

RESTART MANUAL

COVID19
STAY
SAFE,
STAY
HEALTHY.

GUIDELINES FOR SAFE & SUSTAINABLE RESTART AFTER CoViD-19 LOCKDOWN



ACHARYA CAMPUS

www.acharya.ac.in

OVERVIEW OF MANUAL

COVID19
STAY
SAFE,
STAY
HEALTHY.

0	• CoViD - HOW TO PROTECT
01	• RESTART MANDATE
02	• AT HOME BEFORE START
03	• COMMUTING FROM HOME TO CAMPUS
04	• ENTRY @ CAMPUS
05	• HEALTH & SAFETY @ WORK
06	• HEALTH & SAFETY @ CANTEEN
07	• REST ROOM ETIQUETTES
08	• GROUP / GATHERING / ASSEMBLY
09	• DISINFECTATION
10	• SAFETY WHILE LEAVING CAMPUS
11	• DEALING WITH EMERGENCY
12	• HEALTH & SAFETY @ HOME

CoViD - How To Protect

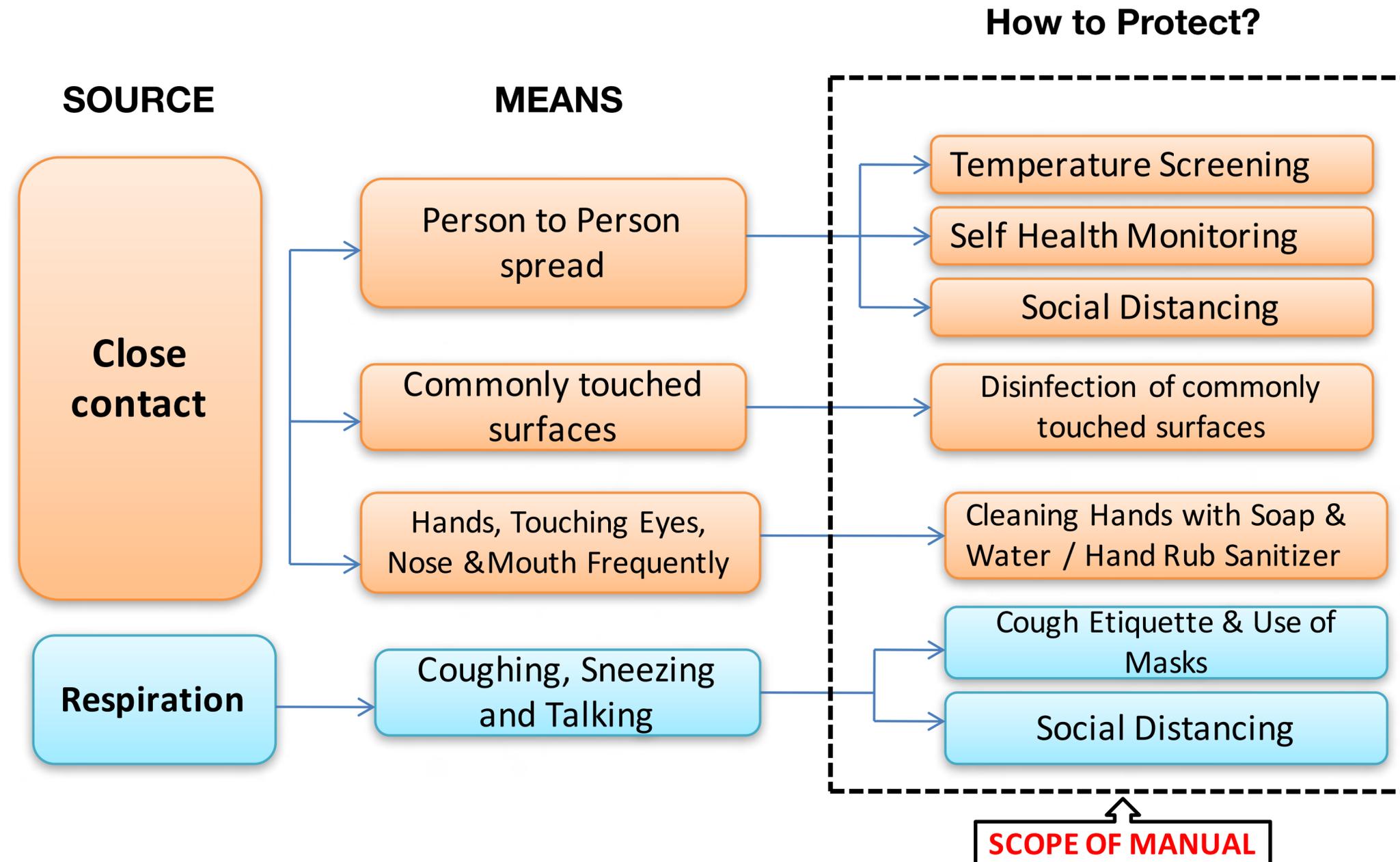
COVID19

STAY

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1. Restart - Mandate

- As a part of containment measures, the following facilities / areas / services are temporarily suspended :
 - a) Movement of men and vehicles from gates other than Gate 3
 - b) Sports & Games – Assembly at Stadiums
 - c) Leaving of campus before end of office / college timings
 - d) Gathering / loitering of students in the open areas of Campus
 - e) Overcrowding in lounges / pantry / corridors
 - f) Carrying / consumption of food stuff / cooked eatables from outside stalls – other than packaged snacks / beverages
 - g) Consumption of food at places other than Canteen / work locations
 - h) Visitors / vendor representatives other than authorised with prior approval

1. Restart Mandate - Entry/Exit

- Thermal Temperature Checking



- At Security gate or while entering the Campus
- Before entering canteen
- Going / coming from outside.

- Sanitisation of employees' / Student's clothes while entering / leaving campus



1. Restart Mandate - PPE

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- Security Personnel



- Canteen Staff



- Transport Staff



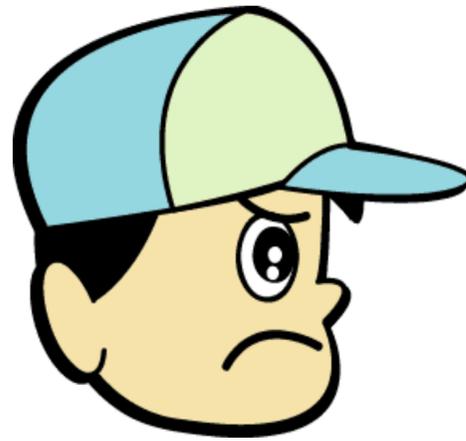
- Staff/Labour



Note : Maintenance staff to wear helmet and gloves and gum shoes
Cleaners / scavengers to use hand gloves.

