Indian School of Business
Hyderabad - Mohali
Post lockdown Health Safety Plan

1. Purpose

The purpose of this COVID-19 guidelines is to enforce control measures to be implemented by the school in order to ensure safety of the Staff, Faculty, Students & Service providers, Visitors and vendor partners by adopting suitable prevention and protection measures. With rapid spread of SARS-CoV-2 virus, it is essential to ensure that our campus is prepared to be safe enough for entry, start and continue the operations without any adverse effect of viral infection.

2. Objective

Guideline for Resuming Work from COVID-19 lockdown and possible prevention strategies For staff, Faculty, Students & Service providers.

Government agencies including health authorities are framing out and implementing various strategies to reduce rapid infection of the SARS-CoV-2 virus which cause the disease COVID-19. Recent lock down and partial release / exemption may bring immediate relaxation to business and domestic requirements. However, the potential spread of SARS-CoV-2 is inherent and need for strategic control in the prevention of such spread inside the Campus.

3. Definitions

a. Cleaning – Process of removal of dirt. Cleaning shall be done depending upon the level of dirt accumulated by brooming, vacuuming, cleaning with required and approved chemicals and water etc.

b. Sanitizing – Process of reducing germs to a safe level. Sanitizing with low concentration antimicrobial agents

c. Disinfecting – Process of killing germs, depending upon type of chemical used and directed on the manufacturer recommended label or governed by local regulation. If disinfecting is targeted against a microbe causing a specific illness (e.g. influenza, Norovirus, COVID-19,
etc.) then use an EPA registered disinfectant that is certified as effective against that organism.

d. Social Distancing – Also called as 'Physical Distancing' means keeping space between a person and other people around him. A clear distance of 6 feet is considered as an effective social distancing.

e. Quarantine – Used to accommodate a person who might have been exposed to COVID-19 away from others. Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place. A dedicated floor in SVs will be earmarked as quarantine facility and appropriate training will be given to support staff to handle them

f. Isolation – Separate Sick people away from healthy people. Anyone sick should separate themselves from others by staying in a specific Isolation room.

g. Investigation & Testing - Any person - staff, students, support staff and project labour entering the campus or within the campus will undergo the Covid-19 investigation for which prior coordination and commercial will be ensured by the School. PGP students will also undergo the Covid-19 investigation and test, once they are on campus. Test kits to be purchased for both campuses for Community testing.

4. Protocol

a. Health Safety Plan shall be reviewed and approved by School APEX committee

b. COVID Cell shall be constituted at both Hyderabad and Mohali campuses, COVID Cell constitute representatives from various departments of the School,

c. Guideline in the Health Safety Plan shall be reviewed and revised from time to time as per the evolving circumstances and Guidelines from Authorities – HRD, MHA, ICMR, Central and State Governments

d. Emergency Contact persons/ numbers shall be provided for each campus

5. General Instructions

The only way to prevent people from getting infected with COVID 19 is to control its spread from one person to another. And that can be done by following personal hygiene, social distancing and by disinfecting the surfaces and touch points. In addition to this, everyone must follow the instruction listed below.
1. Wearing of face cover is compulsory

2. All persons in-charge to ensure social distancing as per Ministry of Health guidelines at all places within the Campus

3. Ensure social distancing at workplaces through adequate gaps between shifts, staggering lunch breaks of staff etc.

4. Thermal scanning, hand wash & sanitizer to be made available at all entry, exit points and common areas

5. Do not allow gathering of more than 5 at any single place
6. Frequent sanitization of workplace, common facilities & all points of human contact to be ensured

7. Persons above 65 years, those with comorbidity, pregnant women & children below 10 years to stay home. Creche facility to remain closed till further guidelines from Authorities

8. Large physical meetings to be avoided; Intensive communication & training on good hygiene practices to be taken up

9. Nearby Hospitals / clinics authorized to treat COVID-19 patients to be identified & listed at workplace

10. Employees showing any symptom of COVID-19 to be immediately sent for check-up as per Government protocol
11. Quarantine areas to be earmarked for isolating employees showing symptoms till they are safely moved to medical facilities

12. No Spitting in public places, violation attracts action as per relevant Act

13. Taxi and Cab aggregators permitted with 1 driver and 2 passengers only till Main gate

14. Four-wheeler vehicles to have maximum 2 passengers including driver and only one person allowed on two-wheeler's

15. Need to start with 33% manpower rest should be managed by work from Home till further Guidelines from Authorities
16. Recreational facilities to be closed such as gyms, sports complexes, etc.

