

DPS Covid-19 Prevention GENERAL PROTOCOL

1. In general, students are discouraged to mix with other group members. In case of a COVID positive case, Institute Emergency Protocol will take over, which may include quarantining that particular group including the PI, as well as closing of that particular wing of the building for a minimum of 10 days. However this will be decided by the Institute Emergency Protocol.
2. The use of mask is compulsory for every member of the Department inside the individual lab-RC-TRC/AAC or any other common work space. “Proper” positioning of mask on the face need to be ensured. (This is applicable at any place where public interface is encountered as safety of the entire Institute is at stake)
3. While entering the lab/office everybody must sanitize their hands. The process must be repeated each time one enters lab/office. Also, all are advised not to use the elevator but use staircase to minimize contact with others.
4. Maintain safe distance of minimum 2 m with everyone and especially with strangers. In cafeteria, not more than one student is allowed to sit around a table.
5. Theory-student sitting area is to be reorganized following social distancing protocol. A maximum of **SIX** students will be allowed to sit in each theory student’s room at any point of time. Students should sit in every alternative cubicle along a column leaving one cubicle between them empty. There should not be more than 2 students in the same cubicle. The theory faculty members are requested to make a roster for time sharing for working inside the theory student’s sitting room.
6. For experimental labs, a maximum of **TWO** students will be allowed (750 sq feet laboratory) at a given time. The PIs’ are requested to make a roster for time sharing of working inside each lab. The schedule of every lab needs to be informed to the department office and COVID committee by each PI. The information also needs to be displayed outside each laboratory.
7. Faculty members also must follow social distancing norms and must not allow more than one student inside their office at any given point of time.
8. No food or open drink containers are permitted in the lab/sitting room.
9. At the end of the work day, each group member will be responsible for thoroughly cleaning their work area/equipment with sanitizer (an alcohol solution can be used).
10. Any shared equipment/sitting place within the lab/sitting are has to be sanitized after each use (an alcohol solution can be used) to avoid interpersonal contamination. It is imperative that hands be washed before and after any instrument usage.
11. All group members will monitor their health daily. If a group member gets sick, he or she is required to stay at home and the information must be shared with the PI. If any member visits hospital should inform his/her PI.

12. The Department will set up the sanitization point at each of the entrance on the 1st and 2nd floor (both RC and TRC). Everyone who enters the floor must sanitize their hands before entering the laboratory/office corridor. – 6 dispensers.
13. To enter in general instruments facility, all must sanitize hands, put on a pair of new gloves.
14. The PI and other lab members must be informed if any of the lab members are engaged with group sports (football, cricket etc) activities in/outside the campus.
15. N-95 masks, PPE kits and Gloves will be kept at the DPS office to meet only the emergency situation.
16. One-time fine of RS. 1000 /- + warning from COVID committee will be imposed If a person is found violating the protocol. For the second time, he/she will be suspended from the lab for 10 days.
17. COVID committee will make a DPS COVID task force by including a minimum of 6 students.
18. Any vendors, IWD workers, HK staff, security personnel are not allowed to enter the building/lab without mask. They will not be allowed to enter without sanitizing their hands and a pair of gloves. All members must maintain safe distance of 2 m from them.
19. No random vendors/visitors are allowed for inquiry purpose.
20. The doors across the corridor will be kept opened.