



कुलसचिव
REGISTRAR

दिल्ली विश्वविद्यालय University of Delhi

No. Estab.II(i)/330/COVID-19/M/2020/1654

05th August, 2021

OFFICE ORDER

In continuation to the Office Order No. Estab.II(i)/330/COVID-19/M/2020/1291 dated 07th June, 2021, it is notified that all Colleges / Centres / Departments shall be fully functional and therefore all teaching and non-teaching staff shall attend the duties at their workplace with immediate effect.

Taking a note of decline in number of COVID-19 cases, it has been decided that classes and practical / project work etc. in respect of PG and UG Programmes students in Science Courses in University and its Colleges shall be conducted in physical mode with effect from 16.08.2021 observing necessary protocols to prevent the spread of COVID-19.

The online teaching and learning activities shall continue for all other academic programmes as per the notified Academic Calendar.

The Principal of Colleges and Provost of Hostels shall ensure strict adherence to all the guidelines while providing accommodation for eligible outstation students in consultation with Dean Students' Welfare and Proctor of the University.

It is reiterated that the Principals / Directors / Heads of the Colleges / Centres / Departments shall ensure at all times, COVID appropriate behavior and strict adherence to all guidelines / orders issued by UGC, MoE, MHA and MoHFW.

This is issued with the approval of the Competent Authority.

Neel C. Singh
05/08/2021
REGISTRAR

Copy to:

1. The Dean of Colleges, University of Delhi
2. The Director, South Delhi Campus, University of Delhi
3. All Deans of Faculties / Heads of the Departments / Director of the Centre / Principals of the Colleges, University of Delhi
4. The PS, VC Office for information of Hon'ble Vice Chancellor, University of Delhi
5. All Joint Registrar / Deputy Registrar / Assistant Registrar, University of Delhi
6. The Joint Director, DUCC with a request to upload it on the website of the University
7. Office Order File.

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University of Delhi, Delhi-110007

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प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

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D.O. 14-8/2020(CPP-II)

5th November, 2020

Subject: UGC guidelines for Re-Opening the Universities and Colleges Post Lockdown due to COVID-19 Pandemic

Respected Madam /Sir,

Universities and other educational institutions across the country have been closed since 16th March, 2020 when the Government of India announced a countrywide lockdown as one of the measures to contain the COVID-19 outbreak. Keeping in view of the COVID-19 pandemic and subsequent lockdown, the University Grants Commission issued "Guidelines on Examinations and Academic Calendar for the Universities in View of Covid-19 pandemic and subsequent Lockdown" on 29th April, 2020 and then, on 6th July, 2020. The universities and colleges have put in their best efforts to continue their academic programmes and complete the syllabi using various ICT tools of teaching and learning since their closure from mid-March onwards.

The new academic session is going on and the universities and colleges need a customized plan, as per the local conditions where they are located, to deal with any eventuality arising due the COVID -19 before resuming the activities on campuses. The top priority, while opening the institutions, should be the safety, health and well-being of the students, teachers and staff. In view of this, UGC has framed "Guidelines for Re-Opening the Universities and Colleges Post Lockdown due to COVID-19 Pandemic" (**Annexure-I**) which provide in detail the measures to be taken before re-opening of campuses. These Guidelines have also been vetted by the Ministry of Health & Family Welfare and approved by the Ministry of Home Affairs and the Ministry of Education. The Guidelines may be adopted by the institutions as per the local conditions and directives of the Government authorities.

You are requested to adopt these guidelines and take necessary steps to implement them accordingly. Further, the universities/colleges have to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories / guidelines / directions issued by the Central / State Government, Ministry of Education (MoE) or UGC from time to time to prevent the spread of COVID-19.

With kind regards,

Yours sincerely,

(Rajnish Jain)

Encl : As above

To

1. The Vice-Chancellor of All Universities
2. The Principals of all Colleges

**UGC GUIDELINES
FOR
RE-OPENING THE UNIVERSITIES AND COLLEGES
POST LOCKDOWN DUE TO COVID-19 PANDEMIC**



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

NOVEMBER 2020

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Generic Preventive Measures/COVID-19 Appropriate Behaviour

The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) in these places at all times:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.**
- ii. Use of face covers/masks to be made mandatory.**
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.**
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.**
- v. Self-monitoring of health by all and reporting any illness at the earliest.**
- vi. Spitting shall be strictly prohibited.**
- vii. Installation & use of Aarogya Setu App shall be advised wherever feasible.**

1. Introduction

Universities and other educational institutions across the country have been closed since 16th March, 2020 when the Government of India announced a countrywide lockdown as one of the measures to contain the COVID-19 outbreak. The Government of India through its Ministries, *viz.*, Ministry of Home Affairs, Ministry of Health, Ministry of Ayush and Ministry of Education took several initiatives to contain the spread of the virus and issued directives and advisories to educate the people about the gravity of the infection from Coronavirus and the measures to protect from it. Specific instructions were also issued to the universities and colleges by the Ministry of Education and the UGC in this regard.

The University Grants Commission issued "Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown" on 29th April, 2020 and then, on 6th July, 2020. These Guidelines covered important dimensions related to examinations, academic calendar, admissions, online teaching-learning and provided flexibility for adoption by the universities. Later "UGC Guidelines on Academic Calendar for the First Year of Under-Graduate and Post-Graduate Students of the Universities for the Session 2020-21 in View of COVID-19 Pandemic" were issued on 24th September, 2020.

In order to contain the spread of COVID-19 pandemic in the educational institutions and to ensure continuity in teaching- learning process, Ministry of Education and UGC issued several directives/ advisories/ guidelines to the universities and colleges, including the one to impart online education by making the best use of e-resources. Through all the communications made by Ministry of Education and UGC, it was emphasized to continue with teaching-learning processes using online modes such as Google Classroom, Cisco Webex Meeting, You Tube streaming, OERs, SWAYAM platform (www.swayam.gov.in), Swayam Prabha (www.swayamprabha.gov.in) (available on Doordarshan (Free dish) and Dish TV), e-yantra (www.e-yantra.org), Virtual Labs (www.vlab.co.in), FOSSEE (<https://fossee.in>), application of spoken tutorials (www.spoken-tutorial.org), National Digital Library (NDL) (<https://ndl.iitkgp.ac.in>), electronic journals (<https://ess.inflibnet.ac.in>) etc.