17. Use of Arogya Setu app mandatory for all staff, Students, Faculty, Service providers both private and public; Head of Organizations to ensure 100% coverage of this app.

18. Bar shall not be operational on campus as per Government guidelines.

6. Sequence of Campus Opening

a. We already have Resident Faculty on Campus

b. We have Limited Service Provider staff – Security, F&B, Engineering, House Keeping, Gardening on campus

c. Further to decision on opening of Campus – Following will be the sequence:
   i. Service Provide staff – Progressively increase to prepare campus ready for Operations – Like Sanitisation, Check Engineering Services, etc.
ii. Staff – Progressively increase with Priority departments will be identified and Priority/essential staff in each department will be identified limiting to initial staffing not to exceed 33% complying to Government guidelines

iii. Students – Students shall be onboarded based on the Guidelines from time to time and as per the School Calendar,

7. Making Campus Ready for Operations

a. Disinfection and Sanitizing

Spread of SARS-CoV-2 virus from person to person is most frequent by close contact (within 6 feet) by respiratory droplets. Various agencies working on minimizing the spread suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed disinfection is a best practice measure for prevention of SARS-CoV-2 infection.

Hence Social Distancing become primary prevention methodology followed by cleaning and disinfection.

b. Social Distancing

Social Distancing is considered as the best Non-Pharmaceutical method for prevention of SARS-CoV-2. To practice social distancing ensure a clear distance of at least 6 feet (2 meters) from others, not gathering in groups, staying out from crowded locations. Wherever social distance is not possible due to operations reasons, a minimum protection of surgical masks to be used.
### c. Disinfection Criteria

Potential area of contacts have been listed in below table with examples. Recommended disinfection advice by local regulatory agencies, International Disease Control agency have been incorporated in the table. Currently there is no specific study which confirms the disinfectant capability on SARS-CoV-2. Hence the time duration for the application of such disinfectant should be as maximum as possible and not specific to fixed time frame.

<table>
<thead>
<tr>
<th>S.no</th>
<th>Potential Contact Area</th>
<th>Example</th>
<th>Disinfectant Application</th>
<th>Recommended Application of Disinfectant</th>
<th>Disinfect Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whole Campus</td>
<td>All areas including common areas</td>
<td>Quaternary Ammonium Compound (Virex II 256) shall be fogged/Misted/Sprayed using specialised Equipment</td>
<td>Virex II 256 as per MSDS</td>
<td>Once in the beginning and as required</td>
</tr>
<tr>
<td>2</td>
<td>Kitchen</td>
<td>All Areas</td>
<td>With a combination of Diversy Chemicals</td>
<td>Oxivir Five 16, Virex II 256, J 512</td>
<td>Once in the beginning and as required</td>
</tr>
<tr>
<td>3</td>
<td>Hands</td>
<td>Touching potential contaminated source, after coughing, sneezing or using wash rooms</td>
<td>Soap and Water</td>
<td>Soap and Water at least 20 seconds, Hand Sanitizer with minimum 60% alcohol</td>
<td>As frequent as possible</td>
</tr>
<tr>
<td>4</td>
<td>High touch Surface</td>
<td>Tables, door knobs, light switches, counter-tops, Handles, Handrails, Desk, Printer, Scanner, Files, folders, phones, toilets, faucets, sinks, material handling equipment etc</td>
<td>Mopping / Wipe using linen or absorbable cloth</td>
<td>Virex II 256 as per MSDS</td>
<td>Once in 4 hours or more as frequent as possible, if cough / sneeze observed</td>
</tr>
<tr>
<td>5</td>
<td>Indoor Areas</td>
<td>Entrance doors, lobbies, canteens, staircases, escalators, elevators, security booths, office rooms, walls</td>
<td>Mop, Spray</td>
<td>Virex II 256 as per MSDS</td>
<td>Once in 4 hours or more as frequent as possible</td>
</tr>
<tr>
<td>6</td>
<td>Electronics</td>
<td>Tables, touch screens, key boards, remote controls, etc.</td>
<td>Wipe using linen or absorbable cloth</td>
<td>Virex II 256 as per MSDS</td>
<td>Once in 4 hours or more as frequent as possible, if cough / sneeze observed. Once in 8 hours</td>
</tr>
<tr>
<td>7</td>
<td>Toilet / wash area</td>
<td>Toilet pot/ Commode, Toilet floor, Sink, Shower area, Soap dispensers</td>
<td>Surface cleaning/ Deep cleaning, scrubbing</td>
<td>As per regular Diversy Chemicals</td>
<td>Once in 4 hours or more as frequent as possible, if cough / sneeze observed</td>
</tr>
</tbody>
</table>
8. Protocol for Commutation and Campus entry

