

Preparing for Post Pandemic Operations

Higher Education

May 2020



Building a better
working world



Introduction

The outbreak of COVID-19 has been declared a Public Health Emergency of International Concern (PHEIC) and the virus has now spread to many countries and territories including India.

Many medical researchers across world are striving to find cures and vaccines for this pandemic and most of countries have undergone national lockdown to prevent community transmission. While the outbreak may weaken over time, however sporadic outbursts in clusters cannot be avoided which makes it of utmost importance that communities take control measures to prevent any such situations.

Educational facilities are of essence to the functioning of any community. They provide a living to faculty and staff, and help imbibe the leaders of tomorrow with the learnings, compassion and resilience they require moving forward.

Apart from maintaining safe and healthy operations, reopening educational institutions after lockdown would require many other considerations.

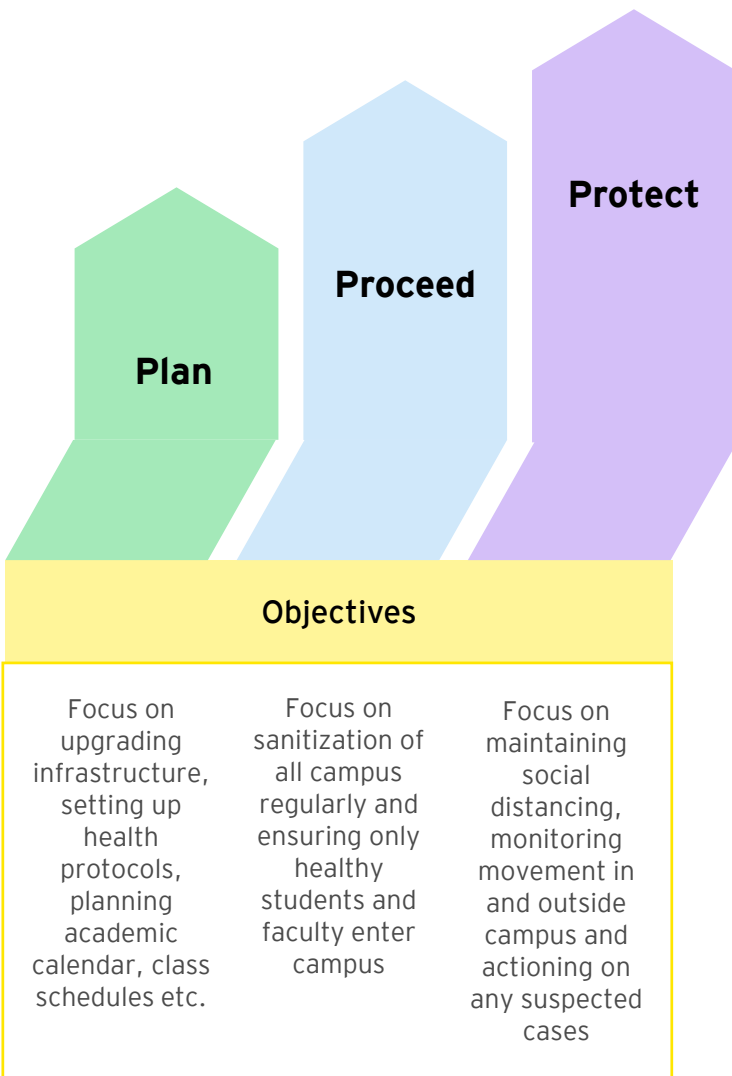
Higher Education Institutions (HEIs) bring together students and faculty from diverse geographies at one place. It is essential that while reopening post lockdown is lifted, all HEIs prevent entry and spread of COVID-19 across campus community by implementing government advised guidelines, maintaining hygiene protocols and following social distancing norms.

At the same time, education settings should continue to be welcoming, respectful, inclusive, and supportive environments to all and thus, focus should also be given to minimizing stigmatization of students and staff who may have been exposed to the virus and prioritizing mental health awareness and care at this time.



