



GUIDELINES & SOP for COVID Prevention & Management

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1. **General preventive measures during Covid 19 Pandemic**

The following health measures are to be followed to reduce the risk of COVID- 19 by all faculty members, employees, students and visitors at all times:

1. **Physical distancing** of at least 6 feet to be followed.
2. Use of **face covers/masks** is mandatory.
3. 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)
4. **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 of used tissues properly.
5. **Self-monitoring of health** by all and **reporting** any illness at the earliest.
6. **Spitting** shall be **strictly prohibited** and a punishable offence.
7. Installation & use of **Aarogya Setu App** is advised.
8. **Regular training** of faculty, students, paramedical staffs and other supporting staff to be provided on methods for controlling the spread of transmission.
9. All programmes and extracurricular activities to be avoided where physical distancing is not possible. Only those extra-curricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time.
10. In case of an emergency, please contact 080 28467083 / 080 28477083 during working hours. Post working hours, contact Boys Hostel Warden Mr Elayaraja – 9986714314 / Girls Hostel Warden Dr Shantha 7760011874

2. **MEASURES AT**

a. Entry point

i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.

ii. Only asymptomatic persons (faculty, employees, students and visitors) 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– duly following physical distancing norms

v. Entry of visitors should be strictly regulated.

b. Registration Area:

i. Installation of glass / plastic barriers at the reception desk

ii. Option of contact less / cashless payment methods

c. Waiting Room:

i. Regular sensitization of patients should be carried out regarding preventive measures of control of Covid-19. (**IEC Committee**)

ii. Waiting areas should be provided with audio/visual/printed educational material on Covid 19 prevention.

iii. Seating in the waiting area of clinics should be **marked** to enable adequate social distancing.

d. Clinics:

- i. Appropriate PPE as per recommendations for the particular procedure being performed to be mandatorily used by faculty, students and paramedical staff inside the clinics.
- ii. Patients' attendants should not be allowed in the clinical area except with paediatric, geriatric and physically challenged patients with all safety measures.
- iii. Minimum 8 feet distance between two working chairs shall be mandatory. This shall help in implementation of four handed dentistry.
- iv. Students in the clinics should be allowed with staggered timing to avoid any cross infection.
- v. Clinical postings, in order to facilitate all type of clinical work, should be planned in such a manner so that at a given point of time, both 3 year and final year BDS students may be posted.
- vi. All dental procedures as prescribed in DCI Curriculum (BDS Course Regulations 2007) shall be carried out in the clinics by students/faculty members with appropriate protection.
- vii. COVID testing of patients prior to treatment is optional.
- viii. Pre procedural mouth rinse with 0.2% Povidone iodine for 1 minute should be used.
- ix. The patients should wear face masks during non working period e.g.
 - a) Recording of history.
 - b) Armamentarium to be arranged prior to starting of the procedure.
 - c) Local anaesthesia to act.
 - d) Post procedure instruction.
- x. Natural ventilation must be ensured when available. Additional Positive airflow from less contaminated to more contaminated zones must be introduced by using pedestal or table top fans.
- xi. Donning and doffing of protective kits wherever required should be restricted to designated areas only.

Infection Prevention & Control Committee
KCDS

- xii. Protective kits should be disposed of as per latest guidelines of bio medical waste management prescribed by the state pollution boards. (**BMW COMMITTEE**)
- xiii. Maintenance of instrument sterilisation and disinfection should be stringently followed as per standard infection control protocols of respective departments.
- xiv. After every procedure the dental chair, unit and its associated water lines should be disinfected with 0.01 % NaOCl.

e. Conduct of teaching activities in 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. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities.
- iv. Sharing of items like laptops, notebook, stationary etc. amongst students should not be allowed.
- v. Classrooms should be well ventilated for air entry and exit.
- vi. Students may be allowed to attend online classes inside the college campus, if need so arises. The campus of dental colleges should be made WI-FI enabled.
- vii. Facility of contactless disinfection/ hand washing has to be mandatorily provided by the college authorities at various strategic points.
- viii. Entry and exits of the students in lecture theatre, examination hall and other areas to be monitored to avoid crowding.
- ix. Lecture theatres should be sanitized after every lecture.
- x. Simulation teaching and objective structured clinical practical training methods, case based learning and problem based learning should be endeavored to be incorporated in the teaching learning modules.

f. Conduct of skill based training in Pre Clinical Laboratories

- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use
- ii. Ensure a floor area of 4m² per person is available for working on equipment/work station
- iii. Ensure that members sanitize their hands before and after using training equipment.
- iv. Repeat labs should be arranged for the students who may have missed them due to inability to attend earlier labs because of Covid-19 disease/ containment zones.
- v. The period of absence of students on account of being quarantined due to Covid-19 shall not adversely affect their attendance on furnishing the necessary documents in support of their claim.

g. Activities in common area – library, canteen, common rooms, etc.

