

गुजरात केन्द्रीय विश्वविद्यालय
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CENTRAL UNIVERSITY OF GUJARAT
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CENTRAL UNIVERSITY OF GUJARAT

CUG Guidelines
on
Safety Measures on University Campus
after Lockdown

Submitted by
COVID-19 Cell of CUG
Gandhinagar

CUG Guidelines on Safety Measures on University Campus after Lockdown

In the unprecedented nation-wide lockdown imposed in view of COVID-19 pandemic in the country, the university campus is currently closed to comply with the state and national restrictions. The Sector-29 campus, Gandhinagar was declared a containment zone on account of increased cases of the infection. The virus has not yet been contained and the cases of infections in Gandhinagar and Ahmedabad regions, where university employees reside and commute from, have been increasing at a steady pace.

In such a situation, when the university reopens after the lockdown period, several precautionary measures need to be taken to ensure safety and security of the employees and the students. As per the mandate given to the COVID-19 Cell of CUG, the members have contemplated and discussed various issues surrounding the problem of transmission and arrived at the following guidelines for the University to implement before and during the operationalization of the university, as applicable, after the lockdown.

The guidelines are divided in three broad sections:

- (1) Sanitization of outdoor spaces of both the campuses and hostels either by municipal corporation through request or by housekeeping team of the University.
- (2) Disinfection and cleaning of all the indoor common places including classrooms, laboratories, hostels and offices.
- (3) Work Practices, Administrative Controls and HR Management

1. Guidelines on sanitization of CUG campus and hostel premises

- A request letter from the university Registrar is to be given to Gandhinagar Municipal Corporation to sanitize the outdoor spaces of both the campuses and all the hostel premises. However, in case of service not being provided by municipality, University can hire external agency to sanitize these spaces.

2. Guidelines on disinfection of common public places including offices

- For ease of implementation of the guidelines the common public areas have been divided into (i) indoor areas including office spaces, classrooms, laboratories, cabins etc (ii) outdoor common areas in the campuses and (iii) public toilets.

➤ Indoor areas including office spaces, laboratories, hostels

Indoor areas like classrooms, laboratories, hostel rooms, faculty cabins, office spaces, meeting places including conference rooms, board rooms, seminar halls should be cleaned early in the morning before office hours when rooms are occupied or every evening after office hours when offices are vacated by the staff. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the housekeeping staff should be given to wear disposable PPEs or rubber boots, gloves (heavy duty), and a triple layer mask.

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- All indoor surfaces and floor areas such as at the entrance lobbies, corridors and staircases, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a

disinfectant with 1% sodium hypochlorite or phenolic disinfectants. The guidelines for preparing fresh 1% sodium hypochlorite solution is given below.

Name of the sanitization Product	Available chlorine stock	Method to make 1% working solution
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/ tablet) -tablets	60%	11 tablets to 1 litre water
Chloramine – powder	25%	80 g to 1 litre water
Bleaching powder	70%	7g g to 1 litre water
Any other	As per manufacturer’s Instructions	

- High contact surfaces such as staircase hand rails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite or wiped with 70% alcohol.
- Frequently touched areas like table-tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned frequently.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces. If possible non-contact/automatic soap and hand sanitizer dispensers may be installed.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.
- To ensure that the staff engaged in sanitization of the university premises, offices, classrooms, hostels carry out their task effectively and without any transmission of the virus to themselves or others, the committee recommends that:
 - a) the cleaning staff must be imparted training for proper use of the protective gears and cleaning equipment and work under the supervision of a trained/qualified person with adequate knowledge of the SoPs and relevant protocols.
 - b) Alternatively, a professional agency could be hired by the university for these tasks.
- In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible, to maintain personal distancing.

➤ **Outdoor areas in the common spaces of the university**

These common spaces include public vehicles like buses and cars, main gates, walkways from main entrance to the office buildings, parking etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces like handles, seats, handrails etc. as

already detailed above.

Provision for thermal scanning, hand wash and sanitizer preferably with touch-free mechanism should be made available at all entry and exit points and common areas. In addition, enough handwash and sanitizer should be made available in the workplaces, classrooms, laboratories and hostels' entrances.

Installation of sanitizer and infra-red temperature measuring gun with the security staff at the main gates of both campus, admin, and academic block main gate. The security staff should check all individuals entering and exiting the campuses

➤ **Public toilets**

The university housekeeping staff must use a separate set of cleaning equipment for public toilets (mops, nylon scrubber) and a separate set for sink and commode. They should always wear disposable protective gloves, masks and head covers while cleaning a toilet. The university housekeeping staff should be provided training for correct and safe use of such equipment.

