



# ST. THOMAS' COLLEGE

(Autonomous)

THRISSUR - 680 001, KERALA, INDIA

(Affiliated to the University of Calicut & Nationally Re-accredited with 'A' Grade)

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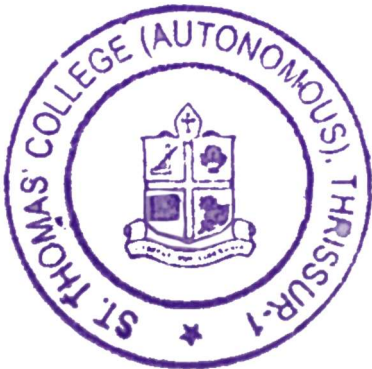
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## Standard Operating Procedure (SOP) for Campus Operations for COVID-19

<b>1</b>	<b>Purpose of SOP</b>
	The purpose of the Standard Operating Procedure (SOP) is to provide guidelines for all stakeholders of St. Thomas College(Autonomous), Thrissur- Students, Staff and Visitors regarding appropriate behaviour and safeguards in context of the COVID -19 outbreak.
<b>2</b>	<b>Premise</b>
	This SOP is a set of norms to be strictly followed while resuming activities in St. Thomas College Campus (Administrative, Academic and Jubilee Block) with the objective that work be executed while minimizing the chances of the spread of COVID 19.
<b>3</b>	<b>Scope</b>
	<p>This SOP applies to Administrative Offices of</p> <ul style="list-style-type: none"><li>• Aided wing</li><li>• Self-Financing Wing</li><li>• Office of the Controller of Examinations</li><li>• All spaces coming under Academic Departments such as Staff rooms, Class rooms, Laboratories, Studios, Conference halls meeting halls, entry corridors etc.</li><li>• Library</li><li>• Sports training facilities</li><li>• Hostels</li><li>• Chapel</li></ul> <p>Common Auditoriums/Spaces like</p> <ul style="list-style-type: none"><li>• Palocaren Sqare</li><li>• Menacherry Hall</li><li>• Medlycott Hall</li><li>• Gandhi Smriti</li></ul> <p>This SOP is applicable to all stakeholders</p> <ul style="list-style-type: none"><li>• Students</li><li>• Teaching and non-teaching staff</li></ul>

	<ul style="list-style-type: none"> <li>• Administrators and Management representatives</li> <li>• Alumni</li> <li>• Contract Employees including from outsourced agencies (security and construction)</li> <li>• Campus residents</li> <li>• Visitors</li> <li>• Parents/ relatives of staff and students</li> </ul>	
	<b>Procedure</b>	<b>Executed by</b>
<b>1</b>	<b>At Single Entry Points of Academic/Administrative/ Jubilee Block</b>	
	<ul style="list-style-type: none"> <li>• Display board regarding guidelines</li> </ul>	Administrative Office
	<ul style="list-style-type: none"> <li>• Compulsory Wearing of Mask as per government guidelines</li> </ul>	Security/any authorised staff/HoD
	<ul style="list-style-type: none"> <li>• Provision of running water and hand wash</li> </ul>	Security/Assistant
	<ul style="list-style-type: none"> <li>• Provision of Sanitizer (touch free)</li> </ul>	Security/Assistant
	<ul style="list-style-type: none"> <li>• Mandatory Thermal Scanning</li> </ul>	Security/Assistant
	<ul style="list-style-type: none"> <li>• Collection of contact details</li> </ul>	Security/Assistant
	<ul style="list-style-type: none"> <li>• Stopping anyone with discernible symptoms</li> </ul>	Security/Assistant
<b>2</b>	<b>All areas of the campus</b>	
	<ul style="list-style-type: none"> <li>• Cleaning and Disinfection</li> </ul>	Housekeeping
	<ul style="list-style-type: none"> <li>• All areas should be cleaned and disinfected every evening after office hours and/or every morning before office hours using standard quality disinfectant</li> </ul>	
	<ul style="list-style-type: none"> <li>• Visibly dirty surfaces should be cleaned by water and soap before disinfection</li> </ul>	
	<ul style="list-style-type: none"> <li>• The cleaning staff should wear protective foot wear, heavy duty gloves and triple layer masks.</li> </ul>	
	<ul style="list-style-type: none"> <li>• High contact surfaces such as handrails, public counters, door handles and equipment like printers/scanners etc. should be cleaned twice a day</li> </ul>	
	<ul style="list-style-type: none"> <li>• Wash rooms should be cleaned twice</li> </ul>	


