**ANNEXURE-X**

**SOPs (or Safety Protocols):** All campus community members, including faculty, staff, and students, are expected to adhere to the following guidelines to protect the health of its students, faculty, and staff, and the procedure to be followed in case of COVID-related symptoms.

1. **Wear a mask at all times when in a public space on campus.**
2. **Maintain social/ physical distancing of 6 feet in classrooms, laboratories, libraries, cafeterias, offices, corridors, staircases, and lifts.**
3. Maintain good hygiene practices. **Wash your hands thoroughly with soap and water, or use a hand sanitizer, dry the hands before leaving the bathroom**. Use a tissue (and dispose of it properly) or your elbow's crook when coughing or sneezing.
4. **Use only the designated entrances and exits.**
5. Review the latest updates and general guidance provided by the University on the web portal to be designed specifically for updating COVID related information.
6. Use communal facilities, e.g., kitchens, canteens, meeting rooms, only following the designated protocols, as **it may be necessary to stagger usage or continue to hold remote meetings to maintain social distancing;**
7. **Obey all restrictions on the use of communal equipment** such as printers and photocopiers;
8. Where biometric information systems have been installed, e.g., at libraries, laboratories, or office buildings, please enter your code or information when entering or leaving. Similarly, swipe your ID card wherever the relevant machine is available.
9. **Maintain and update a daily contacts diary**: you must record where you go, when, and who you see while on campus. Some public spaces on campus may ask you to provide this information.
10. Limit your movements. Try not to move around the campus too much**. Stick to your own space as much as possible.**