



Re-Start Manual for VJIAS

2020-21

NEW NORMAL PRACTICES



TOGETHER WE CAN WIN

VIGNANA JYOTHI INSTITUTE OF ARTS & SCIENCES

West Marredpally, Secunderabad-26

(Affiliated to Osmania University)

SALIENT FEATURES

SYMPTOMS OF COVID-19

- Studies say that there will be multiple waves of infection following the first wave. There is a strong need to prepare for a possible subsequent wave of the novel Corona virus. The severity and outcomes of COVID-19 vary with age, sex, and underlying health conditions. Even symptoms vary widely.
- People with the symptoms of
 - cough,
 - sore throat,
 - fatigue,
 - either loss of smell or taste,
 - diarrhea or fever, with breathlessness, appear to be at greater risk for the disease. (As per Corona virus Pandemic Epidemiology (COPE), UK and USA)
- Researchers have found that loss of smell was a more sensitive symptom than even fever. People who had cough and or fatigue and atleast one additional symptom – including diarrhea and loss of smell, were likely to test positive for COVID.

According to Giridhar R Babu, Professor and Head- Lifecourse Epidemiology. [Public Health Foundation of India], Bangalore, and Intermediate Fellow, Wellcome Trust DBT India Alliance:

‘Anyone who has two of these symptoms should be isolated for COVID-19 testing, unless otherwise proved – fever, cough, shortness of breath or difficulty in breathing, chills, muscle pain, sore throat, new loss of smell or taste. It is imperative to treat every person with a particular symptom with a syndromic approach.’

PRECAUTIONS FOR COVID-19

1. The highly contagious Corona virus is refusing to disappear and the weeks/months ahead present a challenge to all of us. In the absence of medical remedies (vaccines), prevention remains the only option against the virus. Using face masks (now mandatory), practicing hand hygiene and physical distancing at all times are the recognized precautions.
2. What we must know is that the relaxation of the lockdown is not a return to normal life as it existed before the Corona Virus. The virus is a reality now and hence calls for a measured activity where practicing safety precautions are indispensable.
3. In view of the high uncertainty associated with this new virus, it is crucial to stay vigilant.
4. Physical distancing and a “No Mask, No Entry to College” rule should be strictly adhered to by all – faculty, staff, students, visitors and Management members as well.
5. Starting new habits is a bit difficult but essential in the present scenario. Behavioral Science studies show evidence that a large part of human behavior is led by environmental factors. Behaviors like,
 - hand washing,
 - sanitizing,
 - wearing masks
 - And keeping safe distance, avoiding crowds are the new behaviors one should habituate oneself to, to prevent contracting the Corona Virus.
6. Students normally tend to forget about distancing while talking to one another. Maintaining distance is a new concept for us. Prevention is better than cure. We have to adopt these new habits which have become new rules to be followed, to be safe and to control the spread of the virus.

I: SAFETY RULES for STAFF & STUDENTS

COVID – 19 safety measures, in the form of posters should be placed at various locations in the campus to bring awareness to students and staff.



