

THE OXFORD COLLEGE OF SCIENCE

#32, 17 B Main, Sector IV, HSR Layout, Bangalore-560102
Ph. : 080-61754542 /551 Website: www.theoxfordscience.org



SOP FOR COVID PROTECTION

COVID-19 SOP FOR STUDENTS

ENTRANCE PROTOCOL :

- Every Person entering the college shall be screened for temperature at the entrance.
- Every person must stand in the boxes drawn at the entrance while waiting for their turn.
- Any person with deviations from normal in temperature is not allowed inside the campus.
- Face mask is compulsory. No mask no entry.
- Every person must carry their own sanitizer and use it at regular intervals

CAMPUS PROTOCOL:

- All the rooms, staircase, lobby and passages shall be disinfected twice a day.
- Students should avoid unnecessary loitering in the campus/corridors.
- Groups of 2-3 people should be avoided in the campus.
- Greeting each other by hugging, shaking hands shall be avoided.
- Students should maintain a safe distance from one another at any time in the campus/classrooms/laboratories.
- Safe distancing shall be maintained while using washroom.
- Avoid touching the doors, windows, tables, railings, chairs unnecessarily.

CLASSROOM/LABORATORY PROTOCOL:

- Only one student must be seated in each bench.
- The sections shall be split depending on the strength of the class.
- The students must sit in the same place every day unlike pre COVID and this place can either be decided by the students or assigned by the teachers.
- The practical sessions shall also be split into batches depending on the size of the class, not more than 15 students should be accommodated in each batch.
- Students should maintain proper distance during the practical sessions.
- Students should avoid touching apparatus or instruments unnecessarily.

OFFICE PROTOCOL:

- Students /parents/visitors entering the campus shall be screened for temperature at the entrance.
- They are allowed inside the campus only if they have any important work.
- Students/parents/visitors are strictly not allowed inside the Office, all queries shall be addressed at the counter only.
- Any files or paper /pen coming in contact with the visitors shall be sanitized before accepting.
- Minimum contact procedure shall be followed.

PRINCIPAL CHAMBER ENTRY PROTOCOL:

- No faculty/students/parents are allowed inside the Principal's chamber unless in case of emergency or called for
- In any of the above cases only one person at a time must enter the chamber only after proper sanitization and with proper mask.
- No bags or any other luggage are allowed inside the chamber.
- In case of meetings faculty shall sit at a safe distance from each other in the chamber following all the sanitization protocols.

COLLEGE OF SCIENCE

COVID-19 SOP FOR FACULTY

ENTRANCE PROTOCOL :

- Every Person entering the college shall be screened for temperature at the entrance.
- Every person must stand in the boxes drawn at the entrance while waiting for their turn.
- Any person with deviations from normal in temperature is not allowed inside the campus.
- Face mask is compulsory. No mask no entry.
- Every person must carry their own sanitizer and use it at regular intervals

OFFICE PROTOCOL:

- Students /parents/visitors entering the campus shall be screened at the entrance.
- They are allowed inside the campus only if they have any important work.
- Students/parents/visitors are strictly not allowed inside the Office, all queries shall be addressed at the counter only.
- Any files or paper /pen coming in contact with the visitors shall be sanitized before accepting.
- Minimum contact procedure shall be maintained.

PRINCIPAL CHAMBER ENTRY PROTOCOL:

- No faculty/students/parents are allowed inside the Principal's chamber unless in case of emergency or called for
- In any of the above cases only one person at a time must enter the chamber only after proper sanitization and with proper mask.
- No bags or any other luggage are allowed inside the chamber.
- In case of meetings faculty shall sit at a safe distance from each other in the chamber following all the sanitization protocols.

STAFFROOM PROTOCOL:

- The faculty shall maintain proper distance when seated in the staffroom.
- Faculty shall sanitize their hands regularly.
- Faculty shall sanitize their hands before touching the computers, desk, tables, apparatus and instruments.
- Faculty shall avoid moving around in groups.