

K.L.N.COLLEGE OF ENGINEERING

An Autonomous Institution, Affiliated to Anna University, Chennai

08.09.2020

Standard Operating Procedures (SOPs – Covid 19) to be followed by all the staff & Students- post lockdown period:

- 1) Those with any symptoms such as fever, continuous cough and breathing difficulties need not come to college.
- 2) Before leaving from home in morning all 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) All 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) College buses will be stopped at the check post nearer to Founders statue in college, all are instructed to sit in their respective places in the buses, after thermal scanning and hand sanitization of all staff, the buses will be allowed inside the campus
- 6) Those who come by own vehicle should stop their vehicle at check post nearer to Founders statue in college, after thermal scanning and hand sanitization they are allowed to enter inside the campus if they wears a mask
- 7) All 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
- 8) All should maintain social distance with each other atleast for a distance of 6 feet for entire working hours

- 9) It is planned to maintain the hand sanitizer at each department also it will be operated by a single allotted worker. All are instructed to clean their hands frequently during the working hours
- 10) All are instructed to avoid touching of walls, doors, gates etc.
- 11) All are instructed to avoid handshake with others
- 12) Use of air conditioning system is not permitted
- 13) Avoid the purchase of food and snacks from outside, during lunch time all are instructed to eat only in their respective places, avoid gathering and avoid exchange of foods with others
- 14) In the return trip all are instructed to maintain social distancing while getting in to the bus by making queue with proper distancing and wear a mask till reaching destination

Standard Operating Procedures (SOPs – Covid 19) to be followed by Nodal Officer:

- 1) Sanitization of used rooms, labs and administration block in frequent manner
- 2) Sanitization of used buses in frequent manner
- 3) Monitoring thermal scanning and hand sanitization of all at the main gate entrance
- 4) Monitoring mask wearing and social distancing of all staff and students
- 5) Monitoring wash room cleaning



NODAL OFFICER



PRINCIPAL