

சுற்றறிக்கை எண்: 102967 / R4/ 2020 நாள். 19 .9. 2020

அங்கீகாரம் பெற்ற அனைத்து வணிகவியல் பயிலகங்களின் உரிமையாளர்களின் கவனத்திற்கு

G.O(Ms) No.447 Revenue and Disaster Management (D.M.IV) Department
Dated:31.8.2020 அரசாணையில் பிரிவு II வரிசை எண் (xii) ல் திறன் மற்றும் தொழில் பயிற்சி நிறுவனங்கள் நிலையான வழிகாட்டு நடைமுறைகளை (SOP) பின்பற்றி, 21.09.2020 முதல் கட்டுப்படுத்தப்பட்ட பகுதிகளைத் தவிர்த்து மற்ற பகுதிகளில் உள்ள பயிலகங்கள் செயல்பட அனுமதிக்கப்படுகிறது என தெரிவிக்கப்பட்டுள்ளது என்ற விவரம் அனைத்து பயிலகங்களின் உரிமையாளர்களுக்கு தெரிவித்து கொள்ளப்படுகிறது.

“Skill and Industrial Training Institutes shall be permitted to function from 21.09.2020 by following the Standard Operating Procedures throughout State except in containment zones”

இணைப்பு : நிலையான வழிகாட்டி நடைமுறைகள் (SOP)

ஓம்/-

தொழில்நுட்பக் கல்வி இயக்குநர்

தொழில்நுட்பக் கல்வி இயக்ககம்

கொரோனா வைரஸ் நோய் தடுப்பு நடவடிக்கையின் பொருட்டு வணிகவியல் பயிலகங்கள் பின்பற்ற வேண்டிய நிலையான வழிகாட்டி நடைமுறைகள் (SOP)

1	தட்டச்சு மற்றும் வணிகவியல் பயிலகங்களை ஒரு நாளைக்கு நான்கு முறை கிருமிநாசினிக் கொண்டு தெளித்து சுத்தம் செய்யப்பட வேண்டும்.
2	பயிலகங்களில் ஒரு அணி தட்டச்சு செய்து முடிந்ததும் தட்டச்சு இயந்திரம், கணிப்பொறி, மேசை மற்றும் மாணாக்கர்கள் அமரும் நாற்காலிகளில் கிருமிநாசினி தெளித்து சுத்தம் செய்யப்பட வேண்டும். 1% சோடியம் ஹைபோகுளோரைட் (Sodium Hypochlorite) கரைசல் கிருமிநாசினியை உரிய கால இடைவெளியில் பயன்படுத்தி சுத்தம் செய்தல் வேண்டும்.
3	ஒவ்வொரு மணி நேரத்திற்கு ஒருமுறை பயிலகங்களில் உள்ள கழிவறைகளை சுத்தப்படுத்த வேண்டும்.
4	பயிலகங்களுக்கு வரும் அனைத்து மாணாக்கர்கள் மற்றும் ஊழியர்கள் கட்டாயமாக குறைந்தபட்சம் மூன்று அடுக்கு (Minimum triple layer face mask) பாதுகாப்புக் கொண்ட முக கவசம் அணிந்து வரவேண்டும்.
5	பயிலக பணியாளர்கள் / அலுவலர்கள் கையுறை அணிதல் வேண்டும்.
6	பயிலகங்களில் தட்டச்சு மற்றும் சுருக்கெழுத்து பயில வரும் மாணாக்கர்கள் மற்றும் ஊழியர்களுக்கு வெப்ப சோதனை செய்யப்படவேண்டும். அதில் கொரோனா வைரஸ் அறிகுறி இருந்தால் Pulse Oximeter மூலம் ஆக்சிஜன் சோதனை செய்து, பாதிப்பு இல்லாதவர்களை மட்டும் பயிலகத்திற்குள் அனுமதிக்க வேண்டும்.
7	அனைவரும் தங்களது கைகளை சோப்பு அல்லது கிருமிநாசினி மூலம் (sanitizer) மூலம் அடிக்கடி கழுவி சுத்தம் செய்யவேண்டும்.
8	ஒவ்வொரு மாணாக்கர்களுக்கு இடையில் குறைந்தபட்சம் சுமார் 6 அடி இடைவெளி பேணுதல் வேண்டும். ஒரு நபருக்கு 4 சதுர மீட்டர் என்ற அளவில் இடவசதி உறுதி செய்யப்படல் வேண்டும்.
9	நோய் வாய்ப்பட்ட/கொரோனா வைரஸ் தாக்குதல் அறிகுறி உள்ள மாணவர்கள் மற்றும் ஊழியர்களை பயிலகங்களுக்குள் எக்காரணம் கொண்டும் அனுமதிக்க கூடாது. மேலும் கொரோனா வைரஸ் தொற்று பரிசோதனை செய்யப்பட்டு பாதிப்பு இல்லாதவர்களை மட்டும் அனுமதிக்கலாம்.
10	ஒவ்வொரு பயிலகங்களிலும் கொரோனோ வைரஸ் தொடர்பாக விழிப்புணர்வு பலகை வைக்கவேண்டும். மேலும் அப்பலகையில் அவ்வட்டத்திலுள்ள கொரோனோ வைரஸ் தொடர்பு அலுவலரின்(Nodal Officer) தொலைபேசி எண் பதிவு செய்ய வேண்டும்.