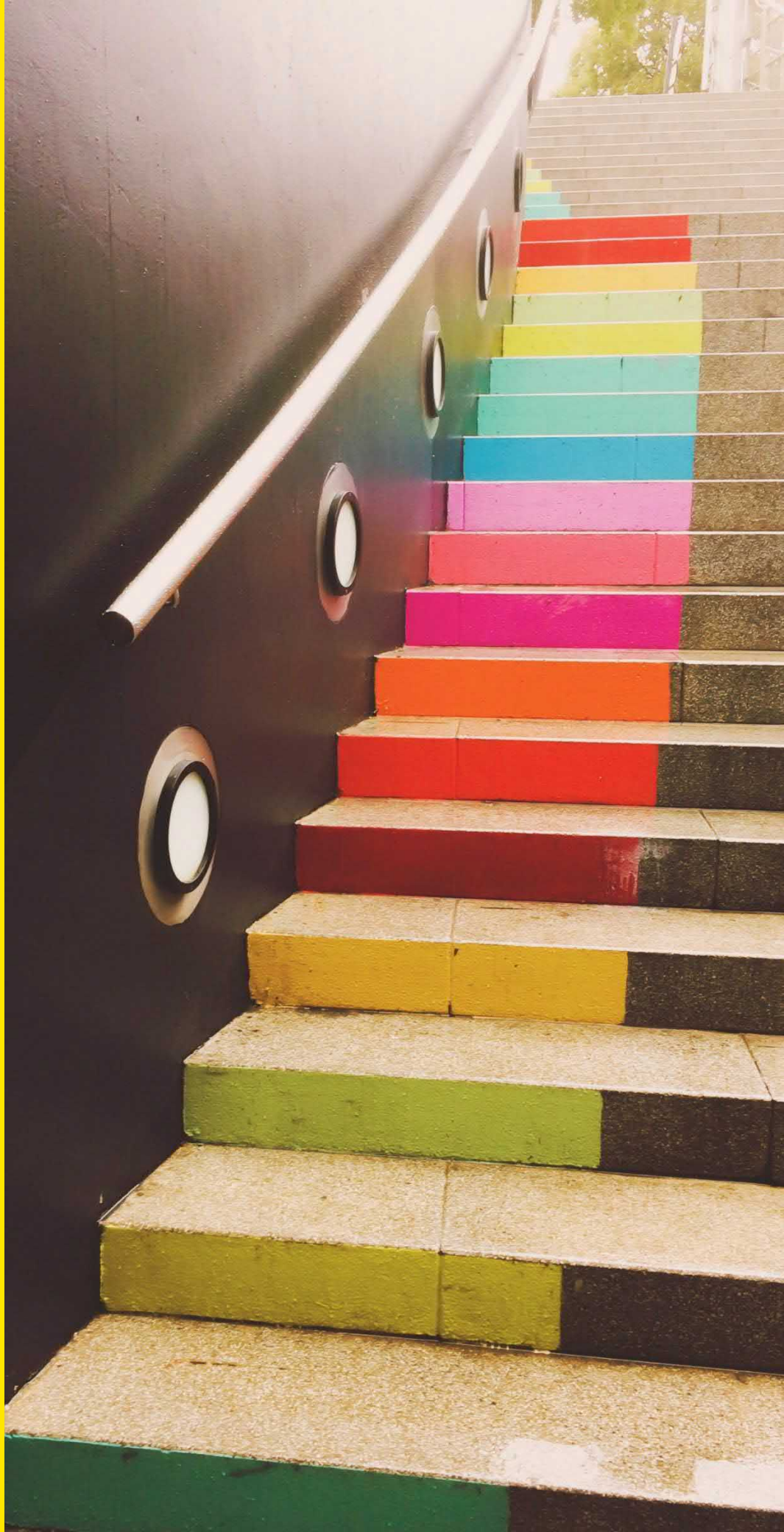
The purpose of this document is to provide clear and actionable guidance for safe operations through the prevention, early detection and control of COVID-19 in HEIs.

The guidance can help HEIs with the following three phases of reopening their campuses -





Planning for Academic Session



Institutions would need to focus on setting up health and sanitization protocols

During the COVID-19 breakout, HEIs across the globe have shut their doors and shifted to online and remote learning. However, when the quarantine period ends and lockdowns are lifted, students, faculty and staff will be expected to return to the educational facilities and carry on as “normal”.