The new academic session is going on and the universities and colleges need a customized plan, as per the local conditions where they are located, to deal with any eventuality arising due the COVID -19 before resuming activities on campuses. Besides above, reopening of universities and colleges 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 all the more necessary for educational institutions as large numbers of students gather on the campuses. Keeping all these factors in view, the University Grants Commission has framed Guidelines for the universities and colleges which they may follow, while reopening their campuses after lockdown and the summer vacations. These Guidelines have been vetted by the Ministry of Health & Family Welfare and approved by the Ministry of Home Affairs and the Ministry of Education. The Guidelines may be adopted by the institutions as per the local conditions and directives of the Government authorities.

2. Re-Opening the Campuses - Issues and Challenges

Indian higher education system is very large and diverse. There are various types of universities, colleges and 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 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 campus also vary considerably.

Keeping in view the uncertainties of future due to COVID-19 pandemic and its impact on the functioning of universities and colleges, they may plan to reopen their campuses in a phased manner, ensuring safety, health and well-being of all students and staff. They should be flexible in their plan and should be ready to handle any eventuality arising due to COVID-19.

It may be difficult to comprehend all the challenges/ situations which the higher education institutions may be required to handle while they plan to reopen. However, some of the issues which they may be required to handle instantly are given below:

- i. To follow the advisories/guidelines/directions issued by the Central/State Government, Ministry of Education and UGC from time to time to prevent the spread of COVID-19.
- ii. Uncertainty among students regarding admissions, modes of teaching-learning, completion of courses, examinations, evaluation, declaration of results and the academic calendar, etc.
- iii. Anxiety, mental health and psychological issues of students developed during the lockdown period and fear of infection after the opening of campuses.
- iv. Safety measures including sanitisation of premises, thermal screening, ensuring physical distancing, face-cover/mask wearing, respiratory hygiene and hand-hygiene etc.
- v. Preparation for risk assessment and subsequent actions which may be required depending upon the residential status of the institution - whether fully residential, partially residential or non-residential.
- vi. Varied conditions of the pandemic in the state, area and environment where the students mainly live while making risk assessment and planning to address these challenges.
- vii. Besides students, a serious risk of infection will also be faced by the faculty, counsellors and other technical and non-teaching staff also who face/ interact with the students and also among themselves regularly.

3. Measures Required before Re-Opening of Campuses

As the universities and colleges are likely to face a number of issues at the time of reopening, they will be required to plan in advance. Some of the measures, which the institutions may have to take prior to reopening, are given below:

3.1 Pre-requisites

- i. Before reopening of any campus, the Central or the concerned State Government must have declared the area safe for reopening of educational institutions. The directions, instructions, guidelines and orders issued by the Central and State Government concerned regarding safety and health in view of COVID-19 must be fully abided by the higher education institutions.
- ii. However, they may develop stricter provisions and guidelines, if they feel it necessary. The universities and colleges have to make adequate arrangements to ensure the safety and health of students, faculty and staff.
- iii. The universities and colleges shall be allowed to open only if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the colleges. Students and staff shall also be advised not to visit areas falling within containment zones.
- iv. The faculty, staff and students of the university and college should be encouraged to download 'Aarogya Setu App'.
- v. The institutions should be ready with a plan for handling the inflow of students, faculty and staff in the campus, monitoring disinfecting measures, safety and health conditions, screening and detecting the infected persons, containment measures to prevent the spread of the virus in the campus, and also alternative plan(s), in case the campus needs to be closed again due to spread of the virus in campus or in the surrounding area(s) in near future.

3.2 Modalities for Physical Opening of Colleges/Higher Education Institutions

The following modalities regarding the physical opening of Colleges/Higher Education Institutions, in a graded manner, may be adopted:

The Colleges/Higher Education Institutions outside the containment zones may be opened in a graded manner after consultations with concerned State/UT Governments and subject to adherence to the guidelines/SOP for safety and health protocol prepared by UGC, duly incorporating the view/comments of the Ministry of Health & Family Welfare, as under:

- i. For Centrally Funded Higher Education Institutions, the Head of the Institution should satisfy herself/himself regarding the feasibility of the opening of physical classes and decide accordingly.

- ii. For all other Higher Educational Institutions, e.g., State Universities, Private Universities etc., opening of physical classes to be done as per the decision of the respective State/UT Governments.

3.3 Measures

- i. Universities and colleges may plan opening the campuses in phases, with such activities where they can easily adhere to social distancing, use of face masks and other protective measures. This may include administrative offices, research laboratories and libraries etc.
- ii. Thereafter, students of all research programmes and post-graduate students in science & technology programmes may join as the number of such students is comparatively less and norms of physical distancing and preventive measures can be easily enforced.
- iii. Further, final year students may also be allowed to join for academic and placement purposes, as per the decision of the head of the institution.

However, for (i), (ii) and (iii) above, it should be ensured that not more than 50% of the total students should be present at any point of time and necessary guidelines/protocols to prevent the spread of COVID-19 are observed.

- iv. For the programmes, other than those mentioned in paras 3.3 (ii) and (iii) above, online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged.
- v. However, if required, students may visit their respective departments in a small number for consultation with the faculty members, after seeking prior appointments to avoid crowding, while maintaining physical distancing norms and other safety protocols.
- vi. Some students may opt not to attend classes and prefer to study online while staying at home. Institutions may provide online study material and access to e-resources to such students for teaching-learning.
- vii. Institutions should have a plan ready for such international students who could not join the programme due to international travel restrictions or visa-related issues. Online teaching-learning arrangements should also be made for them.

3.4 Safety concerns

- i. 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 for clinical assessment.

