



**GALGOTIAS  
UNIVERSITY**

2020

**CAMPUS GUIDELINES:  
COVID 19**



## **PART-I**

### **S.O.P for Students - Traveling from home to Entry in Galgotias Campus**

1. The students will have to report at Galgotias campus on the pre-decided date and time as per the schedule notified by the college authorities mentioned in the Timetable uploaded Icloud and MS Team
2. Before the student starts the journey for Galgotias campus, he/she will have to **preferably** undergo Rapid Antigen/RTPCR Testing at home town and the Medical certificate. Report of the test of the same shall be submitted at the time of reporting to Galgotias campus. The Rapid Antigen/RTPCR Testing should be done within 3 days from the date of journey.
3. During the travel students are advised to abide by guidelines given from time to time by Government and University for prevention of COVID-19. The common instructions include:
  - a. Students are advised to wear a face mask during the journey to the Galgotias campus, and avoid touching the nose, eyes and mouth especially during travel, and wash/sanitize hands frequently.
  - b. Maintain social distancing norms at all times and avoid touching surfaces while in public places. If a surface is touched by accident, hands must be washed immediately with soap or use sanitizer.
  - c. Avoid crowded zones at the airport, train or bus station and maintain social distancing norms at all times.
  - d. Make digital payments instead of cash payments wherever possible.
  - e. It is preferable to carry own food and water during journey.
4. After reaching GU campus, the students will report to Bag drop and waiting area for sanitization of bags.
5. Immediately afterwards, the students have to report directly to Screening station where they will be screened.
6. At the screening station, they have to submit the original self-declaration by student along with report of RAT/RT-PCR.
7. Installation of Arogya setu app shall be checked at this point.
8. Those students not procuring the test reports or found symptomatic at screening shall not be allowed in the classrooms.
9. The students who are from outside city and staying in hostel shall be quarantined to designated hostel. Quarantined will be monitored for any symptoms.

## **Part-II**

### **S.O.P for Students- Hostel residence**

1. Hostel Admin will allot the rooms in the hostel by following all formalities where the students will have to stay without going anywhere else for said period as per isolation policy (14 days as per guidelines of UP state)
2. The food court shall provide lunch dinner and breakfast as per the SOP. However, for the students placed in isolation/ quarantine, the lunch, dinner & breakfast will be provided by Hostel Administration though the food court in disposable packing. The hostel warden will be the coordinator between the mess and the isolated students.
3. Thermal screening of the students will be done daily in the morning and they will also self-monitor themselves for any symptoms
4. A student developing any symptoms will have to report immediately to hostel authorities (Mr. Vikas Raghav)
5. Crowding should be strictly avoided in the hostel premises.
- 6. The students shall not be allowed to leave the campus.**
7. Outside food/other eatables should be avoided in the hostel premises, however food court facility created in campus can be availed by the students even for parcel service
8. Visitors shall be avoided as far as possible.
9. Online purchases to be avoided to minimize the risk of infection from unknown service provider personnel.
10. The students will have to strictly follow instructions as per SOP otherwise disciplinary action will be initiated against the erring students.
11. Use of Arogya Setu App is mandatory for all students (along with Bluetooth to be on)
12. The students must carry following along with the other essential commodities while reporting to the Hostel for their own safety.
  - a. Face mask (3 layer mask) sufficient in numbers
  - b. Gloves
  - c. Personal Hand sanitizer
  - d. Liquid soap
  - e. Plate/ glass/ Mug/ spoons
  - f. Head cap

### **Part-III**

#### **SOP for Community Areas of Galgotias University in COVID 19 scenario**

##### **SOP for Users in Community Areas:**

1. Use face cover/masks all the time and maintain physical distancing as suggested by UGC/State Government. The students must seat as per designated seating plan.
2. Practice frequent hand washing with soap and water or alcohol-based hand sanitizers before entry and after leaving these places.
3. Basic etiquettes like practice of covering mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow to be strictly followed.
4. Proper disposal of face covers / masks / gloves at designated places after their use at the designated place only
5. Follow the guidelines strictly to reduce the risk of COVID-19 in Community Areas.
6. Do not use these facilities, if you present with the symptoms suggestive of COVID.

##### **SOP for Personnel Providing Services:**

1. Ensure proper cleaning and sanitization of the all community areas before use.
2. Allow entry to only those individuals using face cover/masks.
3. Ensure thermal screening and mandatory hand hygiene of all the individuals at entrance points.
4. Ensure availability of hand washing facilities, hygienic working areas and waste management facilities at these places.
5. Ensure that basic guidelines are strictly followed by the users of these services.
6. Ensure proper cleaning and sanitization of the concerned area after its use/activity.

## **Part IV**

### **SOP for Entry to Academic Areas- Classrooms, Clinical teachings & Library**

#### **A. Classrooms**

The theory lectures will be conducted 3 days offline and three days online to avoid the gathering of students in classrooms till normalcy is restored (physical mode the class rooms shall be occupied with 50% capacity only).

