

Revised SOP to be made effective from 7th January 2022 until further orders:

1. Maintaining social distancing and wearing masks are mandatory at all the times and all places including the mess counters, when more than one person is in contact. Hand hygiene need to be practiced by washing the hands for a minimum 20 – 30 seconds with a prescribed hand wash liquid. Common areas (academic, hostel mess and market areas) will be put under surveillance cameras.
Anyone caught not wearing the masks will have to pay a penalty of **Rs. 1000/-**, which would double during the second time. ASO and security personnel are authorized to identify and inform the COVID Nodal Officer about the defaulters.
2. As per the state government notification on 5.1.2022, the market places inside the campus will have demarcations to allow not more than four persons in an area of 100 sq ft. All the shops in the Commercial Complex and food outlets/canteen/restaurant remain open until 9:00 PM except medical shop (open 24×7). Food outlets/canteen/restaurant shall be open for take away only. No one shall be allowed to take/consume food in the shop premises. It shall be responsibility of the owner/management to ensure no over-crowding at any point in the proximity of respective shop. The Institute security would supervise the covid protocols. An appropriate penalty will be levied on the owner of the defaulting shop.
3. No educational tours/ field trips/ excursions/picnics etc. shall be allowed. Also, restricted movement for all the campsites is advised during 10:00 PM to 5:00 AM.
4. No student (including research scholars, postdoctoral fellows, project staff) is allowed to leave the campus unless there is a medical emergency. Proper approvals from medical doctors and the respective HoS/wardens is required to go out on medical emergency or on any unforeseen family calamity. Parents and relatives are not allowed inside the campus. They can meet only at the main gate following safe distances and other covid appropriate behavior. Security has been advised to supervise.
5. For students, who need to go to outside the campus (and return on same day) for medical reasons will be permitted only with the approval of Doctors at Medical Unit (IIT BBSR). Such visits may be planned for each Saturdays (medical emergencies will be addressed as and when arises and will be permitted immediately with the Doctor and respective Wardens approval) accompanied by the security personnel. On return from such visits, the students will have to undergo isolation for 03 days. Any other emergency need to be referred to the Chief Warden.

6. Any returning student would stay in quarantine for 14 days. They would be cleared after medical screening after 14 days.
7. Employees and their family members (Faculty, staff members) those who have gone outside Khurda-Cuttack-Bhubaneswar or coming from containment zone within Odisha on their return will be mandatorily to be quarantined for 10 days and resume office with medical screening after quarantine period or can stay on quarantine for 7 days and resume duties with RTPCR negative report. During this quarantine period faculty staff members, as the case may be, will be allowed to work from home.
8. Outside guests, suppliers, vendors including food supply will not be allowed inside the campus. E-commerce services can deliver the ordered materials at the main gate, which may be collected from main gate or will be delivered by our security personnel.
9. As per the Govt. notification dated 3rd January 2022, all the staff members below the level of Under Secretary i.e. all Group B and C employees including contractual and outsourced manpower (below the Pay Level 10) who are commuting from outside the Institute will be coming to campus as per the roster duty assigned by the respective Heads of Sections. This excludes the manpower/ employees working on emergency/essential services like medical, security, housekeeping, horticulture, engineering section, hostel staff, academic staff, technical staff etc. Heads of School/ Section may call any official any time during this period for urgent requirements. Day Scholars and Project Staff coming from outside the Institute may be permitted to work in a staggered manner (respective HoS is authorized to approve and strictly need to work in isolation) or will work from home until further orders.
10. **Essential** Technicians coming from within Odisha, they need to undergo thermal screening at main gate, wear PPE kit, N95 mask, should be double vaccinated and the person coming should give an undertaking that he/ she will be following Covid Protocols at the main gate. After the completion of the work, the concerned faculty/official/campsite who have invited the technical person will have to certify that the technician followed the Institute SOP for Covid. Technicians coming from **outside Odisha** are not permitted until further order.
11. Domestic helpers or maids, Drivers and Coaches are allowed to the campus with fully vaccinated (2 doses) and have completed 2 weeks of time span after the final vaccination date, along with police verification submission slip. During family member quarantine periods, maids are not allowed.
12. All the fraternity must inform the Medical Unit (Phone: 0674 7139200) and in case of any illness is noted (email: medicalunit@iitbbs.ac.in).

13. Due to spike in Covid cases, all the fraternity is requested to avoid attending any public functions outside the Institute (marriages, social gatherings, public services, etc.) else inform the details to the nodal officer.
14. In case of COVID positive Status of fraternity or student, 17 days quarantine is must. In case of campsites, cooked food can be supplied to them on request to Warden on payment.
15. For personnel visiting from aboard have to get approval from CPTF team.
16. Personnel violating the SOP will be liable to appropriate action by the authorities
17. For Construction Companies
 - A. Personnel of PMCs & Construction agencies-
 - (i) Office staff, technicians and commercial vendors from Bhubaneswar-Cuttack-Khorda region, are allowed, subject to the permission from the nodal officer, only if they had fully vaccinated and wear N-95 masks as well as hand gloves and carry sanitizers. They have to give undertaking that they have not gone out of specified region in last 15 days. They need to undergo initial medical screening at the institute's medical unit.
 - (ii) the outside staff, officer, technical personnel visiting from outside Bhubaneswar-Cuttack twin city, Khurda and Jatni can visit the Institute only with RT-PCR negative report (72 hrs prior to the arrival at the Campus), even if both the doses of the vaccine are completed and wearing PPE kit (strictly new) during the entire period of work. They need to undergo initial medical screening at the institute's medical unit.
 - (iii) Construction workers from Odisha region will be allowed into the campus, after 2 doses of vaccination and have completed 2 weeks of time span. They have to give undertaking that they have not gone out of specified region in last 15 days. They will stay in isolated place for 5 days followed by medical screening at the institute's medical unit.
 - (iv) Construction worker from outside Odisha, needs to undergo 14 days quarantine, either in the government isolation center or in the locations mutually agreed upon or newly agreed upon between the institute and PMC well in advance, followed by RT-PCR negative.

18. Material Transport:

- (a) Vehicles would be allowed inside the campus if the driver hails Odisha, fully vaccinated and have completed 2 weeks of time span after the 2nd dose. They have to give undertaking that they have not visited any containment zone in last 15 days.
- (b) If the driver hails from Bhubaneswar-Cuttack twin city, Khurda and Jatni, he can be allowed only in special cases, with a negative RT-PCR test and fully vaccinated condition. He will wear PPE Kit and not get down from the Vehicle.

OR

Agency arrange an internal diver

In either cases of (a) or (b), the vehicle will be sanitized thoroughly at the entrance. PMC should inform SOP to the material suppliers and also to SE (Civil) in advance of the expected arrival of the vehicle at the Main gate. The entry of vehicle is permitted between 0600Hrs to 1800 Hr, however in exceptional circumstances would be dealt on case-to case basis.