

Directorate of Health & Family Welfare
Government of Punjab
Sector-34A , Chandigarh.

No. COVID/NHM/Pb/21/ 10665-10708

Dated 15.03.2021

To

1. All the Deputy Commissioners of Punjab
2. All the Civil Surgeons of Punjab

Subject:- SOP on prevention measures to contain spread of COVID-19 in skill or entrepreneurship training institution, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory/ experimental work and Yoga Institutes & Gymnasiums.

In reference to the above mentioned subject, Ministry of Health and Family Welfare, Government of India has issued SOP on preventive measures to contain the spread of COVID-19, dated 01.03.2021. You are directed to ensure the compliance of the SOPs.

This is for your information and necessary action.

Enclosed: 1) SOP on prevention measures to contain spread of COVID-19 in skill or entrepreneurship training institution, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory/ experimental work, Ministry of Health and Family Welfare, Government of India, dated 01.03.2021

2) SOP on prevention measures to contain spread of COVID-19 in Yoga Institutes & Gymnasiums, Ministry of Health and Family Welfare, Government of India, dated 01.03.2021


15/3/21

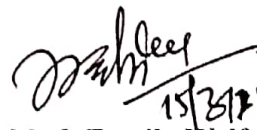
Director Health and Family Welfare, Punjab

Endst. No. COVID/NHM/Pb/21/ 10709-11

Dated 15.03.2021

Copy forwarded to:-

1. PS to Principal Secretary Health & Family Welfare, Punjab.
2. PA to Secretary, Health cum Mission Director NHM, Punjab.
3. PA to Managing Director PHSC, Punjab.


15/3/21

Director Health & Family Welfare, Punjab

Dated the 1st March, 2021

**Government of India
Ministry of Health & Family Welfare**

SOP on preventive measures to contain spread of COVID-19 in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

(In supersession of guidelines issued earlier dated 8th September 2020)

1. Background

Government of India is following a phase-wise unlocking of activities. In days to come, this would also involve resumption of activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

2. Scope

This SOP aims to enable safe resumption of teaching/ training activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

As far as **skill or entrepreneurship training** is concerned the same shall be permitted in national skill training institutes, industrial training institutes, short term training centres registered with National Skill Development Corporation or State Skill Development Missions or other Ministries of Government of India or State government, National Institute for Entrepreneurship and Small Business Development (NIESBUD), Indian Institute of Entrepreneurship (IIE), and their training providers.

Similarly, for Higher Educational Institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with Ministry of Home Affairs (MHA).

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at these institutes to prevent spread of COVID-19.

3. Generic Preventive Measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (faculty, employees, students and visitors) in these places at all times.

These include:

- i. Individuals must maintain a minimum distance of 6 feet (2 gaj ki doori) in public places as far as feasible.
- ii. Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided.

- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

4. All Institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall specifically ensure the following arrangements

- i. Online/distance learning shall continue to be permitted and shall be encouraged.
- ii. Skill or entrepreneurship training have been permitted with effect from 21st September 2020.
- iii. Higher educational institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with MHA strictly following guidelines as indicated in the SOP.

4.1 Before opening up of the institution

a) Planning of reopening of institutions

- i. The institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall only be allowed to open if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and staff shall also be advised not to visit areas falling within containment zones.
- ii. Prior to resumption of activities, all work areas intended for conduct of skill or entrepreneurship training, doctoral courses and post graduate studies including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- iii. Wherever skill-based trainings on equipments are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.
- iv. Instead of biometric attendance alternate arrangements for contactless attendance may be made.
- v. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- vi. The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty /trainees / staff to contact in case of any emergency.
- vii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which mentions that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.
- viii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.

- ix. Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- x. Swimming pools shall function in accordance with SOP issued by Ministry of Youth Affairs and Sports (in consultation with MHA).
- xi. Prominently display signages, posters and standees must indicate the dos and don'ts for the staff and students.

b) Planning and scheduling of activities

- i. The academic calendar shall be planned with a view to avoid overcrowding, congregation etc. As far as possible, the academic calendar should promote a mix of regular classes and online teaching/ training, assessments.
- ii. The day-wise, time-wise scheduling of teaching/training activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.
- iii. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- iv. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

c) Availability and management of supplies

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.
- ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trash cans
- v. Provision for proper disposal of used personal protection items and general waste in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)
- vi. Housekeeping staff to be informed & trained about norms for waste management & disposal.

