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## **Standard Operating Procedure (SOP) In Workplace / Campus**

### **1.0 Purpose of this SOP:**

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed by all the members of the MCET community, resuming work (and / or residing in campus) during the COVID-19 outbreak.

### **2.0 Introduction:**

This SOP is prepared to be the set of norms to be strictly followed while resuming work / activities in MCET premises (both official and residential parts of campus), during the COVID-19 outbreak. The objective is to ensure that the chain of corona spread is eliminated in the campus, at work place while the work shall be executed safely. All precautionary measures are to be ensured at MCET campus so that employees / students / contract workers / other categories of employees / trainees are safe and sound.

### **3.0 Scope of SOP:**

This SOP applies to

- All Office in college including Hostel Office
- All academic Departments including laboratories, workshops, conference halls and meeting rooms
- Service departments like Library, Civil Maintenance Department, Electrical Maintenance Department, Transport Section, Sports facilities, Training and placement office, Centers of Excellence
- All hostels, Guest house.
- All Department Seminar Halls, CS Hall, Centenary Centre and all Conference Halls, etc.,
- All shops including Food outlets(ie.Book Depot, Canteen, Printing etc)
- Places of worship / prayer

### **4.0 Coverage:**

This SOP covers all stake holders working / studying / undergoing training / any other useful activity of relevance to MCET premises

- All students, All MCET Employees, Employers, Alumni
- All contract employees including employees from outsourced agencies, All trainees

- Campus residents and any person / guest / visitor from other office living / entering the campus

**The SOP is operational until further orders to employees in essential service and departments that work with skeletal staff as approved, and to all the mentioned above, once the lockdown is lifted.**

	<b>Standard Operating Procedure</b>	<b>Action</b>
<b>1</b>	<b>At the MCET gates (ie. Material Gate, Pedestrian Gate and Vehicle gate) entry point:</b>	
i.	All vehicles and machinery entering the premises should be disinfected by spray mandatorily.	Civil Maintenance (CM) / CSO
ii.	Display board regarding the procedure of disinfection shall be displayed at entrances / prominent places.	CM
iii.	Compulsory wearing of reusable cloth face cover / mask by all campus residents including students / employees / workers / visitors from other offices / persons entering the campus. <b>The mask should be on throughout the stay in the office and campus in public spaces.</b> Anyone found without face cover / mask in the campus will warned and should wear mask.	CSO / HOD
iv.	Provision of Hand wash / Hand sanitizer preferably with touch free mechanism will be made at all the entrance point of the Department / Centre / Building and common areas.	CM / CSO / HR
v.	Mandatory thermal scanning of everyone entering and exiting the institute to be done.	CSO
vi.	All persons entering should report symptoms, travel history and other details in the Health Screening Check point at the main entrance.	CSO
vii.	Stoppage of any person found with fever, cough with breathing problem or any other ailment from entering the campus and inform the concerned department / contractors. Such Person(s) shall be referred to government hospital (GH) immediately.	CSO
<b>2</b>	<b>All the areas in the premises: (Cleaning and Disinfection)</b>	<b>Civil Maintenance</b>
i.	All office spaces – <b>Once Daily Cleaning:</b> Each department, Main office, Library, CPG, Estate maintenance department, Hostel / Canteens, Guest house, Training and Placement Office, Centre of Excellence, Information Centre, all commercial establishments located in campus, etc., all used buildings, including the verandahs and open spaces in the buildings	Civil Maintenance

	<p>All the above mentioned office spaces should be cleaned every evening after office hours or early in the morning before the rooms are occupied and disinfected completely using user friendly and standard quality disinfectant as approved by the government.</p> <p>All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard boots, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants.</p> <p>In contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection.</p> <p>The worker should wear disposable rubber boots, gloves – heavy duty, and a triple layer mask</p>	
ii.	<p><b>High contact Surfaces – Twice Daily Cleaning:</b></p> <p>High contact surfaces such as handrails / handles and call buttons, 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</p> <p>Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea / coffee dispensing machines etc., should specially be cleaned.</p> <p>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.</p>	Civil Maintenance
iii.	<p><b>Washrooms – Twice Daily Cleaning</b></p> <p>Washroom, Toilet, Sink, water points, taps and fittings, wall / all other surfaces should be cleaned. Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode.</p> <p>They should always wear disposable protective gloves while cleaning a toilet</p> <p>Cleansing and disinfecting agents are soap powder / detergent and 1% sodium hypochlorite. Metal surfaces where leach is not suitable, 70% alcohol can be used.</p>	Civil Maintenance

