

THE
★
SHINE
COVID-19

HANDBOOK FOR
UNIVERSITIES & COLLEGES



INTRODUCTION

Dear College Administrator,

As campuses around the world slowly come back to life, we would like to start by telling you that we fully understand your predicament. You are neither a corporate business house nor a school but very clearly in-between. You have a large campus and a lot of staff. You also have a large number of students who are adults, but young, inexperienced adults.

This calls for a more than usual compassion, communication and preparation from your side. To help you deal with things in a standardized and structured manner, the **Apollo Shine Foundation** has created this handbook specifically for colleges across India to have a central reference guide that can then be customized based on your operational realities.

The truth is there is no single fail safe combination that can be applied across any campus. An exercise like that would be as futile as trying to prevent students from catching a cold or the flu. And the reason is because there are too many touchpoints within the college and too many variables outside. And yet the responsibility lies with you.

In these COVID times, we would like to extend our gloved hands and walk this journey with you. The Apollo Shine Foundation has been working to evolve a broad set of safety measures that can be further customized. It is an inclusive process though, and we look forward to being a part of your effort. The ensuing document has been put together by our SHINE doctors working with specialists from Apollo Hospitals and of course referencing information from the ICMR and the WHO.

Treat this as a sounding board & contact us for a customized program for your institution. And let's work together to **Keep India Healthy**.

BASIC PRINCIPLES

The following guidelines can help keep students, teachers, and staff safe on campus and help stop the spread of COVID-19 .

Recommendations for a healthy campus are:

- Sick students, lecturers and other staff should not come to university/college.
- The campus should enforce regular hand-washing with safe water and soap, alcohol rub/hand sanitizer or chlorine solution, as well as daily disinfection and cleaning of surfaces.
- Campuses should provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures.
- Social distancing should be maintained at all times.



Social distancing

THE CHALLENGE

Campus environments make it difficult for control of communicable infectious diseases because of:



Age Variance



Student Interaction



Non-Standard Home Environments

WHAT CAN BE DONE

- Prevent entry of infected people.
- Create and following a hygiene policy.
- Place trained personnel at strategic points.
- Create student ambassadors who will catalyze their families, friends and neighbourhoods into safer lifestyles.
- Implement safety protocols in buildings.
- Roll out comprehensive health safety and education programmes.



WHAT SHINE CAN DO FOR YOUR INSTITUTION

- Shine COVID screening programme - dedicated teams dispatched to man screening desks on campus.
- Health ambassador programmes for students and staff.
- Staff educational programmes.
- Network of services for students and their families provided at their homes - Doc on Call, home blood tests, teleconsults, home care nursing, physiotherapy.
- Consulting expertise for COVID-19 measures.
- Regular audits of pre-identified risk areas.





PRE-OPENING

BUILDING STUDENT, PARENT & STAFF CONFIDENCE BEFORE OPENING DAY

- Set up a COVID-19 task force.
- Set up assessment processes.
- Recommendations & guidelines: SHINE COVID-19 handbook.
- Staff training in COVID certificate course + campus measures.
- Education webinars on risks & safety measures.
- Implement Apollo's "Project Kavach" guidelines for staff & campus (Download from www.ApolloShineFoundation.org).
- Self declaration forms.
- Student education on new health policy.
- COVID-19 helpline: Manned by doctors.
- Masks for all staff. IDs to be prominent.

ISOLATION BAY

- Flu corner can be established for isolating students with respiratory symptoms.
- A dedicated centre can be designed with good ventilation, enough space for tables, chairs kept at 6 ft distance.
- Students with respiratory symptoms should be isolated and sent home/hostel immediately. Parents can be intimated over the phone and request can be made for pickup.
- Separate isolation bay for students and staff.
- All cases should be documented.
- Separate set of medical equipment to be used.
- Wipe down all surfaces after every student leaves.



HIGH RISK TOUCHPOINTS TO BE CONSIDERED

1. CAMPUS TRANSPORT

- All staff and students who are unwell must stay at home.
- Arrangements for transport facilities to be ensured with social distancing.
- Provision for thermal scanning, hand wash and sanitizer preferably with touch-free mechanism can be arranged before boarding the school bus.
- Frequent sanitization of entire vehicle and all points which come into human contact e.g. door handles, window rails, seats, etc., to be ensured.
- Students should keep their distance from others while traveling. For example, each student should sit in every second row, leaving the seat in front and behind empty.
- Encourage students follow social distancing at bus stops.
- All school buses must undergo daily cleaning and sanitisation. All high touch point surfaces should be wiped down.

