



## INDIAN INSTITUTE OF TECHNOLOGY – ROORKEE

# SOP FOR SURVEILLANCE, CONTAINMENT & CAUTION

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All activities have been permitted outside containment zone. However, the following activities will be subjected to strict adherence of SoPs as indicated below:

- Social/religious/sports/entertainment/educational/cultural/religious gathering, subjected to SOP of the Government of India & District administration.
- Cinema halls and theatres, subject to a revised to a revised SoP to be issued by the Ministry of Information & Broadcasting in consultation with MHA.
- Swimming pools, subject to a revised SoP to be issued by the Ministry of Youth Affairs & Sports (MoYA&S) in consultation with MHA.
- Exhibition halls, subject to a revised SoP to be issued by the Department of the Commerce in consultation with MHA.

#### NOTE

- a) This is not applicable for the return of students to the campus. The guidelines of return of students come under the purview of the DoSW office.
- b) This is with compliance of the advisory to be followed to enter into Uttarakhand state from 1<sup>st</sup> April 2021 onwards (order 1143/USDMA/792(2020)TC) & the Uttarakhand State Government (1002/USDMA/792(2020) TC).



## INDIAN INSTITUTE OF TECHNOLOGY – ROORKEE

### A. SOP FOR ENTRY OF CONTRACTOR'S WORKMEN/ WORK HIRE AGENCY/ OTHER SERVICE PROVIDER

The following points shall be taken care regarding entry of Contractor's Workmen/Work hire agency/other service providers in IITR campus:

1. Use of **Aarogya Setu app** by all on IITR Campus is advised.
2. Everyone must wear a face mask at all times.
3. Spitting on public places inside the campus will be strictly prohibited (a punishable offence under the Disaster Management Act).
4. All Individuals must maintain a minimum distance of 6 feet every time (Social Distancing).
5. No person from containment zone shall be allowed and involved in the work. It is whole sole responsibility of indenting/ concern office to ensure the same. It is advised to maintain the record of all involved persons involved in site/activities.
6. The **site/zone/location** on which the work is to be done, the isolation of the working contractor workmen (i.e. they are confined in a defined area) and adherence of all safety guidelines will be ensured by the respective indenting department / office only.
7. All contractor workmen will be provided with a basic Wear-Three (Safety Helmets, Goggles & Safety Shoes), Carry-Three (Gloves, Ear-plug & mask) & reflective **jacket & required to wear it** all the time while attending /working at the IITR campus.
8. Person with fever or problem with breathing shall not be allowed at the site and must visit city hospital. It shall be responsibility of the contractor/indenting office to take care of this.
9. It will be the responsibility of the contractor to ensure that their workmen enter the IITR campus and **go directly to the designated site/zone/location** and move out of the campus directly after the shift ends. In any case, if they are found anywhere other than the nominated site, then in that case strict actions will be taken against the contractor.
10. There shall be no restriction on intra-State & intra-State movement of persons and goods.
11. Persons travelling from the states namely; Maharashtra, Kerala, Punjab. Karnataka, Chhattisgarh, Madhya Pradesh, Tamil Nadu, Gujarat, Haryana, Uttar Pradesh, Delhi and Rajasthan by road, air and train to Uttarakhand are advised to carry negative RT-PCR test report (test done 72 hours prior to the time of arrival to Uttarakhand state).
12. No separate permission/approval/e-permit will be required for any such movement (as per latest guidelines: 1002 / USDMA / 792 (2020) TC.

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## INDIAN INSTITUTE OF TECHNOLOGY – ROORKEE

### B. SOP FOR INTRA-STATE (WITHIN UTTARAKHAND) & INTER- STATES (UTTRAKHAND TO OTHER & OTHER TO UTTARAKHAND STATE) FOR PERSONAL OR OFFICIAL REASONS

The following points shall be taken care for intra-state & intra-state movement of asymptomatic visitors/persons for official or personal reasons. This SoP is valid till a new directive is issued by the Uttarakhand government.

