



# ST ALOYSIUS COLLEGE (AUTONOMOUS)

MANGALURU, KARNATAKA - 575003

Re-accredited by NAAC with 'A' Grade with CGPA 3.62  
Recognised as Centre for Research Capacity Building under UGC- STRIDE  
Recognised by UGC as 'College with Potential for Excellence'  
College with 'STAR STATUS' conferred by DBT, Govt. of India

## Measures taken for disseminating awareness and precautions to taken for safety and wellbeing of stakeholders

### STANDARD OPERATING PROCEDURES (SOP) DURING COVID-19 TIMES 2020- 2021

## COVID-19 PRECAUTIONS



Practice frequent hand washing with soap & water. Wash hands even when they are visibly clean.



Wear masks in the campus, classrooms and other public spaces.



Cover the nose and mouth with handkerchief or tissues while sneezing and coughing.



Throw used tissues into closed bins immediately after use.



Do not spit in public places.



Avoid large gatherings.



Do not touch your eyes, nose and mouth with unwashed hands.



Carry pocket hand sanitizers, a pair of disposable gloves and drinking water bottles.



See a doctor if you feel unwell (fever, cough, difficulty in breathing).

## DON'T BE AFRAID! TAKE PRECAUTIONS!

Let us **PREVENT** the spread of Covid-19.



# M I S S I O N



# V I S I O N



Empowering youth  
through  
excellence in  
**education**  
to shape a  
better future for humankind.

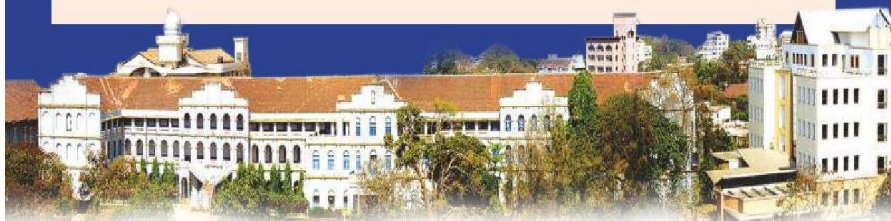
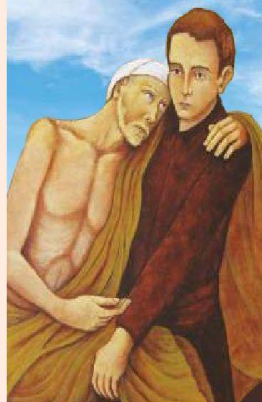
St Aloysius Institutions of the Mangalore Jesuit Educational Society inspired by the person and mission of Jesus Christ, and guided by the motto "Lucet et Ardet" meaning "Shine to Enkindle" commit themselves to spread the light of knowledge and wisdom and to kindle the ardour of faith that does justice by forming men and women for and with others, who are:

- Academically accomplished
- Emotionally balanced
- Morally upright
- Socially responsible
- Ecologically sensitive
- Professionally dedicated

so that they become a powerful force for the transformation of society.

**ST ALOYSIUS GONZAGA**

Our Patron and Model



### **Preamble:**

The world health Organization has declared Covid-19 a pandemic on March 11, 2020. The declaration met with stringent responses to curb the spread of the virus from different countries including India. The Government of India announced a nationwide lockdown which is still in force. However, gradually this lockdown is being lifted. Many experts believe we will soon have to 'learn to live with the virus.' COVID -19 spreads primarily through respiratory droplets of the infected persons or carriers.

Being a premier higher education institution, St Aloysius College (Autonomous) is committed to protecting the interests of its staff and students and ensuring their safety, health and wellbeing during these challenging times.

Therefore a standard Action Plan has been evolved by the Committee appointed by the management keeping in mind the guidelines issued by the state, the health departments, the district administration and the expert committees to guide and enable the entire student community and workforce without jeopardizing their safety and wellbeing during COVID-19 pandemic.

### **Provisions made by the Management:**

1. All entry points to the campus are provided with thermal screening test facility. Every staff, student, parent or visitor is to be subjected to thermal screening.
2. Special provision made to ensure physical distancing and adequate preparations are to be made to enforce the prescribed physical distancing.
3. Adequate reserves of sanitizers, soaps are placed in nodal spots like entrances of the buildings, libraries, reading rooms, examination halls, washrooms etc.
4. Regular classes/instructions/labs will be held with prescribed shift system and staggering time table to avoid crowding in the campus and ensure recommended social/physical distancing.