4.2 After opening of the teaching/training institutions

a) At the entry point

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.
- ii. Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/employee/student/visitor is found to be symptomatic, he/she should be referred to nearest health center.
- iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized by the management/ any out-sourced agencies.
- v. Entry of visitors should be strictly regulated/restricted.

b) Conduct of teaching activities in the classrooms

- i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
- ii. Staggering of classroom activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.
- iii. Academic scheduling should have inter-mix of regular classroom teaching and online teaching/ assessments.
- iv. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities.
- v. Sharing of items like laptops, notebook, stationary etc. amongst students should be avoided as much as feasible.

c) Conduct of skill based training in workshops/laboratories

- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use.
- ii. Ensure a floor area of 4m² per person is available for working on equipment/workstation.
- iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation labs etc.

d) Activities in common area – library, canteen, common rooms, gymnasium, etc.

- i. Physical distancing of 6 feet needs to be maintained.
- ii. Person using the common areas need to use mask/face cover all the time.
- iii. Canteens shall be allowed to function in accordance with MoHFW's SOP on preventive measures to contain spread of COVID-19 in offices (<https://www.mohfw.gov.in/pdf/SOPonpreventivemeasuresstocontainspreadofCOVID19inoffices.pdf>).
- iv. Wherever applicable, avoid cash transactions and e-wallets etc may be promoted.

e) Transportation to and from the institution

If transportation facility is being managed by the institution, proper physical distancing, sanitization of buses/ other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

5. Hygiene and Sanitation

- i. Daily cleaning of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.

- iv. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- vi. Disposal of used face covers / masks in separate covered bins shall be ensured.
- vii. Residential buildings, if any, also needs to be sanitized regularly.

6. Risk Communication

- i. Create awareness among the students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.
- ii. Ensure regular counselling is done for students reporting mental health issues such as anxiety and depression.
- iii. If a student, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard

7. Additional considerations for medical post-graduate students needs to be ensured.

Post-graduate medical students involved in COVID patient care and in essential non-COVID work shall familiarize themselves with the Infection Prevention and Control protocol guidelines available at: (<https://www.mohfw.gov.in/pdf//National%20Guidelines%20for%20IPC%20in%20HCF%20-%20final%281%29.pdf>) besides guidelines on rational use of Personal Protective Equipment available at : (<https://www.mohfw.gov.in/pdf/GuidelinesonrationaluseofPersonalProtectiveEquipment.pdf> and

<https://www.mohfw.gov.in/pdf/UpdatedAdditionalguidelinesonrationaluseofPersonalProtectiveEquipmentsettingapproachforHealthfunctionariesworkinginnonCOVID19areas.pdf>)

8. Ensure Safe Stay at Hostels, guest houses and other residential complexes

The measures as proposed above related to use of mask/face cover, hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation will apply to hostels and other residential buildings.

Further, the following specific points for Hostels/guest houses/other residential complexes shall also be followed:

- i. Students who are not local residents of the city/town, or do not have any support at home, or do not have facility for on-line education may be prioritized for allotment of hostel rooms.
- ii. Students coming from different locations may bring negative RT-PCR report, as per State protocols and self-monitor their health for 14 days.
- iii. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join. Symptomatic boarders shall be isolated in the designated isolation facility at the institute, till such time, they are seen by a doctor.
- iv. Proper crowd management in the hostel as well as in outside premises like parking lots – duly following physical distancing norms shall be ensured. Gatherings/congregations should be in accordance with the SOPs of the State/UT concerned
- v. In shared rooms/dormitories, the beds should be placed at a distance of 6 feet from each other. Temporary partitions may be considered, if feasible. Any symptomatic student should be immediately given a single room and then provided requisite medical care.

- vi. Mess facility, if any within the premises, shall follow physical distancing norms at all times. Staggering of meal timings may be done to prevent overcrowding.
- vii. Hostel should be out of bound for all persons except essential staff with known health status.

9. SOP to be followed in case a student/faculty/staff develops symptoms (fever, cough, difficulty in breathing)

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case may be.
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- v. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- vi. Disinfection of the premises to be taken up if the person is found positive.
- vii. If there is clustering of cases in hostel/residential building, inform local health authorities immediately.