1. There shall be no restriction on inter-State & intra-State movement of persons.
2. No separate permission/approval/e-permit will be required for any such movement (as per latest guidelines: 1002 / USDMA / 792 (2020) TC.
3. Persons travelling from the states namely; Maharashtra, Kerala, Punjab. Karnataka, Chhattisgarh, Madhya Pradesh, Tamil Nadu, Gujarat, Haryana, Uttar Pradesh, Delhi and Rajasthan by road, air and train to Uttarakhand are advised to carry negative RT-PCR test report (test done 72 hours prior to the time of arrival to Uttarakhand state). Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years (vulnerable section of the people) are advised to travel only in unavoidable circumstances.
1. Use of **Aarogya Setu App** is strongly recommended.
2. Use of face mask is mandatory.
3. Spitting on public places will be strictly prohibited (a punishable offense under the Disaster Management Act).
4. Frequent wash of hands or use of hand sanitizer is recommended.
5. All Individuals must maintain a minimum distance of 6 feet every time (Social Distancing).
6. All persons, irrespective of the mode of travel, days of visit shall be exempted from being quarantined.

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## INDIAN INSTITUTE OF TECHNOLOGY – ROORKEE

### C. SOP FOR COMMERCIAL ESTABLISHMENTS (NEWSPAPER VENDOR/MILKMAN/WASHERMAN/STATIONARY SHOPS/BARBER SHOP/FRUIT & VEGETABLE VENDORS) INSIDE THE CAMPUS

According to the decision made by the Institute committee with reference to the USDMA issued guidelines, below are the SoP defined for the commercial activities (newspaper vendor/milkman/washerman/stationary shops/barber shop/fruit & vegetable vendors) inside the campus:

1. Barber shops are allowed to open at the campus including the Hostel/Bhawan area with adherence to below points:
  - i. Reduce overcrowding and staggering of clients through any system (i.e. Token system through e-mode e.g. Whatsapp).
  - ii. Proper sanitization of the area after every use.
  - iii. Chairs should be placed in such a way that minimum 6 feet's distance between two chairs.
  - iv. Hand sanitizers at the entry gate of the shop for client.
  - v. Separate towel/shall be used for each client every time, In case towels are to be reused a separate towel to be used for each customer and the used towel shall be disinfected by 0.1% sodium hypochlorite solution.
  - vi. All equipment shall be sanitized after each use on the client.
  - vii. Carpets and rugs are not allowed. Floor must be cleaned regularly and frequently.
  - viii. The Arogaya Setu application will be downloaded by all workers /clients.
  - ix. Use of mask/face shield, hand gloves by staffs. The use of **Cover All** by staff is suggested.
2. Newspaper delivery, Milkman & vegetable vendors are allowed with adherence to all safety measures. They will be allowed to go to the residence gate.
3. The time limit for all commercial outlets/ shops (inside the campus) to remain open till to 8 pm (as per local administration order no-548/P.A, date-25.11.2020).
4. All stationary shops inside the campus are allowed to with adherence to safety precautions in mind.
5. The Washerman are allowed to visit the residence inside the campus.

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## INDIAN INSTITUTE OF TECHNOLOGY – ROORKEE

### D: SOP FOR INSTITUTE SPORTS COUNCIL

(w.r.t Notification No: IITR/ISC/SOP/2020-21/2)

It is for the general information of all the Students, Faculty and Staff members that according to the recommendation of the Review Committee, the following Sports Activities opening with immediate effect under the stipulated Standard Operating Procedure (SOP) as approved by the Competent Authority.

Activities	Timings	Remarks
Athletics (LBS Stadium)	06:00 a.m. – 8:00 p.m.	1. Only walking, jogging, and other free-hand exercises are allowed. 2. Wearing a mask is compulsory while walking. For people engaged in other high intensity aerobic exercises, wearing a mask is recommended. 3. A maximum of 100 persons is allowed at a time inside LBS.
Badminton	06:00 a.m. -10:00 p.m. (for staff and their wards) 04:00 p.m. to 08:00 p.m. (for students)	Singles & Doubles
Basketball	06:30 a.m. -09:30 a.m. (for staff and their wards) 4:00 p.m. to 8:00 p.m. (for students)	Practice Game only. Competitive matches are not allowed
Cricket	06:30 a.m.- 09:30 a.m. 3:30 p.m. - 8:00 p.m.	Practice Game only. Competitive matches are not allowed
Football	3:30 p.m.- 8:00 p.m.	Practice Game only. Competitive matches are not allowed
Hockey	3:30 p.m. - 8:00 p.m.	Practice Game only. Competitive matches are not allowed
Squash	06:30 a.m. – 09:30 a.m. 4:00 p.m. – 8:00 p.m.	Singles & Doubles
Tennis	06:30 a.m.- 09:30 a.m. 4:00 p.m. - 8:00 p.m.	Singles & Doubles
Table Tennis	06:00 a.m.- 10:00 a.m 4:00 p.m.- 8:00 p.m.	Singles & Doubles
Volleyball	3:30 p.m.- 8:00 p.m.	Practice Game only. Competitive matches are not allowed
Yoga	06:30 a.m. -08:30 a.m. 5.00 p.m. - 7.00 p.m.	A maximum of 15 persons are allowed at a time inside the Yoga hall.

