

# Resumption of Residential Trainings in GIDM Campus

**Standard Operating Procedure**



Gujarat Institute of Disaster Management  
Gandhinagar

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## **1. COVID-19 and New Challenges**

Corona virus and COVID-19 Pandemic has imposed new challenges towards functioning of academic and training institutions. As the offices and institutions are moving towards Unlock planning for the future involves prominent changes in the operations of the events and procedures needs to redesigned as per new normal.

GIDM being the apex institute for Disaster Risk Management related capacity development in the state of Gujarat needs is geared up to continue its business adopting the new normal. The key challenge is that residential training in GIDM are relatively close setting, with shared spaces like corridors, elevators & stairs, parking places, dining area conference halls etc.; and thus there are possible chances of spread of COVID-19 infection among the trainees & GIDM staff.

Therefore, there is a need to prevent the risk of infection in workplace settings and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

The Standard Operation Procedure (SoP) for resumption of Residential Trainings by collection of key information pertaining to health conditions and safety of participants, devising procedure to reduce the contact and faculty and staff so as to monitor and reduce the risk.

### **Nodal Officers of COVID-19 at GIDM**

The overall management and coordinating at GIDM, shall be supervised by Shri Sanjay Joshi, Director-GIDM & Add. Collector, Gandhinagar, (+91-9978407173) and act as a principal nodal officer. The following team will assist Director-GIDM in safe and seamless conduction of residential training programs

#	Name & Designation	Role	Contact no.
i.	Dr. Sandeep Pandey Associate Professor & Sr. PM	Coordination	(+91-7574802288);
ii.	Dr. Abhiyant Tiwari - APPM	Coordination	(+91 98986169487)
iii.	Mr Mohd. Shoeb- Facility Manager	Facilitator	(+91-7574807849)
iv.	Mr Jaisingh Chauhan-AM	Security Incharge	
v.			

### **Responsibility of Nodal Officers**

- Nodal officers shall maintain close contact with Civil Hospital Gandhinagar so that immediate steps can be taken if a potential COVID-19 related threat is witnessed in the campus.

- All residential trainings will be conducted under the supervision of the nodal officers and all program managers have to seek necessary approvals in terms of dates of training programs, number of participants etc.
- Nodal officers shall supervise strict implementation of COVID-19 related protocols like social distancing, personal hygiene and other provisions mentioned in this Standard Operating Procedure.
- The responsible officer shall liaison with Medical Superintendent, Civil hospital Gandhinagar, authorised COVID-19 testing laboratories and keep them updated about trainings and participant health status. Timely co-ordination with key responders may be done in case any person required serious medical assistance.

## **2. Safety Measures**

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The basic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (staff members and visitors) at all times. These include:

### **Physical Distancing**

- Physical distancing of at least one meter to be followed at all times.
- Signage's and Markings that are 6-feet apart should be made in areas that are prone to gathering, such as lines outside of dining facilities.
- No group gatherings will be allowed. All members shall avoid crowded places and high movement risk areas, particularly with numerous high-touch surfaces such as elevators.
- Limiting close contact of GIDM staff with trainees.
- Limiting or avoiding use of shared areas unless necessary.

### **Sanitization**

- Sanitizing high-touch areas such as public restrooms, door handles, and shared keyboards daily by morning 09.30 am.
- Wearing disposable gloves while cleaning and disinfecting, which should be removed and discarded after use.
- Wearing protective eye gear while cleaning if splash hazards are present.
- Opening windows while cleaning to increase air circulation.

- Sanitizing any surface that has been coughed or sneezed on.

### **Personal Hygiene**

- Use of face covers/masks to be mandatory.
- Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of touch free alcohol based hand sanitizers (for at least 20 seconds).
- 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 off used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest.

