

Standard Operating Procedures During COVID-19



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SOP ON PREVENTIVE MEASURES TO CONTAIN SPREAD OF COVID-19

1. BACKGROUND

Offices and other workplaces at NII are relatively close settings, with shared spaces like laboratories, BSL3, BSL 2, Seminar Rooms, New Guest House, Research Scholar's Hostel, Auditorium, Primate Research Center, Small Animal Facility, Residential blocks, Swimming pool and canteen etc. COVID-19 infection can spread relatively fast among officials, staffs, students and visitors.





There is a need to prevent spread of infection and to respond in a timely and effective manner in case a suspected case of COVID-19 is detected in these settings, so as to limit the spread of infection.








2. SCOPE

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19. The document is divided into the following sub-sections:

- (i) Generic preventive measures to be followed at all times.
- (ii) Measures specific to offices & labs.
- (iii) Measures to be taken on occurrence of case.

3. GENERAL RULES

i.	Every individual working in the NII as an employee or a student should have Aarogya Setu app on their smart phone. Use of Aarogya Setu app by all is strongly encouraged.	
ii.	Everyone on campus outside their individual rooms or houses must wear face mask at all times . It is essential for the safety of all in the campus.	
iii.	Everyone entering the campus will be thermally scanned for their body temperature. All staff including residents & visitors must halt the vehicle at gate to carry out check by security personnel. The sanitization of the official vehicle will be carried out regularly during this period and also specially if situation demands so.	
iv.	Social distancing norm of six feet between two individuals is to be maintained at all times in all public spaces inside the campus.	

v.	Everyone must sanitize their hands often by washing with soap or hand sanitizers.	
vi.	Anyone coming to the campus from abroad or outside Delhi NCR has to undergo a mandatory home/institutional quarantine for the first seven days of arrival.	
vii.	All academic/ Scientific/ Technical staff are encouraged to work from home.	
viii.	All emeritus faculty members & consultants (>65 years old) are advised to remain at home and not to visit the campus until further notice.	
ix.	All employees with children of age <5 years should avoid going to work as much as possible and continue to work from home.	
x.	Campus residents are not allowed to have visitors/relatives other than their declared dependents staying with them in their residences.	
xi.	“COVID Team” recently made on the campus which will authorized to make periodic, random checks for violations of protocols, can impose fines and record violations for further disciplinary action. Please do not argue with them they are trying to keep everyone safe.	

4. **SPECIFIC PREVENTIVE MEASURES FOR OFFICES:**

- (i) Main entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- (ii) Only asymptomatic staff/visitors shall be allowed.
- (iii) Any daily commuting office and staff residing in containment zones should inform the same to supervisory office and not to attend the office till containment zone is de-notified. Such staff should be permitted to work from home and it will not be counted as leave period.
- (iv) Drivers shall maintain social distancing in the driver’s room, inside vehicles and shall follow required do’s and dont’s related to COVID-19. It shall be ensured by the service providers/officers/staff that drivers residing in containment zones shall not be allowed to drive vehicles.
- (v) There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/spray. A proper disinfection of steering, door handles, keys etc. should be performed regularly.
- (vi) Advise all employees who are at higher risk i.e. older, pregnant women and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Office management to facilitate work from home wherever feasible.

- (vii) All officers and staff/visitors to be allowed entry only if using face “cover/masks. The face cover/mask has to be worn compulsorily at all times inside the office premises.
- (viii) Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the **SM**. Request should specify whom they want to Meet and for how long should be allowed after being properly screened.
- (ix) Meeting, as far as feasible, should be done through video conferencing.
- (x) Posters/Standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- (xi) Staggering of office hours, lunch hours/coffee breaks can be done by respective PIs/ HODs if feasible.
- (xii) Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured.
- (xiii) Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the Canteen.
- (xiv) Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
- (xv) Ensure regular supply of hand sanitizers at central places, soap and running water in the washrooms.
- (xvi) Required precautions like social distancing and sanitization while handling supplies, inventories and goods in the office shall be ensured.
- (xvii) Seating arrangement to be made in such a way that adequate social distancing is maintained.
- (xviii) Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- (xix) For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia 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 should be as much as possible and cross ventilation should be adequate.
- (xx) Large gatherings ten or more continue to remain prohibited.
- (xxi) Effective and frequent sanitation within the premises shall be maintained with particular focus on laboratories, drinking and toilets.
- (xxii) Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises in common areas.
- (xxiii) Proper disposal of face masks/gloves left over by visitors and/or employees shall be ensured by the designated staff from the disposal bag.
- (xxiv) **In the canteen/dining halls:**
 - a. Adequate crowd and queue management to be ensured to ensure social distancing norms.
 - b. Waiters/ Canteen Staff must wear mask and hand gloves and take other required precautionary measures.

