



**SCAD GROUP OF INSTITUTIONS'  
PRECAUTIONS & SAFETY MEASURE  
GUIDELINES ON COVID '19**

## FACTS ABOUT COVID-19

### COVID-19:

COVID-19 is a disease caused by a new strain of coronavirus.

'CO' - Corona

'VI' - Virus

'D' - Disease

Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

### Symptoms of COVID 19:

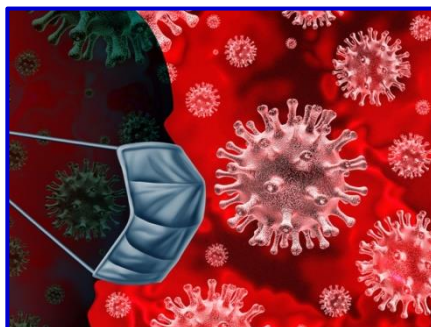
Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties.

### COVID 19 Spread:

The virus is transmitted through direct contact with respiratory droplets of an infected person generated through coughing and sneezing. Individual can also be infected from and touching surfaces contaminated with the virus and touching their face eyes, nose, mouth.

### How can the spread of COVID-19 be slowed down or prevented:

- Staying home when sick
- Covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose the used tissue immediately.
- Washing hands often with soap and water.
- Cleaning frequently touched surfaces and objects.



## COVID-19 Precaution Measures

- Regularly and thoroughly clean your hands with an sanitizer or wash them with soap and water.

**Reason:** Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

- Maintain at least 1 metre (3 feet) distance between yourself and others.

**Reason:** When someone coughs, sneezes, or speaks they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person has the disease.

- Avoid going to crowded places.

**Reason:** Where people come together in crowds, you are more likely to come into close contact with someone that has COVID-19 and it is more difficult to maintain physical distance of 1 metre (3 feet).

- Avoid touching eyes, nose and mouth.

**Reason:** Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and infect you.

- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands.

**Reason:** Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

- Stay home and self-isolate even with minor symptoms such as cough, headache, mild fever, until you recover. Have someone bring you supplies. If you need to leave your house, wear a mask to avoid infecting others.

**Reason:** Avoiding contact with others will protect them from possible COVID-19 and other viruses.

- If you have a fever, cough and difficulty breathing, seek medical attention, but call by telephone in advance if possible and follow the directions of your local health authority.

**Reason:** National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care

provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

- Keep up to date on the latest information from trusted sources, such as WHO or your local and national health authorities.

**Reason:** Local and national authorities are best placed to advise on what people in your area should be doing to protect themselves.



## **SCAD Standard Operating Procedure (SOP) for Work Resumption after Lock down**

### **Effective Date:**

This SOP shall be implemented with immediate effect based on the advisory issued by Head Office from time to time.

### **Purpose:**

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed for resuming work at all the SCAD Offices and Units.

### **Introduction:**

This SOP is prepared to extend guidelines for ensuring safe and secure work place for all stake holders viz. faculties, staff, students, parents and all other workers. All precautionary measures are to be ensured at SCAD Offices.

### **CORE TEAM to control spread of Coronavirus (COVID-19):**

Core team has been created at SCAD Head Office level to coordinate all efforts towards prevention and containment of spread of COVID-19.

### **Responsibility of SCAD CORE TEAM:**

- CORE TEAM to be constituted at work centres/offices to coordinate efforts towards dealing with this crisis and ensure control the spread of COVID-19 at work place.
- Each institution Head shall form a CORE TEAM at Unit level for ensuring compliance of SOP.
- Administration Department should ensure proper hygiene at work place including washrooms, water containers etc.
- All the employees should be provided with Personal Protective Equipment -PPE (mask and gloves).
- Avoid use of AC to the extent possible and use natural ventilation by keeping doors and windows open.
- The resuming of employees at work place will be done in phases with timelines and dates, presence of employees at work place in a day should not be more than 33% of total strength.
- Minimum possible manpower required for admission, maintenance, coordination and other linked activities to be called for attending work place in order to maintain social distance.
- Working days/ working hours shall be decided based on the emerging situation.

- Each employee self-declaring their health status as per the prescribed proforma (Self-Declaration Form).
- Evaluate each employees health situation (based on self declaration). Permit employee to attend office only when the employee is healthy. Those requiring monitoring will be referred for medical advice before resuming work.
- People having symptoms of fever, cough, vomit, diarrhoea, etc. should be directed to not resume work without proper joining advice/fitness certificate from the Medical Officer. Details of such employees to be shared with institution Head, department HoDs and to the SCAD CORE TEAM.

### **“AAROGYA SETU”**

- Every employee and out-sourced staff should register himself/ herself in “AAROGYA SETU” mobile application, developed by Government of India for proper information and awareness about COVID-19.

### **Guidelines before resumption of work:**

- FUMIGATION of the entire premises, employee/students transport, and other critical areas, department cabins, washrooms, toilets, canteen, hand wash areas etc.
- DISINFECTION AND SANITIZATION of all common areas by properly PPE equipped in-house teams.
- ADEQUATE NUMBER OF THE PPE including digital scanner thermometer for each work centre/ office and mask, gloves, sanitizer may be provided to each employee for maintaining personal hygiene.

### **Working Instructions for Work Place:**

- Employees to work from their seats only and avoid going to others seats.
- Physical meetings with social distancing.
- Awareness programme may be organised at regular intervals for personal hygiene, hand hygiene, use of PPE, social distancing etc.
- No Biometric Attendance.
- Avoid hard copy files/papers to the extent possible.