2. At Home Before Start

BEFORE



- No self examination

NEW NORMAL

Symptoms of CORONAVIRUS (COVID-19)



Fever

Shortness of breath

Cough

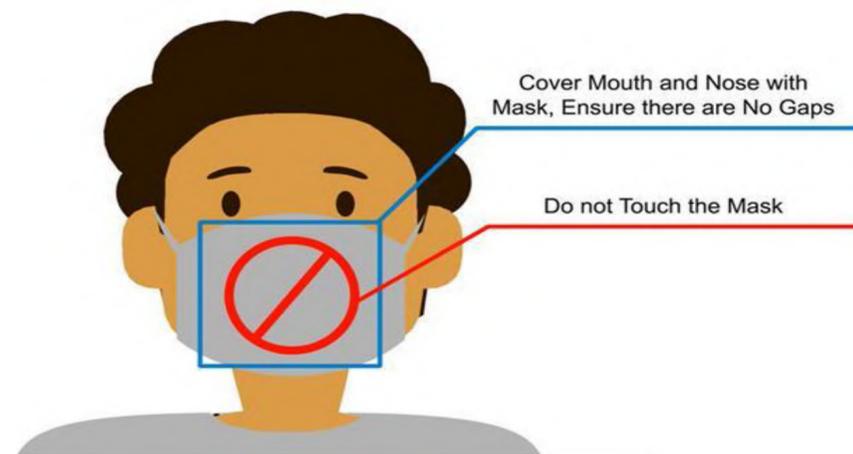
- Self-examination on health status

KEYPOINTS

- Start to office only you are healthy
- Assess your health status before start
- If you are feeling sick, having severe cough, sneezing and difficulty in breathing, stay back at home. Take rest and consult the family Doctor
- Report to HoD and Acharya Doctor

2.1 At Home Before Start

- Wear the mask in the right way

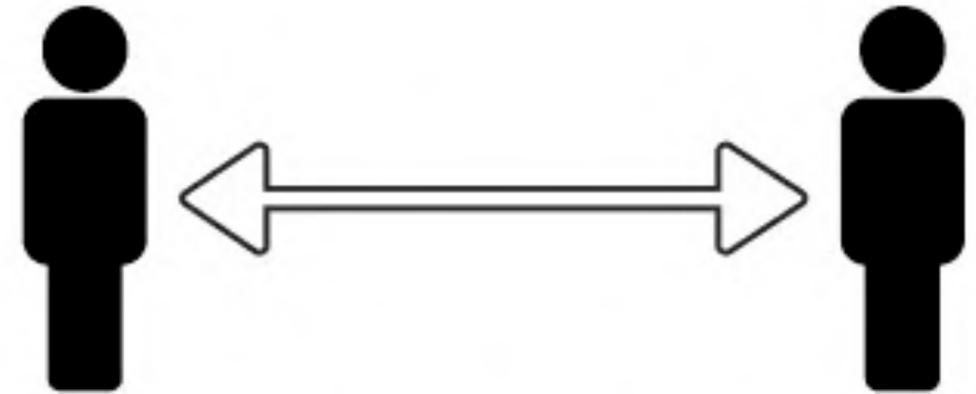


KEYPOINTS

1. Before putting the mask wash hands with soap and water
2. Make sure it covers your nose and mouth with no GAP
3. Do not have the mask hanging by your neck
4. Avoid touching the mask in use
5. Avoid touching your face. "Eyes, Nose, Mouth are the entry ports for the virus"

2.2 At Home Before Start

- Always wear mask when you move out of your house
- Keep social distancing (1.5 meter) during your travel

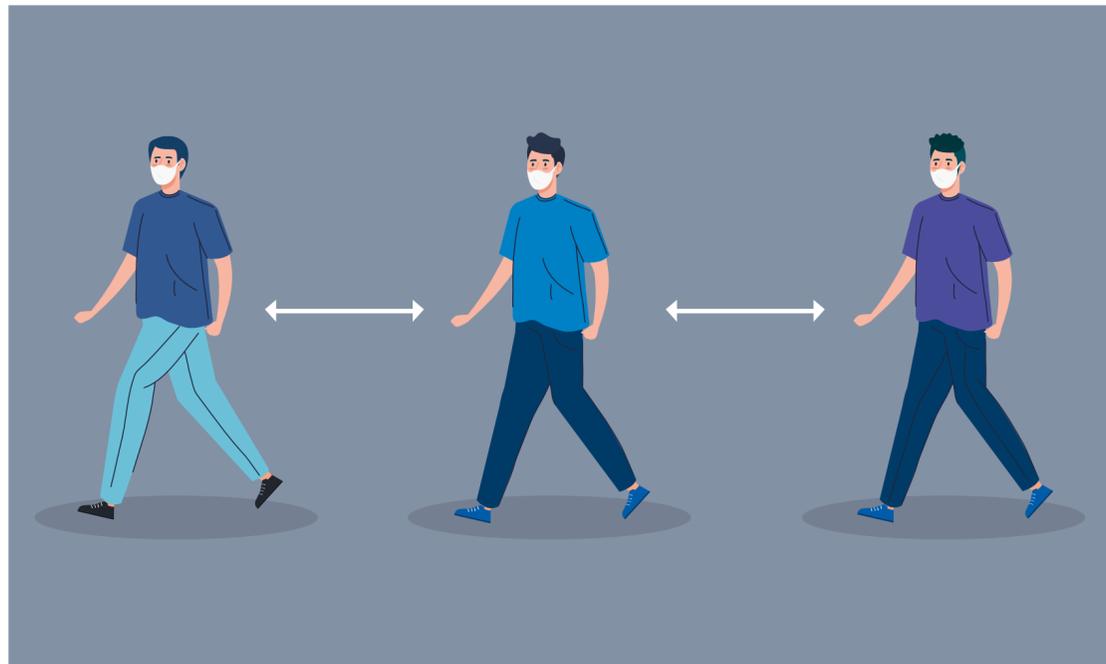


KEYPOINTS

- Maintain social distancing instead of standing in group/crowd
- Cover face with mask
- If body temperature is more than 37.5°C , you will be asked to go back home

