

Indian Institute of Management Raipur



Guidelines & Report

By

COVID-19 Protocol Committee



29th May 2020

With reference to the Office Order No. 075/2020 dated 23rd May 2020 constituting COVID Protocol Committee (CPC). The Committee was entrusted with the responsibility for monitoring, forecasting the situation of COVID-19 and formulate guidelines for implementation that help the institute to control the spread of the virus.


The Committee met on 26th & 28th May 2020 and gone through various guidelines issued by similar higher educational institutions, we are hereby submitting the report for your perusal and further action as per the guidelines from GOI or State Govt. from time to time.



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These guidelines have been compiled by IIM Raipur for minimizing impact of COVID-19. These guidelines will be superseded by Government of India or Government of Chhattisgarh Orders / Policy/ Guidelines in case of any overlap.

1. What is COVID-19:

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

2. How does Corona Virus Spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

3. What is the treatment for COVID-19?

- There is no currently available vaccine for COVID-19. However, most of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous.
- Several clinical trials are being conducted to evaluate potential therapeutics for COVID-19.

4. What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, an infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are like the flu (influenza) or the common cold, which are a lot more common than COVID-19. Therefore, testing is required to confirm if someone has COVID-19.

5. Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects students. People of any age can get infected with the virus, but so far there are relatively few cases of COVID-19 reported among students.

This is a new virus and we need to learn more about how it affects students. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

6. How can the spread of COVID-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- Staying home when sick;
- Covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately;
- Washing hands often with soap and water; and
- Cleaning frequently touched surfaces and objects.

7. Mandatory Guidelines

Below are the mandatory protocols that must be followed by all the residents of IIM Raipur and anyone (faculty/ staff/ students/ vendors/ housekeeping etc.) visiting IIM Raipur. These guidelines are prerogative of IIM Raipur for the active COVID-19 phase subject to timely revisions. Government of India or Chhattisgarh Government Order / Policy will supersede this guidelines.

- Following the Govt. of India guidelines, every individual in the institute either a faculty, staff or student must install Aarogya Setu mobile application on their smartphone. They must keep the Bluetooth and location tracker in active mode. Use of Aarogya Setu application is mandatory for all central govt employees as per Govt. of India.
- Scanning of every person will be done manually through thermal scanners at all important entry points for measuring the temperature of the individuals coming from outside to the institute.
- Only authorized vehicles by IIM Raipur will be allowed to enter the IIM Raipur campus. Appropriate sanitization of all such vehicles shall be done at the main gate.
- All stakeholders of the institute need to follow the recommended Social Distancing norms in offices, classrooms, mess, and open spaces which includes the following:
 - Maintain at least 6 feet distance between yourself and others.
 - Do not gather in groups (more than five is not allowed).
 - Stay out of crowded places and avoid mass gatherings.

- Everyone on campus, outside their hostel rooms or residential apartment, must always wear triple-layered/ N-95 or equivalent face masks.
- Everyone on campus is recommended to regularly and thoroughly clean their hands with a 70 percent alcohol-based hand sanitizer or wash them with soap and water along for a minimum of 20 seconds with positive hygiene behaviors.
- Everyone on campus, follows good respiratory hygiene, covering their mouth and nose with bent elbow or tissue during coughing or sneezing. Avoid touching your own eyes, nose, and mouth.
- Spitting is strictly prohibited in the campus. Anyone found spitting to be penalized as per Government of India or Chhattisgarh Government Order / Policy/ regulations.
- Anyone coming from outside city except from Raipur and vicinity must undergo a mandatory quarantine for 14 days as instructed by then prevailing state-government's health policy.
- Local Police and Local Nodal Health Center will be informed about any suspect if detected on arrival to Raipur city.
- During the active COVID-19 phase, no visitors of the students are allowed.
- All members of the campus community must ensure that everyone is following guidelines within the campus. This is a collective responsibility of campus community to record violations for further disciplinary actions.
- During the active COVID-19 phase, the use of lift is prohibited except for exceptional cases. For exceptional cases, it should not be used by more than two people at the same time along with maintaining distance and not facing each other.
- Telework and virtual works are encouraged for all mutual interactions among faculty, staff, and students. Replace in-person meetings with video- or tele-conference calls whenever possible. The academic office will be providing student support services virtually, as much as feasible.
- During active COVID-19 phase, Institute will not offer any residential Management Development Program.

