

राष्ट्रीय खेल विश्वविद्यालय
मणिपुर
NATIONAL SPORTS UNIVERSITY
MANIPUR



Detailed Plan & Guidelines for
Reopening of Physical Classes

11th February 2022

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1. INTRODUCTION

The Ministry of Home Affairs vide Order no. 40-3/2020-DM-I (A) dated 30th September 2020, UGC letter no. 14-8/2020(CPP-II) dated 5th November 2020, and Department of Higher & Technical Education, Government of Manipur, vide Office Memorandum no. UHE-1/3/2021-HTE-DHTE dated 9th November 2021, has issued guidelines for the reopening of higher education institutes in a phased manner. Accordingly, National Sports University had decided to reopen the University for Physical Classes and has prepared a detailed plan and guidelines/SOP for reopening of university campus for students.

The students, apart from faculty and staff, have to commit themselves to fulfil their obligation and adhere to the SOPs and guidelines issued by the university strictly. Self-discipline is the key to stop the spread of COVID-19. Detailed SOPs for hostel and mess, classrooms and sports activities/practical are issued separately.

Disclaimer: The SOPs are NOT and CANNOT by any means be all-comprehensive or cover every nuance of safety against this deadly pandemic. The SOPs are dynamic and will be reviewed periodically, based on the evolving situation. All students, faculty and staff are encouraged to keep themselves abreast of the current orders on the subject. This document is not intended to be legal, medical or expert advice and should be treated as guidelines.

2 Special Arrangements made by the University

- National Sports University has made the following necessary and special arrangements for a safe campus in the wake of the COVID-19 pandemic:

2.1 Extensive cleaning and sanitization of hostels rooms, mess, washrooms, classrooms and library.

2.2 Free COVID-19 testing facility will be provided to all the students.

2.3 Thermal screening at all the entry and exit points of Hostels, Academic building and Administrative building.

2.4 Appropriate sanitization will be done in the hostel mess. Mess timing will be staggered to maintain social distancing.

2.5 Students will be provided essential items on a payment basis in the hostels so that they need not go out of the campus during their quarantine period.

2.6 Medical facilities will be provided to the students.

2.7 On-call Ambulance will be provided by the university in case of any emergency.

2.8 Vaccination facility for unvaccinated students, faculty and staff members.

2.9 COVID Task Force

- The University has constituted a COVID Task Force to enforce and monitor the SOPs. Their responsibilities would be including but are not limited to:-
 - i.** Supervision and monitoring of COVID Appropriate Behaviour by the students, faculty and staff at the campus.
 - ii.** Placement of notices/advisories and signage in hostels, mess and academic building.
 - iii.** Monitoring of supplies of sanitizers, masks, gloves etc.
 - iv.** Providing medical assistance to the students, in case of any emergency.
 - v.** Monitoring of daily sanitization in hostels, mess and classrooms.
 - vi.** Update of COVID-19 cases (if any) to NSU management.
- The composition and contact details of the members of the Task Force is provided in **Annexure-II.**

2.10 Regular Monitoring of Health

- i. The University with the help of its staff and faculty will monitor the health of its students.
- ii. Faculty, staff and students will also be sensitized on self-monitoring of their health.
- iii. On-Call doctor and paramedic staff will be made available by the university.
- iv. If any of the students, faculty and staff develop COVID-19 symptoms, he/she shall be attended/treated as per the SOP issued by the Department of Health, Govt. of Manipur.

2.11 Counselling & Guidance for Mental Health

- University has already constituted a counselling cell of faculty members to provide tele-counselling. In addition to the above measure, the following measures for the mental health, psychological aspects and well-being of students are being taken:

- i. Students can contact the following faculty members for mental health, psychological concerns and well-being:

| Sr. No | Name of faculty | Department | Contact No. |
|--------|-----------------------|--------------------|-------------|
| 1. | Dr. N. Debala Chanu | Sports Psychology | 9402732888 |
| 2. | Dr. Kuldeep Singh | Sports Psychology | 9876435569 |
| 3. | Dr. M. Surchand Singh | Physical Education | 9691055066 |

- ii. Hostel wardens will form COVID-19 help groups with students, who can identify friends/classmates in need of help and provide the immediate necessary help.

