October 25, 2020

Guidelines and Protocols on COVID-19

COVID-19 Committee

Indian Institute of Technology Tirupati

भारतीय प्रौद्योगिकी संस्थान तिरुपति

Renigunta Road, Settipalli Post, Chittoor District,

Tirupati – 517506

V2.0: October 25, 2020

COVID-19 Circulation from the Health Center (Issued on 31 August 2020)

Hope everyone is doing well. In view of the recent rapid rise and spread of COVID-19 cases, we are requesting all the Faculty/Staff and their family members to be vigilant of the symptoms of COVID-19 such as Cough, Cold, Fever, Headache, Breathlessness, Body pains, Weakness, Stomach pain, Diarrhea, or Loss of Smell/Taste.

If any of the Faculty/Staff or their family members have any of the above symptoms, kindly contact the Health Centre (healthcentre@iittp.ac.in) or COVID team (covid@iittp.ac.in) and get tested for COVID-19. This will help us to detect the disease early and prevent the rapid spread of the disease. We are taking all the necessary measures and need everyone's cooperation for this to be successful.

Thanks & Regards
Health Centre
IIT Tirupati

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Are you planning to return to the campus?

Please go through all the guidelines and protocols before planning

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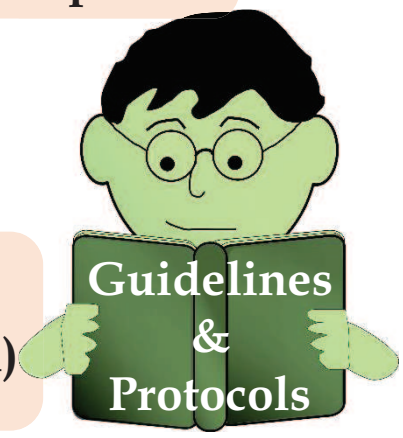
Flowchart of Returning Students

Read all the guidelines and protocols before planning to return to the campus.



Step-1: Obtain permission (Fill FORM-A and Declaration form)

Step-2: Plan your travel

Step-3: Submit Checklist Form (FORM-B)

Step-4: Ready to travel

Step-5: Reach at the quarantine center. Students will be under hostel quarantine for about 14 days and COVID-19 test will done on day 7.

General guidelines for returning scholars to the Campus

1. All the students are advised to strictly follow the guidelines and protocols laid down by MoHFW, Government of India, and IIT Tirupati during these COVID-19 pandemic times. Students should carefully go through all the instructions issued by IIT Tirupati before planning to return to the Campus.
2. Students should take permission from the concerned authorities before planning to return to the Campus. Please fill the "FORM-A" (available on the Institute's website; Link: https://iittp.ac.in/covid) along with "Self-Declaration/Undertaking form" and submit to covid@iittp.ac.in.
3. All the students are requested to disclose their medical history of sicknesses, such as hypertension/diabetes/cancer, or and heart/lung/kidney-related diseases, tested COVID-19 positive previously, or having any COVID-19 like symptoms, or the contact history of COVID-19 positive patients. Students are also requested to provide complete travel details in the "Checklist form (FORM-B)" (available on the Institute's website; Link: https://iittp.ac.in/covid) and submit to covid@iittp.ac.in.
4. As the coronavirus cases are increasing at an alarming rate in and around Tirupati areas and in India, thus, all students need to stay under 14 days' hostel quarantine.
5. All the students are requested to report to covid@iittp.ac.in for any COVID-19 related issues.

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INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

Renigunta Road, Tirupati – 517 506

(October 25, 2020)

***Request of permission to return to the Campus* – FORM A**

(To be submitted to **covid@iittp.ac.in**.)

SR No.	Details			
1	Student's Name			
2	Department			
3	Roll No			
4	Program (Ph.D/MSc/MS/M.Tech/B.Tech, and others)		Contact No Student: Parents:	
5	Arriving from city/town and full address (Ward Name and No)			
6	Date/Time of Departure & Arrival at IIT Tirupati			

7. Justification of returning to the campus:

8. Declaration from parent:

Signature of Student

Date:

Signature of Parent

Date:

Signature of Supervisor / Dean of Students

Date:

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(October 25, 2020)

Self-Declaration/Undertaking by students returning the Campus

Name of the Student:

Roll No:

Department:

Emergency Mobile Contact No:

Respected Sir/Madam

I have gone through and understood the guidelines and protocols of the Institute, pertaining to the resumption of research. I state that I am aware that it is entirely voluntary for me to return to the Institute and that I am doing so of my own free will, having understood the risks inherent in commuting to, and doing laboratory work at the Institute during COVID-19 Pandemic.

The travel details are:

1	Name of the Passenger/student	
2	Details of Mode of travel to IIT Tirupati (Flight/Train/Cab)	
3	Date of Arrival	
4	Place from where coming/ origin of travel: Address in detail	
5	Do you have any COVID-19 like symptoms?	Yes/No

In my opinion, which has been affirmed by my research supervisor, it is essential for me to come to research laboratory/computation facility in IIT Tirupati campus and the nature and/or stage of my research is such that it cannot be done from home and that any further delay would delay the entire project.

