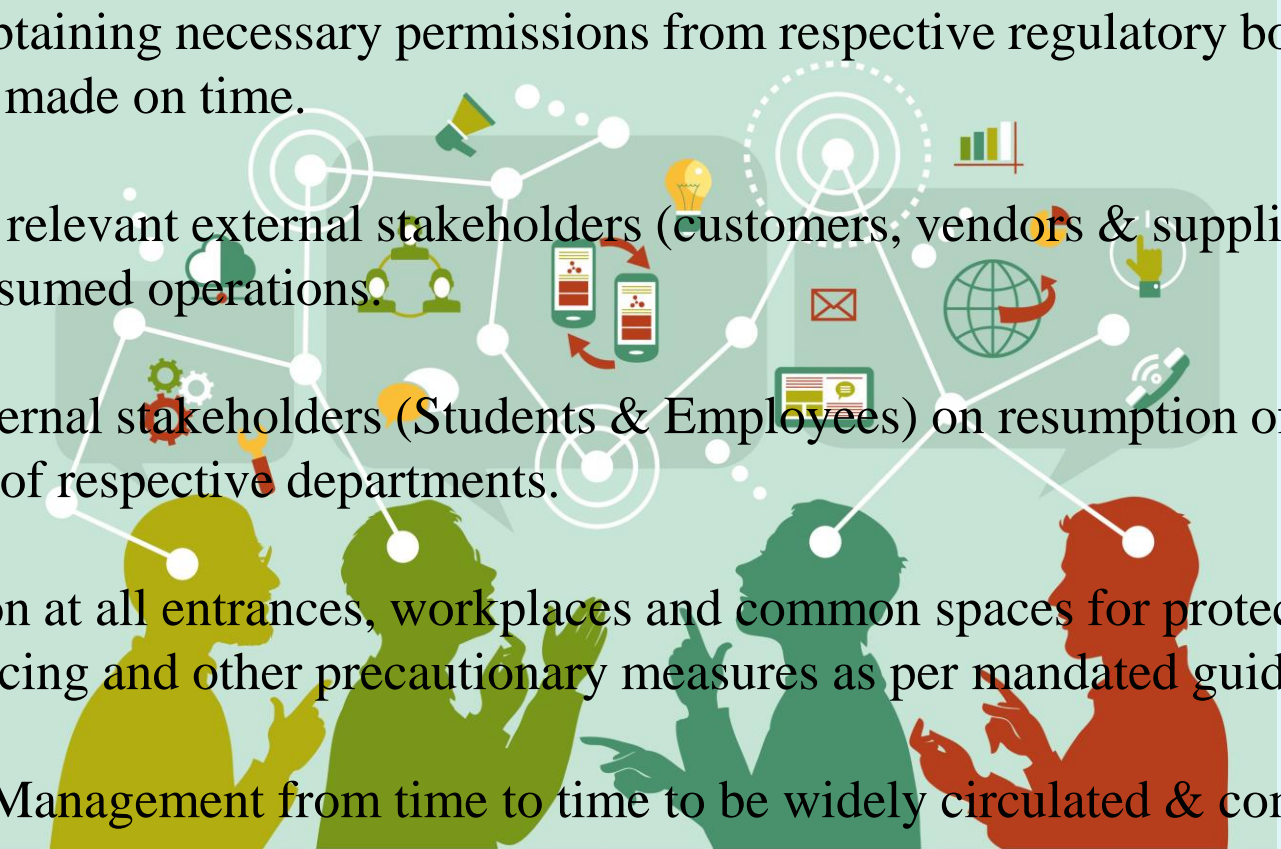


STANDARD GUIDELINE FOR CARRYING
OUT OPERATION AFTER
COVID-19 LOCKDOWN

INTRODUCTION

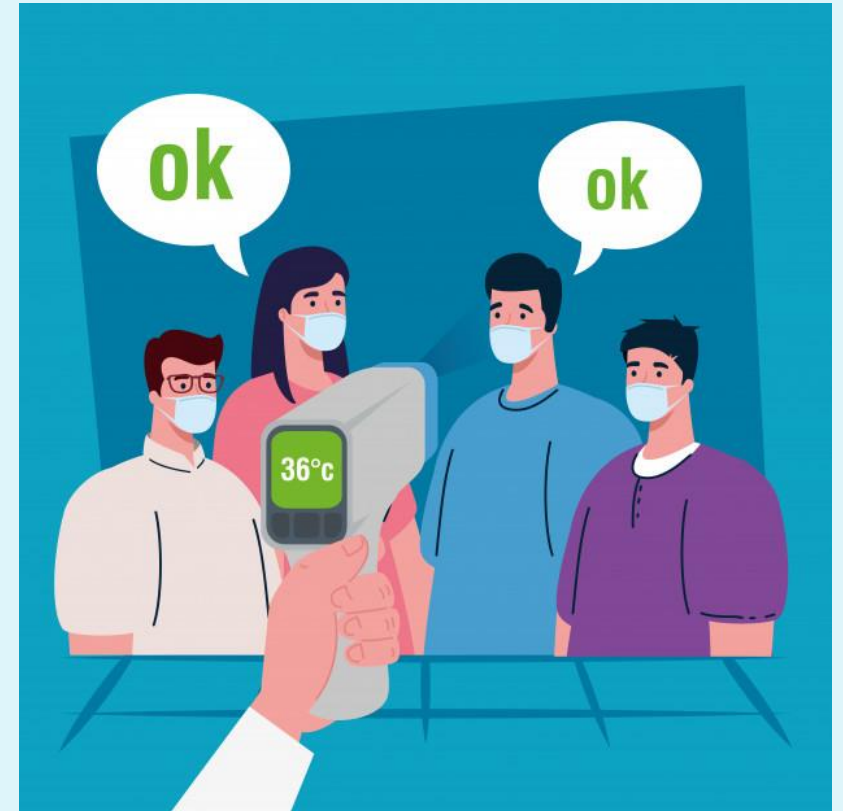
This Guideline is prepared to carry out the operation at all Mumbai Campus of SP Jain ,India after the lockdown period due to COVID-19 outbreak. By following this Guideline, the chain of corona spread shall be effectively broken and normal Operation can be resumed safely. All precautionary measures need to be ensured at the campus so that all stakeholders e.g. Students, Employees/Faculties/Vendors/Suppliers/Customers/Contract workers/Consultants/Visitors etc. feel safe and secure at work place.

ROLE OF COMMUNICATIONS

- 
- Communication for obtaining necessary permissions from respective regulatory bodies for resumption of normal operations to be made on time.
 - Communication to all relevant external stakeholders (customers, vendors & suppliers) on resumption and detailing the terms of resumed operations.
 - Communication to internal stakeholders (Students & Employees) on resumption of operations and work force deployment plans of respective departments.
 - Display of information at all entrances, workplaces and common spaces for protection and prevention awareness—social distancing and other precautionary measures as per mandated guidelines.
 - Advisories issued by Management from time to time to be widely circulated & communicated to all employees.