Anyone found not following the above guidelines will be penalized by the competent authority.

8. Students Back to Campus

All out of the station students are advised to return to the campus in batches subject to the travel advisories in their respective states and region. The following protocols must be followed by each participant (PGP/ FPM/ PGPMWE/ executive program) for entry into the institute.

- Those who were away from the institute during the lockdown will provide their self-declaration certificate (if any prevailing guideline received at that time through Govt. of India or Chhattisgarh Government Order / Policy) along with the detail-mentioned travel details.
- Every student coming back to campus will provide a medical certificate, issued within three days stating that he/ she is COVID negative. This medical certificate should be issued by a government-approved hospital of that state.
- Everyone will go through thermal scanners at the entry of the main gate for measuring the temperature. An appropriate sanitization procedure will be followed for individuals and luggage at the main gate.
- Students must maintain 6 feet social distancing norms as specified in mandatory guidelines above.
- During the active COVID-19 phase, all sorts of student gathering/ group activities are prohibited. The use of auditorium or classrooms for any student activity is prohibited. All open house activities including various student-driven committee selection processes etc. will be conducted in an online/virtual manner.
- Strict compliance to guidelines is mandatory, any violation may lead to disciplinary action by the competent authority. Regular and thorough cleaning of hands with an alcohol-based hand sanitizer or soap-water is mandatory.
- Download the Aarogya setu app if not already done. They must keep their Bluetooth and location tracker in active mode.

All students will have to undergo mandatory self-quarantine in their respective rooms for a period of 14 days. This should not be considered as a study-break, during this time, the regular classroom sessions will happen in an online mode. This guideline on self-quarantine will be superseded by then prevailing Government of India or Chhattisgarh Government Order / Policy at that time.

During the quarantine time, students must follow the mandatory guidelines strictly.

9. Department Protocols

A. Hostels

A student committee will be constituted to combat COVID-19 challenges under the guidance of Chief Warden (boys) and Chief Warden (girls). They should be keeping records about the health of all students in coordination with Class Representatives. If any student develops any symptoms of COVID-19 then this will be immediately informed by this student committee to the Hostel supervisor, Wardens, and Chief Wardens. This will help in isolating such a case with symptoms of COVID 19. No arguments from students of any sort will be entertained by the deputed committee members.

- Display posters promoting hand-washing and respiratory hygiene on front walls of hostels and each floor of hostels.
- Increase airflow and ventilation where feasible such as keep hostel doors and windows open.
- Students should ensure cleaning and disinfection of room utilities (table, chair, door, etc.) regularly by properly cooperating with housekeeping staff.
- Wearing the facemask is compulsory when you are out of your hostel room. Wearing the mask is also compulsory inside the hostels, classrooms, in office premises, and other open spaces. Strict disciplinary action will be taken against violators of the guidelines.
- Students will ensure the use of designated closed dustbins for hygienically disposing of facemasks and hand-gloves after responsibly washing those items. Students shall responsibly and regularly wash their face-mask and re-use it. Housekeeping staff will ensure the trash is removed daily and disposed off safely.
- All students are advised to take care of their own health and, if feeling COVID-19 symptoms, should inform the authorities for further guidance/ quarantine. If any student is observed to develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more), he/she should immediately obtain medical consultation and inform the hostel supervisor, wardens, and chief wardens. Such people need to avoid close contact with other people.
- Students must bring their own thermometer, triple-layered/ N-95/ equivalent face-masks, hand-gloves, and sanitizers in sufficient numbers while they are resuming the institute. Further the student-driven procurement committee under the guidance of the COVID-19 Task Force Committee shall be ensuring the procurement and distribution of hand-gloves, face-masks, thermometer, sanitizers, etc. on a payment basis.

- Students must sanitize their hands before entering the hostel. This must be followed every time the student enters the hostel. Sanitizers shall be made available at all the important places.
- Students should maintain 6 feet distance while sitting inside the hostel premises, in classrooms, in mess etc.
- Ensure all students should consume fresh food in the mess and avoid junk food. They should focus on improving their immunity by daily practice of yoga, pranayama, meditation, and Govt. of India AYUSH guidelines that might be helpful in this regard.
- The student community should avoid sharing of items that are difficult to clean or disinfect e.g., each student must use their own notebooks, books, study material, laptops, other electronic devices.

