



Symbiosis Open Education Society

Standard Operating Procedure for students post Covid - 19 Lock Down

A. Conduct at Institution / University Campus:

1. You should submit duly filled and signed Medical History form (Covid Survey form) to designated official at the Institution / University before commencement of academic session
2. Use Clean and Neat mask covering nose till chin
3. Use of disposable hand gloves is recommended.
4. You will have to pass through a sanitization tunnel installed at the entrance.
5. Every student should follow social distancing of at least 1 meter while in Campus and out of Campus, while entering in faculty rooms, labs, offices etc.
6. Make use of staircase instead of elevators
7. Ensure that all doors and windows are in open condition
8. Avoid keeping your bags at common place
9. Have lunch at designated place /canteen / mess
10. You will be informed by respective course heads about your seating arrangement at Classroom / labs etc. before commencement of academic session after lockdown.
11. Students shall wait and meet the concerned institute / University faculty / officials at designated waiting / meeting area only

B. Maintenance of Personal Hygiene:

1. Clean your hands with sanitizers
2. Everyone should carry their own sanitizer
3. Do not touch nose, mouth and face area
4. Do not touch public areas
5. Do not spit anywhere
6. Put garbage in dust bins only
7. Maintain habit of wearing washed and clean cloths.
8. Sanitize your hands after use of washroom, common drinking water points, before and after your meals

C. Other Precautionary measures:

1. Sanitize yourself and your belongings before entering your house
2. Avoid social gathering and get together
3. Avoid visit to relatives and friend's house
4. Avoid sports activities
5. Avoid public transport
6. Do not use shared vehicles, One person with two wheeler (Rider only) & Two persons in Four Wheeler (including driver) – one person on driver's seat and other person on back seat
7. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc
8. Avoid eating uncooked food.
9. Avoid cash transactions as much as possible.
10. Everyone should have health insurance preferably
11. Take rest at home or get medical treatment if having cold, cough or fever
12. Avoid contact with others if suffering from cold, cough or fever



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Standard Operating Procedure for students at Hostel post Covid - 19 Lock Down

A. Conduct at Hostel:

1. Use clean and neat mask covering nose till chin
2. Use of disposable hand gloves is recommended.
3. Each student should follow social distancing of at least 1 meter while in Campus and out of Campus
4. Keep 1 meter distance between beds in rooms
5. Make use of staircase instead of elevators
6. Ensure that all doors and windows are in open condition
7. Do not make use of Indoor games hall, Common TV hall and Gym
8. Follow social distancing in Mess Hall
9. Batch of 25 students will have breakfast/lunch/dinner at a time in mess hall by keeping social distancing. Others may wait outside mess hall by keeping social distancing. Every student should finish meals within 20 minutes of time
10. Do not take meal plate on your own in mess; get it by the hands of mess in charge
11. No two or more than two students will sit or walk together
12. Avoid sharing of things
13. Only one student should enter in health centre at a time
14. Students shall wait and meet the concerned hostel officials at designated waiting / meeting area only

B. Maintenance of Personal Hygiene:

1. Keep your room and surroundings clean
2. Clean your hands with sanitizers
3. Everyone should carry their own sanitizer
4. Do not touch nose, mouth and face area
5. Do not touch public areas
6. Do not spit anywhere
7. Put garbage in dust bins only
8. Maintain habit of wearing washed and clean cloths.
9. Sanitize your hands after use of washroom, common drinking water points, before and after your meals

C. Other Precautionary measures:

1. Sanitize yourself and your belongings before entering your room
2. Avoid social gathering
3. Avoid visit to relatives, friend's house and friend's room
4. Avoid city visit, out pass and ordering of food from outside
5. Avoid public transport
6. Do not use shared vehicles, One person with two wheeler (Rider only) & Two persons in Four Wheeler (including driver) – one person on driver's seat and other person on back seat
7. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc
8. Avoid eating uncooked food.
9. Avoid cash transactions as much as possible.
10. Everyone should have health insurance preferably
11. Take rest or get medical treatment if having cold, cough or fever
12. Avoid contact with others if suffering from cold, cough or fever

