

**ANNEXURE** to Notification No. B.13021/2/2021-HTE/Pt-I Dt 26.02.2021

**STANDARD OPERATING PROCEDURE (SOP)  
FOR  
RE-OPENING OF UNIVERSITIES, COLLEGES,  
TRAINING, COACHING AND OTHER  
TECHNICAL AND NON-TECHNICAL HIGHER  
INSTITUTIONS OTHER THAN SCHOOLS- POST  
LOCKDOWN DUE TO COVID-19 PANDEMIC**

**Government of Mizoram  
Higher & Technical Education Department  
Mizoram : Aizawl.**

## Table of Contents

Sl.No.	Particulars	Page No.
1.	Introduction	2
2.	Re-opening of Universities, Colleges, Training & Coaching Centres and other Technical & Non-Technical Higher Institutions	2
3.	Measures Required before Re-opening of Campuses	3-4
4.	After opening	
	A. For Institution Authorities	4-6
	B. Teachers	6
	C. Safety Measures during Working Hours	6
	D. Hostels	6-7
	E. Regular Monitoring of Health	7
	F. Measures for Containment	7-8
	G. Sensitization of Students, Teachers and Staff	8
	H. Parents	8
	I. Students	9

## 1. Introduction

Universities, Colleges, Training & Coaching Centres and institutions across the State have been closed since March, 2020 when the Pan-India lockdown have been imposed as one of the measures to contain the COVID-19 outbreak. In order to contain the spread of COVID-19 pandemic in various institutions as well as to ensure continuity in teaching learning process online teaching, training and coaching have been undertaken in various colleges, training, coaching and higher institutions as far as possible and practicable. **Therefore, authorities, teachers and students of various institutions should follow the guidelines, advisories and instructions issued from time to time by the Government authorities as well as by the universities and colleges regarding health and safety measures in view of COVID-19 pandemic.**

The on-going academic session as well as the new coming session in the universities, colleges, training, coaching and other technical and non-technical higher institutions need a customized plan, as per the local conditions where they are located, to deal with any eventuality arising due to COVID -19 before resuming activities on campuses. Besides above, reopening of the universities, colleges, training, coaching and other technical and non-technical higher institutions will relieve the students from uncertainties regarding their career, mode of functioning of universities and colleges, including the conduct of physical classes. Also, it will relieve teaching and other staff from any uncertainty regarding the continuity of their services and salary, etc.

It is felt that even after the spread of Coronavirus is contained, certain preventive measures will be required to be followed for quite some time to avoid its recurrence. This will be more essential for educational institutions as a large numbers of students gather on the campuses. Keeping all these factors in view, the SOPs have been prepared in pursuance of decision on the meeting (Agenda -2 & 3) of the State Executive Committee of Mizoram State Disaster management Authority held on 10.02.2021 @ 2:00 PM under the Chairmanship of Chief Secretary to the Govt. of Mizoram in consultation with Disaster Management & Rehabilitation Department and Health & Family Welfare Department, Govt. of Mizoram.

## 2. Re-opening of Universities, Colleges, Training, Coaching and other Technical and Non-Technical Higher Institutions - Issues and Challenges

Colleges for even Semester, 2021, training & coaching centres and various other technical and non-technical higher institutions may be re-opened from **1<sup>st</sup> March, 2021**. All the Institutions shall be permitted to attend Conventional classes (offline) depending on the possibility of the individual institutions to follow safety measures.

There are various types of universities, colleges, training & coaching centres and various other technical and non-technical higher institutions offering programmes ranging from engineering, technical, medical, sciences, humanities and social sciences at undergraduate, postgraduate, and doctoral level besides research and extension activities. Also, they are vary in their geographical conditions, size, infrastructural capacity, types and duration of programmes, etc. Therefore, the issues and challenges faced by them in reopening their institutions also vary considerably. However, all the institutions are informed to follow the SOP laid down by this Department as far as practicable and in a stricter manner except for some areas which may demand flexibility due to geographical location and locational remoteness.

### 3. Measures required before Re-opening of Campuses

As Universities, colleges, training & coaching centres and various other technical and non-technical higher institutions are likely to face a number of issues at the time of reopening, they will be required to plan well in advance. Some of the measures, which the institutions may have to take prior to re-opening are given below:-

