



GSFCU/ADMIN/COVID-19/Disinfection/DT/20/3703

Apr 20, 2020

Sub: Action Plan for Preventive measures for COVID-19 Compliance of MHA guidelines for reopening of GSFC University

1.0 Preamble:

In line with the GOG / GOI directives of Lockdown in view of COVID-19 pandemic, GSFCU is closed since 21.03.2020. Ministry of Home Affairs have published the Guidelines vide their office order dated 15.04.2020 for compliance by individual and the Institutions, when they reopen for normal working.

2.0 MHA Guidelines compliance shall be executed in following Four Stages :

- a. Preliminary preventive measures / guidelines before reopen
- b. Disinfection – Intense category before reopen
- c. Routine Disinfection – Moderate periodical Frequency after reopen
- d. Preventive Measures for Individuals

3.0 Action Plan proposed :

- a. Preliminary preventive measures / guidelines before reopen

SOP is prepared and circulated to all GSFCU Employees to take necessary measures every day from commuting, safe working, self-hygiene and interaction on work (Refer attached **Annexure**).

Strict Disciplinary action shall be taken for violation of the Guidelines.

- b. Disinfection - Intense category before reopen

Mechanised Intense category disinfection shall be carried out of Total Premises two days before schedule reopen.

Following Areas are envisaged to be covered :

1. All School Buildings including Class rooms, Laboratories, Library, offices, conference rooms, wash rooms etc.
2. All Bhawan Buildings including Canteen & dining areas.
3. Internal roads, gardens and common areas like parking etc.
4. Transport Vehicles like Taxis, Buses before its first use.



Two types of chemicals will be used for efficient results which are Hydrogen Peroxide 0.4 % per litre water (Safe for Humans) and Hypo Chlorite 60 gpl diluted to 100 times into water and then used on surfaces which do not come in contact with humans.

Proper documentation shall be maintained in the process.

c. Routine Disinfection – Moderate periodical Frequency after reopen

After reopen of the University, routine disinfection shall be carried at predefined frequency as detailed below:

- i) Daily disinfection: All frequently interacted area like Washrooms, Water Coolers, Common passages, Offices, Class rooms and laboratories, Bhawan rooms and canteen dining area with specific emphasize on Door Handles, Table tops & Lift buttons etc. Public Transport vehicles like student bus and taxis etc.
- ii) Minimum twice a week or after every use: Area such as Conference Rooms, Auditorium.
- iii) Minimum once a week: Bhawan buildings, Open Areas, Parking, Gardens etc which has minimum human direct contact or interactions.

d. Preventive Measures for Individuals :

1. Thermal Scanning of every person entering and leaving the premises. Proper records will be maintained.
2. Hand Sanitizers shall be kept at several common locations for usage.
3. Tissue Papers will be kept in washrooms to avoid any interactions with water faucets
4. Lift shall be made operational only for specially-abled persons accompanied by one person for assistance
5. Physical meetings or gatherings shall not be arranged unless and until necessary.
6. Public transport vehicles or any non-essential vehicles should be banned inside the premise.
7. Transport facility to be used for only special pick-up and drop cases.
8. Transport vehicle / taxi door handles with entire internal area should be disinfected each time after visiting areas outside GSFCU premises / City Area.
9. All vehicles entering GSFCU to be sanitized by spray disinfectant compulsorily.



All activities shall be properly documented and carried out under supervision. For information and strict compliance of all.

Co-operation of one and all is solicited.

S P Bhatt
20/20, 2020

S P Bhatt,
Director (Admin)

To,

1. All Teaching Staff, GSFC University
2. All Non-Teaching Staff, GSFC University
3. All Visiting Faculties, GSFC University
4. All Students of GSFC University
5. All Contractors

Cc:

1. President Office, GSFC University For kind information please
2. Provost Office, GSFC University
3. Director (Admin) Office, GSFC University
4. Registrar Office, GSFC University
5. Director Campus & Dy Director (Admin) Office, GSFC University
6. Deans / Associate Deans, GSFC University
7. Finance, GSFC University
8. HR, GSFC University
9. IT Section, GSFC University ... To upload on GSFCU Portal



ANNEXURE

SOP FOR PREVENTIVE MEASURES FOR COVID-19 & ENSUING HEAT WAVE

1. Wearing of Mask is compulsory for all
2. Don not shake hands or hug others
3. Social distancing to be practiced always by everybody
4. Wash your hands frequently and properly with soap and water, and when soap and water is not available use hand sanitizer
5. Do not touch face (especially eyes, nose and mouth) without washing hands
6. Do not Spit, chew tobacco or throw litter around in open
7. Use tissue papers kept in the washroom for hand wiping
8. Check every person before entering school buildings using thermal guns
9. Disinfect Offices, Class rooms, Bhawans etc regularly to avoid any possibility of transmission
10. Do not use lifts, use stairs instead
11. Do not gather in large numbers during official work and encourage virtual interactions by video conferencing for most of the meetings
12. Make provision for lunch / dinner at bhawan canteens in such a manner that minimum 1.5-2 metre distance is maintained between two persons
13. Keep your desk, surrounding area clean and implement strict hygiene, sanitation measures
14. Download Arogya Setu app to help Government control the spread
15. If you feel sick – high fever, continuous coughing, shortness of breath and dizziness; do not attend the duty and see doctor immediately
16. Sanitation workers should cover their head, wear masks and gloves. Ask them to wash their hands thoroughly at more frequency
17. Stay indoors and keep your home, office premises cool using curtains in view of scorching heat wave conditions of summer
18. Drink sufficient water, even if you are not thirsty
19. Wear light weight, light coloured, loose cotton clothes
20. Take cold water baths frequently to cope up excess heat