2. ENTRY GATE

- All entry gates to be monitored.
- On arrival at the gate, everyone (faculty, staff, students, third party vendors, visitors, etc.) should be screened for high body temperature using a handheld IR non-contact thermometer. In case anyone is found having high temperature, he/she should be directed to the health room/isolation bay or asked to leave immediately.
- Separate entrances and timings for staff and students.
- All persons entering campus (including students) should be requested to fill in a self declaration form.
- Only students who have submitted the self declaration form to be allowed in.



3. CLASS ROOMS & LABS

- Students should sanitize their hands before entering the classrooms.
- Wherever possible, staff and students should keep 5 ft distance from each other.
- Classroom furniture should be rearranged to provide maximum space between tables. For example, a minimum of two desk spaces between each student.
- Encourage students to cover their mouths and noses when coughing and sneezing with a tissue, or to cough into their elbows.
- They should dispose the tissue into a bin and then wash hands afterwards with soap.
- Discuss healthy behavior. Even simple things like getting enough sleep and staying hydrated can help keep a student's immune system strong.
- Breaks and time outside should be staggered to limit contact between groups.
- Fixed seating arrangements and/or exam style seating should also be considered where practical and appropriate.
- Windows should be open during the day for better air flow.
- Remind students that everyone can protect themselves against infections by practicing good hand hygiene & respiratory hygiene.
- Clean any shared objects in the room like tables, writing instruments, lab equipment, chairs. If not sanitized, these can pass germs on to many students everyday.
- Disinfect switchboards across the campus regularly.



4. CORRIDORS & STAIRCASES

- Implement social distancing everywhere on campus especially narrow passages.
- Replace campus bells with a PA system to minimize corridor traffic.
- Install sanitizer dispensers at regular intervals. Keep them stocked well.
- A contact free thermometer in every corridor will help staff check students regularly.
- Stairway railings should be cleaned regularly.
- Corridors should be cleaned every evening after school hours or early in the morning.
- Post signs encouraging good hand and respiratory hygiene practices.
- Ensure trash is removed daily and disposed safely.
- Corridors should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants.



5. ASSEMBLIES, GATHERINGS AND MEETINGS

Suspend any large gatherings of staff and students at one time, such as assemblies, club activities, culturals, etc.

6. DRINKING WATER

It is recommended that students do not drink directly from drinking fountains at this time. Instead they should bring their own water bottle for use (and refilling).

Campuses are reminded to flush all drinking troughs/taps for a few minutes following extended periods of non-use.

Continue regular maintenance of filtration systems, as required.



7. CANTEEN / DINING HALL

- Minimize usage as much as possible.
- Suspend large gatherings of staff and students for meals at one time.
- Students should be encouraged to keep 5 ft distance between each other while dining.
- Breaks and lunch times should be staggered to limit contact between groups.
- Staff and students should be encouraged to wash/sanitize hands regularly, including on arrival to school and before and after meals.
- Where soap and water is not readily available, hand sanitizer should be provided.
- Sharing of food should be actively monitored and discouraged.
- The highest standards of hygiene should be practiced in canteens. This includes:
 - Washing drink and food containers with hot water and detergent.
 - Regularly wiping down surfaces with disinfectant.
- Close watch by volunteer health monitors.
- Consider copper vessels instead of disposables. Let's stay green.





8. SPORTS GROUNDS & AUDITORIUMS

- All inter- & intra-school sport events and competitions should be postponed until further notice.
- Even if students are social-distancing on the sports grounds for athletics like running track, they are still touching the same surfaces as all the other students.
- It is important to keep students away from shared sports equipment during this time.
- Ensure that regular runners and joggers on campus get medical consent for running with masks.

