

Mechanical Engineering Department, Indian Institute of Technology Bombay
Standard Operating Procedures for COVID-19 Risk Management

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Prepared by the Taskforce committee

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- *This document is given as an easy checklist / ready-reckoner for every one of the department.*
- *This is a dynamic document and might be modified / updated often. Till such time, this will be in force.*
- *Please feel free to give your feedback at any time to any of the task force committee members or write to (mecovidteam.iitb@iitb.ac.in)*
- *This document pertains only to Covid-19 risk management and does not address other safety concerns. Please ensure that they are followed as usual.*
- *Have a safe working environment.*

General guidelines

1. If you stay outside IIT and have **co-morbidities** (or, if you have a family member who is more than 65 years old or less than 10 years old at home), avoid coming to the department and work from hostel/home. If so, please inform your advisor / mentor / lab-in-charge / HOD and be present in headquarters (Mumbai/MMR).
2. Faculty and staff, who can carry out their work in the online semester from home should get approval to do so from HOD. However, you must be present in headquarters (Mumbai/MMR).
3. If you have symptoms of **fever, coughing** etc., take the telemedicine service from IIT hospital (02245811236 or +912245811236) and stay at home. Inform your advisor, or lab-in-charge, or colleagues.
4. Talk to the lab-in-charge or faculty member and **stagger your laboratory visit** so that at any point there are few people in the lab and you will be able to maintain physical distance (of at the least 6 ft / 2 m). Visit the lab only at the pre-decided hours.
5. **Update the online register** for your laboratory to reflect your work hours in the lab. The register will be maintained by your lab-in-charge (eg. using Google docs).
6. Keep track of your activities and the people you come in contact with. This might be essential if you or others test positive later.
7. When you are in the department, if you develop symptoms, inform your advisor, lab-in-charge, or colleagues and contact the IIT hospital immediately.
8. If any of your colleagues informs you of symptoms, inform the advisor or lab-in-charge immediately.
9. Make sure that you familiarise yourself with proper procedures of wearing masks (<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>), washing hands, and maintaining physical distance.

10. At all public spaces in the department (such as corridors, toilets, lifts, etc) and even in private spaces (office, your cubicle, lab etc) maintain at least the required physical distance and **wear the mask**. Wearing the mask in proper fashion is mandatory according to the law.
11. **Sanitise your hands** when you
 - i enter and leave the laboratory or office
 - ii enter and leave the washrooms or lifts
 - iii use the water coolers
 - iv before and after using the telephone.It is advisable to carry your own sanitiser, if possible, and keep your own sanitiser at your desk / workplace.
12. Do not visit any laboratory or office other than your designated workplace for unnecessary and physical visits. **Avoid exchange** or books, notebooks, papers etc. as much as possible. It is preferable to maintain electronic documents.
13. When you are working, sanitise your hands and the surfaces of potential threat (such as your equipment, panels and buttons in the lab, etc) before and after use.
14. Do not allow any outsiders to enter the department or laboratory. If you call repair or service personal, make sure that you take permission (a mail should be sent to entry-faculty@iitb.ac.in by the lab-in-charge). You will ensure the following –
 - i escort the repair person in
 - ii stay with them all through their stay in the department and laboratory.
 - iii ensure that they follow the norms of hygiene and wear the masks all the time etc.
 - iv during their entry and exit, they sanitise their hands.
15. If PHO staff come to the laboratory for cleaning and sanitisation, please be with them during their stay in the lab; insist that they follow the hygiene and safety (physical distancing, mask) protocols and also ensure that they inadvertently do not cause problems for the equipment and experiments (since sanitization is done with water-based spray).
16. Under no circumstances litter or dispose the laboratory waste in the common area, as it will be hard for PHO staff to effectively sanitise these areas.
17. Comply with the SOP for the laboratory/central facility.
18. During your stay in the department, if somebody, inadvertently, does not follow the required norms or procedures, do not hesitate to point out. By the same token, if somebody points out any lapse on your part, please do not get upset. We are fighting the spread of the virus and we can do it best if we help each other be vigilant all the time.