3. Commuting From Home to Campus

- If you commute by walk
PRACTICE SOCIAL DISTANCING



- If you commute by 2-Wheeler
WEAR HELMET

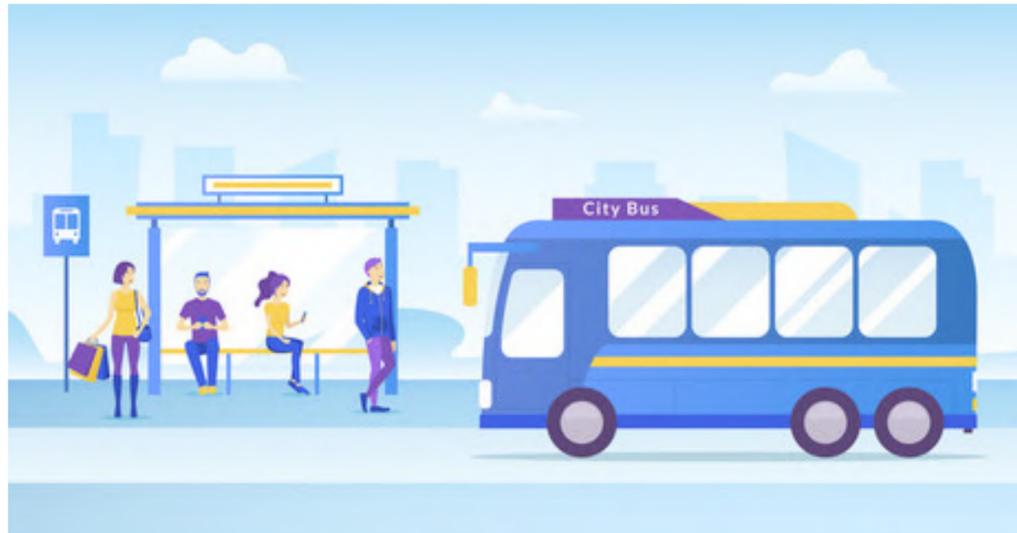


KEYPOINTS

- Maintain social distancing instead of standing in group/crowd
- Cover face with mask
- If body temperature is more than 37.5°C , you will be asked to go back home

3.1 Commuting From Home to Campus

- If you commute by bus

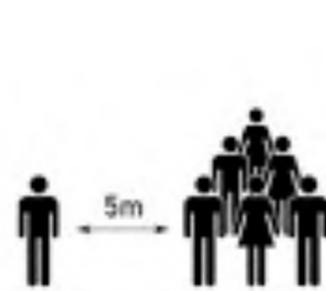


KEYPOINTS

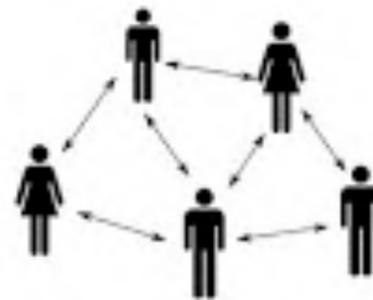
- Stand in queue at the boarding point maintaining social distancing of 1.5 mtr.
- Sanitize the hand thoroughly with the sanitiser administered by volunteer
- Board the bus one by one maintaining social distancing & Respiratory hygiene
- Follow the seating procedure as instructed in the bus
- Keep the windows Open
- Get down on reaching gate one by one

4. Entry @ Campus

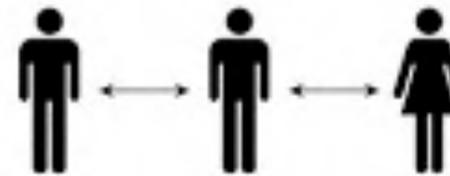
- While coming to work and moving to canteen



KEEP DISTANCE
FROM CROWDS



STAY AWAY FROM
EACH OTHER



MAINTAIN DISTANCE
WHILE STANDING IN QUEUE

DO NOT TOUCH

DO NOT TOUCH

KEYPOINTS

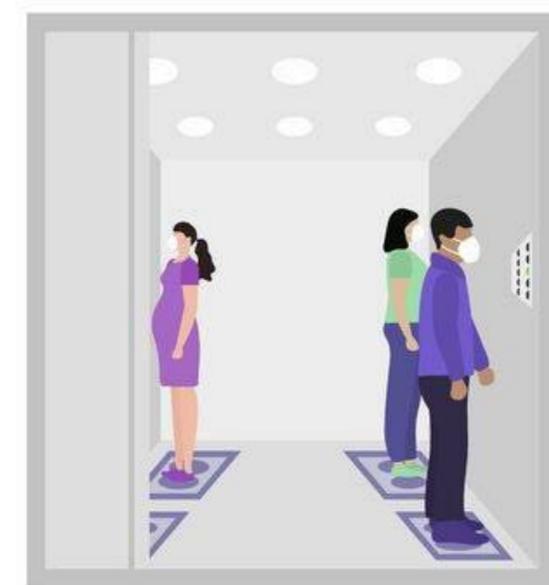
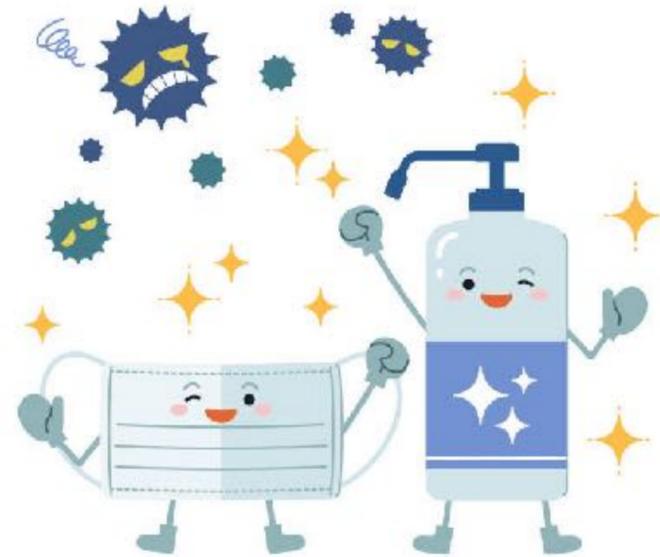
- Sanitize your hand thoroughly with sanitizer administered by volunteer / dispensed through foot dispenser
- Avoid bringing personal mobiles (mobile deposit counter is closed till further notice)
- Proceed to Canteen / Workplace following lane marked to maintain social distancing of 1.5 mtr
- Keep your face mask on
- Avoid touching and moving in groups
- Proceed to Canteen / Workplace following lane marked to maintain social distancing of 1.5 mtr
- Keep your face mask on
- Avoid touching and moving in groups
- Please wait till the next person moves
- Punch at attendance terminal with ID card from 2 cm distance
- Do not touch ID card on swiping machine

5. Health & Safety @ Work

S. No.	Action	Measure
1	Gate No. 1 (Entry & Exit) Disinfected tunnels/ Thermal scanning	Ensure social distancing
2	Food at canteen	Ensure social distancing and hygiene
3	Canteen staggered timings	Ensure social distancing
4	Carry meal and dine at work place	Ensure social distancing
5	Attendance swiping	Ensure social distancing & hygiene
6	Work at office / work place	Wear mask & Alternative seating
7	During Breaks @ work	Sanitize common touch points
8	Meetings	Replace in-person meetings with Virtual TEAM meetings
9	Entry of Visitor/ Contractors/ Vendors	Wear mask and temperature check
10	Gathering at Pantry	Bring own cups and water bottles
11	Water	Bring own water bottles and refill

5.1 Health & Safety @ Work

- Keep social distancing (1.5 meter) while using staircase



Keep distance!

