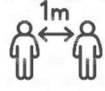


The safety of our students and faculty members are of paramount importance. The awakening after the COVID19 pandemic outbreak, and its aftermath has brought many changes in our way of life. This document is for reference to all our stakeholders and is focused on the basic guidelines to be followed by everyone religiously in order to safe guard our institute, our family back home and our society as a whole.



**Operating procedure for Thermal Scanning:**

- ✓ All students coming for inquiry or classes, all faculty members and all housekeeping staff to compulsorily get the thermal scanning done at entrance gate of Institute before entering inside premises.
- ✓ Mr.Bhavik Mistry ( contact no. 7020260889) to be contacted incase no one is available for thermal scanning at entrance.
- ✓ This process is to be strictly followed everyday by everyone.
- ✓ Thermal Scanning team to wear all mandatory PPEs before approaching for temperature measurement.
- ✓ Only persons with NO FEVER SYMPTOMS ( temperature less than 99.5 Deg.F) will be allowed to enter premises

**Operating procedure for Face mask:**

- ✓ All students and faculty members to strictly wear face mask. No taking out of face mask is allowed when inside class, except for drinking water. All Faculty members to have tea outside class, away from students
- ✓ Everyone visiting institute to carry extra pair of face mask, along with bag arrangement to dispose off the used mask.
- ✓ Touching of mask ( intentionally or unintentionally) to be strictly followed by handwash or use of alcohol based sanitizer

**Operating procedure for Disinfectant:**

- ✓ Institute to use disinfectant as per formula prescribed by Government of India
- ✓ All frequent touch points like door handle, switch board, chairs, marker pen etc to be cleaned with disinfectant at start of day and before start of every class

**Operating procedure for Social Distancing :**

- ✓ Maximum of 5 students will be allowed in a batch.
- ✓ Each bench to be occupied by single student. Subsequent row to be occupied by student in a diagonally opposite seat.
- ✓ Social distancing norm to be followed in reception area and while using washroom

**Operating procedure for Working in Office:**

- ✓ No Handshake or any kind of physical contact is allowed inside institute
- ✓ All students and faculty members to bring only basic required items to institute ( Laptop, water bottle, notepad, pen etc) in a small bag.
- ✓ All students and faculty members are requested to bring their own alcohol based hand sanitizer and water bottles.(Though In extreme conditions institute will make the necessary arrangement)
- ✓ Students are not allowed to exchange any of their items. Incase of emergency need they should contact present faculty member
- ✓ Protocol of handwash with sanitizer to be strictly followed after coughing, sneezing, toilet use or after touching commonly used items like door handle.
- ✓ Contact to switch board, TV remote, AC remote to minimized. It is encouraged to use hand sanitizer after every operation

**Operating procedure for Emergency Response:**

In case of anykind of emergency, contact Mr. Bhavik Mistry ( contact no. 7020260889)

Institute has the advantage of having well established Hospital in the same complex. We shall provide all possible assistance in availing the hospital services.