A. For faculty members (in addition to the general guidelines)

1. Please avoid physical meetings.
2. Put a policy in place regarding the use of air-conditioners in your office and laboratory space. The norm is to allow for ventilation and avoid air-conditioning. However, if air-conditioning is not avoidable, it should be used in such a way that risks are minimised.
3. Consult your laboratory staff, post-docs, and students and **come up with norms** for your laboratory which align with the norms of MHA, MOHFW and WHO workplace guidance.

Please share your norms with the HOD so that the implementation committee can review the implementation.

4. Impress upon the need for following the norms of your laboratory strictly and set an example by following the norms.

D. For the Lab-in-charges/Central Lab facilities In-charge (in addition to general instructions and the corresponding faculty instructions)

1. Instruct every laboratory user to sanitise their hands on entry to and exit from the laboratory and their masks are always on, especially, if there is more than one person in the laboratory.
2. To avoid crowding, identify the maximum number of persons who could be in the laboratory at any moment. Plan the activities in such a way that this number is never exceeded.
3. For safety, it might be advisable, in some laboratories, that at any point there must be more than one person. If so, make sure that there is adequate physical distancing, wearing of masks, etc.
4. Provide adequate supply of sanitisers and identify surfaces that need frequent sanitisation. Identify volunteers / persons who will sanitise these surfaces and maintain an electronic documentation of such sanitisation – for example, on google docs where the concerned persons can enter the time of sanitisation.
5. The operators of the central facilities, who might interact with users regularly, shall wear a transparent face-shield.
6. Prepare SOP for the laboratory/central facility and get it reviewed by the standing committee/HOD before the laboratory/central facility becomes operational.
7. Instruct the students/staff/post docs/TAs that they maintain a list of persons who enter the laboratory along with entry and exit times electronically – such as in google docs -- for easy contact tracing, if needed.
8. Instruct the students/staff/post docs/TAs to avoid air-conditioning and keep the lab doors open, if possible.

E. For office staff (in addition to the general instructions)

1. Deliveries should be received in a non-contact fashion and in designated boxes and trays.
2. Avoid unnecessary paperwork.
3. Keep the doors open and do not use air-conditioning.
4. The person who might interact with outsiders regularly shall wear a transparent face-shield.
5. Make sure that there is adequate supply of sanitisers and identify surfaces that need frequent sanitisation. Identify volunteers / persons who will sanitise these surfaces and maintain an electronic documentation of such sanitisation – for example, on Google docs where the concerned persons can enter the time of sanitisation.
6. Make sure that a list of persons who enter the office along with entry and exit times is maintained electronically – such as in google docs – for easy contact tracing, if needed.

7. Different photocopiers, printers etc should each be handled, preferably, by only one person. For example, if one person is handling the photocopier in the faculty room, no other person should handle the same.
8. As much as possible, all paperwork should be done electronically.

F. For the Head of the Department (in addition to the general instructions and the corresponding faculty instructions)

1. Keep all emergency information (such as phone numbers of IIT hospital and security) handy, as well as follow up on any medical emergency that is reported and circulate them to every one of the department.
2. Facilitate prompt implementation of the guidelines throughout the department.
3. Make sure that visitors to the department are allowed only if it is absolutely essential.
4. Ask for frequent feedback and modify the SOPs and norms as per changing scenarios and circumstances.
5. Clear all the passageways and make sure that waste disposal is streamlined and is done with minimal hazard.
6. Make sure that there are enough posters and publicity of proper procedures in the Department.
7. Make sure that (a) pedal-operated hand sanitisers are installed; and (b) At least four PHO workers (with appropriate cleaning supplies and regularly changeable bin-liners) are available in the Department and are able to frequently sanitise the washrooms and common areas; and, (c) an automated IR temperature reader is installed in the Department.