- i. Physical distancing of 6 feet needs to be maintained. Alternate chairs to be occupied.
- ii. Person using the common areas need to use mask/face cover all the time
- iii. Wherever applicable, avoid cash transactions and e-wallets etc may be promoted.
- iv. Sanitization of commonly touched surfaces must be done.
- v. Students and faculty to borrow books and go back to their respective residence/class room for reading. Use of digital library and Helinet provided by RGUHS

h. Transportation to and from the institution

- i. Physical distancing - The college bus provided by the Institution must allow only one student per seat. Each Bus should allow only 1/3rd of its capacity.
- ii. Bus must be fitted with hand sanitizer/dispensers.
- iii. Sanitization of buses/ other transport vehicles (with 1% sodium hypochlorite)

3. 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 (door knobs, 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, to be regularly disinfected with 70% alcohol swipe.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- vi. Students and staff should be advised to dispose of used face covers / masks in separate covered bins placed in strategic areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
- vii. Residential buildings, if any, also needs to be sanitized regularly.

4. Risk Communication & Regular Monitoring of Health

Risk Communication

Awareness must be created by the IEC committee about the following aspects.

- i. Students must not gather when leaving the institute and in their free time
- ii. Students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.
- iii. Regular counselling for students reporting mental health issues such as anxiety and depression.
- iv. If a student, faculty or staff is sick, she/he should not report to institute and follow necessary protocols.

Regular Monitoring of Health

- i. Regular monitoring of the health of students, faculty, and staff.

(Students & Staff Health Services Committee)

- ii. Faculty, staff and students should also be sensitized on self-monitoring of their health.

(IEC Committee)

- iii. Faculty, Staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

5. Hostels

- i. All measures related to use of mask/face cover, hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation will apply to hostels.
- ii. 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.
- iii. Fumigation/Disinfection/Sanitization activities need to be documented on the house keeping checklist.
- iv. Student committee to monitor signs and symptoms of students
- v. Quarantine and isolation at hostel - Any symptomatic student should be immediately given a single room and then provided requisite medical care.

Institutions must facilitate well-ventilated single-room preferably with an attached/separate toilet for isolation.

Hostel Mess

- i. Staff at the kitchen area should have periodical health checkup and maintain medical records.
- ii. Staff (cooking & supplying staff, cleaning, support staff and others) working in hostels shall be screened for Influenza like illness symptoms (ILI).

If ILI symptoms are present the person/s shall be sent to fever clinic/hospital

6. 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 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.

7. INTRUCTIONS TO BE FOLLOWED BY STUDENTS

I.Early Recognition And Source Control

- a. **Arogya Setu App** must be downloaded and updated regularly..
- b. All students will be **screened** at the additional Student Screening Station adjacent to the Fever Clinic , that will be functional between 8:30 am to 9:30 am. Any students entering after 9:30 am, must get themselves screened at the fever Clinic without fail.
- c. Any students who are experiencing any **COVID related symptoms**, must **report** to the The Students & Staff Health Services Committee.
- d. **Testing** at Regular Intervals will be conducted for staff & students as a precautionary measure. The schedule will be communicated by The Students & Staff Health Services Committee.

II.Application Of Standard Precautions For All Students In Classroom & Other Non Patient Areas In The Institute.

- a. Students must wear masks, follow social distancing and practice hand hygiene at all times in the institution.
- b. Hand sanitizer stations will be made available at strategic places.
- c. Students to carry their own water bottles, and refill if needed from the water dispenser unit.
- d. UG students to wear appropriate scrubs.
- e. Used masks must be disposed off with precautions in closed bins.

CLASSROOM

Students to wear masks at all times and be seated maintaining social distancing.

Please follow cough etiquette.

Common Rooms - Students must follow all standard precautions and not crowd the common room.

In non contact with patient areas, students are recommended to use cloth masks / triple layer surgical mask.

III. Empirical Additional Precautions (Droplet, Contact And Airborne Precautions) In

Clinical Areas

1. Students working in clinics must wear appropriate scrubs.
2. All universal precautions including gloves, headcaps etc must be adhered to.
3. Protective gear comprising of N95 masks/respirators & face shield as mandated by the respective departments.
4. Each student must possess 2 autoclavable gowns and must use them when working on patients
5. COVID-19 testing is optional for all patients prior to treatment.
6. Povidone-iodine mouth rinse is mandatory for the patient prior to treatment
7. All standard methods of sterilization must be rigorously adhered to.

In case of an emergency, please contact 080 28467083 / 080 28477083 during working hours.

Post working hours, contact Boys Hostel Warden Mr Elayaraja – 9986714314 /

Girls Hostel Warden Dr Shantha 7760011874

References

1. SOP on preventive measures to contain spread of COVID-19 in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work. Directorate General of Health Services Ministry of Health & Family Welfare Government of India
2. UGC Guidelines For Re-Opening The Universities And Colleges post Lockdown Due To Covid-19 Pandemic
3. DCI guidelines/advisories and SOPs in pursuance of the directions of the Government of India, Ministry of Health and Family Welfare, New Delhi contained in its D.O.No.V.12025116012020-DE dated 24.12.2020 for Re-Opening of Dental Colleges Post Lockdown due to COVID-19 Pandemic
4. National Oral Health Policy – Govt Of Karnataka SOP for COVID 19.
5. RGUHS Revised Advisory for Affiliated Institutions