



Safe reopening of Colleges and Universities

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Table of Contents

Executive Summary	2
Introduction	3
Covid Task Force	3
Student Engagement Team	4
Key Goals	5
For all campuses	5
Official Information & Communication	6
Data Management	6
Operations & Planning	7
Scheduling of Classes	8
Security and Safety	10
Facilities & Infrastructure	12
Cafeterias	13
Medical	15
Guidelines for those who are on Campus	15
Entering Campus	16
Day to Day While On Campus	16
If Unwell	16
Case Management	17
Covid Help Desk	17
Additional Criteria for Residential and Semi-Residential Campuses	19
Administration	19
Administration - Quarantine	20
Administration - Isolation	21
If a Resident Tests Positive	22
Additional Notes	22

Executive Summary

Classes at Colleges and Universities in India were suspended in the third week of March when a lockdown was declared by the Central Government due to Covid-19. As on the date of this document, no state had allowed the reopening of Colleges and Universities.

If Colleges and Universities are allowed to re-open, while Covid-19 infections continue, they will need to evaluate the changes that need to be made to operating processes, determine if they have the ability to reopen with new processes, and if they do reopen, will have to operate with additional safeguards in place.

This document is organized into two sections. The first section applies to all Colleges and Universities and the second section is a set of additional guidelines that would be relevant to those Universities that are residential or semi-residential.

The document identifies the different functions at a University that will need processes reworked as they prepare for reopening. These include changes in Operations and Planning, Scheduling of Classes, Security and Safety, Facilities and Infrastructure, Food and Medical. For each of these functions, this document lists a set of guidelines.

The document also provides a list of guidelines that could be customized to each University's situation and used for communication with students/faculty/staff. These cover what is needed for entry to campus, what needs to be done while on campus and what is to be done if someone is unwell.

The document recommends that the University's efforts are led by a Covid19 Task Force that is empowered and has representatives from the different functions. The document recommends that a Covid Help Desk be set up to disseminate information and to respond to situations on the ground on a daily basis. This document also recommends that a Student Engagement Team be set up and be closely involved in securing commitment to safe operations from the student community.

Safe reopening and operations will require coordination and efforts from everyone involved at the University.

This document is meant to serve as a guideline for Universities to use as they evaluate if they can reopen and to plan their reopening. It is important to note that local/state/central government guidelines should take precedence at all times.

1. Introduction

If Colleges and Universities (referred to as Universities in the rest of this document) are allowed to re-open, while Covid-19 infections continue, they will need to evaluate the changes that need to be made to operating processes, determine if they have the ability to reopen with new processes, and if they do reopen, will have to operate with additional safeguards in place.

When governments and local bodies allow the reopening of Universities, it is important that students, faculty and staff have an environment in which they can operate safely.

While it is likely that governments will issue guidelines that govern the reopening of Universities, Universities themselves will need to look at different functions comprehensively and put in place protocols and guidelines for safe reopening and operations.

The purpose of this document is to list out a set of guidelines for Universities to evaluate if they have the ability to reopen safely and to put in place processes that allow classes on campus.

This document, while written as a guideline, will need customization to each University's specific situation. It will also need to be modified to match the then current government guidelines/advisories that are applicable at the local level.

It is important to note that all local/state/central government guidelines must take precedence over these guidelines.

2. Covid Task Force

It is suggested that a Covid Task Force (CTF) be set up at each University. The CTF should be led by a senior member of the University Administration team and must have representation from the different Units/Functions.

The CTF must be authorized to create the guidelines for each University based on this or other guidelines and to oversee and review the implementation of the same.

Large Universities may have independent departments or may be spread across multiple campuses. The CTF must be planned keeping these in mind. Some areas, for example those related to Communication, Policy, Governance, Data Management could be managed centrally

while other areas that need to be modified based on local situations could be managed at a department / campus level.

At Universities that have either an on-campus or off-campus Hostel, the CTF must also be responsible for the safe operations at these Hostels as well and will need representation from students who reside at the Hostels.

The evolving situation will require modifications to guidelines. The CTF must continue to be active and involved for as long as needed. The CTF must also designate one or more individuals who can be reached by the different Functional teams for guidance both at the planning phase and after the reopening phase.

The responsibilities of the CTF would include:

- Decide which areas are centrally managed and which are locally managed.
- Set up the various teams across the different sites / functions.
- Allocate responsibilities both for preparation and for ongoing operations
- Set up a periodic reporting mechanism
- Review status and provide guidance
- Review new information based on Covid status on the ground and government advisories and drive changes to any policies/procedures.
- Review and define the Key Goals
- Define the key safety norms based on the then current information from local/state/central government. These key norms advised as on the date of this document are:
 - Physical distancing at 3ft / 6ft
 - Wearing of masks compulsory
 - Hand hygiene and avoid touching eyes, nose and mouth

3. Student Engagement Team

The largest community on a campus will be the student community. Safe operations will be determined by whether or not the University is able to make the student community understand and follow the need for physical distancing, wearing of masks, frequent hand-washing and other safety precautions.

This can only be accomplished if the University is able to get active support from everyone within the student community. It is suggested that a Student Engagement Team be formed and

be given responsibility for disseminating information and for educating the student community. If the University has a Student Affairs Council or a similar student body, they could take the lead.

The larger the number of students who are in responsible positions related to safe reopening of the University, the more likely it is that the safety measures will be driven and followed.

At Universities that have an on-campus or off-campus hostel, students who reside in the hostel must also be part of the Student Engagement Team.

It would help if this team is identified early, is involved in the planning process and represented in the CTF and all other functions.

4. Key Goals

All processes at the campus are to be modified to support the following key goals.

- Maintain **Physical Distancing** at all times between two individuals.
- Wear a **mask** at all times.
- Promote **Hand hygiene**. Wash hands with soap and water or use a hand sanitizer frequently.
- Protect those with comorbidities or those above a vulnerable age.
- Plan for a situation where a suspect/positive case is identified and testing/tracing/isolation/sanitization/containment will need to be implemented.
- Educate about Covid19. Treat any suspect/positive cases with respect and provide support. Work proactively to avoid any stigma.
- At all times, follow all government regulations and seek the support of local authorities where needed.
- Evaluate the usage of contact tracing apps like Arogya Setu and/or State specific apps.

5. For all campuses

The following guidelines are applicable for all University campuses.

Successful reopening of campus will require support and preparation from different units. These units will need to make changes to existing processes, re-train teams, monitor progress and prepare and execute plans for emergency situations.

This document provides a set of guidelines for the different teams across the different areas of operations.

5.1. Official Information & Communication

It is important that all government advisories are monitored, impact to the University is understood, feedback is shared with the CTF and then with the other teams. The changes made to University wide policies then need to be communicated to the students/staff/faculty. This could be anchored by a Communications team.

Preparation	Status (Check if completed)
Identify all websites and other official sources of information which need to be monitored on a daily basis for official local/state/government updates.	
Create a process to translate changes that are made to different policies, protocols by local/state/central governments and direct these to the CTF and the different teams at the University.	
Create a structured plan about how the University will officially communicate information to students/faculty/staff.	
Create a plan that will allow students/faculty/staff to find the information they need. This could be via a website, a Frequently Asked Questions (FAQ) listing, a phone number they can call, reaching out to the Covid Help Desk or any other appropriate means that this team chooses.	
Create a process that will help gather information about containment zones that are announced by local authorities and dissemination of this information to the student/faculty/staff at the University. This information may also be shared with the Security and Safety team.	

5.2. Data Management

The University will need to evaluate how data is collected and managed since this will be important for any contact tracing. There will be data that is collected related to students who

enter and exit campus, visitors, which classes are being attended by students, dates on which faculty/staff members are present etc. This data must be organized in a manner that allows for it to be useful in the event of a suspect/positive case being identified at the University.

Preparation	Status (Check if completed)
Create a plan about how data related to entry and exit of students/faculty/staff/visitors at the University is captured so there is information available about who is on the campus and on what dates.	
Create a plan about how any declarations provided by visitors/students/faculty/staff are captured and stored.	
Update the address of every student/faculty/staff, their contact information and emergency contact information.	
Create a plan that allows containment zone information to be cross-referenced with addresses of students/faculty/staff.	
Have a plan that allows for attendance data to be stored, accessed and analysed	

5.3. Operations & Planning

The following guidelines are for the team that is responsible for Operations and Planning.

Preparation	Status (Check if completed)
A policy is needed about visitor access. This policy will depend on the individual situation of the University. If visitors are allowed, it is advised that their access areas are restricted, contact details, and a travel history declaration are obtained and the names of people they are visiting are noted.	
Stock adequate masks at the entrance security gate. These could be provided to those who forget or need additional masks.	

Decide on campus opening and closure timings keeping in mind the then current local government guidelines.	
Anyone who is expected to be in quarantine or who is in a containment zone or is unwell must be allowed to work from home. Have a policy in place that ensures that there is no loss of pay / penalty for lost attendance for these days. Communicate the same.	
All workspaces need to support physical distancing. Rearrange work desks accordingly. All meeting rooms must also support physical distancing. Organize workspaces for all faculty and staff accordingly.	
It would be advisable to have all courier/food deliveries left at a common place. This could be close to the Security at the entrance. Recipients could then be asked to collect their package from this designated place. This will help reduce the number of visitors who are entering the campus. Depending on the size of the campus, an appropriate policy needs to be put in place for this.	
Reconfirm the current residential addresses, mobile numbers, name and phone number of an alternate person who can be reached in case of an emergency. This must cover students/faculty/staff. This will help local authorities for contact tracing if there is a Covid19 positive case.	
Setup and run a Covid Help Desk (CHD) that is functional during business hours. This should ideally be a phone number and an email address. Train the CHD to respond to specific situations and queries.	
Define a policy that is to be used if anyone violates the physical distancing norms or is not wearing a mask while on campus. Share this with the CHD and security teams.	
It is likely that gymnasiums, swimming pools and other such common facilities will need to remain closed. It is also possible that contact sports may be restricted. Follow the then current local/state/central government guidelines. Those that are open must have guidelines for physical distancing. Finalize a list of common facilities that are to remain open.	

5.4. Scheduling of Classes

The class schedule will need to be re-worked to ensure that safe working conditions are maintained. Below is a checklist that can be used to prepare.

Preparation	Status (Check if completed)
Physical distancing is to be maintained between two students or between students and faculty/staff in a classroom/lab. Identify the revised capacity of each classroom/lab.	
Faculty/staff who have comorbidities must be allowed to continue to work from home. Identify the number of employees/faculty who fall in this category.	
Faculty/staff above an age limit advised by the local authorities/state/central government or a lower age limit set by the University's CTF must be allowed to work from home. Identify the number of employees who fall into this category.	
Faculty/staff who have children below an age limit advised by the local authorities/state/central government or a limit set by the University's CTF must be allowed to work from home. Identify the number of employees who fall into this category.	
Classes will need to be re-organized to match the lower classroom/lab capacity when physical distancing guidelines are implemented. This may require dividing a class into multiple sections, reducing the enrollment in elective courses etc.	
The Cafeteria team should provide inputs about space/seats available at Cafeterias on campus. There may be a need for staggered lunch hours. There may also be a need to create additional counters, food courts and seating spaces on campus.	
Draw up a revised timetable that takes into account the revised classroom/lab strength, new sections needed, the updated list of Faculty who can teach on campus, staggered lunch hours and other constraints.	
It is possible that after reopening there may be one/more situations where the University or the city will need to suspend at-campus classes. Plan for classes to move online if needed.	
Student attendance tracking will be needed in each class/session. In addition to academic functions, this may be needed to support contact tracing if a positive case is found.	
Start of semester processes like presentations of electives, registration,	

