Schedules and Protocols
for
Reopening
After National Lockdown

Indian Institute of Science
Bangalore

Revised June 3, 2020

We Are Reopening for Business but

Not as Usual

V1: May 11, 2020
V2: June 3, 2020

For the latest information, please visit

https://covidadvisories.iisc.ac.in/

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1. Ground Rules

1. Every individual working in the institute as an employee or a student should have Aarogya Setu app on their smart phone. Use of Aarogya Setu by all on IISc Campus is strongly encouraged.

2. Everyone on campus outside their individual rooms or houses must wear face mask at all times. There is a fine of Rs 200 if anyone is found outside their personal room without a mask.

3. Everyone entering the campus will be thermally scanned for their body temperature, and their vehicle will be disinfected. All employees must carry their ID card to be shown when stopped and asked by the city police or IISc security personnel.

4. Social distancing norm of 6 feet between two individuals is to be maintained at all times in all public spaces inside the campus.

5. Everyone must sanitize their hands often by washing with soap or hand sanitizers.

6. Anyone coming to the campus from abroad or outside Bangalore has to undergo a mandatory home/institutional quarantine for the first 14 days after arrival in Bangalore as per GoK guidelines.

7. All academic staff who wish to work from home until the end of summer may continue to do so.

8. All emeritus faculty members (>65 years old) are advised to remain at home and not visit the campus until further notice.

9. All employees with children of age < 5 years should avoid going to work as much as possible and continue to work from home.

10. Campus residents are not allowed to have visitors/relatives other than their declared dependents stay in their residences without prior written permission of the registrar.

11. "Covid Brigade" a special security group on the campus is authorized to make periodic, random checks for violations of protocols, impose fines, and record violations for further disciplinary action. Please do not argue with them; they are trying to keep everyone safe.
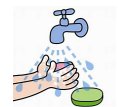
2. Let's Resume Research

Research work requires participation of faculty, research students, research staff and technical staff working in various labs. Resumption of research work necessarily involves opening up of labs and resumption of work by supporting administrative staff. This is to be done in a gradual manner as outlined below.

2.1 Chairs, Please Take the Lead

Chairs of departments/centres/units must ensure the following.

1. Designate a person to be present at the entrance of the department to carry out thermal scanning for every person entering the department. If the body temperature is normal then nothing needs to be done. If the body temperature is higher than normal then the Health Centre must be informed and the person scanned should be asked to visit the Health Centre.

2. Make arrangements for recording the entry and exit time of each person entering the building and ensure that the **normal working hours** on working days are limited to **9:00 am to 5:30 pm**. Faculty, students, and research staff can continue working until 7:00 pm if they live outside the campus, and until 9:00 pm if they live on campus, but the PI must maintain a daily log of those working in his/her lab after 5:30 pm.

3. Designate two persons every week for visiting the department after normal work hours in case of emergencies and give them "Emergency Pass" provided by the AR, Security.

4. Make sure that all toilets are disinfected at least twice a day and all common areas are disinfected periodically depending on the density of people frequenting these areas. Please ensure that the department has sufficient stock of sanitizers, liquid soap, and disinfectants at all times.

5. Ask faculty members to submit a plan for operating their labs with names and cell numbers of students and project staff they plan to allow in the lab. Please assess the feasibility of maintaining social distance in the lab and then recommend the names of students and project staff to be allowed to work in each lab.

6. Make sitting arrangements for administrative staff to work in the department office keeping in mind the social distancing norms. If any administrative staff comes from outside Bangalore, they must undergo a mandatory 14-day home quarantine before

they can be allowed to attend office. This is to be enforced for all employees including faculty members. No staff from containment zones can be called for duty.

7. Total number of staff working in the department, including technical staff, is now allowed to go up to 100% of the total staff strength on-roll.

8. Prepare a list of all project staff allowed to work in the department and maintain this list with your office. This list must include the following:
   i. Name
   ii. Home address with Ward name
   iii. Contact number
   iv. Mode of travel
   v. History of fever, cough, and shortness of breath
   vi. Mentor's/PI's name
   vii. Lab location/door number
   viii. Health insurance status: Have/Don't have
   ix. Date of Birth (if not insured)

   Subsequently, a list of all staff on duty has to be sent to AR(HR) everyday by 11 am.

9. Designate a proper place at the entrance for receiving all external deliveries/packets. All packets must be disinfected (e.g., wiped with an appropriate disinfectant) before they are handed over to individual recipients.

2.2 Faculty, Time to Get Back to Office

Faculty may resume their work at the institute from Tuesday, May 12, with the following conditions:

1. Every faculty member must fill up the online "Re-entry Form" before going to the office for the first time.

2. There will be a single entry-point designated for each department and every faculty member must enter the department only through this entry point.

