

## STANDARD OPERATING PROCEDURE FOR RE-ENTRANCE OF STUDENTS AT THE SNBNCBS AFTER LOCKDOWN

The Centre is now resuming the unlock process to allow students to return to the centre and resume their research work. This, however, must be done with intense precaution since our nation is still fighting hard with the Covid pandemic. This document serves with certain standard procedure to be followed by each individual (research scholars and students) during their return to the centre.

### SEGMENTED RETURN OF THE RESEARCH SCHOLARS

- The return of students should be segmented (follow the schedule). At a particular ensemble not more than 20-25 individuals would be allowed to enter the Centre.
- A segment-wise roster showing the students allowed to return (segment wise) has been prepared. Based on this roster e-mails are being circulated to the students seeking their willingness to return by the Academic Section.

### THE RETURN OF STUDENTS IS COMPLETELY VOLUNTARY

- The return of any student is completely voluntary and it is not mandatory of any individual.
- Each student has to document his/her willingness to get back to the Centre.

### FROM SAFE ZONES ONLY

- Students are allowed to return to the centre only if he/she is presently residing in a non-containment zone.

### AROGYA SETU APP IS AN ESSENTIAL

- Each individual must have Arogya Setu app in his/her mobile phones and update daily accordingly.

### THE RETURN MUST BE ENDORSED BY THE SUPERVISOR

- Each student willing to return to the centre has mandatorily to avail an endorsement from his/her respective supervisor regarding this. Without the supervisor's endorsement no student will be allowed to enter the Centre.

### **SIGNING OF AN UNDERTAKING**

- The students, voluntarily willing to return to the Centre, need to sign an undertaking and send prior to their return. An electronic copy of the undertaking will beforehand be provided to each individual.

### **MANDATORY INITIAL SELF-QUARANTINE FOR THE STUDENTS**

- Immediately after their report at the main gate of the centre, the students will be under self-quarantine for 03 days who are coming from within the state and will be accommodated at a designated location within the Centre or, they have to produce the RT-PCR negative report.

The self-quarantine period of 07 days will be applicable for the students who are coming from outside of West Bengal. They will be accommodated at a designated location within the Centre or, they have to produce the RT-PCR negative report.

The Covid-19 norms issued by the Ministry of Home Affairs, Govt. of India from time to time will be followed for the students coming to the Centre from Covid infected states.

- They will be quarantined at the Basundhara Hostel & Transit Quarter (Floor No: 3<sup>rd</sup> Floor).
- They will not be allowed to leave the Basundhara Hostel & Transit Quarters at any instance for any reason during the self-quarantine period.
- They will be provided with packed food (breakfast, lunch and dinner) during the quarantine period which they need to consume at their own rooms only on payment basis.
- If any individual feel any kind of health related problem (fever and/or cough with respiratory discomfort or any other) during this period he/she must immediately inform that to the concerned authority as mentioned below.
- After the termination of the quarantine period they will be allowed to get back to their respective rooms in the hostels and are allowed to enter the main building and labs.

### **ABIDING BY THE COVID NORMS IS A MANDATORY**

- The students need to mandatorily abide by all the Covid norms issued by the Ministry of Home Affairs, Govt. of India from time to time (this includes mandatory

wearing of face masks, maintaining of a minimum of six feet distance between any two individuals etc.) at any given instance of time.

- In case of failing in doing so the authority could take strict action against any individual.

### GETTING BACK TO THE NORMALCY

- After a successful completion of the self-quarantine, the students will be allowed to enter the main building and the labs as per decision of the Competent Authority. The authority might restrict the duration of their entry in the main building and labs.
- Students are encouraged not to create any sort of gathering in their sitting places and labs. In consultation with their respective supervisors they might make a roster for themselves regarding the access of labs and library and student bays. At any given point of time not more than two students must not be availing the same lab.

### IN CASE ANY STUDENT TESTS COVID POSITIVE

- In case of fever and/or cough with respiratory discomfort the individual must immediately contact the concerned persons (listed below).
  - 1) Dr. S.K. Bhattacharyya, AMO (Mobile No. 9830077148)
  - 2) Mr. Jaydeep Kar, Programme Assistant (Academic) (Mobile No. 8017782152)
  - 3) Mr. Debashish Bhattacharjee, DR (Admin) (Mobile No. 9818818542)
- He/she could be asked to undergo covid test (as per the recommendation of the AMO).
- In case he/she tests positive, he/she will compulsorily have to undergo strict isolation (as per guideline issued by Department of Health, Govt. of West Bengal) within the Centre premises.
- He/she will compulsorily remain in the isolation until he/she tests covid negative.
- However, at any point of time any covid positive individual may leave the centre by submission of an undertaking. He/she will be allowed to return only upon the production of a covid negative report. He/she must follow the self-quarantine protocol upon his/her re-return as mentioned above.
- Treatment is reimbursable only in tie-up hospitals.

## GENERAL TERMS

- Students will not be allowed to leave campus for home for any reason till the normalcy resumes. In case a student wants to leave the campus for a visit to his/her home, he/she needs to take prior approval of the Authority giving specific approval for leaving the campus. The Authority will consider such requests only on merit basis. Upon return from home, the student again has to be in quarantine as per protocol mentioned earlier.
- Movement outside the campus will be strictly restricted. The movement of students beyond 5 km. radius from the Centre premises is restricted. Frequent movement outside will be prohibited by the security and noted by them. Attending marriages, social gatherings or visiting places where there is a probability of crowd gathering should be avoided to the extent possible.
- To ensure proper maintenance of Covid-19 safety protocols, a Students' Monitoring Team involving student volunteers has been constituted.
- Gathering of more than 3 students at any particular place within the Centre premises will be a punishable offence.
- No student will be allowed to leave the campus between 11.00 p.m. to 06.00 a.m. without prior written permission.
- Foulings of directives mentioned in SOP may call for disciplinary action.