- c. The seating arrangement to ensure a distance of at least 1 meter as far as feasible.
 - d. In the kitchen, the staff also to follow social distancing norms.
- (xxv) Guard at the entrance of the Institute to carry out thermal scanning for every person entering; if the body temperature is normal then nothing needs to be done. If the body temperature is higher than normal then it must be informed to security Incharge and the person scanned should be asked to wait& clarify before entering.
- (xxvi) Faculty, Students, research staff can continue working round the clock.
- (xxvii) Make sure that all toilets are disinfected at least twice a week and all common areas are disinfected periodically depending on the density of people frequently visiting these areas. Please ensure that the House Keeping Staff has sufficient stock of sanitizers, liquid soap and disinfectants at all times.
- (xxviii) Make seating arrangements for administrative staff to work in the department office keeping in mind the social distancing norms. If any administrative staff comes from outside NCR, they must undergo a mandatory seven days home self isolation before they can be allowed to attend office. This is to be enforced for all employees including faculty members. **No staff from containment zones** should be called for duty.
- (xxix) Total number of staff working in the department, including technical staff, is now allowed to go up to 1/3rdof the total staff strength on-roll.
- (xxx) Designate a proper place at the reception for receiving all external deliveries/packets. All packets must be disinfected (e.g., wiped with an appropriate disinfectant) before they are handed over to individual recipients.

5. Covid Medi Kit Required at Home with everyone:-

- a. Paracetamol
- b. Betadine for mouthwash and gargle
- c. Vitamin C and D3
- d. B complex
- e. Vapour + capsules for steam
- f. Oximeter
- g. Oxygen cylinder (for emergency only)

- h. ArogyaSetu app (Mandatory)
- i. Breathing Exercises

6. **COVID THREE STAGES**

- a. **Covid only in nose** – recovery time is half a day; Steam inhaling, Vitamin C; Usually no fever; Asymptomatic
- b. **Covid in throat** – sore throat, recovery time 1 day hot water gargle, warm water to drink, if temp then paracetamol. Vitamin C, B complex. If severe than antibiotic.
- c. **Covid in lungs** – Coughing and breathlessness 4 to 5 days. Vitamin C, B complex, hot water gargle, oximeter, paracetamol, oxygen cylinder if severe, lot of liquid required, deep breathing exercise.

7. **MEASURES TO BE TAKEN ON OCCURRENCE OF CASE(S).**

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

- i. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of **COVID-19**:
 - a. Place the ill person in a room or area where they are self isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
 - b. Immediately inform the nearest medical doctor of campus **Dr. Vineeta (Mob-9810020290)**.
 - c. A risk assessment will be undertaken by the emergency response team and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
 - d. The suspect case if reporting very mild symptoms on assessment by the health authorities would be placed under home isolation.
 - e. Suspect case, if assessed by health authorities as moderate to severe, will be treated as per health protocol in allotted Self Isolation room at NGH.
 - f. The suspect /confirmed case should give all likely contacts list to the Response team for further action.
 - g. The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose. Testing will be carried out at IGIB, Mathura Road for that necessary forms to be filled. Vehicle may be organized for the campus residents who are having probable higher symptoms.

ii. If there are large numbers of contacts from a pre-symptomatic /asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (**>15 cases**). The essential principles of risk assessment, isolation and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher and laid down guidelines by MOHFW will be adhered to.

iii. Management of contacts:

- a.** The contacts will be categorized into high and low risk contacts as given in the **Annexure I**.
- b.** The high – risk confirmed contacts shall be quarantined for 14 Days.
- c.** These persons shall undergo testing at IGIB, Mathura Road free of cost as per protocol. A home sample collection can be done. Kits may be picked up from a designated rep of IGIB, Mathura road after making prior appointment with **Mr Sumit (Mob- 8930790790)**. Mr Sumit will coordinate with the Individual for the sample kit collection and delivery. A digital consent form (available <http://clingen.igib.res.in/covid19/consentForm/consentFormEng.php>) has to be filled and attached with the sample.
- d.** The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.

