



BVRIT HYDERABAD

College of Engineering for Women

Post-Lockdown

Back to College

Operations Manual

BASIC LAW OF PROTECTION

“Consider everyone around you as an asymptomatic carrier of COVID-19 and capable of infecting You.

You too, consider that yourself may be an asymptomatic carrier of COVID19 and capable of infecting your friends, family members or anyone around you”

So, train yourself to practice all known precautionary measures to avoid being a victim or a source of COVID 19 infection

Foreword

As everyone knows the whole world is hit by COVID-19 (popularly known as Corona virus) pandemic and every activity in the world came to a standstill without exception. Governments across the world started imposing regional/national lockdown with the intention of stopping the spread of invisible virus and to limiting the magnitude, where the medical infrastructure can cope with it and save lives of people.

As the research continues to prepare a vaccine or drugs to cure the infected people, it may take several weeks to months to get the results. In the meanwhile, people and the governments are weighing options to revoke the lockdown in a phased manner and get the entire activities resume and move forward.

Like all the activities, Education Institutions are also closed but quickly recovered to resume teaching and learning through online platforms. BVRIT HYDERABAD is one among the first to realise the situation and start the online teaching and counselling students to adapt the changed situation.

Now as we look forward to resume academic activities at college premises; BVRIT HYDERABAD is taking all precautionary and preventive measures for safety of Staff, Students and their families and accordingly bringing out this Operational Manual.

It contains operating procedures, guidelines to follow, but over and above this any guidelines issued by Government and Scientific community also need to be followed meticulously.

LEARN TO LIVE WITH COVID 19

Lifting of Lockdown neither means the end of COVID 19 nor a cure is found for it. We are just deciding to LIVE WITH it but intelligently avoiding it.

During lock down, HOME was our protective gear but after the lockdown, we must build a virtual protective gear around us.

This manual provides instructions and guidelines to build such Virtual Protective Gear

Foreword.....	1
1.Preparation	
1.1 When College re-opening is announced:.....	3
1.2 When going to College on First day and Everyday:.....	3
1.3 When you reach the college, at Entrance.....	3
1.4 When in the Campus.....	4
1.5 In the Class Room.....	4
1.6 During Exams.....	4
1.7 After Reaching Home.....	5
2.0 Guidelines for Canteen.....	5
3.0 Guidelines for Hostel stay.....	5
4.0 Guidelines using College transportation.....	5
5.0 Advice to Parents.....	5
6.0 Guidelines for Security.....	6
7.0 Administrative Guidelines.....	6



1. Preparation

1.1 When College re-opening is announced:

- If you are at your hometown, plan to reach your home back in Hyderabad 2-3 days in advance
- Preferably use private transport. If you are using public transport take all necessary precautions
- Check yourself on Aarogya Setu app. If advised, consult doctor.
- Make sure you follow personal protection measures:
 - Face masks (washable) – 3 - 4 no's
 - Hand sanitizers – 2 bottles

1.2 When going to College on First day and Everyday:

- 1.2.1 Sanitize Your hands, carry sanitizer with you
- 1.2.2 Wear Mask (Have one or two spare)
- 1.2.3 Carry College ID card (Neatly sanitized)
- 1.2.4 Prefer own transport, if possible
- 1.2.5 Arogya Setu App is mandatory with Bluetooth enabled (it alerts about surrounding places)
- 1.2.6 Two-wheeler travellers must wear Helmet (compulsory)
- 1.2.7 Carry hand gloves
- 1.2.8 Plan to reach college at least 15 minutes early. Due to checking at gate, you can expect a queue to be followed
- 1.2.9 In summary, maintain your **VPG (Virtual Protection Gear)**

1.3 When you reach the college, at Entrance TM

- 1.3.1 Security personnel will verify ID cards of both faculty and students.
- 1.3.2 They need to check the temperature of every person / student entering the campus.
- 1.3.3 Any persons with Corona symptoms like fever, cold, cough may not be allowed (Final decision by AO) into campus