Unless a vaccine is developed for the virus or people become immune to the disease, “normal” operations will have to carry on with numerous health and safety precautions. Thus, it is essential for educational facilities to plan, create contingency strategies and reevaluate and revise current policies and protocols before students and staff are allowed back onto campus.

Note: The guiding principles mentioned below are to be in accordance with any regulations or actions supplied by the Government



Health and Sanitization

HEIs would need to work with their administrative team to draft a plan for regular sanitization of their campus facilities as well as standard protocols to be followed while doing so to. The plan would cover details of frequency at which sanitization activities need to be carried out, scheduling details such that business as usual is not impacted. Many university hostels have been used as quarantine centres which would need deep sanitization, as per the guidelines issued by the various state health departments

Procurement teams would need to plan to procure supplies such as non-contact thermometers, disinfectants, sanitizers, masks, soap, cleaning materials etc. in bulk to ensure sanitation of the educational facility in line with government requirements

Housekeeping teams would need to plan for setting up additional handwashing stations with soap and water, and if possible, place alcohol-based hand rub (hand sanitizers, preferably with touch-free mechanism) in each classroom, at entrances and exits, and near lunchrooms and toilet.



HEIs would need to plan for admissions and phased out start to academic year



Admissions Planning

To ensure that academic session starts soon after restrictions are eased, it is suggested that all admissions be conducted online to the extent possible.

HEIs could consider scores for nationally held tests or organize online exams leveraging online proctoring services. In many disciplines, where national tests are not held, alternate evaluation processes like interview applications, statement of purposes could also be used along with personal interviews through online video conferencing tools.

Online counselling for seat allocation could be planned where students can deposit fees on an online platform and aided by personalized counsellors to help match their aspirations and accommodate any shift in choices quickly to close the admission.

Also, as suggested by UGC, in some cases, provisional admissions may be made and relevant documents of qualifying examination may be accepted up to September 2020.



Academic Planning

While the new academic session may start after restrictions are eased, HEIs could offer students a choice to continue to study remotely with attendance, instead of joining back on campus. This would ease student/parent anxieties and also ensure less crowding at campus.

For new academic session, it is essential that academic plan should accommodate impact of social distancing on regular operations like classroom teaching, timetabling, examinations etc. HEIs would need to plan for staggered launch of academic session with prioritizing certain programs and cohorts. Programs where teaching and learning could be largely done through digital mediums and which don't require enough lab time could continue to be in online mode.

At the same time, senior batches where students have external dependencies like internship or placements could be prioritized. Similarly, induction for new admissions could be organized in their respective cities/clusters where they could be provided guidance on online courses and academic rules. They would join later at the campus, but at present would feel connected.

Also, programs operating in different formats like trimester, semester, yearly could be prioritized depending on slack available in each of their academic calendars. Program structures would need to be evaluated to allow least disruption in case of a reclosure such that courses that can be taught in purely online mode could be prioritized to be taught in odd semester with other practical and high engagement courses being moved to even semesters.

With smaller classes, alternate teaching methods would need to be evaluated to reduce faculty loads

Apart from theory classes, institutions may take necessary steps to ensure that the students are given exposure to laboratory assignments/practical experiments through virtual laboratories, or through recorded visuals of laboratory work and other digital resources available.

Institutions could explore possibility of a 6-day week pattern subject to adequate time being allocated for sanitization of campus.

Careful timetabling and resource management would need to be done to accommodate smaller class sizes both for theoretical and laboratory work. Separate classes for hostel students and day scholars could be created wherever possible. Lunch and snack break schedules to be staggered to avoid overcrowding in canteens, cafes and messes (both on campus and in the hostels).

Key Areas For Load Planning			
Lecture Halls	Laboratories	Hostels	Cafeteria
Classrooms	Sports	Mess Halls	Staff Rooms



Teaching, Learning and Examinations

With smaller class sizes, faculty load would considerably increase across both teaching and assessments unless innovative methods of teaching are adopted. Institutions could target completing 25% of the syllabus through online teaching. Institutions could use this time to prepare online content, develop virtual classroom and video conferencing facilities, and train their faculty and staff.