#### Pre-requisites

- i. Before reopening of any campus guidelines, advisories issued by the State Government regarding safety and health in view of COVID-19 must be fully abided by the universities, colleges, training & coaching centres and various other technical and non-technical higher institutions.
- ii. Since some of Colleges, Training, Coaching, technical and non-technical institutions have been segregated as quarantined centres/Covid Care Centres during the peak periods of the pandemic, Campus, building, classroom, furniture, latrine/toilet, water storage tank, etc. of such institutions should be first sanitized with manual cleaning and treat them with chemical disinfectants. Head of each Institutions should take responsibility for holistic cleaning/disinfections of the respective institutions, and should ensure himself/herself that the institutions are safe enough to accommodate students.
- iii. The universities, colleges, training & coaching centres and various other technical and non-technical higher institutions have to make adequate arrangements to ensure the safety and health of students, faculty and staff.
- iv. All head of the institutions should take necessary step for storage of potable water adequate enough for their respective students.
- v. Availability of soap and clean water for hand washing facility may be ensured. This can be monitored by the identified or designated staff/students.
- vi. Soap-dispensers, supply of water for washing hands with safe sewerage should be arranged at the entrances of each institution.
- vii. Adequate system for hand sanitization should be placed.
- viii. Separate entry and exit point, if possible, should be arranged at every institution in order to maintain social distancing.
- ix. Maintain and arrange, as far as possible, at least 3 (three) feet distance between each student in classroom seating plan, and preferably in zig zag position.
- x. Facilities for prevention of spread of COVID-19 should be arranged in administrative building(s) and Institutions premises.
- xi. Arrangement such as help desk/ or reception counter should be made, wherein outsiders and clients may take prior appointment to visit the institution(s).
- xii. The faculty, staff and students of the university and college should be encouraged to download 'Aarogya Setu App'.
- xiii. Consent of parents/guardians in writing may be obtained from day scholars students and mandated in particular from hostellers.
- xiv. Displaying posters/messengers/stickers and signage at appropriate places in the institutions reminding students about maintaining physical/social distancing such as inside the classroom, libraries, outside washrooms, buses, cabs parking, entry and exits.
- xv. Prepare in advance flexible, staggered and reduced timings planned for different classes in such a way that physical/social distancing is maintained along with other guidelines.
- xvi. Proper crowd management in Institutions as well as outside premises should be ensured.

- xvii. Task team such as, SOP implementation Monitoring Team/Emergency care Support/Response Team, General Support team may be set up at every institution.
- xviii. At every hostel, temporary/permanent partition may be erected to separate boarders/hostellers wherever it is applicable. Beds are also to be placed adequately apart.
- xix. Thorough screening of every boarder may be done before they start staying at the hostel. RAgt shall be undergone by all hostellers and only those with negative RAgt results shall be allowed to board. Institutions authorities shall be responsible for arrangement of the RAgt.
- xx. Boarding/hostel should be out of bounds for all persons except essential staff with known health status.
- xxi. Institutions having bus and other means of conveyance for students should maintain regular sanitization. Adequate sanitizing equipment should be in stock inside the vehicle. Thermal scanner should be used for screening all who enter the school buses. Adequate in flow and outflow of air inside the vehicle should be ensured.
- xxii. **A dedicated room for isolation of suspected cases of COVID-19 should be arranged.**
- xxiii. Each institution are encouraged to prepare their own SOPs to address their individual micro planning without diluting or going against these SOPs, or the SOP prepared by the State Government or the Central Government.

## 4. AFTER OPENING

### A. For Institution Authorities

- i. Staff and students belonging to containment zones shall not attend Universities, Colleges and other educational institutions until the containment zone is de-notified.
- ii. Adequate arrangements of thermal scanners, sanitizers, face-masks should be made available at all entry and exit points, including the reception area.
- iii. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- iv. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 3 feet may be made and be adhered to.
- v. In case the institution has more than one gate for entry/ exit, all the gates should be used, with adequate care, to avoid crowding.
- vi. Monitoring of the entry and exit of the students should be done.
- vii. Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands, etc. must be ensured at all entry points.
- viii. Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

- ix. The institutions should train their staff and students to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in their campuses. Non-resident students should be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face masks and gloves. Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital/CMO/M.O/H&FW Deptt. (or may dial Toll free 102, Landline:0389-2323336, 0389-2318336, 0389-2322336) for clinical assessment.
- x. It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.
- xi. The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- xii. Attendance must not be enforced, and must depend entirely on parental consent.
- xiii. Flexible attendance and sick leave policies may be developed to encourage students and staff to stay at home when sick.
- xiv. Periodical cleaning of high-touch areas (door knobs, hand railings, switches, computer peripherals, etc.) using Sodium hypochlorite solution or other disinfectants for at least thrice a day should be ensured.
- xv. All garbages should be disposed in dustbins and must not be allowed to pile up anywhere else in the school premises.
- xvi. All dustbins must be cleaned and covered properly. Protocols must be in place for the final safe disposal of waste.
- xvii. If possible, alcohol-based hand sanitizer may be placed at prominent places like reception and entrance of the school.
- xviii. Frequent cleaning and disinfecting of washrooms during the school hours should be ensured.
- xix. Ban on spitting shall be strictly enforced.
- xx. Availability of safe and clean drinking water for students may be ensured. Bringing of water bottles by students may be encouraged.
- xxi. Screening of all including staff members before entering the school without fail for fever/cough and breathlessness is compulsory.
- xxii. Different break times may be provided for different classes, if possible.
- xxiii. Windows and doors of the classrooms and other rooms to be kept open for ventilation.
- xxiv. Specific focus on avoiding over-crowding in washrooms should be encouraged.
- xxv. Institutions should not undertake school events where physical/social distancing is not possible. Functions and celebrations at schools should be avoided.
- xxvi. Students assembly/ congregation programme, if any, may be conducted in their respective classrooms only.
- xxvii. Parents-Teachers meeting, if required, shall be taken up via virtual means.
- xxviii. No outside vendors should be allowed to sell any eatables/drinks inside the Institutions premises or at the entry gate/point.
- xxix. Institutions should prepare a policy for restricting the outside experts on campuses, study tours, field works, etc., keeping in mind the COVID-19 situation.