5. Prominent displays regarding the guidelines for hand and respiratory hygiene and social distancing are placed in all important spaces like the Peace Park, gardens, cafeteria, entrances of the premises and buildings.
6. Regular sanitization of the buildings and cafeteria has been done.
7. In case students, staff and visitors forget, lose or misplace masks, provision is made to ensure availability of masks in the College Student Cooperative Stores.
8. An exclusive and committed team of Covid-19 warriors comprising of volunteers from the staff and students is appointed to implement and regularly review the day to day to day functioning of the SOP and give feedback to the Principal and supervisory Committee.
9. A supervisory Committee has been appointed with a senior Officer of the rank of the Director to facilitate the implementation of the SOP.
10. Exclusive isolation rooms with required healthcare facilities are identified /earmarked to facilitate care for persons with complaints of symptoms.
11. A fully equipped Health Centre with adequate healthcare facilities with medical personnel to care for persons with symptoms working throughout the working hours as well as transport facility to shift the sick to the appropriate hospital/clinic is created in the premises.
12. Adequate ventilation is maintained in all areas – classrooms, halls, examination halls, common spaces like the library and reading rooms.
13. Regular announcements regarding the SOP and other physical distancing and other hand and respiratory hygiene are made through the TV screens in all the Blocks and through public address system.
14. Students are constantly reminded not to fear or panic but follow all the above mentioned guidelines and mitigate the spread of the pandemic.
15. The cafeteria is thoroughly sanitized on a daily basis; enough quantities of soaps/sanitizers and hand wash facilities are provided; provisions are made to maintain physical distancing while students come to the cafeteria; the kitchen activities are closely monitored and physical distancing is followed by servers/waiters and kitchen staff. Regular hand and respiratory hygiene is followed by the cafeteria staff.



The Covid Vigilance Committee keeps a close watch on the cafeteria and report compliance or otherwise of these rules.

16. Parents, guests and other visitors are instructed regularly regarding the safety and precautionary measures insisted upon by the institution. They follow all the guidelines; specific social distancing regulations are followed in the lobby, near the Principal's, Directors', Registrar/CoE, Finance Office, administrative Offices and Chambers. Arrangements are made for queues to be formed with social distancing norms in the offices of the institution.

### **General principles regarding precautions to be taken by students (SOP):**

1. Students who have travelled from long distances/other districts and states shall fill a questionnaire regarding the status of Covid-19 in their family, village, town, city, district and state. They will ensure that they have subjected themselves to adequate days of quarantine. They are expected to share the history of the pandemic in their vicinity
2. All students are expected to carry their own pocket sanitizers, water bottles and wear masks. Students are not to be admitted into the gate without wearing masks. Students will be given orientation on proper ways of wearing, removing and washing masks.
3. Every student shall present themselves for thermal screening test before entering the gates of the premises.
4. Social Distancing is to be strictly maintained in all common places in the campus like tree parks, parking lots, near entries to buildings, classrooms, examination halls, libraries and cafeteria. The Covid Vigilance Squad will have a surveillance mechanism to identify persons who violate the procedures. Students are strictly warned against clustering and crowding together in the campus.
5. All students shall attend training sessions organized by the College on the guidelines and regulations issued from time to time.
6. While coughing and sneezing, mouth and nose has to be covered with tissues and the used tissues are to be disposed of into the bins with lids.

7. In case of symptoms like fever, irritation in the throat and dry cough, the student concerned is expected to inform the authority concerned or Covid-19 volunteers immediately.
8. Students who are in the immediate proximity of a Covid-19 patient are advised not to come to the campus and take necessary precautions by staying home or subject themselves to prescribed duration of home quarantine.
9. Students commuting/travelling to College from distances are expected to wear gloves and not touch their eyes, nose and mouth; they shall place their cell phone in their pockets during their entire travel and sanitize their hands without fail once they reach the campus.
10. Students are always expected to maintain and ensure the prescribed physical distance of one meter between them and their classmates/other students.
11. Students shall understand that they are not to fear or panic because of the pandemic but take above mentioned precautions seriously and follow them to mitigate the pandemic.

**General principles regarding precautions to be taken for safety and wellbeing on campus**

**STAFF-PARENTS-VISITORS:**

1. Staff members who have travelled from long distances/other districts and states shall fill a questionnaire regarding the status of Covid-19 in their family, village, town, city, district and state. They will ensure that they have subjected themselves to adequate days of quarantine. They are expected to share the history of the pandemic in their vicinity.
2. Staff members are advised to carry their own pocket sanitizers, water bottles and wear masks. Faculty members will not be admitted into the gate without wearing masks.
3. Every faculty member shall present themselves for thermal screening test before entering the gates of the premises.
4. Social Distancing is to be strictly maintained in all common places in the campus like tree parks, parking lots, near entries to buildings, libraries and cafeteria. The Covid Vigilance Squad will have a surveillance mechanism to identify persons who violate the procedures.

