schedule. Cooperate with housekeeping team.

**5. Stage-4: In the event of detection of suspected or positive case of Covid-19**

In the event of detection of suspected or positive case of Covid-19 on the campus, the guidelines laid down by the local administration Indore will be followed.

**STAY HEALTHY**

**STAY SAFE**

For any assistance, call the following offices:

Hostel Office : 0731-6603468 (from outside) or 3468 (internal)

Security Control Room : 0731-6603524/ 9589518299/ 6265224771  
(Gate No. 1)

Health Center : 0731-6603187 / 3571