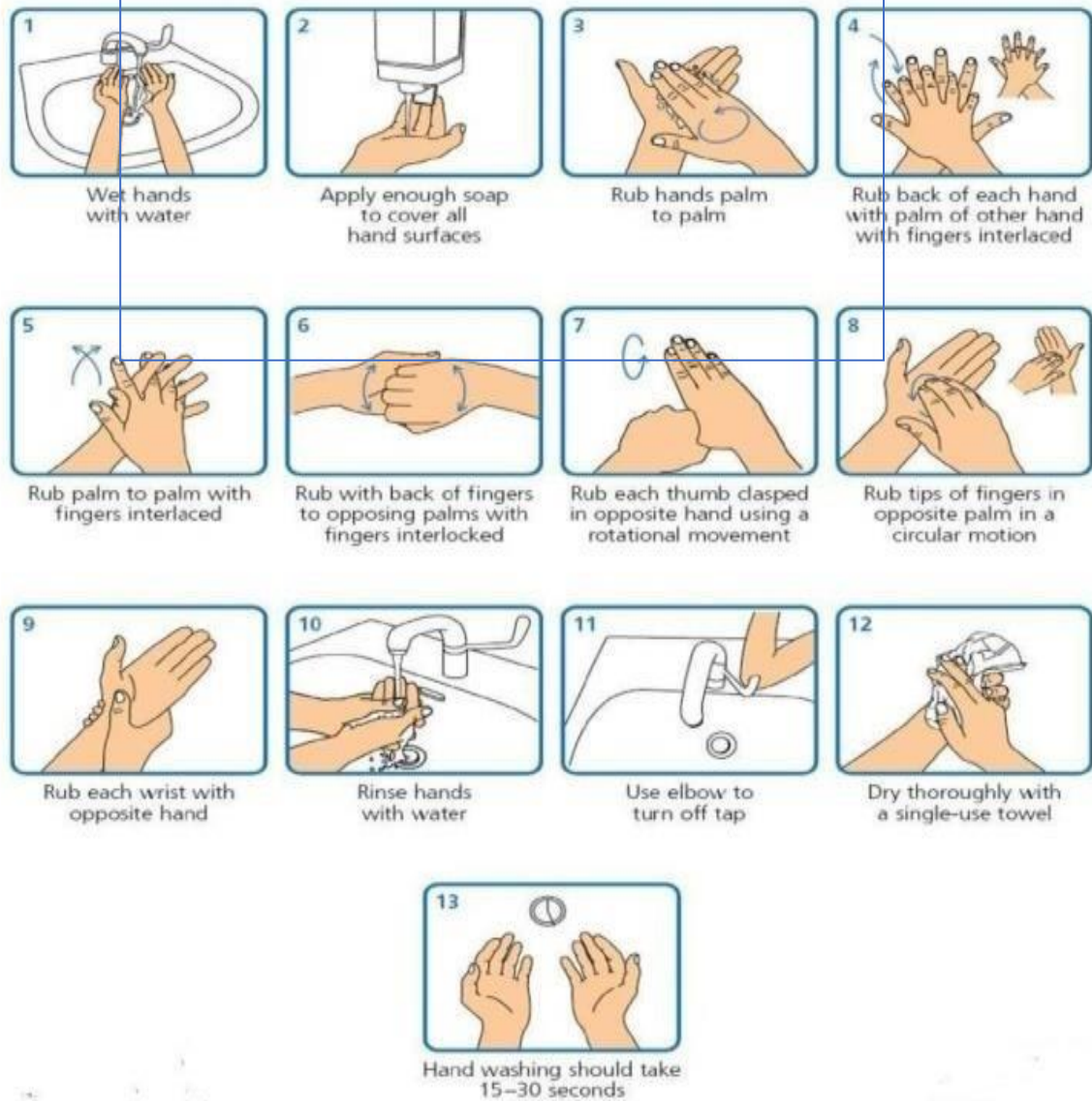
Fig. 16 Safety Measures COVID -19

- An employee/student should attend the Institute only when he/she is healthy.
- Sanitizers would be made available at all times near the washrooms, all common areas, canteen, faculty and staff rooms, admission room, placement room, etc., in the Institute's premises and on each floor.
- Disinfectants would be made available for cleaning and sanitizing the Institute's premises.
- Each floor in the Institute's campus would be disinfected once a day.
- Washrooms must be disinfected twice a day.
- Canteen employees will at all times wear masks, use hand gloves and caps while serving food in the Institute or the hostel.
- All employees and students would be required to bring and use their own cups and water bottles. They may buy packed water bottles from the canteen.
- All common touch points such as tables, desktops, laptops, keyboards, and walkie-talkies would be disinfected once in a day.

- All visitors to the campus would compulsorily have to undergo temperature checks at the point of entry, wear masks and use sanitizer to clean their hands.
- All employees and students should submit a self-declaration form to their respective Mentors/office. (Annexure I & II)
- Self-declaration is mandatory for all the stakeholders of the institute.
- All employees and students are advised to increase their immunity levels by doing light to moderate physical activity for 45 to 60 minutes daily at their respective place of residence or in the institute premises while maintaining physical distancing norms.
- All faculty, staff and students should carry their own face mask and small sanitizer (gel type) bottle
- Employees/students commuting in their private vehicles with drivers must check their driver's health before starting from home.
- Virus stays long time on cardboard hence precaution should be taken while receiving parcels and couriers daily and one person should be employed with mask and gloves to receive and store the parcels safely before use.[Recommended to touch the cartons after 24 hrs]
- If an employee /student is feeling sick, having severe cough, sneezing, and difficulty in breathing, he/she should stay back at home. Take rest and consult family doctor and report to the Director/Head of Academics.
- The use of Air-conditioners in the offices and classrooms would be avoided as far as possible. Wherever air conditioning is required provision would be made for the usage of micro filters.
- Avoid crowding in the washrooms and use alternate washrooms to maintain social distancing norms.