5. Faculty members, especially the class guides and mentors are expected to accompany students on a regular basis and clarify/train students in following the standard procedures.
6. While coughing and sneezing, mouth and nose has to be covered with tissues and the used tissues are to be disposed of into the bins with lids.
7. In case of symptoms like fever, irritation in the throat and cough, the staff concerned is expected to inform the authority concerned or Covid volunteers immediately.
8. Members of the faculty who are in the immediate proximity of a Covid-19 patient are advised not to come to the campus and take necessary precautions by staying home or subject themselves to prescribed duration of home quarantine.
9. Members of the staff commuting/travelling to College from distances are expected to wear gloves and not touch their eyes, nose and mouth; they shall place their cell phone in their pockets during their entire travel and sanitize their hands without fail once they reach the campus.

This Standard Operating Procedure (SOP) which includes general principles, facilities provided and precautions to be taken to ensure safety and wellbeing all the stakeholders in the institution is issued in the interest of all stakeholders. Strict compliance to the same is binding on all concerned.

**Principal**  
**St Aloysius College (Autonomous)**  
**Mangaluru - 575003**



ಸಂತ ಅಲೋಶಿಯಸ್ ಕಾಲೇಜು (ಸ್ವಾಯತ್ತ)  
ಮಂಗಳೂರು - 575003



## ಕೋವಿಡ್-19 ಮುಂಜಾಗ್ರತಾ ಕ್ರಮಗಳು



ಮೇಲ್ಕೊಟ್ಟಲ್ಲಿ ನೋಡುವಾಗ ನಿಮ್ಮ ಕೈಗಳು ಸ್ಪಷ್ಟವಾಗಿ ಕಂಡರೂ ಆಗಾಗ ಸಾಬೂನು ಮತ್ತು ನೀರಿನಿಂದ ಕೈ ತೊಳೆಯುವುದನ್ನು ರೂಢಿಸಿಕೊಳ್ಳಿ.



ಕಾಲೇಜು ಕ್ಯಾಂಪಸ್, ತರಗತಿ ಕೊಠಡಿಗಳು ಹಾಗೂ ಇತರ ಸಾರ್ವಜನಿಕ ಸ್ಥಳಗಳಲ್ಲಿ ಮುಖಗವಸುಗಳನ್ನು ಧರಿಸಿ.



ಸೀನುವಾಗ ಮತ್ತು ಕೆಮ್ಮುವಾಗ ಮೂಗು ಮತ್ತು ಬಾಯಿಯನ್ನು ಕರವಸ್ತ್ರ ಅಥವಾ ತೆಳು ಕಾಗದದ ಪೊರೆಯಿಂದ ಮುಚ್ಚಿಕೊಳ್ಳಿ.



ನೀವು ಬಳಸಿದ ತೆಳು ಕಾಗದದ ಪೊರೆಯನ್ನು (tissue paper) ಬಳಸಿದ ಬಳಿಕ ಮುಚ್ಚಳವಿರುವ ಕಸದ ತೊಟ್ಟಿಯೊಳಗೆ ಹಾಕಿರಿ.



ಸಾರ್ವಜನಿಕ ಸ್ಥಳಗಳಲ್ಲಿ ಉಗುಳಬೇಡಿ.



ಹುಂಜಾ ಜನ ಸೇರುವ ದೊಡ್ಡಕೂಟಗಳಲ್ಲಿ ಸೇರಬೇಡಿ. ಗುಂಪಿನಿಂದ ದೂರವಿರಿ. ದೈಹಿಕ ಅಂತರವನ್ನು ಕಾಪಾಡಿ.



ಕಣ್ಣು, ಮೂಗು, ಬಾಯಿಯನ್ನು ಯಾವುದೇ ಕಾರಣಕ್ಕಾಗಿಯೂ ತೊಳೆಯದ ಕೈಯಿಂದ ಸ್ಪರ್ಶಿಸಬೇಡಿ.



ಜೇಬಲ್ಲಿ ಇಟ್ಟುಕೊಳ್ಳುವ ಸ್ಯಾನಿಟೈಜರ್, ಬಳಸಿ ಎಸೆಯಬಹುದಾದ ಕೈಗವಸುಗಳು (ಗ್ಲವ್ಸ್) ಮತ್ತು ನೀರಿನ ಬಾಟಲಿ ಸದಾ ನಿಮ್ಮ ಜೊತೆಗಿರಲಿ.



ಶೀತ, ನೆಗಡಿ, ಕೆಮ್ಮು, ಧ್ವರ ಮತ್ತು ಉಸಿರಾಟದ ತೊಂದರೆಗಳು ನಿಮ್ಮಲ್ಲಿ ಕಾಣಿಸಿಕೊಂಡರೆ ಕೂಡಲೇ ವೈದ್ಯರನ್ನು ಭೇಟಿ ಮಾಡಿ.

**ಭಯಗೊಚ್ಚಬೇಡಿ**  
**ಮುಂಜಾಗ್ರತಾ ಕ್ರಮಗಳನ್ನು ಪಾಲಿಸಿ**  
**ಐನ್ಸಿ, ವೈರಸ್ ಹರಡುವುದನ್ನು ರಕ್ಷಿಸಿಕೊಳ್ಳಿ.**