B. Mess

- The sitting arrangement of the mess should be re-designed to incorporate the social distancing norms.
- Students must maintain 6 feet distance properly and do not hurry while taking food in a line from the mess (mess facility must be equipped to manage this).
- Students must wash their hands properly before and after eating inside the mess. Sanitizers will be available outside mess doors.
- Student Mess Committee under the guidance of COVID-19 Task Force ensure that all the students follow the guidelines of social distancing inside the mess.
- The mess facility must follow the appropriate hygiene and safety precautions and the same must be ensured by COVID-19 Task Force.
- Mess facility has to ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Mess staff should wash their hands after removing their gloves or after directly handling used food service items. Utmost importance to be given to maintaining hygiene in the mess by their staff.

C. Administration/ Cleaning

- Regular daily cleaning of institute buildings, classrooms, hostels, mess, and especially water and sanitation facilities at least once a day will be done, particularly on surfaces that are touched by people (railings, tables, sports equipment, door and window handles, teaching and learning aids, etc.). Task Force shall ensure removal

and disposal of trash daily and safely. The necessary disinfection of the premises shall be as per the guidelines of notified authority.

- Ensure adequate inventory for sanitizers, thermometers, disinfectants etc.
- Display posters promoting hand-washing and respiratory hygiene in institute premises (office, academic facility, hostel, mess, sports complex).
- During the active COVID-19 phase, all participants' vehicles should be prohibited within and outside the campus. No vehicle of PGP/ FPM/ EFPM/ PGPMWE/ others participants (first and second year) will be allowed to enter in the campus. All the existing vehicles of second year PGP participants, currently kept in the institute will be kept at a designated place (ground adjacent to sport complex) under the supervision of security guard. Participants are not allowed to use any of their personal vehicle.
- During the active COVID-19 phase, the sports complex will remain closed (including swimming pool and gym).

D. Library

- Strict social distancing and hygiene norms must be followed by students.
- On one study table more than two students are not allowed to sit or discuss.
- All faculty and staff shall follow the social distancing norms laid down by the Govt. of India from time to time.

E. Classroom arrangements

Classroom sessions with any number of participants must follow the mandatory hygiene and safety guidelines. When required as per the class size, the existing in-class sitting arrangement will be modified to accommodate the participants maintaining the social distancing norms. Further, for the PGP first year core courses or such courses where the class size crosses the permissible social distancing norms size, a mixed mode of teaching (online and offline) will be used. In this, the total class size will be divided into two groups, one group of participants will attend the offline class in person and the other group of participants will attend the live online class from their respective hostel rooms. These groups will be rotated on every alternate day, the group that has attended the online class will attend the offline class, strictly following the social distancing norms.

- Any participant found not wearing the face mask will not be permitted to attend the session. Necessary action will be initiated if found violating the norms as per rules.

- Participants must sanitize their hands before entering the classroom. This must be followed every time the participant enters the classroom. Sanitizers must be kept outside every classroom.
- Every faculty/ staff must wear facemask during the classroom sessions and in various possible student-teacher interactions.
- Faculty should ensure social distancing while conducting the session (such as avoiding any close group activity).
- Emphasize that students can do a lot to keep themselves and others safe. Individuals have the responsibility to check/see that rules and guidelines are followed and can report shortcomings if any.
- Students are encouraged to use emails/ WhatsApp facility to clear their doubts/queries and not to visit Academic Office without taking an appointment.

F. Purchase of Essential commodities

If any staff/ faculty may wish to go for procurement of medicine, grocery, fruits, vegetables, or milk (any essential commodity), they are requested to take permission from the Task Force (will be made for this) along with taking permission from the Task Force Chairman. Below are the general guidelines, further the campus residents should follow the detailed safety guidelines for any out-of-the campus visit (please see annexure 1)

- Maintain 6 feet distance from any person or shopkeepers in the market.
- Keep a small pack of hand sanitizer with you and always sanitize your hands if you feel that you have touched anything suspicious in the market.
- In case you need to visit an ATM for withdrawing money, first sanitize your hand and card by hand sanitizer then use it. Try to make use of digital payment gateways. Avoid accepting paper currencies from the shopkeepers.
- Wash your cloth immediately with detergent after you return from the market.
- Go to the market only when it is most essential.