Dated the 1st March, 2021

**Government of India
Ministry of Health & Family Welfare**

**Guidelines on Preventive Measures to Contain Spread of COVID-19 in Yoga Institutes & Gymnasiums
(In supersession of guidelines issued earlier dated 03.08.2020)**

1. Background

While Yoga and physical activity being important for health & well-being, to prevent spread of COVID-19 infection, it is important that required physical distancing and other COVID appropriate measures are followed. Yoga Institutes and Gymnasiums shall adhere to protocols and prevention measures outlined in this document to prevent the spread of COVID-19.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at yoga institutes and gymnasiums to prevent spread of COVID-19. The guidelines aim to minimize all possible physical contacts between staff, members & visitors and maintain physical distancing and other preventive and safety measures in context of COVID-19.

3. Generic preventive measures

All yoga institutes and gymnasiums in containment zones shall remain closed for public. Only those outside containment zones will be allowed to open up.

All yoga institutes and gymnasiums shall comply with all health related guideline/SOP/notification issued by the Union/State Government from time to time.

Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years are advised to take necessary precautions in terms of maintaining physical distancing, wearing mask properly etc. Organizations managing the yoga institutes and gymnasiums shall advise all members, visitors & staff accordingly.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (members, visitors & staff) in these places at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet (2 gaj ki doori) as far as feasible.
- ii. Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided. However, during yoga exercise or exercising in gymnasiums, as far as possible only a visor may be used. Use of mask (in particular N-95 masks) during exercise may cause difficulty in breathing.

- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be practiced wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to State and District helpline.
- vi. Spitting should be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

4. Specific measures to be followed include-

a. Before opening the yoga institutes/gymnasiums

Processes & premises redesigning including proper placement of equipments

- i. Plan yoga/gymnasiums floor area based on 4m² per person.
- ii. Place equipments, including cardio and strength machines, 6 feet apart, wherever feasible, by moving equipment to facilitate physical distancing.
- iii. Where available, utilize any outdoor space by relocating equipment outside.
- iv. Create specific pathways for entering and exiting exercise areas within closed spaces using floor or wall markings.
- v. Ensure queue management, inside and outside the premises, with specific markings on the floor with a gap of 6 feet.
- vi. Promote card based/contactless payment.
- vii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which mentions that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- viii. Limit the number of staff and members within the general gymnasium floor, specific workout areas and change rooms by:
 - a. Restricting the number of members allowed in specified areas.
 - b. Implementing 'fitness sessions' for particular exercise areas with requirements for members to register (ideally online) for specific sessions.
- ix. Lockers will remain in use, as long as physical distancing is maintained.
- x. Ensure dustbins and trash cans are covered at all times.
- xi. Spas, Sauna, and Steam Bath (wherever applicable) shall function in accordance with the SOPs issued by the State/UT concerned. Swimming pools shall function in accordance with SOP issued by Ministry of Youth Affairs and Sports (in consultation with MHA).

Disinfection

All areas within the premises shall be disinfected using clinically approved disinfectants. The areas to be disinfected include but are not limited to –

- i. Entrances to premise, building, rooms
- ii. All open areas used by staff and visitors
- iii. Washrooms and toilets
- iv. Shoe baths (Members will be encouraged to carry separate workout shoes)
- v. All other frequently touched surfaces (doorknobs, handles etc.)
- vi. Equipment in gymnasiums