I declare that:

a) I have not tested positive or presumptively positive for COVID-19 in the last 2 weeks.
b) I have not experienced any symptoms commonly associated with the COVID-19 such as fever, cough, shortness of breath, sore throat etc.
c) None of my family members where I was living (……..…….), is suffering from fever, cough and breathing problem past 2 weeks.
d) I have not been in direct contact with or in the immediate vicinity of any person I knew and/or now I know to be carrying the Coronavirus or has been identified as a potential carrier of the Coronavirus.
e) I am not having any diseases like hypertension or diabetes or cancer or heart/lung /kidney related diseases etc or any other chronic diseases.
f) I have carefully gone through all the COVID-19 related guidelines and protocols issued by IIT Tirupati, pertaining to the resumption of research on the Campus during this COVID-19 Pandemic. I completely understood the guidelines and protocols and agreed

to strictly follow those guidelines and protocols to reduce the risk of infection with Coronavirus inside the Campus.

g) I will also strictly follow all the COVID-19 appropriate behaviors mentioned in the guidelines issued by IIT Tirupati, like wearing masks, face shields, frequently sanitizing hands, maintaining physical social-distancing of 2 meters, etc.

h) I will use Aarogya Setu App on my mobile, and it will remain active at all times (through Bluetooth and Wi-Fi)

i) I will self-monitor my health every day after I return to the Institute. In case, I develop fever, cough, flu-like symptoms and/or breathing problem, then I will inform about it to my supervisor/faculty in-charge/ Head of the department etc. Also I will consult a doctor and follow medical advice.

j) I understand that there is always a possibility of getting infected by the virus. My parents/ guardians are also fully aware of my wish to return to the Campus to start working in the laboratories and other offices for my research related activities.

k) I completely understand the standard of medical facilities available in Tirupati in case of any emergencies.

l) I also understand that IIT Tirupati has a Health Care Centre and it will extend all available facilities in case of a medical emergency. However in case of COVID-19 infection I may require isolation, treatment and/or hospitalization outside the Campus, for which I shall follow the government laid down protocols.

To be filled by Research Supervisor:

I agree with the above request made by the research scholar that the nature and/or stage of the research is being conducted by him/her is such that it cannot be subjected to any further delay, nor can it be done from home. I state that I have not exerted any pressure in making the research scholar decide to return to the Institute. I shall coordinate the wellbeing of the research scholar with the help of available Institute facilities in case of any COVID-19 related emergency.

Name and Signature of the Research Supervisor:

Signature of the Head of the Department:

Signature of the Student:

Date:

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(October 25, 2020)

COVID-19 CHECKLIST (FORM-B for Student)

(Students need to fill this form **the day before** of travel and submit to **covid@iittp.ac.in**.)

Name of the Student: Department:

Roll No: Program:

Date: Mobile Number:

1.	Do you have the following medical conditions?	YES/NO
	a) Cough	
	b) Cold	
	c) Sore throat	
	d) Fever	
	e) Headache	
	f) Diarrhea	
	g) Myalgia / body aches	
	h) Difficulty in breathing	
	i) loss of smell/ loss of taste	
2.	Do you have any medical comorbidities? If yes, give details:	
Please provide your medical history of sickness, if any:		
3.	Do you have direct contact or taking care of Positive Covid-19 patients?	
4.	Have you travelled in the last 14 days? Do you have travel history to a Covid-19 infected area? If yes, give complete details:	

		YES/NO
5.	Did anyone in your family members or close contacts underwent Covid-19 tests if yes, why? report	
6.	Has your residential area been kept under containment zone /Red zone last 1 month?	
7.	Your Journey details to Tirupati (From - To) Date & Tkt no By Air – By Train- By Road-	

Declaration:

I hereby declare the information given is correct to the best of my knowledge, and I fully understand that if it is found at a later date that any information provided by me is incorrect/false I would be liable to disciplinary action.

Signature of Student

Date:

Signature of Parent

Date:

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(October 25, 2020)

COVID-19 CHECKLIST (FORM-B for student from other institutes)

(Students need to fill this form **the day before** of travel and submit to **covid@iittp.ac.in**.)

Name of the Student: Department:

Roll No: Institute:

Name of the supervisor/contact person (at IIT Tirupati):

Contact Number: Date:

1.	Do you have the following medical conditions?	YES/NO
	a) Cough	
	b) Cold	
	c) Sore throat	
	d) Fever	
	e) Headache	
	f) Diarrhea	
	g) Myalgia / body aches	
	h) Difficulty in breathing	
	i) loss of smell/ loss of taste	
2.	Do you have any medical comorbidities? If yes, give details:	
Please provide your medical history of sickness, if any:		
3.	Do you have direct contact or taking care of Positive Covid-19 patients?	
4.	Have you travelled in the last 14 days?	

	Do you have travel history to a Covid-19 infected area? If yes, give complete details:	
		YES/NO
5.	Did anyone in your family members or close contacts underwent Covid-19 tests if yes, why? report	
6.	Has your residential area been kept under containment zone /Red zone last 1 month?	
7.	Your Journey details to Tirupati (From - To) Date & Tkt no By Air – By Train- By Road-	

Declaration:

I hereby declare the information given is correct to the best of my knowledge, and I fully understand that if it is found at a later date that any information provided by me is incorrect/false I would be liable to disciplinary action.

Signature of Student

Signature of Parent

Date:

Date:

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(October 25, 2020)

COVID-19 CHECKLIST (FORM-B for Employee)

(This form is **only** applicable to those, mostly for new employees, who want to use Institute's guest house facility. They need to fill this form **the day before** of travel and submit to covid@iittp.ac.in.)

Name of the Employee: Department/Section:

Employee Id No: Mobile Number:

Date:

1.	Do you have the following medical conditions?	YES/NO
	a) Cough	
	b) Cold	
	c) Sore throat	
	d) Fever	
	e) Headache	
	f) Diarrhea	
	g) Myalgia / body aches	
	h) Difficulty in breathing	
	i) loss of smell/ loss of taste	
2.	Do you have any medical comorbidities? If yes, give details:	
Please provide your medical history of sickness, if any:		
3.	Do you have direct contact or taking care of Positive Covid-19 patients?	
4.	Have you travelled in the last 14 days? Do you have travel history to a Covid-19 infected area?	

	If yes, give complete details:	
		YES/NO
5.	Did anyone in your family members or close contacts underwent Covid-19 tests if yes, why? report	
6.	Has your residential area been kept under containment zone /Red zone last 1 month?	
7.	Your Journey details to Tirupati (From - To) Date & Tkt no By Air – By Train- By Road-	

Self Declaration:

I hereby declare the information given is correct to the best of my knowledge, and I fully understand that if it is found at a later date that any information provided by me is incorrect/ false I would be liable to disciplinary action.

Signature of Employee

Date:

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(October 25, 2020)

COVID-19 CHECKLIST (FORM-B for New Employees)

(This form is **only** applicable to those, mostly for new employees, who want to use Institute's guest house facility. They need to fill this form **the day before** of travel and submit to covid@iittp.ac.in.)

Name of the Person: Department/Section:

Date: Mobile Number:

1.	Do you have the following medical conditions?	YES/NO
	a) Cough	
	b) Cold	
	c) Sore throat	
	d) Fever	
	e) Headache	
	f) Diarrhea	
	g) Myalgia / body aches	
	h) Difficulty in breathing	
	i) loss of smell/ loss of taste	
2.	Do you have any medical comorbidities? If yes, give details:	
Please provide your medical history of sickness, if any:		
3.	Do you have direct contact or taking care of Positive Covid-19 patients?	
4.	Have you travelled in the last 14 days? Do you have travel history to a Covid-19 infected area? If yes, give complete details:	

		YES/NO
5.	Did anyone in your family members or close contacts underwent Covid-19 tests if yes, why? report	
6.	Has your residential area been kept under containment zone /Red zone last 1 month?	
7.	Your Journey details to Tirupati (From - To) Date & Tkt no By Air – By Train- By Road-	

Self Declaration:

I hereby declare the information given is correct to the best of my knowledge, and I fully understand that if it is found at a later date that any information provided by me is incorrect/ false I would be liable to disciplinary action.

Signature

Date:

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COVID-19 CHECKLIST (FORM-B for visitor)

(Visitors need to fill this form the day before of travel and submit to **covid@iittp.ac.in**.)

Name of the Visitor:

Visiting to which department/section:

Purpose of the visit:

Date of your visit:

Duration of visit (tentative):

1.	Do you have the following medical conditions?	YES/NO
	a) Cough	
	b) Cold	
	c) Sore throat	
	d) Fever	
	e) Headache	
	f) Diarrhea	
	g) Myalgia / body aches	
	h) Difficulty in breathing	
	i) loss of smell/ loss of taste	
2.	Do you have any medical comorbidities? If yes, give details:	
Please provide your medical history of sickness, if any:		
3.	Do you have direct contact or taking care of Positive Covid-19 patients?	
4.	Have you travelled in the last 14 days?	

	Do you have travel history to a Covid-19 infected area? If yes, give complete details:	
		YES/NO
5.	Did anyone in your family members or close contacts underwent Covid-19 tests if yes, why? report	
6.	Has your residential area been kept under containment zone /Red zone last 1 month?	
7.	Your Journey details to Tirupati (From - To) Date & Tkt no By Air – By Train- By Road-	

Self Declaration:

I hereby declare the information given is correct to the best of my knowledge, and I fully understand that if it is found at a later date that any information provided by me is incorrect/false I would be liable to disciplinary action.

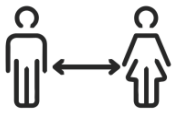
Signature of Visitor

Date:

Ground Rules for Working in the Institute

1. **Every individual (employee or student) must wear a multilayer face mask at all times. Strict action will be taken against anyone found outside his/her personal room without a mask.**

2. **The social distancing norm of 2 meters (6 feet) between two individuals is to be maintained at all times in all public spaces inside the Campus, particularly at the crowding places like at the main entrance or security desk.**



2 Gaj ki Doori
(2 meter or 6 feet)

3. **Everyone must sanitize their hands frequently and thoroughly by washing with soap or hand sanitizers.**

4. **Everyone entering the Campus will be thermally scanned for body temperature and advised to sanitize their hand thoroughly with hand sanitizer.**

5. **Everyone working in the Institute (employee or student) should have AarogyaSetu app on their phone. Use of AarogyaSetu by all on the Campus is strongly encouraged.**

6. **Everyone must follow additional COVID appropriate behaviors mentioned below**

a)

Greet without physical contact

b)

Maintain respiratory hygiene

c)

Avoid touching eyes, nose and mouth

d)

Discourage crowd - Encourage Safety

e)

Seek psychosocial support for any stress or anxiety

Note: photo credit - (MoHFW/Govt India)

SOP-1: Operating Procedure for Scholars/Students-during quarantine period

All the students should follow SOPs laid down by MoHFW and MHA, Government of India, while they are in hostel quarantine after returning to the Institute apart from following additional rules and regulations issued by IIT Tirupati.

Rules and Regulations

1. All the students are requested to get permission to return to the Campus for their research work by submitting the Form A, Self-Declaration/Undertaking form, and Form B to covid@iittp.ac.in. Without any prior approval, students will not be allowed to enter the Campus.
2. It is advised that the students with any health issue should work from home during the COVID-19 pandemic. Students with any health issue will not be permitted to return to the Campus at this moment.
3. If you or any of your family members have any COVID-19 like symptoms, please immediately report to the COVID-19 committee (email: covid@iittp.ac.in) and isolate yourself at home and **shouldn't** plan to return to the Campus at this moment. Similarly, if any of you suspects of having direct contact with a COVID-19 positive person or a person with any COVID-19 like symptoms knowingly or unknowingly (that individual is referred to as a **primary contact** hereafter), please immediately report to the COVID-19 committee and isolate yourself at home and **shouldn't** plan to return to the Campus. In all these circumstances, please take the medical officer's advice and follow proper COVID-19 guidelines issued by MoHFW.
4. Anyone testing COVID-19 positive should immediately inform the COVID-19 committee (email: covid@iittp.ac.in).
5. Only asymptomatic individuals, except those primary contacts mentioned above at point number 3, will be permitted.
6. All the students will be under hostel quarantine for 14 days from the day of the visit. A mandatory COVID-19 test will be done on day 7 of their stay at the quarantine center. The quarantine centers for boys and girls students are arranged in the permanent Campus or LN Colony (please confirm before traveling). A cot, table, bucket, and cup will only be provided in the room. Therefore, students are requested to carry a plate, cup, spoon, two water bottles (flask for warm water), 5 sets or more reusable multilayer masks, face shields as per their requirements during the quarantine period. Students are requested to arrange a small electric kettle, in case they want to have tea/coffee or hot water during their stay at the quarantine center or in the hostel. Students are also recommended to carry a thermometer and pulse oximeter with them during these COVID-19 pandemic times.
7. Only asymptomatic individuals will be allowed inside the quarantine center. If you develop any COVID-19 like symptoms after reaching to the quarantine center, please immediately report to the COVID-19 committee (email: covid@iittp.ac.in). Symptomatic students will be reported to the district administration to take further steps based on the rules and regulations laid down by the A.P government and MoHFW.
8. All the individuals should wear multilayer reusable face masks/N-95 masks at all times, if possible use face shield, in the common places and must maintain a minimum physical distance of 2 meters (6 feet) at all times. Covering both mouth and nose with multilayer

reusable face masks/N-95 masks are only acceptable. Covering face with a handkerchief is not allowed.

9. Student's luggage will be disinfected before entering the quarantine centre. The student should carry the minimum required items for the 14 days quarantine period, as mentioned in point number 6, since the collection of any belonging from the permanent hostel facilities is forbidden until the quarantine period is completed.
10. Three meals (breakfast, lunch, and dinner) a day will be provided to the students in a packed form in front of the room at the specified time. Drinking water will be provided in front of the room. Students should clean their own utensils, apartment room, and wash clothes inside the apartment in the quarantine centre and no help will be provided from the Institute. Debris/garbage from each of the hostel room will be collected on a daily basis.
11. Students should confine his/her activities to the room allocated during the quarantine period; any mental and physical strains should be reported to the COVID-19 Committee and the Doctor or Guidance and Counselling Unit. Washing and drying of clothes should be restricted inside the apartment only.
12. Institute Doctor has the complete right to suggest the student to undergo COVID-19 test if required, and payment towards the same should be made by the student if required.
13. If required, the quarantine period may be extended as per the circumstances and Doctor's advice. Violation of any quarantine norms is strictly prohibited and a punishable offense.
14. The generic public health measures should **strictly** be followed to reduce the risk of COVID-19 infection. These measures need to be observed by all in the commonplace of the apartment (like balcony) at all times.

a) Maintaining physical-distance of at least 2 meters, use of masks, and face shields.
b) Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. It is also advised to sanitize hands frequently with alcohol-based hand sanitizers (for at least 20 seconds).
c) Respiratory etiquettes to be strictly followed. This involves the strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly. Spitting shall be strictly prohibited.
d) Reporting any illness at the earliest to the Institute's medical Doctor.
e) Installation & use of AarogyaSetu App in phone is strongly encouraged

SOP-2: Operating Procedure for Scholars/Students - After Quarantine Period

All students should strictly follow SOPs laid down by MoHFW and MHA, Govt. of India, and the following additional rules and regulations issued by IIT Tirupati.

Rules and Regulations

1. If you have any COVID-19 like symptoms, please immediately report to the COVID-19 committee (email: covid@iittp.ac.in) and isolate yourself inside the hostel room and should not come out from the hostel room.
2. Only asymptomatic individuals will be allowed to work in the laboratory. Please follow the separate guidelines for working in the laboratory.
3. Students should undergo thermal scanning every day at the security gate, stationed in the hostel premises.
4. All the students should wear multilayer reusable face masks/N-95 masks & face shield at all times in the common places and office areas. Covering both mouth and nose with multilayer reusable face masks/N-95 masks are only acceptable. Covering face with a handkerchief is not allowed.
5. Every individual must maintain a minimum physical distance of 2 meters (~ 6 feet) at all times in the common places inside the Campus, including hostel and mess areas.
6. Frequent sanitization and washing of hands (as per the guidelines by MoHW): Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. It is also advised to sanitize hands frequently with alcohol-based hand sanitizers (for at least 20 seconds).
7. Respiratory etiquettes to be strictly followed in the Campus. This involves the strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly. Spitting inside the Campus is strictly prohibited.
8. Indoor/outdoor gathering inside the Campus is strictly prohibited. Meeting or discussion with other individuals needs to be restricted and encouraged to have an online meeting. If it is absolutely necessary, in that scenario, one-to-one meeting needs to be done by strictly following the COVID-19 norms, i.e., the maintaining the social distancing of 2 meters, using multilayer masks & face shields, and frequently sanitizing hands with hand sanitizer.
9. Students should confine his/her activities to the hostel room allocated other than the time of laboratory-related works; any mental and physical strains must be reported to the COVID Committee and the Doctor or Guidance and Counselling Unit.
10. Students are not allowed to go outside the Campus in any circumstances during these COVID-19 pandemic times.
11. Meeting with supervisor and other research collaborators are recommended to continue **online** platforms.
12. Institute's Doctor has the complete right to suggest the student to undergo COVID-19 test if required, and payment towards the same should be made by the student if required.
13. Installation & use of AarogyaSetu App in phone is strongly encouraged.

SOP-3: Operating Procedure for students working in the laboratory

Laboratory work resumption strategy: *This is a general guideline to work in the laboratory during these COVID-19 pandemic times. Please follow separate laboratory specific guidelines.*

This document aims to provide the operating procedure to resume activities in the laboratory during these COVID-19 pandemic times. It is designed to reduce the risk of contracting a COVID-19 infection among students and is subjected to change/modification depending on the COVID-19 situation in & around Tirupati areas.

The measures described in this document also aim to limit the close physical contact between the two individuals within the laboratory premises. As a first step, the presence of scholars/staff (individuals hereafter) in the laboratory must be reduced to a minimum number, reflected by the rotation and the judicious distribution of individuals within the laboratory premises, for maintaining social-distancing of 2 meters even inside the laboratory. It is advisable that the laboratory members and the PI (or any other individuals) should **strictly avoid** any type of assembling for the discussion inside the laboratory and continue to follow online meetings/discussions. A precise timetable will, therefore, be built in collaboration with the PI or laboratory in-charge in order to authorize scholars to resume their research activity in the laboratory following COVID-19 guidelines.

Thus, considering all these facts mentioned above, it is advisable that in a laboratory of X sq. meter of space a maximum Y person will be permitted to work at a given time, provided all the individuals strictly follow SOPs laid down by IIT Tirupati, and MoHFW, Govt of India.

SR. NO.	Laboratory Space (Sq. meter)	Maximum persons to be allowed*
1	110 or less	4
2	75 or less	3
3	50 or less	2
5	30 or less	1**

*These numbers are always subjected to the type of work performing in the laboratory by students. For instance, if it is a computer-related work in a restricted place where it is easy to maintain social distancing inside the laboratory. Otherwise, it is difficult to maintain proper social distancing and personal hygiene inside the laboratory. In that case, PI or laboratory in-charge should make proper decisions from time to time. However, at any given time, the number of individuals should not exceed more than the number mentioned in the above table. **Working alone in the experimental laboratory is not advisable due to safety reasons. Thus, proper safety precautions should be taken.

Rules and Regulations

1. If you have any COVID-19 like symptoms, please immediately report to the COVID-19 committee (email: covid@iittp.ac.in) and isolate yourself inside the hostel room, and should not come out from the hostel room at any time.
2. Only asymptomatic individuals will be allowed to work in the laboratory.
3. Students should undergo thermal scanning every day at the security gate, stationed in the hostel premises.
4. All the students should wear multilayer reusable face masks/N-95 masks & face shield at all times in the common places, including inside the laboratory. Covering both mouth

and nose with multilayer reusable face masks/N-95 masks are only acceptable. Covering face with a handkerchief is **NOT** allowed.