The entry into the permitted sports facilities will only be allowed with a valid Institute ID card/Medical booklet. Only LBS Stadium will be opened on all SEVEN Days of the Week others sports facilities will remain closed on Monday and Gazetted Holidays.

**The Institute has made the following safety arrangements:**

1. Daily sanitization of common areas in the sports facilities and the toilets.
2. Contactless soap-dispensing machines in the toilets.
3. Pedal-operated hand sanitizer dispensers near each sports facility.
4. Thermal screening at the entrance of each sports facility.

All are requested to follow the instructions and cooperate with the sports officials and security personal to ensure the safety of the Institute Community.

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SOP/Surveillance, Containment & Caution/IITR



## INDIAN INSTITUTE OF TECHNOLOGY – ROORKEE

### E: SOP FOR ANY GATHERING (SOCIAL/ RELIGIOUS/ SPORTS/ ENTERTAINMENT/ EDUCATIONAL/ CULTURAL)

The following points shall be taken care of for social/ religious/ sports/ entertainment/ educational/ cultural gathering. This SoP is valid till a new directive is issued by the Uttarakhand government.

1. The use of Aarogya Setu App is strongly recommended & shall update the same regularly.
2. The use of a face mask is mandatory every time.
3. All such gatherings shall be done only with prior permission with the consent of their respective authorized approving office.
4. Spitting on the public will be strictly prohibited (a punishable offense under the Disaster Management Act).
5. All Individuals must maintain a minimum distance of 6 feet every time (Social Distancing).
6. Use of sanitizer at event location shall be ensuring by the organizer.
7. Any gathering shall be allowed only with 50% capacity of the closed hall with ceiling of 100 persons (maximum) at any time with adherence of all covid19 safety guidelines. In open area 100 persons (maximum) gathering allowed at any time. The details of guests shall be maintained by the organizer.
8. Proper arrangement of disposal bins shall be ensured.
9. Proper sanitization of the area after every use shall be ensured.

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## INDIAN INSTITUTE OF TECHNOLOGY – ROORKEE

### F: GUIDELINES FOR INTERNATIONAL ARRIVALS

(IN SUPERSESSION OF ALL GUIDELINES ISSUED ON THE SUBJECT SINCE 2ND AUGUST 2020)

In the context of COVID-19, Government of India is following point of entry procedures for identifying International travelers, particularly at-risk travelers to India through multi-pronged strategy of thermal screening and testing. There is increasing evidence that the mutant variant of SARS-CoV-2 is in circulation in many countries and these mutant variants are driving the pandemic in their country of origin. So far, the three SARSCoV-2 variants in circulation viz-a-viz (i) UK Variant [VOC 202012/01(B.1.1.7)] (ii) South Africa variant [501Y.V2 (B.1.351)] and (iii) Brazil variant [P.1 (P.1)] - have been detected in 86, 44 and 15 countries respectively.

All three variants have demonstrated increased transmissibility, as reported by World Health Organization. Ministry Health of Family & Welfare in consultation with Ministry of Civil Aviation has reviewed the situation with regard to point of entry actions required to minimize the risk of importation of mutant strains of SARS-CoV-2.

This document addresses all the actions that need to be taken in two parts:

- Part (A) Standard Operating Procedures for all international travelers coming to India
- Part (B) Additional procedures for those coming from United Kingdom, Europe and Middle East.

This Standard Operating Procedure shall be valid w.e.f. 22nd February 2021 (23.59 Hrs IST) till further orders. Based on the risk assessment, this document shall be reviewed from time to time. **All travelers arriving to IITR campus shall report to institute hospital at arrival on institute gate**

**Part A – For all international travelers except travelers coming through flights originating from United Kingdom, Europe and Middle East**

#### **A.1. Planning for Travel**

All travelers should

- (i) **A.** submits self-declaration form on the online Air Suvidha portal ([www.newdelhiaairport.in](http://www.newdelhiaairport.in)) before the scheduled travel.
- B.** Upload a negative COVID-19 RT-PCR report. This test should have been conducted within 72 hrs prior to undertaking the journey. Each passenger shall also submit a declaration with respect to authenticity of the report and will be liable for criminal prosecution, if found otherwise.