YOUR **VIRTUAL PROTECTION GEAR (VPG)**

1. **Maintain 6 feet Physical Distance**
2. **Wear Mask Always, except at home**
3. **Sanitize Hands on touching any surface**
4. **Wash hands frequently (for 20 sec, every 2 hours)**
5. **Do not touch Facial parts**



1.4 When in the Campus

- 1.4.1 Wear Mask always except during Lunch or drinking water
- 1.4.2 Do not be in groups, maintain 6 ft distance
- 1.4.3 Sanitize hands on touching any Surface – Please get your own sanitizer
- 1.4.4 Wash hands frequently (every two hours)
- 1.4.5 Prefer to use stair ways
- 1.4.6 In case of using lift, use elbow /arms to open door or to press lift buttons and sanitize your hands as soon as you get out of it
- 1.4.7 Bring lunch from home. No sharing of food, water, stationary or any other articles
- 1.4.8 Avoid roaming in the campus unnecessarily
- 1.4.9 No Spitting
- 1.4.10 No Coughing in hands - wash thoroughly
- 1.4.11 No turning pages or counting money etc with saliva wet fingers
- 1.4.12 Wherever required (Ex: boarding the bus, entering Canteen, Classroom) follow queue system with 6 ft separation

1.5 In the Classroom

- 1.5.1 Do not forget about VPG
- 1.5.2 Do not enter or exit the class in groups, maintain distance even if it means forming a line with 6 ft separation between each
- 1.5.3 One student volunteer (by rotation) can take lead to monitor the queue system
- 1.5.4 Give space for faculty movement, whenever applicable
- 1.5.5 Sit only One per bench
- 1.5.6 Do not shift your seating positions
- 1.5.7 Maintain your own water bottle

1.6 During Exams

- 1.6.1 Do not forget about VPG
- 1.6.2 Do not form groups before or after the exam, avoid discussions
- 1.6.3 Do not enter or leave the exam hall in groups, follow queue maintaining 6 ft distance
- 1.6.4 Carry your own water bottle and required items (like pen, pencil, scale), sharing not allowed
- 1.6.5 After the exam, leave the answer script in the tray provided before leaving
- 1.6.6 Attendance sheet will be maintained by examiner, no signing required

How to Sanitize Bags, Seats, Shoe?

1. **Wear Mask**
2. **Use Savlon disinfectant or antiseptic liquid on a swab in 1:15 proportion**
3. **After shave lotions, deodorants with alcohol content >65%, surgical spirit can also be used**
4. **Using above clean all surfaces of the items**
5. **Wash hands afterwards**

1.7 After Reaching Home

- 1.7.1 Leave shoes / Chappal outside
- 1.7.2 Disinfect Bags, Shoes – Using any disinfectant solution
- 1.7.3 Wash clothes worn, Mask used, take shower

2.0 Guidelines for Canteen

- 2.1 Canteen to be maintained hygienically
- 2.2 One office staff need to regularly monitor premises, groceries turn wise
- 2.3 Day scholars will not be allowed in Canteen
- 2.4 Canteen staff must wear mask, face protection & hand gloves and should cover head & dress with kit provided.
- 2.5 Canteen staff must wash hands before serving
- 2.6 Faculty are also encouraged to get their lunch and have it at their respective locations
- 2.7 Only 4 persons per table are allowed in Canteen
- 2.8 Students shall bring their own plate and glass and take it back after completing lunch / dinner
- 2.9 Clean plate only with water in canteen, wash it with soap water in respective hostel room.
- 2.10 Food cannot be served outside the canteen

3.0 Guidelines for Hostel stay

- 3.1 Hostel students must maintain room hygienically
- 3.2 Must bring your plate, glass, spoon for eating in canteen
- 3.3 Wash your plate with vim liquid (dish washer) before going to Canteen to take food. After taking food also just clean with water in canteen & wash it after coming back to room. Maintain your own hygiene as we cannot take any risk on this.
- 3.4 Maintain Social distancing always
- 3.5 Without mask not allowed to go out of room
- 3.6 Get your dish washer, sanitizer, masks sufficiently till you complete your exams.
- 3.7 Hostel room cannot be given if any dues are pending
- 3.8 Hostel accommodation for next year is very limited.
Those who want to stay must book the accommodation by paying complete fee. Accommodation cannot be given for semester. It is yearly