Every person seeking entry into the School shall abide by following protocol.

a. Staff, Vendors and Visitors
   i. Not to leave home if flu like symptoms persists. Self-quarantine at home.
   ii. Not to leave home if anyone at home is a suspected case of COVID 19. Self-quarantine at home.
   iii. Carry a portable sanitizer bottle for frequent hand hygiene.
   iv. Carry your own water bottles
   v. Commute by own vehicles is encouraged complying to occupancy guidelines
   vi. School shall not provide transport busses/ cabs till normalcy restores and further Guidelines from Authorities
   vii. Hence, those not having Own conveyance shall work from home with their HOD’s approval till normalcy restores. In case a person is required to attend office, concerned HOD shall approve the same for providing suitable commute by School
   viii. Wear protective mask if public transport is opted, or if travelling in a car-pool or in public places
   ix. Spitting in public spaces shall be prohibited and punishable as per relevant Act.
   x. Adequate Alcohol based sanitizer shall be made available
   xi. Co-operate with security staff in health screening (Temperature check) or any other testing method as approved
   xii. Stand in the circle provided on floor at the entry gate.
   xiii. After reaching the reception of your office, sanitize your hands.

9. Management of Campus

a. Workplace / Class rooms / Food Courts
   i. Seamless non hand touch movement in and out of offices shall be maintained
   ii. Workstation seating arrangement shall be in line with maintaining safe distancing as per Guidelines
   iii. In class rooms, strict safe distancing seating arrangement shall be followed,
iv. Classes shall be staggered to ensure that no person shall be in the same place for not more than 6 hours

v. Lunch breaks, Tea breaks shall be staggered to ensure eating areas are not crowded

vi. In cafeteria, arrangement for individual seating shall be made. Group lunch shall be prohibited. All complying to safe distancing Guidelines

vii. Lift floor shall be marked to indicate where people have to stand.

viii. Floor shall be marked to indicate where to stand in order to maintain safe distance. This shall be done at places where formation of queue is unavoidable, for example- Food counter, POS, security entry gate, ATM, Bank, Post Office, etc

ix. Every Staff/Faculty/Students should carry their own water bottle/cup.

b. During Work-Hours

i. Work at your work-station only.

ii. Chair shall be assigned to individuals. Do not exchange with anyone.

iii. Everyone must disinfect his/her desk, keyboard, chair handle, drawer with disinfectant solution provided. Disinfection shall be done as frequent as possible and if potential droplet dispersion upon cough or sneeze.

iv. Wash your hands frequently.

v. Do not touch your face or eyes.

vi. Avoid group gathering in office (more than 5 people).

vii. For any meeting, ensure distance of 6 feet.

viii. Group lunch shall be prohibited in cafeteria. Take your place in individual seating arrangements to have your food.

ix. Return to Home, Disinfect your work-station.

x. Wear your mask. Do not touch your face or eyes during the return journey.

xi. Sanitize your hands after getting down from vehicle.

xii. Before entering your home, wash/sanitize your hands.

c. IT related care to be followed

i. Once staff resumes work from office, respective desktops and laptops need to be scanned for malware detection, antivirus and OS patch updates.
ii. Do not click any Covid19 related URLs and attachments received over emails from unknown sources as they may contain harmful virus/malware/trojans.

iii. Sanitize the keyboards, mice and monitors through isopropyl liquid.

iv. Do not touch anyone else’s computer, keyboard, mouse, hand rest of seat, table or any other belongings.

v. Do not let anyone else use your computer or work station

vi. We need to physically disinfect laptops, laptop bags, etc, which were not in use during the Lockdown period

d. Rest Rooms in Office

i. While entering the restroom, open the door using your elbow/arm (Do not use palm)

ii. While using Urinals, use alternative urinals to maintain social distance

iii. While waiting for urinals, maintain social distance. Do not enter inside if it is crowded

iv. While using commodes, wash commodes with water before and after using it. Remove the water by using tissue papers

v. Toilets shall be flushed with the lid closed in order to minimize the release of droplets and droplet residues from plumes in the air

vi. After using urinals and toilets, wash your hands as per the guideline with soap and water for at least 20 seconds. Maintain social distance while waiting for the washing

vii. Hands free wash basin taps shall be provided as far as possible

viii. While coming out from the toilet, open the door using your leg and elbow and arm (Do not use palm). If not possible, use clean paper towels to open doorknobs

e. Lifts

i. Lifts shall be cleaned and sanitized frequently. Follow cleaning and disinfection as detailed

ii. Hand sanitizers shall be kept in lift lobbies always

iii. Limit the number of people (maximum of four) getting into the elevator at the same time to avoid crowding.