- (ii) They should also give an undertaking on the portal or otherwise to Ministry of Civil Aviation, Govt. of India, through concerned airlines before they are allowed to undertake the journey Page 2 of 5 that they would abide by the decision of the appropriate government authority to undergo home quarantine/ self-monitoring of their health for 14 days, or as warranted.
- (iii) Arrival in India without negative report shall be allowed only for those traveling to India in the exigency of death in the family.
- (iv) If they wish to seek such exemption under para (iii) above, they shall apply to the online portal ([www.newdelhiairport.in](http://www.newdelhiairport.in)) at least 72 hours before boarding. The decision taken by the government as communicated on the online portal will be final.

#### **A.2. Before Boarding**

- (v) Do's and Don'ts shall be provided along with ticket to the travelers by the airlines/agencies concerned.
- (vi) Airlines to allow boarding only those passengers who have filled in the Self Declaration Form on the Air Suvidha portal and uploaded the negative RT-PCR test report.
- (vii) At the time of boarding the flight, only asymptomatic travelers will be allowed to board after thermal screening.
- (viii) All passengers shall be advised to download Aarogya Setu app on their mobile devices.
- (ix) Suitable precautionary measures such as environmental sanitation and disinfection shall be ensured at the airports.
- (x) During boarding all possible measures to ensure physical distancing are to be ensured.

#### **A.3. During Travel**

- (xi) Suitable announcement about COVID-19 including precautionary measures to be followed shall be made at airports and in flights and during transit.
- (xii) While on board the flight, required precautions such as wearing of masks, environmental hygiene, respiratory hygiene, hand hygiene etc. are to be observed by airline staff, crew and all passengers.

#### **A.4. On arrival**

- (xiii) Deboarding should be done ensuring physical distancing.
- (xiv) Thermal screening would be carried out in respect of all the passengers by the health officials present at the airport. The self-declaration form filled online shall be shown to the airport health staff.
- (xv) The passengers found to be symptomatic during screening shall be immediately isolated and taken to medical facility as per health protocol.
- (xvi) The passengers who have been exempted for pre-arrival RT-PCR testing [para (iii) and (iv) of A.1 above] (as approved and indicated on the online portal in advance) will show the same to the respective State counters. They will be prioritized for sample collection in the designated area, samples collected and permitted to exit the airport. They shall monitor their health for 14 days (subject to negative test report of

the sample taken at the Airport that would be conveyed to such travelers by the concerned State authorities/airport operators).

- (xvii) All other passengers who have uploaded RT-PCR negative certificates on Air Suvidha portal shall be allowed to leave the airport/ take transit flights and will be required to undertake self monitoring of their health for 14 days.
- (xviii) All such passengers will also be provided the list of the National and State level surveillance officers and the respective call centre numbers, so as to inform State/National Call Centers in case they develop symptoms at any time during the quarantine or self-monitoring of their health.
- (xix) International travelers arriving through seaports/land ports will also have to undergo the same protocol as above, except that facility for online registration is not available for such passengers currently.
- (xx) Such travelers shall submit the self-declaration form to the concerned authorities of Government of India at seaports/land ports on arrival.

**Part B – For all international travelers coming/transiting through flights originating from United Kingdom, Europe and Middle East**

All the clauses as above (part A) shall be applicable to such travelers coming/transiting from flights originating in United Kingdom, Europe and Middle East except for clauses on testing, quarantine and isolation as specified below: All international travelers coming/transiting from flights originating from United Kingdom, Europe and Middle East as described in the scope above should submit Self-Declaration Form (SDF) for COVID on the online Air Suvidha portal ([www.newdelhairport.in](http://www.newdelhairport.in)) before the scheduled travel and will be required to declare their travel history (of past 14 days).

