

# SOP for Campus Operations for COVID-19



INDRAPRASTHA INSTITUTE *of*  
INFORMATION TECHNOLOGY **DELHI**



## Guidelines & Protocols amid COVID-19

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## PREFACE

The entire world has been facing an unprecedented situation due to the COVID19 pandemic. The spread of virus with associated health hazards, limitation of proper health resources and with no known medical cure are overwhelming reasons to affect lives and livelihood. The present threat due to COVID19 has been very challenging at the country level and enormously concerning at the city level in Delhi. After a nationwide lockdown of 68 days with lock down 4.0 is approaching to its completion on May 31, 2020. During these lockdowns several restrictions were imposed towards closing of academic institutions, government offices, businesses, transportation and other activities, though some relaxations have come into force slowly after the lockdown 2.0 still the normal activities remained severely impacted. Fortunately, the situation is largely under control and the government has decided to easing the restriction so that normalcy is brought to routine functioning. The Institute through its dedicated resources could successfully championed through these severe phases by taking utmost care so that no one affiliated to the Institute is affected. A number of initiatives were taken by the institute such as repeated sanitation of the premises, health monitoring of every entry to the Institute, adhering to the physical distancing norms and other engaging activities for the social welfare of the residents.

It is now imperative that we learn to live and work normally while keeping the SARS-CoV-2 virus at bay. Along with Institutional measures, now it is high time that individuals share their part of the responsibility such as maintaining good hygiene practices, repeated washing of hands with soap or disinfectant, wearing masks all the time and maintain physical distance when you are in public places. This document embodies the guidelines and protocols for operating the Institute post completion of the nationwide lockdown 4.0.

This document provides guidelines and advisories for the :

- General Protocols :- Administrative Operations
- Sanitizations on Campus
- Operation of Hostel, Mess and Canteen
- Testing and Isolation
- Advisories
- FAQs

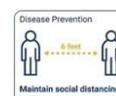
# GENERAL PROTOCOLS

## Administrative Operations

1. Wearing mask is mandatory for all. Everyone should wear face mask as per the Government's instruction. Violation may attract imposition of monetary fine by the authorities.
2. Thermal scanning of individuals for recording body temperature will be done by the security staff while entering the campus and they may ask for ID cards. Please be patient and cooperate with them. Those who have higher than normal body temperature may be denied access/entry to Institute. **Refer Protocol attached – Annexure –A**



3. Physical distancing norm of 6 feet between individuals should be maintained in all places inside the campus.



4. Everyone must sanitize their hands periodically by washing with soap and water or rubbing with alcohol-based sanitizers. Avoid touching eyes, nose and mouth with dirty/unwashed hands. Foot operated sanitizer stand are also installed in all the buildings.



5. Maintaining good personal hygiene practices and good civic practices such as avoiding spitting in public places and littering, especially of the used face masks or tissues are essential. Cover mouth with tissue or inside of elbow while coughing /sneezing.
6. Government advisory suggests having Aarogya Setu app on mobile phones. You are advised to download and install the same.
7. Anyone coming from outside Delhi must apply for E-pass and follow due protocols that will be prescribed from time to time. The request for such permission to the relevant government agencies should only be made after ensuring/confirming suitability for the same with the concerned authorities at the Institute. No travel should be made



without permission. All communication from outside regarding coming back to the Institute to be made to the single point e-mail ID, [carecovid@iiitd.ac.in](mailto:carecovid@iiitd.ac.in) for enabling seamless communication.

8. Institute officials, i.e. all non-teaching staff members and outsource manpower resources working at the Institute will be allowed to enter the Institute through Gate No.1. They are allowed to report their respective work places as per the directions provided to them by the respective in-charges.



9. Most vulnerable section of the community such as old persons (above 65 years) and persons who have comorbid conditions viz Higher risk comorbidities include Hypertension, Diabetes, Pre-existing lung disease, Cancer and any person on Immunosuppressant medications are advised to continue to work from home.



10. Large gathering of people for meetings or any other purpose is to be not allowed. Meetings may be conducted online conferencing wherever possible.



11. Movement of physical receipt/files is discouraged to prevent spread through frequent touching.

12. Loitering and crowding in corridors/lift lobbies is prohibited. Safe social distance must be maintained.

13. Lunch timing may be staggered and group lunch should be avoided.

14. Security guards on campus may make polite requests for obeying protocols and record violations and report to the concerned authority. All are requested to please refrain from arguing with them as they are performing their duty for your own safety.

15. In case any campus resident or their guest are coming from outstation, they have to undergo home-quarantine with all the members in the flat for 14 days. The Institute may nominate COVIDCURE assistance for residential areas for supporting those who are in self/home quarantine or under observation. Please cooperate with them and obey the rules. These COVIDCURE assistance officers shall be ensuring door-step delivery of essentials and other needs to self/home quarantine at intimated/scheduled timings. Helpline numbers (011-26907420/566 or 420/566) can be used for the

