



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

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Guidelines for Re-opening the Constituent colleges post lockdown due to Covid -19 Pandemic

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1. Introduction

COVID-19 has hit the education sector just as hard as it has affected any other sector. Students, aspiring students, parents, and even the faculty had been left in confusion and uncertainty alike.

Universities and other educational institutions across the country have been closed since March, 2020 when the Government of India announced a countrywide lockdown as one of the measures to contain the COVID-19 outbreak.

As COVID-19 pandemic spread, there had been an increasing move towards teaching online because of shutting down of colleges and universities for an uncertain time as the only option left. Therefore, this was the time MGMIHS gravely rethought, revamped and redesigned education system in much demanding need of unprecedented COVID situation. Informal and non-formal education was also tremendously affected. However, it was a well-established assumption that no pedagogical approach can replace the peak position of formal education due to having teacher-taught direct interaction. But, the aftermath of COVID-19 crisis, online education became a pedagogical shift from traditional method to the modern approach of teaching-learning from classroom to Google classroom, Webex, Zoom, from personal to virtual and from seminars to webinars. COVID-19 crisis has led to the implementation of technological and digital solutions across education industries.

As Government of India is following a phase-wise unlocking of activities. In days to come, this would also involve partial resumption of activities in Universities and colleges. The new academic session is going on and the universities and colleges need a customized plan, as per the local conditions to deal with any eventuality arising due to the COVID-19 before resuming activities on campuses. Reopening of universities and colleges will relieve the students from uncertainties regarding their career, examination, completion and conclusion of academic year. This will also bring clarity to teachers, examiners and examination section to formulate tentative schedule.

MGMIHS have now taken up 'Safety & Security' as their topmost priority and have built dedicated teams & taskforces to ensure no stone is unturned in making campuses safe in the event of resumption.

Certain preventive measures will be required to be followed for quite some time to avoid its recurrence. This will be all the more necessary for all the constituent colleges of MGMIHS having more number of students. Keeping all these factors in view, the MGMIHS has framed Guidelines for the constituent colleges/departments which they may follow, while reopening the campuses.

2. Concerns in Re-Opening the Campuses

It may be difficult to comprehend all the Concerns/challenges/ situations which the constituent colleges of MGMIHS may have to handle while they plan to reopen. However, some of the issues which they may be required to handle instantly are given below:

- i. To follow the advisories/guidelines/directions issued by the Central/State Government, Ministry of Health, Ministry of education, MCI,INC, RCI and UGC from time to time to prevent the spread of COVID-19.
- ii. Uncertainty among students regarding modes of teaching-learning, completion of courses, examinations, evaluation, declaration of results and the academic calendar, etc.
- iii. Anxiety, mental health and psychological issues of students developed during the lockdown period and fear of infection after the opening of campuses.
- iv. Safety measures including sanitization of premises, thermal screening, ensuring physical distancing, face-cover/mask wearing, respiratory hygiene and hand-hygiene etc.
- v. Preparation for risk assessment and subsequent actions which may be required depending upon the residential status of the institution - whether fully residential, partially residential or non-residential.
- vi. Varied conditions of the pandemic in the state, area and environment where the students mainly live while making risk assessment and planning to address these challenges.
- vii. Besides students, a serious risk of infection will also be faced by the faculty, counsellors and other technical and non-teaching staff also who face/ interact with the students and also among themselves regularly.

3. Generic Preventive Measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (teachers, employees and students) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.
- iv. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- v. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- vi. Self-monitoring of health by all and reporting any illness at the earliest.
- vii. Spitting shall be strictly prohibited.
- viii. Installation & use of AarogyaSetu App may be advised wherever feasible.

4. Before opening up of the University Campuses

I. Planning of reopening of University campus

- i. Colleges outside the containment zones only shall be allowed to open. Further, students, teachers and employees living in containment zones will not be allowed to attend the college. Students, teachers and employees shall also be advised not to visit areas falling within containment zones.
- ii. Prior to resumption of activities, all work areas intended for teaching/demonstrations etc., including laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- iii. Attempts shall be made for contactless attendance by all constituent colleges of MGMIHS. At all times, the teachers and students shall maintain a physical distancing of 6 feet apart, wherever feasible. Scheduling of activities and seating plan shall be made accordingly.
- iv. Ensure hand washing facilities along with provision of soap and water.
- v. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made. Similarly, physical distancing shall also be maintained in staff rooms, office areas (including reception area), and other places (mess, libraries, cafeterias, etc.)
- vi. Weather permitting, outdoor spaces may be utilized for conducting teacher student interactions, keeping in view the safety and security of students and physical distancing protocols.
- vii. The colleges should display '**COVID Guidance and Care Committee**' members names and contact numbers prominently at the college entrance of both the campuses for teachers /students / employees to contact in case of any emergency
- viii. For air-conditioning/ventilation, the guidelines of central Public Work Department (CPWD) shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, 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 adequate.
- ix. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.

