

**GOVERNMENT OF NAGALAND
HOME DEPARTMENT
GENERAL ADMINISTRATION BRANCH – I**

NO.GAB-I/COM/GEN-4/2020 / 147

Kohima, dated, the 19th July 2021

ORDER

Sub: Re-opening of in-house skill development institutes/ establishments

WHEREAS, the State Government has permitted the re-opening of in-house skill development institutes/ establishments with 50% capacity from 26th July 2021 in the State, subject to all the trainers, assistants and non-teaching staff having been fully vaccinated (taken both the doses) against COVID-19, or having taken the 1st (first) dose of vaccine against COVID-19, and at least 15 (fifteen) days have passed since taking the 1st (first dose);

AND WHEREAS, in view of the COVID-19 pandemic situation, there is a need for taking further measures for preventing and containing the spread of COVID-19 on the re-opening of the in-house skill development institutes/ establishments for the safety of the trainees, trainers, assistants, non-teaching staff, and all others concerned;

NOW THEREFORE, the undersigned in exercise of the powers, conferred under Section 22 (2) (b) and Section 22 (2) (h) of the Disaster Management Act 2005, in the capacity of Chairperson, State Executive Committee, hereby issues the Standard Operating Procedure (SOP) for the reopening of in-house skill development institutes/ establishments with 50% capacity from 26th July 2021, on the preventive measures to contain spread of COVID-19, for strict compliance by all concerned throughout the State of Nagaland.

Sd/-

J. ALAM, IAS

Chief Secretary, Nagaland

To

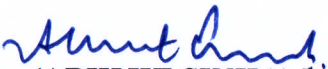
All the Deputy Commissioners & Chairmen District Task Force, Nagaland for compliance.

NO.GAB-I/COM/GEN-4/2020

Kohima, dated, the 19th July 2021

Copy to:

1. The Commissioner & Secretary to Governor, Nagaland for kind information.
2. The Principal Secretary to Chief Minister, Nagaland for kind information.
3. The Sr. PS to Deputy Chief Minister, Nagaland for kind information.
4. The Director General of Police, Nagaland for kind information.
5. All AHoDs for kind information.
6. The Commissioner, Nagaland for information and necessary action
7. All HODs for kind information.
8. The CP Dimapur/All SPs, Nagaland for information.
9. The Station Director, AIR and Doordarshan, Kohima for information and publicity.
10. The Director, IPR for wide publicity.


(ABHIJIT SINHA) IAS
Principal Secretary, Home

SOP on preventive measures to contain spread of COVID-19 in-house skill development institutes/ establishments

1. Scope

This SOP aims to enable safe resumption of teaching/ training activities in the in-house skill development institutes/ establishments. The SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at these institutes/ establishments to prevent spread of COVID-19.

2. Maximum Capacity up to 50% and requirement of mandatory vaccination for trainers/non-teaching staff

(a). Re-opening of in-house skill development institutes/ establishments shall be permitted with maximum capacity up to 50% capacity and subject to all the trainers, assistants and non-teaching staff having been fully vaccinated (taken both the doses) against COVID-19, or having taken the 1st (first) dose of vaccine against COVID-19, and at least 15 (fifteen) days should have passed since taking the 1st (first dose).

(b). The in-house skill development institutes/ establishments planning to resume teaching/ training activity should submit a list of all the teachers/ trainers/ assistants/ non-teaching staff along with the details of the vaccination status as well as the arrangements being made for ensuring adherence to the provisions of this SOP to the respective DTF, and only after getting clearance from the DTF will open up the institute.

3. Generic Preventive Measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (faculty, employees, students and visitors) in these places at all times.

These include:

- i. Individuals must maintain a minimum distance of 6 feet (2 gaj ki doori) in public places as far as feasible.
- ii. Use of face covers/ masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/ face covers to be avoided.
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.



- iv. Respiratory etiquettes 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.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

4. All in-house skill development institutes/ establishments may encourage and continue with online/ distance learning.

4.1 Before opening up of the institute/ establishment

a) Planning of reopening of institute/ establishment

- i. The in-house skill development institute/ establishment shall only be allowed to open if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and staff shall also be advised not to visit areas falling within containment zones.
- ii. Prior to resumption of activities, all work areas intended for conduct of skill development training, including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- iii. Wherever skill-based trainings on equipments are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.
- iv. Instead of biometric attendance alternate arrangements for contactless attendance may be made.
- v. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- vi. The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty/ trainees/ staff to contact in case of any emergency.
- vii. For air-conditioning/ ventilation, the guidelines of CPWD shall be followed which mentions that the temperature setting of all air conditioning devices should be in the range of 24-30⁰ C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.
- viii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.
- ix. **Gymnasiums, if any, shall continue to remain closed.**
- x. **Swimming pools, if any, shall continue to remain closed.**
- xi. Prominently display signages, posters and standees must indicate the dos and don'ts for the staff and students.

b) Planning and scheduling of activities

- i. The academic calendar shall be planned with a view to avoid overcrowding, congregation etc. **As far as possible, the academic calendar should promote a mix of regular classes and online teaching/ training, assessments.**
- ii. The day-wise, time-wise scheduling of teaching/ training activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.
- iii. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- iv. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

c) Availability and management of supplies

- i. Appropriate back-up stock of personal protection items like face covers/ masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.
- ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trash cans.
- v. Provision for proper disposal of used personal protection items and general waste in accordance with CPCB guidelines (available at: <https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID1.pdf>)
- vi. Housekeeping staff to be informed & trained about norms for waste management & disposal.