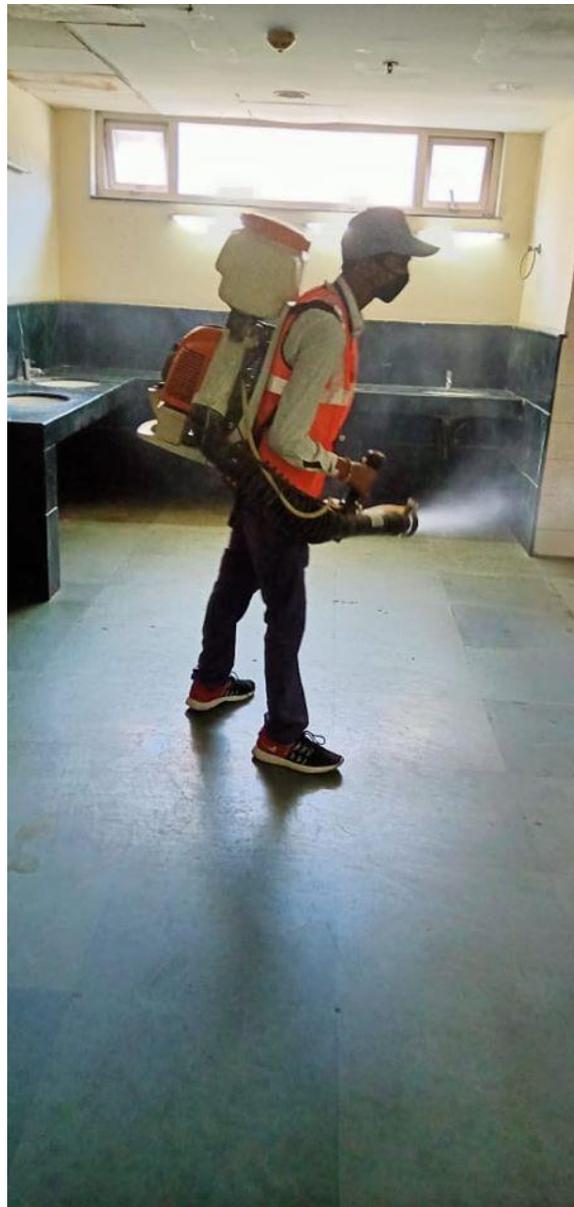


purpose. The support beyond this shall be available only for the medical purposes and through the medical infirmary (011-206907531 or 531). Guidelines of Home/self-quarantine are enclosed.

16. Recommendation for placement in quarantine center/observation facility/self/home quarantine does not mean that the person is COVID-19 positive. Please avoid spreading rumours. Be compassionate and be helpful to your friends in quarantine, while maintaining proper protocol. Please avoid social stigma around COVID-19.



17. Common areas and toilets will be disinfected periodically by the housekeeping staff of FMS.



18. All parcels that are received from outside may be disinfected by spraying disinfectant or by wiping with alcohol based sanitizers, based on the material and content of the package at Gate No. 1. Supplies meant for residents on Campus (Faculty Residences) will be allowed to be taken to designated places at the residence building for collection by the residents.



19. All employees should use the staircase except those who may have problems in same. Preferably 4 people facing the corners should use the lifts. While waiting in the lift corridor, physical distancing of six feet must be ensured and queue formed.



20. As much as possible employees should avoid using others phones, tables, offices , tools and equipment's Clean and disinfect them as far as possible before and after use.

21. Practice routine cleaning and disinfection of frequently touched objects /surfaces as workstations, keyboards, telephones, handrails doorknobs .Dirty surfaces can be cleaned by soap and water.

22. The persons who have given their samples for testing for COVID-19 may inform the Admin and should not come to office till the result is negative. Persons coming from quarantined /containment zones may send snapshot of the Arogya Setu app/latest Govt notification in this regard and preferably work from home.

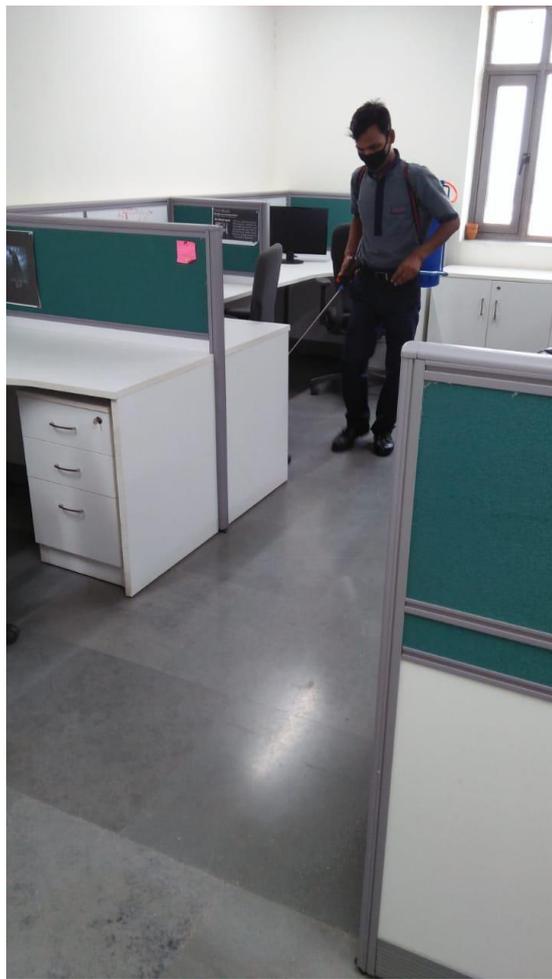
23. The persons in contact with COVID-19 positive patients should quarantine themselves as per SOP of MoHFW (Link: [SOP of MoHFW](#)).

