



SOP for RE-OPENING OF COLLEGE POST LOCKDOWN DUE TO COVID-19 PANDEMIC

Generic Preventive Measures/COVID-19 Appropriate Behavior

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 for all faculty, staff, students and visitors to the campus. A spot fine of Rs.1000 will be levied if faculty, staff and students are found not wearing the mask.**
- 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. A spot fine of Rs.1000 will be levied on anyone found spitting anywhere in the campus.**
- vii. Installation & use of **Aarogya Setu App** shall be advised wherever feasible.
- viii. Dispose all used masks, tissues and other materials in the designated dustbins. Dustbins must be cleaned and covered properly.
- ix. 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 ensured.

Re-Opening the Campuses - Guidelines

- The campus will be reopened in a phased manner, ensuring safety, health and well-being of all students and staff.
- Students to be called back in phased manner – as per the schedule given below (students list batch wise with roll numbers is enclosed). They are requested to adhere to this plan so as to ensure the safety of all concerned.

Batch	Date and time of reporting
All Day Scholars	30.12.2020, Monday, 9-1 pm only
ALL HOSTEL STUDENTS/ Students with Inter District/ Inter State Travel	
Additional batch <ul style="list-style-type: none">• Final MBBS part 1 and 2	01.12.2020, Tuesday, 9-1 pm only
Final MBBS Part 2 regular (Roll no. 1-45)	02.12.2020, Wednesday, 9-1 pm only
Final MBBS Part 2 regular (Roll no. 46-87)	03.12.2020, Thursday, 9-1 pm only
First MBBS (Roll no. 1-50)	04.12.2020, Friday, 9-1 pm only
First MBBS (Roll no. 51-100)	07.12.2020, Monday, 9-1 pm only
Final MBBS Part 1 regular (Roll no. 1-50)	08.12.2020, Tuesday, 9-1 pm only
Final MBBS Part 1 regular (Roll no. 51-99)	09.12.2020, Wednesday, 9-1 pm only
Second MBBS (Roll no. 1-50)	10.12.2020, Thursday, 9-1 pm only
Second MBBS (Roll no. 51-97)	11.12.2020, Friday, 9-1 pm only

- **There will be no winter vacation this year.**

Pre-requisites

- Carry the Undertaking form duly signed by the parent/guardian; Have a copy of self-declaration form ready (attached).
- Install & update of 'Aarogya Setu App'.
- Please send us your travel plans before 6 pm on 29.11.2020 6 pm. Click the link to fill the details <https://forms.gle/LPARzkRSWmp7h1Dy8>
- Transfer online a sum of Rs. 1500/- towards RTPCR testing. (details enclosed)
- Please keep a photocopy of Aadhar ID ready to submit to the testing centre.

Essential items to carry:

Each student must bring along the following essential items before entering the campus:

- Triple layered surgical mask-minimum 100
- cloth mask-6 in number
- 70% alcohol based Hand sanitiser-500 ml (2 no), 100 ml(2Nos)
- Liquid soaps for personal use in washrooms - 2bottles

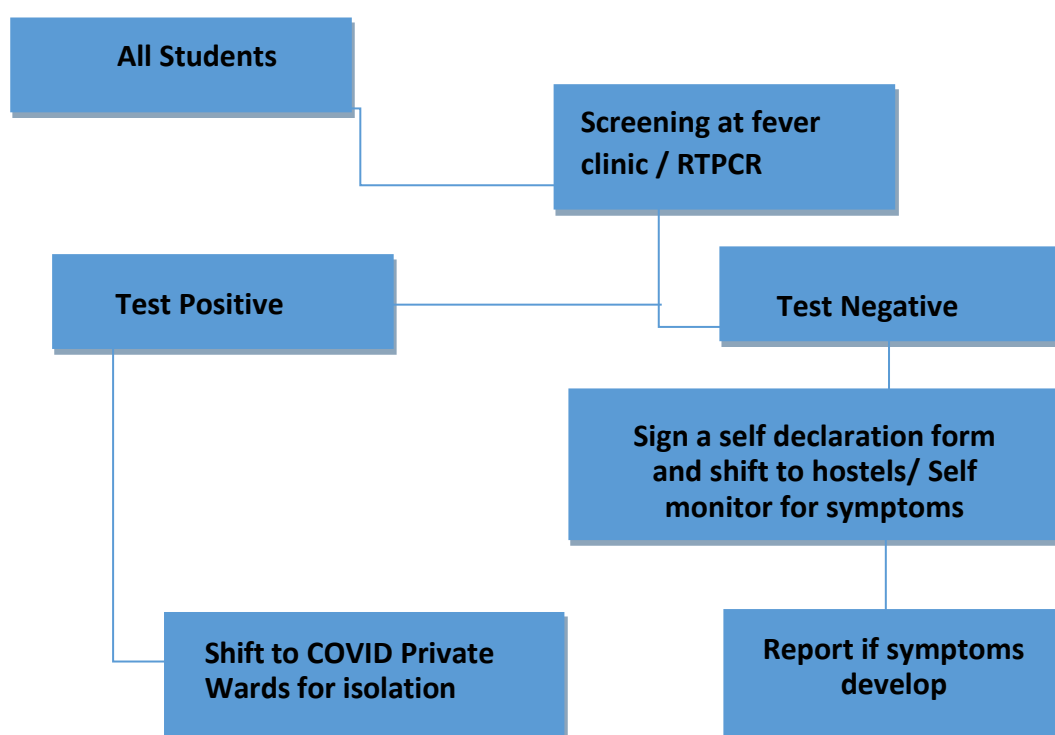
For following social distancing norms in mess

- Food carriers-2 No, Plates – 2, Glasses -2

Note: Students must possess valid ID cards issued by AVMC.

Reporting to campus after travel

1. **Report to campus only from 9 AM - 1 PM.** Students unable to reach the campus before the stipulated time are requested to make their own arrangements for stay till 9 am next working day.
2. **Students should not go directly to hostels.** Wardens and caretakers should ensure that the students go to the screening fever clinics and should allow them inside the hostels only if the students have Negative RTPCR report.
3. Parents will not be allowed to stay with students in the hostels.
4. Upon arrival at AVMC, the students should visit the designated fever clinics at the C Block of the hospital, and get evaluated for COVID symptoms. Parents will not be allowed inside the fever clinic or testing area.
5. **All students will undergo thermal screening, evaluation for symptoms and RTPCR testing mandatorily.** They will be quarantined at designated places till test result arrive (may take up to 24 hours).
6. All **RTPCR negative** individuals need to sign a self-declaration form (attached) and can then move to respective hostels.
7. Once they are in the hostels, students are requested to self-monitor. If they develop any symptoms, re-valuation will be done.
8. All **RTPCR positive students** will be admitted in COVID – private ward for isolation and treatment.
9. Students have to bear the expenses towards RTPCR (Rs.1500/-test) and hospitalisation (as need be) as per Institute policy.



Educational Measures

- Online/ learning shall continue to be the preferred mode of teaching.
- Physical classes for clinics and practical sessions will follow strict social distancing norms and will be held in small groups.

Safety Concerns

- Non-resident students (day scholars) will be allowed in campuses only after testing negative on RTPCR on the day of reporting. Subsequent they need to undergo thermal scanning, sanitization of their hands, wearing of face masks and gloves daily. COVID Positive / Symptomatic persons will be advised isolation and treatment.
- To avoid the risk of transmission, the students, faculty and staff will be screened on a daily basis and symptomatic ones be advised to get clinically assessed.
- Isolation and quarantine facilities are available in the campus. Proper arrangement of safety, health, food, water etc. will be ensured for those in quarantine and isolation facilities.
- **AVMC has prepared a policy for restricting the outside experts on campuses, study tours; field works etc., keeping in mind the COVID-19 situation. All such programs and extracurricular activities will not be permitted where physical distancing is not possible.**
- Norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., labs, Seminar halls, mess, Canteen, and Parking Area etc. will be followed.
- **Staggered mess timing will be followed for all batches.** Students are requested to adhere to their scheduled timing.
- **Day scholars will not be permitted to enter the hostels.**
- Proper signages, symbols, posters etc. are prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing.
- **Students are encouraged to regularly visit the Student Counselor to share about their anxiety, stress or fear and other issues.**