4.0 Guidelines using College transportation

- 4.1 We will try our best to accommodate minimum number of students in BUS
- 4.2 Better to Use your own transport during exams

5.0 Advice to Parents

- 5.1 Taking care of health of your ward is your utmost duty

- 5.2 While sending to the college, ensure that proper guidelines given by college & Govt are followed
- 5.3 If any small symptoms of cold /cough/fever are found, better do not send to college
- 5.4 Send them with mask, sanitizer & hand gloves
- 5.5 For day scholars, send lunch box. Avoid going to canteen
- 5.6 For hostellers, better to bring your own plate, glass & spoon to take food. Better to clean your plate yourself.
- 5.7 Two wheelers must wear helmet
- 5.8 If possible, use your own transport
- 5.9 Please clear pending fee dues if any
- 5.10 Book the accommodation for Hostel by paying fee for next academic year. Hostel cannot be given for semester.
- 5.11 We have very limited seats for Hostel.

6.0 Guidelines for Security:

- 6.1 Proper training to be provided for Security personnel
- 6.2 They should themselves take care of VPG requirements
- 6.3 Security Personnel are to be equipped with Mask and Thermometers.
- 6.4 They must verify ID cards of both faculty and students.
- 6.5 They need to check the temperature of every person / student entered the campus. They need to report the cases if they suspect fever, cold, cough
- 6.6 A separate location to be identified for temporary quarantine of suspected cases
- 6.7 Need to arrange sensor/foot operated Sanitizers
- 6.8 They should not allow other people into the campus, unless with prior appointment. Only upon confirmation from concerned official, guest shall be allowed inside

7.0 Administrative Guidelines

- 7.1 Provide training to Security, Housekeeping, Office assistants, Gardening staff, Canteen staff etc
- 7.2 Ensure office space, desktop spaces, equipment's are sanitized on regular basis on usage
- 7.3 Prefer e-meetings. If at all to use conference room meetings, maintain physical distancing and with minimum people
- 7.4 Need to equip with First Aid requirements
- 7.5 Washrooms are to be cleaned thrice a day – Morning, afternoon, and evening
- 7.6 Sanitize all the classrooms, staff rooms and laboratories daily
- 7.7 Prefer lady faculty to come in Punjabi dress and gents with full shirts
- 7.8 Place Instruction boards at various places
- 7.9 Bus rules and Class timings as per JNTUH guidelines
- 7.10 Canteen crowd to be maintained and sanitization at the canteen and by the cooks
- 7.11 Plan for Emergency care – Ambulance, Nurse etc

- 7.12 Arrange for online classes facility in each classroom.
- 7.13 Call Staff only for first two to three days. Train them give clear cut instructions to them how to handle
- 7.14 In case, if a faculty has Corona symptoms like cold, cough or slight fever, grant leave and ask her to take classes through online
- 7.15 Inform about the plan well in advance to parents and students
- 7.16 Instead of calling all the students at once, initially trial with one year of students preferably IV years, after next two days go with III Years and then with II Years
- 7.17 Need to work out with Timetables accordingly

Innovate to LIVE WITH and SURVIVE COVID

Humanity is in a long-term fight with COVID pandemic and it has become imminent that we cannot sit in house doing nothing till a Vaccine or Cure is invented! So, we are compromising temporarily to LIVE WITH it but at the same time taking utmost care to avoid transmission of the virus. Life has changed from NORMAL to NEW NORMAL!

The new normal predominantly revolves around **Virtual Protection Gear**.

Students and Faculty are encouraged to come with innovative ideas to make the NEW NORMAL as convenient and as successful as possible!

Innovations may be as simple as designing a comfortable mask to a method for early detection of corona symptoms! It can be like 'how to get water from water cooler without touching' to 'how to make teaching-learning more effective' under new circumstances!

PLEASE DISCUSS OR PRESENT YOUR IDEAS TO INSTITUTE INNOVATION COUNCIL AND ITS MEMBERS TO TAKE IT FORWARD!