KEYPOINTS

- Sanitize your hands thoroughly
- Climb up the stairs one by one maintaining social distance
- Make use of disposable sticks to operate lift button
- Stand facing away from the opposite person

5.2 Health & Safety @ Work

BEFORE



- Sitting side by side and opposite to each other,
- Air Conditioning is on

NEW NORMAL



- Alternative seating
- Air Conditioning off. Doors kept open
- If AC is required, then ensure microfilter

KEYPOINTS

- Ensure social distancing. Ensure alternative seating. Wear mask to prevent infection
- Disinfect your laptop or desktop at the beginning of each shift
- AC switched off with doors open for ventilation.
- If AC is required, then ensure microfilter (Micro 95) in the ACs, as applicable

5.3 Health & Safety @ Work

BEFORE



- Sitting side by side and opposite to each other

NEW NORMAL



- Virtual Meetings

KEYPOINTS

- Stop physical meetings or gathering people
- Utilize Microsoft Teams and conduct virtual meetings

6. Health & Safety @ Canteen

Washing hands in the right way



KEYPOINTS

- After washing hands proceed to dining table
- After lunch wash your hands with soap and water
- Take the mask from zip lock cover holding the strings and wear your mask and move to work spot

6.1 Health & Safety @ Canteen

BEFORE



Standing Close to each other while taking food

- Stand one behind the other closely
- Sit next to each other



Sitting side by side and opposite to each other

NEW NORMAL



Standing one arm distance while collecting food

- Maintain social distancing while in queue
- Sit in alternative seats



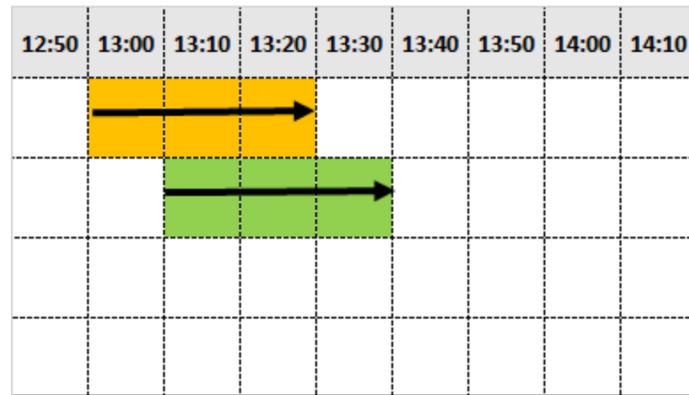
Sitting alternative seats

KEYPOINTS

- Stand in queue to collect food. Do not touch any food items while collecting from your hand.
- Sit in alternative seats while having breakfast, lunch, dinner and snacks
- Do not talk loudly near the food counters and at dining table
- Stewards to wear personal protective equipment
- Wash your hands thoroughly with soap and water (both before and after)

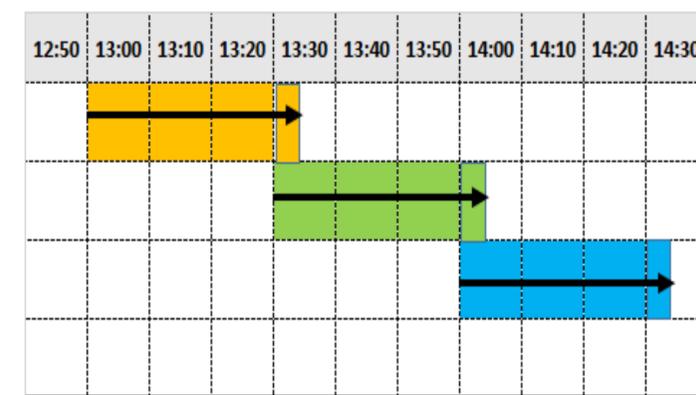
6.2 Health & Safety @ Canteen

BEFORE



- 30 min. duration. 20 minutes overlapping time
- Large gatherings at same time

NEW NORMAL



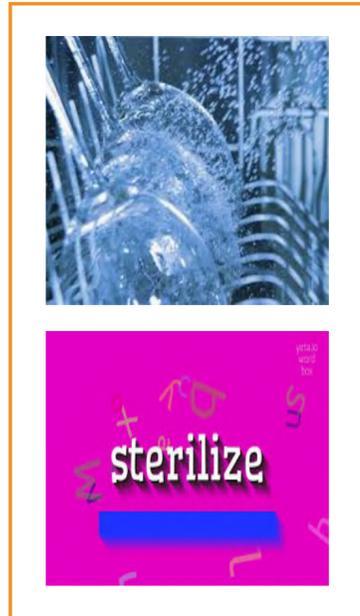
- 35 min. 5 minutes overlapping & staggered time
- Sanitize dining halls after each service

