

Indian School of Development Management

Post Graduate Program in Development Leadership

COVID-19 Guidelines and Action Plan

ISDM is planning to reopen the campus from Term 3 onwards i.e. October 26, 2020. This will be on a voluntary basis.

While we are planning to re-open the campus, we have taken all health and safety precautions on campus, we expect everyone to strictly follow all good practices to maintain safety and health precautions that are proposed to protect ourselves as well as the others on campus as per COVID-19 Guidelines issued by the Government of India and Government of UP from time to time. We will help build a community of trust, health, safety and security.

Safety of students and staff is our utmost priority. We will continue to assess the situation and communicate any new developments. These are unprecedented times, but we are confident we will emerge resilient and stronger on the other side.

General Guidelines

- ✓ **Wearing protective face mask is mandatory at all times**
- ✓ Sanitise hands frequently
- ✓ Ensure extra precautions are taken when using public transport, cabs & when in public places
- ✓ Commuting by own vehicles is encouraged in accordance with occupancy guidelines
- ✓ Carry a portable sanitiser bottle to clean hands, steering wheel, keys, etc.
- ✓ Sanitise hands with alcohol based sanitisers before entering and leaving campus. The same shall be made available at all entry/exit points
- ✓ Cooperate with staff in health screening - temperature checks at entry points
- ✓ Avoid using the lift. In case it is used, maintain physical distancing, with no more than 4 people at a time in the lift. Use your elbows to press the button, in case you have used your finger to press the button sanitise your hands immediately
- ✓ Arrive early at campus to account for the additional time taken to make entries and follow the protocol.
- ✓ While using the stairs, maintain physical distancing & avoid touching the

handrails or wall for support

- ✓ **All individuals should strictly avoid stepping out to socialise, stop at shops, tea stalls, etc once they have come into the campus.**
- ✓ All individuals should strictly avoid staying over with friends or family, and avoid travel by public transport that cannot follow physical distancing.
- ✓ Online deliveries will be restricted to main gate
- ✓ Visitor entry to campus is restricted. Approval for visitor entry shall be limited only for critical needs and only on approval by the Authorised Team
- ✓ All individuals are requested to vacate campus by 07:00 pm for complete sanitization at the end of everyday

Campus Guidelines

- ✓ Sanitise hands before entering the classrooms, workstations etc.
- ✓ Maintain physical distancing while moving in and out of classrooms, corridors, etc.
- ✓ Seating arrangements will be maintained in line with physical distancing norms
- ✓ It is advised to not exchange/ borrow/ lend any materials like pens/ notebooks/ laptop, etc.
- ✓ Sanitise individual laptops
- ✓ **Please sit in one location for each day.**
- ✓ Wear protective face mask at all times & carry a portable sanitiser bottle for frequent hand hygiene
- ✓ Do not touch your face or eyes
- ✓ Avoid gathering in groups of more than 5 people
- ✓ Ensure appropriate physical distancing while in groups for any group activity

Library

- ✓ Physical distancing norms to be strictly followed while accessing library
- ✓ Borrowing books will be allowed while ensuring NO contact with others
- ✓ Do not lend your borrowed book to others
- ✓ Avoid touching your face, mouth while handling the book

Restrooms

- ✓ Wait in line to enter the washroom. Only 1 individual will be allowed at a time
- ✓ While entering and exiting the restroom, open the door using your

elbow/shoulder - avoid using your palm. If not possible, use clean paper towels to open doorknobs

- ✓ Toilets shall be flushed with the lid closed in order to minimise the release of droplets and droplet residues from plumes in the air
- ✓ Keep the toilet seat and wash basin dry
- ✓ After using the washroom, wash your hands with soap and water for at least 20 seconds

Pantry Area

- ✓ Physical distancing norms to be strictly followed at water coolers and food counter
- ✓ **Group lunch shall be prohibited. Lunch to be had at individual seating places**
- ✓ Sanitise hands and maintain personal hygiene practices before, during and after having food
- ✓ Everyone should carry their own water bottle/cup/cutlery
- ✓ Observe physical distancing norms during clearance
- ✓ We are planning a coffee and tea dispensing machine on the 4th floor. We will be using a token system for using the machine.

COVID – 19 Action Plan

Committees and Guidelines	COVID Committee shall be constituted at Campus. COVID Committee to constitute representatives from the Program Team and Honor Code Committee.
	Guidelines & Protocols will be reviewed and revised from time to time as per evolving circumstances and Govt. of India and Govt. of UP notifications
	Ready reckoner of nearby Pvt. and Govt. Hospitals authorised to treat COVID-19 patients will be provided
Cases of COVID-19	Entry to campus shall be denied to anyone who displays COVID-19 symptoms or has fever. Thermal scanning shall be done at entry points
	Those with pre-existing respiratory illness or heart disease need to immediately communicate to the COVID Committee in case of any abnormalities
	Students displaying any symptoms of COVID-19 will be on immediate quarantine in the hostel or in their respective homes and co-operate with the contact tracing team. Emergency contact person and/or helpline will be notified immediately and ISDM will follow their choice of care, and/or protocol as per the helpline's advice. Refer COVID-19 Protocol document for further information
	In order to rejoin campus, it is compulsory for all to get a RT-PCR test report with Negative status