

Salesian College COVID-19 Policy

Salesian College is closely monitoring the ongoing Coronavirus Disease 2019 (COVID-19) pandemic. As the situation continues to change rapidly, the top priority remains health, safety, and well-being of the community, on and off campus. The college is planning for several contingency scenarios and taking decisive, informed action to limit the spread of COVID-19 while ensuring the continuity of our teaching and research mission. The college campus, facilities, and offices are restricted or closed to the public till further orders. However relief services are being carried out in a limited way by some of our students and staff members. The college remains open, mostly in a virtual format, and is committed to the well-being of all its staff members with their families and students.

Part 1: Wellbeing and Health

The health of the community is the top priority. Everyone is aware of the extraordinary social distancing measures and the ongoing uncertainty of COVID-19 which are incredibly challenging. It is essential that all continue to adhere to local government and department of public health stay-at-home orders. It is necessary that each one remind him/herself — every day — to practice and promote good basic hygiene. Wash your hands often with soap and warm water for at least 20 seconds; If unable, use alcohol sanitizer wipes or lotions. Further information and guidelines visit: <https://www.cdc.gov/handwashing/when-how-handwashing.html>

Social Distancing Protocol

1. Keep 6 feet away from others.
2. Don't share water bottles, food, towels and anything that is used by one person
3. Don't shake hands.
4. Frequently wash hands with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol.
5. Throw away used tissues and disposable items in a waste bin with lid.
6. Frequently clean touched surfaces with household disinfectant leave slightly wet and allow to air dry for best disinfection.
7. Wearing face mask and surgical gloves is mandatory. These should be washed every day.
8. Don't touch one's face, nose, and mouth, especially with unwashed hands
9. Respectfully stay away from the sick
10. When sneezing or coughing, use the crook of one's elbow or Tissues.
11. Avoid going to large public venues such as theaters or sporting events.
12. Stay home as far as possible especially when sick.
13. Social distancing norms will be implemented once faculty/support staff or students start coming to the college.

Self-isolation/Quarantine Guidance (follow the above and the following)

1. Stay in one's room and out of public spaces.
2. Do not go to work, events, or other social or religious gatherings.
3. Limit contact with others – including persons living in your house/PG.

4. Always wear a face mask. Never cough in the direction of someone else.
5. Wash/sanitize after coughing/sneezing directly into the hands or after handling used tissues.
6. Avoid touching eyes, nose, and mouth with unwashed hands.
7. Avoid sharing household items.
8. Do not share drinking glasses, towels, eating utensils, bedding, or any other items as long as one is in self-quarantine.
9. Keep the surroundings clean. While the virus is not spread very well from contact with soiled household surfaces, try to clean surfaces that are shared with others, such as door knobs, telephones, and bathroom surfaces with a standard household disinfectant.
10. Wash hands after cleaning the area. Monitor oneself for signs of possible infection, including fever (Normal: 36.5–37.5 °C (97.7–99.5 °F), measured twice a day, coughing or shortness of breath.
11. Seek medical attention if illness becomes worse. Worsening symptoms include difficulty breathing, persistent pain or pressure in the chest, new confusion or inability to rouse, bluish lips or face.

Managing Stress, Anxiety, and Fear

Mental health is just as important as physical health. Everyone needs to practice good self-care: Drink water and eat a balanced diet. Sleep, nutrition, and exercise promote immune system capacity. Take up reading, painting, gardening, etc. Salesian College, Counselling Services are active to deal with stress, anxiety and fear related problems. Online weekly survey is also conducted to understand the reality.

Contact **Sonada:** 9002371615
 Siliguri: 9609408050

For further help visit: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>? For guidelines to manage stress and anxiety one may contact the Psychology Department of the College and the College Counsellors as well.

Part 2. Teach Distantly

There are myriads of challenges to adjust to online instruction such as imperfect remote teaching environments and maintaining meaningful engagement. It is noteworthy to appreciate the creativity and perseverance of the faculty to adjust to instruction online. After the central government order to shut down all educational institutions in India, Salesian College made all possible attempts to have remote instruction. From March 25, classes were initiated online to the greatest extent possible for all Undergraduate and Post graduate courses. This decision aligns with government orders to reduce the number of interactions on campus, slow the rate of transmission, and protect the community and the college's objective to cater to its students' community. There are pedagogical, logistical, and technological challenges to the extraordinary measures to implement the best practices, tools, and support for teaching the classes online under the guidance of Salesian college Tech team. Some of the practices are:

1. Salesian College Online Moodle classroom: salesiancollege.ac.in/moodle
2. Use of google classroom platform for preparation of materials
3. Formation of whatsapp groups and constant interaction with students
4. Supply of online study materials – such as prepared notes, youtube videos, pdf resource materials
5. Effective use of Salesian radio station (through edupod) to cater not only to the students of Salesian college but also to all other colleges under the university of North Bengal
6. Online examination and assignment submission
7. Project guidance through emails.
8. Students are also provided with free online certificate courses offered by various agencies such Tata Consultancy Services, Learnathon etc.

The goal is to sustain the teaching and research mission during this global pandemic, while also ensuring the health and safety of the community.

Part 3: Work Distantly

As per the directive of the government, Salesian college staff are asked to actively engage in working from home (Home based college). The faculty conduct online classes, provide resource materials for study, engage in serious research writing, take part in faculty development programmes and carry out management related works such as preparation of AQAR report, Academic Calendar, admission procedures, EDC, NSS, etc activities.. Number of online conferences are held by the management to make the staff more effective.

Part 4: Socialize Distantly

Although everyone is practicing universal social distancing, everyone can still laugh, play, learn, and grow closer outside of class and work. Many events are being organized online including arts and culture, exercise and games, movies and music, and mindfulness and spirituality. Some of the events are:

- Online film making
- Marketing, human resource and finance related events
- Online essay writing contests
- Model United Nations
- Commemoration of important days etc.
- Participating in events organized by other agencies and institutions.

Part 5: Reporting Protocol (after the college re-opens)

A non-contact thermo meter will be in place to check anyone who enters the campus.

Social distancing norms will be implemented strictly once faculty/support staff or students start coming to the college. It will be mandatory to wear mask and surgical gloves.

Special considerations will be made for anyone who is sick, very specially relating to lungs infection

All assemblies and common programmes remain suspended till further notice

Anyone of the staff/faculty/student who has been exposed to or suspect anyone to be exposed to COVID – 19, is asked to utilize the protocol to report the situation.

1. Any individual or anyone that has knowledge of a staff/faculty/student that has been exposed to a Covid-19 patient, need to complete the COVID-19 form.
2. Provide all encounters, contacts and recent locations visited for a detailed follow up.
3. Email the completed form to the following individual:
Campus minster (Sonada campus) email: cmpaul53@gmail.com
Campus minister (Siliguri campus) email: fatherbabuscs@gmail.com
4. Upon receiving the completed form, an investigation will take place.
5. If the report is confirmed, appropriate action will be taken:
6. Self-quarantine will be recommended for those who may have been exposed to the virus but not showing signs of illness. This is a critical step to prevent the spread of COVID-19
7. Appropriate authorities will be notified
8. Tracking of the individual and case monitoring will be initiated

Part 6: Future Course of Action

1. Future course of action regarding examinations and classes for subsequent semesters will be communicated once clear directives from the University of North Bengal are received.
2. Since the number of instructional days is lost, as many classes will be gained through making Saturdays full days, reducing the number of holidays during the next academic session 2020-21 and using online platforms.
3. This Order is in effect until and unless extended, rescinded, suspended, superseded or amended in writing by the competent government/institutional authority.