3 Step by step plan for students for reporting at the campus

3.1 Before arrival at Imphal

- i. The university encourages all the students to get themselves fully vaccinated before coming to the campus.
- ii. All The students are required to get themselves tested for COVID-19 (RT-PCR test) as close to the date of their arrival at Imphal as possible but not more than **48 hours**

before arriving at Imphal, irrespective of their vaccination status (whether have taken a single dose or fully vaccinated).

- iii. If a student is found positive in the RT-PCR test, he/she is advised not to proceed for the campus but to stay at home and take all the precautions as advised by the doctor and keep us updated with your health status regularly. University will ensure that student is provided online learning material as is being provided now.
- iv. If the student is found negative in the RT-PCR test then only he/she should proceed to Imphal.
- v. Students are required to inform **Dr. A. Yuvaraj (Boys of BPES & MPES)** and **Mr. Anshuman Bal (Boys of B.Sc., MASP & M.Sc.)** and **Ms. Manjinder Jyoti (Girls of BPES, B.Sc., MPES, MASP & M.Sc.)**, whose contact details are provided in **Annexure-II**, of their arrival timing and mode of transport to Imphal.
- vi. The students are advised to read all the SOPs/Guidelines issued by the University, Ministry of Health and Family Welfare, UGC and State Government.
- vii. The students are required to fill and sign the Consent and Undertaking form and get it duly signed by their parents/guardians before starting from their homes.
- viii. All the students should be wearing masks and gloves throughout the journey and maintain social distancing.

3.2 On arrival at Imphal (By air or by road)

- i. The student should immediately inform the faculty member mentioned above of their arrival at Imphal.
- ii. Students are required to follow COVID-19 appropriate behaviour during their travel to the campus.

3.3 Reporting to the university campus

- i. The students shall report directly to their hostels and inform **Dr. A. Yuvaraj** or **Mr. Anshuman Bal (for Boys Hostel)** and **Ms. Manjinder Jyoti (for Girls hostel)**.
- ii. The students are required to submit hard copies of their COVID-19 Vaccination Certificate and the RT-PCR test report and the Consent and Undertaking form duly signed by them and their parent/guardian to the concerned faculty.

- iii. All the students shall undergo a mandatory **Rapid Antigen Test (RAT)** on arrival at the campus.
- iv. If any student is found positive in **Rapid Antigen Test (RAT)**, he/she shall be immediately shifted to the Govt. COVID-Care Centres.
- v. Thermal screening shall be done before granting them entrance to the hostel for the students who have found negative in **RAT**.
- vi. Their luggage will be sanitized before allowing them to enter the hostel.
- vii. Students are required to sanitize themselves with alcohol-based hand sanitizer before touching any surface in the hostel.

3.4 Admission of students to the hostels

- i. After receiving the documents mentioned in 3.3.ii. and negative result in the **RAT**, the hostel warden will allot a room for the student to occupy.
- ii. The students, who are not vaccinated or have taken only a single dose of COVID-19 vaccine, will have to go for **7 days of mandatory home quarantine** in the hostel room after reporting to the hostel.
- iii. No student will be allowed to leave the hostel room during the mandatory quarantine.
- iv. **Students are strictly advised not to mingle among the residents of the hostel during their mandatory quarantine period to stop the spread of COVID-19 in the hostels.**

3.5 Mess protocol for the students and mess staff

- i. Students will be provided packed food in their rooms during their mandatory quarantine of 7 days.
- ii. For the preparation of food, delivery to rooms and disposing off the disposable plates, mess workers will be trained by the mess warden in consultation with **Mr. K. Ravi Shankar**.
- iii. Students are advised not to order food online as outside food will not be allowed.
- iv. The mess staff shall wear PPE kits while delivering food to the students in their rooms during their mandatory quarantine period.
- v. The mess staff will make sure of sanitizing the kitchen area before and after cooking.

3.6 Provision for essential items and services (During mandatory quarantine of 7 days)

- i. If needed, students can provide the list of essential items and services required to **Dr. M. Surchand Singh**.
- ii. The students shall pay for the essential items and services provided to them.
- iii. During any medical emergency, the students are advised to contact immediately to their respective hostel wardens or **Mr. K. Ravi Shankar**.