3. Upon arrival at the entrance to the department, everyone must get a thermal scanning done by the designated person at the gate. Faculty members are required to record their entry time and exit time as directed by the person recording the temperature.

4. Working hours are limited to 9:00 am to 7:00 pm (up to 9 pm for campus residents).

5. Face masks have to be worn at all times everywhere except personal offices.

6. Social distancing has to be maintained at all times everywhere.

7. No faculty meetings or research group meetings are allowed with in-person attendance. All such meetings must be on-line only.

8. In-house cafes can operate for take-out only; no sit-in service is allowed.

2.3 The Foot Soldiers Return

Research students and project staff will resume their work in several phases as follows.

1. All research students currently on campus can resume their work from May 18, after the lab operation plan approval by the respective Chairs.

2. Chair's approval for resuming laboratory work is mandatory. Lab opening must confirm to the OLSEH guidelines (attached separately) for safe restarting.

3. For recalling research students who are not currently on campus, please see Section 2.

4. For recalling PAs/RAs and other technical staff, please see the table below.

5. All labs must keep sanitizers. Social distancing norms must be maintained inside the lab. All students and staff working in the lab must wear face mask for the entire period in the lab. Frequent hand wash with soap is highly recommended.

6. No social gathering is allowed in the department or hostels.

Table of duty joining dates for various categories of employees

Category	Residence	Date of Joining duty
All employees	Outside Bangalore	Report to work only after 14-day home quarantine in Bangalore
Faculty	Inside the campus and outside the campus but residing in Bangalore	12 May 2020
Research Staff (PA, RA, PDF)	Bangalore/Outside Blr*	18 May 2020/1 June 2020*
INSPIRE Faculty, UG instructors, and TAs	Bangalore/Outside Blr*	18 May 2020/1 June 2020*
NNFC staff		18 May 2020
Animal House Staff		18 May 2020
SERC staff		18 May 2020
Professional Societies Staff		01 Sep 2020
Amenities (Laundry, Cycle shop, Saloon, etc.)		03 June 2020
Departmental Offices	Bangalore (non-containment zones only)	11 May 2020

* Everyone arriving from outside Bangalore must report their day of arrival in Bangalore to the Department Chair, undergo the mandatory quarantine, and then only report to work. They must produce a proof of 14-day home quarantine.

3. Research Students, Welcome Back!

All out-of-station research students can return to the campus, if they wish, in batches as advised below, subject to the travel advisories in the regions of their current abode. The following protocol has to be followed by each student for re-entry into the institute.

1. Every student <u>must</u> fill up and submit the on-line "Re-Entry Form" (available at https://covidadvisories.iisc.ac.in) before travelling to the Institute. Travel is subject to the prevailing GoI and GoK guidelines at the time of undertaking travel.

2. Upon arrival on the campus, each student will do the following at the entry gate:
   a. Undergo thermal scanning for body temperature measurement
   b. Sanitize their hands and have their luggage disinfected.
   c. Undergo health check-up at the designated station
   d. Collect their "Welcome Kit"
   e. Download GoCoronaGo and Aarogya Setu apps if not already done
   f. Proceed to their respective hostels
3. All students will have to undergo self-quarantine in their rooms for a period of 14 days. They will have to follow instructions strictly regarding wearing mask, social distancing, and meal timings in the mess.

Research Student Batches and Their Return to the Campus Schedule

All dates are subject to change by the GoK/GoI guidelines.

Day	Batch	Programme and Year	No of students (Approx)
June 8-13 if in KA June 15-20 from outside KA	First	PhD: 2nd, 5th year & beyond, MTech(Res): 2nd & 3rd year, Int PhD: 2nd, 3rd year, 7th year & beyond	Total: 1181
June 21-28	Buffer days		
June 29-July 15	Second	PhD: 3rd and 4th Year Int. PhD: 4th, 5th and 6th year	Total : 839
July 16-31	Buffer days		
August 1-14	Third	Rest of the research students	Total: 490
August 15-20	Buffer days		
Course students must wait for announcement of IISc semester schedule			

Special Note for final year students of MTech and UG programs

They would have finished all their course requirements and evaluations by July 15, 2020. They should clear all dues on-line if possible before coming to the Institute. Since they have to leave as soon as possible after coming to the Institute, they will not be allowed to stay in the hostel because of the 14-day self-quarantine requirement for hostel residents. Therefore, they must plan to collect their luggage and vacate their room on the same day, if possible. If they must stay for a couple of days due to unavoidable reasons, they will be provided accommodation in one of the guesthouses upon prior written request.