Areas	Agents / Toilet cleaner	Procedure
Toilet pot/ commode	Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	<ul style="list-style-type: none"> • Inside of toilet pot/commode: • Scrub with the recommended agents and the long handle angular brush. • Outside: clean with recommended agents; use a scrubber.
Lid/ commode	Nylon scrubber and soap powder/detergent 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Wet and scrub with soap powder and the nylon scrubber inside and outside. • Wipe with 1% Sodium Hypochlorite
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Scrub floor with soap powder and the scrubbing brush • Wash with water • Use sodium hypochlorite 1% dilution
Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Scrub with the nylon scrubber. • Wipe with 1% sodium hypochlorite
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ alcohol 70%	<ul style="list-style-type: none"> • Thoroughly scrub the floors/tiles with warm water and detergent • Wipe over taps and fittings with a damp cloth and detergent. • Care should be taken to clean the underside of taps and fittings. • Wipe with 1% sodium hypochlorite/ 70% alcohol
Soap dispensers	Detergent and water	<ul style="list-style-type: none"> • Should be cleaned daily with detergent and water and

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- 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxyleneol (4.5-5.5%) / Benzalkonium Chloride or any other disinfectants found to be effective against coronavirus may be used as per manufacturer’s instructions)
- Always use freshly prepared 1% sodium hypochlorite.
- Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.
- To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.
- Disinfect all cleaning equipment after use and before using in other areas.
- Disinfect buckets by soaking in bleach solution or rinse in hot water.
- Soap dispenser (preferably automatic soap dispensers) should be installed in each public toilet with a sensor to avoid touch by users.

➤ **Personal Protective Equipment (PPE):** Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.

- Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask
- Gloves should be removed and discarded when damaged, and a new pair worn.
- All disposable PPE should be removed and discarded after cleaning activities are completed.
- Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning.
- Masks are effective if worn according to instructions and properly fitted. Masks should be discarded and changed if they become physically damaged or soaked.

3. Work Practices, Administrative Controls and HR Management

- The University may appoint a Mental Health Counsellor having the required qualification of Medical and Psychiatric Social Work and experience in counseling. The University had already formed a committee on these aspects, but a full time University Level Mental Health Counsellor may be considered.
- All students and staff including housekeeping, security personnel have to report the University only after a self-declaration submitted by them about their well-being and health status. The format can be designed by a committee with the approval of the competent authorities of our University and uploaded at our University website, prior to opening.
- Wearing of face cover is compulsory in all workplaces and adequate stock of such face covers shall be made available.
- All persons in charge of workplaces shall ensure physical distancing as per the guidelines issued by MoHFW, GoI both within the workplaces and during transportation.
- Physical distancing shall be ensured through adequate gaps between shifts, staggering the lunch breaks of staff etc.

- Any faculty members, students, or staff having high temperature or influenza like symptoms like cold and cough should not be allowed to enter the campus, and advised to self-quarantine.
- Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc. shall be ensured, including between the shifts.
- Hospitals/clinics in the nearby areas which are authorized to screen and treat COVID-19 patients, should be identified and list should be available at the workplace all the times. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities.
- In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated immediately and cleaned with 1% sodium hypochlorite.
- Promote frequent and thorough hand washing, where soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 70% alcohol.
- Encourage workers to stay home if they are sick. Employees to report when they are sick or experiencing symptoms of COVID-19.
- Employees who are sick with acute respiratory illness do not require healthcare provider's note to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- Employees staying in the red and orange zones may be allowed to work from home as their physical movement will be restricted by the local administration.
- Workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks may be addressed by providing adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE).
- Establish policies and practices, such as flexible worksites (e.g. telecommunicating) and flexible work hours (e.g., staggered shifts), work from home etc, to increase the physical distance among employees. Further, all communication at the university should be telephonic and through email. Physical visits, hard copies of official letters etc. should be replaced with video chat and soft copies shared over the official emails. Circulars, Office Orders and other approvals should be made online.
- University should immediately purchase e-office and e-file software for office procedures and do away with physical movement of files. Till such time, all office notes should be made through official email and soft copies recorded and save in folders. Mechanism should be developed to keep physical records of files at one junction in the respective sections.
- During classes and examinations, the students to sit at least 1.0-1.5 meter away from each other, masked or nose mouth covered with cloth. Density of students in a closed space like a classroom to be adjusted accordingly.