



Standard Operating Procedures for Re-opening of Campus to Students - September 2021

VIT-AP University has decided to reopen its campus to students with effect from 7th September 2021. Students are grouped into batches and then brought to campus in a staggered manner. The reopening will be meticulously carried out keeping in mind the safety of all our students, faculty and Staff.

Get Vaccinated and ensure your safety and that of others around you.

It is mandatory for all Students, Faculty and Staff (above 18 yrs. of age) to get vaccinated with at least one dose prior to the reopening of campus. To ensure this, the students will be required to produce the certificate of vaccination before joining the campus and hostel.

Students reporting Period - Batchwise (34 days)			
Batches	Lab Period	Hostel Reporting Date	Vacating Date
Batch 1	07 Sep to 08 Oct 21	05/ 06-09-2021	09-Oct-21
Batch 2	18 Oct to 18 Nov 21	16/17-10-2021	19-Nov-21
Batch 3	25 Nov to 28 Dec 21	23/24-11-2021	29-Dec-21

Guidelines and Standard Operating Procedures to be followed:

1. Generic Preventive Measures:

- All eligible students should get vaccinated with at least one dose to come to campus.
- All students should upload their certificate of vaccination on v-top before joining the campus or hostel.
- Physical distancing of at least 6 feet is to be followed as far as feasible.
- Use of face covers/masks is 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 of used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest.
- Spitting is strictly prohibited.
- Installation & use of Aarogya Setu App shall be advised wherever feasible.

2. Preparatory work for re-opening the campus:

- All the academic blocks, class rooms, hostel rooms, canteens, library, etc., including laboratories, other common areas shall be sanitized with special attention to frequently touched surfaces.
- Academic blocks, Hostels, and facilities that were used for quarantine shall be deeply sanitized and deeply cleaned before functioning is resumed.



- In Laboratories equipment's are to be placed 6 feet apart, wherever feasible, to facilitate physical distancing.
- Faculty and students has to maintain 6 feet distance, scheduling of activities and seating plan should be made accordingly.
- Ensure hand washing facilities along with provision of soap.

3. At the Entry points:

- All the Students, Faculty and staff members should undergo Thermal Scanning at the main gate. The body temperature of the Students, Faculty and Staff members shall be recorded daily.
- Avoid gathering in groups and crowds.
- Maintain physical distancing at work place is must.
- All Students, Faculty and Staff members should wear masks at the work place.
- All the maintenance staff, Security, Drivers and Canteen staff should wear masks and gloves at the work place.
- The Security will not allow the Students, Faculty and Staff members without masks at the main gate to enter campus.
- Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- All Students, Faculty and staff members should sanitize their hands, vehicle keys, etc., at the entrance of the Academic Blocks. Paddle Stand with Sanitizer container shall be made available at Academic Blocks.
- Avoid crowding of elevators by limiting 2/4 persons at one time. Use of staircase should be encouraged.
- Mandatory respiratory etiquette, including covering mouth while cough and sneezing should be followed by all the Students, Faculty and Staff members including all maintenance staff and security guards.
- Students, Faculty and Staff members are requested to avoid physical touch (shaking hands) at work place. Should wash their hands thoroughly and frequently for a period of minimum 20 seconds with sanitizer or minimum 40-60 seconds with soap.
- Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter campus.
- Entry of visitors should be strictly regulated/ restricted.

4. Conduct of guidance activities in the classrooms/ laboratories within the campus:

- Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- Wearing face cover/ mask is a must at all times and at all places inside the campus.
- Teaching Faculty shall ensure that they themselves and their students wear masks throughout the conduct of teaching/guidance activities.
- Sharing of items like notebook, pens/pencils, erasers, water bottle etc., amongst students should not be allowed.



- For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- Ensure that the equipment's have been disinfected, particularly the frequently touched surfaces before and after each use.
- Ensure a floor area of 4 sq.m per person is available for working on equipment/work station.
- Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at laboratories/workstations/simulation labs etc.

