

GOVT. COLLEGE OF COMMERCE & BUSINESS ADMINISTRATION,  
SECTOR-50, CHANDIGARH

Ref. No. GCCBA-50/2020-21/P.A/096

Dated:- 19.11.2020

**NOTICE**

As per the letter of Director Higher Education, Chandigarh vide letter No. DHE-UT-C2-SPD-RUSA-2013, dated 18.11.2020 regarding re-opening of Higher Education Institutions, this is to inform that the Final year students of Undergraduate and Postgraduate courses are allowed to join the institutes for academic and placement purposes w.e.f 23<sup>rd</sup> November, 2020 (Monday). All the Students are required to bring their Parents' consent. Students must follow the SOP of the college as per the annexure attached.

*19/11/2020*  
Principal  
GCCBA-50, CHD

**A copy is forwarded to the following for necessary action please:-**

1. HOD Commerce
2. HOD BBA
3. HOD BCA
4. HOD I.T to upload on college website for the information of students.
5. Students Notice Board

*19/11/2020*  
Principal  
GCCBA-50, CHD

## **COVID-19: STANDARD OPERATING PROCEDURE (SOP) FOR GCCBA-50, CHANDIGARH**

Keeping in mind the SOP on preventive measures to contain spread of COVID-19 in offices issued by Government of India Ministry of Health & Family Welfare on June 04, 2020, the following guidelines/measures shall be taken at College campus:

### **Generic Preventive Measures**

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all at all times. These include:

- Students must maintain a minimum distance of 6 feet in public places as far as feasible.
- Use of face covers/masks to be mandatory in the college campus. Do not touch the mask while communicating.
- 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 made wherever feasible.
- 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.
- Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- Spitting shall be strictly prohibited.
- Installation & use of Aarogya Setu App by employees.

### **Specific Preventive Measures**

- Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. The security personnel shall conduct thermal scanning in administrative blocks. In teaching departments, there shall be thermal scanning at the entrance of the building/block. The peons posted in the concerned building shall be put on duty for thermal scanning on rotation basis. The duty roster of the peons shall be prepared by the Chairpersons of the departments located in a particular building in consultation



among them and the same be displayed on the Notice Board at the entrance of the building.

- Only asymptomatic staff/visitors shall be allowed.
- Any Officer and Staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is de-notified. Such staff should be permitted to work from home and it will not be counted as leave period and they must apply with supporting documents.
- Seating arrangements to be made in such a way that adequate social distancing is maintained.
- For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30 degree celcius, 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.
- Large gatherings of employees/students continue to remain prohibited.
- Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas.
- Proper disposal of face covers/masks/gloves left over by visitors and/or employees shall be ensured.