new batches sign-ups must be planned carefully to avoid large gatherings and to maintain physical distancing. These may need to be done in smaller cohorts or done online.	
All large gatherings (convocations, welcoming/induction for incoming batches) must be avoided or done in small groups with physical distancing norms.	
On campus activities like student clubs, community events will need to be planned to operate with physical distancing, in small groups or online.	
Physical distancing norms will need to apply for usage of the library.	
Create a plan for online delivery of some of the classes if one or more of the faculty members need to be in quarantine or cannot be at the campus if their place of residence becomes a containment zone.	
Have a plan for some students to be supported with learning materials, recorded lectures or online support if they are unable to attend classes for some time if their place of residence becomes a containment zone.	
Evaluate the then current guidelines to see if closed rooms with air-conditioning can be used for classes. If they can be used then appropriate filtration or other safety measures will need to be taken. If they cannot be used, then appropriate changes will need to be made in class planning.	

5.5. Security and Safety

Security teams at the University will need to rework processes to support the new situation on the ground.

The guidelines here have been divided into two tables below. The first table covers the planning and preparation phase.

Preparation	Status (Check if completed)
Arrange for infrared thermometers for testing temperature at all planned entrances.	

Safe Reopening of Colleges and Universities

Arrange for face shields for personnel who will meet multiple people. This could include security guards and any others on campus as needed.	
Plan for an appropriate number of entry gates to the campus to avoid large crowds and ensure physical distancing is followed while people are waiting to enter the campus and when they are being screened.	
Plan for a separate place for visitor entry and exit. Processing visitors will take longer compared with processing the entry of students/faculty/staff. There must be adequate space and personnel to manage visitor entry and exit.	
Train Security personnel and give clear guidelines	
Setup a process to track and ensure that guidelines are being followed	
Evaluate if additional personnel are needed to support compliance with physical distancing & use of masks. Identify and train.	
Have a mechanism by which the Security team will know which locations are containment zones and how to check if a person is expected to be in quarantine.	

The table below gives a set of guidelines that are to be followed by the Security and Safety team on a daily basis when the campus reopens.

Guidelines	Status (Check if completed)
At entry gate, check for temperature. If it exceeds a defined temperature, turn-back the person. Contact CHD with details if the person is a student/faculty/staff.	
At entry gate, check that a mask is worn. If a mask is not worn, provide a mask or turn-back the person. Contact CHD with details if the person is a student/faculty/staff.	
At entry gate, check if the person is expected to be quarantined. If yes, turn-back the person. Contact CHD with details so necessary action can be taken.	
If additional personnel are deployed to ensure compliance with physical	

distancing and use of masks around the campus, provide guidelines that can help ensure compliance. Direct escalations to CHD.	
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5.6. Facilities & Infrastructure

Facilities and Infrastructure teams at the University will need to make changes to support the following.

The table below identifies areas that need to be worked on during the preparation phase.

Preparation	Status (Check if completed)
Arrange for supply of disinfectants.	
Arrange for supply of hand sanitizers.	
Arrange for supply of masks, face shields	
Arrange for supply of infrared thermometers, pulse oximeters and any additional equipment needed by the Medical center, security team etc	
All classrooms, labs, restrooms, tables and all surfaces are to be cleaned periodically. Define the protocol for cleaning including the frequency and arrange for additional support staff as part of the cleaning/maintenance team.	
Assign responsibilities and train personnel	
Setup a process to track and ensure that guidelines are being followed	
Ensure Information, Education and Communication (IEC) materials are posted at prominent places	
Put up notes at lifts encouraging people to use stairs	
Mark an “x” sign to identify seats/space that are not to be used on benches, sofas, lifts, common areas, cafes etc. Mark circles that let people know where to stand in places where lines are expected to be formed. These are needed to ensure physical distancing.	