- ii. Regular visits of a counsellor may be arranged so that students can talk with the counsellor about their anxiety, stress or fear.
- iii. To avoid the risk of transmission, the students, faculty and staff should be screened and symptomatic ones be advised to get clinically assessed before allowing them entry into the campus.
- iv. Isolation facilities for symptomatic persons and quarantine facilities for those who were in contact with the positively tested persons should be there on campus or a tie-up may be made in advance with some Government hospital or approved premises or as advised by the local authorities so that, in case of necessity, prompt action may be taken. Proper arrangement of safety, health, food, water etc. should be ensured for those in quarantine and isolation facilities.
- v. For those who have tested positive, isolation facilities should be in place either on campus itself or as a prior arrangement with some nearby hospital(s) or as advised by the local authorities.
- vi. Universities and colleges should prepare a policy for restricting the outside experts on campuses, study tours, field works etc., keeping in mind the COVID-19 situation.
- vii. All such programmes and extracurricular activities should be avoided where physical distancing is not possible.
- viii. Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, are to be maintained at all places, including hostel kitchens, mess, washrooms, libraries, class rooms etc.
- ix. Proper signages, symbols, posters etc. should be prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing. The details of COVID-19 cell established by the institution be prominently displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the institution.
- x. 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.

4. Institutional Planning

Institutional planning is the key for the successful reopening of the campuses and smooth conduct of the teaching-learning process during these difficult times. The universities and colleges will, therefore, be required to develop their plans very cautiously for reopening of their campuses and this planning has to be done well in advance. The plan may, inter-alia include the following points:

- i. Institutions should prepare details of opening the campus in a phased manner with a complete roster for all departments and batches of students in different programmes. Para 3.2 (i) & (ii) of the Guidelines may be referred.
- ii. The institutions must ensure appropriate sanitization and disinfection process and procedures.
- iii. It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.
- iv. The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- v. All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases should be monitored and reported to local authorities on a day to day basis.
- vi. Teaching hours in a day may be extended, as per requirements of the institution.
- vii. Six-day schedule may be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.
- viii. Universities and colleges may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.
- ix. 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.
- x. Faculty should be trained for online teaching-learning practices.
- xi. The visitors should either not be allowed at all or their entry should be drastically restricted. The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors be maintained along with the names of persons whom he/ she meets.
- xii. There should be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19 (however the two need to be kept separately), either at the level of the institution or in collaboration with the Government authorities.

4.1 Safety Measures at Entry/ Exit Point(s)

- i. Adequate arrangements of thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.
- ii. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- iii. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- iv. In case the institution has more than one gate for entry/ exit, all the gates should be used, with adequate care, to avoid crowding.
- v. Monitoring of the entry and exit of the students should be done.
- vi. Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.
- vii. Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

4.2 Safety Measures during Working Hours

4.2.1 Classrooms and other Learning Sites

- i. Proper sanitization at all learning sites should be ensured. 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. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- iii. Wearing face cover/ mask is a must at all times and at all places inside the campus.

4.2.2 Inside the Campus

- i. Cultural activities, meeting etc. may be avoided. However, such extra-curricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time

- ii. Adequate arrangements for safe drinking water should be made on the campus.
- iii. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.
- iv. Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers should be ensured.
- v. Wearing of face cover/ mask by all students and staff should be ensured.
- vi. Proper cleanliness should be maintained inside the entire campus.
- vii. Adequate arrangements should be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.
- viii. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.
- ix. An adequate supply of water in toilets and for hand- washing should be ensured.
- x. Proper sanitization of buses, other transport and official vehicles of the institution should be done.
- xi. Spitting in the campus must be made a punishable offence.
- xii. Dustbins must be cleaned and covered properly.
- xiii. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms. Provision for proper disposal of used personal protection items and general waste should be followed in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf).
- xiv. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which 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 there.

- xv. Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- xvi. Swimming Pool (wherever applicable) shall remain closed.
- xvii. All employees who are at higher risk, i.e., older employees, pregnant employees 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 students.

4.2.3 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. Since residential students may be coming from different locations, they shall remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine (even if they bring a negative test report or the university/college plan to test them on arrival).
- iii. 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.
- iv. Thermal Screening of all resident students should be ensured.
- v. They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- vi. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- vii. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- viii. 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.
- ix. It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.

- x. Utensils should be properly cleaned.
- xi. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
- xii. Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
- xiii. Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

4.2.4 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.

4.2.5 Counselling & Guidance for Mental Health

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation *vis-a-vis* their studies, health and related issues, Universities and Colleges should take the following measures for the mental health, psychological aspects and well-being of the students:

- i. All the faculty members, students and staff should be made aware of the Web page named "Manodarpan" – created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID – 19 outbreak and beyond. The web page contains advisory, practical tips, posters, videos, do's and don'ts for Psychosocial support, FAQ and online query system. Also, a National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities has also been set up which will provide tele-counselling to address their mental health and psychosocial issues.
- ii. Set up helplines for mental health, psychological concerns and well-being of students in Universities/ Colleges which need to be regularly monitored by Counsellors and other identified faculty.

- iii. Regular mentoring of students through interactions, and appeals/letters by the Universities/ Colleges to remain calm and stress-free. This can be achieved through telephones, e-mails, digital and social media platforms.
- iv. Form COVID-19 help groups of students headed by hostel wardens / senior faculty who can identify friends/ classmates in need of help and provide the immediate necessary help.
- v. Share the following video links of Ministry of Health & Family Welfare <https://www.mohfw.gov.in/> on the University/ College website and with students and faculty via e-mail, through social media like Facebook, WhatsApp and twitter etc.

Practical tips to take care of your Mental Health during the Stay In

<https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be>

Minding our minds during the COVID-19

<https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf>

Various Health Experts on how to manage Mental health & Well Being during COVID-19 outbreak

<https://www.youtube.com/watch?v=iuKhtSehp24&feature=youtu.be>

Behavioural Health: Psycho-Social toll free helpline - 0804611007

4.2.6 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. Universities and colleges should also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

4.2.7 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. Activities to stay fit, physically and mentally, should be encouraged like doing exercises, yoga, breathing exercises, meditation, etc.
- v. To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.
- vi. Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc. should be encouraged.
- vii. Students should be told to regularly sanitize their laptops, audio, video and other media accessories.
- viii. Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.
- ix. Posters and stickers should be pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.
- x. All support and facilities should be provided to persons with disabilities (*Divyangjan*).
- xi. No discrimination based on caste, creed or gender should be allowed to take place.
- xii. Sharing of books, other learning material and eatables be discouraged.