Standard Operating Procedure for Faculty & Staff post Covid - 19 Lock Down



Symbiosis Open Education Society

A. Conduct at Workplace:

1. You should submit duly filled and signed Medical History form (Covid Survey form) to designated official at the Institution / University before resuming the office
2. Use clean and neat mask covering nose till chin
3. Use of disposable hand gloves is recommended.
4. You will have to pass through a sanitization tunnel installed at the entrance.
5. Follow social distancing of at least 1 meter while in Campus, class rooms, labs, offices & out of Campus and educate students to follow the same
6. Sanitize yourself and your belongings before entering office
7. Sanitize your hands before entering meeting rooms, offices
8. Do not visit colleagues area
9. To minimize possible discussions & interactions, these can be held through hand phones, intercoms and mobile phones.
10. Meetings are to be avoided and VC, Conf. calls or other modes should be used as replacement.
11. Clustered sitting and standing to be avoided
12. Avoid sharing of things
13. Avoid use and carrying of hard copy files where ever possible and soft copy correspondences, approvals and other procedures shall be encouraged.
14. Have lunch at your respective workplace / canteen / designated place
15. Make use of staircase instead of elevators
16. Use of Air conditioner shall be avoided
17. Ensure that all doors and windows are in open condition during working hours.
18. Faculty / staff shall meet the students / parents / visitors at designated waiting / meeting area only

B. Maintenance of Personal Hygiene:

1. Clean your hands with sanitizers
2. Everyone should carry their own sanitizer
3. Do not touch nose, mouth and face area
4. Do not touch public areas
5. Do not spit anywhere
6. Put garbage in dust bins only
7. Maintain habit of wearing washed and clean cloths.
8. Sanitize your hands after use of washroom, common drinking water points, before and after your meals

C. Other Precautionary measures:

1. Sanitize yourself and your belongings before entering your house
2. Avoid social gathering and get together
3. Avoid visit to relatives and friend's house
4. Avoid public transport
5. Do not use shared vehicles, One person with two wheeler (Rider only) & Two persons in Four Wheeler (including driver) – one person on driver's seat and other person on back seat
6. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc
7. Avoid eating uncooked food.
8. Avoid cash transactions as much as possible.
9. Everyone should have health insurance preferably
10. Take rest at home or get medical treatment if having cold, cough or fever
11. Avoid contact with others if suffering from cold, cough or fever



Symbiosis Open Education Society

Standard Operating Procedure for Security / Housekeeping Staff post Covid - 19 Lock Down

A. Conduct at Institution / University premises:

1. Use clean and neat mask covering nose till chin
2. Use of disposable hand gloves is recommended.
3. You will have to pass through a sanitization tunnel installed at the entrance.
4. Every security / housekeeping staff should follow social distancing of at least 1 meter while in Campus and out of Campus and educate others to follow social distancing
5. Maintain social distancing with colleagues, visitor, while roaming in campus
6. Sanitize your hands before and after locking rooms, before entering in meeting rooms, offices etc.
7. Garbage should be disposed properly
8. Washrooms, furniture, hand-rails, glasses, common touch points should be cleaned properly with the liquid as per guideline of MoHaFW
9. Ensure that all doors and windows are in open condition
10. Avoid sharing of things
11. Inform Institute / University authorities about any student/staff/visitor found not following social distancing
12. Have lunch at your respective workplace / canteen / designated place

B. Maintenance of Personal Hygiene:

1. Uniform should be Neat and clean with mask and gloves
2. Everyone should carry their own sanitizer
3. Do not touch nose, mouth and face area
4. Do not touch public areas
5. Do not spit anywhere
6. Put garbage in dust bins only
7. Maintain habit of wearing washed and clean cloths.
8. Sanitize your hands after use of washroom, common drinking water points, before and after your meals

C. Other Precautionary measures:

1. Sanitize yourself and your belongings before entering your house
2. Avoid social gathering
3. Avoid visit to relatives and friend's house
4. Avoid public transport
5. Do not use shared vehicles, One person with two wheeler (Rider only) & Two persons in Four Wheeler (including driver) – one person on driver's seat and other person on back seat
6. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc
7. Avoid eating uncooked food.
8. Avoid cash transactions as much as possible.
9. Everyone should have health insurance preferably
10. Take rest at home or get medical treatment if having cold, cough or fever
11. Avoid contact with others if suffering from cold, cough or fever



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Standard Operating Procedure for Vendors post Covid - 19 Lock Down

1. Vendors should educate their employees working at institute / University campus about social distancing and personal hygiene
2. Vendor should provide/educate them to wear proper clean and neat uniform, carry sanitizers
3. Vendor should not send their employees at campus if he/she is not feeling well
4. Vendors shall use Clean and Neat mask covering nose till chin at institute / University premises and clean hands with sanitizers
5. Use of disposable hand gloves is recommended.
6. You will have to pass through a sanitization tunnel installed at the entrance.
7. Vendors shall wait and meet the concerned institute / University officials at designated waiting / meeting area only
8. Vendors should follow social distancing of at least 1 meter while at Campus



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Standard Operating Procedure for Visitors and Parents at Institute / University post Covid - 19 Lock Down