8. RETURNING OF STUDENTS TO NII CAMPUS

All out station students have to return to the campus as advised below, subject to the travel advisories in the regions of their current abode. The following protocol has to be followed by each student for re-entry into the campus premises after the lockdown.

- (i)** Every student must fill up and submit the on-line “Re-Entry Form” (available at NII Website) before visiting the campus premises. Travel is subject to the prevailing GOI guidelines at the time of undertaking travel.
- (ii)** Upon arrival on the campus, each student will do the following at the entry gate:
 - a.** Undergo thermal scanning for body temperature measurement.
 - b.** Sanitize their hands and have their luggage disinfected.
 - c.** Undergo health check-up on call with campus doctor if required.
 - d.** Download & check **Aarogya Setu app** if not already done.
 - e.** Proceed to the respective hostels/self isolation room as applicable.
- (iii)** They will have to follow instructions strictly regarding wearing mask, social distancing and self isolation.

9. CLOSURE OF WORKPLACE

- i.** If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by patient in past 48 h. There is no need to close the entire office building/halt the work in other areas of the office and work can be resumed after disinfection as per laid down protocol & quarantine period as per guidelines.
- ii.** However, if there is a larger outbreak, the building/block will have to be closed for 48 h after thorough disinfection. All the staff will work from home, till the building/block is adequately disinfected and is declared fit for re-occupation.

10. DISINFECTION PROCEDURES IN OFFICES

Detailed guidelines on the disinfection/ Fumigation procedure issued by Ministry of Health & Family Welfare as available on their website shall be adhered to.

RISK PROFILING OF CONTACTS

Contacts are persons who have exposed to a confirmed case anytime between two days prior to onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).

High-Risk Contact

- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, touching used paper tissues with a bare hand)
- Had direct physical contact with the body of the patient including physical examination without PPE
- Touched or cleaned the linens, clothes or dishes of the patient
- Lives in the same household as the patient
- Anyone in close proximity (within one meter) of the confirmed case without precautions
- Passengers in close proximity (within one meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours

Low-Risk Contact

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

SELF ISOLATION

Few rooms have been nominated in the NGH to carry out the self Isolation. The medical provision and basic requirements will be provided in the designated rooms.

ROLE OF NII IN LARGE CLUSTER OUTBREAK:

- i.** Room space near Gym & yoga room close to Health clinic will be kept ready for any eventuality if needed.
- ii.** Health Centre to host the health outpost which will host campus doctor and staff for outreach activities.
- iii.** Maintaining sanitization, facility for disposal of biomedical waste should be arranged in consultation with the Doctor.
- iv.** Psychological support through the wellness centre.
- v.** Closure and sanitization of all departments and lab other than essential services.
- vi.** Arranging transport vehicles.

vii. Disinfection of area visited by COVID positive patient as follows:

- 1% Hypochlorite solution.
- Readily available solution in market or prepare every 24 hours with bleaching powder (320 grams of bleaching powder in 10 liters water or 1 kg bleaching powder in 30 liters of water) can be used for bus stands, railway stations, buses, Trains, vehicles, malls, cinema theatres, marriage halls, office spaces etc. can be used for cleaning floors and surfaces.
- Lysol spray (Lysol IP:50% Cresol and 50% liquid soap)
- 2.5% Lysol (1 liter Lysol in 19 liters water) for bus stands, railway stations, bus, trains, vehicles, malls, cinema theatres, marriage halls, office spaces etc.)
- 5% Lysol (1 liter Lysol in 9 liters water) for Hospitals, Clinic and Ambulance

❖ Research students and project staff will resume their work in several phases as follows:

- All research students currently on campus can resume their work after the lab operation plan approved by the PIs & maintain social distancing.
- For recalling research students who are not currently on campus.
- For recalling Project Staff/RAs and other technical staff in the specified 1/3rd strength, respective PI will decide as per their Roster plan.
- All labs must keep sanitizers. Social distancing norms must be maintained inside the lab. All students and staff working in the lab must wear face mask for the entire period in the lab. Frequent hand wash with soap is highly recommended. In case of confirmed case in any lab Self isolation will be done as per MOHFW Guidelines by all probable contacts. Lab will be closed for the said duration of two weeks and sanitization/ fumigation drill will be carried out.
- No social gathering is allowed in the department or hostels.