5. Role of Stakeholders

5.1 Central/ State Government(s)

- i. The Government should help educational institutions to prepare an effective plan for reopening their campuses. The plan may vary from institution to institution, keeping in view the situation regarding spread of COVID-19 pandemic in a particular area/region/zone.
- ii. The Governments may issue clear instructions to the universities and colleges to ensure the safety and health of all concerned. This may include instructions for wearing of face masks, physical distancing, and the number of students in a class, library, hostels, and dining halls etc.
- iii. State governments, in consultations with higher education institutions, should prepare an estimate of requirement in each of their districts and zones, of disinfectants, facemasks and prepare a plan in advance for their procurement and distribution. Universities and colleges should ensure sufficient supplies of these items to their students, faculty and staff.
- iv. Keeping in view the varying conditions in any state at district and zonal levels, the Government concerned should prepare a region-specific plan, instead of a uniform plan for the entire state.
- v. State health departments should remain in touch with the universities and colleges and work to ensure that the campuses are well prepared to maintain the safe and healthy conditions and also to deal with the COVID-19 related unexpected situations.
- vi. The Governments should keep a constant touch with the universities and colleges regarding the status of COVID-19. The government may call information regarding COVID-19 related condition in the campuses and also call meetings at appropriate intervals with the Head of institutions through video conferencing.

5.2 Head of the Institution

- i. Vice- Chancellors/ Principals may get Standard Operating Procedures(SOPs) worked out in view of COVID-19 outbreak, in accordance with the Government orders and guidelines.
- ii. A detailed institutional plan which may, inter alia, include sanitization, safety and health measures should be prepared and kept ready, before reopening of campus. Proper implementation of the institutional plan should be ensured and regular monitoring should be done with the help of faculty and the staff.
- iii. Tie-ups may be established with nearby hospitals, health centres, NGOs, health experts for help and support in fighting COVID-19.

- iv. A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation etc. should be kept ready well in advance.
- v. A Task Group should be created to handle varied situations and issues related to the COVID-19 pandemic. Such Task Group may consist of senior persons from faculty and staff, students, volunteers from communities, NGOs, health organisations and Government officials etc. as the case may be.
- vi. Teachers, students and staff should be made aware of all relevant plans and activities on the campus.

5.3 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.

5.4 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.
- v. Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

5.5. 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. The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely.
- vi. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- vii. Give support to your friends under stress due to COVID-19 pandemic.
- viii. Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the universities and colleges regarding health and safety measures in view of COVID-19 pandemic.

6. In view of the present scenario and future uncertainties:

- i. The universities may adopt and implement these Guidelines in a transparent manner by making alterations/ additions/ modifications/ amendments to deal with particular situation(s) in the best interest of students, educational institution and the entire education system, except in respect of those guidelines that are mandatory.
- ii. In case of educational institutions located at places where the Government (Centre/ State) have imposed restrictions on gathering of public, the institutions may plan accordingly. In any case, the above recommendations shall not cause any restrictions on the guidelines/directions issued by the appropriate Government/ competent authority.

Notwithstanding the above Guidelines, every university/ college has to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, Ministry of Education (earlier referred to as MHRD) or UGC from time to time to prevent the spread of COVID-19.



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054

No. DE.23 (08)/Sch. Br./2021/ 454

Dated: 31/08/2021

CIRCULAR

Sub:- Reopening of Schools for Students of Classes 9th to 12th.

As the Delhi Disaster Management Authority has allowed the reopening of schools from 9th class onwards vide order No.F.60/DDMA/COVI-19/2021/463 dated 30.08.2021, the Delhi Government has decided to open the schools for students of 9th to 12th classes on a voluntary basis.

All Heads of Govt., Govt. Aided & Recognized Unaided Private Schools under Directorate of Education are directed to comply with the COVID-19 related SOP guidelines, check list for HoS and parent's consent form as provided by DDMA vide above mentioned order regarding reopening of schools and is to be followed in letter and spirit (Copy of DDMA order enclosed). All the Heads of Schools are also directed to disseminate the above information among all the students, parents, teachers and SMC members.

This issues with the approval of the Competent Authority.

Encl.: As above


31/08/2021
(Dr. Rita Sharma)
Addl. DE (School)

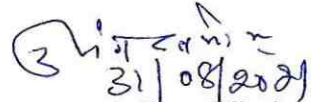
All Heads of Govt., Govt. Aided & Recognized Unaided Private Schools under Directorate of Education through DEL-E.

No.DE.23 (08)/Sch.Br./2021/ 454

Dated: 31/08/2021

Copy to:-

1. Secretary to Hon'ble Dy.CM/ MoE.
2. PA to Principal Secretary, Education.
3. PA to Director, Education.
4. PS to Commissioner, NDMC to issue similar directions.
5. PS to CEO, Delhi Cantonment Board to issue similar directions.
6. All RDEs, DDEs (Districts/Zone) for ensuring compliance.
7. DDE (ASB/PSB) for ensuring compliance.
8. System Analyst (MIS) for uploading on MIS.
9. Guard File.