iv. Consider posting “Lift users protocol to avoid contamination” near the lift

v. Avoid overcrowding into the elevator at the same time. Wait for the next elevator. Maximize use of staircase.
vi. Follow instructions to stand in elevator by not leaning on the wall and not crowding. Use the stairs as much as possible but without touching handrail

vii. Don’t get too close to others. Stand apart to maintain safe distancing

viii. Avoid pressing the press buttons by hand.

f. Food Areas

i. Reduce seating capacity to 50 % of its size. This is basically to avoid 100 % occupation at a time.

ii. Ensure safe distancing at POS counters, food pickup counters as per the marking on the floor.

iii. Ensure food preparers and handlers are wearing all necessary PPEs without any compromise.

iv. Consider posting “Users protocol to avoid contamination” in the lunch hall

v. Ensure you arrive and exit as per the stipulated staggered time

vi. Maintain social distancing while in queue

vii. Sit in alternative seats while having food

viii. Keep separate water bottles/mug/glass

ix. Do not talk loudly near the food counters and dining table

x. Maintain person hygiene practices before, during and after having food
10. Guidelines for Faculty, Staff, Vendors and Visitors

a. ISB COVID-19 TEAM shall ensure below requirements are complied within the facility.
   i. Alcohol based sanitizer shall be made available in addition to water wash with soap and not as a replacement.
   ii. Entry shall be denied for anyone who shows flu like symptoms or has temperature above 100F. Thermal scanning shall be done during exit also.
   iii. Work-from-home shall be granted to those who have pre-existing respiratory illness or heart disease.
   iv. Work-from-home recommended for pregnant women.
   v. Number of staff shall be cut down to minimum as specified by the local government or by the management considering social distancing for every shift. The essential staff details to be finalized in coordination with respective HOD’s and HR
   vi. Permission for visitor entry shall be granted only by Authorized teams.
   vii. Everyone must sanitize their hands before entering the reception. Sanitizer bottle shall be provided across the campus.
   viii. Gathering of people in common areas, such as corridor, entry gate, reception, cafeteria shall be prohibited.
   ix. No group discussion shall be allowed for more than 5 people. In any gathering, distance of 6 feet is mandatory. Non-essential travel shall be prohibited.
11. Guidelines for Students

b. ISB COVID-19 TEAM shall ensure below requirements are complied within the facility.

i. Students need to furnish information like: Travel history, Health History, Family members details. eg; If spouse is working or not.

ii. As per present Guidelines – Persons above 65 years and below 10 years age and pregnant women are not permitted into the campus.

iii. All students and those accompanying them will be tested by Rapid testing kits. Entry will be permitted post clearing the test. Any abnormality will be referred to self quarantine (In or outside campus) as per Guidelines in place at the time of entry.

iv. SV3 in Hyderabad and BH2 in Mohali have been earmarked for Isolation rooms in case of emergencies

v. All student villages will be sanitized as per the ISB COVID-19 prevention plan. Support staff working at Student villages, Academic Centre areas will be briefed on personal hygiene and cleaning guidelines to be followed while cleaning and sanitizing the areas.

vi. Entry shall be denied for anyone who shows flu like symptoms or has temperature above 100F. Thermal scanning shall be done at every locations like: LT’s, Reception, Atrium, LRC, Food areas.

vii. Students to confine themselves within their studio/quad those who have pre-existing respiratory illness or heart disease and immediately communicate to COVID Cell in case of any abnormalities noticed.

viii. Visitor entry into campus shall be restricted. Approval for visitor entry shall be limited only for critical or essential needs and only on Approval by School Authorized teams.

ix. Everyone must sanitize their hands before entering the LT’s, LRC, Elevators,. Sanitizer bottle shall be provided across the campus.

x. Gathering of people in common areas, such as corridor, entry gate, reception, cafeteria shall be prohibited.

xi. No group discussion shall be allowed for more than 5 people. In any gathering, distance of 6 feet is mandatory. Non-essential travel shall be prohibited outside or inside campus.
xii. Social distancing to be strictly followed in all learning areas. Seating arrangement will be planned as per the guidelines.

xiii. Seating arrangement in Class rooms shall be staggered complying to all social distancing norms.