24. GUIDELINES FOR STUDENTS/RESIDENTS/VISITORS COMING TO IIIT DELHI FROM OUTSIDE DELHI or A COVID AFFECTED ARE ATTACHED ([Annexure-A](#))
25. If no symptoms: Join community with general precautions as per government guidelines with remarks from the medical officer.
26. FREQUENTLY ASKED QUESTIONS ([Annexure- B](#))
27. **The FAQ/lists and information provided herewith is only indicative and for information purposes only and does not guarantee any availability etc. While all possible measures are being taken to take care of the situation however this being a pandemic, it becomes the collective responsibility of each one of us to act individually and together with the authorities as per Govt. guidelines to fight and save ones own and others lives by preventing the spread of the virus.**

## SANITIZATION ON CAMPUS

In addition to the routine custodial cleaning cadence, the institute has implemented an enhanced cleaning frequency to clean and disinfect common areas and commonly touched surfaces in occupied buildings. Touchpoints such as entrance handles, handrails, elevator buttons, tables, restroom stall handles/doors are being cleaned multiple times a day, using EPA-registered disinfectants. Some areas of the campus, specific to the operation, clean to the standard of their department or unit's operational needs.

Common areas like the canteen, mess, park in the faculty residence are also cleaned with disinfected multiple times a day.



## OPERATIONS OF HOSTEL, MESS, AND CANTEEN

1. Student residents are not allowed to have visitors/relatives without obtaining express permission from the empowered committee (Covid Care Committee). Students are requested to take permission from SA office before going out of the campus.
2. For students, as of now till 31st July, 2020, no outside student is allowed to enter hostel premises for any purpose. Only urgent / necessary needs for taking things from the room is allowed; students staying in campus / security guards will help do the picking.
3. Entry of outside student for research activities needs approval from respective faculty member and also from Covid care committee of the institute. The schedule for such a visit should be intimated in advance to **carecovid@iiitd.ac.in**.
4. All the students residing in the hostel are provided with separate rooms to



maintain distance. Lifts, hand rails, and canteens are regularly sanitized



## Graduating Students vacating the Hostel Room

*After receiving multiple requests from passing out students regarding vacation of occupied rooms in the hostel.*

The deliberations were done among DoSA, Chief Warden and Warden. Also, other Delhi Government institutes like DTU also took some measures to allow final year students to handover their respective rooms to the hostel authorities. Final year students/passing batch students (both B.tech & M.tech) can come and collect their belongings and vacate the room, provided they are not staying back in the hostels. Occupied hostel rooms by graduating students including Delhi and outside students are 252.

### ***Vacating hostel room:***

The following points may be taken into consideration for the same:

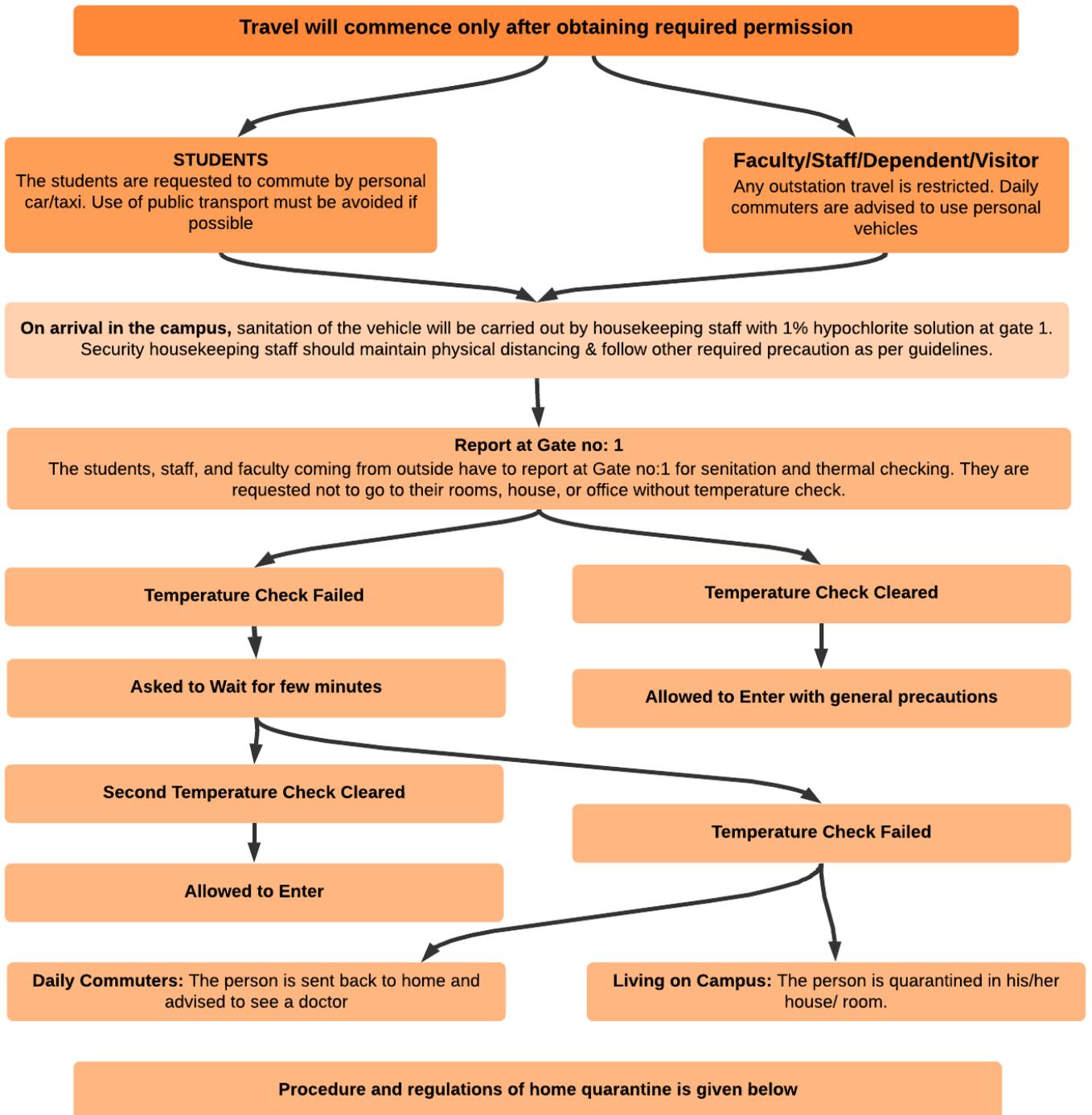
- Travelling preferably by a personal vehicle.
- Mandatory thermal scanning at the entry gate.
- Campus visit must only be limited to their respective hostel room and back. Avoid all public areas like canteen, mess and coffee shop.
- The visit shall be monitored by guards and information must be passed on the caretakers on hostel duty for the same.