Evaluate and plan which rooms will have ACs turned off. Where ACs are to be used, follow guidelines about temperature and humidity. Make sure that clear instructions are put up near switches that power ACs.	
Place hand sanitizers at multiple points around the campus	
Evaluate and implement what is possible to avoid contact with surfaces. This could include for example using foot operated sanitizer dispensers, foot operated taps etc.	
If the University provides transport facilities, re-work plans for these to address physical distancing norms. This may need a schedule change, limiting the number of people allowed per trip and an increase in the frequency/number of vehicles.	

The table below provides guidelines that are to be followed when the campus reopens.

Guidelines	Status (Check if completed)
Tables, door handles, restrooms and any surfaces that are touched are to be disinfected multiple times during the day based on the protocol defined by this team.	
Ensure that hand sanitizer bottles are refilled regularly and are never empty.	
Ensure IEC materials are not damaged and replaced when needed.	
Ensure that all the points listed in the Preparation phase are being implemented and monitored.	

5.7. Cafeterias

The following guidelines may be used at Cafeterias. The first table has a list of guidelines that are useful during the preparation phase.

Preparation	Status (Check if

Safe Reopening of Colleges and Universities

	completed)
Train all those who are preparing food about safety guidelines that are to be followed.	
Estimate the number of seats/space that is available when physical distancing guidelines are taken into account. Based on this revised capacity, extend food hours and stagger lunch timings for different batches.	
Encourage staff to eat at their workspaces. Cafeterias should be equipped to support take-out of food.	
Encourage everyone to bring their own bottle of water. At places where water dispensers are placed, ensure that used and unused glasses have clearly demarcated spaces planned.	
Have a policy about restricting/reducing cash/card payments. Try and ensure all vendors on campus can accept digital (mobile based) payments.	
Have cafeteria staff serve food. Avoid self-service of food where different people come in contact with cutlery that needs to be used for self-service.	
Have a plan for use of recyclable single use plates and cups across the campus. If plates and cups need to be reused, ensure there is a clear protocol of wash with soap and hot water with staff wearing gloves which are then changed.	
Review any guidelines issued by local/state/central authorities about safe operations of restaurants and evaluate if these can serve as guidelines.	

The table below has criteria that are useful once campus reopens.

Guidelines	Status (Check if completed)
There must be physical distancing at all times. Ensure this is maintained at all cafeterias during purchase, serving of food and consumption of food.	
Monitor food preparation to ensure that safety guidelines are being followed.	
Ensure that high-touch surfaces are frequently cleaned.	
Review all the areas identified in the preparation phase and ensure these	

are being followed.	
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5.8. Medical

If the University does not have a Medical team, the Administration function will need to take responsibility for these functions.

Preparation	Status (Check if completed)
If the campus has a medical center, ensure that thermal scanners for checking temperature and Pulse Oximeters for checking Oxygen Saturation are available.	
Ensure that the Central Help Desk and the Medical center are aware of the location and contact number of the nearest Hospitals and Fever Clinic.	
Ensure that the Central Help Desk and the Medical Center has the contact numbers of ambulance providers.	
Ensure that the Medical Center is functional and staffed on all days when the campus is open and for extended hours.	
If not done already, ensure that the University ties up with an entity that can provide Counselling and Mental Health services.	
This team must also provide support to the Covid Task Force in defining the medical criteria. For example, what temperature level is considered a fever, what level of oxygen saturation is considered unsafe and requires attention.	
This team may also be responsible for training on the use of infrared thermometers, pulse oximeters etc.	

5.9. Guidelines for those who are on Campus

The following is a list of guidelines that could be applicable for all those who are on campus. These are written in a manner that allows it to be appropriately modified and used for communication with students/faculty/staff.

5.9.1. Entering Campus

All those who are entering the campus would need to follow these guidelines.

- Check if you are eligible to be on campus. People above a certain age, those with comorbidities and those with young children may be exempted from being on campus.
- Carry your ID Card.
- Do not come to campus if you are expected to be quarantined. Inform the Central Help Desk.
- Do not come to campus if you are in a Containment zone. Inform the Central Help Desk.
- Do not come to campus if you are unwell. Inform the Central Help Desk.

5.9.2. Day to Day While On Campus

The following guidelines are relevant for day-to-day life at-campus.

