NARAYANA MEDICAL COLLEGE
Standard Operating Procedures adopted at Institute for COVID-19 for I MBBS students

Narayana Medical College is geared up to implement the Hybrid learning system integrating the modified traditional and online teaching and learning. The institute has already implemented the system using online and offline methods. **The institute is in strict obeyance with the resurgence plan for academic continuity provided by APSCHE.** Narayana Medical College has developed workable non conventional models to continue the academic process without compromising quality and standards. Extra efforts are supplemented to ensure smooth functioning and to engage students, teachers and other staff to perform their duties and responsibilities effectively.

Standard Operating Procedure:

In order to initiate the preventive measures and limit the spread of COVID-19 among the staff and students, the following general and specific operating procedures are initiated at the institute level. These necessary preventive measures are aimed at permitting the students on the campus for the academic year 2020 - 21.

These are prepared based on the available resources and are based on the prevailing local conditions

1. Generic Preventive Measures

These measures need to be observed by all (faculty, staff and students) during their stay at the institute premises and at all times. These include:

- Physical distancing of at least 6 feet between persons
- Mandatory use of face covers/masks.
- Frequent hand washing with soap (for at least 20 seconds) or use of alcohol based hand sanitizers (for at least 20 seconds).
- Respiratory etiquettes to be strictly followed (strict practice of covering one's mouth and nose while coughing/ sneezing with handkerchief/ flexed elbow)

2. Planning work for opening up of the Institutions:

All work areas intended for teaching/demonstrations etc., including laboratories, other common utility areas are deeply sanitized with 1% sodium hypochlorite solution, with special attention to frequently touched surfaces. In practical laboratory areas, students and equipment are kept atleast 6 feet apart and not more

than 20-25 students are allowed into the hall for practical.

Arrangements are made to facilitate at all times, the faculty and students maintain a physical distancing of 6 feet apart during all their interactions.

Hand washing facility is made available in all rest rooms and where ever feasible.

For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet are made. Similarly, students are restricted from entering the office and interacting with the clerical staff. All office areas are prohibited for the students.

The mess timings are rescheduled to avoid crowding at cafetaria and canteens. In library, the seating arrangement is rearranged to maintain 6 feet seating distance in all reading halls.

All the classrooms, library, common rooms for boys and Girls are are remodified to facilitate student teacher interactions observing physical distancing. All the air conditioners are taken off from the power and doors and windows are opened to facilitate free airflow and good ventilation.

All the lecture galleries having 300 seating capacity are now made to accommodate not more than 100 students by maintaining physical distancing in seating arrangement.

GOI online modules training course on 'basic awareness on COVID' is made mandatory for all employees and students during online interactions or guidance sessions on the first day.

Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. are available. Narayana medical College is providing adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, pulse oximeter, IEC materials on COVID at all entrance. All the individuals entering the building are screened and those who are showing so symptoms suggestive of COVID-19 infection are allowed inside.

There are trash collection bins and plastic collection containers available all over the campus for the collection of plastic and used masks. There is also provision for proper disposal of used personal protective items and general waste in accordance with CPCB guidelines.

3. At the time of opening of the Medical College:

College entrance is having mandatory hand hygiene (sanitizer dispenser) and thermal screening facility. Only asymptomatic persons (faculty, employees and students) are allowed in the premises. If a faculty/employee/student is found to be symptomatic, he/she is immediately referred to emergency triage area for screening and diagnosis. Posters on preventive measures about COVID-19 are displayed prominently.

Proper crowd management in the parking lots, in corridors and in elevators - duly following physical distancing norms is maintained by the security personnel

Entry of visitors is regulated/restricted.

Teaching faculty is instructed to ensure that they themselves and their students wear masks throughout the conduct of the teaching/guidance activities.

Sharing of items like notebook, pens/pencil, eraser, water bottle etc. amongst students is not permitted.

For practical activities in laboratories maximum capacity per session based on redesigned spaces, is allowed and scheduled accordingly.

Faculty will ensure that the equipment have been disinfected, particularly the frequently touched surfaces before and after each use.

The departmental staff and teaching faculty will ensure a floor area of 4 sq.m per person is available for working on equipment/work station.

Faculty are instructed to sanitize their hands before and after using training equipment. For such purpose hand sanitizer is provided at laboratories/workstations/simulation labs etc.