11	பயிலகங்களுக்குள் வரும் ஒவ்வொரு நபரின் பெயர், வயது, முகவரி மற்றும் தொலைபேசி எண் / கைபேசி எண் ஆகியவற்றை பதிவு செய்வதற்கான பதிவேடு பராமரிக்கவேண்டும்.
12	ஒவ்வொரு பயிலகங்களிலும் முதலுதவி பெட்டி வைக்கவேண்டும். ஆரோக்கிய சேது செயலியை (Arogya setu app) கைபேசியில் பதிவிறக்கம் செய்து பயன்படுத்துதல் வேண்டும்.
13	தட்டச்சுப்பாட சம்பந்தப்படாதவர்கள் யாரையும் வகுப்பறையில் அனுமதித்தல் கூடாது.
14	வணிகவியல் பயிலகங்கள் செயல்படும் போது ஒரு அணிக்கும் அடுத்த அணிக்கும் இடையே 15 நிமிட இடைவெளி அளித்து, சுத்தம் செய்யப் பயன்படுத்திக் கொள்ளவேண்டும்.
15	சுருக்கெழுத்து பயிற்சி அளிக்கும் போது டிஜிட்டல் முறையில் மாணவர்களுக்கு பயிற்சி அளித்து ஊக்குவிக்க வேண்டும்.
16	பயிலகங்களுக்கு நுழைவதற்கு முன்பு அனைவரும் கண்டிப்பாக தங்கள் கைகளை சோப்பு (Soap) பயன்படுத்தி கை கழுவுதல் வேண்டும்.
17	பயிலகங்கள் தொழில்நுட்பக் கல்வி இயக்ககத்தின் புகார் எண்களான 044- 22351014 / 22351015 மாணாக்கர்களுக்குத் தெரியும்படி தட்டச்சுப் பயிலகங்களில் உள்ள அறிவிப்பு பலகையில் வெளியிட வேண்டும்.
18	பயிலகத்தின் உள்ளே இருக்கும் அனைவரும் தேநீர் /காபி அருந்துதல் தவிர்க்கப்பட வேண்டும். ஏனெனில் இதனால் முக கவசத்தை அடிக்கடி நீக்கம் செய்ய வேண்டியிருப்பதால் கொரோனா தொற்று ஏற்பட வாய்ப்பு உள்ளது.
19	தட்டச்சுப் பயிலகங்களில் தேவையான அளவு முக கவசம் / கிருமிநாசினி / சோப்பு வைத்துக் கொள்ள வேண்டும்.
20	பயிலகங்கள் தும்பல் மற்றும் இருமல் ஏற்படாமல் தவிர்க்க தங்கள் பயிலகத்தின் உள்ளேயும் அதன் சுற்றுப்புறத்தையும் தூசி படியாமல் சுத்தமாக வைத்துக்கொள்ள வேண்டும்.
21	பயிற்சி எடுக்கும் மாணாக்கர்கள், ஆசிரியர்கள் மற்றும் பயிலகத்தின் உரிமையாளர் ஆகியோர் சரிபார்ப்பு பட்டியலில் (Check List) தவறாமல் கையெழுத்து இட வேண்டும்.
22	தட்டச்சு உரிமையாளர்கள் அரசாணை எண் 447 Revenue and Disaster Management (D.M.IV) Department நாள் :31.8.2020ல் அரசு தெரிவித்துள்ள வழிகாட்டுதல்களை கண்டிப்பாக கடைபிடிக்கப்பட வேண்டும்.