31/08/2021
(Umesh Datt Ojha)
DDE (School)

154c

**GOVERNMENT OF NCT OF DELHI
DELHI DISASTER MANAGEMENT AUTHORITY**

No. F.60/DDMA/COVI-19/2021/463

Dated: 30.08.2021

ORDER

Whereas, the Delhi Disaster Management Authority (DDMA) is satisfied that the NCT of Delhi is threatened with the spread of COVID-19 epidemic, which has already been declared as a pandemic by the World Health Organization and has considered it necessary to take effective measures to prevent its spread and issued various orders/instructions from time to time to all authorities concerned to take all required measures to appropriately deal with the situation in NCT of Delhi;

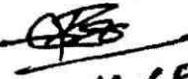
2. And whereas, Delhi Disaster Management Authority has issued Order No. 480 dated 08.08.2021 vide which the permitted / prohibited / restricted activities shall be as per levels of alert specified in the Graded Response Action Plan (GRAP) for effective management of COVID-19 in NCT of Delhi. Clause 14 of the said GRAP order also provides that DDMA may make necessary amendments / modifications in respect of aforesaid plan or any other activities as per the situation assessed from time to time to meet exigencies in the interest of management of COVID-19 situation;

3. And whereas, Delhi Disaster Management Authority has issued Order No. 462 dated 21.08.2021 with regard to prohibited/restricted activities with effect from 24.08.2021 to 31.08.2021 in the territory of NCT of Delhi;

4. And whereas, the status of COVID-19 in NCT of Delhi has again been reviewed and it has been observed that though the overall number of COVID-19 patients & positivity rate has declined considerably and the overall situation has improved, due caution and care has to be continued so that adequate standards of COVID Appropriate Behavior continues to be followed and any such activity, that can lead to surge in cases, is allowed only after rigorous and due diligence.

5. Now, therefore, in exercise of powers conferred under section 22 of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD, hereby directs that in the territory of NCT of Delhi (outside Containment Zones), the prohibited/restricted activities shall be as specified in the **Annexure-A** enclosed with this order, **w.e.f. intervening night of 31st August, 2021 and 1st September, 2021 (00:00 hrs) till Intervening night of 15th September, 2021 and 16th September, 2021 (00:00 hrs) or till further orders, whichever is earlier.**

6. It is directed that all District Magistrates, District DCPs, Deputy Commissioners of Municipal Corporations / Officers of NDMC and Delhi Cantonment Board, Vice Chairman, DAMB & Secretaries of APMCs and all other authorities concerned shall be responsible for ensuring COVID Appropriate Behaviour viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer, maintaining health hygiene, no spitting etc. in all Shops, Malls, Markets, Market complexes, Weekly Markets, Restaurants & Bars, Mandis, ISBTs, Railway platforms / Stations, Public Parks & gardens, Entertainment Parks, Swimming Pools, Gymnasiums & Yoga Institutes, Spa & Wellness clinics, Cinemas / Theaters / Multiplexes, Auditoriums / Assembly Halls, Banquet Halls / Marriage Halls, Stadia / Sports Complexes, Slum areas, Schools, Colleges, Educational / Coaching Institutes, Libraries etc. as well as at all areas identified as hotspots for transmission of COVID-19 virus. It should be ensured that the people who visit these places strictly follow COVID Appropriate Behaviour and are wearing masks, maintaining social distancing etc. without fail. If the aforesaid norms of COVID Appropriate Behaviour are not maintained at any establishment/ business premises/weekly market/ schools, colleges, educational / coaching institutes, libraries etc; then such premises/ weekly market shall be liable to be closed for containing the spread of COVID-19 virus and the defaulter shall also be liable for criminal prosecution under the relevant laws.


Addl CEO

15/12

7. It is further directed that the Market Trade Associations (MTAs), Banquet Halls / Marriage Halls Associations, Gymnasiums & Yoga Institutes Associations, Weekly Market Associations, other Trade Associations and Resident Welfare Associations (RWAs) shall also be responsible for ensuring compliance of COVID Appropriate Behavior by all shops, malls, markets, market complexes, offices, weekly markets, restaurants & bars, public parks & gardens, Gymnasiums & Yoga Institutes, Spa & Wellness clinics, Banquet Halls / Marriage Halls and residents within their respective areas. All District Magistrates, District DCPs and other authorities concerned shall take strict action against the defaulting persons, as per the applicable laws and rules, including closure of such establishments / business premises / weekly markets/ public parks & gardens.

8. Additional Chief Secretary (H&FW), GNCTD, Commissioner, Delhi Police, Pr. Secretary (Revenue), Director (Education), Director (Higher Education), Director (TTE), all District Magistrates of Delhi & their counterpart District Deputy Commissioners of Police and all other authorities concerned are directed to ensure strict compliance of this order and to take all requisite actions for effective implementation of the extant directions of MHA, Govt. of India issued vide Order dated 29.06.2021 [extended upto 31.08.2021 vide Order dated 28.07.2021 and further extended upto 30.09.2021 vide Order dated 28.08.2021 (copy enclosed)] to ensure compliance to the containment measures for COVID-19, as conveyed vide MoHFW, GoI DO No. Z.28015/85/2021-DM Cell dated 28.06.2021 as well as any further orders / directions issued by MHA, GoI. The authorities concerned shall adequately inform and sensitize the field functionaries about these instructions for strict compliance, in letter and spirit.

9. In case any person is found violating the aforesaid instructions, the defaulting person(s) shall be proceeded against as per the provisions of section 51 to 60 of the Disaster Management Act, 2005, Section 188 of IPC and other applicable laws.


(Vijay Dev)

Chief Secretary, Delhi

Copy for compliance to:

1. All Addl. Chief Secretaries/Principal Secretaries/Secretaries/HODs of Govt. of NCT of Delhi.
2. Chairman, New Delhi Municipal Council.
3. Addl. Chief Secretary (Health), GNCTD.
4. Commissioner of Police, Delhi.
5. Pr. Secretary (Revenue)-cum-Divisional Commissioner, GNCTD.
6. Pr. Secretary (Education), GNCTD
7. Pr. Secretary-cum-Commissioner (Transport), GNCTD.
8. Commissioner (South DMC/East DMC/North DMC).
9. Secretary (I&P) for wide publicity in NCT of Delhi.
10. Secretary (Higher Education) / Secretary (TTE), GNCTD
11. Director (Education) / Director (Higher Education) / Director (TTE), GNCTD
12. Vice- Chairman, Delhi Agriculture Marketing Board, GNCTD.
13. CEO, Delhi Cantonment Board.
14. All District Magistrates of Delhi.
15. All District DCPs of Delhi.
16. Director, DGHS, GNCTD.

