Protocols for attending lecture/ tutorial classes and using classroom

Teaching in classrooms for the Semester II, 2021-22 of UG first year courses begins from March 24, 2022. Classrooms are also being used for help sessions for other courses and will be used for the Major examination of other than UG first year courses.

It is imperative that certain protocols are followed during the use of classrooms to mitigate the Covid infection risk. This document lists the protocol to be followed in LHC and other classrooms.

- Entry/ Exit to LHC
  - There will be separate entry/ exit points to/ from LHC.
  - Entry will be from the main door on the front side of LHC.
  - Exit will be from the left side (C block of LHC that is on the textile block side).
  - Approach road to LHC has also been marked for entry and exit. The road on the Department of Design/ workshop/ IDDC side is to be used for entry and the road on the SBI/ textile block side is to be used for exit from LHC.

- Movement within LHC
  - Only one-way movement is allowed within each floor of LHC and the flow path is indicated, in addition to deployment of security staff for assistance in following the traffic flow path.
  - Separate stairs and ramps marked for going up or down are to be used. Signages are put to indicate the ramps and stairs marked for going up and coming down.
  - Lifts: Only a limited number of lifts will be used.
    - Lifts in the main lobby will only be available to access the 5th and the 6th level.
    - Lift in the D block of the LHC is earmarked for the use of staff, faculty and students with difficulty in using stairs/ ramps.
  - Classroom entry/exit
    - Each classroom has two doors. One is marked for entry and the other is marked for exit. The doors will be kept open at all times.

- Hand sanitization and use of taps
  - All users are strongly encouraged to have their own hand sanitizers.
  - Foot operated hand sanitizers are provided at designated points in LHC. Do not crowd/ wait at the public hand sanitizer and if it is in use try to locate the next one (best option is to have your own).
  - Taps for potable water as well as in the washrooms have been made either sensor or foot operated.
Alternate taps in the washrooms are marked for use to facilitate distancing. Avoid using adjacent taps.

Other Covid-appropriate behavior

- All the users are required to wear masks properly at all times in public spaces, including in classrooms.
  - Security personnel will impose a penalty for not wearing or improper wearing of masks.
  - Repeat offenders may be liable for disciplinary action.
- Do not stand in the corridor/ stair/ ramp. Go out of LHC if all the classes are over or there is a free hour between two classes.
- Maintain distance while moving inside the LHC.
- Do not sit on the adjacent seats in a classroom to the extent possible.
- Avoid unnecessary touch of the surfaces (walls, etc.)
- Security personnel may ask for temperature measurement of some on random selection. Kindly cooperate.
- Do not come to public spaces if you have fever or Covid like symptoms. Immediately seek medical advice.

The traffic flow plan for LHC is given in the Annexure-I. A student must take note of the protocol and traffic flow plan of LHC and should start for the classroom with enough buffer time to ensure entry to the classroom in time.

The above is not an exhaustive list of protocols and it is advisable to follow all other safety protocols. In addition, the above may be revised as required.
Guidelines and safety practices for working in the Teaching Laboratory

[A]. General Guidelines for working in the Labs

1. Sanitization should be done in all labs as they open and thereafter at regular intervals. The doorknobs, switches, working bench sanitization can be made essential. The schedule of lab sanitization may be worked out in coordination with the Infra Unit.

2. Sanitizer/soap should be made available at designated points in labs and/or across the departments where the labs are located.

3. Safety guidelines should be displayed at the entrance of the lab.

4. Where not required, shoes may be removed before entering in the lab as far as possible.

5. All the labs should have a sanitizer to be kept at the entrance. Students should wipe their hands with sanitizer each time entering the labs and while leaving. They should soap wash their hand frequently in the lab (in case water is not available, nearby water facility should be used).

6. Table sanitizers should be made available in each lab and the work area should be sanitized after every shift.

7. Students should be wearing mask, lab coat, and gloves all the time while working in Lab.

8. To fulfil social distancing, students should be allowed to work on rotation.

9. Standard operating procedures in the lab related to sanitization of equipment and lab material used by each student can be developed as flyers and displayed in the labs for all to see and follow.