5. Hygiene and Sanitation:

- Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas, etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected.
- Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- Dustbins must be cleaned and covered properly.
- Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms. Provision for proper disposal of used personal protection items and general waste should be followed.
- Sanitization will be done at the drinking water areas.
- Social distancing should be maintained at the canteens.
- The Canteen(s) should use only paper plates and paper glasses.
- The Canteen staff should use gloves and wear masks while serving food and they should use sanitizers without fail.
- Cleaning and disinfecting procedures of buildings, premises and high touch points are to be taken care by the Estate Team with the help of 360 staff.

6. Psycho-social wellbeing:

- Ensure regular counselling is done for Students, Faculty and Staff reporting mental health issues such as anxiety and depression.
- It is recommended that mentorship assignments are put in place formally, and mentor-mentee discussions are recorded into an action plan and shared with the mentee.
- It is advisable that faculty, counsellors and/or mentors should work in unison to ensure emotional safety of the students.
- Set up helplines for mental health, psychological concerns and well-being of students which need to be regularly monitored by Counsellors and other identified faculty.

7. Hostel Accommodation:

- Since students may be coming from different locations by using public transports such as buses, trains, etc., it is important that they should minimize their contact and interaction



with others on arrival at hostel, and effectively, maintain pandemic norms as per State/UT requirement.

- Their health status should be monitored during the period.
- Hostel accommodation shall be provided to the students wherever possible following COVID protocols.
- Only one-third of the accommodation may be filled.
- Single room accommodation needs to be provided to students as far as possible. No crowding shall be allowed at any point of time. Big common halls or common rooms or TV rooms also could be used for the purpose of accommodation.
- Hostel accommodation shall not be given for any inmate on a continual basis for the entire academic year. Inmates need to stay in hostels only when the instructional classes are conducted physically.
- Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc. Other common areas within the student housing used for communal gathering will need to be suspended, and used on a need-only basis based on authorization of hostel warden.
- Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options should be available for students, faculty and staff.
- Utensils should be properly cleaned.
- Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
- Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.
- Room provisions such as bed linen, and overall sanitization will need to have additional procedures in place. The rooms will have to be sanitized periodically.
- An emergency protocol will have to be defined in case a student is found symptomatic or has tested positive for COVID-19, to ensure calm is maintained and necessary actions are taken to quarantine and test peers living in the same accommodation.

8. Transportation:

- Instructions to be given to Mr. Vinesh, Transport Manager- Bheemaneni for deep cleaning of the buses and spraying disinfectants in the buses twice daily. Sanitizers should be placed in all the buses.
- Drivers should wear mask and maintain physical distancing.
- All commuters to wear face cover/masks in the buses. Students without masks should not be permitted to board buses.
- Students commuting through public transport should be adequately guided to take all precautions such as – physical/safe distancing, covering nose and mouth with face cloth/masks, sanitizing hands when touching any surface etc.



9. Medical and Health centre:

- An isolation room shall be arranged for the person to be moved immediately after identification till he/she is moved to the testing lab/ hospital. Room No: 320 in AB-1 and Room No: 410 in AB-2 are identified as Isolation Rooms.
- Duty Doctor and Nursing Staff shall be available in campus Health Centre.
- Sensitize students, parents, faculty and employees to create awareness on COVID appropriate behavior, as detailed under generic measures above.
- If a student, faculty or staff is sick, they should not come to the campus and follow necessary protocols in this regard.

Guidelines if any Student, Faculty and Staff effected with COVID-19

- If any Student, Faculty and Staff has symptoms of COVID-19 (High temperature, cough, Sore Throat, Body pains etc.,) need to consult Doctor immediately and get COVID-19 (RTPCR/RAPID/CT Scan) test done.
- If diagnosed positive - inform to the Dean/Mentor/Reporting Authority and HR immediately and apply for leave.
- To take proper medication as per Doctor's advice and be under isolation (home/hospitalization).
- After 14 days or completion of treatment as per Doctors advice, if found fit can join duty after submitting fitness certificate.
- Need to take Dean/Mentor/Reporting Authority approval for re-joining.
- Need to submit medical fitness certificate and medical certificates after re-joining.
- After re-joining always wear a mask in Campus, sanitise your hands frequently.
- Avoid shake hands and physical touch in Campus.
- Physical distancing should be maintained.
- Follow COVID-19 guidelines as per VIT-AP University norms.

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