- (i) While filling SDF, apart from providing all other information required in the SDF, passengers need to select:
  - a. Whether they plan to disembark at the arrival airport or take further flights to reach their final destination in India.
  - b. Based on this selection, the receipt of SDF (dispatched online to the transiting travelers) will display “T” (Transit) in easily readable and bigger font than other text.
  - c. The passengers will need to display this receipt to State authority / Government officials at the airport for segregation.
- (ii) Keeping in mind the testing requirements for passengers from UK, Brazil and South Africa, who have to take connecting flights, airlines should keep the passengers informed about the need for transit time of a minimum 6-8 hours at the entry airport (in India) while booking the tickets for connecting flights.
- (iii) All the passengers arriving from United Kingdom, Europe and Middle East shall be carrying negative RT-PCR Test report for which test should have been conducted within 72 hours prior to undertaking the journey. The same also shall be uploaded on the online portal ([www.newdelhairport.in](http://www.newdelhairport.in)).
- (iv) Airlines to allow boarding only those passengers who have filled in the SDF on the Air Suvidha portal and uploaded the negative RT-PCR test report.

- (v) The concerned airlines shall ensure that prior to check-in, the traveler is explained about this SOP particularly clause (ix) of part B of this SOP, besides displaying the same prominently in the waiting areas of the airports.
- (vi) Airlines should identify the international travelers arriving from/transiting through United Kingdom, Brazil and South Africa (during past 14 days) and segregate them in-flight or while disembarking to facilitate the authorities to follow the due protocol in respect of these travelers.
- (vii) In-flight announcements must also be made explaining the relevant information to the passengers. Relevant information in this regard shall be prominently displayed in arrival area and waiting area of the airports of arrival.
- (viii) The immigration officers of these identified airports shall also ensure identification of travelers (from their passports) who originated or transited from UK, Brazil and South Africa (during past 14 days).
- (ix) All the travelers arriving from/transiting through flights originating in United Kingdom, Europe or Middle East shall be mandatorily subjected to self-paid confirmatory molecular tests on arrival at Page 4 of 5 the Indian airports concerned (port of entry). Entry made in the SDF regarding telephone number and address would be reconfirmed.
- (x) Adequate arrangements for passengers waiting for their confirmatory molecular test as well as test results duly following effective isolation may also be made at the airports in conjunction with the airport authorities.
- (xi) The airport authority shall ensure streamlining of the systems for testing at the concerned airports to ensure seamless sampling, testing, and waiting arrangements to avoid crowding and inconvenience to passengers. Once passengers arrive at the entry airport, Airport Operator should lay down a well-defined flow for such passengers at their respective arrival terminals leading to the waiting lounges and to the exit from the terminal.
- (xii) Airports can provide options to the passengers to do online booking of the confirmatory molecular test through respective website (Air Suvidha portal) or other appropriate platforms as well as to do offline booking. As far as possible digital payment facilities to be ensured.
- (xiii) Sample collection cum waiting lounge for the passengers should follow all sanitization and physical distancing related guidelines issued by Ministry of Health and Family Welfare from time to time.
- (xiv) The States/UTs Government concerned should set up helpdesks at airports concerned to facilitate implementation of the SOP.
- (xv) **Travellers from UK, Brazil and South Africa taking connecting flights from the arrival international airport ('T' in their SDF).**
  - a. Give sample at designated area and exit airport only after confirmation of negative test report which may take 6-8 hours.
  - b. Those transit travellers from UK, Brazil and South Africa who are found negative on testing at the airport shall be allowed to take their connecting flights and would be advised quarantine at home for 7 days and regularly followed up by the concerned State/District IDSP. These travelers shall be tested after 7 days and if negative, released from quarantine, and continue to monitor their health for a further 7 days.
  - c. All those tested positive shall undergo the procedure as detailed in clause (xviii) below.
- (xvi) **All travelers from UK, Brazil and South Africa existing at the arrival airport:**

- a. Will give their sample in the designated area and exit the airport. They will be followed up by the State Integrated Disease Surveillance Programme (IDSP).
- b. The concerned State authorities/airport operators will collect and convey the test report to the traveler.
- c. If tested negative, they will remain in home quarantine for 7 days and regularly followed up by the concerned State/District IDSP. These travelers shall again be tested after 7 days and if negative, released from quarantine, and continue to monitor their health for a further 7 days.
- d. All those tested positive shall undergo the procedure as detailed in clause (xviii) below.

**(xvii) All other travelers from Europe and Middle East (other than those in flights originating from Brazil, South Africa and United Kingdom) who have to exit the destination airport or take connecting flights to their final domestic destination:**

- a. Shall give samples at the designated area and exit the airport.
- b. The concerned State authorities/airport operators will collect and convey the test report to the traveler.
- c. If the test report is negative, they will be advised to self-monitor their health for 14 days.
- d. If the test report is positive, they will undergo treatment as per standard health protocol.

