



**Standard Operating Procedure for
faculty/staff/supporting staff commuting on daily basis from outside**

1. Faculty/Staff who wish to visit the campus or commute please apply online at <https://amrita.click/cblink05>
2. Once the person arrives in the security gate, his/her vehicle(4-wheeler)should be parked outside the railway gate. A separate vehicle will be arranged to drop them in their place of work. Those coming by two-wheeler may be permitted after sanitization.
3. Adequate markings on roads near main gate, canteen and stores should be made to ensure social distancing.
4. A stall for selling masks, gloves and hand sanitizer should be setup at the entry point of the campus to ensure that no person enters the campus without the above items
5. Persons with any symptoms of cold, cough, fever will be denied entry into the campus.
6. The person should wear mask at all times.
7. The security staff should ensure that the person has installed Aarogyasetu app and is in the low risk status
8. The person will be screened using a non-contact thermometer/thermal scanner. If his body temperature is above **98.6°F**, he/she along with his accompanied persons will be denied entry into the campus
9. The person should clean his hands using the sanitizer, wash his hands using soap oil in the main gate.
10. The person should ensure social distancing throughout his/her movement in the campus
11. Elevator facility is temporarily not available in the campus
12. Use elbows/arms to open doors
13. Avoid handshakes
14. Day scholar faculty/staff should bring the food, snacks, plate and tumblers from home for dining purposes. Dining should be done only in their respective seat and waste should be disposed-off properly. Dine-in facility in Canteens will not be available during this period. Tea will be available in the respective department at 10:30 am and 3 PM
15. Avoid unnecessary movement inside the campus. Movement may be restricted only to the particular floor in which the concerned office is located
16. Entry and exit is permitted only once per day
17. No sharing of food, water and office stationery
18. Keep your workplace well ventilated. Use of air conditioning system is restricted till further notice
19. Concerned department heads should devise suitable mechanism to monitor the attendance of faculty/staff by following the COVID protocol. Ensure 30 -50% faculty presence in each dept (on essential basis) schedule can be prepared for a week and it can be circulated/email to each dept faculty. **(Action: All Dept Chairperson)**
20. Avoid contact with hand rails, walls etc.,
21. Visit to dispensary should be minimized as far as possible