10. Mouth pipetting is strictly not allowed in any lab.

11. 'NO visitor policy’ may be adopted. However, outside persons will be allowed in case of repair of equipment/start up or in any other emergency issues

12. For Cleaners:
   - Mask and gloves compulsory before entering the lab.
   - They should wash the mop strip before using in every lab.

13. Anyone who exhibits even mild signs of sore throat or cold or fever should not report to lab.
[B]. USE OF EQUIPMENT/ INSTRUMENT / WORKSHOP TOOLS

1. All equipment/instruments or workshop tools should be handled with disposable gloves (which should be disposed of in biosafety bags following standard protocols) and should be sanitized each day.

2. While operating instruments which are shared with multiple users, disposable gloves must be worn all the time. These should be disposed of in a biosafety disposal bag. Every day the Department shall collect such Disposable Bags from their Labs and send them to Bio-waste disposal point located centrally. Disposable bags are available with all the chemical suppliers/vendors. The lab/dept can procure accordingly. The bags are collected at KSBS and DBEB every day by a firm under contract with IITD.

Biotic Waste Solutions Pvt Ltd  
(DPCC authorized)  
E-mail: care@biotic.co.in  
Phone: 9560896389

[C]. Recommendations for scheduling and conduction of Lab Session

1. The number of experiments as well as time for experiments may be tailored such that it is ensured that the broad objective of the course is achieved, and it also allows less number of students in a lab session and/or less amount of time spent by students inside lab.

2. It may also be explored if some of the experiments of a course can be converted to demonstration type or converted to online mode. This will also reduce the number of students in a lab session.

3. A safe minimum distance to be worked out for each laboratory by the respective course offering Academic Units, but the following is to be ensured

   i. Maximum number of students in a session to be capped by the requirement that the distance between two students should be at least 1.0 m, except during the times of taking reading in the experiments which require more than one student to acquire reading.  

   ii. If the number of students in a subgroup is more than can be accommodated keeping the safe distance, then the sub-group to be split into two or more and one of the split sub-groups come at one session or their time in lab may be staggered by tailoring the amount of time required for experiments.
4. The instructions to be given before the start of experiments can be video-recorded and shared with students, like the lab manuals.

5. The experimental setup can be started and required material provided at the experimental setup before students arrive.

6. Mark the walking path from lab entry to experimental setup and exit so that crossing each other is avoided as far as possible.

7. Make and clearly display bins for disposing gloves and any other materials used by students.

8. Avoid using pages for reading or other work and all records/ lab reports to be made digital.

9. Readings to be shown via image capture to mobile and transfer to TA.

10. Report submission via email (if it requires increasing the time for report submission, it is to be allowed).

11. Viva (if part of each lab session) to be conducted online.

12. All communications even in the laboratory to be made through mobile phone to minimize close contact between the students and supervisory (TA, lab staff, faculty instructor) staff.

[E] Safety instruction to be strictly followed by students in a laboratory course

1. Bringing bags, etc., strictly prohibited. Enter only when allowed and follow the order as prescribed for each laboratory.

2. Avoid unnecessary touches to different surfaces.

3. Students sanitise all materials issued for the experiments, wash hand and leave maintaining minimum distance.

4. Movement inside the laboratory is strictly prohibited; avoid getting in close contact with TA, lab staff. Use a mobile phone in case any help is required.

[F] Guidelines for teaching lab staff, TA and other supervisory personnel

1. Ensure availability of sanitizer and soap.

2. Keep the laboratory and all experiments ready before students come.
3. Issue all the required material (place it near the setup) before students come.
4. Work out a digital mode of taking attendance: mobile missed call, photo etc.
5. Wear mask, apron, gloves during the laboratory sessions.
6. Ensure experimental setups and issued material is sanitized.
7. Keep proper ventilation and maintain strict adherence to the prescribed protocols.
8. No touch to instruments by the students, if necessary disposable gloves to be used.
**Washroom**
1. Ladies (L)
2. Gent's (G)
3. Handicap (H)
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