

## STAGGERING OF CLASSES INTO TWO SESSIONS

**Session I** 8:30 AM - 4:00 PM

**Session II** 11:30 AM - 6:00 PM

Staggering the lunch break  
will also happen in this pattern

### Peenya Campus

1. Only one gate to be opened for entry and exit.
2. COVID Squad to be formed with 2 members from each faculty and 1 from Student Affairs and 1 from Admin.
3. Students, Visitors and Faculty members to be screened at the gate.
4. Floor Spacing markers to be used across campus in common areas to maintain social distancing.
5. Hand sanitization to be compulsory before entering the campus.
6. Sanitizing mat to be kept in all blocks as well as Hostel.
7. Seat arrangement in classroom to have min distance of 4 feet between chairs.
8. Classroom furniture to be spray sanitized twice a day.
9. Class timings to be staggered to avoid rush in common areas during breaks.
10. Disposable cups to be used for water dispensers.
11. Foot operated water dispensers to be used to avoid contact.
12. Foot operated soap dispensers to be used in rest room
13. Number of people in rest room at a given time has to be restricted to 7
14. Social Distancing to be followed across the campus. COVID Squad will enforce social distancing in the campus.
15. All vendors (Canteen, Shops etc.) in the campus to enable digital transaction.
16. Emergency vehicle to be available 24X7

## Mathikere Campus

1. COVID squad to be formed with 2 members from each faculty and 1 from Student Affairs and 1 from Admin.
2. Students, Visitors and Faculty members to be screened at the entrance.
3. Floor Spacing markers to be used in common areas to maintain social distancing.
4. Hand sanitization to be compulsory before entering the respective blocks.
5. Sanitizing mat to be kept in all blocks as well as Hostel.
6. Seat arrangement in classroom to have min distance of 4 feet between chairs.
7. Classroom furniture to be spray sanitized twice a day.
8. Class timings to be staggered to avoid rush in common areas during breaks.
9. Disposable cups to be used for water dispensers.
10. Foot operated water dispensers to be used to avoid contact.
11. Foot operated soap dispensers to be used in rest room
12. No of people in rest room at a given time has to be restricted to 7
13. Social Distancing to be followed. COVID Squad will enforce social distancing.
14. Emergency vehicle to be available 24X7

## General Protection Measures in the Hostel

1. Everyone is required to submit a self-declaration form stating his/her health condition and travel history of self and family members before re-entry to the campus.
2. Thermal screening to be done at the entrance when the student gets back to the hostel during break or at the end of the day.
3. Permission from the concerned Residential Warden to be taken for exiting and re-entering the campus.
4. Social distancing to be ensured in all the common areas by the Residential Wardens.
5. All common areas like Reception, Staircase & Railing, Corridors, Entertainment Areas, and Doors & Windows to be disinfected at least two times a day.
6. Compulsory attendance before 09:30 AM at the entrance of hostel block every day to ensure the student is safe and healthy.
7. Non-residents and visitors will be not be allowed to enter the hostel premises till further notice.
8. All boarders in the hostel have to mandatorily wear face masks when they leave their room.
9. Necessary equipment and medical kit will be available at the Hostel Office.
10. General Medical Practitioner consultation available in the hostel from Monday to Friday between 1:15PM to 2:15PM, in case of ill health.
11. In case any student is not well (with symptoms like fever, cough, cold and breathlessness), the Residential Wardens will immediately report it to the Warden.
12. Dining Hall to be thoroughly disinfected viz entrance, staircases, railing, tables, chairs, serving counters at least four times in a day to ensure proper hygiene and cleanliness.

13. Educate the mess staff regarding social distance and hygiene.
14. Social distance and hygiene pictures in the notice board.
15. All mess staff to mandatorily wear face masks, caps, gloves and clean aprons and frequently wash their hands with soap.
16. Thermal screening / temperature check for mess staff daily.
17. Option for students to bring their own lunch box for take-away meal and eat in hostel room.
18. Students and staff to co-operate for the batch system for serving food and timings as per the management instructions.
19. Batches timing to be displayed at the entrance of the hostel mess and in the hostel block.
20. The menu will be modified to include more hot served food items.
21. Students to maintain at least six feet distance at the serving counter and dining table.

## Warden's Action Points

1. Arrange for a doctor to see the student.
2. Arrange to shift the student to the nearest hospital in an ambulance.
3. Inform the parents / local guardian of the student. To Report the incident to Director-Student Affairs.
4. Follow up with hospital to know the well-being of the student.
5. Hostel Warden to ensure that all protocol measures are strictly implemented and necessary discipline/order is maintained.
6. Relevant Do's and Don'ts to be displayed at prominent places in each floor of the hostel

Do's	Don'ts
✓ Undergo temperature check daily at the hostel exit.	✗ Day scholars will not be allowed inside the hostel building.
✓ Use sanitizer/handwash frequently.	✗ No get-togethers, moving in groups or visiting others room in the hostel till further notice.
✓ Mandatory to wear face mask while in hostel common areas.	✗ Not to leave the campus unless it is an emergency.
✓ To follow social distancing and practice good hygiene habits as per general awareness notice put on the ground floor of hostel building.	✗ Visitors will not be allowed till further notice.

## Proposed Disinfection Measures and Frequencies

Type of Space, Transportation, or Object	Scope	Who's Responsible	Frequency
Office	Telephones, keyboards, desks and other frequently touched objects	Housekeeping Staff	At the beginning of each day
Public spaces (e.g., lobbies, elevators, stairs)	Door handles, buttons, faucets, toilets	Housekeeping staff	Frequently throughout the day
Mess	All dining surfaces (i.e. table, chairs, and all other frequently touched objects), vending machines, dispensers, etc.	Mess staff	Twice in a day
Classrooms	Desk and chair surfaces, white board markers	Housekeeping Staff	Twice in a day
Bathrooms	All objects and surfaces	Housekeeping staff	Frequently throughout the day
Transportation Vehicles	Seat surfaces, rails, belts, door and window handles	Drivers	Frequently throughout the day