II. Planning and scheduling of activities

All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

III. Availability and management of supplies

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and employee.
- ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse Oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trash cans
- v. Provision for proper disposal of used personal protective items and general waste in accordance with CPCB guidelines (available at: <https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMWGUIDELINES-COVID 1.pdf>)
- vi. Housekeeping employee to be informed & trained about norms for waste management & disposal

5. After opening up of the University Campuses

A. At the entry point

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit.
- ii. Only asymptomatic persons (teachers, employees and students) to be allowed in the premises. If a teacher/employee/student is found to be symptomatic, he/she should be referred to the fever OPD attached to MGM Hospital.
- iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.
- v. Entry of visitors should be strictly regulated/restricted.
- vi. All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases should be monitored and reported to local authorities on a day to day basis
- vii. Teaching hours in a day may be extended, as per requirements of the institution.
- viii. . Six-day schedule may be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.
- ix. Universities and colleges may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.
- x. Depending on the availability of space in class rooms or learning sites, up to 50% students may be allowed on a rotation basis to attend the classes.
- xi. Online teaching-learning practices shall be continued wherever possible and applicable.

B. Conduct of guidance activities in the rooms or open spaces within the College campus:

- i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
- ii. Staggering of guidance activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.
- iii. The teaching faculty will ensure that they themselves and students wear masks throughout the conduct of the teaching/guidance activities.
- iv. Sharing of items like notebook, pens/pencil, eraser, water bottle, stethoscope, aprons and other medical devices etc. amongst students should not be allowed.
- v. Adequate arrangements for safe drinking water should be made on the campus.
- vi. Proper sanitization of buses, other transport and official vehicles of the institution should be done.
- vii. Spitting in the campus must be made a punishable offence.
- viii. Eating area should be spacious, separate and well ventilated

C. Conduct of skill based training in laboratories/ Hospital Clinics/ OPD Postings/ Workshops

- i. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- ii. Ensure that the equipments have been disinfected, particularly the frequently touched surfaces before and after each use.
- iii. Ensure a sufficient floor area per person is available for working on equipment/work station.
- iv. Ensure that members sanitize their hands before and after using training equipment/ Medical devices. For such purpose hand sanitizer should be provided at workstations/simulation labs etc.

D. Activities in common areas – library, mess/canteen, common roomsetc.

- a. Physical distancing of 6 feet needs to be maintained
- b. Persons using the common areas need to use mask/face cover all the time
- c. Cafeteria/mess facility, if any within the premises, shall be made available for the students as per SOP drafted by College/ Campus.

E. Transportation to and from the institution

If transportation facility is being managed by the Colleges, proper physical distancing, sanitization of buses/other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

6. Hygiene and Sanitation

- i. Daily cleaning of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- iii. 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 mandatory in all class rooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.
- iv. Teaching materials, computers, laptops, printers, shall be disinfected with 70% alcohol wipes.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- vi. Students and employee should be advised to dispose of used face covers / masks in separate covered bins placed in classrooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
- viii. Students should not be involved in any of the cleaning activities for health safety reasons.

7. Risk Communication

- i. Create awareness to ensure the students do not gather when leaving the Institute and in their freetime.
- ii. Sensitize students, parents, teachers and employees to create awareness on COVID appropriatebehaviour, as detailed under generic measures above.
- iii. If a student, teacher or employee is sick, they should not come to the College and follow necessaryprotocols in this regard.

8. Psycho-social wellbeing

- i. Ensure regular counselling is done for students and teachers reporting mental health issues suchas anxiety and depression.
- ii. It is advisable that teachers, counsellors and health workers should work in unison to ensure emotional safety of the students.
- iii. All institutional heads shall ensure effective functioning of Mentor- Mentee System

9. Instructionto be followed in case a student/teacher/employee develops symptoms (fever, cough and difficulty in breathing)

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case may be.
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined bya doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- v. A risk assessment shall be undertaken by the designated public health authority (districtRRT/treating physician) and accordingly further action is initiated regarding management ofcase, their contacts and need for disinfection.
- vi. Disinfection of the premises to be taken up if the person is found positive.

10. Guidelines on Examinations

In view of risk of COVID 19, it is important to safeguard the principles of health, safety, fair and equal opportunity for students. At the same time, it is very crucial to ensure academic credibility, career opportunities and future progress of students globally. Academic evaluation of students is very important milestone in any education system. The performance in examinations gives confidence and satisfaction to the students and is a reflection of competence, performance and credibility that is necessary for global acceptability.