xiv. All Airconditioning system like – Ducts, AHU’s, Filters etc will be sanitised as per norms.

xv. As per the Airconditioning norms, there will be a break of AC all areas after every six hours and will be started after a gap of 1 hour.

xvi. Nobody will be allowed to sit in the same place or class room for more than six hours at a stretch.

xvii. Tea/coffee & food counters to strictly follow the social distancing norms.

xviii. Students to carry their own water bottles and cups.

xix. Maids will not be allowed into campus till normalcy is restored.

xx. Laundry to use approved chemicals and detergents with strict compliance to laundry guidelines.

xxi. Recreation Centre and other sport facilities will be closed till normalcy is restored.

xxii. No parties will be allowed on campus.

xxiii. Group studies and combined assignments with strict social distancing norms to be observed.

xxiv. All students are required to abide with the campus COVID-19 guidelines. Any deviation will attract disciplinary action.

xxv. Students to wear masks while they are away from their studios/Quads.

xxvi. Entering into other studio/quads to be strictly avoided.

xxvii. Online food, vegetables, groceries deliveries to be restricted till service gate.

xxviii. Ola, Uber will be allowed till main gate only.

xxix. No saloon and beauty parlour services will be provided till normalcy is restored.

xxx. ISB Operations team will work with Service partners to disinfect and clean all the areas on a daily basis as per the School schedule.
12. Forms and Formats

a. Checklist- For Employee for Self-Examination

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Instructions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Do you have flu like symptoms (Cold, Cough, Fever)?</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Does anyone in your home has flu like symptoms?</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>Do you carry a portable bottle of sanitizer with you?</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Are you in habit of touching your face and eyes?</td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>Do you have a protective mask?</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>Do you wash your hands often?</td>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
<td>Do you sanitize your hands before entering the campus and then again before entering your respective office?</td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td>Do you disinfect your work-station every two hours?</td>
<td>Yes</td>
</tr>
<tr>
<td>9</td>
<td>You do touch anyone else's work-station or belongings?</td>
<td>No</td>
</tr>
<tr>
<td>10</td>
<td>Do you know the helpline number of the facility in case you require any information regarding COVID 19?</td>
<td>No</td>
</tr>
</tbody>
</table>
b. Checklist - For Security Use

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Instructions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are you provided with protective gears (N-95 masks, Disposable hand gloves, face shield)?</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Do people entering the premises follow safe distancing?</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>Do people entering the premises sanitize their hands properly?</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Is there sufficient stock of sanitizer available?</td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>Is your temperature monitoring devices calibrated?</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>Do people follow the protocol to enter the facility?</td>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
<td>Are your touch points at security gate disinfected every two hours?</td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td>Is necessary information regarding COVID 19 displayed at the security gate to spread awareness among people?</td>
<td>Yes</td>
</tr>
<tr>
<td>9</td>
<td>Is security team ready to take any call from inside the campus in case of suspected case of COVID 19?</td>
<td>Yes</td>
</tr>
<tr>
<td>10</td>
<td>Is isolation room ready all the time, in case of any suspected case of COVID 19 detected?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
c. Form- Self-Declaration Form for Visitor

<table>
<thead>
<tr>
<th>Self- Declaration by Visitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration of visit _____ am/pm to _____ am/pm</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Guest of: __________________</td>
</tr>
</tbody>
</table>

I ___________________________ declare that

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I have no sign of flu (cough, cold, fever)</td>
</tr>
<tr>
<td>2</td>
<td>No one in my family has any sign of flu</td>
</tr>
<tr>
<td>3</td>
<td>My body temperature is below 100F</td>
</tr>
<tr>
<td>4</td>
<td>I practice good personal hygiene and my hands are clean</td>
</tr>
<tr>
<td>5</td>
<td>I understand and follow the protocol of social distancing</td>
</tr>
<tr>
<td>6</td>
<td>I will always be with my host</td>
</tr>
<tr>
<td>7</td>
<td>I know the emergency contact number of this facility</td>
</tr>
<tr>
<td>8</td>
<td>I will not touch anyone else's belongings</td>
</tr>
<tr>
<td>9</td>
<td>I will inform my host if anytime I develop flu like symptoms</td>
</tr>
<tr>
<td>10</td>
<td>I will sanitize the chair handle and workstation after use</td>
</tr>
<tr>
<td>11</td>
<td>Travel history in the past one month</td>
</tr>
<tr>
<td>12</td>
<td>Are you in any containment zone/cluster in the last one month</td>
</tr>
</tbody>
</table>

Signature:

Name of the visitor: