

K.L.N.COLLEGE OF ENGINEERING

CAMPUS MAINTENANCE OFFICE

08.09.2020

Standard Operating Procedure (SOP) to be followed by all the staff - post lockdown period:

- 1) Staff with any symptoms such as fever, continuous cough and breathing difficulties need not come to college.
- 2) Before leaving from home in morning staff are instructed to ensure the followings
 - Wearing a mask (**mandatory**)
 - Keep additional mask for alternate (**optional**)
 - Keep quality hand sanitizer (**optional**)
 - Keep own snacks and food (avoid outside purchase)
- 3) Staff are instructed to come by either college transport facility or by their own transport facility, use of public transport is restricted.
- 4) Staff those who come by college bus are allowed to get in to the bus only if they wears mask and they must clean their hands by sanitizer at the time of getting in to the bus
- 5) In order to maintain proper social distancing inside the college bus, only 50% of seating capacity should be occupied inside the bus, only one staff is allowed to sit in two seated, similarly two staff may sit in three seated with proper distancing
- 6) College buses will be stopped at the check post nearer to Founders statue, staff are instructed to sit in their respective places, after thermal scanning and hand sanitization of all staff the buses will be allowed inside the campus
- 7) Staff those who come by own vehicle should stop their vehicle at check post nearer to Founders statue, after thermal scanning and hand sanitization they are allowed to enter inside the campus if they wears a mask
- 8) In order to eliminate the crowding and queuing in front of face detection machine, it is planned to maintain attendance register in respective departments, hence, instead face detection recording, staff are instructed to sign in the attendance register maintained in department office
- 9) Staff are instructed to wear mask for the entire working time, mask should not be lifted up/down unnecessarily, also staff are instructed that don't put any used masks on the dust bins

- 10) It is planned to maintain the hand sanitizer at each department also it will be operated by a single allotted worker. Staff are instructed to clean their hands frequently during the working hours
- 11) Staff are instructed to avoid touching of walls, doors, gates etc.
- 12) Staff are instructed to avoid handshake with others
- 13) Use of air conditioning system is not permitted, staff are instructed to make their rooms ventilated with natural air
- 14) Staff are instructed to work from their seats, avoid going to other's places.
- 15) Discussion and interaction with others may be held through mobile phones as far as possible
- 16) In case of unavoidable discussion, staff are instructed to maintain at least 2m social distance
- 17) Avoid the purchase of food and snacks from outside, during lunch time staff are instructed to eat only in their respective places, avoid gathering and avoid exchange of foods with others
- 18) In the return trip staff are instructed to maintain social distancing while getting in to the bus by making queue with proper distancing also maintain seating arrangements with proper spacing as like in the morning and wear a mask till destination

Campus Maintenance Incharge

PRINCIPAL