- Use of masks throughout and carrying a personal sanitizer is a must.
- The visiting window (2 hours as suggested) must be strictly followed by students as well as the hostel staff.
- Students picking up items from more than one room (also for friends) may be given a time extension to do the same.
- Not more than 2 students allowed per vehicle (this is for those students who decide to visit the campus together)
- 9At a time 2 students for each hostel building (4 hostel building) may be permitted to visit the campus at the same time (coordinating and monitoring will be easy). If the demand is more, then more students may be allowed strictly adhering to social distancing norms. It will be started with Delhi students first and later with outside Delhi ones. At max 8 students will be present at a time in the 4 hostel buildings.
- Students will be informed well in advance and institute security already should be aware about the coming schedule about the students.

## Testing and Isolation

*Guidelines for students/residents/visitors that are coming to IIT-Delhi from outside Delhi or from Red Zones*

All travellers will have to undergo quarantine/observation as per institute/govt. guidelines. Document regarding infographics, lists of Covid dedicated Govt. hospitals and Pvt. Labs with CATS Ambulance is given in [\(Annexure-C\)](#).



## GUIDELINES FOR SELF/HOME QUARANTINE

*If any resident is found covid-19 positive then immediately he/she must inform the COVID Care Committee.*

The purpose of home quarantining is to minimize the spread of COVID-19 infection when someone is suspected to be a carrier of infection. Depending upon arrival circumstances, the individual or the family needs to undergo quarantine at home or

designated place having availability of staying facility with attached toilet. If only one or two members in a family (for the resident faculty members/relatives) needs to be quarantined, then they may self-declare their flat as a quarantine facility with intimation to COVIDCARE assistance and Infirmary. It is critical that those under quarantine should avoid all direct social contact during the period of quarantine. Monitor your health for appearance of symptoms like fever, cough and/or breathing difficulty. If you develop any of these symptoms Please do contact the nearest Government Health Facility

1. Be informed about the illness.
2. Avoid close contact with others. If inevitable, always maintain at-least two meters distance.
3. Avoid frequent touching of face
4. Avoid hand shaking and wash hands frequently with soap and water. In case of non-availability of soap and water, commercially available hand rubs can be used
5. Take plenty of fluids.
6. Follow cough etiquettes -  
Cover mouth and nose with a tissue/ handkerchief when coughing or sneezing; In case tissue/handkerchief is not available cough/ sneeze onto your upper arm or shoulder; coughing/ sneezing directly onto hands should not be done.  
Turn away from others when coughing or sneezing  
Do not spit/blow nose here and there, use a water filled receptacle for collecting sputum, thereby minimizing aerosol generation.
7. Monitor your health for appearance of symptoms like fever, cough and/or breathing difficulty. If you develop any of these symptoms Please do contact the nearest Government Health Facility

### **Guidelines for self-quarantining within a house**

1. Two members of a family can self-quarantine on per room basis.
2. The bedroom must have an attached bathroom.
3. Those who are in self-quarantine should stay at the location while keeping the door shut all the times, except for receiving medicine or any other supplies or for disposing off the food waste using a sealed plastic bag.
4. Dedicated utensil and cutleries may be used while in the self-quarantine.
5. The entire household/flat will be considered under quarantine, family members can move around within the house, but are advised not to step out of the house.
6. The person(s) inside the quarantine should wash the utensils and cloths and dry them inside the flat itself.
7. The quarantined person should clean the room themselves and disinfect frequently touched surfaces (e.g. bed frames, tables etc.) daily with 1% Sodium Hypochlorite Solution.
8. No other person should enter the quarantined flat unless in case of emergency.

Personal protection gears such as mask, gown and gloves should be worn while entering the quarantine flat.

### **Other general guidelines**

1. The quarantine period is normally 14 days.
2. Please dispose off waste, only in sealed plastic bags.
3. Please stay in touch with the COVIDCARE/BMS/INFIRMARY assistance telephonically in case any symptoms developed. Please also read <https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>

## **GUIDELINES ABOUT FACILITIES TO FACULTY RESIDENTS OF THE INSTITUTE IN SELF QUARANTINE**

The goal of quarantine is to isolate you from the rest of the community until it is clear that you were not infected with COVID-19 during your travel, or due to close contact with someone who travelled recently. We suggest that you mentally prepare for quarantine for 14 days. Remember that the social isolation necessary during quarantine will likely incur a degree of anxiety, although we will try our best to make you comfortable. Treat the staff at the quarantine facility with due courtesy and respect; they are after all risking their lives while performing their duties. Be patient, the systems are still being set up. In case of any problems or questions, contact the infirmary 011-26907531 or the COVIDCARE Assistance.