### **Online / Briefing for Personal Hygiene**

- A video recorded message for behaviour/ SOP to be followed at GIDM for the participants will be developed and shared with all the participants with request to follow.
- The message shall include SOPs, Signage, charts, posters, etc. dos and don'ts awareness of the participant's / staff members in the institute.

### **Facility**

- Entry access to campus and buildings may be restricted to individuals with special permissions. The details of the disclosure form are attached as annexure -1 which will be provided in soft copy to the participants in advance.
- A record system to document all individuals, their temperature who enter and leave campus buildings will be maintained.
- Installation of Sanitation Stations like 1) Touch free hand sanitizer 2) Hand sanitizing spray at Main Entry Gate, Classroom Entry, Refreshment Area entry.
- Risk communication measures within facilities like signage, directions shall be installed at strategic locations.
- Protocols for navigating spaces are made clear through the use of signs, signals and posters where necessary.
- Re-engineering efforts may include restricting entries using barricades, cordon tapes, etc.
  - a) Avoiding entry in academic area

- b) High Risk of transmission areas like pathways
- c) Marked areas for sitting, standing, walking or otherwise
- d) Single use (one way) staircases, doors, and pathways for high traffic areas

### Outdoor Areas

- The institution should encourage moving traditionally indoor activities to outdoor locations (weather permitting) to decrease risk of transmission through better ventilation and distancing.
- Group size limitations are applied to gatherings in outdoor seating and gathering areas, with sign postings and campus monitors.
- Outdoor benches and tables should be sanitized regularly.
- The institution shall install signs in outdoor areas reminding GIDM staff and trainees to follow appropriate physical distancing guidelines.
- The institution has installed hand-sanitizing stations throughout campus, including outdoor areas.

## 3. Proposing Residential Training Programs

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The residential training programs shall be planned in such way that the facility management gets enough time to manage the trainings efficiently and to be inclusive of the principles of social distancing & personal hygiene. In this regard,

- Maximum 2 trainings shall be conducted in a week.
- There should be atleast one-day gap between two training programs.
- The maximum number of trainee at any given time in the campus must **not be more than 25**.
- There cannot be two simultaneous residential trainings in campus.
- Maximum 2-day training must be proposed. If need is felt for training schedule to be more than 2 days, combo (residential + virtual internet participation) trainings should be proposed.
- Dates of training must be proposed in consultation with facility management.

### Inviting Nominations

While inviting nominations from Govt. departments a self-declaration form for current health status in prescribed Performa (Annexure 1) must be sent by program managers along with nomination form.

### **Proactive Disclosure**

All participants entering the GIDM campus shall share in advance the status of risk as mentioned in the Arogya Setu app. In addition to this they shall disclose the following details about the health status:

1. Pregnant Women, Lactating mothers
2. High BP
3. People with Chronic kidney undergoing dialysis
4. Serious heart condition
5. Any medical condition that has potential high risk in the COVID-19 environment in the opinion of a medical expert
6. Any other category / symptom as notified.

### **Aarogya Setu**

Nomination letter should mention the importance of Aarogya Setu and trainee should be encouraged to register themselves for this mobile application, developed by Government of India for proper information and awareness about COVID-19. Trainee should be advised to attend the residential training only if the Aarogya Setu mobile application declare them safe.

## **4. SOP for Entry at GIDM**

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### **SOP for Entry in the Institute**

**Responsible Officer**  
Mr. Jaysinh Chauhan, AM, GIDM along with Security Team

All the movement in the campus Entry/Exit of the trainee shall be limited to Gate No.

1. Temperature Status of trainees/ officers and status on Aarogya Setu should be checked upon their arrival

### **Thermal Screening**

- Thermal scanners have been installed at the main entry gate and mandatory testing to be followed at the entry gate. In case the participant does not have a mask, it will be provided as the need and situation on written request.
- All persons entering will go through Thermal scanning and touch free hand sanitization process while entering the GIDM campus at the gate.
- If the temperature is beyond 100 °F, participant / visitor shall be isolated and sent to designated quarantine (Parking shade) in the campus. If in case the participant stays longer quarantine Room No. 201-203 shall be used as quarantine period.
- Emergency Stairs (no. 2) will be used for the movement.
- The temperature of the trainee shall be taken again and in case the recorded temperature is still high then the GIDM Nodal officers shall decide future course of action whether the trainee needs to be sent to hospital or not.
- If the temperature of the trainee is under the range they shall be allocated single room in residential annexe.
- They shall also be provided 2 complimentary disposable mask. Facility management shall ensure hand sanitizer are available.
- Thermal scanning of the trainee will be done 04 times a day in morning & evening. The record of the same shall be maintained both by participants and security.
- All trainees should be asked to maintain a note of their contact on daily basis from the time of arrival of institute.

### **SOP for Accommodation, Refreshment and Dining**

**Responsible Officer: Mr. Shoeb Md.**

- One room will be allotted to one participant only for accommodation.
- Spitting in accommodation room or anywhere in the campus is strictly prohibited.
- Participants shall not visit the accommodation rooms of other participants.
- Participants should be encouraged to have food in their respective rooms only.
- If dining hall is used, physical distancing markings shall be made for buffet queues.
- Only two trainees shall be allowed to eat on one table keeping the at least 1m distance from each other.



- It should be ensured that all trainees and dining staff wash hands properly on arriving dining area.
- Sharing of utensil-dishes, towels, sops etc. should not be allowed.
- Signage's for hand sanitization will be installed/

### **SOP for Classroom Training**

#### **Responsible Officer: Respective PM**

- As far as possible participants will be given online training/ reading material.
- Sufficient ventilation should be ensured in classroom. As far as possible classes should be taken in the open areas with minimum 1 m seating distancing between participants.
- Air Condition sanitization/ cleaned as per the prescribed guidelines.
- Lengthy classes may be avoided. In case classes are inside, they should be kept short and to the points.
- Reading material and Exercises should be conducted virtually with minimum physical contact.
- Signage's for wearing mask, use of sanitizers and other COVID-19 related action shall be prepared and put on walls at assembly junctions.
- Refreshments will be served in the disposable plates/cups. Gathering in any form shall not be allowed in any case.
- Groups exercise that requires trainees to come in close contact of each other shall be avoided.

### **Non Compliance of COVID-19 Measures by the participants:**

Any participant found not following the safety norms for COVID-19 will be identified and subject second briefing of safety norms. If the officer is still reluctant, written information to the HOD/ nominating officer will be given about non-compliance of COVID-19 safety norms and participation will be cancelled.

## 5. Disinfection

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- Training facility rooms along with Common spaces rooms should be cleaned twice a day (before 0930 am & 06.30 pm) evening after office hours or early in the morning before the rooms are occupied. Necessary PPE Prior to cleaning shall be ensured by agency and provided to worker like disposable gloves, masks and disposable caps.
- All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with **1% sodium hypochlorite or phenolic disinfectants**.
- High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
- Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet.

## Annexure 1: Self Health Declaration Form

### TO WHOM SO EVER IT MAY CONCERN

1. I \_\_\_\_\_,  
Designation \_\_\_\_\_, from  
\_\_\_\_\_ Department, hereby declare that to the  
best of my knowledge & belief, I am physically not showing any sign-symptoms of  
COVID-19 as prescribed by MoHFW for past 15 days.
2. Please tick any Medical condition given below / or specify any other relevant  
information that is applicable to you:
  - i. Pregnant Women, Lactating mothers
  - ii. High Blood Pressure
  - iii. Person with Chronic kidney undergoing dialysis
  - iv. Heart Disease
  - v. Any other health condition that puts you at high risk for COVID-19
  - vi. Any other condition / sign-symptom as notified \_\_\_\_\_

Updated Status mentioned under **Aarogya Setu App** as on date \_\_\_\_\_

Signature

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_