5. Every individual must maintain a minimum physical distance of 2 meters (~ 6 feet) at all times in the common places, including inside the laboratory.
6. Frequent sanitization and washing of hands (as per the guidelines by MoHW): Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. It is also advised to sanitize hands frequently with alcohol-based hand sanitizers (for at least 20 seconds).
7. Respiratory etiquettes to be strictly followed inside the lab. This involves the strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly. Spitting inside the Campus is strictly prohibited.
8. Gathering inside the laboratory is strictly prohibited. Meeting or discussion with other laboratory members needs to be restricted and encouraged to have an online meeting. If it is absolutely necessary, one-to-one meeting needs to be done by strictly following the COVID-19 norms, i.e., maintaining the social distancing of 2 meters, using multilayer masks & face shields, and frequently sanitizing hands with hand sanitizer.
9. Scholars/Students are advised to take the prior appointments from HOD/PI/laboratory in-charge to work in the laboratory.
10. HOD/PI or laboratory in-charge will make sure to keep a record of all individuals working in the laboratory (please maintain a logbook). At any given time, more than a specified number of individuals will not be allowed to work inside the laboratory. If more scholars want to share the same laboratory space, then the laboratory in-charge should formulate a mechanism of rotation of individuals.
11. Dispose PPE/masks in a proper place (in a dustbin assigned for biomedical hazards only) after working in the laboratory.
12. Installation & use of AarogyaSetu App in phone is strongly encouraged.

13. **Laboratory Sanitization Procedure (in case of COVID-19 positive cases):** As most of the laboratories are equipped with many sensitive instruments/items (sensitive to the oxidizing agents like sodium hypochlorite or alcohol), so the common sanitization protocol used in the outdoor or classroom may not be suitable in this case. Thus, if you need a sanitation drive in your laboratory, please report to the COVID-19 committee (email: covid@iittp.ac.in) or coordinate with Mr. Prashant V. Nannavare (Horticulture Officer). One person, preferably the laboratory-in-charge who has complete knowledge about the instruments/items present in the laboratory, should be present all the time during the sanitization procedure. The committee or the sanitization team won't be responsible for damaging any instruments/items.

SOP-4: Operating Procedure for working in the Campus (Issued on OCTOBER 19, 2020)

Every individual should strictly follow SOPs laid down by MoHFW, Govt. of India, and the following additional guidelines issued by IIT Tirupati on OCTOBER 19, 2020.

Rules and Regulations

1. If you or any of your family members have any COVID-19 like symptoms, please report to the Health center or COVID-19 committee (healthcenter@iittp.ac.in; covid@iittp.ac.in) and isolate yourself at home and **shouldn't** visit the Campus. Similarly, people who have had close contact with someone with confirmed COVID-19, please report to the above immediately and take the medical officer's advice and follow proper COVID-19 guidelines.
2. If you are tested COVID-19 positive, please immediately report the Health center (healthcenter@iittp.ac.in) to take the medical officer's advice and **not** visit the Campus.
3. Only asymptomatic individuals will be permitted to enter into the Campus (temporary or permanent).
4. Every individual should undergo thermal scanning every day at the security gate before entering the Campus and is advised to sanitize their hand thoroughly with hand sanitizer at the security gate.
5. Every individual should wear multilayer reusable face masks/N-95 masks & face shield at all times in the common places and the office area. Covering both mouth and nose with multilayer reusable face masks/N-95 masks are only acceptable. **Covering face loosely with a handkerchief is not allowed.**
6. Every individual must maintain a minimum physical distance of 2 meters (~ 6 feet) at all times in the common places and the office area.
7. Frequent sanitization and washing of hands (as per the guidelines by MoHW): Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. It is also advised to sanitize hands frequently with alcohol-based hand sanitizers (for at least 20 seconds).
8. Respiratory etiquettes to be strictly followed on the Campus. This involves the strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing the used tissues/masks in a proper dustbin assigned for the biomedical hazards only. Spitting inside the Campus is strictly prohibited.
9. Indoor/outdoor gathering inside the Campus/Office is also strictly prohibited. Meeting or discussion with other individuals needs to be restricted and encouraged to have a online meeting. If it is absolutely necessary, one-to-one meeting needs to be done by strictly following the COVID-19 protocols, i.e., maintaining the social distancing of 2 meters and using multilayer masks & face shields.
10. Regularly disinfect (sanitizing spray) commonly touched surfaces at the beginning and end of each individual's shift: doorknobs, bench-tops or working place, desks, and common items/equipment.
11. Everyone working in the Institute should have AarogyaSetu app on their phone. The use of AarogyaSetu by all on the Campus is strongly encouraged.

Central Library, IIT Tirupati

SOP-5: Protocol for library functioning during Covid 19

All library staff are working on regular basis from office, strictly following Institute/ GoI rules.

Guidelines for library use

- Library will operate from 09.00 am to 05.30 pm on weekdays. It will remain closed during public holidays and weekends until further notice and change in current situation.
- Only the currently registered students, faculty, and staff of IIT Tirupati will be permitted to enter library. External visitors, alumni of IIT Tirupati, relatives/dependents will not be permitted within library until further review of the situation.
- Maximum 15 users will be allowed within library at a time.
- Users should limit any contact with surfaces to the extent possible.
- Prior to entering library, body temperature of users/staff should be checked at door compulsorily. All users/staff need to wear masks at all times and sanitize their hands before entering.
- Users/staff need to follow social distancing norms as advised by institute/GoI strictly.
- Library staff should avoid touching surfaces to the extent possible, and should wash their hands with soap or sanitize with an alcohol based sanitizer regularly. Mouth/nose should be covered with use of disposable tissues or handkerchiefs when coughing/sneezing.
- Areas of library which are frequently touched by users/staff such as door handles, computers, tables, chairs, RFID kiosk, floors, etc. should be sanitized and disinfected on a regular basis.
- Library staff who re-shelve or have to touch library books should wear gloves along with their masks during the duty.
- Returned books will be placed in a box for a 72-hour period. Separate boxes will be used for each day's return. They will be handled by the library staff only after the 72 hours for the returned books are over.