### **What will be provided during quarantine?**

In case of being under self-quarantine, Institute will provide the following facilities:

- i. Delivery of the groceries at your door step on chargeable basis.
- ii. Daily collection of household waste will be ensured by the same care giver.
- iii. If you feel unwell, call the infirmary and If doctor prescribes any new medication, ask the caretaker to arrange to have it delivered to you.

## TIPS TO MAINTAIN HEALTH & PHYSICAL FITNESS

*Here are few things you can do every day to maintain your physical fitness and health  
(Some of these guidelines do not apply to those who are in quarantine as they are not allowed to step out of their room/flat)*

- ❖ **Maintain hygiene:** Even if you are doing activities at your home, you still need to observe the same kind of hygiene practices that health officials are advising. You should wash your hands carefully and try not to touch your face. Please clean all frequently touched places such as door handle and other surfaces with soap and water or any household cleaner.
  
- ❖ **Get your heart rate up, multiple times a day:** Avoid sitting for too long in the same position. "Stairs can be your cardiovascular best friend," If you have access to stairs in your office, home, apartment or hostel, going up and down those stairs without touching side railing is a great way to get your blood pumping.
  
- ❖ **Get out and walk, as GNCTD has also allowed for morning walk activity:** Now state govt has allowed to move out for morning walk or Jogging. Therefore, getting outside for a walk is good. Gardening and yard work can be other options. Working out contributes to good health, which in turn helps us maintain sturdy immune systems. Exercise is well known for its mood-boosting abilities and help to provide sound sleep. The fresh air and sunshine will benefit your mental health as well.
  
- ❖ **Practice other relaxing techniques such as yoga and meditation.**
- ❖ **Other tips:**
  - Eat healthy to boost your immunity Have a healthy intake of foods that are rich in Vitamins and Minerals.
  - Avoid alcohol consumption as may have deleterious effects through depression of normal clearance functions of the body
  - Limit intake of sugary drinks.
  - Avoid smoking as it aggravates the respiratory problems. Remember that the Corona virus infects the respiratory system primarily.
  - Get your mind off the crisis.
  - Maintain a good air circulation in your room.
  - Try to restrict your visit to health center for minor problems, rather you can take advise via phone from health official.

## TIPS TO MAINTAIN MENTAL HEALTH

The COVID-19 pandemic is creating a lot of mental stress for the global population. Fear about the disease, quarantine or self-isolation, loss of valuable time and livelihood can adversely impact mental health and lead to depression and anxiety. The mental health implications of this unprecedented situation will impact everyone differently, leading clinical psychologists to offer guidelines on how to support and manage one's mental health and that of others during these times. In the current situation, finding ways to maintain your normal routine is essential to reduce stress and potential depressive thoughts that may appear.

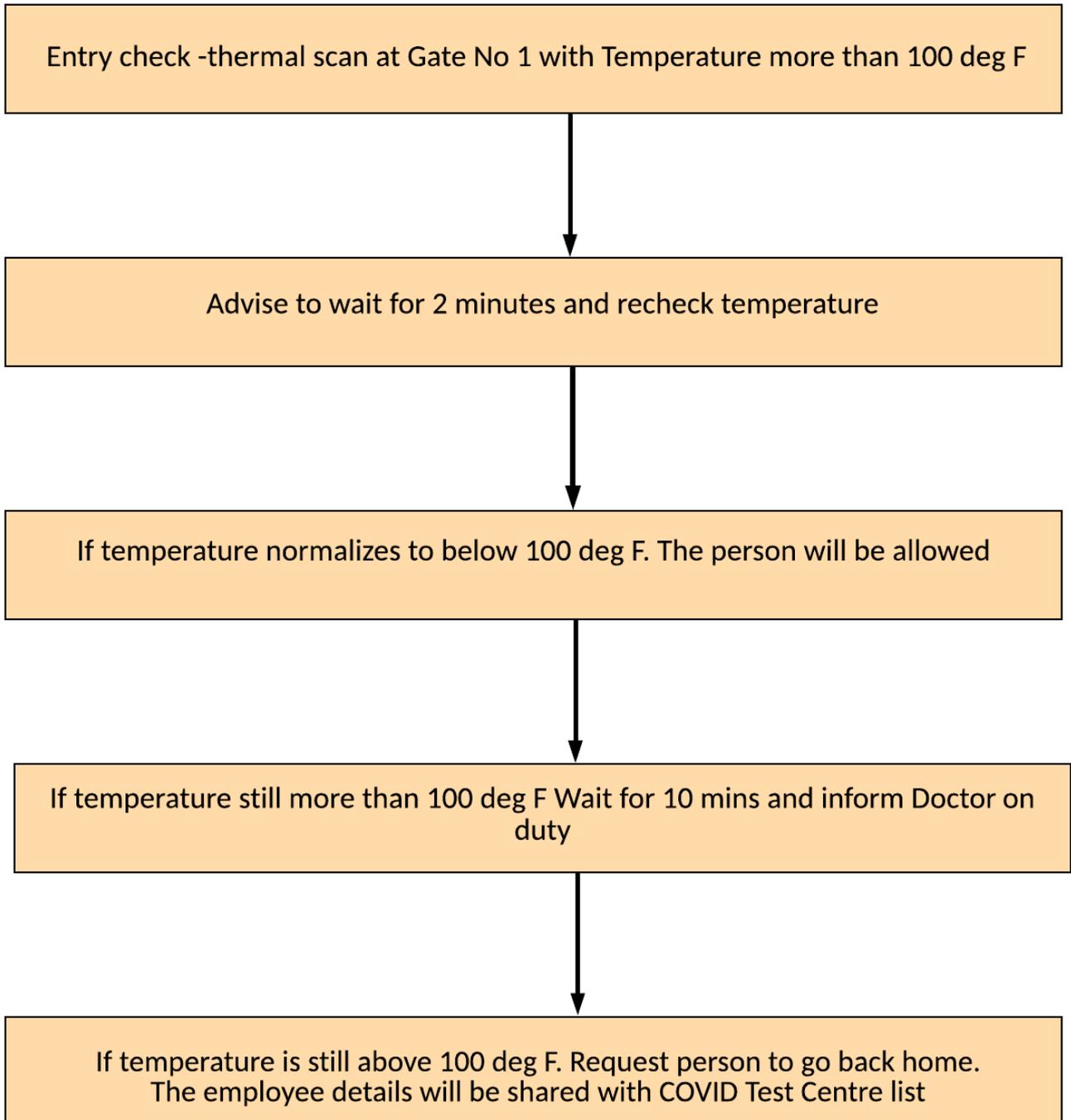
### Some tips for a healthier 'new normal' and to maintain good mental hygiene