**(xviii) Travelers from Brazil, South Africa and United Kingdom, testing positive (either at the airport or subsequently during home quarantine period or their contacts who turn positive) shall Page 5 of 5 be isolated in an institutional isolation facility in a separate (isolation) unit coordinated by the respective State Health Authorities. They would earmark specific facilities for such isolation and treatment and take necessary action to send the positive samples to Indian SARS-CoV-2 Genomics Consortium (INSACOG) Labs.**

- a. If the report of the sequencing is consistent with the current SARS-CoV-2 virus genome circulating in the country; the ongoing treatment protocol including home isolation/treatment at facility level as per case severity may be followed.
- b. If the genomic sequencing indicates the presence of new variant of SARS-CoV-2 then the patient will continue to remain in a separate isolation unit. While necessary treatment as per the existing protocol will be given, the patient shall be tested on 14th day, after having tested positive in the initial test. The patient will be kept in the isolation facility till his sample is tested negative.

**(xix) The State-wise passenger manifest of the flights originating from Europe and Middle East and landing at Delhi, Mumbai, Bengaluru, Hyderabad and Chennai airports in India for the said period shall be conveyed by the Bureau of Immigration to State Government/Integrated Disease Surveillance Programme (IDSP) [idsp-npo@nic.in and designated e-mails provided by the respective State Governments] so that this data would be provided to the surveillance teams. This data of manifests provided by Bureau of Immigration will be supplemented by the online Self Declaration Forms available on 'AIR SUVIDHA' portal.**

**(xxi) All the contacts\* of travelers arriving from UK, South Africa and Brazil who test positive (either at the airport or subsequently during home quarantine period), shall be subjected to institutional quarantine in separate**

quarantine centers and would be tested on the 7th day (or early if develop symptoms). Contacts testing positive shall be accordingly further followed as mentioned in Clause (xviii) above.

- (xxii) Information regarding any passenger covered within the scope of this SOP, who has moved to another State will be immediately notified to the concerned State Health Authority. If any passenger is not traceable initially or during any duration while being followed up should be immediately notified to Central Surveillance Unit of IDSP by the District Surveillance Officer.

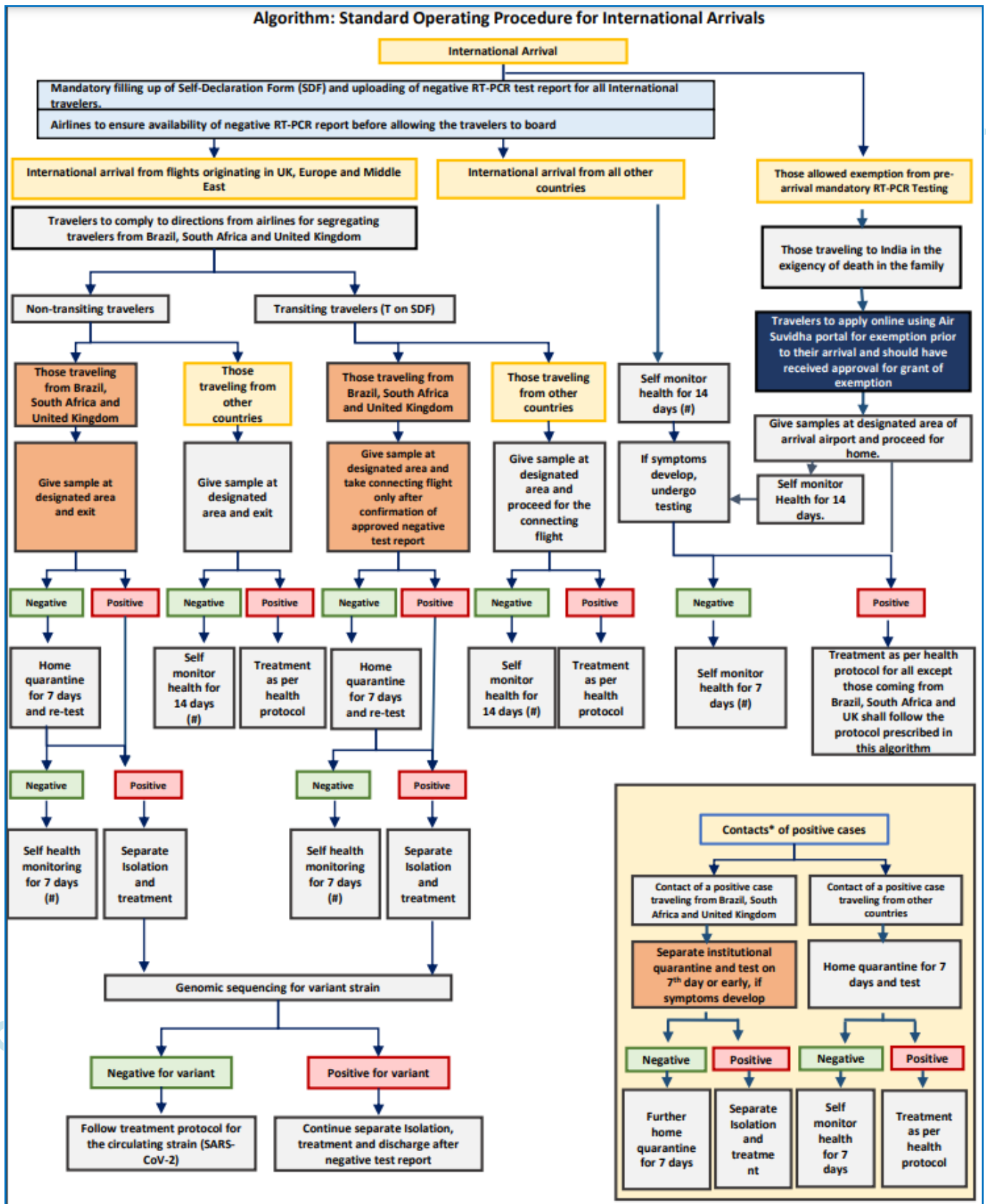
#### **International Travelers on short stay**

