



Rajarshi School Of Management and Technology
(Udai Pratap Autonomous College Campus)
Varanasi - 221002

**POST COVID 19: STANDARD PROTOCOL/GUIDELINES
FOR FACULTIES & NON TEACHING STAFFS**

1. Maintain physical distance of 6 ft. at campus/office.
2. Compulsory Checking of Body temperature at Main gate with Thermal Scanner and Hand Sanitization at the Main Gate.
3. Compulsory Wearing mask at campus/office and during travelling by Staff Bus/Personal Vehicle. No mask no entry.
4. Compulsory to download the 'ArogyaSetu' & 'Aaush Kavach – COVID' Apps. Otherwise No Entry at Campus.
5. Compulsory Wearing of ID Card at campus and office of the Institute.
6. Chewing of Pan & Gutkha is Strictly Prohibited in Campus.
7. Ensure sitting arrangement with a gap of at least 6 ft. for any meeting/conference.
8. Wash hands properly for at least 30 seconds before starting days' work and repeat the same frequently.
9. Ensure attendance through only Attendance Register (Thumb Impression Strictly Prohibited).
10. Use hand sanitizers as per need.
11. Cover nose and mouth with handkerchief/tissue while sneezing and coughing.
12. Ensure not to spit anywhere except at wash basin.
13. Avoid touching own face and nose.
14. Throw used tissues into Dustbins immediately after use.
15. Ensure increased air flow and ventilation by opening windows etc. as much as possible.
16. Air conditioning systems to be avoided. If required temperature should be at not less than 24 degree as per Government guideline.
17. Carrying a pocket hand sanitizer is Compulsory.
18. To avoid visit to cabins of other Faculty/Non-teaching Staffs as much as possible.
19. Not to eat launch/refreshment jointly. Do not share food with other Faculty/Non-teaching Staffs.
20. Only one person is allowed at washroom at a time.
21. Member residing in the Covid contaminated zone are not allowed to enter the campus.