iv.	<p>Disinfect all cleaning equipment after use and before using in other area                  Disinfect buckets by soaking in bleach solution or rinse in hot water                  Follow thorough hand wash with soap and water after the cleaning</p>	Civil Maintenance
v.	<p>Soap solutions / hand sanitizers / paper towels shall be placed and replenished periodically</p>	Civil Maintenance
<b>3</b>	<p><b>Transport:</b></p>	Transport Section
i.	<p>For employees / workers coming from outside, special transportation facility may be arranged without any dependency on the public transport system. These vehicles should be allowed to ply only with 30-40% passenger capacity, maintaining social distancing.</p> <p>Staffs shall be encouraged to commute by their own private vehicle or by the Institute vehicle, once the entry to campus is allowed by notification.</p>	
ii.	<p>Vehicles should be cleaned and disinfected every day before / after each trip using standard cleaning and disinfecting agents</p> <p>For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application.</p>	Transport / Civil Maintenance
<b>4</b>	<p><b>Work Schedule:</b></p> <p>Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing (exception essential service functioning 24*7).</p> <p>Working hours /days - Duty schedule to be made giving first preference to the campus staffs, then to the staffs residing nearby places.</p>	HOD
<b>5</b>	<p>The system in vogue of signing in the register shall continue, avoiding fingerprint attendance.</p> <p>Use your own pen rather than a common pen in the attendance register.</p>	HOD
<b>6</b>	<p><b>During duty hours at Offices / Departments /Frontline field work (as applicable)</b></p>	
i.	<p>It is mandatory to wear reusable cloth face cover by all employees during duty hours (when they start from home till they reach home).</p>	HOD

ii.	<p>Employees shall work from their seats and avoid going to other's seats as far as possible. To the maximum possible extent, discussions / interaction can be held through Landline phones, mobile phones or video conferencing tools.</p> <p>While passing through corridors or doorways avoid touching the wall, door or other surfaces as much as possible. Those taking support of railings at the staircase may wash their hands / use hand rub after touching common surfaces</p>	HOD
iii.	All employees to strictly adhere to the social distance of <b>minimum 2 meters</b> . Designated seats/markings on the seat can be done accordingly.	HOD
iv.	<p>Meetings to be avoided as far as possible and VC / Conference calls / other modes can be used in place.</p> <p>If meeting is indispensable, concept of social distancing at least of 2 meters shall be followed.</p>	HOD
v.	To avoid hard copy files wherever possible; soft copy correspondences / approvals are to be increased by mails. Approving officials can seek required back up / supporting documents in soft copy for study before according approval.	HOD
vi.	Institute staffs shall keep their working area clean and hygienic.	HOD
vii.	<p>All employees shall be instructed to keep separate water bottles and avoid common water bottle / mug / glass.</p> <p><b>CMD may explore purchase and fixing of touch-free, timed water dispensing attachment for water taps.</b></p>	HOD
viii.	It is advisable to ensure that all doors / windows are kept in open condition always during office hours	HOD
ix.	As far as possible, air-conditioning shall be avoided and natural ventilation shall be used.	HOD
x.	Use of staircase for climbing should be encouraged. Lifts shall be temporarily stopped to avoid contamination and crowding	HOD
xi.	Employees attending duty shall neither invite visitors to the department nor visit any other department/residents/common places in campus. There should be total ban of non-essential visitors at sites.	HOD
xii.	Employees shall not share any material / have things in common in office during work .They shall have their own stationery &™ other materials handled frequently	HOD

xiii.	Employee found with any symptoms of COVID 19 like cough, fever or breathing difficulty shall immediately report to <b>HR Office</b>	HOD
7	Provision of hand wash / hand sanitizer at the entry points of all department offices.  People shall sanitize their hands before proceeding to their work spot and maintain hand hygiene by washing hands frequently while on duty.	HR  CSO
8	Precautions measures – do’s and don’ts at work spot / premises shall be displayed	Civil Maintenance
9	List of Hospitals authorized to treat COVID 19 patients	HR Office
10	<p>*Personal care: *</p> <ol style="list-style-type: none"> <li>1. Get lots of fresh air and sun</li> <li>2. Drink adequate water and eat well.</li> <li>3. Wear clean and washed clothes only.</li> <li>4. Practice hand hygiene and social distancing at all places and at all times</li> <li>5. Use the cotton face mask as per the advisory issued. Wear it while you start from home. Don’t touch your face, eyes or the face mask</li> <li>6. It is advised to bring minimal things from home for work. May carry a zip lock cover with a spare face mask/ cotton handkerchief (may come handy if required and may also be used to keep the used face cover if it gets wet/ visibly dirty)</li> <li>7. Once you reach home, it is advised to keep the used things in a separate place and have a shower with soap and water (preferably warm water). The used clothes may be washed with soap detergent and water.</li> <li>8. It is advised to download and use Arogya Setu app by the Govt of India to stay updated and aware about the COVID 19 scenario.</li> <li>9. Campus residents travelling back to reside in the campus with the permission and approval of the competent authority will be screened for symptoms and travel history in the medical screening booth at the main gate and advised home quarantine accordingly, as per the advisory issued by the government and district health authorities from time to time.</li> </ol>	Individual responsibility

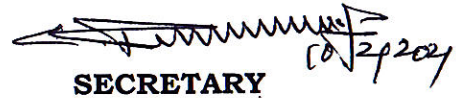
	10. It is advised to seek immediate medical assistance and refrain from travel/work if you notice any symptoms like fever, cough, breathing difficulty, sore throat etc.	
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In case of any requirements or if anyone found violating the procedures the following 24\*7 helpline may be contacted:

Medical Emergency /Hospital related queries : **04259 - 229322**  
Security related queries : **Intercom: 2531**  
Civil Maintenance/Housekeeping related queries : **Intercom: 410,411**



PRINCIPAL



SECRETARY