



**DELHI PHARMACEUTICAL SCIENCES &
RESEARCH UNIVERSITY**
Govt. of N.C.T. New Delhi



STANDARD OPERATING PROCEDURES DURING COVID – 19



Help guide actions to ensure our own and others' safety while working from University in light of the COVID-19 pandemic

Delhi Pharmaceutical Sciences & Research University is in a relatively close setting with shared spaces like corridors, elevators, stairs, meeting rooms etc, making the faculty and staff more vulnerable to COVID-19. Hence, in order to contain the spread of covid-19, the following SOPs should be followed by the faculty and staff members.

These SOPs will be in place during the ongoing pandemic.

General Instructions

- Any employee residing in the containment zone should inform the same to University authorities.
- All faculty and staff should register themselves in “Aarogya Setu” mobile application, developed by Govt of India.



- The employees must inform the Security in-charge office for getting their work spaces fumigated.
- A sanitization tunnel has been installed outside the DPSRU administrative block. The employees should pass through the tunnel while entering and exiting the building to sanitize themselves .
- The employees may collect Personal Protective Equipment – Mask, Gloves and sanitizer, from the help desk near Registrar office.



- Try to use your own vehicle to commute to the University. Sanitise before and after stepping into the vehicle. If you use a public vehicle ensure you sanitise your hands before and after travel, maintain social distance (2 meters) from others and wear your mask the entire time.

At Entrance of University

- Thermal scanning of everyone entering the university is mandatory. Please co-operate with the security guard who will be noting your temperature with a thermal scanner. Any person found with fever and cough with breathing problem at the time of entering the premises will be stopped. In case fever is detected, contact Medical officer in the University.



- Only asymptomatic staff/visitors shall be allowed.

- Entrance to have mandatory hand hygiene. Ensure you sanitize your hands and masks on entering the main gate. You can also use the sanitisers provided at the reception.
- Visitors will be allowed in the office after thermal scanning. If there is parcel deliveries, the receipt will be made with proper precautions and contact Security in-charge for further instructions.
- Biometrics will be kept off. Mark attendance in the register preferably using your own pen.

Inside the University premises (at work)

- The employees should follow regular and thorough hand washing and sanitization for which sanitization dispensers with touch free mechanism are installed at different points on every floor.
- Maintain adequate social distance within the office and shall follow required do's and don'ts related to COVID-19. Try to adopt online mode to hold meetings if number of participants exceed five.
- Use the sanitisers provided on your desk and the soap in washrooms to clean your hands regularly. Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
- Make sure your workplaces are clean and hygienic. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly as contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads.
- The employees should wear face mask inside the university premises to promote good respiratory hygiene in the workplace.
- Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions.

During Meetings

- Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or event which are unavoidable or urgent. Encourage participants to cover their face with

the bend of their elbow or a tissue if they cough or sneeze and closed bins to be used to dispose them.

- During the meetings, arrange seats so that participants are at least one meter apart.

Other Precautions

- Proper cleaning, frequent sanitization and regular disinfection (using 1% sodium hypochlorite) of the workplace, particularly of the frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) must be ensured.



- Required precautions while handling supplies, inventories and goods in the office shall be ensured.
- Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.
- Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19. The suspect case if reporting following symptoms on assessment by the Medical officer of the University would be placed under home isolation:

- Cough
- Sore throat
- Fever
- Headache
- Chills
- Sweats
- Aches



- Difficulty in Breathing
- Loss of taste / smell
- Chest pain
- Suspect case, if assessed by Medical officer of the University as moderate to severe, will be treated as per health protocol in appropriate health facility of University.
- If someone gets ill with suspected COVID-19 at workplaces, put the ill person in a room or area where they are isolated from others in the workplace, limiting the number of people who have contact with the sick person and contacting the local health authorities. without any stigma and discrimination into your workplace.

While leaving the University

- Take all the necessary precautions while travelling and once you reach home, keep your shoes outside and use “home slippers”.
- Change your clothes and take bath once you reach the house / wash your face, hands and feet thoroughly with soap and water.
- Sanitise your laptop bag, phone, wallet, keys and any other object you may have used through the day.

Please Contact:

Section	First Contact	Second Contact
Medical Services	Dr. Priyanka (Medical Officer, DPSRU) Mob: 8587092347 6 th floor, Room No: 606 (New Building, DPSRU)	Ms. Suhasini. D (Nursing Staff, DPSRU) Mob: 8587092347 Physiotherapy OPD
Security Officer-In charge & Sanitisation In-charge	Mr. Adithya Kaushik Mob: 9540334295 Room No:10(AdminBlock,New Building, DPSRU)	Mr. Krishan Kumar Mob: 8587092347 RoomNo:2 (Admin Block,New Building, DPSRU)

Stay Safe and Stay Healthy

Your Efforts will help us to keep the workplace safe.

FOR INFORMATION REALATED TO COVID-19

CALL

MINISTRY OF HEALTH AND FAMILY WELFARE (MOHW) GOI's

24x7 Control Room Number

1075 (Toll Free) 011-23978046

Email : ncov2019@gmail.com

Prepared by

Faculty, School of Allied Health Sciences