Copy for kind information to:-

1. Secretary to Hon'ble Lt. Governor, Delhi
2. Secretary to Hon'ble Chief Minister, GNCTD
3. Secretary to Hon'ble Dy. Chief Minister, GNCTD


Addl. CEO

185/c

4. Secretary to Hon'ble Minister of Health, GNCTD
5. Secretary to Hon'ble Minister of Revenue, GNCTD
6. Secretary to Hon'ble Minister of General Administration, Development, GNCTD
7. Secretary to Hon'ble Minister of Social Welfare, GNCTD
8. Secretary to Hon'ble Minister of Food & Supply, GNCTD
9. Staff Officer to Cabinet Secretary, GoI
10. Secretary (Department of School Education & Literacy), Ministry of Education, GoI
11. Secretary (Department of Higher Education), Ministry of Education, GoI
12. Special Secretary (UT), MHA, GoI
13. Addl. Chief Secretary (UD), GNCTD
14. Addl. Chief Secretary (Home)/ State Nodal Officer for COVID-19, GNCTD
15. All members of State Executive Committee, DDMA, GNCTD
16. System Analyst, O/o Divisional Commissioner, Delhi for uploading of the order on website –
ddma.delhigovt.nic.in
17. Guard file

ASB
Addl. CEO

1. The following activities shall be prohibited throughout the NCT of Delhi:

- (i) All schools / institutes for students upto 8th class shall remain closed. However, Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries for the students from class 9th onwards, with maximum 50% of the seating capacity of classroom, are allowed to open in NCT of Delhi subject to strict compliance of SOP enclosed as **Annexure-B**. Online / distance learning shall continue to be permitted and should be encouraged.
- (ii) All social / political / sports / entertainment / cultural /religious / festival related gatherings and congregations.
- (iii) Banquet Halls (except for marriages as per condition prescribed below in point No. 2).

2. The following activities shall be permitted with restrictions as specified below. No permission is required from any authority for undertaking the following permitted activities:

- (i) Restaurants are allowed upto 50% of the seating capacity.
- (ii) Bars are allowed upto 50% of the seating capacity.

The owners of the Restaurants and Bars shall be responsible for strict adherence to the prescribed SOPs and all instructions / guidelines issued by GoI / GNCTD from time to time as well as compliance of COVID Appropriate Behaviour (viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus. In case, any violation is found, strict penal /criminal action shall be taken against the owner of the restaurant / bar.


- (iii) Cinemas/Theaters/Multiplexes are allowed upto 50% of the seating capacity.
- (iv) Auditoriums / Assembly Halls are allowed upto 50% of the seating capacity.
- (v) Business to Business (B2B) exhibitions will be allowed only for business visitors.
- (vi) Transportation by Delhi Metro shall be allowed with 100% seating capacity of coach. No standing passenger shall be allowed.
- (vii) Transportation by buses: Intra-State (within NCT of Delhi) movement of buses (DTC as well as Cluster) shall be permitted with 100% seating capacity. In the case of buses, boarding shall be allowed only from the rear door while de-boarding shall be allowed only from the front door. No standing passenger shall be allowed.
- (viii) Public transport such as Autos & e-rickshaws (upto 2 passengers) / Taxis, Cabs, Gramin Sewa & Phat phat Sewa (upto 2 passengers) / Maxi cab (upto 5 passengers) / RTV (upto 11 passengers) shall be allowed.
- (ix) Funeral / last rites related gatherings shall be permitted with a ceiling of 100 persons.
- (x) Marriage related gatherings shall be permitted with a ceiling of 100 persons.

The owners of the banquet halls, marriage halls, hotels etc. shall be responsible for ensuring strict compliance of COVID Appropriate Behaviour (viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus. In case, any violation is found, strict penal /criminal action shall be taken against the


Addl CEO


owner of the premises as well as against the individual and the premises shall be sealed forthwith. 148/c

- (xi) Religious places shall be permitted to open but no visitors will be allowed.
- (xii) Stadia / Sports complexes will be permitted to open without spectators, subject to strict compliance SOP dated 29.01.2021 issued by Govt. of India and other instructions/guidelines issued by GoI / GNCTD from time to time as well as strict adherence of COVID Appropriate Behaviour (viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus.
- (xiii) Spas will be permitted to open subject to following conditions / restrictions:
- There shall be strict compliance of the conditions specified in the Office Memorandum dated 18th November, 2020 of MoH&FW in respect of Spas. Six (6) feet distance shall be in general maintained between clients and employees. Insofar as the service providers i.e., therapists etc. are concerned, they shall maintain all standards of hygiene, masking etc., as set out below.
 - In addition, considering the nature of services provided in spas, all employees in such establishments shall undergo two dose of COVID-19 vaccination or fortnightly RTPCR test, especially the therapists who are likely to come in close contact with the clients.
 - All therapists and other employees, as also the visitors, shall be subjected to thermal temperature checks and if anyone shows any symptoms, they would not be permitted entry in the establishment.
 - All service providers shall wear face shields and masks while providing therapy. For treatments which are longer than 30 minutes, a PPE kit should also be worn in addition.
 - Clients should preferably wear masks to the extent possible, considering the nature of services which are availed of.
 - All visitors/clients shall sign a declaration form to the effect that they have not contracted COVID-19 and if they have, they have tested negative. The establishments are permitted to take a written consent form accepting the risks that may be involved for clients/visitors.
 - Tools including clothing, other apparel, towels etc., used for clients shall be sanitized after each and every treatment.
 - It shall be ensured that hygienic conditions are maintained in the spas and other safeguards in force for salons shall also be adhered to by the spas.
- The owners of the Spas shall be responsible for ensuring strict compliance of aforesaid conditions as well as COVID Appropriate Behaviour (viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus. In case, any violation is found, strict penal /criminal action shall be taken against the owner of the Spa as well as against the individual and the premises shall be closed forthwith.
- (xiv) All authorized weekly markets shall be allowed subject to the strict compliance of SOP (already circulated) and all instructions / guidelines issued by GoI / GNCTD from time to time to contain the spread of COVID-19. No unauthorized weekly market shall be allowed to function. If in case it is found by any field officer of DDMA that COVID Appropriate Behaviour or prescribed SOPs / Guidelines are not being followed in any Weekly Market then such Weekly Market shall be closed forthwith by District Magistrate / Zonal Deputy Commissioner of Municipal Body concerned without any loss of time so as to completely avoid and prevent any upsurge and likelihood of next wave in NCT of Delhi.