மேற்கண்ட தமிழக அரசு வழிகாட்டி நடைமுறைகள் கடைபிடிக்க தவறும் வணிகவியல் பயிலகங்களின் மீது உரிய நடவடிக்கை எடுக்கப்படும்.

ஓம்/-
தொழில்நுட்பக் கல்வி இயக்குநர்

Standard Operating Procedure (SOP) for reopening of Commercial Technical Institute

1. Background

The Government of Tamilnadu is following a phase-wise unlocking of activities. In G.O.(Ms) No.447 Revenue and Disaster Management (D.M.IV) Department, Dated:31.08.2020 issued guidelines and relaxations in clause II item (xii), that “Skill and Industrial Training Institutes shall be permitted to function from 21.09.2020 by following the Standard Operating Procedures throughout State except in containment zones”. Since the Commercial Technical Institutes are treated as Skill based Training Institutes, they can be permitted to function from 21.09.2020 by following Standard Operating Procedure.

2. Scope

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken when reopening of Commercial Technical Institutes to prevent spread of COVID-19. The Institutes are expected to comply with the COVID-19 related guidelines issued by Ministry of Home Affairs and Ministry of Health & Family Welfare.

3. Basic Preventive Measures

The basic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (teachers, employees and students) at all times. These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
 - ii. Use of face covers/masks to be made mandatory.
 - iii. Regular sanitisation and fumigation of training centre premises with disinfectant solution.
 - iv. 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 done wherever feasible.
- Provision for hand wash & sanitizer preferably with touch free mechanism at all entry

and exit points and common areas. Make sure these dispensers are regularly refilled.

- Display posters promoting hand washing methods and duration.
- Make sure that the students and the employees have access to places where they can wash their hands with liquid soap and water.
- Provision of liquid soap instead of regular soap.

v. **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.**

vi. Self-monitoring of health by all and reporting any illness at the earliest.

vii. Awareness campaigns for students and employees that anyone with even a mild cough or low-grade fever (37.3°C or more) or with any symptoms of common cold will strictly need to stay at home. Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19. Display posters with this message in training centres.

viii. Personal Protective Equipment (PPE) and measures for sanitary worker/house-keeping staff. Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.

- Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.
- Gloves should be removed and discarded, and a new pair worn.
- All disposable PPE should be removed and discarded after cleaning activities are completed.
- Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning.

ix. Spitting shall be strictly prohibited.

x. Use of **Arogya Setu app** should be encouraged to undergo a self-evaluation on the app before entering the premises.

xi. If someone in the institute was isolated as a suspected COVID-19 case, the training provider should inform everyone at least during the starting phase. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.

