



St. Joseph's College (Autonomous)
Tiruchirappalli, Tamil Nadu, India
0431 - 4226436, 4226376

STANDARD OPERATING PROCEDURE (SOP) FOR STAFF FOR PREVENTIVE MEASURES AGAINST COVID-19

Ensuring the safety of the staff and students is the foremost priority of the college, and the college has extended its services in providing a safe and clean environment. However, the college will not be responsible for any unexpected situations that arise during the COVID 19 pandemic.

The staff are requested to follow the guidelines spelt out in the SOP in order to create a safe, secure and COVID-free environment on the campus.

DOs

- Wearing face cover or mask on the way to the college and inside the college premises is mandatory.
- Thermal Scanning facility is available at all the entrances of the college.
- Undergoing the process of thermal scanning is essential before the staff enters into the college.
- Sanitizer spray available in every department should be used without fail before entering and exiting the department.
- Kindly follow respiratory etiquettes.
- Maintaining physical distancing in the college premises is mandatory.
- Following queue management with reasonable social distancing is expected at all times and all places of the college.
- Maintain social distancing in the classrooms, laboratories and canteen, and in the hallways, corridors and pathways.
- Engaging in fitness activities such as exercise, yoga, and eating healthy food is the responsibility of the staff.
- Monitoring the physical and mental health of the students is encouraged.
- It is mandatory for a staff to undergo a medical check-up if his/her body temperature is found to be above 38 degree Celsius.
- Installing **AROGYASETU APP** and the **COVID-19 App** of the Tamil Nadu Government is essential.

DON'Ts

- Kindly avoid crowding at any venue of the college.
- Avoid coming to the college premises if you have symptoms of COVID-19; also inform the Management if any of your family members are infected with COVID 19.
- Avoid exchange of bags, containers, water bottles, hardcopies of study materials, or devices such as mobile phones, chargers, laptops, etc.
- Don't feel panicky or stressed about the Pandemic.
- Don't hesitate to seek guidance from the counsellor or the officials if you experience anxiety or depression.
- Don't discriminate students and staff with cold, cough, etc., or with a history of COVID 19.





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TASK GROUP FOR PREVENTION OF COVID-19

- » Rev. Dr M. Arockiasamy Xavier SJ, Principal & Chairman
- » Rev. Dr L. John Peter Arulanandam SJ, Vice-Principal
- » Dr V. Alex Ramani, Deputy Principal
- » Dr K. Alex, Vice-Principal
- » Mr S. Dominique, Vice-Principal
- » Rev. Dr S. Santiago SJ, Vice-Principal
- » Dr P. Lawrence Rozario Raj, Vice-Principal
- » Rev. Dr S. Paul Pragash SJ, Director, New Hostel
- » Rev. Dr K. Arockiam SJ, Director, SH Hostel
- » Rev. Fr M. Berchmans SJ, Director, SHEPHERD



All NCC ANOs

All NSS Programme Officers

Emergency Number: 0431-2415031, 2415032, 2415033

Helpline Number : 1070 /1075 / 1077

Email ID : ncov2019@gov.in college@mail.sjctni.edu

For any help, contact: Dr V. Alex Ramani, Deputy Principal (94435 30618)

Dr K. Alex, Vice-Principal (94425 14814)