9. RESTROOMS

- House keeping staff should always wear disposable protective gloves while cleaning restrooms.
- They must use separate sets of cleaning equipment for toilets (including mops, scrubbers, etc.) and separate sets for sinks.
- Dispensers with soap and sanitizer should be available in all restrooms.
- No towels, wet cloths, etc. should be kept or used in the restrooms.

10. SWIMMING POOLS

- **Use of swimming pools should ideally be discontinued.**
- In the event that swimming pools are being used, keep the pools cleaned and disinfected. Proper operation, maintenance, and disinfection (with chlorine or bromine) of swimming pools should kill the virus that causes COVID-19.

There may be a need for extra disinfecting of items outside of the pool, such as:

- Door handles inside and outside
 - Handrails and pool ladders
 - Restroom doors, faucets, sinks
 - Toilet flush levers
- Students should not be allowed to use the pool if they have a cough, fever or other symptoms of illness.



A FEW IMPORTANT REMINDERS ABOUT CORONAVIRUSES AND REDUCING THE RISK OF EXPOSURE:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. Disinfectants are an important part of reducing the risk of exposure to COVID-19.
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together. This can create fumes that may be very dangerous to health. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortage of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Practice social distancing, wear facial guards, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water is not available.



GUIDELINES FOR TEACHING AND NON TEACHING STAFF

- COVID-19 Certification Course Online (<https://kite.medvarsity.com/login>)
Fill in self declaration form.
- Employee health screening including, CBC, ESR, CRP, SGPT, creatinine & vitamin deficiencies.



DO

- Take your temperature before work.
- Wear a face mask at all times.
- Practice social distancing in the workplace as work duties permit.

DON'T

- Stay at work if you become sick.
- Share headsets or objects used near face.
- Congregate in the break room or other crowded places.

STEPS FOR THE ADMINISTRATION

DO

- Take employees' temperatures and assess symptoms prior to their starting work.
- If an employee becomes sick during the day, send them home immediately.
- Test the use of face masks to ensure they do not interfere with workflow.
- Increase air circulation in & out of the building.
- Increase the frequency of cleaning commonly touched surfaces.

WHEN A CONFIRMED COVID-19 CASE HAS ENTERED THE SCHOOL PREMISES

- Be prepared to implement short-term closure procedures if an infected person has been in a school building.
- Immediately notify local health officials. These officials will help administrators determine a course of action.
- In the case of absenteeism/sick leave or temporary school closures, support continued access to quality education. This can include:
 - Use of online/e-learning strategies
 - Assigning reading and exercises for home study
 - Assigning teachers to conduct remote daily or weekly follow up with students

MENTAL HEALTH/PYCHOSOCIAL SUPPORT NEEDS

Bear in mind that the students have been in a completely different environment for the last 45-50 days so their mental psyche will have changed from the last time they were on campus. This means **all staff should be sensitized to be extra tolerant.**

Many students struggle to stay motivated even under normal circumstances. Increasing technological literacy/dependency, and overuse of social media, can exacerbate anxiety and depression. When the students return, they **may be grappling with the mental health fallout of studying, working, and socializing in addition to dealing with pandemic-related stress both on campus and at home.**

Ensure that there is a **counselor on campus**, and that students are encouraged to go talk to her/him without the fear of stigmatization.

Ask your students if they have any questions about what's happening around the world, discuss the institution's plans for dealing with an outbreak, and run through the recommendations on good hygiene and social distancing and why they are so important. Knowledge is power in these situations.

Events, gatherings and long-anticipated events will no doubt be canceled or postponed, and there's an overwhelming feeling of disappointment that comes with that. Where possible, try to limit the negative impact of canceled events by quickly scheduling a date for later in the year or providing a virtual alternative.

Remember, lecturers are people too, and they've been dealing with constantly changing scenarios, both with the stress of the lock-down and that of switching to newer methods of teaching. **Psychological assistance for lecturers is also very important.**

PREPAREDNESS IS THE KEY TO FIGHTING COVID-19

We look forward to helping you implement these guidelines. Please visit www.apolloshinefoundation.org to find out which of our programs will be of use to you.

Together, let's strive to Keep India Healthy!

If you have any queries regarding the measures recommended in this handbook, or if you would like support implementing them in your campus, please get in touch with us at shine@apollohospitals.com

www.ApolloShineFoundation.org

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 @ShineForHealth
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