

# **MYRA COVID – 19 GUIDELINES**

**November 15, 2020**

**MYRA COVID-19 Guidelines and Standard Operating procedures for re-opening the campus**

***On Campus***

- ✚ Mandatory use of masks and face shields.
  - ❖ This is applicable everywhere on campus.
  - ❖ Masks and face shields will be available for purchase inside the campus.
- ✚ Mandatory use of hand sanitizers and washing of hands frequently.
  - ❖ Hand sanitizers have been made available inside the campus (esp. outside the classrooms, washrooms, and in other common areas).
- ✚ Mandatory to ensure physical distancing (at least 6 feet).
  - ❖ Follow the physical distance markings on the floor, where available, inside the campus.
  - ❖ Ensure queue management inside the campus (esp. corridors, washroom, reception, etc.).
  - ❖ Do not gather anywhere in the campus in a group of more than 3 people.
- ✚ Mandatory to keep the campus clean and safe.
  - ❖ Refrain from spitting.
  - ❖ Do not carelessly throw used masks, napkins, tissues inside the campus.
  - ❖ Follow appropriate guidelines recommended by the government for waste disposal inside the campus.
  - ❖ Regular cleaning and disinfection of frequently touched surfaces (classrooms, washrooms, and other common areas) will be ensured inside the campus.
- ✚ Mandatory to carry student ID cards.
- ✚ Installation and usage of Aarogya Setu App is mandatory.

***Entry and Exit***

- ✚ Security personnel are strictly instructed to not allow any visitor inside the campus without official permission.

- ✚ College bus will be stopped outside the gate and students are advised to walk to their respective classes.
- ✚ Every individual who enters the campus will be compulsorily screened for temperature both at entry and exit points.
- ✚ People residing in containment zones are strictly not allowed on campus.

### ***Inside Classrooms***

- ✚ Both online and offline learning/teaching mode have been made available to students and faculties.
- ✚ The session timings for PGDM 1 and PGDM 2 are different in order to avoid crowding in common areas, washrooms, etc.
- ✚ Classes held only in those lecture halls that have cross ventilation.
- ✚ Seating arrangement designed to maintain social distancing.
  - ❖ At least one seat is left vacant between any two seats in a row.
  - ❖ No one is seated directly ahead or behind anyone.
  - ❖ The same seat is not occupied in two consecutive classes.
- ✚ Classrooms will be completely cleaned and sanitized in between the sessions.
- ✚ Students, faculties, non-teaching faculties are advised to not share any personal belongings (esp. water bottle, lunch and snacks, tissues, etc.).

### ***Medical/Emergency Care Measures***

- ✚ Infirmary (first aid room) is available inside the for any medical emergency.
- ✚ General Physician will visit the campus in case of any medical emergency.
- ✚ MYRA emergency vehicle will be available at all times in the campus for any medical emergency.
- ✚ On the day the campus reopens, mandatory COVID-19 testing has been arranged for everyone.
- ✚ Random COVID-19 testing will be done regularly on a weekly basis for students, faculties, and non-teaching faculties inside the campus (random sampling).
- ✚ Everyone, including all students and faculty, are advised to report if any of their family members test positive for COVID-19.

### ***Bus Safety Measures***

- ✚ Health screening of the students will be done when entering the bus.
- ✚ Usage of the hand sanitizer is mandatory when entering the bus.
- ✚ Masks and face shields are available inside the bus.
  - ❖ If required, students can purchase masks from the bus driver and pay for it after coming to campus (attn. Mr. Ashok Kumarachari, accounts office). The cost of the mask and face shield will be informed by the concerned office.
- ✚ Maintain social distancing inside the bus.
  - ❖ Only one person to sit in a single row.
  - ❖ No one to sit directly behind or ahead of another person.

### ***COVID – 19 Cell***

- ✚ MSB has constituted a COVID – 19 Cell  
Prof. Prakash Nair, Associate Dean Student Life  
Prof. Christopher Rajkumar, Assistant Dean (Academics)  
Mr. Thomas Kuriakose John  
Mrs. Padmini Prashanth
- ✚ Contact details of COVID-19 members are posted on all notice boards as well as our website.
- ✚ Students are encouraged to reach out to any member of the COVID-19 Cell regarding any matter, especially their psychological and mental/physical health concerns.
- ✚ Health advisory and helpline posters are displayed prominently at several locations on campus.

### ***Violation of COVID - 19 guidelines and standard operating procedures***

MSB Management requests everyone to strictly adhere to MYRA COVID-19 guidelines and standard operating procedures for ensuring a safer environment within the campus. Breach of these guidelines, especially not wearing mask / face shield and not maintaining social distancing, will be dealt with seriously. Repeat offenders may be permanently barred from entering the campus.

***(Please read carefully the MYRA COVID-19 guidelines and standard operating procedures before signing the declaration form. Both student and parent/guardian has to sign the declaration form)***

**STUDENT DECLARATION**

I hereby declare that I am coming to the campus with the explicit approval of my parent/guardian and would abide by the MYRA COVID-19 guidelines and standard operating procedures prescribed by MYRA School of Business, Mysuru.

I accept that I will get tested for COVID-19, upon my return to campus, on the 23<sup>rd</sup> of November, 2020. Further, I acknowledge that I will be allowed to attend classes on campus only if this test result is negative. I understand that, in case I am not satisfactorily following the prescribed MYRA COVID-19 guidelines and standard operating procedures, MSB Management may take action against me including prohibiting me from coming to campus.

I fully understand that MSB gave me the choice of attending classes either online (off campus) or offline (on campus). I accept full responsibility for my decision and I do not hold MSB and its Management responsible and/or legally liable for any of the consequences.

Signature of the Student:

Student Name:

Date:

**PARENT/GUARDIAN DECLARATION**

I, .....,  
the parent/guardian, do approve my son/daughter, ....., coming to  
the campus for offline sessions.

I have gone through and understood MYRA COVID-19 guidelines and standard operating procedures prescribed by MYRA School of Business, Mysuru. I do understand the importance of safety and health of students; I will ensure that my son/daughter will strictly follow the guidelines. If my son/daughter is in violation of these MYRA COVID-19 guidelines, then MSB may take appropriate actions to safeguard the welfare of other students and the MYRA community.

I fully understand that MSB gave my son/daughter the choice of attending classes either online (off campus) or offline (on campus). My son/daughter and I accept full responsibility for our decision and we do not hold MSB and its Management responsible and/or legally liable for any of the consequences.

In case of any emergency, MSB may contact me at the numbers provided below.

Signature of the Parent/Guardian:

Parent/Guardian Name:

Relationship with the Student:

Mobile Number:

Alternative Number:

Date: