

FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE

An "Institution of National Importance" as per FDDI Act, 2017 under Ministry of Commerce & Industry, Govt. of India

STANDARD OPERATING PROCEDURE (SOP)

A. Introduction

The GOI implemented the Country wide lockdown to contain the COVID 19 outbreak. This lockdown is being relaxed in the phased manner on a mandatory condition to follow the Social Distancing norms and other Govt. guidelines issued from time to time to eradicate the COVID-19 from the Country. To comply with GOI conditions, the Institute has prepared a Standard Operating Procedure (SOP), which should be strictly followed on resuming normal work/activities in the Institute.

B. Purpose

This SOP describes the procedures to be followed by all the members (student/staff) of the Institute resuming work post lockdown period.

C. Objective:

The objective of the SOP is to ensure the Institute's contribution in the Country's fight with COVID- 19 and at the same time to ensure the safety of the stake holders of the Institute (Student/Staff).

D. Scope and Coverage

The SOP is applicable in the entire premises of the Institute and is binding on each and every individual member/visitor/contractor of the Institute.

E. Validity

The SOP will be operational till the Institute releases an order to relax the same.

F. General Guidelines

- i. It is mandatory to wear face mask by all the Institute Members (Staff/Students/Visitor/Contractor) during duty hours (when they start from home till they reach home).
- ii. While passing through corridors or doorways avoid touching the wall, door or other surfaces. If required, use elbows to push door to open. Those taking support of railings at the staircase may wash their hands / use hand rub after touching common surfaces.
- iii. As far as possible, air-conditioning shall be avoided and natural ventilation shall be used.
- iv. Use of staircases for climbing is encouraged. Lifts shall be temporarily stopped to avoid contamination and crowding.

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- v. Anybody with any symptoms of COVID 19 like cough, fever or breathing difficulty shall immediately seek medical assistance.
- vi. Everyone may volunteer to bring to the notice of the authority if they came across anyone with the symptoms of COVID-19.
- vii. It is recommended to download and use Aarogya Setu app by the GOI to stay updated on COVID 19 scenario.
- viii. Vehicles should be cleaned and disinfected every day before/after each trip using standard cleaning and disinfecting agents.
- ix. Personal protection items such as masks, gloves, etc. should be disinfected using the disinfectant solutions made available in the different places in the campus before putting in Corona waste bins/ automated waste disposal machines installed in the campus.
- x. SOP copies should be displayed at the major locations of the campus including website.

G. SOP for Teaching Related Activities:

S. No.	Description
1.	Students should follow the social distance norms while entering/leaving in the Classroom/Lab/Library. The same is applicable while appearing for the Examination. Form Queues before entering/leaving the lab/classroom.
2.	The faculty should avoid the group formation while attending the student's doubts/ queries in the class.
3.	Both the faculty members and students should sanitize their hands and the items (e.g. phone, books, duster, etc.) carried on regular basis.
4.	The students should carry their own items (e.g. calculator, pen, books, etc.) while coming to attend the class. Similarly, the faculty members should also carry their own items (e.g. Chalk, Duster, Presentation Pointer, Pen, etc.). Sharing of such items is fully discouraged.
5.	Institute should ensure the complete sanitization of the classrooms/labs every day. A detailed cleaning schedule should be made available to cleaning manpower of the Institute and same should be displayed outside the classroom/lab.
6.	Hard copies of the assignments should be avoided as much as possible so as the handwritten or printed material.

H. SOP for Examination Related Activities:

S. No.	Description
1.	The Gap between two exams should be more than 2 hours and sitting arrangement should follow the social distancing norms.
2.	The students should submit their answer sheet in person and leave the hall. The faculty members should ensure appropriate gap among students while leaving the hall.
3.	Students should be permitted to enter to enter/exit the Exam hall one by one in a queue ensuring the social distancing norms.

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4.	Answer sheet packets should be bundled a day before by the examination team. It should be properly labelled, so that the individual assigned the duty can pick it without any bodies assistance after making the required entry in the register. Similar, process should be followed on the completion of the exam to avoid unnecessary contacts.
5.	The Viva-Voce by the external examiner should be conducted online wherever possible.

I. SOP for Office, faculty room/ and Administrative Activities:

S. No.	Description
1.	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. Social distancing should be followed wherever feasible.
2.	Hard copies of the files should be avoided wherever possible; soft copy correspondences / approvals are (to be increased by mails) encouraged. Approving officials can seek the required supporting documents in soft copy for study before according approval.
3.	The staff should regularly sanitize their desk and the items of frequent use. They avoid the sharing of items such as staplers, pens, etc.
4.	Online meetings should be preferred wherever possible. In physical meetings the strength should be as minimum as possible and social distancing norms should be strictly followed.
5.	The doors should be kept in open state during office hours to avoid the unnecessary contact.
6.	Staff attending duty shall neither invite visitors nor visit any other department/residents/common places in campus. There should be total ban of non-essential visitors in the office/campus.
7.	The office premises including faculty room should be cleaned daily. It is recommended to clean/sanitize the metallic surfaces such as handle, etc., twice a day.
8.	Washroom, Toilet, Sink, water points, taps and fittings, wall / all other surfaces should be cleaned on regular basis. Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode. They should always wear disposable protective gloves while cleaning a toilet. Cleansing and disinfecting agents are soap powder / detergent and 1% sodium hypochlorite. Metal surfaces where bleach is not suitable, Alcohol-based products can be used.

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J. SOP for the Hostel:

S. No.	Description
1.	The Students should follow batch-wise dinning arrangements decided by the Institute.
2.	Students should wash their hands on the entry/exit of mess hall
3.	Students should only occupy the marked seats in the Dining hall
4.	Students should avoid the group activities in the hostels such as games which requires close proximity, etc.
5.	Students are advised not to share the clothes, and another items which may become the possible carrier of the COVID-19
6.	Students should maintain proper hygiene in the rooms and are encouraged to do Exercise and Yoga to boost the immunity and same is recommended for Mess Staff.
7.	Mess staff should maintain personal hygiene and prepare the healthy meal. The utensils must be cleaned properly. Any negligence reported will be taken seriously and may invite serious actions.
8.	It is advisable to accommodate maximum two students in a single room.
9.	Hostel Warden should frequently check the compliance of SOP by visiting the respective hostel.

K. Personal Care Guidelines

- 1) Get lots of fresh air and sunlight
- 2) Drink adequate water and eat healthy food/ Avoid Junk food.
- 3) Wear clean and washed clothes only
- 4) Practice hand hygiene and social distancing at all places and at all times
- 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.
- 6) It is advised to bring minimal things from home for work. May carry a ziplock 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)
- 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.