Planning and Scheduling of Activities

- i. Calculate the maximum capacity per session based on redesigned spaces. Accordingly schedule the session and inform the members.
- ii. Yogic Kriya(s)
 - a. The practice of Yogic Kriya(s) may be avoided for the time being. Even if it is to be practiced essentially, it may be done in open spaces.
 - b. Guidelines for practitioners (Yoga guideline for Covid-19) issued by the Ministry of AYUSH (available at: <https://www.ayush.gov.in/>) may also be followed.
- iii. Group fitness rooms and classes
 - a. Staggering class session times and allowing minimum of 15-30 minutes between classes to avoid overlap between members arriving and leaving.
 - b. Offering group fitness classes online, wherever possible.
 - c. Restricting the number of persons allowed per group fitness class based on the size of the room and the nature of the fitness activity.
- iv. Personal training in yoga institutes/gymnasiums
 - a. Ensure 6 feet distance between personal trainer and clients during personal training sessions, wherever feasible.
 - b. Ensure sessions are tailored to include only exercises that do not require physical contact between the trainer and the clients including setup and use of equipment.
 - c. Limit the number of clients per session & ensure adequate spacing amongst all clients.
 - d. Utilize outdoor spaces at the yoga institutes/gymnasiums where available.
- v. For Employees:
 - a. Shifts and attendance to be planned to ensure physical distancing.
 - b. Staff residing in the containment zone shall not attend the facility till containment zone is de-notified.
 - c. Housekeeping staff to be informed & trained about norms for waste management & disposal.

- d. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the clients.

Availability and Management of Supplies

- i. Appropriate personal protection gears like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the members, visitors & staff.
- ii. Provide an adequate supply of disinfectant wipes or disinfecting solutions and disposable paper towels for members/staff to wipe exercise equipment clean before and after use.
- iii. Ensure availability of pulse oximeters to record oxygen saturation of members prior to the exercise.

b. After opening the yoga institutes / gymnasiums

At the entry point

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic persons (including staff) be allowed in the premises.
- iii. All persons to be allowed entry only if using face cover/masks.
- iv. All members, visitors and staff may consider using Aarogya Setu application for risk identification at all times inside the yoga institute/gymnasiums.
- v. Posters/standees on preventive measures about COVID-19 to be displayed prominently. Audio and Video clips to spread awareness on preventive measures for COVID-19 may be regularly played.
- vi. Ensure minimum distance of 6 feet at all times in queues.
- vii. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized by the management/ any out-sourced agencies.
- viii. Staggering of members/ visitors to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of premises & equipment.
- ix. In yoga institutes, shoes / footwear are to be preferably taken off outside the premises where yoga exercises are done. If needed they should be kept in separate slots for each individual / family by the persons themselves.
- x. Details of check-in and checkout times of members and visitors must be recorded (name, address and phone number)

Prior to exercising in the gymnasiums using equipment for cardio, strength training etc.

- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use.

- ii. Sanitize middle finger with alcohol swab and check oxygen saturation using pulse oximeter. Those having oxygen saturation below 95% should not be allowed to exercise. Call Central / State helpline / ambulance and refer such persons to the nearest health facility.
- iii. Remove mask and **wear visor as far as feasible** while exercising.
- iv. Hand sanitizer stations must be provided near each gymnasium equipment.
- v. Ensure that members sanitize their hands before using gymnasium equipment.

During yoga exercises / other exercise sessions

- i. Common exercise mats should be avoided, and members should preferably bring their own exercise mats which they may take back with them.
- ii. In view of potential threat of spread of infection, as far as feasible recorded music/songs may be played, and shouting/ laughter yoga exercise should not be allowed.
- iii. Stop the exercise if you feel difficulty in breathing. Check oxygen saturation level. Those having oxygen saturation below 95% should not be allowed to continue exercise. Call Central / State helpline / ambulance and refer such persons to the nearest health facility.

After exercise and in common areas

- i. Ensure proper disposal of face covers / masks / used towels in covered bins.
- ii. The shower areas / washrooms should be sanitized before and after use.
- iii. Cafeteria facility, if any within the premises, shall follow physical distancing norms at all times.
- iv. Cleaning and disinfection of gymnasium equipment, particularly frequently touched surfaces (handrails, benches, fixtures, etc.) shall be done after each exercise session before it is used by the next member.
- v. The floor cleaning shall be taken up between exercise sessions.

At the time of closure

- i. Shower rooms and lockers/changing areas need to be properly sanitized.
- ii. Deep cleaning of all washrooms shall be ensured.
- iii. Before closure, the entire premises will be disinfected.

5. Additional precautions to be followed in case of a suspect case in the premises:

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Provide a mask/face cover till such time he/she is examined by a doctor.
- iii. Immediately inform the nearest medical facility (hospital/clinic) or call the State or District helpline.

- iv. A risk assessment will be undertaken by the designated public health authority (District Rapid Response Team /treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
- v. Disinfection of the premises to be taken up if the person is found positive.