1. Do not visit the campus if you are not feeling well
2. Avoid visiting the campus if it is possible to get the desired work done telephonically / online
3. You will have to pass through a sanitization tunnel installed at the entrance.
4. Report at Security to register your details
5. On completion of formalities at the Security, report at reception to inform about your work
6. Follow social distancing of at least 1 meter while at Campus
7. Use Clean and Neat mask covering nose till chin at institute / University premises and clean hands with sanitizers
8. Use of disposable hand gloves is recommended.
9. Wait and meet the concerned institute / University officials at designated waiting / meeting area only
10. Avoid touching public areas
11. Do not spit anywhere
12. Put garbage in dust bins only
13. Sanitize your hands after use of washroom, common drinking water points etc.
14. Make use of staircase instead of elevators
15. Avoid keeping your belongings at common place
16. Do not loiter at campus and leave the premises immediately after your work gets over



Symbiosis Open Education Society

Standard Operating Procedure for Mess Vendor at Hostel Premises post Covid - 19 Lock Down

A. Conduct at Institution / University premises:

1. Use Clean and Neat mask covering nose till chin
2. Use of disposable hand gloves is recommended.
3. You will have to pass through a sanitization tunnel installed at the entrance.
4. Every staff of mess should follow social distancing of at least 1 meter while in Campus and out of Campus.
5. Maintain social distancing with students and staff, while entering in dining hall, office, and while serving in meetings; in Mess hall and also at kitchen
6. Clean your hands with sanitizers frequently.
7. Batch of 25 students will have breakfast/lunch/dinner at a time in mess hall by keeping social distancing. After every batch of students, cleaning of table and mopping of floor should be done. Other students will wait outside mess hall by keeping social distancing. Every student should finish meals within 20 minutes.
8. Meal plate should be given in the hands of student in mess by mess in charge.
9. Vegetables/fruits/grocery/eggs/non-veg brought at mess should be sanitized properly before use
10. No two or more than two staff shall sit or walk together
11. Keep your surroundings clean
12. Avoid sharing of things
13. Ensure that all doors and windows are in open condition

B. Maintenance of Personal Hygiene:

1. Staff should wear neat and clean uniform with mask for food preparation
2. Everyone should carry their own sanitizer
3. Do not touch nose, mouth and face area
4. Do not touch public areas
5. Do not spit anywhere
6. Put garbage in dust bins only
7. Sanitize your hands after use of washroom, common drinking water points, before and after your meals

C. Other Precautionary measures:

1. Sanitize yourself and your belongings before entering your house
2. Avoid social gathering
3. Avoid visit to relatives, friend's house and friend's room
4. Avoid public transport
5. Do not use shared vehicles, One person with two wheeler (Rider only) & Two persons in Four Wheeler (including driver) – one person on driver's seat and other person on back seat
6. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc
7. Avoid eating uncooked food.
8. Avoid cash transactions as much as possible.
9. Everyone should have health insurance preferably
10. Take rest at home or get medical treatment if having cold, cough or fever
11. Avoid contact with others if suffering from cold, cough or fever



Symbiosis Open Education Society

Standard Operating Procedure for Canteen Vendor at Institute / University Premises post Covid - 19 Lock Down

A. Conduct at Institution / University premises:

1. Use Clean and Neat mask covering nose till chin
2. Use of disposable hand gloves is recommended.
3. You will have to pass through a sanitization tunnel installed at the entrance.
4. Every staff of Canteen should follow social distancing of at least 1 meter while in Campus and out of Campus
5. Follow social distancing in Canteen hall and also at kitchen
6. Clean your hands with sanitizers frequently.
7. One student should be there on one table having distance of one meter from other students in Canteen
8. Vegetables/fruits/grocery/eggs/non-veg brought at canteen should be sanitized properly before use
9. No two or more that two staff will sit or walk together
10. Keep your room and surroundings clean
11. Meal plate should be given in the hands of student in canteen by canteen in charge.
12. Avoid sharing of things
13. Ensure that all doors and windows are in open condition

B. Maintenance of Personal Hygiene:

1. Staff should wear neat and clean uniform with mask for food preparation
2. Everyone should carry their own sanitizer
3. Do not touch nose, mouth and face area
4. Do not touch public areas
5. Do not spit anywhere
6. Put garbage in dust bins only
7. Sanitize your hands after use of washroom, common drinking water points, before and after your meals

C. Other Precautionary measures:

1. Sanitize yourself and your belongings before entering your house
2. Avoid social gathering
3. Avoid visit to relatives, friend's house
4. Avoid public transport
5. Do not use shared vehicles, One person with two wheeler (Rider only) & Two persons in Four Wheeler (including driver) – one person on driver's seat and other person on back seat
6. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc
7. Avoid eating uncooked food.
8. Avoid cash transactions as much as possible.
9. Everyone should have health insurance preferably
10. Take rest at home or get medical treatment if having cold, cough or fever
11. Avoid contact with others if suffering from cold, cough or fever