### **Guidelines for Thermal Screening:**

- Use Thermal Scanning Cameras at Entry Gate.
- Allowing after thermal checking of all employees including contract workers shall be done daily basis in the morning before entering work place at the gate.
- All visitors (admission purpose) will also be checked before being permitted entry. If it is beyond 99°F, they will not be allowed to enter the work place. They will be isolated and their temperature taken again.
- In case the recorded temperature is still high then the person will be sent home immediately and guidelines will be given to go to hospital.
- In case temperature of an employee during the check-up is beyond 99°F during the working time, taking all precautions, to the designated quarantine room and inform the medical staff and SCAD CORE TEAM immediately. The person will be allowed to re-join work only after Doctors advice.

### **CHECK LIST FOR INSTITUTIONS' ADMINISTRATORS, FACULTIES AND STAFF**

- Promote and demonstrate regular hand washing and positive hygiene behaviors and monitor their uptake. Ensure adequate, clean and separate toilets for girls and boys.
  - Ensure soap and safe water is available at age appropriate hand washing stations
  - Encourage frequent and thorough washing (atleast 20 seconds)
  - Place hand sanitizers in toilets, class rooms, halls and near exits where possible.
- Clean and disinfect institutions' buildings, class room, laborartories and especially water, sanitation facilities atleast once a day.
  - Ensure appropriate equipment for cleaning staff.
- Ensure the increase the airflow and ventilation by opening the windows.
- Ensure trash is removed daily and disposed of safely.
- All Employees ensure while entering institution you have washed your hands with soap water which is provided at the entrance.

## **CHECK LIST FOR STUDENTS**

- Ask doubts or questions about COVID '19 get information from reliable sources and educate yourself.
- Protect yourself and others
  - Wash your hands frequently, always with soap and water for atleast 20 seconds.
  - Remember do not touch your face (Nose,mouth and eyes)
  - Do not share cups, eating utensils, food or drinks with others.
- Be a leader in keeping yourself, your institution, house, family and community healthy.
  - Share what you learn about preventing disease with your family and friends especially with younger children.
  - Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members.
- Don't stigmatize your peers or tease anyone about being sick; remember that the virus doesn't follow geographical boundaries, ethnicities, age or ability or gender.
- Students Ensure while entering institution you have washed your hands with soap water which is provided at the entrance.

## **CHECK LIST FOR PARENTS AND VISITORS**

- Monitor your ward's health and keep them home from institution if they are sick.
- Teach and model good hygiene practices for your children.
  - Wash your hands with soap and safe water frequently for 20 seconds.
  - Ensure the safe drinking water is available and toilets are clean available at home.
  - Ensure waste is safely collected, stored and disposed of.
  - Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth and nose.
- Encourage your children to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.
- Coordinate with the institutions to receive information and ask how you can support the institution safety efforts (Through PTM etc.)
- Parents and visitors ensure while entering institution you have washed your hands with soap water which is provided at the entrance.



## MAINTAINING HAND HYGIENE



## SOCIAL DISTANCING



## COVID 19 PREVENTIVE MEASURES

### Novel Coronavirus (2019-nCov) Preventive Measures

#### Remember to...

- **DO** wash hands frequently
- **DO** maintain good personal hygiene!
- **DO** ensure food, including eggs, is thoroughly cooked!

#### Avoid...

- **AVOID** close contact with sick people!
- **AVOID** touching your face!
- **AVOID** direct contact with animals (live or dead) and their environment!  
**AVOID** touching surfaces that may be contaminated with droppings!

 **DO NOT** travel if you are sick!

## THREE BASIC SAFETY STEPS AGAINST COVID-19

# CORONAVIRUS SAFETY



Follow these easy steps to help prevent the spread of COVID-19.

-   
Disinfect surfaces around your home and work.
-   
Wash your hands for at least 20 seconds.
-   
Sneeze or cough? Cover your mouth.

## FOOD SAFETY STEPS AGAINST COVID-19-HOME,MESS,CANTEEN

### Practise food safety

Use different **chopping boards and knives** for raw meat and cooked foods



Wash your hands between handling raw and cooked food.



## COVID-19 SYMPTOMS & WAYS TO SAFETY

### CORONAVIRUS

#### SYMPTOMS

- FEVER
- SEVERE COUGH
- BREATHING DIFFICULTIES
- PNEUMONIA
- KIDNEY FAILURE
- SNEEZING

#### HERE ARE THE MANY WAYS YOU CAN STAY SAFE

##### WASH YOUR HANDS

Wash between your fingers and the back of your hands and use an alcohol-based sanitizer after



##### COVER YOUR MOUTH

Always cover your mouth with a tissue before you sneeze or cough

##### DON'T TOUCH

Refrain from touching your mouth, eyes, and nose without washing your hands



##### KEEP SAFE DISTANCE

Keep at least a distance of half a metre from the person who is sneezing or coughing

##### GET A NEW MASK

Avoid wearing the same mask every day. Try to get a new mask



##### DON'T SHARE

Do not share your personal belongings like towel, soap, cups etc.

##### STAY SAFE

Stay up-to-date with the latest news of COVID-19 and follow your doctor's advice to stay free from this stubborn virus



##### CONSULT YOUR DOCTOR

If you're suffering from cold and cough for more than week, pay a visit to your doctor

## **References:**

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- 7) World Health Organization. Considerations in adjusting public health and social measures in the context of COVID-19 (Interim guidance)  
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**Keep Social Distancing, Stay Safe, Stay Healthy.**