3.7 COVID-19 test after mandatory quarantine of seven days

- i. All students who have been quarantined on their arrival would be tested for COVID on the sixth day, and if found negative, would be allowed to come out of quarantine after the seventh day.
- ii. As per the Office Memorandum no. UHE-1/3/2021-HTE-DHTE dated 9th November 2021 issued by Department of Higher & Technical Education, Government of Manipur, students, who are not vaccinated or have taken only a single dose of COVID-19 vaccine, will be RT-PCR tested every 20 (twenty) days.
- iii. A separate quarantine facility shall be provided for isolating the student exhibiting any symptoms of COVID-19 at NSU's Indoor Hall and shall be tested immediately.
- iv. **If a student is found positive and is asymptomatic in the RT-PCR test, he/she will be shifted to COVID-Care Centre of the Department of Health, Govt. of Manipur for ten more days at.**
- v. The symptomatic student shall be attended/treated as per the guidelines of the Department of Health, Govt. of Manipur.

3.8 Resuming theory and practical classes

- i. The quarantined students will be allowed to attend theory and practical classes only after receiving a negative report of the RT-PCR test conducted on the 6th day of mandatory quarantine at the campus.
- ii. Thermal screening will be conducted for all before entering the academic building.

- iii. Liquid Soap/sanitizers will be provided in the academic building.
- iv. University may provide online study material to students who may not opt for attending physical classes.

4 Generic Preventive Measures and COVID-19 Appropriate Behaviour

- The following measures are to be followed to reduce the risk of COVID-19 by all (Faculty members, staff, students and visitors) at the university campus:
 - i. Physical distancing of at least 6 feet to be followed as far as feasible.**
 - ii. Use of face covers/masks to be made mandatory.**
 - iii. Use of alcohol-based hand sanitizers whenever feasible.**
 - iv. Respiratory etiquettes to be strictly followed and proper disposal of used tissues.**
 - v. Self-monitoring of health by all and reporting any illness at the earliest.**
 - vi. Spitting to be strictly prohibited.**
- The above measures should be supplemented with the following resources:
 - i. Resources published by the Ministry of Health & Family Welfare may be found on the following link - <https://www.mohfw.gov.in/>
 - ii. Resources published by WHO on everyday preventive measures may also be referred to through the following link – https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-forpublic?gclid=EA1aIQobChM1lo6fucyj6QIVySMrCh222wpTEAAYASACEgJG_PD_BwE

5 Standard Operating Procedure (SOP) for Hostel and Mess

- The students, faculty and staff shall follow the following SOP in hostel and mess.

5.1 Hostel

i. At Entrance/Exit of the hostel

- a) Wearing a mask/face cover is mandatory for everyone entering and leaving hostel premises. No entry will be given to the person without a mask/face cover.
- b) At the entrance gate of the hostel, security guards would record the body temperature of all entrants with the handheld thermal device. All employees and students may facilitate the smooth conduct of the process.
- c) All entrants in the hostel are encouraged to sanitize hands from the hand sanitizer dispensers placed at the entrance.
- d) Installation and use of the *Aarogya Setu* App shall be advised, wherever feasible.

ii. In Hostel Rooms

- a) Unnecessary gatherings inside and outside the rooms of the hostel shall be strictly prohibited.
- b) **Students must avoid going to other rooms and also maintain social distance.**
- c) Students should make sure that their rooms be cleaned on daily basis (depending on the timings of housekeeping staff and must dispose of their waste properly).
- d) Windows of rooms should be kept open as much as possible to ensure ventilation.

iii. Common Spaces

- a) Students should not crowd in the washrooms, they should form queues for entry into the washroom maintaining social distancing.
- b) No get-togethers are allowed in any part of the hostel building and students should avoid meeting in groups.
- c) Outside the hostel and between hostel lawns, students should avoid gathering or sitting in groups.

iv. Waste Disposal

- a) Used masks should be discarded in the bins properly provided for medical waste in the hostel.
- b) Waste collection and disposal has been given due importance and care. Daily collection and disposal of waste would be undertaken by the housekeeping adhering to guidelines for safe disposal.