- (xxiii) International travelers (covered under Part A or Part B) on short stay (less than 14 days) and who have tested negative and remain symptom free, shall undergo all the procedures as above and shall be permitted to leave India under proper intimation to their District/State health authorities, subject to them fulfilling the requirement of the airlines and destination country.

#### **Note-**

- States may consider (if required) additional requirements with regards to testing, quarantine and isolation as per their risk assessment.
- The States should however do the same under timely intimation to Ministry of Civil Aviation and Ministry of Health and Family Welfare.
- Further, States should adequately publicize such additional requirements on their official websites well in advance to avoid inconvenience to the travelers.
- The travelers destined to a specific State are also requested to refer to State specific official websites to be well informed about such additional requirements.

**Algorithm: Standard Operating Procedure for International Arrivals**





## INDIAN INSTITUTE OF TECHNOLOGY – ROORKEE

### G.SOP FOR INSTITUTE GUEST HOUSE

All hospitality units must take suitable measures to restrict any further transmission of COVID-19 while providing accommodation and other visitors/guests services. The SOP aims to minimize all possible physical contacts between Staff and visitors/guests and maintain social distancing and other preventive and safety measures against COVID-19. This SoP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken during operation of guest house to prevent spread of COVID-19.

#### **1. SCOPE:**

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured in guest house and other hospitality units to prevent spread of COVID-19.

#### **2. GENERIC PREVENTIVE MEASURES:**

- A. Visitors/guests above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes. The Guest house management to advice accordingly.
- B. All visitors/guests, those who are aiming to attend the Kumbh Mela'2021 or wish to attend the Kumbh Mela during their stay at guest house, as per the SOP issued by the Government of Uttarakhand (1054/USDMA/792 (2020)TC),all such visitors/guests will have to adhere the below guidelines -
  - i. Prior intimation to the guest house manager (Hospitality Officer) about the visit plan of The Kumbh Mela.
  - ii. Share a copy of the Kumbh Mela'2021 registration to guest house reception counter on arrival day only (Kumbh Mela'2021 Portal-<https://dsclservices.org.in/kumbh/>).
  - iii. Visitors/guests will have to come with the RT-PCR negative test report and the report should not be older than 72 hours from the arrival day. After coming to the Institute gate, the visitor will have to get verify the report from the Institute Hospital, only after which the check-in will be allowed in the guest house. Also it will be mandatory to submit a copy of RT-PCR negative report at the reception counter during check-in.

All these things will be ensured by the guest house manager without failing.



