



MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution affiliated to University of Madras – Accredited by NAAC)

COVID 19 UNLOCK MANUAL

Guidelines for Resumption of On-Campus Classes

NOVEMBER 2020

Subject to Government announcements, the College plans a phased reopening of on-campus activities.

Phase I : PG Final year students

Phase II : UG Final Year students

Phase III : All students

The phases will be decided based on the prevailing situation and advice from Government.

GENERIC PREVENTIVE MEASURES / COVID 19 APPROPRIATE BEHAVIOUR

The following public health measures are to be followed to reduce the risk of COVID-19 by all (Teaching, Non teaching staff, students and visitors) at all times:

- i.** Physical distancing of at least 6 feet to be followed as far as feasible.
- ii.** Use of face covers/masks is made mandatory. No one will be allowed to enter the campus without a face mask.
- iii.** 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) is to be done. Foot pedal operated sanitizers are kept in all floors of all buildings in the campus.
- iv.** 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.
- v.** Self-monitoring of health by all and reporting any illness at the earliest.
- vi.** Spitting shall be strictly prohibited.

MEASURES DONE BEFORE REOPENING OF COLLEGE CAMPUS

- i.** The directions, instructions, guidelines and orders issued by the Central and State Government concerned regarding safety and health in view of COVID-19 are fully followed by the Institution.
- ii.** The College has made adequate arrangements to ensure the safety and health of Teaching, Non-Teaching Staff and Students.
- iii.** Students and staff living in containment zones will not be allowed to attend the college. All the Staffs and Students are advised not to visit areas falling within the containment zones.
- iv.** The College is ready with a plan for handling the inflow of Teaching, Non-

Teaching staff and students in the campus, monitoring disinfecting measures, safety and health conditions, screening and detecting the infected persons, containment measures to prevent the spread of the virus in the campus, and also alternative plan(s), in case the campus needs to be closed again due to spread of the virus in campus or in the surrounding area(s) in near future.

Modalities for Physical Opening of College

MSSW is outside the containment zone and is opened in a graded manner after consultations with concerned State Government and subject to adherence to the guidelines/SOP for safety and health protocol prepared by UGC, duly incorporating the view/comments of the Ministry of Health & Family Welfare, as under:

- i. College has planned opening the campus in phases, with such activities where they can easily adhere to social distancing, use of face masks and other protective measures and it includes administrative offices, Computer and Psychology laboratories, Library, Mess, Canteen etc.
- ii. PG Final year students are allowed to join in Phase I for academic and placement purposes.
- iii. For the other students, online learning will continue to be the preferred mode of teaching.
- iv. However, if required, first year students are allowed to visit their respective departments in a small number for consultation with the faculty members, after seeking prior appointments to avoid crowding, while maintaining physical distancing norms and other safety protocols.
- v. The College has one International student who may not be join the college due to international travel restrictions or visa-related issues. Online teaching-learning arrangements is made for them.

Safety concerns

- i. The institution will train their students and staff to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in the campus. Non-resident students will be allowed in campuses only after thermal scanning, sanitization of their hands and wearing of face masks. Symptomatic persons will not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.
- ii. Regular visits of a counsellor is arranged so that students can talk with the counsellor about their anxiety, stress or fear.
- iii. To avoid the risk of transmission, the Teaching, Non teaching staff and students will be screened and symptomatic ones will be advised to get clinically assessed

before entry into the campus.

- iv. Isolation facilities for symptomatic persons and quarantine facilities for those who were in contact with the positively tested persons will be made available through Government hospital or approved premises or as advised by the local authorities so that, in case of necessity, prompt action will be taken. Proper arrangement of safety, health, food, water etc. will be ensured for those in quarantine and isolation facilities.
- v. College will prepare a policy for restricting the outside experts on campuses, study tours, field works etc., keeping in mind the COVID-19 situation. All such programmes and extracurricular activities will be avoided where physical distancing is not possible.
- vi. Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, will be maintained at all places, including hostel kitchens, mess, washrooms, libraries, Computer and Psychology lab class rooms etc.
- vii. Proper signages, symbols, posters etc. will be prominently displayed at appropriate places to remind the Staff and Students for maintaining physical distancing. The details of COVID-19 cell established by the institution will be prominently displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the institution.
- viii. College will ensure the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Canteen, Parking Area etc.