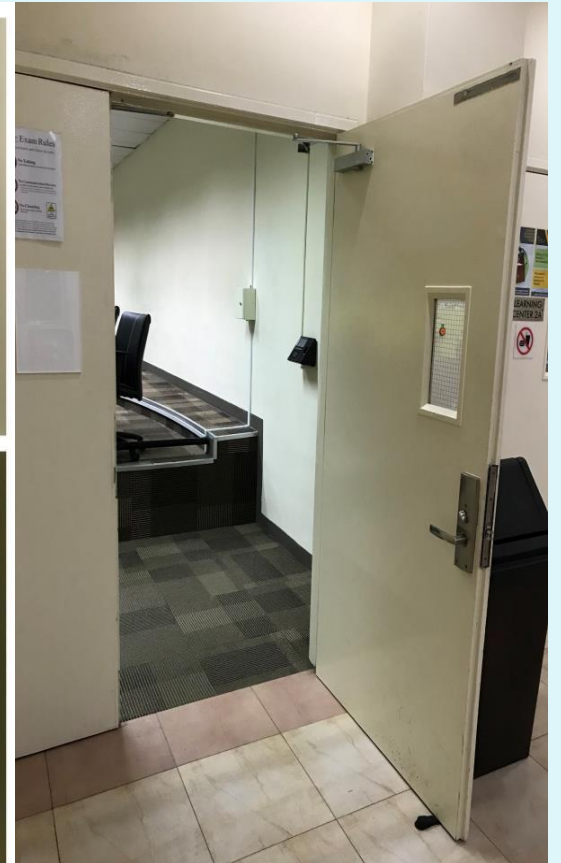
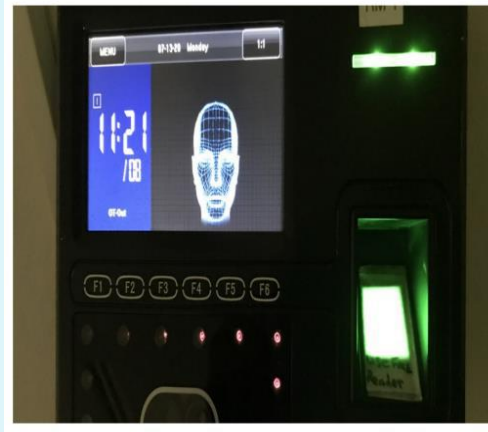
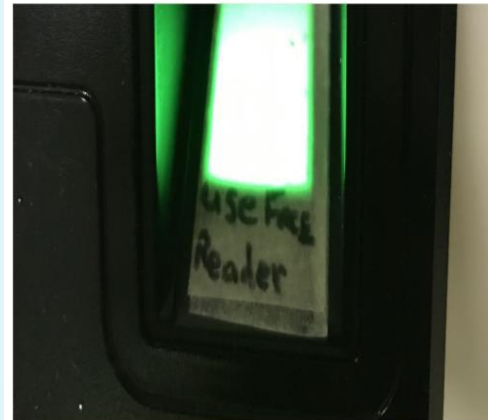
SOP ON CLASSROOM MANAGEMENT

- All students on entry to campus are needed to check their body temperature with the use of InfraRed Thermometer before they attend their class/es. This is mandatory and strict compliance is required.
- Students to remain in their respective classes and avoid mingling with students from other classes, including during recess and break times
- Students should head home/hostel after school / school-related activities.



MANDATORY WEARING OF FACE MASK & ENTRY INTO CLASSROOM

- Students should wear facemask all the time while in class.
- Classroom main door will be kept open to avoid contact points.
- Touch Free Handsanitizer will be kept at the reception.
- Students are encouraged to sanitize their hands.
- Students should use the biometric facial recognition for their attendance.



CLASSROOM SEATING ARRANGEMENT

- Program Coordinators will plan for staggered class timings for different classrooms and also organize the seating number arrangement of students so that students sit at the irrespective seat numbers.
- Every classroom is arranged to adhere to the safe distance measures.

Sitting Capacity Classroom wise at KC

| Classroom | Actual | Revised |
|-----------|--------|---------|
| LC-1 | 75 | 34 |
| LC-2 | 40 | 22 |
| LC-3 | 55 | 35 |
| Alpha | 70 | 40 |
| Bravo | 60 | 30 |



SAFETY MEASURE FOR THE FACULTY IN CLASSROOM

- Faculty is required to use face shield when conducting lecture/session.
- Faculty will be issued a personal pouch with the below for individual use and not be shared
 - ❖ Face shield
 - ❖ 4 different colour markers & Duster
 - ❖ Pen/pencil
- Disposable gloves need to be used by Faculty which will be available for use in the classroom

Foam-type cover for every lapel/mike as it is exposed to different users.



SAFETY MEASURE FOR FACULTY INTERACTION

- All student interactions with Faculty to be carried out ONLY electronically in order to limit the spread of virus