Terminal Semester/ Final Year Examinations

The exam section of University has already declared tentative schedule of examinations of various programmes. All examination will be planned considering all etiquettes of COVID -19

Universities/ Colleges/ Examination Conducting Authorities/ may plan out the examination schedule in a staggered manner so as to avoid overcrowding at any examination centre on any day.

Keeping in view the physical distancing norms, institutions should have adequate room capacity to

ensure proper seating arrangement for examination. iv. Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available by Universities/Educational Institutions/Examination Conducting Authorities/Examination centres to the staff as well as students as per requirements.

Annexure 1

PROMOTING EMOTIONAL WELL-BEING OF STUDENTS

For Mental well-being and good mental health Students Students may follow measures such as:

- i. Share their feelings and emotions with parents, teachers and other family members, respecting others' emotions
- ii. Engage in activities that help to feel positive
- iii. Communicate with teachers and friends .
- iv. Spend time with parents, friends and other family members by involving in activities like indoor games, antakshari, reading stories together, solving puzzles and crosswords, dancing etc.
- v. Activities for Coping with Stress and Anxiety: Strategies for Students at Secondary Stage
- vi. Acknowledge feelings: It is important to recognize one's feelings and acknowledge that it is okay to have such feelings.
- vii. Reflection: Give time to self to reflect on what one has been doing during the phase of lockdown for self and for others, which aspects one would like to change, what kind of effort/thinking/action it would require to bring that desired change. Becoming aware of one's sensations and expressions may help to understand one's feelings.
- viii. Positive thinking: The key to avoid, manage, and reduce stress is a positive mindset and a positive attitude. Never lose hope, begin from yourself and pass it around to all. Be persistent in keeping positive thoughts.
- ix. Schedule your routine and manage time: Scheduling a routine helps to create discipline and can have a positive effect on one's thoughts and feelings.
- x. Students may modify their time table by reducing the time spent on daily activities that they were engaging in during the lockdown. This will help to transit to normalcy.
- xi. Take care of your mind and body: Make sure to eat a healthy and well-balanced diet, practice meditation, yoga, or breathing exercises after school hours to calm the mind and for building better mental and physical health. Also, get enough sleep every day.
- xii. Become aware of your thoughts, feelings, and actions.
- xiii. Maintain a diary. Every day write down how you could follow your plan of action. Note down changes in your feelings every day and share with your best friend.
- xiv. All students are advised to be in contact with their mentors through any possible mode of communication whenever required and felt necessary.

Annexure 2

GUIDELINES FOR TEACHERS FOR PROMOTING EMOTIONAL HEALTH OF THEIR STUDENTS

- i. Initiate conversational activities in the classroom: It is important to focus on bringing back the normalcy in the classroom environment again. Teachers may start a conversation with the students on what they did during the Lockdown period to engage themselves in interactive sessions.
- ii. Make students feel safe: Teachers need to make their students feel safe and be able to share anything and everything with them. They may emphasize the fact that students' fatalities due to Covid-19 are negligible but youngsters can get it and transmit it if they behave unsafely.
- iii. Acknowledge the change and offer help: Accept and help the students to accept that the present times are difficult. Make sure that the students know that you are there for them if they require any assistance or have any concerns to share.
- iv. Conduct reflective activities in the classroom: Reflective activities have huge benefits in increasing self-awareness in an individual and in developing a better understanding of others as well. Reflective practice can also help us to develop creative thinking skills and encourages active engagement in the classroom.

Annexure 3

Undertaking to be given by students

MGMIHS have been working hard to develop plans so that all students can safely return to campus. We expect you to give a simple undertaking (Page 15) by adopting these simple principles.

This undertaking must be submitted by student after joining Institution/ College within a week to the Head of Institute through his/her mentor.



Undertaking to be given by student

I, Mr / Miss _____ bearing
Roll No _____ joining for Academic year/Semester for the academic year 2020-21 in
_____ understands that Self-discipline is
most important to contain the spread of COVID-19 pandemic through social distancing and
maintaining hygienic condition and do hereby undertake that I shall abide by the
following:

1. I will wear face covers/ masks and take all preventive measures.
2. I will install 'AarogyaSetu App' in the mobile.
3. I will try and ensure to maintain physical and mental fitness to handle any exigencies.
4. I will inculcate in myself activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely.
5. I will not discriminate any fellow students in respect of whom there is a history of COVID-19 disease in the family.
6. I will give support to my friends under stress due to COVID-19 pandemic.
7. I will follow the guidelines, advisories and instructions issued by the Government authorities as well as by MGMIHS and colleges regarding health and safety measures in view of COVID-19 pandemic.
8. I am aware of the contact no. of members of 'COVID Guidance & Care Committee' of my college/institute as well as my Mentor in case of emergency.
9. I have read understood the reopening guidelines of MGMIHS and will abide by it.

Sign of the student

Name: _____

Sign of Mentor

Name: _____