I. For staff and faculty

Essential commodities like Fruits/Vegetables/Grocery/Medicines: The Task Force committee will be making the suitable arrangement with vendors to provide Fruits/vegetables and groceries as per the requirement of the residents. In this regard a WhatsApp group of all the residents will be made to regularly place prior order/requirement for the fruits/vegetables and groceries. The vendor will sanitize

himself properly (and will do it once again at the institute's main gate) and wear a proper mask before distribution of the materials to the residents at institute main gate. The vendor should have an arrangement for payment by digital mode to avoid proximity. The queue for the collection should be arranged with demarcation for proper social distancing.

II. For Students

Student-driven procurement committee: This committee under the guidance of Task Force shall be consisting of first and second-year PGP participants with one staff chairing it. All the student community-related daily needs/medical requirements should be routed through this committee using a WhatsApp group (keeping in the loop the existing COVID-19 students' committee and hostel & mess committee members). Students will collect their respective parcels from the main gate.

Along with the arrival of participants, Institute's internal convenience facilities (including one grocery/ daily need store, one Iron/ Dry cleaning store, and one juice/ snack parlor by BIHAN and AMUL store) will be operational. These vendors must strictly follow the mandatory guidelines for the Arogya Setu app installation, hygiene/ safety precautions, and sanitization of their vehicles and cargo.

10. Faculty/ Staff Back to Campus

All out-station faculty/ staff/ FPM scholars on return to campus are advised to strictly follow the mandatory guidelines stated above.

Faculty members /staff / FPM scholars joining the campus after their vacation /leave from outside the state of Chhattisgarh, will undergo quarantine for a period stipulated by the health department guidelines (notified time to time). Such people will be home-quarantined in their respective residences. The campus resident faculty/ staff/ FPM scholar will remain 14 days self-quarantined in his/her campus residence. Institute will extend maximum support required for the daily needs or any other emergency using appropriate mechanisms ensuring community safety. Those staying outside the campus will remain 14 days self-quarantined in his/her residence. They have to strictly follow the quarantine guidelines from Government of India or Chhattisgarh Government Order / Policy. The same applies to a new faculty or staff, who joins during the active COVID-19 phase.

During the active COVID-19 phase, all visiting faculty members will take their sessions in "online mode" only.

All (faculty members /staff/ FPM scholars) are required to cancel/ postpone their International/ National exchange/ travel program and must not travel outside India until this COVID-19 phase is over.

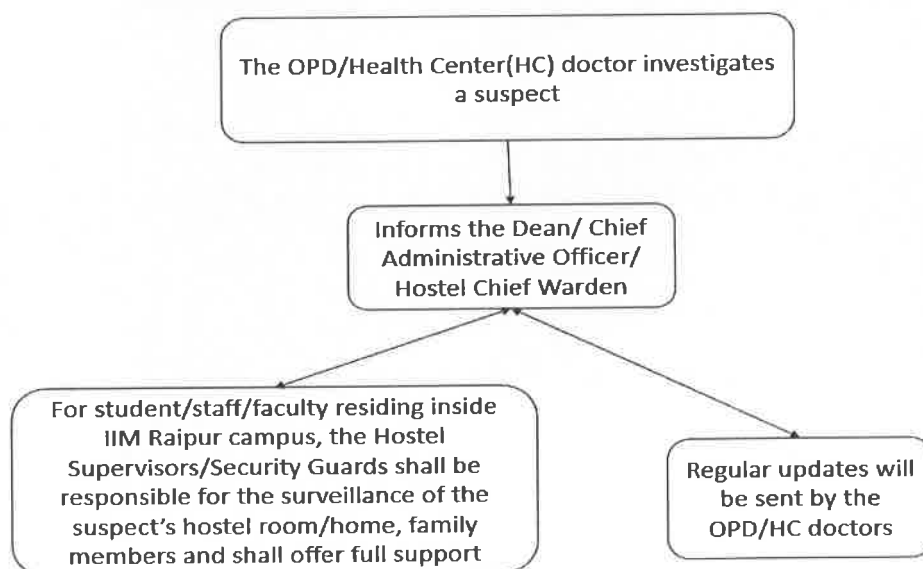
11. Medical Requirements

Support of doctors and medical staff shall be made available as and when necessary from institute's tie-up hospital. At least one competent doctor/ nurse should always be available on the campus with an adequate number of Personal Protection Equipment (PPE) required to handle any emergency case.

