



# Kristu Jayanti College

**AUTONOMOUS** Bengaluru  
Reaccredited 'A' Grade by NAAC | Affiliated to Bengaluru North University

## STANDARD OPERATING PROCEDURES (SOPS) FOR STAFF TO PREVENT COVID-19 INFECTION / TRANSMISSION

Staff members should follow the guidelines, advisories and instructions issued by the Government authorities as well the college regarding health and safety measures in view of COVID-19 pandemic.

1. Follow the Wear Mask, Wash, Watch Distance - **WWW Protocol**
  1. Wearing face mask appropriately is a must at all times and at all places inside and outside the campus.
  2. Sanitise / wash hands with soap regularly.
  3. Maintain physical distancing of at least 6 feet.
2. Teachers should be fully aware of the institutional safety plans and Standard Operating Procedures.
3. Use entry and exit points designated for staff.
4. Please follow physically distanced queues for common utilities / facilities
5. Teachers should sensitise students about the COVID-19 pandemic situation, precautions and steps to be taken for a safe and healthy stay.
6. Emphasise students to follow the WWW protocol. The necessity of physical distancing, wearing face mask, hygiene, etc., should be instructed to students.
7. Teachers should monitor and keep track of the physical and mental health of students.
8. Mentoring sessions, leave approvals, individual doubt clearance should be through online mode.
9. Respiratory hygiene/cough etiquette to be followed - mouth and nose to be covered with a tissue/hand kerchief/flexed elbow while coughing/sneezing.
10. Used tissue should be disposed properly.
11. Spitting anywhere in the open area is strictly prohibited.
12. Self-monitor health and report any illness immediately.
13. Avoid touching the common contact surfaces like door knobs and railings.
14. Faculty members above 50 years of age, pregnant employees and those with health risk should take extra precautions.
15. In case of accidental / unavoidable contact with a COVID positive person, kindly inform the Principal and self-quarantine at home.
16. In case of an emergency teachers are requested to immediately contact the COVID Help Centre or the representative deployed in the respective floor.
17. Any grievance related to safety precautions should be brought to the notice of the COVID Help Centre.



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## COVID HELP DESK

	Name	Phone No.
<b>Medical Team</b>		
<b>Doctor</b>	<b>Dr. Anis Padela</b>	<b>9620025321</b>
<b>Nursing Assistant</b>	<b>Ms. Lissy</b>	<b>8867207966</b>
<b>Help Desk Coordinator</b>	<b>Dr. Sreedhar P D</b>	<b>9448123187</b>
<b>Help Desk Faculty Team</b>	<b>Mr. Manjunath S</b>	<b>9902291541</b>
	<b>Dr. Margaret Mary</b>	<b>9880269857</b>
	<b>Mr. Sashikumar M</b>	<b>9986044243</b>
<b>Counsellor</b>	<b>Dr. Alice Aloysius</b>	<b>8095887689</b>
<b>Hygiene and Disinfection Manager</b>	<b>Mr. Krishnamoorthi</b>	<b>9740477835</b>
<b>Hospital</b>	<b>Falcon Hospital</b>	<b>9591575163</b>