

# **BASU CAMPUS COVID-19 RESPONSE PLAN**

## **Arrangements to be made at different points & SOP**

### **A. At all the main seven entry points (To be taken care by the In-charge Security and Estate officer)**

- i. Good quality Hand held Thermal scanners (Efforts shall be made to install wall mounted auto thermal scanner)
- ii. Auto Hand Sanitiser\*
- iii. Auto soap dispenser\*
- iv. Wash Basin
- v. Facility to maintain temperature record of the person entering into the campus

#### **SOP at the entry points**

1. People entering into the campus should first get the thermal screening done (to be done by the person identified for this purpose)
2. Take the soap in the hand either through auto dispenser or should be poured into the hand by the person identified for this purpose.
3. Get Hand washed at the wash basin
4. Get hand sanitized either with the help of auto sanitiser or the person identified for the purpose.
5. Get the back pack/bags etc sanitized through hand spray sanitiser

**Note: Touching the knob of the wash basin/sanitiser should be avoided**

### **B. Within the building/office premises (To be taken care by Building coordinators and HODs)**

- i. Hand sanitisers should be kept separately for all the employee
- ii. Hand washing facilities should be made available at all the wash basin points and in toilets
- iii. Sufficient quantity of tissue papers should be made available
- iv. Masks and hand gloves should be made available in all the departments/units
- v. Efforts shall be made to place auto dispensers in all the buildings

#### **SOP**

1. All the tables, chairs, computers and its accessories, mobiles and all the other objects, likely to be touched, must be sanitized on daily basis/ at least thrice a week
2. Digital form of communication and proposals should be encouraged
3. Bare minimum movement of files should be carried
4. Hand should be washed/sanitized frequently after touching the objects
5. Masks and hand gloves should be used by all the staff
6. People should avoid meeting with anyone until and unless urgently required

**C. Employee working outside the buildings but within the university/college premises (To be taken care by their respective controlling officer)**

- i. Hand gloves, masks, hand wash and sanitiser arrangements must be done
- ii. Facilities for hand washing should be made in the designated toilets marked for washing hands by the employee/staff/workers working outside the buildings like in farms, conservancy staff, estate office staff working outside the buildings, hostel staff/workers
- iii. Facilities for sanitization of the items/equipments being used by these staff/workers should be made available

**SOP**

1. All such workers/staff working outside the buildings must wash and sanitized their hands at the time of entry in the campus and beginning of their designated/assigned works
2. They must wear gloves and masks during their work
3. Maintain minimum distance of 1.5 mtr all the time
4. Should Wash their hands frequently

**D. Vehicles (To be taken care by the Controlling officer)**

- i. All the vehicles should be sanitized from outside and inside on daily basis
- ii. Every vehicle should be provided with sanitiser and three pieces of cloths for frequently sanitizing handles
- iii. Drivers should wash their hands and get it sanitized before touching the vehicle
- iv. Drivers should wear masks and gloves

**E. Clinical complex (To be taken care by Dr Ankesh)**

- i. Hand gloves, masks, hand wash and sanitiser arrangements must be done
- ii. Good quality PPE kits should be made available for the staff engaged in handling diseased animals
- iii. Facilities for hand washing should be made in the designated toilets marked for washing hands and outside the building
- iv. Facilities for sanitization of the items/equipments being used should be made available

**SOP**

1. Wear PPE kits at the time of handling the diseased animals
2. Always wear N95 masks and hand gloves
3. Maintain minimum distance of 1.5 mtr all the time
4. Wash your hands frequently

**F. Guest House (To be taken care by Dr R K Sharma)**

- i. Hand gloves, masks, hand wash and sanitiser arrangements must be done
- ii. Facilities for hand washing should be made in the designated toilets marked for washing hands by the inmates/staff/workers
- iii. Facilities for sanitization of the items/equipments being used by the staff/workers should be made available

**SOP**

1. All the workers/staff working in the guest house must wash and sanitize their hands at the time of entry in the campus and beginning of their assigned works
2. They must wear gloves and masks during their work and Wash their hands frequently
3. Maintain minimum distance of 1.5 mtr all the time
4. All the rooms, tables, chairs and other items kept in the rooms and common place must be sanitized regularly depending on its use
5. All the food items should be washed/cleaned/disinfected as per the advisories before being utilized for cooking/serving
6. Maximum five persons may be allowed to have food in the dining hall at a time
7. All the staff working in the guest house must get thermal screening done on regular basis

**Note:** \* Till the auto screening, washing and sanitization facilities are developed, screening, sanitization and hand washing should be done manually with the help of all ready screened security/office personnel.



(R K Trivedi)  
Chairman

**BASU Campus COVID-19 Response Management Committee**

- Copy to :**
1. All the members of the committee
  2. The Registrar, BASU
  3. The DRI-cum-Dean PGS/The Director Extension Education/The Finance Comptroller/Dean CoF, Kishanganj
  4. PRO BASU
  5. Secretary to Vice-Chancellor for the information to Hon'ble Vice-Chancellor