(Name of the DEPARTMENT)

(Name of the Lab))

(Name of the laboratory in-charge)

(Contact number: xxxxxx)

(Precautionary Note: Maximum occupancy of 5 persons only at a time inside the lab)

[General Advice: Ensure to wear the required PPE inside the Lab (mask & face shield); Wash hands frequently and sanitize the doorknobs on arrival and leaving]

LABORATORY CLEANING TIME : 8 AM - 9 AM

STUDENTS ARE NOT ALLOWED TO WORK DURING THIS PERIOD

A Set of 15 promises, we need to follow, as part of

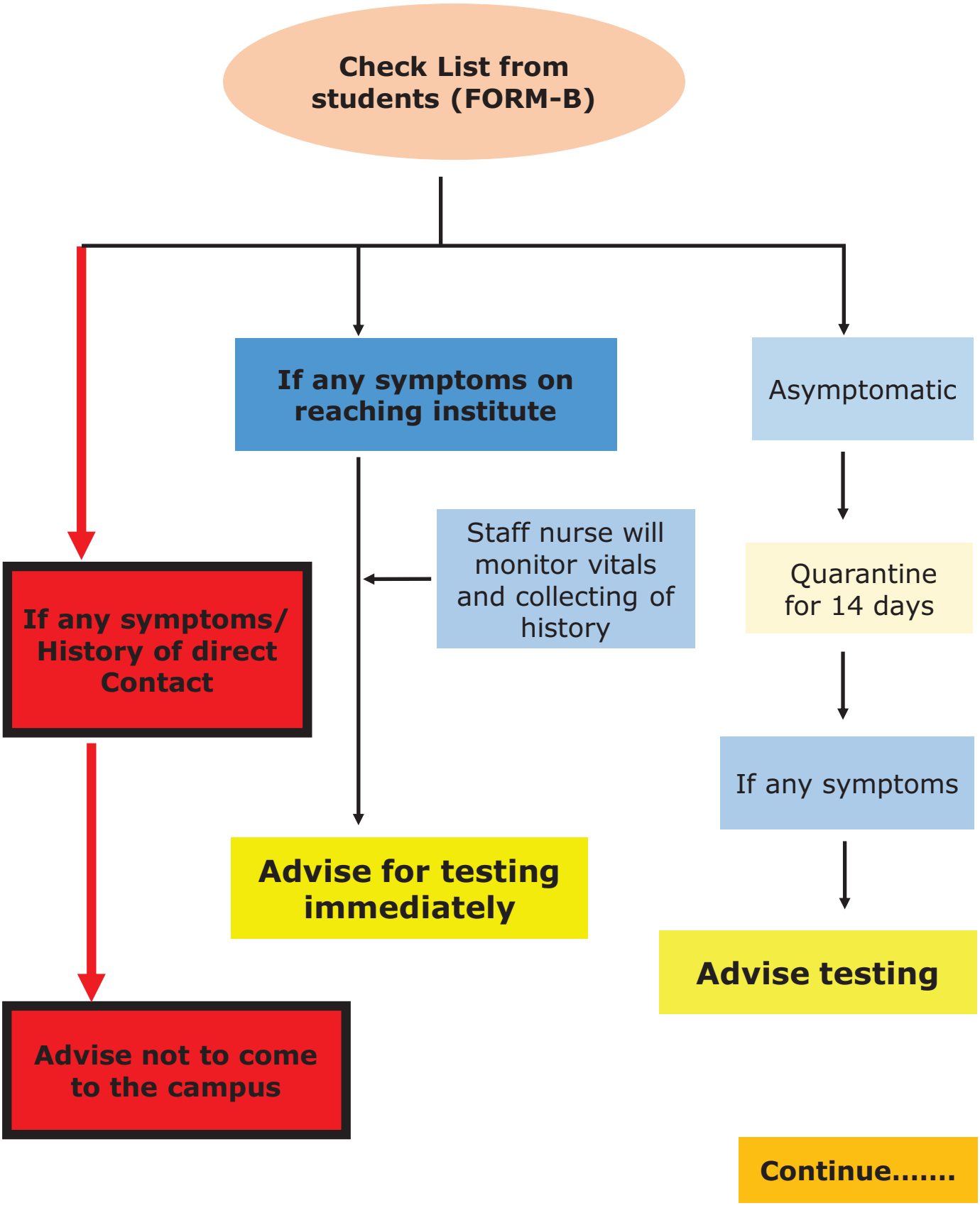
COVID-19 Appropriate Behaviours

Guidelines of detections of Covid-19 positive case(s) on the campus

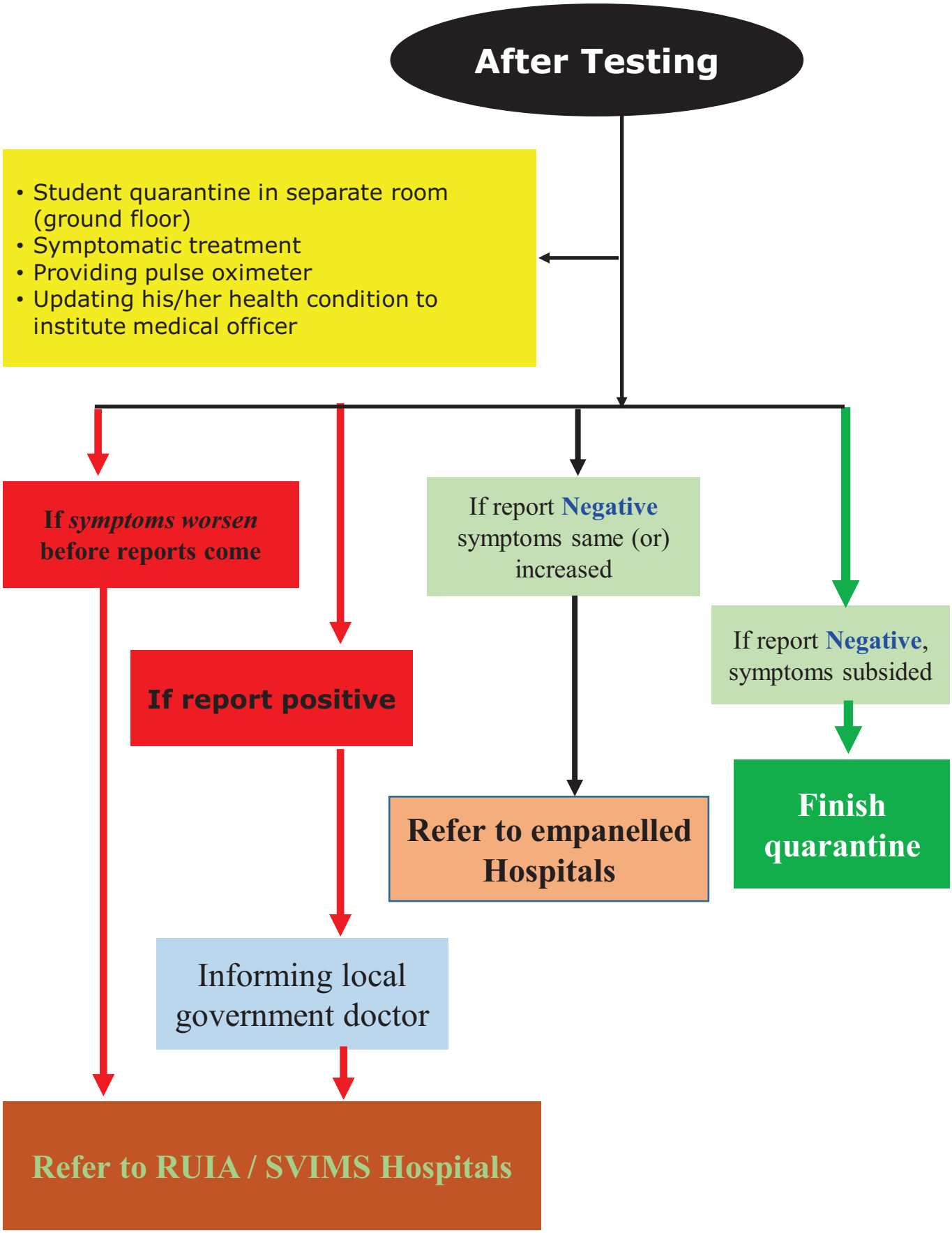
Guidelines in the event of detections of Covid-19 positive case on the campus is prepared in accordance with the guidelines laid down by the Ministry of Health and Family Welfare (MoHFW), Govt. of India. As per guidelines of Government of India, the following approaches, shown in flow-chart, will be taken with the guidance of institute's medical officer which could be modified/changed depending upon the COVID-19 situation in India, and particularly in AP, as per the MoHFW guidelines.

Under the current COVID-19 situation in India and, particularly in AP, all the students will mandatorily undergo a COVID-19 test on a chargeable basis on day 7 after returning from home.

Procedure of COVID-19 Detection



Note: The above-mentioned procedure can be modified any given point of time on the advice of doctors and subjected to the current COVID-19 situation in India and, particularly in AP.



Note: The above-mentioned procedure can be modified any given point of time on the advice of doctors and subjected to the current COVID-19 situation in India and, particularly in AP.

CONTACT US

24/7 Help
covid@iittp.ac.in

COVID-19 Committee members:

Dr. Gouriprasanna Roy, Chairman – (9871317927)
Dr. N Venkaiah, Dean, Students Affairs – (9441933382)
Dr. Bijily Balakrishnan, Chief Warden – (9445481093)
Dr. K. V. Rama Rao, Medical Officer – (8179800798)
Mr. Harikrishna Reddy, Assistant Registrar– (8374175737)
Mr. Chaman Mehta, Deputy Registrar – (7416566056)

Acknowledgements

With inputs from Director, Prof. K.N. Satyanarayana, and all the COVID-19 committee members, IIT Tirupati.

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