	daily	
	<ul style="list-style-type: none"> <li>All cleaning equipment should be thoroughly disinfected after each cleaning</li> </ul>	
	<ul style="list-style-type: none"> <li>Cleaning material should be stocked and replenished</li> </ul>	
<b>3</b>	<b>Transport</b>	
	<ul style="list-style-type: none"> <li>All commuting to the college should be encouraged to avoid public transport (as against the green protocol) until the pandemic is over</li> </ul>	
<b>4</b>	<b>Work Schedule</b>	
	<ul style="list-style-type: none"> <li>There is a revision in the work schedule as per notification of the state government with effect from 28/12/2020</li> <li>Lactating mothers/ Pregnant women and individuals at very high risk/ in hotspots may be allowed work from home facility (subject to change as per government orders)</li> <li>All other staff are required to be present in the college. Distance of at least 1 mt should be maintained.</li> <li>Large rooms like laboratories may be used to ensure physical distancing among students</li> <li>Classes with more than 30 students should be arranged in two shifts (as per government guidelines)</li> <li>Offline classes should be prioritized for final UG and PG batches with importance on practicals.</li> <li>Other classes may be continued online</li> <li>Special timetable for offline classes may be set by HoD in discussion with staff to ensure that a teacher need not circulate in more than one class/per day</li> </ul>	<p>Academic Council and HoD</p> 

<b>5</b>	<b>During Duty Hours</b>	
	<ul style="list-style-type: none"> <li>• Staggered lunch breaks for staff</li> </ul>	HoD
	<ul style="list-style-type: none"> <li>• Staff should not visit co-workers in their seats and try to communicate by phone, e- media or online conferencing</li> </ul>	HoD, Principal
	<ul style="list-style-type: none"> <li>• Try not to touch common surfaces like walls, doors etc and sanitize immediately in case of such exposure</li> </ul>	
	<ul style="list-style-type: none"> <li>• Lunch breaks for students should be reduced to snack breaks which they must have without socializing or sharing.</li> </ul>	Teacher in charge
	<ul style="list-style-type: none"> <li>• Once students are in a class the teacher should ensure that the students follow all protocols</li> </ul>	Teacher in charge
	<ul style="list-style-type: none"> <li>• Everyone should be encouraged to bring their own water bottles even though drinking water is available in the campus</li> </ul>	
	<ul style="list-style-type: none"> <li>• Avoid air condition</li> </ul>	HoD/ room in charge
	<ul style="list-style-type: none"> <li>• Keeps windows open as far as possible</li> </ul>	HoD/ room in charge
	<ul style="list-style-type: none"> <li>• Reduce hard copies and authorize soft copy correspondence as much as possible</li> </ul>	All concerned
	<ul style="list-style-type: none"> <li>• Ban on non-essential visitors in the campus</li> </ul>	Principal/HoD
<b>6</b>	<b>Examination</b>	<b>Exam Superintendent / Invigilators</b>
	<ul style="list-style-type: none"> <li>• Students should reach the venue of examinations at least half an hour before for sanitizing and thermal scanning</li> </ul>	Security/Assistant/Student
	<ul style="list-style-type: none"> <li>• Invigilator should be present in the exam room half an hour before the beginning of examination to ensure that students follow protocol</li> </ul>	invigilator
	<ul style="list-style-type: none"> <li>• Collection and distribution of papers</li> </ul>	invigilator

	should be done to minimize contact of students to each other	
	<ul style="list-style-type: none"> <li>• Invigilator should sanitize hands as soon as she/he comes in contact with any student in a manner which can pose risk to invigilator/other students</li> </ul>	invigilator
	<ul style="list-style-type: none"> <li>• Students with symptoms/high risk students should be seated in separate rooms</li> </ul>	Exam Superintendent
	<ul style="list-style-type: none"> <li>• No relieving</li> </ul>	Exam Superintendent
	<ul style="list-style-type: none"> <li>• Answer papers should not be forwarded at least for three days after the examinations</li> </ul>	Exam Superintendent
	<ul style="list-style-type: none"> <li>• All staff handling exams/exam paper should be given protective gear such as masks/gloves/face shields</li> </ul>	Exam Superintendent
<b>7</b>	<b>In case of positive case</b>	<b>Principal/HoD</b>
	<ul style="list-style-type: none"> <li>• Any staff or student testing positive should immediately be advised to seek medical attention and refrain from visiting the college till they get a negative certificate</li> </ul>	Principal/HoD
	<ul style="list-style-type: none"> <li>• Those in contact with such a person should be encouraged to self-quarantine</li> </ul>	Principal/HoD
	<ul style="list-style-type: none"> <li>• Awareness regarding eligible leaves in such situation should be provided to staff</li> </ul>	Principal/HoD
	<ul style="list-style-type: none"> <li>• Any staff or student whose family members test positive should be advised to self-quarantine and should visit the college only after getting a negative certificate.</li> </ul>	Principal/HoD

SOP guidelines are subject to change with change in government issued guidelines.



  
Dr. Joy KL  
Principal