



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)

Rasipuram - 637 408, Namakkal Dist., Tamil Nadu



COVID 19

STANDARD OPERATING PROCEDURE

Standard Operating Procedure (SOP) is derived to describe the procedure to be followed by every person for resuming the work at the College during the COVID-19 outbreak.

Guidelines:

To fight against COVID-19, the safety measures have been identified and implemented in the Campus.

- Committee has to be constituted for the implementation and monitoring of COVID-19
- Circulate the electronic copy to all the Faculty, Staff and students through Email and display the same in the College website.
- Awareness Programmes are organized through various Forums to Educate Security and Housekeeping personnel in the College about COVID-19 prevention. The importance of Social Distancing, Hand Hygiene, Respiratory Hygiene and the use of Face Mask are focused. The symptoms of COVID-19 and the action to be taken are elaborated.
- Departments are instructed to take care of Health Safety of Faculty, Staff and Students.
- Collect data and maintain records of visitors every day at College entrance / Department level.
- Clean and Disinfect the Buildings and Classrooms with Water and Sanitation facilities at least once in a day.
- Monitor and Disinfect the surfaces that are touched by people (like Tables, Doorknobs, Light switches, Door & Window Handles, Doorframes, Desks, Handrails, Lunch Tables, Phones, Keyboards, Sinks, Lift, Sports Equipment, Teaching and Learning Aids, etc.).
- Ensure for the appropriate and adequate facilities for the people involved.

- Completely Sanitize the Laboratories with Fumigants / UV Irradiation in which the Laboratories involve the usage of biologics.
- Thermal Scanner must be provided for monitoring the Body Temperature of all the persons entering the College premises.
- Ensure social distancing (at least 1 meter) between the individuals is mandatory everywhere in the College premises.
- Face Mask is made compulsory at all times in the College, regular hand washing and positive hygiene behaviors have to be followed.
- Keep Hand Sanitizers in appropriate places.
- Online Meetings, Video Conferences, etc are encouraged.
- Posters on hand and respiratory hygiene along with do's and don'ts are displayed.
- Persons coming from outside Tamil Nadu are instructed to follow quarantine procedure as per Government guidelines time to time.
- Choices of work from home for Faculty / Staff coming from containment zone are offered as per Government guidelines with the approval of the Principal. No Staffs (or) Students from containment zones are allowed for duty.
- Arrangements are made for recording the Entry and Exit time of each person
- Dust Bin at all the building exit for safe disposal of used face mask and hand gloves are provided
- Trash is removed frequently for ensuring the Safety
- Documents should be maintained for further processing

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TAMILNADU