4. All Commercial Technical Institutes shall specifically ensure the following arrangements

4.1 Before opening up of the institute

a) Planning of reopening of institute

i. Institute outside the containment zones only shall be allowed to open. Further, students, teachers and employees living in containment zones will not be allowed to attend the institute. Students, teachers and employees shall also be advised not to visit areas falling within containment zones.

ii. Prior to resumption of activities, all work areas and other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.

iii. Instead of biometric attendance alternate arrangements for contactless attendance shall be made by the institute administration.

iv. At all times, the teachers and students shall maintain a physical distancing of 6 feet apart, wherever feasible. Scheduling of activities and seating plan shall be made accordingly.

v. Ensure hand washing facilities along with provision of soap.

vi. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made. Similarly, physical distancing shall also be maintained in reception area, libraries and other places.

vii. The institute should display State helpline numbers and also numbers of local health authorities etc. to teachers / students / employees to contact in case of any emergency.

viii. Avoid central air conditioning of training centre. Open windows and doors whenever possible to make sure the training centre is well ventilated For air-conditioning/ventilation, the guidelines which emphasizes that the temperature setting of all air conditioning devices should

be in the range of 24-30°C, 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.

ix. Provision of First aid kits is mandatory.

b) Planning and scheduling of activities

All Teachers / Students who are at higher risk i.e. older person, pregnant ladies and those who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

c) Availability and management of supplies

i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and students.

ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.

iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.

iv. Ensure availability of sufficient covered dustbins and trash cans.

v. Provision for proper disposal of used personal protective items and general waste.

vi. Housekeeping employee to be informed & trained about norms for waste management & disposal.

vii. Do not allow any worker showing symptoms of illness to work at the facility. May provide adequate leave to such workers and by protecting their salary.

4.2 After opening of the Commercial Technical Institute

a) At the entry point

i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit.

ii. Only asymptomatic persons (teachers, employees and students) to be allowed in the premises. If a teacher/employee/student is found to be symptomatic, he/she should be referred to nearest health centre.

iii. **Mandatory thermal scanning of everyone entering and exiting the training centre is to be done.**

iv. Posters/standees on preventive measures about COVID-19 to be displayed prominently.

v. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.

vi. Entry of visitors should be strictly regulated /restricted.

vii. Maintain a record of the name, age, address and mobile number of each person entering the campus to track of all the trainees and trainers' batch wise after each session. This will help public health authorities trace people who may have been exposed to COVID-19 if someone falls ill shortly after the session.

b) Conduct of guidance activities in the rooms or open spaces within the institute campus

i. **Seating arrangement to ensure a distance between two trainees should be 4m² areas.**

ii. Staggering of guidance activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of training premises.

iii. The teaching faculty will ensure that they themselves and students wear triple layer masks throughout the conduct of the teaching/guidance activities.

iv. Personnel involved in training the students should wear hand gloves. Proper hand hygiene shall be maintained by such personnel every time they change their gloves.

v. Sharing of items like notebook, pens/pencil, eraser, water bottle etc. amongst students should not be allowed.

vi. Downloading of “**Arogya Setu**” App may be advised for every staff and students of the institute.

vii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (typewriters, computer keyboards, mouse, door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all areas of training institute.

c) Conduct of training

i. Ensure that the training place, common facilities and all points which come into human contact should be disinfected, particularly the frequently touched surfaces before and after each batch.

ii. Ensure a floor area of 4m² per person is available for working on typewriting machine.

iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at training place.

iv. Use digitally recorded dictation for Shorthand practice.

v. Checklist should always signed by the proprietor and students to be maintained at institute during training.

vi. Every Institute should maintain a Day Register containing Students name, Address, Mobile no., Time of entry, Time of exit, etc.,

vii. Cafeteria/mess facility, if any within the premises, shall remain closed. And also no tea/coffee to be supplied at training place which will make them remove mask.

viii. DoTE compliant numbers should be displayed at various places across the institution. (044-22351014/22351015).

ix. Training hall and other common areas shall be sanitized each time, before and after every batch.

x. In between two batches atleast 15 minutes gap should be given for effective cleaning.

xi. Adequate buffer stock of face mask/sanitizer/liquid soap/Disinfectant to be made available in the training institute.

d) Activities in common areas – library, common rooms, etc.