KEYPOINTS

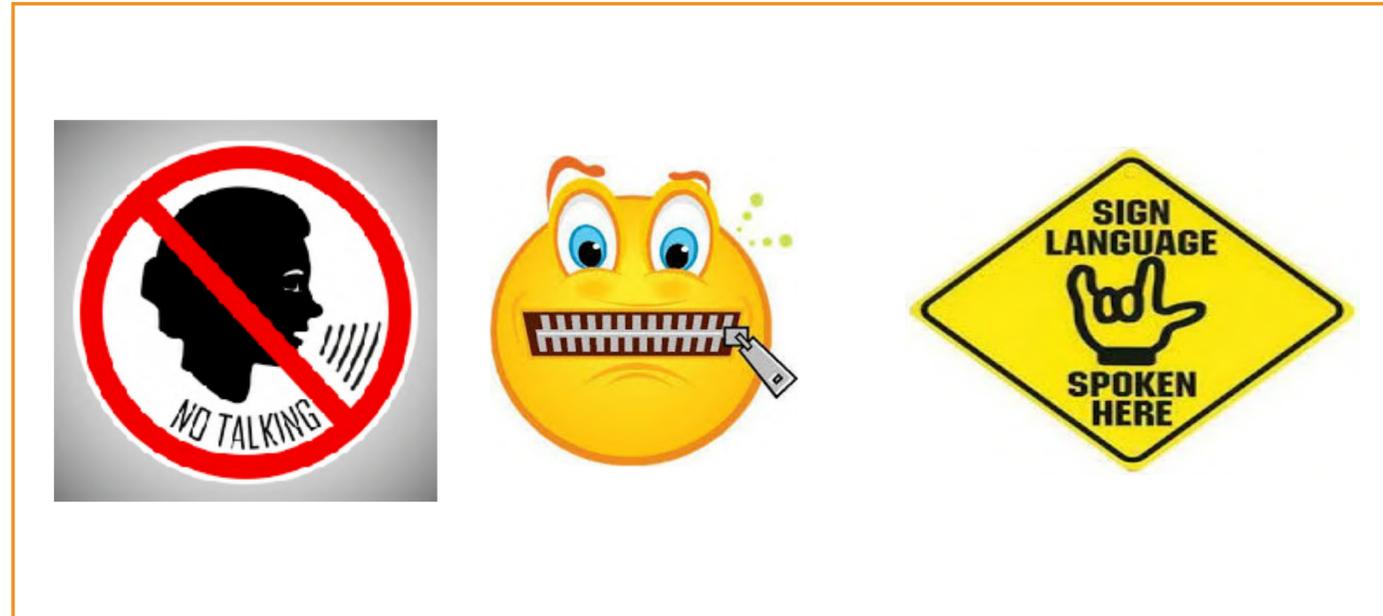
- Please ensure you arrive and exit as per the stipulated staggered time
- Canteen service staff allocation at serving counters based on staggered service timings
- Lesser overlap service. Sanitize after each service
- Increased breakfast, lunch time by 5 minutes

6.3 Health & Safety @ Canteen

Utensils to be sterilized
with boiling water



Educate people not to
talk at work / lunch



Serve/ keep cooked food
warm. Avoid salad / cold items

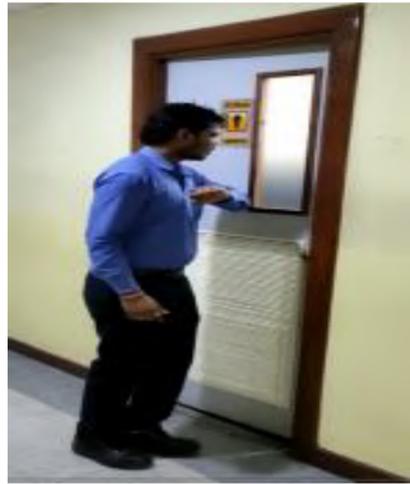


KEYPOINTS

- Avoid tables in Canteen, keep only chairs
- Raw uncooked items should not be consumed
- Items that aggravate cold (e.g ice creams) are to be stopped
- Use training rooms/other areas as canteen
- Display banners for avoiding talking
- Use visuals/graphics for better communication

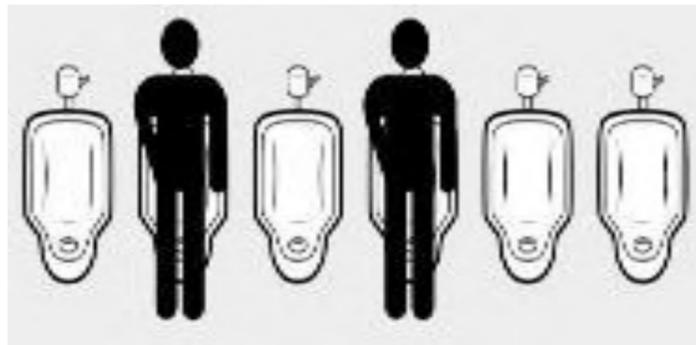
7. Rest Room Etiquettes

1. While entering toilet



- Open the door using your elbow/arm (Do not use palm)

2. Using urinals



- Use alternative urinals to maintain social distance

2.1 Waiting for Urinals



- Maintain social distance while waiting for washing

3. Using commodes



1. Wash commodes with water before and after using
2. Remove the water by using tissue papers

4. After use of u/c



Wash your hands as per the guideline with soap oil

4.1 Replace napkins with Tissues at wash basins



Avoid using towels

5. Coming out of Toilet



Open the door using your leg & elbow/arm (Do not use palm)

8. GROUP/GATHERING/ASSEMBLY

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@ visitor lounge



@ Class rooms



@ Open spaces



@ Corridors



@ Lawns



@ Library



@ Walkways



@ Parking space



9. Disinfectation

BEFORE



- Floor washing & dust cleaning

NEW NORMAL



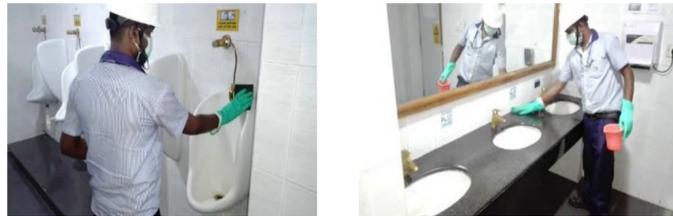
- Disinfecting done before and after each trip

KEYPOINTS

- Disinfecting vehicle and cleaning to prevent infection
- PPEs to be worn by the cleaning staff

9.1 Disinfection

BEFORE



- Cleaning done once a day

NEW NORMAL



- Cleaning done every 2 hour
- Alcohol-based disinfectant used
- Frequent touch points disinfected

KEYPOINTS

- Frequent touch points disinfection done
- Frequency of cleaning to be done every hour. Additional manpower deployed
- Alcohol-based disinfectant utilized
- Personal Protective Equipment usage mandatory for cleaning staff

9.2 Disinfection

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Sanitization at Office areas