- xxx. Ensure the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, Parking Area, etc.
- xxxi. Institutions may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes. Depending on the availability of space in class rooms or learning sites, up to 50% students may be allowed on a rotation basis to attend the classes.

### **B. Teachers**

- i. Teachers should make themselves fully aware of institutional plans and Standard Operating Procedures.
- ii. Every teacher should prepare a detailed teaching plan for the subjects taught by him/her, including time table, class size, modes of delivery, assignments, theory, practical, continuous evaluation, end- semester evaluation, etc.
- iii. Teachers should keep themselves updated with the latest teaching- learning methods and availability of e-resources.
- iv. Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
- v. Teachers should monitor and keep track of the physical and mental health of their students.
- vi. Teachers should wear face mask during conducting classes.

### **C. Safety Measures during Working Hours**

#### **Classrooms and other Learning Sites**

- i. Proper sanitization at all learning sites should be ensured in classrooms and other learning sites. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas, etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- ii. Wearing face cover/ mask is a must at all times and at all places inside the campus.

### **D. Hostels**

- i. Hostels may be opened only in such cases where it is necessary while strictly observing the safety and health preventive measures. However, the sharing of rooms may not be allowed in hostels. Symptomatic students should not be permitted to stay in the hostels under any circumstances.
- ii. There should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers need to be limited appropriately to avoid crowding. Also, hostel students should be called in phases.

- iii. Thermal Screening of all resident students should be ensured.
- iv. They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- v. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- vi. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets, etc.
- vii. Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options should be available for students and staff.
- viii. It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.
- ix. Utensils should be properly cleaned.
- x. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
- xi. Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
- xii. Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

#### **E. Regular Monitoring of Health**

- i. Every institution should regularly monitor the health of its students, faculty, and staff.
- ii. Faculty, staff and students should also be sensitized on self-monitoring of their health.
- iii. Faculty, Staff and students should submit self-disclosure, if any, of their family members have been infected/availed treatment for COVID-19.

#### **F. Measures for Containment**

- i. As soon as a student, faculty or staff is detected COVID-19 positive, such person should be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts should be quarantined and symptomatic ones to be immediately tested.
- ii. Universities and colleges should have a ready plan to provide healthcare support to those resident students and staff who test positive and are isolated.
- iii. The guidelines restricting social and physical contacts and mobility in such parts of residential places in the campus, where positive cases have been found, should be strictly enforced. Measures like holding no class, not leaving the rooms for hostellers, if applicable, no take away arrangement of food from mess, etc. may be enforced, depending upon the severity of the situation.



- iv. Institutions should also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

### **G. Sensitization of Students, Teachers and Staff**

- i. Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread may be launched.
- ii. Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose should be regularly told to the students and the staff.
- iii. The necessity of physical distancing, wearing face covers/ masks, hygiene, etc. should be brought home to all.
- iv. To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, and helpful, have focussed approach, take a break from work, eat healthy and sleep timely, etc.
- v. Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity, etc. should be encouraged.
- vi. Students should be told to regularly sanitize their laptops, audio, video and other media accessories.
- vii. Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.
- viii. Posters and stickers should be pasted at appropriate prominent places in the campus to create awareness about the risk of infection from Coronavirus.
- ix. All support and facilities should be provided to persons with disabilities.
- x. No discrimination based on caste, creed or gender should be allowed to take place.
- xi. Sharing of books, other learning material and eatables be discouraged.

### **H. Parents**

- i. The parents should ensure that their children observe safety norms at home and whenever they go out.
- ii. Parents should not allow their children to go out, if they are not feeling well.
- iii. Parents may be advised that the 'Aarogya Setu App' has been downloaded by their children.
- iv. Parents should sensitize them of healthy food habits and measures to increase immunity.

## **I. Students**

- i. Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
- ii. All students should wear face covers/ masks and take all preventive measures.
- iii. May consider installing 'Aarogya Setu App' in the mobile.
- iv. It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- v. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- vi. Give support to friends under stress due to COVID-19 pandemic.