- 1 **Filter news and social media:** Constant news about the pandemic can make you feel restless and may exacerbate existing mental health problems. Be careful about the balance of watching important news and the news that could cause you to feel depressed and disrupt your mental health. Have breaks from social media and mute triggering keywords and accounts.
- 2 **Talk openly about mental health:** Some people might feel that talking about their depression and anxiety requires additional attention during these times – people should be encouraged to talk about their feelings. Various support helplines are available including the guidance and counseling Unit of IIITD.
- 3 **Focus every day on what you can do and take action:** Low-tech and even no- tech solutions matter, a lot. Go outside and appreciate nature (**as allowed by our local guidelines**) at a slower pace to get a daily dose of physical exercise, relaxation and vitamin D. Call that relative or friend you haven't spoken to for a while. Practice to be more mindful and supportive to those around you. We can all learn to be more flexible and have acceptance of what we can do with the present rather than what we cannot do.
- 4 **Empower those around you.** We can all take ownership of and be supportive and responsive to our communities – our families, neighborhoods, work, societies, not just our own personal agenda.
- 5 **Eat an 'anti-depression diet' :** Anxiety is likely to increase during the current crisis, but a well-nourished body is better at handling stress. Traditional Mediterranean food, sometimes referred to as the 'anti- depression diet', for its anti-oxidant and anti-inflammatory properties, includes whole grains, vegetables (particularly green leaves), fruit, berries, nuts (including almonds), seeds and olive oil to look after your mental health.

- 6 **Get therapeutic sleep:** Ninety percent of depressed people struggle with sleep, which is likely to increase with fears over the coronavirus. Good quality sleep is a form of overnight therapy and increases the chance of handling strong emotions effectively. Try to wake up and go to bed at the same time every day. Achieving eight hours of sleep, and having no screen time two hours before bedtime will also help.

## Annexure-A

PROTOCOL FOR ENTRY - HANDLING CASES OF ANY STAFF/ FACULTY/ STUDENTS/ OUTSOURCE EMPLOYEE REACHING IIITD GATE WITH HIGH TEMPERATURE



## Annexure- B

### FREQUENTLY ASKED QUESTIONS

S.no	Queries	Committee Recommendation
1	What shall be the strategy of onboarding outsource and regular employees for onboarding them into Institute? In case, an individual is coming from out of state, etc. Do we want to run with 100% manpower onboard or in a staggered manner like 30% and staff disclosing the office coming strategy to supervisor.....central govt. Approach?	The committee recommended that to start offices at Institute, 50% staff in a staggered manner be preferred to start working from the 1st June 2020. The Institute may decided as per directions/guidelines of the State/Central Government for opening while keeping the health and welfare of the residents on priority. Biometric attendance should remain suspended till further orders. Lifts may be provided with small dustbins to drop toothpicks/tissues etc used to press buttons.
2	What is the strategy for onboarding research staff, employed in research projects as now onward they may be staying in Hostels and coming from out of Delhi? Do we need to create isolation/quarantine? If yes, how to do and what to do?	The Research staff who require to come for their research work would be allowed on case by case need based permissions from the CCC based on the recommendations of the Supervisor/PI and HOD. We don't have facilities for isolation/quarantine. It is difficult to manage. However, manpower for home /hostel quarantine is to be identified as a proactive approach for such arrangements. List of contacts of test labs, ambulances services, covid hospitals should be made available at various notice boards and entry point at Gate No. 1.
3	Suggestions to staff and employees for coming to the Institute? Putting mask, sanitizer, gloves social distancing norm?	Masks are mandatory besides maintaining physical distancing norms and this should be followed by all for strict compliance. It was desired that PPE masks, Windsor shield, gloves are to be provided to the frontline workers especially the Doctors/ medical staff. As for procurement for staff and others, the same would have to be met from the individual PDA.
4	Operating protocols for common facilities : - canteen, Chai-adda, bikanerwala and other outlets?	The non essential eateries may not be permitted for some more time. The Brew Bakes outlet may be permitted. However all eatery agencies need to follow necessary precautions and safety instructions to while delivery of the items including social distancing. Payments should be made using Paytm etc. rather than handling cash should be strictly followed. Each eatery must have display of serving norms for the information to its customers.
5	Protocol to be followed in case Family members of campus residents from outstation? If we ask home quarantine in such cases, what is the delivery mechanism?	Faculty residents to ensure home quarantine for any visitor from outside. Manpower for home /hostel quarantine to be identified for such arrangements. List of contacts of test labs ,ambulances , covid hospitals should be available.
6	Policy adoption from the Government's guidelines? How much? Like the movement in common areas, lifts, etc.?	The staff was being advised to attend to office as per the MHA/DOPT/GNCTD orders. In case people are not interested to join duties they could avail leave as available. While in Office, all employees should minimise movement to other areas beyond respective work places. Exercising such restriction should not affect work delivery adversely.