INSTEAD OF MANUAL SANITATION USING COLD FOGGING MACHINE



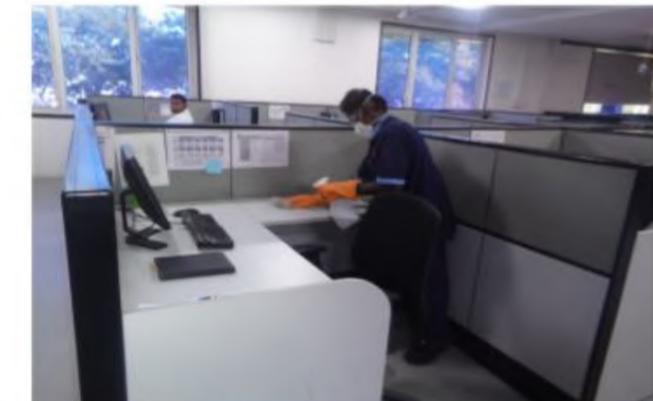
Hand phones



PC / Keyboards



CONFERENCE TABLES



WORKSTATIONS

10. Safety While Leaving Campus

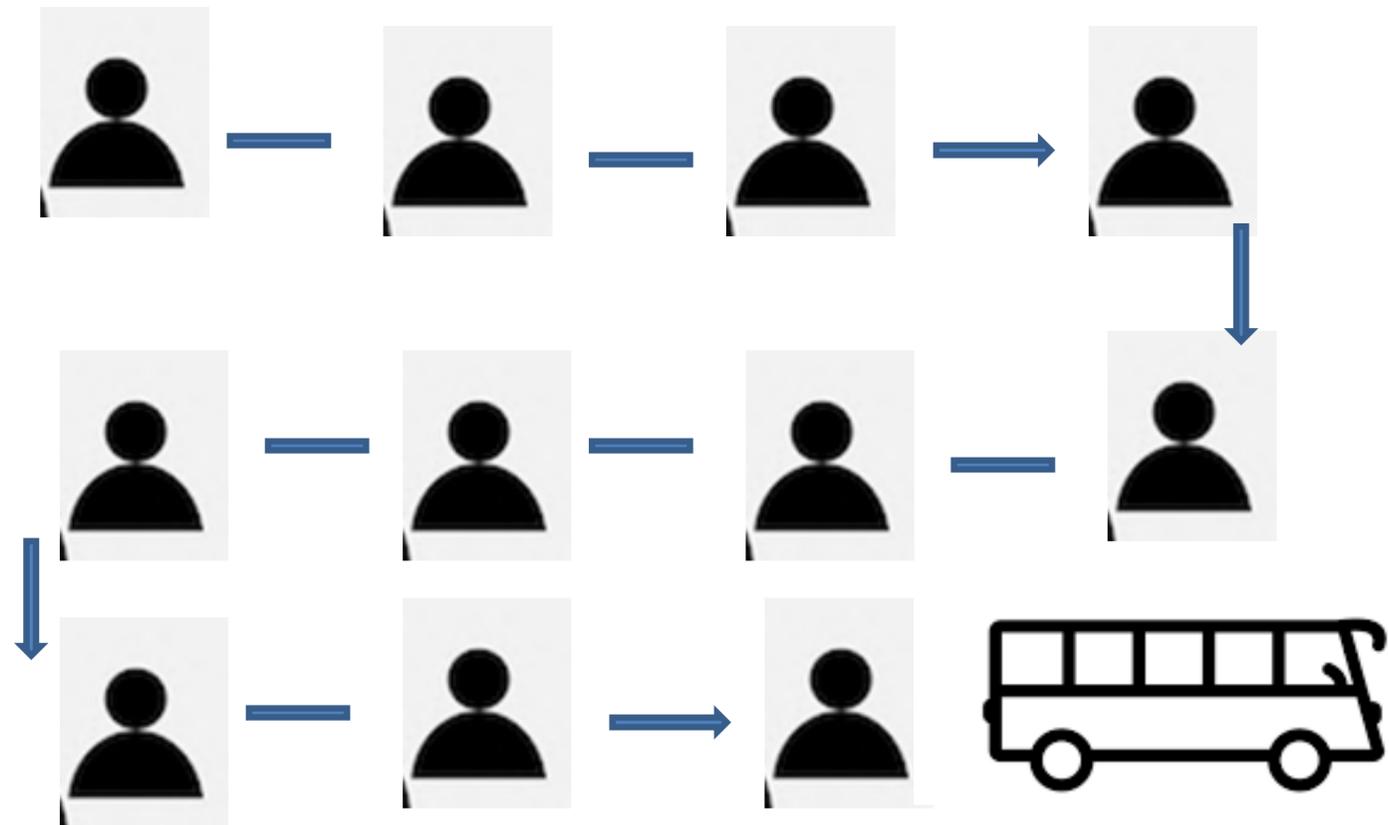
After WORK proceed to gate



KEYPOINTS

- Keep the face mask on
- Stand in queue at the boarding point maintaining social distancing of 1.5 mtr
- Board the bus one by one maintaining social distancing
- Follow the seating procedure as instructed in the bus
- Keep the windows Open

At Bus pickup point



11. Dealing with Emergency

If you develop any of the below Symptoms at Work

Most common symptoms:

-  **Fever**
-  **Fatigue**
-  **Dry cough**

Some patients may also have:

-  **Aches and pains**
-  **Runny nose**
-  **Sore throat**
-  **Shortness of breath**
-  **Diarrhoea**

KEYPOINTS

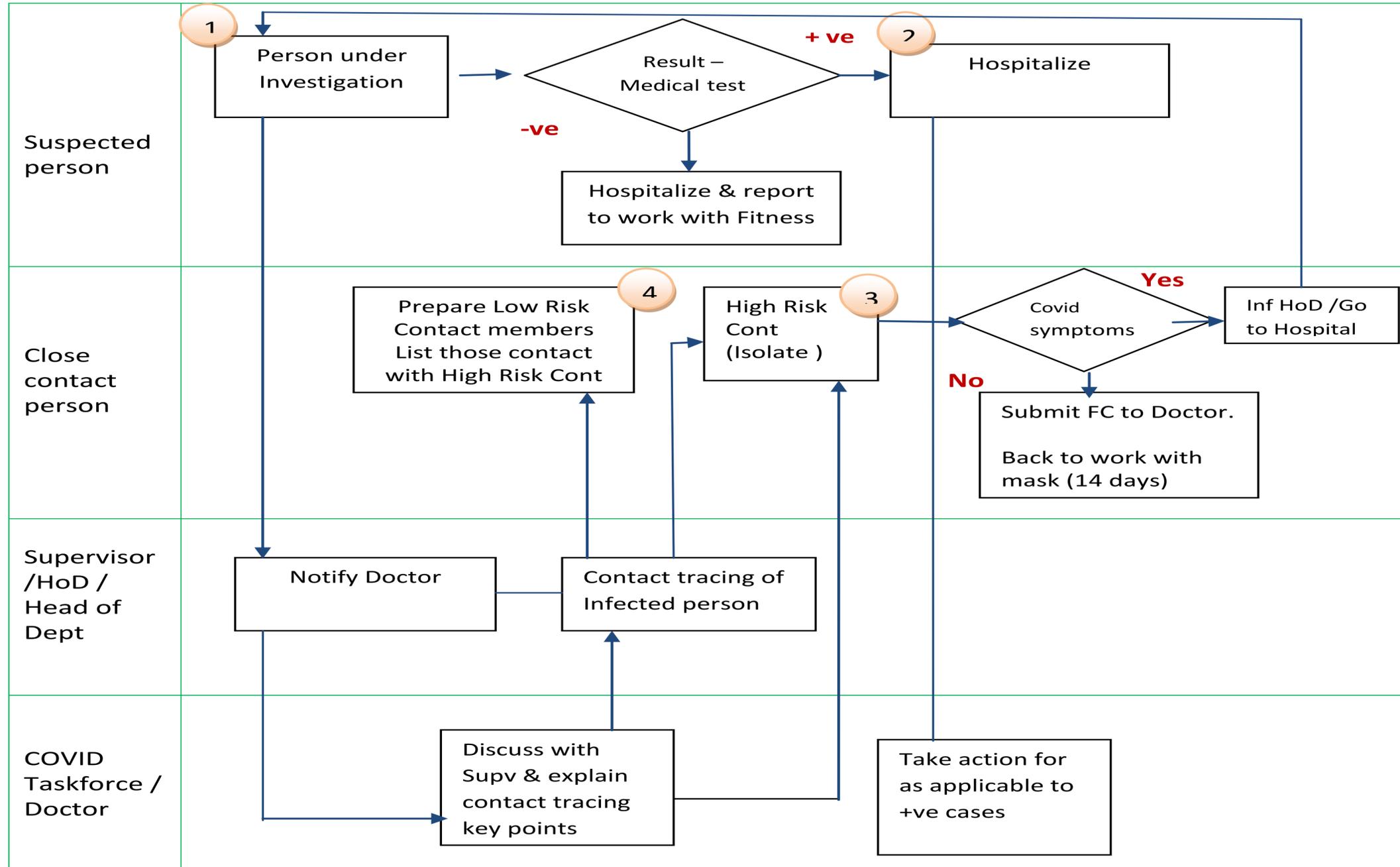
1. Report to Immediate supervisor / Manager
2. Move to Occupational Health Centre (OHC) Immediately
3. Avail Ambulance service in case of need
4. Consult Doctor
5. Follow Doctor's Advice

Ambulances and Isolation wards must ideally be following the prescribed Guidelines

1. Location
2. Access considerations
3. Ventilation capacity
4. Infrastructure
5. SOP & Training
6. Risk Assessment

are in place to deal with emergency if any...

11.1 Dealing with Emergency



12. Health & Safety @ Home

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S. No.	Action	Measure
1	Hand Wash	Hand Wash with Soap & Water thoroughly and frequently
2	When to Use Mask	Issue mask to every member
3	Increase Ventilation	Switch-off AC and ensure circulation of
4	In the lift	Avoid common touch point
5	If someone in neighborhood gets infected by COVID-19	Wear mask, ensure social distancing, seek immediate support
6	If you have kids at home	Educate hand hygiene and use of sanitizer
7	If you have elderly at home	Monitor health condition daily

12.1 Health & Safety @ Home

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Washing hands in the right way

How to Hand Wash?

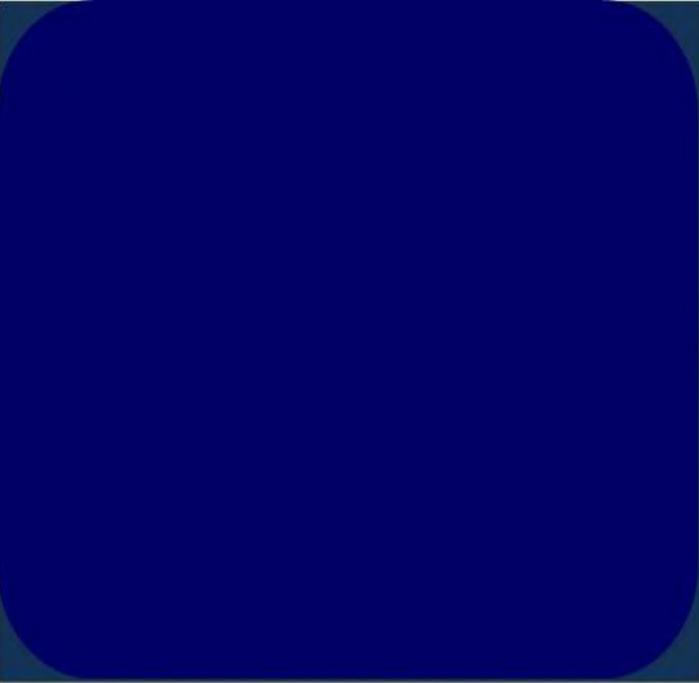
Clean Hands to Protect from Infection

Source: World Health Organization,
 Accessed on 9th April 2020



12.2 Health & Safety @ Home

While at home with your family
Follow the below 8 health tips for safe stay at home

	 <p>Wash hands with soap and water for 20+ seconds each time.</p>	 <p>Avoid touching your eyes, nose and mouth with unwashed hands.</p>
	 <p>Stay home from work or school if you are sick.</p>	 <p>Avoid close contact with people who are ill.</p>
 <p>Cover your mouth and nose with a tissue when you cough or sneeze.</p>	 <p>Throw away tissues after coughing, sneezing or blowing your nose.</p>	 <p>Clean and disinfect surfaces that are frequently touched.</p>

12.3 Health & Safety @ Home

Wash your hands

Wash your hands with soap and running water when **hands are visibly dirty**



If your **hands are not visibly dirty**, frequently clean them by using alcohol-based hand rub or soap and water



Protect yourself and others from getting sick

Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste

Protect others from getting sick

When coughing and sneezing **cover mouth and nose** with flexed elbow or tissue



Throw tissue into closed bin immediately after use

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick



12.4 Health & Safety @ Home

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Yes. Respiratory viruses can be passed by shaking hands and touching your eyes, nose and mouth.

Greet people with a wave, a nod or a bow instead.

Should I avoid shaking hands because of the new coronavirus?



World Health Organization

#Coronavirus #COVID19

9 March 2020

No. Regularly washing your bare hands offers more protection against catching COVID-19 than wearing rubber gloves.

You can still pick up COVID-19 contamination on rubber gloves. If you then touch your face, the contamination goes from your glove to your face and can infect you.

Is wearing rubber gloves while out in public effective in preventing the new coronavirus infection?



World Health Organization

#Coronavirus #COVID19

9 March 2020

12.5 Health & Safety @ Home

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How can I grocery shop safely in the time of COVID-19?



When grocery shopping, keep at least 1-metre distance from others and avoid touching your eyes, mouth and nose. If possible, sanitize the handles of shopping trolleys or baskets before shopping. Once home, wash your hands thoroughly and also after handling and storing your purchased products. There is currently no confirmed case of COVID-19 transmitted through food or food packaging.

#Coronavirus

#COVID19



17 April 2020

How should I wash fruit and vegetables in the time of COVID-19?