5.2 Mess

- i. All students, faculty and staff going to dine in the Mess must wear a mask/face cover and carry a personal sanitizer.
- ii. Mandatory thermal scanning at the entry gate of mess.
- iii. An arrangement with some vendor shall be made to provide Fruits/vegetables and groceries as per the requirement of the mess. The vendor will sanitize himself properly and wear a proper mask before distribution of the materials to the mess store.
- iv. A soap/hand wash will be kept in the dining hall/kitchen for the mess staff to wash their hands before distributing the food. While entering the dining hall, Mess staff should wear a mask, gloves and PPE kit (if available).
- v. The dining hall and kitchen area should be cleaned and sanitized at regular intervals.
- vi. Cleanliness and hygiene should be maintained during meal preparation, serving, and utensils cleaning.
- vii. At a time only 20 students will be allowed to dine in the hostel mess.
- viii. Staggered timings of entry and exit with limited strength shall be followed.
- ix. No outside food will be permitted.

5.3 General Guidelines

- i. Self-discipline is very important to contain the spread of the COVID-19 pandemic through social distancing and maintaining hygienic conditions.
- ii. To minimize movement and physical contact with others, hostellers are not allowed to leave the hostel, except for academic work and emergency needs with prior approval of the concerned authority. This is enforced through security checks at the hostel exit and entrance. Residents must cooperate with the hostel staff and other security personnel in this regard.
- iii. Essential hostel staff at the hostels will assist students 24/7. However, in our effort to further reduce physical contact, housekeeping and cleaning will be done in common areas within the hostel premises from time to time. Students should maintain a safe distance during such time.
- iv. Guests in the hostel are strictly prohibited during the current pandemic situation.

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- v. Maintain the hygienic condition of shared bathrooms and toilets after their use to protect yourself and others.
- vi. Hand disinfectants should be used after exchanging objects with fellow students/faculty/staff, as also after touching surfaces like walls, doors, doorknobs, stair handrails, switches, etc.
- vii. Students having COVID-19 symptoms should inform the hostel staff/warden immediately and visit the hospital for immediate medical care.
- viii. Students are encouraged to restrain and not to share cups, plates, utensils, food, drinks etc. with others.

6 Standard Operating Procedure (SOP) for Classrooms and Sports Activity/Practical

6.1 Classrooms

- a) Proper sanitization of classrooms, labs etc. shall be ensured by the concerned faculty member and staff.
- b) Cleaning and regular disinfection of frequently touched surfaces (doors, knobs, elevator buttons, handrails, chairs, benches, washroom fixtures, lockers, parking areas and common areas etc.) shall be done before the beginning of classes and also at the end of the day.
- c) Teaching materials, computers, laptops, printers shall be regularly disinfected with 70% alcohol wipes.
- d) Sitting places in the classes, laboratories, computer labs, libraries etc. shall be clearly marked, keeping in view the norms of physical distancing.
- e) At least one seat shall be left vacant between two seats.
- f) At the start of each class, the first 5 to 10 minutes should be devoted to imparting on COVID-19 appropriate behaviour by the teachers.
- g) The students should maintain a minimum of 6 feet between two adjoining students while entering or going out of the classrooms, library etc.
- h) Students should generally remain confined inside the classroom or library during their presence on the university campus.
- i) Students shall not be allowed to mingle freely inside the classroom as well.
- j) Only one student at a time may be allowed to go out of the classroom for visiting washrooms or to attend to other necessary work.
- k) While changing classrooms or visiting the Library, students should maintain a minimum physical distance of 6 feet between two adjoining students.
- l) The students, faculty and staff members shall wear masks all the time during their presence inside the classroom.
- m) They shall sanitize their hands in regular intervals. Adequate provisions for sanitizer and masks shall be made in the classrooms/library etc.
- n) Sharing of books other learning material and eatables will not be allowed.