Before reporting back to the classrooms/ hostel, all students should submit self-declaration stating that they are not suffering from the symptoms suggestive of COVID-19. If they have been screened for COVID-19. The screening/ diagnostic test type and result with date should be mentioned in the self-declaration. They should also submit an affidavit stating that they would abide and comply with the COVID-19 infection prevention precautions.

Common areas: Physical distancing of 6 feet is to be maintained; Persons using the common areas need to use mask/face cover all the time; The timings of the cafeteria/mess facility within the premises are rescheduled to avoid overcrowding and mass gathering.

Students are encouraged to use bicycles or to-come on foot to the college from the

hostels. In case of day scholars, the transport facility provided by the college is temporarily suspended and they are encouraged for online learning.

4. Teaching Learning Activities after reopening:

Instruction Methodology:

Narayana Medical College is to follow the Hybrid learning system. The combination of conventional class room teaching and online teaching is simultaneously implemented.

At any given point of time, there shall be only 1/3rd strength in the classroom. The reining students are accommodated by maintaining physical distance, in separate demonstration rooms where the live lecture is displayed through internet and LCD projector.

Flipped mode of learning is to be practiced, a combination of both in person classroom teaching and learning at home. As the course teaching is almost complete, the assessment and the remedial measures are emphasized.

The instruction in the classroom is only for a period of 45 minutes and a break of 15 minutes is allowed in between two teaching sessions. During the break period, students can go out for fresh air breathing and return back when the session resumes. However, it is not mandatory that the students should attend the College. An option is given to the student either to attend the College or learn from home. The College administration will continue to transmit the live lectures through ZOOM application for those students who are not attending the live classes.

Staggered timetable will be utilised for the practical work. Students are instructed beforehand about the schedule. They should only enter the practical hall during the scheduled time slot.

Students need to actively engage with the teaching-learning process even when they are at home, till they attend for the live classes. Assignments/Quizzes, etc, are be administered through email for the students and evaluation is carried out to be communicated promptly. Assessment records are maintained.

The detailed video lectures are uploaded on the college website to facilitate learning while at home.

Student attendance is recorded and monitored.

5. Hostel Accommodation:

Students who were staying in the hostels earlier and are now willing to occupy the hostel will have to follow the following COVID protocols.

They should occupy the room only after thorough cleaning and deep sanitization.

Facilities are made for cleaning the rooms and spraying. The sweepers and cleaners are available round the clock to attend.

As far as possible students are encouraged to stay in single room accommodation. No crowding shall be allowed at any point of time.

Hostel inmates need to stay in hostels only unless when the instructional classes are conducted physically.

Hostelers should desist from going out of the campus. They should stay within the campus. If any student is found to leave the campus with out valid reason, he/ she is liable for punishment.

The utility store is available within the campus. Students are encouraged not to venture outside for petty reasons.

Emergency Protocol:

An emergency protocol is defined in case a student is found symptomatic or has tested positive for COVID-19, ensure calm and she/he need to report immediately to the hostel supervisor/ warden. Warden will in turn inform the Institutional head. Necessary arrangements for screening, examination and diagnostic testing should be carried out in symptomatic students by the hostel warden. If the student wishes, he/ she may be permitted for hospital admission, home quarantine/ hospital quarantine. Isolation facility separately for medical students is available in the hospital.

6. Hygiene and Sanitation:

Daily cleaning of the floors in included in the routine sanitization protocol.

Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, hand rails, chairs, benches, washroom fixtures,etc.) is mandatory in all class rooms, laboratories, other common areas etc. before beginning of classes and at the end of the day. All teaching materials, computers, laptops, printers, are disinfected with 70% alcohol wipes.

Deep cleaning of all drinking and hand washing stations, washrooms and lavatories is ensured.

All students and faculty should attend mandatory session on COVID-19 prevention.

7. Risk Communication

Institution has initiated measures to create awareness to ensure the students do not gather when leaving the classroom and in their free time.

Sensitization session for parents has been arranged to create awareness on COVID appropriate behavior.

8. Psycho-social wellbeing

Special counselling facility for students is arranged. The department of Psychiatry and Sociology will address the mental health issues such as anxiety and depression.

Mentorship assignments are in place formally, and mentor-mentee discussions are recorded into an action plan and shared with the mentee.

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9. SOP to be followed in case a student/faculty/employee develops COVID symptoms (fever, cough, difficulty in breathing)

Room/ Hospital isolation

Inform parents/guardians as the case may be.

Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.

Immediately inform the institution head and medical superintendent.

A risk assessment shall be undertaken by the consultant at triage area and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.

Disinfection of the premises to be taken up if the person is found positive.