Wash them the same way you would in any other circumstance.

Before handling them, wash your hands with soap and water.

Then, wash fruit and vegetables thoroughly with clean water, especially if you eat them raw.

#Coronavirus

#COVID19



17 April 2020

12.6 Health & Safety @ Home

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Can COVID-19 be spread through coins and banknotes?



17 April 2020

There is currently no evidence to confirm or disprove that COVID-19 virus can be transmitted through coins or banknotes.

However, respiratory droplets expelled from an infected person can contaminate and persist on surfaces.

Wash your hands regularly and thoroughly after touching any frequently-touched surface or object, including coins or banknotes. Avoid touching your eyes, mouth and nose, if your hands are not cleaned.

#Coronavirus

#COVID19



Do I need to use a washing machine and drier to wash and dry clothes, towels and bed linen, if **no one** in my household is a **suspected or confirmed COVID-19 patient**?



23 April 2020

There is no need to use a washing machine or drier, nor extremely hot water.

Do your laundry as you normally would, using detergent or soap. Once dry, make sure you clean your hands before handling and storing your clothes, towels and bed linen.

#Coronavirus

#COVID19



12.7 Health & Safety @ Home

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 HEALTHY.**

 World Health Organization

How to put on, use, take off and dispose of a mask

- 

Before putting on a mask, wash hands with alcohol-based hand rub or soap and water
- 

Cover mouth and nose with mask and make sure there are no gaps between your face and the mask
Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water
- 

Replace the mask with a new one as soon as it is damp and do not re-use single-use masks
- 

To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; wash hands with alcohol-based hand rub or soap and water

 World Health Organization

When to use a mask

- 

If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection
- 

Wear a mask if you are coughing or sneezing
- 

Masks are effective only when used in combination with frequent hand-washing with alcohol-based hand rub or soap and water
- 

If you wear a mask then you must know how to use it and dispose of it properly

12.5 Health & Safety @ Home

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▪ If you are in shared accommodation



Always observe good personal hygiene. Practice frequent hand washing using hand sanitiser.

• Social distancing is the key



• Keep surfaces clean

Practice cleaning surfaces frequently



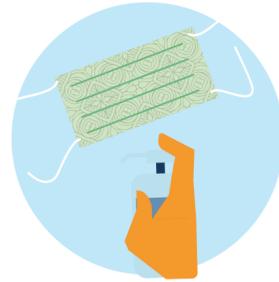
Do not share personal belongings



GENERAL PRECAUTIONS TO FOLLOW

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1



Carry a mask & sanitizer at all times.

2



Use detergent water to wash your clothes.

3



Maintain a separate space to sanitise commodities bought from outside.

4



Keep your towel, soap & hot water on the ready at the bath room.

5



Eat healthy and immune boosting food.

6



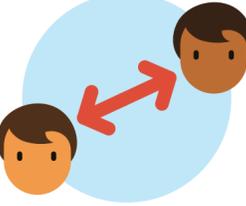
Indulge in regular Activities.

PRECAUTIONS TO FOLLOW WHILE OUT FOR ESSENTIALS

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- 

1 Wear a mask at all times.
- 

2 Carry your own water bottle while heading out.
- 

3 Maintain 3-4 feet distance from others.
- 

4 Don't touch anything unnecessarily.
- 

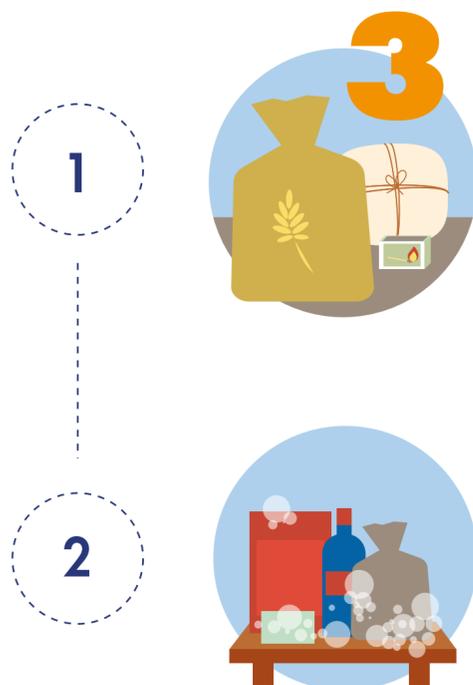
5 Don't touch your eyes, nose or mouth.
- 

6 Use sanitizer frequently.
- 

7 Do not spit.

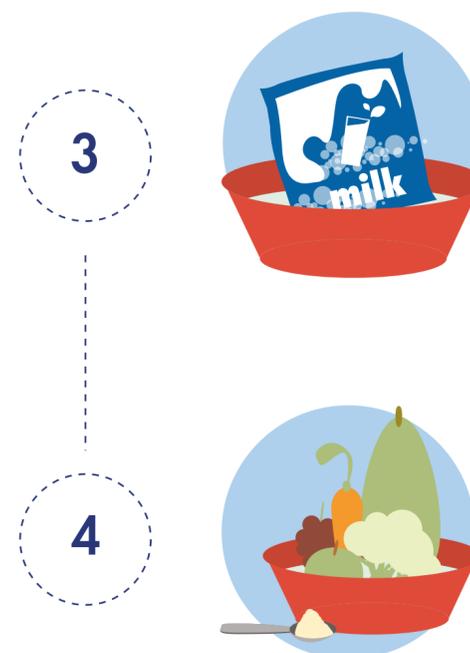
To Ensure The Goods bought are disinfected

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Groceries bought from outside should be kept aside for 3 days.

If not possible, wash plastic packets with detergent/ soap water.



Wash milk packets with soap water.

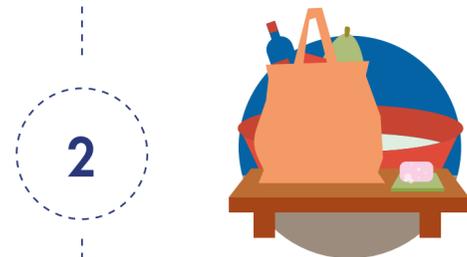
Wash fruits & vegetables with salt water.

Step to Follow Soon After Returning home

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The used mask should be put for wash.



Bags & other items taken outside are to be put for wash.



Commodities bought from outside should not be touched by anyone.



Wash your hands with soap for at least 20 secs.



Wash your clothes & mask with detergent water.



Bath with hot water only.

**ENSURE THE HEALTHIEST
PERSON GOES OUT TO SHOP**

COVID19
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STAY
HEALTHY.**



ACHARYA
BENGALURU, INDIA

#staysafe #stayhealthy
#share