4.2 After opening of the in-house skill development institutes/ establishments

a) At the entry point

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/ separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.
- ii. Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/ employee/ student/ visitor is found to be symptomatic, he/ she should be referred to nearest health center.
- iii. Posters/ standees on preventive measures about COVID-19 to be displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized by the management/ any out-sourced agencies.
- v. Entry of visitors should be strictly regulated/ restricted.

b) Conduct of teaching activities in the classrooms

- i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
- ii. Staggering of classroom activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.

- iii. Academic scheduling should have inter-mix of regular classroom teaching and online teaching/ assessments.
- iv. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities.
- v. Sharing of items like laptops, notebook, stationary etc. amongst students should be avoided as much as feasible.

c) Conduct of skill based training in workshops/laboratories

- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use.
- ii. Ensure a floor area of 4 meter square, per person is available for working on equipment/ workstation.
- iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/ simulation labs etc.

d) Activities in common area – library, canteen, common rooms, etc.

- i. Physical distancing of 6 feet needs to be maintained.
- ii. Person using the common areas need to use mask/ face cover all the time.
- iii. Canteens shall be allowed to function in accordance with MoHFW's, GOI SOP on preventive measures to contain spread of COVID-19 in offices (<https://www.mohfw.gov.in/pdf/SOPonpreventivemeasurestocontainspreadofCOVID19inoffices.pdf>). Further, it should be ensured that the persons/attendants running the canteens are fully vaccinated (taken both the doses) against COVID-19, or have taken the 1st (first) dose of vaccine against COVID-19, and at least 15 (fifteen) days should have passed since taking the 1st (first dose).
- iv. Wherever applicable, avoid cash transactions and e-wallets etc may be promoted.

e) Transportation to and from the institution/establishment

If transportation facility is being managed by the institution, proper physical distancing, sanitization of transport vehicles/ buses (when permitted to ply) with 1% sodium hypochlorite, shall be ensured.

5. Hygiene and Sanitation

- i. Daily cleaning of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.
- iv. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.

- vi. Disposal of used face covers/ masks in separate covered bins shall be ensured.
- vii. Residential buildings, if any, also needs to be sanitized regularly.

6. Risk Communication

- i. Create awareness among the students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.
- ii. Ensure regular counselling is done for students reporting mental health issues such as anxiety and depression.
- iii. If a student, faculty or staff is sick, she/ he should not come to institute and follow necessary protocols in this regard

7. Ensure Safe Stay at Hostels, guest houses and other residential complexes

The measures as proposed above related to use of mask/ face cover, hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation will apply to hostels and other residential buildings.

Further, the following specific points for Hostels/ guest houses/ other residential complexes shall also be followed:

- i. Students/ Trainees who are not local residents of the city/ town, or do not have any support at home, or do not have facility for on-line education may be prioritized for allotment of hostel rooms.
- ii. **Students/ Trainees coming from different locations if not fully vaccinated (taken both the doses) against COVID-19 , or not taken the 1st (first) dose of vaccine against COVID-19, and at least 15 (fifteen) days have not passed since taking the 1st (first dose) may bring COVID-19 negative test report through RT-PCR report/True-NAT, and self-monitor their health for 14 days.**
- iii. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join. Symptomatic boarders shall be isolated in the designated isolation facility at the institute, till such time, they are seen by a doctor.
- iv. Proper crowd management in the hostel as well as in outside premises like parking lots – duly following physical distancing norms shall be ensured. Gatherings/ congregations should be in accordance with the SOPs of the State.
- v. In shared rooms/ dormitories, the beds should be placed at a distance of 6 feet from each other. Temporary partitions may be considered, if feasible. Any symptomatic student should be immediately given a single room and then provided requisite medical care.
- vi. Mess facility, if any within the premises, shall follow physical distancing norms at all times. Staggering of meal timings may be done to prevent overcrowding.
- vii. Hostel should be out of bound for all persons except essential staff with known health status.

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

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/ guardians as the case may be.



- iii. Patient will remain isolated while wearing a mask/ face cover till such time they are examined by a doctor.
 - iv. Immediately inform the nearest medical facility (hospital/ clinic) or call the state or district helpline.
 - v. A risk assessment shall be undertaken by the designated public health authority (district RRT/ treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
 - vi. Disinfection of the premises to be taken up if the person is found positive.
 - vii. If there is clustering of cases in hostel/ residential building, inform local health authorities immediately.
9. **Any violation of the provisions of the above SOP will attract action as per legal provisions against the management of the institution/establishment or trainee, as the case may be.**
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