Addl CED

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RT-PCR / RAT test of vendors / customers of weekly markets shall be conducted on random basis by the District Magistrate concerned regularly. In case of positive test report, action should be taken as per the protocol prescribed by the Health Department, GNCTD with regard to quarantine, contact tracing, treatment etc.

3. **All other activities will be permitted, except those which are specifically prohibited / restricted. However, in Containment Zones, only essential activities shall be allowed.**
4. There shall be no restriction on inter-state and intra-state movement of persons and goods including those for Cross-land border trade under Treaties with neighboring countries. No separate permission / approval / e-pass will be required for such movements.
5. In the containment zones, all measures shall be taken strictly as prescribed by MoHFW, Gol as well as H&FW Department, GNCTD, in letter & spirit by all authorities concerned.
6. The permitted / restricted activities shall be allowed subject to strict compliance of SoPs issued by Gol and GNCTD from time to time.


Addl CEO

Standard Operating Procedure (SOP) for Re-opening of Schools, Colleges, Educational/ Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc.

This SOP outlines various precautionary measures to be adopted while the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. are opened for students in addition to compliance of measures / guidelines issued by Government from time to time.

1. Readiness of Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc.

- i. Head of School / Institute should hold a meeting with SMC/PTA members to finalize the readiness plan for opening of School, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. for students. SMC/PTA should encourage vaccination among the parents.
- ii. Head of School / Institute are also advised to convene SMC/PTA meeting as and when required to review the compliance of COVID protocols, attendance of students and other confidence building measures.
- iii. Head of School / Institute to ensure thorough sanitization of the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. premises and ensure adequate availability of key supplies like thermal scanners, disinfectants, sanitizers, soaps, masks, etc.
- iv. Head of School / Institute to ensure that all the eligible teaching & non-teaching staff as well as support staff of the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. are vaccinated and it should be done at the top priority.
- v. Head of School / Institute to ensure that checklist (**Annexure-2**) be prepared on daily basis.

2. Preparation and Guidelines for permitted activities.

- i. Head of School / Institute to plan a Time-Table as per the capacity/occupancy limit of the Classrooms/Labs following COVID appropriate behavior. The availability of sufficient wash basins/ washing area to provide proper arrangement of hand washing for the students should also be kept in mind while preparing the time table. Maximum 50% students per classroom may be called depending upon the capacity / occupancy limit for seating of the students to maintain proper social distance. As the situation varies from school to school / college to college and Institute to Institute, the schedule of the Schools, Colleges, Educational / Coaching Institutes/ Libraries etc. may be staggered to avoid crowding in the classrooms & at the main entrance/exit gate. The Lunch breaks may also be staggered to avoid crowding of students and held preferably in an open area particularly as the students will be removing their masks while having food.


Addl CEO

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- ii. Head of School / Institute is also advised to use all the entry/exit gates of the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. building to avoid crowding at the time of entry and exit of students. There should be a gap of at least 01 hour between exit of last group of Morning shift and entry of first group of Evening shift in double shifted schools /colleges. Similarly all other Educational / Coaching Institutes shall maintain a gap between batches / shifts. Help of volunteers may be taken to avoid crowding and maintaining of COVID Appropriate Behavior (CAB) at the entry/exit gates of the building / premises.
 - iii. Students may be guided not to share lunch, books, copies and stationery items etc.
 - iv. **Students, teachers and employees living in the containment zone will not be allowed to come to Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc.**
 - v. Heads of School /Institute are also advised to ensure the following:
 - Increased facility for cleaning and sanitization especially in common areas and high touch surfaces.
 - Proper and regular cleaning and sanitization of class rooms.
 - Sanitizing facility should be available at the entry gates.
 - Provision for adequate soap (solid, liquid), wash basin and running water in all washrooms.
 - Seating arrangement should be done in such a way that seat/chair are occupied in alternate manner.
 - Sufficient availability of thermal scanners, sanitizers, disinfectants and masks etc.
 - All vehicles (buses, vans etc.) used for transportation of students / staff should be sanitized regularly and Head of School / Institute shall ensure that all eligible transportation staff (driver, attendant etc.) are vaccinated and it should be done at the top priority.

3. Regarding Vaccination and Ration Distribution centers running in schools

The area or part of the school / Institute building being used for the Vaccination or Ration Distribution should be properly separated/ demarcated from the area/part of the school / Institute building that will be used for Academic Activities. In this regard, District Administration shall cordon off the area demarcated for the Vaccination or Ration Distribution Center, make separate Entry/Exit for this purpose and deploy sufficient number of Civil Defense Volunteers to avoid mingling of students with the persons coming to Vaccination or Ration Distribution Centers.

4. Counseling / Guidance Program

- i. On campus counseling/ guidance of students and teachers to be conducted to give emotional / trauma support for their readiness with new normal of stringent physical distancing, face mask guidelines and hygiene guidelines.

~~MS~~
Add CED

- ii. Teachers are to ensure that they speak to each student and enquire about their well-being. They should provide counseling, emotional support to students & mentally prepare children for teaching learning activities and thereafter resume academic activities. Teachers are expected to:
- Understand the current academic level of their students.
 - Establish deep connect with their students and then initiate the learning process.
 - Gradually prepare students for Teaching Learning Activities by providing emotional support.
 - Bridge the learning gaps to strengthen and recapitulate the foundational subject specific competency of previous class.