- Physical Distancing : Maintain Physical Distancing at all times. (Note - specify the then recommended distancing guidelines)
- Masks : Wear a mask at all times.
- Hand hygiene : Wash hands with soap and water or use a hand sanitizer frequently.
- Avoid touching your face especially your eyes, nose and mouth
- As far as possible, bring your own food and water.
- Support the campus and community in creating awareness about Covid19 and in prevention.
- Follow guidelines issued by student or staff volunteers.

5.9.3. If Unwell

The following guidelines are relevant if someone is unwell.

- If unwell, stay at home. Inform the Central Help Desk.

- Follow local government guidelines for self-isolation and testing if needed. The current guidelines will be provided to you by the Central Help Desk. They will tell you when/if you need to get tested for Covid19.

5.10. Case Management

If there are suspect/confirmed cases of Covid19 on campus, then the Standard Operating Procedures that the local body recommends at that point of time will apply.

However it is important that the University is prepared for these scenarios. Below are a set of pointers for the University to be prepared.

Preparation	Status (Check if completed)
If a confirmed case is identified, areas that the person was at will need to be disinfected.	
Support the local government body with contact tracing, tracking, testing with information that is available.	
It is likely that one/more classrooms or the University may need to be closed for one/more days.	

5.11. Covid Help Desk

A Covid Help Desk (CHD) must be set up. This must function during business hours and must be accessible by phone and email. This team can serve as a point of contact for the different units and for students/faculty/staff who need information. Below are guidelines for the CHD.

Preparation	Status (Check if completed)
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Identify a dedicated phone number and email address and ensure this is mentioned in all messages sent to students/faculty/staff and in all the awareness materials that are printed and shared on campus.	
Staff this helpdesk with a team that can be available during business hours. Ensure that all queries are acknowledged immediately and responded to at the earliest.	
Define a set of situations that the CHD will need to respond to and train the CHD on responses.	
The CHD must know the latest local/state/central government advisories. These could be provided by the Official Information and Communications Team.	
The CHD must know the location, address and phone number of the nearest hospitals where any person who is unwell while on campus is to be sent. The CHD must also have a means of safely sending a person to this hospital and the contact details of ambulance services.	

Guidelines	Status (Check if completed)
Security may report a person who is unwell who would like to access the campus. Speak with the person, explain why access is not allowed. Identify the person's name and profile and if it is a student/faculty/staff, inform the supervisor and track.	
Security may report a person who is supposed to be on quarantine who would like to enter the campus. Speak with the person, explain why access is not allowed. Identify the person's name and profile and if it is a student/faculty/staff, inform the supervisor and track. If there is a local government requirement to inform a local body, inform.	
If someone on campus reports being unwell, the CHD must provide them the address of the nearest hospital and arrange for an ambulance if needed. Inform the supervisor and track.	
If someone informs that they are unwell and would need to stay home, inform the supervisor and track.	
If someone on campus reports that another person is violating physical distancing policies or not wearing a mask, implement the process that has	

been defined.	
Contact the Covid Task Force for support.	

6. Additional Criteria for Residential and Semi-Residential Campuses

A University campus that is Residential or Semi-Residential or where the University needs to take responsibility for an off-site Hostel / Student Housing / Staff Housing (referred to as Hostel in the rest of this document) will need to be prepared for additional situations.

Note that all the earlier mentioned guidelines must be applied to the Hostels also. These will include but not be limited to guidelines related to Official Information and Communication, Data Management, Administration, Safety and Security, Facilities and Infrastructure, Cafeterias, Medical and Guidelines for those who are on Campus.

It is also important that there is a strong Hostel Volunteer Team setup along the lines of the Student Engagement Team mentioned earlier in this document. This team must be part of the decision making process and CTF and must help to ensure that safe practices are being followed at all times at the Hostel.

The guidelines listed below are additional guidelines which apply only to Hostels.

6.1. Administration

The following are a set of guidelines for the Administration Functions. These are to be implemented at on-campus or off-campus Hostels that the University is responsible for.