- i. Physical distancing of 6 feet needs to be maintained.
- ii. Persons using the common areas need to use mask/face cover all the time

e) Transportation to and from the institution

If transportation facility is being managed by the institute, proper physical distancing, sanitization of buses/other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

5. Hygiene and Sanitation

i. Daily cleaning of the floors/Toilets should be taken up with frequent intervals.

- ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, chairs, benches, washroom fixtures, etc.) to be made mandatory.
- iv. Teaching materials, computers, laptops, printers, shall be disinfected with 70% alcohol wipes.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- vi. Students and employee should be advised to dispose of used face covers / masks in separate covered bins placed in training stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
- vii. Students should not be involved in any of the cleaning activities for health safety reasons.

6. Risk Communication

- i. Create awareness to ensure the students do not gather when leaving the institute and in their free time.
- ii. Sensitize students, parents, teachers and employees to create awareness on COVID appropriate behavior, as detailed under generic measures above.

iii. If a student, teacher or employee is sick, they should not come to the institute and follow necessary protocols in this regard.

7. Psycho-social wellbeing

i. Ensure regular counselling is done for students and teachers reporting mental health issues such as anxiety and depression.

8. Procedure to be followed in case a student/teacher/employee develops symptoms (fever, cough, and difficulty in breathing)

i. Place the ill person in a room or area where they are isolated from others.

ii. Inform parents/guardians as the case may be.

iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.

iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.

v. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action is initiated regarding management of case, their contacts and need for disinfection.

vi. Disinfection of the premises to be taken up if the person is found positive.

9. Guidelines for Disinfection

For ease of implementation the disinfection and cleanliness guidelines are divided based on the area into (i) indoor areas, (ii) outdoor areas and (iii) toilets.

i. Indoor areas: Indoor areas should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask. Refer below to the detailed cleaning procedures recommended by MOHFW.

Cleaning procedure recommended

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- All indoor areas such as entrance lobbies, corridors and staircases, training rooms etc should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants.
- High contact surfaces such handrails / handles, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table-tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, typewriters, tea/coffee dispensing machines etc. should specially be cleaned.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol-based disinfectants could be used to wipe down surfaces where the use of bleach is not suitable.
- **Hand sanitizing stations should be installed in Commercial Technical Institute's premises (especially at the entry) and near high contact surfaces.**
- **A hand wash system which consists of contactless sanitizer and a pedal-operated soap dispenser should be installed and it must be regularly refilled with sanitizer.**
- **Wash Basins as far as possible to be kept outside the centre preferably near the entry gate and soap (preferably liquid soap) should be kept always.**
- If someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.

ii. Outdoor areas: Outdoor areas have less risk than indoor areas due to air currents and exposure to sunlight. These include bus stops, railway platforms, parks, roads, etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above. The main areas to be focused upon for cleaning and disinfectant on daily basis.

- Parking Area
- The Main Gate or door of the Centre
- Places of common gatherings outside the centre

Toilets: Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode. They should always wear disposable protective gloves while cleaning a toilet.

Areas	Agents / Toilet cleaner	Procedure
Toilet pot/ commode	Sodium hypochlorite 1% / detergent Soap powder / long handle angular brush	<ul style="list-style-type: none"> ▪ Inside of toilet pot/commode: Scrub with the recommended agents and the long handle angular brush. ▪ Outside: clean with recommended agents; use a scrubber.
Lid/ commode	Nylon scrubber and soap powder/detergent 1% Sodium Hypochlorite	<ul style="list-style-type: none"> ▪ Wet and scrub with soap powder and the nylon scrubber inside and outside. ▪ Wipe with 1% Sodium Hypochlorite
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	<ul style="list-style-type: none"> ▪ Scrub floor with soap powder and the scrubbing brush ▪ Wash with water ▪ Use sodium hypochlorite 1% dilution
Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	<ul style="list-style-type: none"> ▪ Scrub with the nylon scrubber. ▪ Wipe with 1% sodium hypochlorite
Showers area/ Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite / 70% alcohol	<ul style="list-style-type: none"> ▪ Thoroughly scrub the floors/tiles with warm water and detergent ▪ Wipe over taps and fittings with a damp cloth and detergent.