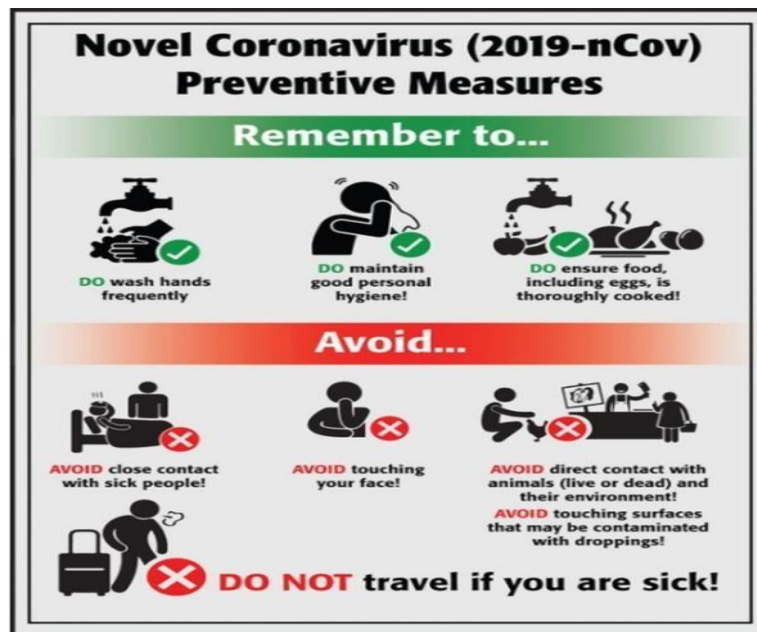
- Increase ventilation by opening the windows at least twice a day. Air-conditioning is not conducive for ventilation.
- If it is not possible to ventilate naturally, switch on the fans.
- Use elbow/arm to open the doors. Do not use palms
- Seek medical advice and take sick leave in case of fever at 100 degrees Fahrenheit or more with respiratory symptoms and (a) Report the results to the Director (b) If positive, get hospitalized if negative, quarantine yourself for 14 days, recover and come to work/ attend the classes with a fitness certificate.
- A 7-member committee consisting of faculty and students to be formed to ensure that all the above precautions and safety measures are being adhered to. The committee will be headed by the Senior Faculty Member of the institute.
- No faculty meetings or research group meetings are allowed in-person attendance. All such meetings must be conducted on-line only.
- Employees should be trained to follow the same safety measures while at work and at home to avoid Covid attack.
- Encourage employees to undergo regular medical checkups.
- 95% of the COVID patients recover with normal treatment given for common cold. Hence try to remove the fear of COVID from the staff by conducting regular awareness programs on Corona virus. Corona virus will not vanish soon, we should start living with it with a better understanding of how to lead a healthy life.

Hand-washing technique with soap and water



Precaution: Excess usage of sanitizers may cause damage to the skin and is even flammable in the ambient high temperatures.

- Covid-19 Safety measures, in the form of posters should be placed at various locations in the campus for awareness on safety measures to be taken by the students and staff.



CORONAVIRUS (COVID-19) PREVENTION



Wash your hands often with soap and water for at least 20 seconds.



Cover your cough or sneeze with a tissue. If you don't have a tissue, cough or sneeze into your sleeve or elbow.



Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth.



Stay home when you are sick, except to get medical care.



Avoid close contact with people who are sick.

Individuals in Miami-Dade County who believe they may have been exposed to COVID-19, should call the Florida Department of Health at 305-324-2400. If you have a medical provider, call them. If traveling to a medical office or facility, call ahead. For questions about COVID-19 in Florida, please call the Florida Department of Health at 1-866-779-6121.

For more information, visit miamidade.gov/coronavirus