Preparation	Status (Check if completed)
If the hostel is on-campus and all essentials are available on-campus, evaluate if visits outside the campus are to be monitored or restricted. Define a policy for this.	

Extend the CHD hours to be available 24x7 so there is a point of contact available for any emergencies outside business hours.	
Parents and visitors should not be allowed to enter hostels. Communicate.	

6.2. Administration - Quarantine

In addition, there may be situations where there would be a need for quarantine of hostel residents for certain durations. This could be because a person has travelled in from a different district/city or because the person is a primary contact of someone who tested positive. The below are guidelines that would be relevant for this situation.

Preparation	Status (Check if completed)
Plan for a quarantine period for those who join the campus. This could be based on the local/state/central government's then current recommendations. Communicate this policy and make preparations for implementation. It is possible that people may need to be quarantined for 14 days if they travel in from another district / state.	
Residents who need to be quarantined, may be unable to make any local purchases when they reach the city. Plan for this and support.	
Ensure that an appropriate number of rooms with attached restrooms are set aside as quarantine rooms. If there are no rooms with attached restrooms, then an entire section of rooms and the associated restrooms need to be set aside as quarantine blocks.	
Food, water, medicines and essentials need to be delivered to those who are in quarantine. A plan and processes for this needs to be put in place.	
Evaluate if a phased (staggered) return of students to hostels is needed to ensure that safety guidelines are maintained.	
Ensure that there is effort to educate everyone to avoid stigma associated with quarantine. Ensure that peer and professional counselling support is available.	

6.3. Administration - Isolation

In addition, there may be situations where there would be a need for isolation of hostel residents for certain durations. This could be because a resident has tested positive but is asymptomatic or has mild symptoms and is allowed home/hostel isolation. Below are guidelines that would be relevant for this situation.

Preparation	Status (Check if completed)
Plan for a situation where hostel residents may test positive, but are asymptomatic or have mild symptoms and need to be in self-isolation at the hostel.	
Ensure that an appropriate number of rooms with attached restrooms are set aside as isolation rooms. If there are no rooms with attached restrooms, then an entire section of rooms and the associated restrooms need to be set aside as an isolation block.	
Food, water, medicines and essentials need to be delivered to those who are in isolation. A plan and processes for this needs to be set in place.	
Pulse Oximeters are helpful in checking for oxygen saturation in those who have tested positive but are asymptomatic or have mild symptoms. Ensure that these are available and used by medical staff or given to each person who is in isolation.	
Ensure that there is an effort to educate everyone to avoid stigma associated with isolation/testing positive. Ensure that peer and professional counselling support is available.	
If the hostel becomes a cluster, then the entire hostel may be demarcated as a containment zone. Ensure that suppliers of essential items are in a position where they can continue to deliver to the hostel.	
Ensure that there is a way to arrange for sanitization of a room/block/building if one of the residents tests positive.	
Ensure that data about occupants of particular rooms are available to support local authorities with contact tracing and testing if one of the residents tests positive.	

6.4. If a Resident Tests Positive

In the event a resident tests positive, the following will need to be done:

- Inform local authorities
- Support the transfer of the resident to a Covid Care Center / Dedicated Covid Health Center / Dedicated Covid Hospital or place the person in isolation at the hostel based on the guidance given by the local authorities. Support their needs.
- Sanitize the room and block that was being used by the resident who tested positive.
- Support the local authorities with contact tracing.
- Support the local authorities with placing the primary/secondary contacts in quarantine and support their needs.
- Enforce movement restrictions imposed by the then current guidelines.
- Follow all local authorities/state/central government guidelines.

7. Additional Notes

These guidelines have been listed on the basis of the situation on the date of creation of this document.

At all times, all local/state/government guidelines take precedence over these guidelines.

The Azim Premji Foundation has been supporting communities, partner organizations and governments in response to Covid-19. Information about our work can be accessed online at <https://www.azimpremjifoundation.org> and we can be reached by email at covid19@azimpremjifoundation.org