		<ul style="list-style-type: none"> ▪ Care should be taken to clean the underside of taps and fittings. ▪ Wipe with 1% sodium hypochlorite/ 70% alcohol
Soap dispensers	Detergent and water	<ul style="list-style-type: none"> ▪ Should be cleaned daily with detergent and water and dried.

- 70% Alcohol based disinfectant can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxyleneol (4.5-5.5% / Benzalkonium Chloride or any other disinfectants found to be effective against COVID-19 virus may be used as per manufacturer's instructions).
- Always use freshly prepared 1% sodium hypochlorite.
- Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.
- To prevent cross contamination, discard cleaning material made of cloth mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.
- Disinfect all cleaning equipment after use and before using in other area.
- Disinfect buckets by soaking in bleach solution or rinse in hot water.

10. Branding related to COVID-19 precautions should be displayed in both Tamil and English

Appropriate Branding should be displayed in the premises which should include but not limited to the following:

- Permission Form signed by concerned authority at the entrance of centre and at the reception/notice board.
- Social Distancing norms released by State and Central Govt. to be pasted at prominent places.
- A video or audio visual in some interval of time telling about the COVID-19 precautions.
- **Precaution and prevention related guidelines posters regarding COVID19,**

preferably A3/A2 size to be displayed at the entrance of the institute.

- Use and disposal of mask as per State/MoHFW posters.
- Hand wash and hygiene related branding inside and near Toilets, Pantry etc.
- COVID-19 fixed branding in all classrooms and labs.
- Aarogya Setu App branding at prominent places.
- Poster mentioning about Do's and Don'ts to be followed in the centre.

Checklist

This checklist should always be maintained at institute during training.

Self-Declaration Report			
Institute Approval No			
Institute Name			
District and Address of Institute			
Institute Proprietor Name			
Sl. No	Parameter	Yes/No	Remarks
1. Maintaining Hygiene of the Institute			
1.1	All areas of Institute disinfected		
1.2	Entrance Gate of building, office etc.		
1.3	Training rooms, open areas such as verandas		
1.4	Typewriting Machines, Computers and others equipments		
1.5	Washroom, toilet, sink, water points etc.		
1.6	Walls/ all other surfaces		
1.7	All vehicles and machinery entering the premise should be disinfected by spray mandatorily.		
2. Health and Hygiene of Institute Staff/ Students			
2.1	Availability of Sanitizers & other requisite material		
2.2	Training of all Staff on requisite measures to be taken		
3. Branding with respect to COVID-19			
3.1	Display posters promoting respiratory hygiene through illustrations and steps while someone coughs/sneezes		
3.2	Display posters promoting hand washing methods and duration		
3.3	Display posters State helpline numbers and also numbers of local health authorities etc.		

4. Training of Trainees on Prevention and Precautionary measures for COVID-19			
4.1	Orientation of all Trainees batch wise on		
4.2	Do's and Don'ts		
4.3	Precautions and Preventive measures to be taken - While leaving home, Entering Institute, during the class, during practical training, break time, closure time and on the way to home and while entering home		
4.4	Importance of Installing Arogya Setu APP		
5. During the Training			
5.1	Availability of requisite material for preventive and precaution measures for COVID-19		
5.2	Whether 6-foot distance between two students is maintained or not		
5.3	Is the batch size maintained as per guideline		
5.4	Is the batch scheduling done as per guideline		
6. After the Training			
6.1	Sanitization, Fumigation & Disinfection of Institute & Training room		
6.2	If any person in the institute found to be unwell, reported to concerned authorities or not		
6.3	Social Distancing Norms maintained while leaving the classroom/ Institute		

Sd/-

Director of Technical Education