#### **B. Laboratory Practicals**

##### ***1. Mandatory for students:***

- a. Mask
- b. Personal Hand sanitizer
- c. No bags
- d. No apron
- e. No ornaments
- f. Long hair should be tied
- g. Scrubs for students
- h. Gloves
- i. Head cap

##### ***2. Mandatory for Schools***

- a. 60 /70 students (Each division with 60/70 in a way one batch shall not have more than 35 students) shall be divided 2 batches
- b. Each department concerned with clinical teaching/ Lab shall conduct lab in two batches. Each batch shall report 3 days to the campus
- c. The University shall have 6 days working as per the roaster as decided by administration.

##### ***3. Entry to the University***

- a. The movement of the students within the campus has to be restricted to the block wherein their classes/ labs are scheduled.
- b. Temperature checking, hand washing basin and hand sanitizer.
- c. Strict avoidance of elevator use.
- d. Entrance only through stairs to the respective dept/ school
- e. Strictly with I card
- f. Students should strictly not enter the Staff cabins
- g. Labs will be taken by the identified teachers maintaining appropriate social distancing norms during the class.
- h. Students should bring mask, hand gloves and head cap.

##### **4. Attendance shall be taken on app**

##### ***5. Exit from University:***

- a. Students shall leave campus immediately after classes/laboratory courses
- b. Students shall use the stairs only while leaving from the campus
- c. Do not cluster anywhere in the University premises.

### **C) SOP for Library**

#### **SOP for Students:**

1. Use face cover/masks all the time and maintain physical distancing.
2. Practice hand washing with soap and water or alcohol-based hand sanitizers before entry and after leaving the place.
3. Basic etiquettes like practice of covering one's mouth and nose while coughing/sneezing with a tissue /handkerchief/ flexed elbow to be strictly followed.
4. Keep the books you want to return in designated areas after verifying from the librarian.
5. Proper disposal of face covers / masks / gloves at designated places after their use.
6. Follow the guidelines strictly to reduce the risk of COVID-19.
7. Do not use these facilities, if you present with the symptoms suggestive of COVID.

#### **SOP for Personnel Providing Services:**

1. Ensure proper cleaning and sanitization of the concerned area before use.
2. Seats should be marked and blocked to maintain social distancing in the hall.
3. Allow entry to only those individuals using face cover/masks.
4. Ensure temperature screening and mandatory hand hygiene of all the individuals at entrance points.
5. Ensure availability of hand washing facilities, hygienic working areas and waste management facilities at these places.
6. Ensure that basic guidelines are strictly followed by the users of these services.
7. While returning the books, the books shall not be directly stacked in the racks, but sanitized with UV chambers and then kept on the racks.
8. Ensure proper cleaning and sanitization of the concerned area after its use/activity.

## **Part-V SOP for Central Mess & other dining areas like food-court**

### **SOP for Students for using Central Mess & other dining areas:**

1. Students will use central mess facility as per their allotted time slots.
2. Social distancing shall be followed strictly in the dining hall.
3. All students visiting the central mess/ other dining areas are advised to avoid crowding at these places.
4. Food shall be served at the counter by mess/ canteen staff to avoid unnecessary handling of the utensils.
5. Use face cover/masks all the time except while having meals and maintain physical distancing of at least one meter.
6. Practice hand washing with soap and water or alcohol-based hand sanitizers before entry and after leaving these places.
7. Basic etiquettes like practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow to be strictly followed.
8. Proper disposal of face covers / masks / gloves at designated places after their use.
9. Follow the guidelines strictly to reduce the risk of COVID-19 in Community Areas.
10. Do not use these facilities, if you present with the symptoms suggestive of COVID.
11. Leave the place immediately after having meals and avoid unnecessary gathering/crowding at the dining areas.

### **SOP for Personnel Providing Services:**

1. All the persons who are at mess/ Food- court must get their covid test done
2. Ensure proper cleaning and sanitization of the concerned area before use.
3. Allow entry to only those individuals using face cover/masks.
4. Ensure temperature screening and mandatory hand hygiene of all the individuals at entrance points.
5. Ensure availability of hand washing facilities, hygienic working areas and waste management facilities at these places.
6. Ensure that the food is ready to serve at the scheduled time to avoid waiting and crowding at these places.
7. Food shall be served by the canteen staff using hand gloves, mask and head cap and students should not be allowed to handle the serving utensils.
8. Ensure that all the staff working in the canteen/central mess are wearing masks, caps and hand gloves and are following all hygienic practices.
9. Ensure that all the staff working in the central mess/canteen are asymptomatic by doing their medical checkup and their daily temperature screening and weekly health checkup is strictly done.
10. Ensure that basic guidelines issued by Govt. for hotels/restaurants including utilization of only upto 50% seating capacity are strictly followed by the users of these services.
11. Ensure proper cleaning and sanitization of the concerned area after its use/activity.