



# Central University of Odisha

(Established Under the Central Universities Act, 2009)

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## Annexure-1

### STANDARD OPERATING PROCEDURE (SOP) FOR PHYSICAL REOPENING OF THE UNIVERSITY

The SoP has been developed basing on the MoHFW/MHA/MoE/UGC/State government's guidelines on safety measures for prevention of spread of COVID-19 which is to be followed during physical reopening of the university.

#### 1. Guidelines for Conduct of Physical Classroom Teaching:

- I. Students of 3<sup>rd</sup> /5<sup>th</sup> /7<sup>th</sup> and 9<sup>th</sup> Semester and Research Scholars have been called for classes in the first phase.
- II. It is mandatory for students coming to university and residing in hostels as well as Day Scholars to undergo Covid-19 test and to produce a COVID-19 RT-PCR negative test report, which is done within 72 hours before the day of joining/final dose vaccination certificate.
- III. Students have to get a duly signed consent letter from their parents before coming to the university premises to attend the classes.
- IV. Non-resident students/day-scholars, faculty and staff should be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face masks and gloves on a day to day basis. Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.
- V. Crowding must be avoided at entry/ exit points. Entry/ exit of all the gates may be used, with adequate care, to avoid crowding.
- VI. The norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar Halls, Sports, Gymnasium, Canteen, Parking area etc. are to be strictly ensured.

- VII. Six feet distance is mandatory in classes between students; Classes may be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing. Depending on the availability of space in class rooms or learning sites, students may be allowed on a rotation basis to attend the classes.
- VIII. The movement of outsiders in University premises will be banned.
- IX. Proper sanitization at all learning sites should be ensured. Arrangement of sanitizer, hand wash, thermal scanning, and first aid will have to be done at the main entrance of the building. Wearing face cover/ mask is a must at all times and at all places inside the campus.
- X. Cultural activities, meeting etc. may be avoided inside the campus. However, such extracurricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time.
- XI. Every student must wash her/ his hands frequently by using liquid soap/soap at the hand washing stations.
- XII. Proper sanitization of buses, other transport and official vehicles of the institution is to be done.
- XIII. Physical distancing is to be maintained during the period of travel by university bus/vehicle.
- XIV. Spitting in the campus is a punishable offence.
- XV. Physical distancing is to be maintained at a minimum distance of 6 feet in public places i.e. ATM corner, Shops, Canteen and Commercial establishments inside the university premises.
- XVI. Faculty, staff and students should be vigilant for their own health. Faculty, Staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.
- XVII. To avoid any kind of stress or panic in the prevailing situation vis-a-vis their studies, health and related issues, the faculty members, students and staff may go through the Web page named “Manodarpan” – created on the Ministry of

Education website to provide psychosocial support for Mental Health & Well-being during the COVID – 19 outbreak and beyond.

XVIII. Also, students can take the benefit of 'Bharosa' the helpline service of CUO with a toll free number 08046801010 and the National Toll Free Helpline (8445440632) for country wide which provides tele-counselling to address their mental health and psychosocial issues.

XIX. AgrogyaSetu is to be installed by all the students, faculty members and staffs of the university with a view to ensuring safety in workplaces.

## **2. Guidelines for Central Library**

### **For the User**

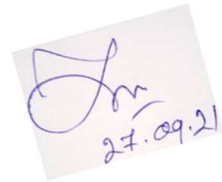
- I. If the user feels any of these common symptoms: runny nose, sneezing, sore throat, light cough, tiredness, shortness of breath, aches/pains or increase in body temperature should avoid visiting the Central Library.
- II. Each and every member is required to wear face shield/mask.
- III. Wash hands frequently with hand-wash / sanitizer. (Sufficient amount of hand wash /Sanitizer to be provided by the Covid Officer)
- IV. Reading area shall be used with only 50% of the seating capacity. At a time, maximum 50 to 60 students can seat in Sunabeda campus and 12 students can seat in Landiguda campus Library.
- V. User can use the reading area facility for maximum of 02 hours.
- VI. Avoid photocopy, the same can be replaced by digital imaging (scanning/s).

### **For the Staffs**

- I. Each and every member is required to wear face shield/mask.
- II. Check each and every individual's temperature through hand-held thermal body scanner. (A back-up thermal body scanner to be provided)
- III. Staff should ensure that each individual should use hand-sanitizer before and after using the library.
- IV. Circulation counter staff must use personal protection kit (Gloves, face shields or masks, sanitizers) before and after handling books. Nodal Officer of Covid is

requested to provide sufficient Hand wash, Sanitizer and Face Shield (especially for the Circulation Staffs and Library Security Personnel).

- V. Books (Paperback & Hardbound) that are returned by the users must be quarantined.
- VI. After handling books, it is mandatory to wash or sanitize hands
- VII. Regular and proper cleaning of staff's and users' desk. (in every 02 hours duration)
- VIII. Regular cleaning of digital equipments such as computers, printers or scanner. (in every 02 hours)
- IX. Do not share common stationery viz. pens, pencils, erasers, scissors, sanitizers etc .\*\*\*

A handwritten signature in blue ink on a light pink rectangular piece of paper. Below the signature, the date '27.09.21' is written in blue ink.

Nodal Officer, Covid19