

## NOTIFICATION

### COVID SANITIZATION AND FUMIGATION COMMITTEE, LORETO COLLEGE

**The following Covid Protocol to be Maintained on Campus:**

#### **I) General Cleanliness and Hygiene**

- a) Regular sanitization and fumigation of the campus and College premises.
- b) Sanitizers will be **placed at strategic** and maximum points of contact – e.g. entry points into the campus and on every floor.
- c) Hand wash will be placed at wash basins beside washrooms.
- d) Staff and students are encouraged to carry **their personal sanitizers and soap** to avoid the triggering of allergies.
- e) All are asked to **frequently wash/sanitize hands**.
- f) Class Representatives are delegated to ensure that Covid protocols are followed.
- g) The (Covid) Sanitization and Fumigation Committee will **meet the students, support staff and faculty periodically** to ensure that the above are meticulously followed and **maintain records** of these meetings

#### **II) Washrooms**

The (Covid) Sanitization and Fumigation Committee will **visit staff and student washrooms daily** to ensure frequent cleaning of the washrooms. No Towels will be provided. As mentioned above, the Committee will encourage the staff and students to carry their personal sanitizer articles.

#### **III) Canteen**

- The (Covid) Sanitization and Fumigation Committee will advise the person in-charge of the Canteen to wear **head cover and gloves**
- **Packed food** will be served until further notice
- Staff and students will be strongly encouraged to **carry their personal water bottles, a plate and spoon/fork**
- The person in-charge of the canteen will be asked to **maintain hygiene and cleanliness** in the Canteen
- The (Covid) Sanitization and Fumigation Committee will undertake **surprise visits** to check hygiene and cleanliness
- He is to use serving spoons (to avoid hand contact with food) and use disposable paper plates **when freshly cooked food is permitted** to be served

#### **IV) Computer Room**

The (Covid) Sanitization and Fumigation Committee will look into the possibility of having the **Computer Room (Room No. 104) fumigated during the early part of the Break**, considering that a certain time gap has to be maintained between a cleaning session and first usage or contact with the facilities thereafter.

#### **V) Maintenance**

- The (Covid) Sanitization and Fumigation Committee will **organize the method and timings of campus fumigation**
- The (Covid) Sanitization and Fumigation Committee will ensure that instructions are followed for fumigation of all classrooms at the end of each working day
- The (Covid) Sanitization and Fumigation Committee will be in touch with the Supervisor, Caretaker and the contact persons from among the support staff who will be in-charge of **replenishing cleansing materials** (hand wash, sanitizers)

#### **VI) Feedback**

The (Covid) Sanitization and Fumigation Committee will undertake **a feedback** via Google forms from among at least some stakeholders regarding the level of satisfaction of sanitization protocols. This will be done (on a trial basis) every fortnight.