CIC - DU
28 January, 2021

SOP for student visit to CIC during Covid-19 Pandemic

Validity 1st February 2021 to 31st March 2021

The following are the specific guidelines for the Cluster Innovation Centre in addition to the recommendations of the University of Delhi based on the "UGC Guidelines for reopening of the Universities/Colleges/Departments post lockdown due to Covid-19 pandemic".

GENERAL GUIDELINES

1. Proper signages, symbols, posters etc. on COVID-19 safety and precaution measures will be pasted at prominent places of CIC.

2. No entry to CIC without proper face mask, sanitization of hands and COVID -ve self-declaration.

3. Mandatory wearing of face cover/mask at all times and at all places while at CIC.

4. Download/Use of 'Aarogya Setu App' is advised.

5. If any student, teacher or staff becomes COVID +ve, she/he must inform CIC immediately. This must be notified to all others who may have been in contact with her/him during the previous days so that they can be alerted for necessary quarantine and symptom monitoring protocols.

SOP FOR TEACHERS

1. Students, preferably the Final Semester/Year students, to be granted appointment to visit CIC for Laboratory/Practical/Skill/Research/Project/Library and similar activities only in small numbers/batches.
2. Theory classes to be continued in the online mode till further notification.
3. While giving appointment to students, ensure that the room occupancy allows social distancing guidelines
4. No more than 50% of the total students of a class can visit a lab at any point of time.
5. The teacher has to be present in the lab/room during the visit of the students.
6. No student can be pressurized to visit CIC physically. Students who cannot or not willing to visit CIC must not be disadvantaged in teaching-learning process.

SOP FOR STUDENTS

1. Students must come to CIC with prior appointment and must stick to the physical zone where they are permitted to work.
2. Students must enter the following in the entry register
   a. Name and contact number
   b. Date and Time of entering the building
   c. Name of the teacher who has given appointment
3. Students must avoid travel if they have any COVID symptoms (fever, cough, fatigue etc.)
4. While working in CIC, wearing face cover/mask and maintaining a minimum of 6-ft physical distance from others is a must at all times and at all places.
5. While leaving CIC, it is mandatory to enter the exit time in the register at the entrance.

SOP FOR OFFICE STAFF

1. Ensure security arrangements at entrance/exit points
2. Adequate arrangements of sanitizers, facemasks etc. should be made available at all labs, rooms, library, the entry and exit point of all floors.
3. Regular sanitization of the building, particularly the areas visited by the students, through the university agency.
4. Ensure mandatory social distancing, sanitation and hygiene measures at CIC.
5. Monitor and prevent student gathering in common areas.
6. Coordinate with the University administration in emergency.