



Indian Maritime University

IMU's SOP for work resumption post withdrawal of COVID-19 lockdown

1. **Introduction:** The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed for resuming work after withdrawal of lockdown due to COVID-19.
2. **Scope:** This SOP applies to IMU Headquarters, all of its Campuses and any other premises in control of IMU.
3. **Coverage:** This SOP covers all stakeholders studying/working/residing at IMU Premises i.e Students, Faculty, Staff, Contract Staff, Outsourced Staff, Visitors and others
4. The SOP contains two parts: (i) Preparatory steps to be taken before resumption of work and (ii) Procedures to be followed after resumption of work.
5. Preparatory steps to be taken before resumption of work
 - a. All areas in the premises of Headquarters and Campuses including the following shall be **cleaned and disinfected** completely using user friendly disinfectant mediums:
 - i. Entrance Gate
 - ii. All office rooms, conference halls,
 - iii. Common areas within the building
 - iv. Washroom, Toilet, Sink etc.

- v. Walls
- vi. Parking lots
- vii. Hostels
- viii. Dining Area
- ix. Guest Houses
- x. Residential Quarters
- xi. Lab Equipment's
- xii. Office cars
- xiii. All other surfaces

b. Procedure shall be established for the disinfection method, type of medium, periodicity, log register, etc.

c. Thermal Scanners, Face covers, Masks, Goggles, Gloves, Coats / Aprons, Shoes and also appropriate disinfecting gadgets like sanitizers, sprayer, brush, etc. shall be procured in sufficient quantity and installed/made available to concerned people.

d. All sections in HQ and Campuses shall keep display boards at suitable places about the health precautions, frequent hand washing, use of sanitizers and other hygiene procedure to be followed for countering Covid-19.

6. Procedures to be followed after resumption of work.

a. **Commuting to work** - Following instructions shall be communicated to all concerned for strict adherence by them:

i. As far as possible, usage of bulk public transport must be avoided. Buses/Vans operated by IMU Campuses for staff transportation may be considered for stoppage till normalcy.

- ii. All to use own vehicle for commuting to work as far as possible, except for officers to whom official vehicle is provided as per rules.
- iii. In case of cab travel, maximum 3 people can use in a single cab.
- iv. Every employee must enrol / register with "arogya setu" app

b. Sanitisation and Security Procedures at gates/entrances

- i. All persons irrespective of cadre / status entering through gate must be compulsory screened with thermal scanner.
- ii. Any person found with fever, cough or breathing problem must not be allowed to enter. IMU will make arrangement to inform local government agencies for necessary treatment.
- iii. **No vehicle of outsiders shall be allowed inside IMU's premises without a valid permission.**
- iv. Any parcel /courier person should be stopped at gate. Parcel shall be collected from gate by concerned person.
- v. **Any person including IMU employees entering into gate shall be permitted inside only if they are with nose mask.**
- vi. All employees and visitors, irrespective of cadre and status while entering into IMU premises must go to

the washing facility so provided and wash their hands with soap. After washing, all must apply hand sanitizers provided. This is mandatory for all.

c. Attendance Management System

- i. Bio-metric (Finger touch) swiping system for attendance shall be temporarily discontinued.
- ii. Alternate arrangements for attendance like face recognition based attendance system may be explored. Till such time, marking attendance through signature on a register may be allowed.

d. Upkeep of common Places and Facilities

- i. Ensure that all doors / windows are in open condition always during office hours.
- ii. As far as possible, air-conditioning shall be avoided and natural ventilation shall be used.
- iii. To ensure that sanitization of all areas are done before start and after end of duty/class hours.
- iv. Special attention be given to wash rooms / toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.
- v. Walls / Doors / Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.

- vi. Soap solutions / hand sanitizers / paper towels shall be placed and replenished periodically.
- vii. To ensure all electronic items such as PC, Printer, Key Boards, Telephone, etc. are cleaned and disinfected daily.
- viii. Lifts shall be cleaned and sanitized frequently. Hand sanitizers shall be kept in the lift always. To ensure that lifts are not crowded.
- ix. Hot water dispensers may be installed at suitable places in HQ and Campuses.
- x. Swimming pools/Gyms to remain closed till normalcy returns.
- xi. Sanitation staff: All those involved in floor area, garden area, site, offices & all other areas cleaning and sanitation activities shall be made use Face covers, Mask, Goggles, Full body covers, Gloves, Shoes etc.

e. Office Working Procedures

- i. **Norms for working days, working hours and work from home option can be fixed as per guidelines of GoI.**
- ii. All employees, contract and outsourcing staff on first day of commencement of work after lockdown or on the first day of reporting has to give a self-declaration as per **Annexure – I** on his/her health status, travel

history undertaken during the last fifteen days. Sections Heads in HQ and Campus Directors shall ensure that persons with travel history or from the hotspots (as declared by Central/State Govts) is not allowed inside IMU's premises.

- iii. To vigorously undertake the following steps to digitise the working procedures in medium to long run:
 - 1. Implementation of E-office with support from NIC may be prioritised for HQ & campuses to reduce file handling for routine matters.
 - 2. Routine forms such as Leave application, TA/DA forms, re-imburements etc. may be submitted, processed & approved through e-mail till normalcy.
 - 3. Tendering activities should be done through CPP, GeM and other online modes, as far as feasible.
 - 4. Billing/Payment related work processes may be moved online and paperwork be eliminated.
- iv. Meetings and Non-essential official travel to be avoided as far as possible. Video conference and may be used in place.
- v. Employees who are at higher risk i.e older employees, pregnant employees and employees with underlying medical conditions may not be engaged in front line work requiring frequent physical contact with others.

- vi. Transferring of employees from one station to other station (except extreme / unavoidable public interest cases) may be put on hold till normalcy.
- vii. Leave Sanctioning Authority may normally sanction leave to employees whenever such requests are made for self-quarantine as a precautionary measure.
- viii. Officers / Staff attending duty may undergo routine medical check-up by campus / visiting doctors. In addition, yearly health check-up for all employees may be introduced as followed in Central Govt. Organisation.
- ix. All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL:

mohfwgov.in/DraftGuideLinesforhomequarantine.pdf

f. Cadets/ Student related matter

- i. As and when classes resumes for students / cadets, they may be intimated to undergo a thorough medical check-up and come with latest medical certificate while returning back.
- ii. Medical Officers visiting / working in campuses may be requested to draw a roster of all students / cadets

for routine bi-monthly medical check-up till normalcy.

- iii. Calling candidates for admission of new students for the year 2020-21 in campuses may be streamlined based on date-wise roster drawn by campuses to the minimum number for ensuring social distance & avoiding crowd.
- iv. Hostels utilised for quarantine / treatment purpose by local administration may not be considered for allotment till normalcy (or) 100% certification by appropriate authority reg. disinfection / sanitation.

-0-0-0-

Declaration to be submitted by all employees on resumption of Duty

| # | Particulars | Details |
|---|--|---------|
| 1 | Name | |
| 2 | Employee Code | |
| 3 | Designation | |
| 4 | Are you experiencing any of the following symptoms? Cough/Fever/difficulty in breathing | |
| 5 | Have you travelled anywhere out of duty location [Chennai/Vizag/ Kolkata/ Mumbai/Kochi] in the last 14 days? If yes, please provide details | Yes/No |
| 6 | Have you interacted with anyone tested positive for Covid-19? | Yes/No |
| 7 | Are you a resident from Hotspot Area? | Yes/No |

Signature of Employee

Signature of Campus Director/Section Head