5. Health & Safety Guidelines

- i. Staff should be deployed at the entry gates to ensure that no symptomatic student/staff/guest enter the school / Institute campus.
- ii. Mandatory Thermal Screening at school / Institute entry gates. No student, teachers, staff or guest should be allowed to enter the school / Institute premises without proper thermal scanning.
- iii. No entry for any student/ staff/ guest without mask on the face in a proper way.
- iv. Compulsory hand sanitization at entrance of school / Institute, Class Room, Labs, Library and Public Utility etc.
- v. Proper ventilation in all the classrooms and covered places should be ensured.

6. Parental Consent

- i. The Head of School / Institute should ensure that students attend the school / Institute with written consent of their parents (**Annexure-1**).
- ii. If the child or any of the family members shows COVID symptoms, parents should avoid sending the child to the school / Institute.
- iii. Parents should be advised not to send their ward to school / Institute if he/she is suffering from any critical illness/ co-morbidity.

7. Daily Symptoms Check Guidelines

People with COVID-19 have reported a wide variety of symptoms ranging from mild to severe illness. These include:

- Fever or chills
- Cough
- Shortness of breath or difficulty in breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat

[Signature]
Addl CEO

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student or staff member shows any of the above symptoms whilst at the school / Institute, they should be moved away from other people and into an outdoor / well ventilated space/ quarantine room. Teachers are also directed to report the Head of School / Head of Institute immediately if any student in their class found with COVID symptoms.

8. Quarantine Room

The Head of school / Institute should ensure availability of a Quarantine Room in the school / Institute in case of any emergency.

9. Face Mask Guidelines

- All members of school / Institute must wear a mask in the proper way.
- Head of School / Head of Institute to ensure that spare masks are available in school / Institute.

10. Physical Distancing Guidelines

All School / Institute authorities have to maintain physical distancing at all times by ensuring that students do not assemble or gather near entry/ exit gates of the school / Institute.

11. Campus Guest Policy

Routine guest visits should be discouraged. However, during emergency, parent's visit with proper **COVID Appropriate Behavior (CAB)** protocol may be permitted.

12. Awareness Drive

Posters / standees on preventive measures about COVID-19 to be displayed at all prominent places like class rooms, washrooms, parking, entry and exit etc. to ensure **COVID Appropriate Behavior (CAB)** like physical distancing and mask guidelines etc. Students should also be made aware of this through available online modes.

[Signature]
Addl CEO

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**Parent's Consent Form
(For Attending School / Institute)**

To

The Head of School / Institute
Name of the School/ Institute

Subject: Consent regarding attending of School / Institute by my ward.

With reference to the subject mentioned above, I _____, Father/
Mother / Guardian of _____ (Name of the student),
Class/Sec. _____, Roll No. _____ Student ID. _____ am
hereby pleased to give my consent and allow my ward to attend the school / institute for
classes and related activities. I will send my ward to the school / institute wearing a mask and
sensitize him / her to maintain social distancing, sanitize his / her hands from time to time, follow
COVID Appropriate Behavior (CAB), not to share books, note-books, stationery items, Tiffin
box etc.

I will also ensure that I shall not send my ward to school / institute in case my ward or anyone
in the family is suffering from COVID-19 symptoms.

Date: _____

Place: _____

Signature of Parent / Guardian _____

Parent / Guardian's Name _____

Student Name _____

Address _____

Mob.No. _____

~~AS~~
Addl CEO

m/c

**Checklist Regarding Implementation of Standard Operating Procedure (SOP) for
Re-opening of Schools / Institutes**

The Head of School / Institutes shall ensure that the following preparations are made before re-opening of Schools / Institutes for Students:

Sl. No.	Points to be checked	(Yes / No)
1.	Whether thorough sanitization of the school / institute premises is done?	
2.	Whether key supplies like thermal scanners, disinfectants, sanitizers, soaps, masks, etc. are available in adequate quantity in school / institute?	
3.	Whether all the teaching & non-teaching staff as well as all support staff of the school / institute is vaccinated? (If no, please give reasons)	
4.	Whether SMC / PTA Meeting regarding the readiness for re-opening of the school / institute for students was conducted?	
5.	Whether a Time Table for students attending the school after re-opening has been planned?	
6.	Whether the timings of School / Institute and Lunch break for students has been staggered as per SOPs?	
7.	Whether students are made aware regarding not sharing lunch, books, copies and stationery items?	
8.	Whether Students, teachers and other employees living in the containment zone have been directed not to attend the school / institute?	
9.	Whether the area or part of the school / institute building being used for vaccination site / ration distribution is properly separated/ demarcated from the area/part of the school building that will be used for Academic Activities and separate Entry/Exit for this purpose have been made?	
10.	Whether necessary directions regarding Counseling / Guidance Program have been provided to the teachers as given in the SOPs?	
11.	Whether all preparatory steps regarding Health & Safety Guidelines as given in SOPs have been taken?	
12.	Whether the Parental Consent Form as per Annexure - 2 has been obtained from all students who will attend the school / institute after re-opening?	
13.	Whether a Quarantine Room has been earmarked in the school / institute?	
14.	Whether guidelines related to Face Masks / Physical Distancing / Campus Guest Visit have been provided to all concerned as per the SOPs?	
15.	Whether measures regarding awareness about COVID-19 have been undertaken to ensure COVID Appropriate Behavior (CAB) like physical distancing and mask guidelines etc.?	

~~SS~~
Addl CEO

140/c

No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001

Dated 28th August, 2021

ORDER

In exercise of the powers, conferred under Section 10(2)(1) of the Disaster Management Act 2005, the undersigned hereby directs that the Order of Ministry of Home Affairs of even number dated 29th June, 2021, to ensure compliance to the containment measures for COVID-19, as conveyed vide Ministry of Health & Family Welfare (MoHFW) DO No. Z.28015/85/2021-DM Cell dated 28th June 2021, will remain in force upto 30th September, 2021.


Union Home Secretary

and, Chairman, National Executive Committee (NEC)

To:

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories
(As per list attached)

Copy to:

- i. All Members of the National Executive Committee
- ii. Member Secretary, National Disaster Management Authority