1. Arrangements from local hospitals shall be made for an urgent requirement of any medical team or ambulances so that it can be arranged anytime if required.
 2. To handle any unexpected health situation, MDP center will be developed into a Quarantine facility inside the campus. There should be enough (a number as a suitable proportion of total campus resident population) isolation beds where suspects can be isolated in case of detection of any symptom. Proper cleaning and disinfection of the facility should be carried out at regular intervals.
- If anyone needs to be quarantined or kept in isolation after detecting any symptom all close contacts will be traced, quarantined, and monitored for 14 days. Monitoring and support can be done through a combination of visits by community volunteers, phone calls, or messages.
 - Security guards stationed at all the important locations (the main gate, admin building, faculty housing, staff housing, hostel, etc) must also ensure strict compliance of the guidelines by all visitors and stakeholders and record violations (if any) for further disciplinary actions. Arguments /misbehavior with the security guards by stakeholders will not be entertained at any cost.

The flowchart below highlights the role of administration in case of a COVID-19 suspect.

ADMINISTRATION ROLE IN CASE OF A POSSIBLE COVID-19 CASE



12. Guidelines to be followed in the Institute vehicle:

- The bus/ambulance will go through the appropriate disinfection and sanitization process twice a day at the main gate.
- Ensure that all students, faculty, and staff using the bus facility will wear masks at all the times and plan a well-spaced seating arrangement.
- Ambulance / Bus driver to be taught hygiene, handwashing and social distancing rules.
- Ensure that there is always a hand sanitizer available in the bus.

13. Task Force:

- The empowered Task Force Covid-19 shall be responsible for the implementation of guidelines laid down by COVID-19 protocol committee and the Government advisories (as notified time to time). The Task Force will equally distribute specific responsibilities to various members regarding the same and ensure the implementation in the best possible manner. There will be periodic meetings of the various task force to ensure to monitor and compliance of the guidelines. The task force will decide on the requirements of all necessary inventory and propose required budget for approval of the competent authority.
- The empowered Task Force Covid-19 should update the Chairman every alternate day on the precautionary measures and its implementation keeping in mind the instructions of the extant Government advisories.
- The Task Force is entrusted with the responsibility of monitoring and enforcing all regular protocols outlined in this document until normalcy returns.
- The Task Force will be responsible for planning, procurement, supply, and monitoring of all provisions to the campus residents under various scenarios of containment should such a situation arise.
- The Task Force will be responsible for looking after the health and medical needs of the IIMR community.

Detailed safety guidelines for any out-of-the campus visit

Visits to the Markets/ Hospitals

- Always wear a triple layer /N95 nose mask or use face cover when you go out of your home.
- Wear dedicated plastic slippers for the market.
- Maintain a minimum distance of 6 feet from any person or shopkeeper in the market.
- Don't touch anything unnecessarily outside your home.
- Don't touch your face with your hand when you are outside your home.
- Keep a small pack of hand sanitizer (containing 70% alcohol) in with you and always sanitize your hands if you feel you touched anything suspicious in the market.
- Try to keep away the material from your body when carrying from the market. It is better to have a plastic bucket with you when going to the market. Put the material in the bucket and carry it to your home.
- Go to the market only when it is urgent. Try to go once or twice a week.

Payment in Market:

- Try to make digital payment using Paytm App, Bheem App or your Bank App.
- Don't take paper currency from any shopkeeper because it may carry corona virus.
- If you give paper currency note to the shopkeeper then purchase with the whole amount and don't take money back.
- If in any circumstances you take paper currency from the market then keep it in your hand until your home and disinfect it using cloth iron. Iron the currency on both sides. The person who visited the market will not touch the iron, he will put the currency note on the surface and other family members will iron.
- Disinfect the currency coins with 70% alcohol-based sanitizer or soap