4. When Going Gets Tough…

PLANNING FOR THE WORST

Guidelines in the event of detections of Covid-19 positive case(s) on the campus drawn in accordance with the guidelines laid down by the MOHFW/GoK, Health and Family Welfare Department (dated 24 th April 2020)

HIGHLIGHTS

As per guidelines of Government of India, the following Scenario based approach needs to be followed.

1. Travel related cases.
2. Local transmission of COVID-19.
3. Large outbreaks amenable to containment.
4. Wide-spread community Transmission of COVID-19 disease.
5. Karnataka becomes endemic for COVID-19.

4.1 TRAVEL RELATED CASES:

Being done by IISc:

- Quarantine of people returning from intrastate, interstate, or foreign travel for a compulsory period of 14 days (filling up of re-entry form available at https://covidadvisories.iisc.ac.in, seeking approval from authorities in IISc and compulsory home quarantine of people who are travelling to IISc from out of state or out of Bangalore must be strictly implemented)
- Creating awareness by providing daily updates of Advisories issued by the MOHFW.
- Providing necessary help to the BBMP health officials for follow up of passengers from abroad during their home quarantine period.

4.2 Local transmission of COVID-2019 disease

To be done by BBMP health officials:

- Defining area of operation and applying strict perimeter control
- Active search of cases, early isolation, contact listing and tracking, quarantine and follow up of contacts
- Testing all suspect cases, symptomatic contacts, asymptomatic direct and high-risk contacts of a confirmed case and SARI cases as per the guidelines issued from time to time.
- Clinical management based on risk profile
- Social distancing measures
- Administer HCQS in healthcare workers and contacts as per the defined protocol
- Create awareness on hand hygiene, respiratory etiquettes and sanitation Defining the area of operation.

To be done by IISc if there is a cluster inside IISc:

- Coordinate admission/home isolation of positive patient/patients with BBMP health authorities.
- Providing primary and secondary contact details.
- Identifying containment and buffer zone as per stipulation.
- Enforcing strict perimeter control along with law enforcement officials.
- Providing help for people residing in containment zone: help with groceries/shopping, food to students, etc.
- Preparing an exhaustive contact list of all students and staff who reside in the campus (for use if necessary)
- Mandatory use of contact tracing apps to make contact tracing easy.
- Implementing strict Social distancing measures.
- Mild cases to be housed under home quarantine or in their rooms.
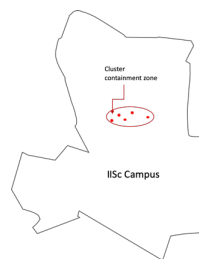
4.3 Containment for large outbreaks through geographic quarantine:

For operational purpose, a large outbreak is deemed to be present when there are 15 or more cases.

Legal framework:
The Home Ministry has delegated the powers under DM Act, 2005 [Section 10 sub-section 2 clauses (i) and (l)] to Secretary (Health and Family Welfare) to act in such a way to contain or control the outbreak. States may invoke the provisions under DM Act, 2005 or under the Epidemic Act, 1897 to delegate powers to identified authority to act in such a manner to control or contain the outbreak.
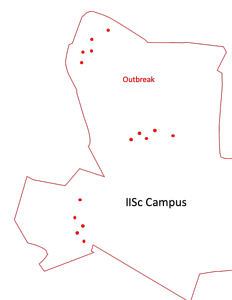
Indian Penal Code under sections 270 provides power to act against those indulging in spread of disease. Section 144 of the Code of Criminal Procedure, when invoked, prohibits gathering of people.

For all individuals in containment zone
• Daily health screening for Influenza like illness (ILIs)
• Testing for all ILIs through mobile sample collection unit with a lab technician
(one mobile sample collection unit may cover multiple containment zones as per feasibility).

Buffer Zone:
• Buffer Zone is a well-defined area around the containment zone
• Buffer zone
• An area in radius of 5 km for urban
• An area in radius of 7 Km for rural
• Passive surveillance should be carried out in buffer zone specially for ILIs / SARI.

Perimeter:

Perimeter of the geographically quarantined will be decided by the District administration. Perimeter control as recommended by the GOK document will be implemented.