INSTITUTIONAL PLAN

- i. College will prepare details of opening the campus in a phased manner with a complete roster for all departments and batches of students in different courses
- ii. College will ensure appropriate sanitization and disinfection process and procedures.
- iii. The faculty, student, staff will be screened regularly to protect and avoid infecting one another.
- iv. All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases will be monitored and reported to local authorities on a day to day basis.
- v. Six-day schedule will be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.

- vi. College will consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.
- vii. Depending on the availability of space in class rooms , up to 50% students may be allowed on a rotation basis to attend the classes.
- viii. The visitors will either not be allowed at all or their entry will be drastically restricted. The conditions of the entry for visitors will be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors will be maintained along with the names of persons whom he/ she meets.
- ix. There will be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19 either at the level of the institution or in collaboration with the Government authorities.

Safety Measures at Entry/ Exit Point(s) of the College

- i. Adequate arrangements of thermal scanners, sanitizers, face masks will be made available at all entry and exit points, including the reception area.
- ii. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different courses will be followed.
- iii. Monitoring of the entry and exit of the students will be done.
- iv. Screening of Staff and Student , wearing of face covers/ mask, sanitizing of hands etc. will be ensured at all entry points.
- v. People having symptoms of fever, cough or difficulty in breathing will not be allowed to enter the college campus

Safety Measures during Working Hours of the college

Classrooms and other Learning Sites

- i. Proper sanitization at all learning sites will be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.)will be made mandatory in all class rooms, laboratories, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, will be regularly disinfected with 70% alcohol swipe.
- ii. Sitting places in classes, laboratories, computer &Psychology labs, libraries etc. will be clearly marked, keeping in view the norms of physical distancing. At least one seat will be left vacant between two seats.

Inside the Campus

- i. Cultural activities, meeting etc. will be avoided and it will 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
- ii. Adequate arrangements for safe drinking water will be made on the campus.
- iii. Hand washing stations with facilities of liquid soap will be created so that every student can wash her/ his hands frequently.
- iv. Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers will be ensured.
- v. Wearing of face cover/ mask by all students and staff will be ensured.
- vi. Proper cleanliness will be maintained inside the entire campus.
- vii. Adequate arrangements will be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.
- viii. Physical distancing will be maintained at all places and crowding will not be allowed at any place under any circumstances.
- ix. An adequate supply of water in toilets and for hand- washing will be ensured.
- x. Spitting in the campus will be made a punishable offence.
- xi. Dustbins will be cleaned and covered properly.
- xii. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals will be ensured as per safety norms.
- xiii. For air-conditioning/ventilation, the guidelines of CPWD will be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air will be as much as possible and cross ventilation will be there.
- xiv. All Teaching & Non Teaching staffs who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They will preferably not be exposed to any front-line work requiring direct contact with the students.

Hostel

- xv. Hostel will be opened only in such cases where it is necessary while strictly observing the safety and health preventive measures. However, the sharing of rooms will not be allowed in hostels. Symptomatic students will not be permitted to stay in the hostels under any circumstances.
- xvi. There will be crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers will be limited appropriately to avoid crowding and hostel students will be called in phases.
- xvii. Thermal Screening of all resident students will be ensured and will be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- xviii. Density in dining halls, common rooms, playing areas will be limited, keeping in view the requirement of physical distancing.
- xix. Hygiene conditions will be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- xx. Cleanliness will be maintained in dining areas. Meals will be served in small batches, avoiding over-crowding.
- xxi. It will be ensured that the meals are freshly cooked and warden will monitor the same.
- xxii. Utensils used for cooking will be properly cleaned.
- xxiii. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals will be ensured.
- xxiv. Resident students and staff will avoid or limit visiting the markets. As far as possible, essential items will be made available within the campus.
- xxv. Hostel warden will define the number of students in dining halls at any point in time and Mess timings will be increased to avoid overcrowding.