7	How to proceed with a potential COVID patient? Who categorizes such into a (i) very mild symptoms (ii) moderate symptoms (iii) concerned level (iv) immediate attention, shouldn't we have something additional for our medical professionals as with the increase in inward movement, they remain potential early exposure probables? Do we need PPE for them or a transparent sheet to be provided?	List of contacts of test labs, ambulances, covid hospitals . Anyone with temperature more than 100 F to be stopped and checked at Infirmary/returned from gate. Protection kit for the Doctors and nurse to be provided being first point of contact. Insurance for students and staff with coverage for Covid 19 needs to be ensured. Use case for people under following categories In case Outsource staff In case of IIITD staff In case of faculty residents In case of students /hostelers showing fever of above 100 F Symptomatic patients should report to Infirmary on phone as per the PROTOCOL FOR ENTRY attached hereto <b>(Annex-A)</b>
8	What mechanism will be followed for physical office file movement and approvals?	Digital mechanism of filing to be introduced.
9	Many outsourced and regular staff members take lunch together/in groups, what will be guidelines for the same?	Lunch timings to be staggered
10	What mechanism will be followed to know the travel history of outsourced and regular staff members who will start coming to the office?	Need more deliberation at 7
11	While entering in the Institute, if anyone says that there is no traveling history during COVID-19 and he/she was in Delhi only, in this case, will a signed SELF DECLARATION STATEMENT form be needed from him?	Gate entry register provided for the purpose.
12	Do we need a full-body sanitization facility at the entrance of the Institute so that every employee can be sanitized before entering in the Institute?	Will people follow this while coming. Can be harmful
13	Do we have a sufficient number of accessories/medical items to fight against COVID-19 (thermal gun, sanitizers, masks, etc.)	Yes
14	Is the employees' regular screening required? (taking daily body temperature while check-in/out)	Yes while entering the Campus
15	Should domestic helpers be allowed to enter the campus after the lockdown is lifted? *What could be potential regulations for allowing the domestic helpers to enter the campus through Gate No 6. From when should we allow domestic helpers to enter the campus?	It was decided that though the services of domestic help was not advisable however the same was permitted to be allowed finally as per the RWA decisions.
16	Should we allow laundry , doorstep delivery when the lockdown is lifted. From when should we allow doorstep delivery?	The Committee advised use of services of the laundry with caution, it would continue as already being maintained upto Ground floor table and only if it was essential .The delivery boys/couriers would also be permitted upto the Ground floor of the residence blocks.
17	When do we allow guest house in sports block to start post lockdown	The Guest house facility was decided to be kept closed till further orders.
18	Worker /staff entry from Gate No 6 to be permitted or not.	No entry from gate No 6/3 permitted. Single entry from Gate No permitted.
19	Minor Construction works to be allowed to be commenced with workers from nearby areas.	The workers would be allowed after 31 <sup>st</sup> May 2020 who should not mingle with others and use designated services areas .
20	Status of Sports Block	Sports block will be reopened excluding the swimming pool and Gymnasium till the further order of Govt.

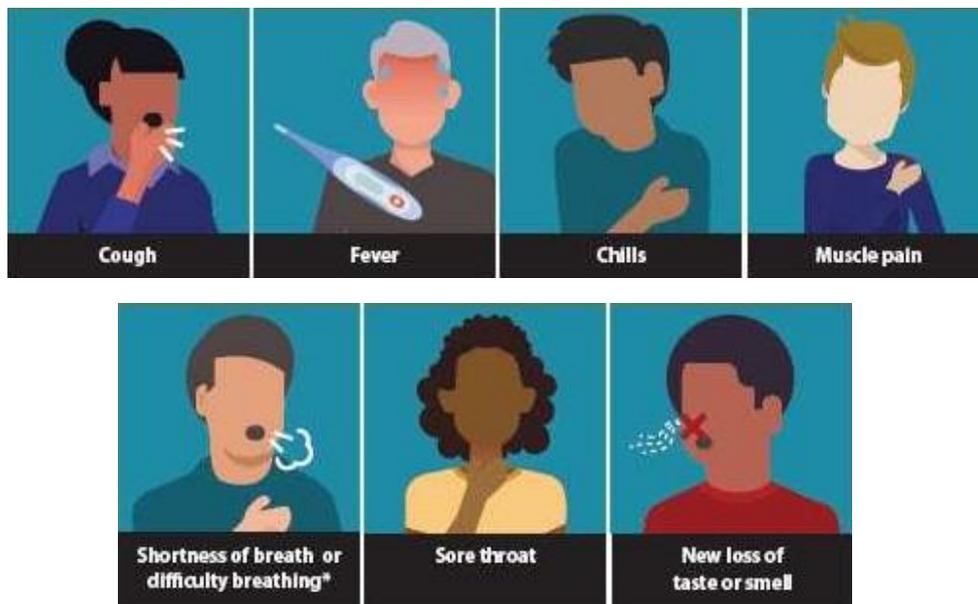
## Annexure-C

### Guidelines for care of 2019-nCoV

#### What you need to know

- Anyone can have mild to severe symptoms.
- Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

#### Symptoms of COVID-19, which can include the following:



#### Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

- Nausea or vomiting
- Diarrhea

#### Less common symptoms

- Breathing Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

### **Guiding Principles for home care**

Any person(s) suggestive of 2019-nCoV, should be confined at home for a period of 14 days and avoid close contact with public and other members in the family.