Contact Details

Purpose	Contact person	Mobile number/ email id
Emergency helpline number for COVID symptoms	Fever clinic	7530099136
General enquiry	Dr. Arunachalam, Vice Principal, Students Affairs	9443203232 vpstudentaffairs@avmc.edu.in
	Mr. RR Kumar, Student welfare Officer	9443024890 studentshelpline@avmc.edu.in
Hostels	Dr. Poongothai, Chief Warden Ladies Hostel	9003404531 ladieshostelwarden@avmc.edu.in
	Mr. Sridhar, Warden Gents Hostel	9159896756 gentshostelwarden@avmc.edu.in
Payment details and online transfer	Mr. Bhageerthan, Accounts Manager	9894043265 cbma@vinayakamissions.com
Counseling Services	Mrs. Rama, Student Counselor	9894268136 studentcounsellor@avmc.edu.in

Institutional Planning

- A detailed plan of details of reopening the campus in a phased manner with a complete roster for all departments and batches of students will be circulated in advance. All are requested to adhere to these plans strictly.
- The Housekeeping and Hospital Infection Control Committee must ensure appropriate sanitization and disinfection process and procedures.
- **It is mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.**
- The Institutional COVID task force along with Dean, Dean HPE, MS, DMS, RMO, Vice Principals, Wardens and HICC member secretary will monitor the phased reopening plan and trouble shoot issues.
- Physical classes should end in staggered manner. Students to be let out in phased manner. Teachers are required to monitor the same.

- **The visitors to hostels should either not be allowed at all or their entry should be drastically restricted. Complete contact details of the visitors be maintained along with the names of persons whom he/ she meets.**

Safety Measures at Entry/ Exit Point(s)

- Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different student groups should be followed.
- **Monitoring of the entry and exit of the students should be done.**
- **Thermal scanning will be done at entry and exit to all hospital, college, mess and hostel buildings.**

Safety Measures during Working Hours

- **Clean Classrooms and other Learning Sites should be cleaned using 1% sodium hypochlorite, 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.**
- 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.
- **Wearing face cover/ mask is a must at all times and at all places inside the campus.**

Institutional Protocol for treatment

1. AVMC has a designated Helpline number for emergency contact – which will be answered always; this number is displayed prominently in all areas. This number should be shared with all students through mobile SMS/ Whatsapp.
2. Any sickness/ illness, the students should contact this number.
3. All sick students shall be admitted in our hospital & treated as per the established protocols. Transfer to other hospital/ cities will not be encouraged.
4. For detailed information regarding the above points refer to the SOP and Guidelines issued by UGC and VMRF (available in our website).

Payment details for RTPCR

Amount credited to the following Account: 1500/-

Account Name : Aarupadai Veedu Medical College

Account No : 519011003809

IFSC Code : KKBK0008955

Bank Name : Kotak Mahindra Bank, Mission Street, Pondicherry

Details to be filled by Students:

1. Student
2. Name :
3. Father Name
4. Admission Year
5. Contact No :
6. Account Holder Name
7. Bank Name, Branch & Place:
8. UTRI Number / Reference Number:-
9. Amount
10. Transferred Date :



UNDERTAKING BY THE PARENT

Date

From

(Name

Father/mother/guardian of student.....name...batch...

Place)

To

The Dean,
AVMC

Sir,

Sub : Sending my ward on my own to attend classes – reg.

This refers to the above subject. I am sending my son/daughter Mr./Ms._____ to attend the regular classes at your institution on my own and without any compulsion from anyone, following the guidelines issued by the NMC/Government/University/institution.

I hereby take the full responsibility for the health and welfare of my son/daughter and wholeheartedly sending my son/daughter to the classes to learn from the teachers.

I will ensure that my ward will comply with the institutional polices issued from time to time for his/her own safety and well-being.

Thanking you,

Yours truly,

Date :

Place :



Self Declaration Form

Name of the student : _____

Programme : MBBS

Year of study : _____

Reg. No. : _____

Institution : AVMC, Pondicherry

Hostel Name : _____

Room No. : _____

Contact No. : _____

Address of Parent/Guardian : _____

Parent/Guardian Contact No. : _____

I hereby declare that I am found RTPCR Test Negative for COVID 19 on arrival at the college on (date) _____. I affirm that it is my sole responsibility to self-monitor and take care of myself and follow the instructions and guidelines issued by the institution from time to time. I will keep my parents informed on the developments regularly.

Date :

Signature of Student