6.2 Sports Activity/Practical

- a) Students and faculty members should carry a hand sanitizer or alcohol-based solution while visiting the ground.
- b) All students and faculty must wear a mask during the activity/practice.
- c) Faculty should ask students, as they come into activity/practice, if they feel ill in any way, specifically listing certain COVID-19 symptoms and send those students to the hostel.
- d) Activity/practice shall be planned in a manner that minimizes sports injuries.
- e) Students shall be performing hand hygiene before and after use of all the sports/lab equipment.
- f) No spectators/outsideers shall be allowed within the practice/activity. Only students, faculty and ground staff shall be present at the venue.
- g) Students/faculty should follow respiratory etiquettes.
- h) On-field training shall be conducted in small groups ensuring a distance of a minimum of 6 feet is maintained at all times by the students and faculty.
- i) Training equipment used shall be disinfected before next usage by a different individual.
- j) Students shall not share utilities like towels, water bottles, mats with each other.
- k) Hand hygiene facilities shall be made available adjacent to the field of play for use as and when necessary.
- l) Physical contact of any form shall be avoided as part of training routine for example handshakes, tackling, sparring etc.
- m) Cases requiring urgent first aid intervention shall be handled by an authorized person ensuring adherence to necessary precautionary measures for physical contact.
- n) Concerned faculty shall ensure thorough cleanliness, hygiene and disinfection of all the parts of the activity premises.
- o) During an intense workout, the athletes may face uneasiness due to a face mask. It is advised that proper precaution be taken for these workouts and if the mask is removed for a short period, it should be ensured that the distance between two students shall be more than that specified for social distancing.

**National Sports University
Manipur**

CONSENT AND UNDERTAKING FORM

I, Student of (class),
knowingly and willingly consent to continue residential education at National Sports University,
Imphal, Manipur.

1. I understand the COVID-19 virus is highly contagious and hence there is a risk of contracting the disease while residing on the campus and interacting with staff and other students despite all precautions put in place by the University for the prevention of the disease. I will take every precaution to protect myself, but I will not at all hold the university accountable if I contract the disease.
2. I confirm that I am not having any symptoms of COVID-19.
3. I have had no contact with anyone having COVID during the past 14 days.
4. I am not travelling from any containment zone.
5. I shall inform any illness to the university authorities at the earliest. I shall not hide any illness.
6. I shall follow all regulations of the university and practice COVID prevention guidelines including wearing a mask, washing hands frequently, maintaining social distancing and avoiding social interactions.
7. I also undertake to follow the instructions of the university regarding theory and activity classes, hostel life and dining rules, I shall take all necessary steps to protect others by following appropriate COVID prevention protocol.
8. I understand that any inappropriate health-related behaviour on my part, that endangers the other residents of the campus, would lead to disciplinary action being taken against me.
9. I understand that I cannot leave the campus without the permission of the Authority.

I certify the information I have provided on this form is truthful and accurate.

Place:

Signature

Date:

Name

UNDERTAKING BY PARENT / GUARDIAN

I, father/guardian of
....., student of
class verify that the information provided above is truthful and accurate. I agree with the above
consent and undertaking. I undertake to cooperate with the university authorities in the
continuation of classes according to the latest government guidelines.

Place:

Signature

Date:

Name

Annexure-II**Task Force for enforcing the detailed plan and SOPs**

| Duty/Responsibility | Name of Faculty | Contact No. |
|-------------------------------|---|--------------------|
| Medical Assistance | Mr. K. Ravi Shankar (Assistant Professor) | 9863010030 |
| Enforcing SOP in Hostels | Dr. A. Yuvaraj and (Boys Hostel) (Assistant Professor) | 9444497050 |
| | Mr. Anshuman Bal (Boys Hostel) (Assistant Professor) | 8249587714 |
| | Ms. Manjinder Jyoti (Girls Hostel) (Assistant Professor) | 7355541634 |
| Enforcing SOP in Mess | Dr. S. Premananda Singh (Assistant Professor) | 8787307764 |
| Classroom Coordinators | Mr. Praloy Kanti Sarkar (Assistant Professor) | 7980438959 |
| Sports/Practical Coordinators | Dr.N. Amitrasen Singh (Assistant Professor) | 8928326712 |
| Students Welfare Coordinators | Dr. M. Surchand Singh (Assistant Professor) | 9691055066 |
| | Ms. Surbala (Girls Hostel) (Matron) | 9383238664 |
| Psycho-Social Support | Dr. N. Debala Chanu (Assistant Professor) | 9402732888 |