ROLE OF IISc in large cluster outbreak:

1. Coordinating with the BBMP commissioner/Incident commander (appointed by the commissioner for each containment zone) for planning the perimeter and provide manpower help if requested.
2. Help in strict perimeter control, surveillance activity, provision of essential services, etc.
3. Identifying a room or an area for use as an **Incident Command Centre** for 24/7 use with basic amenities (will be needed).
4. Health Centre to host the Health outpost which will host BBMP doctor and field staff for outreach activities.
5. Maintaining sanitation, facility for disposal of biomedical waste should be arranged in consultation with the Incident Commander.
6. Psychological support through the Wellness Centre.
7. Closure of all departments and labs, other than essential services.
8. Arranging transport vehicles.
9. Disinfection of areas visited by COVID positive patients as follows,
   - 1% Hypochlorite Solution
   - Readily available solution in market or prepare every 24 hours with
   - bleaching powder (320 grams of bleaching powder in 10 litres water or
   - 1 kg bleaching powder in 30 litres of water) Can be used for bus stands, railway stations, buses, trains, vehicles, malls, cinema theatres, marriage halls, office spaces etc . Can be used for cleaning floors and surfaces
   - Lysol Spray (Lysol IP: 50% Cresol and 50% liquid soap)
   - 2.5% Lysol (1 litre Lysol in 19 litres water) for bus stands, railway stations, buses, trains, vehicles, malls, cinema theatres, marriage halls, office spaces, etc.)
   - 5% Lysol (1 litre Lysol in 9 litres water) for Hospitals, Clinics and
   - Ambulances.

Scaling Down

Will occur after no secondary cases are reported for 4 weeks after the first confirmed case. This needs to be followed up for 28 days.

5. Lean on Me

24/7 Help

covidcontrol@iisc.ac.in

📞 **2293-5555 or 2293-2400**

The following task forces are constituted to facilitate various works in stated circumstances.

1. **Campus Protocol Monitoring Task Force**

    This Task Force is entrusted with the responsibility of monitoring and enforcing all regular protocols outlined in this document until normalcy returns. It will function under the guidance of Prof. Satish Patil. The members of this task force are:

| Mr. K. Jayaraj
AR Security
(Convener)
97179-75442 | Mr. Dharmendra Singh
OLSEH
(Member) | Mr. Mithun Nair
ODSI
(Member) |

2. **Provisions and Supplies Task Force**

    This task force will be responsible for planning, procurement, supply, and monitoring of all provisions to the campus residents under various scenarios of containment should such situation arise. It will function under the guidance of Prof. Vinay Chandran. Members of the task force are:

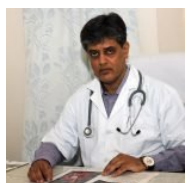| Mr. Veeranna K.
AR PR
(Convener)
94827-11906 | Mr. K. Jayaraj
AR Security
(Member) | Mr. Nitin Anand
AR S&P
(Member) | Mr. Vasanthan A.A.
AR Legal
(Member) |

3. Medical Task Force

This task force will be responsible for looking after the health and medical needs of the IISc community at all times. It will function under the guidance of Prof. Dipankar Nandi. The members of the task force are:

Dr. Satish Rao
(Convener)
94484-30922

Dr. R. Nirmala
(Member)

Dr. Aditya Malladi
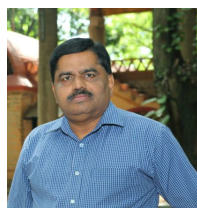(Member)

4. BBMP Coordination Task Force

This task force will be responsible for all coordination with BBMP during normal as well as emergency situations on the campus. It will function under the guidance of Prof. Mohan Kumar and the Registrar. The Medical Task Force will be a part of this Task Force too. The additional members of the task force are:

Mr. Manivannan
DFC
(Convener)
94499-76465

Mr. K. Jayaraj
AR Security
(Member)

Mr. Chandrashekar
Liaison Officer
(Member)

Mr. Jayaprakash
DR, PR
(Member)

5. Residential Coordination Groups

1. **Hostel:** Council of Wardens, Mr. Jayaraj, AR Hostels
2. **Main Campus Residences:** Prof. K. R. Prasad, Dr. Ramray Bhat, Dr. Sandeep Eswaran, Mr. Veeranna Kammar
3. **Vigyanpura Campus Residences:** Prof. Srinivasan Raghavan (Vasu), Prof. Santanu Mukherjee, Mr. Upendra

Acknowledgements

Prof. Y. N. Srikant, Dean (Eng.)
Prof. Ashok Samuelson, Dean (Science)
Prof. P. S. Anilkumar, Dean (UG)
Prof. Dipshikha Chakravortty, Chair, Council of Wardens
Mr. K. Jayaraj, AR Hostels
Mr. Anoop Yadav, AR (Academics)
Prof. Dipankar Nandi, Convener, Health Centre
Prof. Satish Patil, Convener, OLSEH
Prof. Rudra Pratap, DD (P&I)

With inputs from
Director, DD (A&F), and Registrar

Scenario Planning Committee
IISc Bangalore

For the latest information, please visit

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