	<h1>Dental College HITEC-Institute of Medical Sciences</h1>		
	<h2>SOP of COVID in College for Students & for Staff in Work Place</h2>		
	DOCUMENT #: SA-SOP-13	ISSUE # 01	ISSUE DATE: 01-12-2020

Standard Operating Procedure of COVID in College for BDS Students & for Staff in Work Place

In Compliance with ISO 9001:2015 Standard
(Clause # 8.5.1 of ISO 9001:2015 Standard)

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Drafted By: _____ **01st December 2020**


Head of Student Affairs Department

Reviewed By: _____ **05th December 2020**

Deputy Director Adm & Ops.

Approved By: _____ **10th December 2020**

Principal


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Introduction

The corona virus or COVID-19, is an inciting panic for a number of reasons. It's a new virus, meaning no one has immunity. It is highly contagious, meaning its spread fast. Corona virus symptoms are similar to a flu-like illness and include dry cough, sore throat, fever, tiredness or shortness of breath.

SOPs

1. For contacts of a suspected case in the college, the student affairs department will be contacted to identify the pupil and escorting them to the COVID isolation centers in the hospital for OPD.
2. The students who are developing the symptoms of cough, flu and fever will report to student affairs department and will be isolated instantly and his or her parents will be informed.
3. The students who have mild symptoms should also report those with whom they have come in contact with so that necessary action is taken on those contacted people but maintain confidentiality.
4. Workers who are exposed to students or their fellow workers with confirmed COVID-19 will follow the same SOPs as mentioned above.
5. Students who are well but who have a sick family member at home with COVID-19 should notify the Head of student affairs department so that necessary measures would be taken.
6. Those who have had close contact will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case. They will be actively followed up by the student affairs department.
7. If they develop new symptoms, or their existing symptoms worsen within the 14-day observation period, they should call the student affairs department.

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8. If they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection. If testing is not available, but the symptoms are consistent with COVID-19, they may nonetheless be considered as a confirmed case.

10. Staff who have not had close contact with the original confirmed case do not need to take any precautions other than monitoring their health for symptoms and can continue to attend work.

11. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

12. All surfaces and objects which are visibly contaminated with body fluids

13. All potentially contaminated high contact areas such as toilets, door handles and telephones etc.

14. The hospital areas where a symptomatic individual has passed through and spent minimal time in (such as corridors, departments and lecture halls) be specially cleaned and disinfected.

15. If a student or a staff member becomes ill in a shared space, these should be cleaned using disposable cloths and the usual detergents, according to current recommended WHO legislation and practice. Precautionary measures will be taken to protect cleaners.

16. All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic bag and tied should then be placed in a second bin bag and tied, which then will be disposed off in a separate waste.