1. Be informed about the illness.
2. Stay home, preferably isolate himself / herself in a separate & well-ventilated room. Avoid common areas frequented by other members of the family.
3. Avoid close contact with others. If inevitable, always maintain at-least two metres distance.
4. Avoid having visitors.
5. Avoid frequent touching of face
6. Avoid hand shaking and wash hands frequently with soap and water. In case of non-availability of soap and water, commercially available hand rubs can be used
7. Take plenty of fluids.
8. Follow cough etiquettes -  
Cover mouth and nose with a tissue/ handkerchief when coughing or sneezing; In case tissue/handkerchief is not available cough/ sneeze onto your upper arm or shoulder; coughing/ sneezing directly onto hands should not be done.

Turn away from others when coughing or sneezing Do not spit/blow nose here and there, use a water filled receptacle for collecting sputum, thereby minimizing aerosol generation.

Monitor your health for appearance of symptoms like fever, cough and/or breathing difficulty. If you develop any of these symptoms Please do contact the nearest Government Health Facility

## WHO Guidelines



World Health Organization

### Home care for people with suspected or confirmed COVID-19

Take care of yourself and your family

#### For ill people

If you are ill with fever and cough



Clean hands frequently with soap and water or with alcohol-based hand rub.



Stay at home; do not attend work, school or public places. Rest, drink plenty of fluids and eat nutritious food.



Stay in a separate room from other family members, but if not possible wear a medical mask and keep a distance of at least 1 meter (3 feet) from other people. Keep the room well-ventilated and if possible use a dedicated bathroom.



When coughing or sneezing, cover mouth and nose with flexed elbow or use disposable tissue and discard after use. If you experience difficulty breathing, call your health care facility immediately.

EPI·WiN

[www.who.int/covid-19](http://www.who.int/covid-19)

# Home care for people with suspected or confirmed COVID-19

Take care of yourself and your family

## For caregivers



Ensure the ill person rests, drinks plenty of fluids and eats nutritious food.



Wear a medical mask when in the same room with an ill person. Do not touch the mask or face during use and discard it afterward.

Frequently clean hands with soap and water or alcohol-based rub, especially:

- after any type of contact with the ill person or their surroundings
- before, during and after preparing food
- before eating
- after using the toilet



Use dedicated dishes, cups, eating utensils, towels and bedlinens for the ill person. Wash dishes, cups, eating utensils, towels, or bedlinens used by the ill person with soap and water.



Identify frequently touched surfaces by the ill person and clean and disinfect them daily.



Call your health care facility immediately if the ill person worsens or experiences difficulty breathing.



## All members of the household



Wash hands with soap and water regularly, especially:

- after coughing or sneezing
- before, during and after you prepare food
- before eating
- after using the toilet
- before and after caring for the ill person
- when hands are visibly dirty



Avoid unnecessary exposure to the ill person and avoid sharing items, such as eating utensils, dishes, drinks and towels.



When coughing or sneezing, cover mouth and nose with flexed elbow or use a disposable tissue and discard immediately after use.



Monitor everyone's health for symptoms such as fever, cough and if difficult breathing appear, call your health care facility immediately.

## **Dedicated Government COVID Testing Centers**

- Lok Nayak hospital
- Rajiv Gandhi Super Specialty Hospital
- Guru Teg Bahadur Hospital
- Deen Dayal Upadhyaya Hospital
- Dr. Baba Saheb Ambedkar Hospital
- Safdarjung Hospital
- Smt. Sucheta Kriplani Hospital (Lady Hardinge)
- Dr. Ram Manohar Lohia Hospital

## **Covid dedicated Helpline (via Delhi Govt)**

011-22301028, 011-22302441, 011-22307133, 011-22304568, 011-22307745, 011-22307135  
011-22307145, 011-22300012, 011-22300036, 011-22391014

**CATS Ambulance-** 102 New Delhi

## **Private Testing Centers**

1. Indraprastha Apollo Hospital, Delhi - 1860 500 1066
2. Dang Lab - 99999 92020
3. Dr Lal Path Lab - 011 3988 5050
4. SRL Limited, 74, Paschimi Marg, Vasant Vihar, New Delhi - 011 4229 5301
5. Max Lab, Max Super Specialty Hospital, Saket - 8744 888 888
6. SRL Limited, Fortis Escorts Heart Institute, Okhla Road, New Delhi - 011 4713 5000
7. Fortis Hospital, A Block Shalimar Bagh, New Delhi - 011 4530 2222
8. SRL Ltd, Fortis Ft. Lt. Rajan Dhall Hospital, Vasant Kunj, New Delhi - 011 4277 6222
9. Lifeline Diagnostics, Green Park, New Delhi - 011 4957 5700
10. Oncquest Laboratories Ltd, Safdarjung Hospital, New Delhi - 011 3061 1432/ 67