- C. Visitors/guests travelling from the states namely; Maharashtra, Kerala, Punjab. Karnataka, Chhattisgarh, Madhya Pradesh, Tamil Nadu, Gujarat, Haryana, Uttar Pradesh, Delhi and Rajasthan by road, air and train to Uttarakhand are advised to carry negative RT-PCR test report (test done 72 hours prior to the time of arrival to Uttarakhand state).
- D. The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff and guests) in these places at all times. These include:
  - 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. Practice 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 made 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 off used tissues properly.
  - v. Self-monitoring of health by all and reporting any illness at the earliest to guest house manager and institute hospital. The Institute CMO will inform the same to institute management & Covid19district helpline.
  - vi. Spitting shall be strictly prohibited.
  - vii. Installation and use of Aarogya Setuapp shall be advised to all guests and guest house staffs.

### **3. ALL GUEST HOUSE SHALL ENSURE THE FOLLOWING ARRANGEMENTS:**

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff and guests shall be allowed.
- iii. All staff and guests to be allowed entry only if using face cover/masks. The face cover/masks have to be worn at all times inside the guest house premises.
- iv. Adequate manpower shall be deployed by guest house management for ensuring social distancing norms.
- v. Guest house staff should additionally wear gloves and take other required precautionary measures.
- vi. All employees who are at higher risk i.e. older employees, 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 guests and other visitors. Guest house management to facilitate work from home wherever feasible.
- vii. Proper crowd management in the guest house as well as in outside premises like parking lots– duly following social distancing norms shall be ensured. Large



- gatherings/congregations can be done with strict adherence of issued guidelines by the MoHFW & Uttarakhand G.O.
- viii. Preferably separate entry and exits for guests, staff and goods/supplies shall be organized. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the guest house as feasible.
  - ix. Details of the guest (travel history, medical condition etc.) along with ID and self declaration form must be provided by the guest/visitors at the reception of the guest house.
  - x. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
  - xi. Hand sanitizers must be kept at the reception for guests to use. Guests to sanitize hands before and after filling relevant forms including A&D register.
  - xii. Guest house must adopt contactless processes like QR code, online forms, digital payments like e-wallet etc. for both check-in and check-out.
  - xiii. Luggage should be disinfected at arrival & should be handled by guests only.
  - xiv. Guests who are at higher risk i.e. those who are older, pregnant or those who have underlying medical conditions are advised to take extra precautions.
  - xv. Required precautions while handling supplies, inventories and goods in the guest house shall be ensured. Proper queue management and disinfection shall be organized.
  - xvi. Appropriate personal protection gears like face covers/masks, gloves and hand sanitizers etc. Shall be made available by guest house to the staff as well as the guests.
  - xvii. Detailed guidelines issued for restaurants shall be followed:**
    - a) Seating arrangement in the restaurant also to be made in such a way that adequate social distancing is maintained.
    - b) Disposable menus are advised to be used.
    - c) Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged.
    - d) Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
    - e) Buffet service should also follow social distancing norms among guests.
  - xviii. Room service or takeaways to be encouraged, instead of dine-in. Food delivery personnel should leave the packet at guest or customer's door and not handed directly to the receiver.
  - xix. For room service, communication between guests and in-house staff should be through intercom/ mobile phone and room service (if any) should be provided while maintaining adequate social distance.
  - xx. Gaming Arcades/Children play areas (wherever applicable) may be permitted with adherence of issued guidelines of Uttarakhand Governments (USDMA).
  - xxi. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30 deg 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 adequate.

- xxii. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxiii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.
- xxiv. Proper disposal of face covers / masks / gloves left over by guests and/or staff should be ensured.
- xxv. Deep cleaning of all washrooms shall be ensured at regular intervals.
- xxvi. Rooms and other service areas shall be sanitized each time a guest leaves.
- xxvii. In the kitchen, the staff should follow social distancing norms at work place. Kitchens area must be sanitized at regular intervals.
  
- xxviii. In case of a suspect or confirmed case in the premises:**
  - a) Place the ill person in a room or area where they are isolated from others.
  - b) Information shall be provided to institute emergency section /institute CMO. Provide a mask/face cover till such time he/she is examined by a doctor.
  - c) If symptoms confirmed, the CMO/institute hospital immediately proceed as per their protocol of Covid19.
  - d) A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
  - e) Disinfection of the premises to be taken up if the person is found positive.

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