



INDIAN MARITIME UNIVERSITY, KOLKATA CAMPUS

IMU/KC/DIR/Office Order/2020

25 Nov 2020

OFFICE ORDER

INSTRUCTIONS FOR REJOINING THE CAMPUS & CONDUCT OF PRACTICAL TRAINING

1. The Government had ordered closure of educational institutions in March 2020 due to spread of COVID-19 infection which became a pandemic leading to prolonged closure of the educational institution. The Government has progressively allowed recommencement of various commercial activities and reopening of offices by issuing guidelines from time to time. The Guidelines for reopening of educational institutions have also been issued by the MoHFW on 08 Sep 20. Based on these guidelines the DGS also issued SOP for MTIs and has permitted recommencement of practical training by partial opening of pre and post sea training institutions subject to State/Local Authorities permitting opening of the Training Institutes.
2. Following the DGS guidelines, campus has commenced conducting theory part of the practical online and the essential practical on simulators/workshop would be scheduled on completion of the online module. The Cadets would be called to campus in batches. During the stay of the cadet in the campus on completion of practicals, the university exam would be conducted by an external examiner. The SOP to be followed by all for this purpose is detailed in subsequent paragraphs. All the **cadets and campus personnel** are to abide by these instructions scrupulously.

SOP for Cadets.

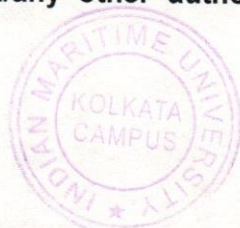
3. Pre Arrival Requirements & Preparations.

- (a) Cadets will have to have COVID Kavach Insurance for a sum not less than 5 Lakhs.
- (b) Undergo RT-PCR test **not more than 48 hours** before commencing the journey to reach the campus. The test should have been done by Government Certified labs/agency. The Test result is to be conveyed by E-mail/WhatsApp and original certificate is to be presented at the gate prior to entry into the campus.
- (c) All the cadets are to be in possession of at least three reusable masks and one reusable face shield. The Cadets must have 4-6 clean handkerchiefs.
- (d) During the stay in Campus no short leave would be permitted. Cadets must come prepared and bring all the necessary toiletries, shaving kit and personal use items to cater for the entire duration of stay. They must have adequate soap and detergent powder to be able to wash their clothes while in campus.
- (e) All cadets must install Aarogya Setu App at least 15 days prior to coming to the campus. They must keep the Blue tooth on all the times to facilitate proper evaluation of the risk. This should be done earnestly for own and colleagues safety



4. **Stay in the Campus.**

- (a) Cadets would be accommodated on a single occupancy basis. A toilet and a bathroom would be year-marked for each cabin. Cadets have to use only designated toilet.
- (b) Cadets will have to be in Quarantine for 7-14 days prior to commencement of practical classes. During Quarantine period the cadets would be confined to their cabins and not allowed to visit Academic or Scholastic Block.
- (c) The Cadets would abide by all the COVID related precautions appended below:
- (i) Maintain Physical distancing of at least 6 feet from any person while interacting.
 - (ii) Use of Mask is compulsory all the time outside the room. Wearing of face shield is mandatory while in the class/common areas.
 - (iii) Frequent handwashing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. They must wash hands with soap in the bathroom before leaving the hostel and **before returning to the room.**
 - (iv) Alcohol-Based hand sanitizer dispensers are kept at the entrance of every building. Cadets are to use hand sanitizers while entering or leaving the building.
 - (v) Touching side walls, railings or any other surface should be minimised as far as possible.
 - (vi) Respiratory etiquettes are to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
 - (vii) Self-monitoring of health and reporting any illness at the earliest should be practiced without fail. Each one must remember by not reporting any sickness you may be putting your friends at risk.
 - (viii) Spitting shall be strictly prohibited.
- (d) **Messing.** Cadets are to maintain social distancing of 8 feet in the mess. They are to remove their mask only when they are seated after collecting the food from distribution counter. The chairs would be arranged to ensure safe distance is maintained in the dining hall, cadets are not to disturb this arrangement.
- (e) Use of Gym is not permitted. The Cadets would be permitted to jog/walk in the Playground maintaining social distancing.
- (f) Cadets will assemble (keeping social distance) every day at 0700 hrs and at 1830 hours in the Playground for attendance by the warden. Wardens are to maintain the record of attendance.
- (g) The laundry service will not be activated to prevent risk of clothes getting contaminated at the mass laundry. Cadets have to wash their clothes. Cadets are to be neatly dressed all the time. They are required to wear washed clothes daily. Wearing of clothes without washing is not permitted. For this purpose, they must carry adequate washing powder/cake.
- (h) The Cadets would be required to undertake study assignments, Book review etc while in quarantine and revise their theory study material and prepare for exams.
- (i) **Cadets found not abiding by the laid down instructions or not heeding to instructions from the duty warden/any other authorised staff shall be evicted**



forthwith. He/She will be able to complete the practical training and the course only when campus reopens normally and university plans for exams.

(j) In order to minimise interaction with outsiders, the cadets shall undertake cleanliness of their rooms and keep them tidy all the times.

5. **Medical Protocol.**

(a) All cadets are to be compulsorily checked for temperature & oxygen level using IR contactless thermometer and Oxy meter by the medical assistant/ warden with the help of security staff in the morning & evening. A record of check is to be maintained.

(b) In case of need for admission the cadet is to be admitted in Hospital. The Cadets COVID Kavach Insurance is to be used in such cases.

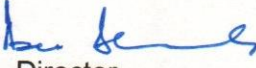
(c) In case of any Cadet/person in campus becomes COVID +ve, the area is to be isolated and the entire building/locations visited by the person is to be disinfected. The affected person, if not needing hospitalisation is to be kept in Isolation room in Dispensary.

(d) The isolated person **is not to be allowed to move out of his room other than going to his earmark bathroom/toilet** and that person has to keep his room door closed. He is to take medication as advised by the doctor. Food is to be kept outside the room by a designated mess staff who is to be provided with necessary reusable PPE.

(e) The Reusable PPE is to be washed by soaking in soap water for 20 Minutes after every use.

(f) The Vehicle if used for visit to the hospital is to be thoroughly disinfected post every trip.

6. The COVID risk is serious therefore all the members of the staff are to exercise utmost caution and take action to bring it to the notice of appropriate person for corrective action. It needs to be remembered that a single case would put everybody in the campus at risk. Therefore, voluntary compliance and care is to be exercised by all.


Director

Distribution:-

HODs
DR / AR(F) / AR(I/C)
All the Faculty, Officers & Staff
O/C Hostels
Wardens
Campus Doctor
All the 2021 passing out cadets

