

GOVERNMENT OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAM PURA, DELHI-110034.

No.F. 7(20)/Trg.-II/Misc.-Matter/2018/149

Dated: 23/04/2022

CIRCULAR

**Sub: Standard Operating Procedure (SOP) to Prevent Spread of COVID-19 Infection
in Govt./Pvt. Educational / Training Institutes & Universities under DTTE.**

The increasing positivity rate of COVID-19 cases in Delhi has raised a serious concern about the health of our students and staff (Teaching & Non-Teaching). In order to prevent spread of COVID-19 infection a Standard Operating Procedure (Annexure enclosed) has been prepared to be observed in all Govt./Pvt. Educational / Training Institutes & Universities under Department of Training & Technical Education (DTTE).

All the Vice Chancellors of Universities, Campus Director/Principals /Heads of Office of Educational & Training Institutes are requested to adhere to these guidelines in letter & spirit. They are further directed to disseminate these guidelines (SOP) among students, staff members and parents.

This issues with prior approval of the Competent Authority.


(B.S.NEGI)

Deputy Director

To

1. The Registrar,
DTU, NSUT, IGDTUW, DPSRU, IIITD & DSEU
Delhi
2. Campus Director/Principals
Institutes of Technology/ITIs

Encl: As above

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Copy for information to:

1. P.S to Secretary, TTE
2. P.S to Director, TTE
3. JD (Plg./TTE)
4. Guard File


(B.S.NEGI)

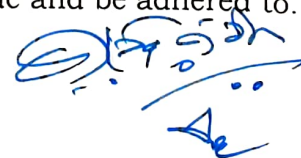
Deputy Director

Standard Operating Procedure (SOP) to Prevent Spread of COVID Infection in Industrial Training Institutes.

This SOP outlines various precautionary measures to be adopted in institutes to prevent spread of COVID infection in addition to compliance of measures/ guidelines issued by Government from time to time.

1. Generic Preventive measures/COVID-19 inside Campus

- i. Principals/ HOD should hold a meeting with staff to discuss the prevailing COVID conditions to prevent spread of COVID infection in institutes and to encourage for vaccination among the students and parents.
- ii. Principals/HOD are also advised to convene meeting as and when required to review the compliance of COVID protocols, attendance of students & staff and other confidence building measures.
- iii. Principals/HOD to ensure that all the eligible , teaching & non teaching staff as well as support staff of the institute is vaccinated and it should be done at the top priority. It should be ensured that all / staff/ guests should wear masks on the face in a proper way.
- iv. Principals/HOD to ensure regular sanitization of the premises and ensure adequate availability of key supplies like thermal scanners, disinfectants, sanitizers, soaps (liquid, solid), masks and running water in all washrooms.
- v. The availability of sufficient wash basins/ washing area to provide proper arrangement of hand washing for the students and staff should be ensured.
- vi. Principals/HODs are advised to use all the entry/exit gates of the building to avoid crowding at the time of entry and exit of students and staff.
- vii. Students may be guided not to share lunch, books, notebooks and stationery items etc.
- viii. Dustbin must be cleaned and covered properly.
- xi. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30 degree Celsius, 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 there.
- x. Principals /HODare also advised to ensure the following:
 - Increased facility for cleaning and sanitization especially in common areas and high touch surfaces.
 - Proper and regular cleaning and sanitization of class rooms.
 - Sanitizing facility should be available at the entry gates.
 - For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.



2. Daily Symptoms Check

If a student or staff member displays any of the symptoms of COVID-19 (Fever, Cough or difficulty in breathing) whilst at the institute, they should be moved away from other people and into an outdoor/ well ventilated space/ quarantine room. Staff members are also directed to report the Principal / HOO of the institute immediately if any students in their class found with COVID symptoms.

3. Safety measures during working Hours

- i. Staff should be deployed at the entry gates to ensure that no symptomatic trainee/staff/guest enter the premises of the institute.
- ii. Mandatory Thermal screening at institute entry gates. No teachers, staff or guest should be allowed to enter the premises without proper thermal scanning.
- iii. Compulsory hand sanitization at entrance of institute, Class Room, Labs and Public Utility etc.
- iv. At the time of taking morning attendance the teacher will daily ask the about the COVID related symptoms in the trainee or in their family members.
- v. Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- vi. Sitting places in classes, laboratories, computer labs, libraries etc, should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- vii. Wearing face cover/ mask is a must at all times and at all places inside the campus.

4. Quarantine Room

- Principals should ensure availability of a Quarantine Room in their institutes in case of any emergency.

5. Physical Distancing Guidelines

- All staff and of the institutes have to maintain physical distancing at all times by ensuring that they do not assemble or gather near entry/ exit gates.

6. Awareness Drive

Posters/standees on preventive measures about COVID19 to be displayed at all prominent places like class rooms, washrooms to ensure COVID Appropriate Behavior (CAB) like physical distancing and mask guidelines etc.