Regular Monitoring of Health

- xxvi. College will regularly monitor the health of its Teaching, Non Teaching Staff and Students
- xxvii. Teaching, Non Teaching Staff and Students will be sensitized on self-monitoring of their health.
- xxviii. Teaching, Non teaching Staff and students will asked to submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

Counselling & Guidance for Mental Health

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation *vis-a-vis* their studies, health and related issues, College will take the following measures for the mental health, psychological aspects and well-being of the students:

- i. All the faculty members, students and staff can visit 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. The web page contains advisory, practical tips, posters, videos, do's and don'ts for Psychosocial support, FAQ and online query system. Also, a National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities has also been set up which will provide tele-counselling to address their mental health and psychosocial issues.
- ii. Our empanelled Counsellors and other faculty members are available over phone whenever required to talk with students.
- iii. The following are video links of Ministry of Health & Family Welfare <https://www.mohfw.gov.in/>.

Practical tips to take care of your Mental Health during the Stay In

<https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be>

Minding our minds during the COVID-19

<https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf>

Various Health Experts on how to manage Mental health & Well Being during COVID-19 outbreak

<https://www.youtube.com/watch?v=iuKhtSehp24&feature=youtu.be>

Behavioural Health: Psycho-Social toll free helpline - 0804611007

Measures for Containment

- i. As soon as a student, faculty or staff is detected COVID-19 positive, such person will be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts will be quarantined and symptomatic ones to be immediately tested.
- ii. Colleges will have a ready plan to provide healthcare support to those resident students and staff who test positive and are isolated.
- iii. The guidelines restricting social and physical contacts and mobility in such parts of residential places in the campus, where positive cases have been found, will be strictly enforced. Measures like holding no class, not leaving

the rooms for hostellers, if applicable, no take away arrangement of food from mess etc. will be enforced, depending upon the severity of the situation.

- iv. College will also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

Sensitization of Teaching, Non –Teaching Staff and Students

- v. Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread will be launched.
- vi. Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose will be regularly told to the students and the staff.
- vii. The necessity of physical distancing, wearing face covers/ masks, hygiene etc. will be brought home to all.
- viii. Activities to stay fit, physically and mentally, will be encouraged like doing exercises, yoga, breathing exercises, meditation, etc.
- ix. To improve resilience and mental health, students will be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.
- x. Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc.will be encouraged.
- xi. Students will be told to regularly sanitize their laptops, audio, video and other media accessories.
- xii. Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, will be disseminated.
- xiii. Posters and stickers will be pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.
- xiv. All support and facilities will be provided to persons with disabilities
- xv. Sharing of books, other learning material and eatables will be discouraged.

ROLE OF STAKEHOLDERS

Head of the Institution

- i. Principal will get Standard Operating Procedures(SOPs) worked out in view of COVID-19 outbreak, in accordance with the Government orders and guidelines.
- ii. A detailed institutional plan which may, inter alia, include sanitization, safety and health measures will be prepared and kept ready, before reopening of campus. Proper implementation of the institutional plan will be ensured and regular monitoring will be done with the help of faculty and the staff.
- iii. Tie-ups will be established with nearby hospitals, health centres, NGOs, health experts for help and support in fighting COVID-19.
- iv. A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation etc. will be kept ready well in advance.
- v. A Task Group will be created to handle varied situations and issues related to the COVID-19 pandemic. Such Task Group may consist of senior persons from Staff and students, volunteers from communities, NGOs, health organisations and Government officials etc. as the case may be.
- vi. Teachers, students and staff will be made aware of all relevant plans and activities on the campus.

Teaching Staff

- vii. Teaching Staff will make themselves fully aware of institutional plans and Standard Operating Procedures.
- viii. Every teaching staff will prepare a detailed teaching plan for the subjects taught by him/her, including time table, class size, modes of delivery, assignments, theory, practical, continuous evaluation, end- semester evaluation etc.
- ix. Teaching Staff will keep themselves updated with the latest teaching- learning methods and availability of e-resources.
- x. Teaching staff will make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
- xi. Teaching Staff will monitor and keep track of the physical and mental health of their students.

Parents

- xii. The parents should ensure that their children observe safety norms at home and whenever they go out.
- xiii. Parents should not allow their children to go out, if they are not feeling well.
- xiv. Parents should sensitize them of healthy food habits and measures to increase immunity.
- xv. Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

Students

- i. Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
- ii. All students should wear face covers/ masks and take all preventive measures.
- iii. It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- iv. The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely.
- v. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- vi. Give support to your other friends under stress due to COVID-19 pandemic.
- vii. Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the colleges regarding health and safety measures in view of COVID-19 pandemic.