




Standard Operating Procedure

In view of the several changes in the guidelines issued by the Government, also taking the cognizance of the current status of testing and its post effects, the Revised SOP, superseding all earlier ones, to be followed in the Institute for COVID-19 management is published hereunder.

Faculty, Staff, Research Scholars and Construction Workers

- (i) *All the employees (Faculty & Staff), Research Scholars and Construction Workers need to undergo 14 days strict Quarantine in their respective locations (Quarters – Faculty and Staff, Designated Hostel – Research Scholars and Designated COVID Isolation Hub – Construction Workers), when they return from outstation (other than Bhubaneswar-Cuttack-Khorda-Jatni). During the period, the family members including the children are also need to follow the same. However, the employee can opt to stay in Temporary isolation centre created by the Institute, if non-accompanying family members to be exempted from the quarantine.*
- (ii) Employees (Campsites and the City residents) can leave Bhubaneswar, only with prior information to the concerned authority and also having sanctioned and approved leave for the quarantine period also, before performing the travel. Sanction and approval for leaving Bhubaneswar is at the discretion of the authority.
- (iii) A self-declaration of good health, travel history for the last fortnight period and mode of travel need to be given at the main gate, upon return, and further needs to be endorsed by the medical unit.
- (iv) The list of Quarantine members will be displayed at the entrance of the quarters and designated hostel.
- (v) Medical unit will follow up the Health status of the individuals during the Quarantine period, telephonically or by mail.
- (vi) The Quarantined members should send an email every day to the medical unit about the Health condition.
- (vii) In case of any development of Health issue, the family need to inform the Medical Unit for prescription to get the RT-PCR test to be done.
- (viii) Non-reporting of the ill-health will lead to the initiation of disciplinary actions.

- (ix) In case, any employee reports Covid-19 positive, the entire family would be under Quarantine for 17 days from the day of the prescription is given.
- (x) Upon diagnosis of positive test, the person need to inform the test result immediately to the Medical unit and also to the Covid Grievance nodal officer and Head of the concerned School or section.
- (xi) Also, the person need to contact 104 to inform the positive result to the nearby government Health agency for the further follow up actions and guidance. The employee can seek assistance from the Medical unit, if necessary. Until the Health agency members attend, the employees can be assisted by the Medical unit, for any sort of health issues, in case of any emergency arise.
- (xii) *After the 17 days of the Quarantine, if no symptoms are shown as per the medical unit or Government Health Agencies, including the positive tested ones, the employees would be allowed to attend the duties, as per the Government norms.*
- (xiii) **However, the individuals are strongly advised to consider to have the test done to boost their self-confidence of recovery.**
- (xiv) Also, the family members, including children, need to further restrain meeting others, at least for another 10 days, but can move independently in the Campus.
- (xv) The concerned authorities need to ensure of creating work environment for the recovered individuals, in isolated place, at least for 15 days, in addition to following all the Covid guidelines like wearing masks, maintaining social distance while interacting with others, compulsory use of hand gloves while handling the files, etc.
- (xvi) Arrangements need to be done to sanitize the working place of recovered individuals at least three times during the day (morning, afternoon and evening).
- (xvii) All the temporary visitors to the Campus, to handle technical jobs, must wear PPE Kit, if the personnel are from outside district/state. Also, these need to give a self-declaration of good health and endorsed by the Medical Unit.
- (xviii) A cautionary advice to all the Research Scholars residing the Hostels to minimise the interaction with the visitors and others staying outside the Campus by maintaining isolation or at least keeping away at a distance of at least 6 feet.
- (xix) All the stakeholders strictly adhere to the norm of wearing masks all the time and movement as individual is always encouraged.


Registrar