Individual schools and departments across institutions would need to plan for alternate pedagogies replacing in-person teaching methods. Alternate course work would need to be created to include non-contact teaching and encourage individual study and work.

Attendance and leave policies would need to be revised to strike a balance between academic discipline and prevention of outbreak of campus. New policies could define cases where flexibility could be provided to students and staff to stay home when sick or when caring for sick family members. Any awards or incentives for perfect attendance could be discontinued for current academic year. Also, the period of lockdown may be treated as 'deemed to be attended' by all.

Guidance to student could be provided through tutorials which could be organized post classes or completion of online self study content. Institutions could reach out to their alumni and final year students to check their interest on mentoring students. These initiatives could be further strengthened through a dedicated portal on university website to impart timely guidance and counselling to the students.

Institutions may need to rely more on continuous assessments and reduce duration for final exams

Assessment frameworks would need to change, giving more weight to weekly assignments and less weight to final exams. With classrooms being able to seat less than 30% of students to accommodate social distancing, examinations would need to be spread over a longer period factoring in limitations on infrastructure and availability of invigilators. Thus, academic leadership may reduce time assigned to each examination, so that the process may be completed in multiple shifts.

HEIs would also need to evaluate alternate methods of assessment which can be seamlessly moved online. Assignments where group work is needed would need to be discouraged. More focus could be given on open-book, open-source exams that mirror and prepare students for the “real world”, where they will have books, internet resources and colleagues for help.


For UG/PG students pursuing Projects/Dissertations, institutions could assign secondary research based or software-driven projects, which could be done remotely.

For academic year 2019-20, in locations where lock down cannot be eased and end term examinations are not possible, final results could be prepared factoring in 50% of internal assessments and 50% of marks awarded in previous semesters. In cases, where previous semester marks are also not available, internal assessments could form only basis for evaluation.

However, in all such cases, student may be given the option of clearing respective subjects whenever the examination is held next in which he/ she has either failed owing to present system of evaluation or intends to improve his/her grades.

Similarly, as suggested by UGC, all doctorate students especially those whose maximum period for submission of thesis/dissertation has expired in academic year 2019-20 may be given extension of six months to submit their thesis/dissertation.





COVID 19 response team would need to be setup to manage communication and handle emergencies



COVID 19 Response Team

All institutions could setup COVID-19 Response Teams with volunteers from faculty and staff members. These teams would be responsible for the following:

- Ensure that safety rules are followed across the institute and supplies such as masks, soaps, sanitizers, non-contact thermometers are maintained.
- Train faculty and staff on the symptoms of COVID-19, procedures for safely conducting temperature checks, isolating students if required and other contingency requirements.
- Maintain contact with local authorities in case of potential case,.



Communication and Support

Institutions would need to communicate with students and their parents to inform them on academic planning being undertaken to ensure social distancing and make campus safe for learning. Students and their parents could be provided with a timeline to revert with their feedback on proposed academic plans.

Students whose parents may not be comfortable sending them back to campus could be given an option to study remotely for few months and return back to campus later.



With limited movement allowed outside, institutions would need to augment infrastructure in campus



Infrastructure Augmentation

Investment and planning would be required to provide essential services on campus. Administrative teams could forge partnerships with local providers to setup these services on campus at subsidized rentals.

HEIs may need to disable contact-based technologies like use of biometric access and attendance systems. Access cards would need to be updated on near field technologies where there is limited contact between multiple access cards and access control receivers.

Additional residential infrastructure would need to be planned or number of students staying on campus would need to be restricted based on capacity. Hostel rooms to accommodate maximum of 2-3 persons, in accordance with social distancing norms.

Designated isolation areas to be identified with closable doors where students or faculty can be quarantined in case of any outbreak. These designated areas may also serve as isolation rooms until potentially sick people can be removed from the campus. These isolation areas would need to be stocked with necessary supplies such as beds, medicines, non-contact thermometers, masks, gloves etc.



Campus Entry and Exit Policies

While restrictions may be eased across various cities in India, it would be essential to maintain certain restrictions on campus on movement of students and faculty outside of campus.

Entry and exit points on campus could be limited. However, while doing so it is essential that there is balance between preventive measures and inconvenience to students and faculty.

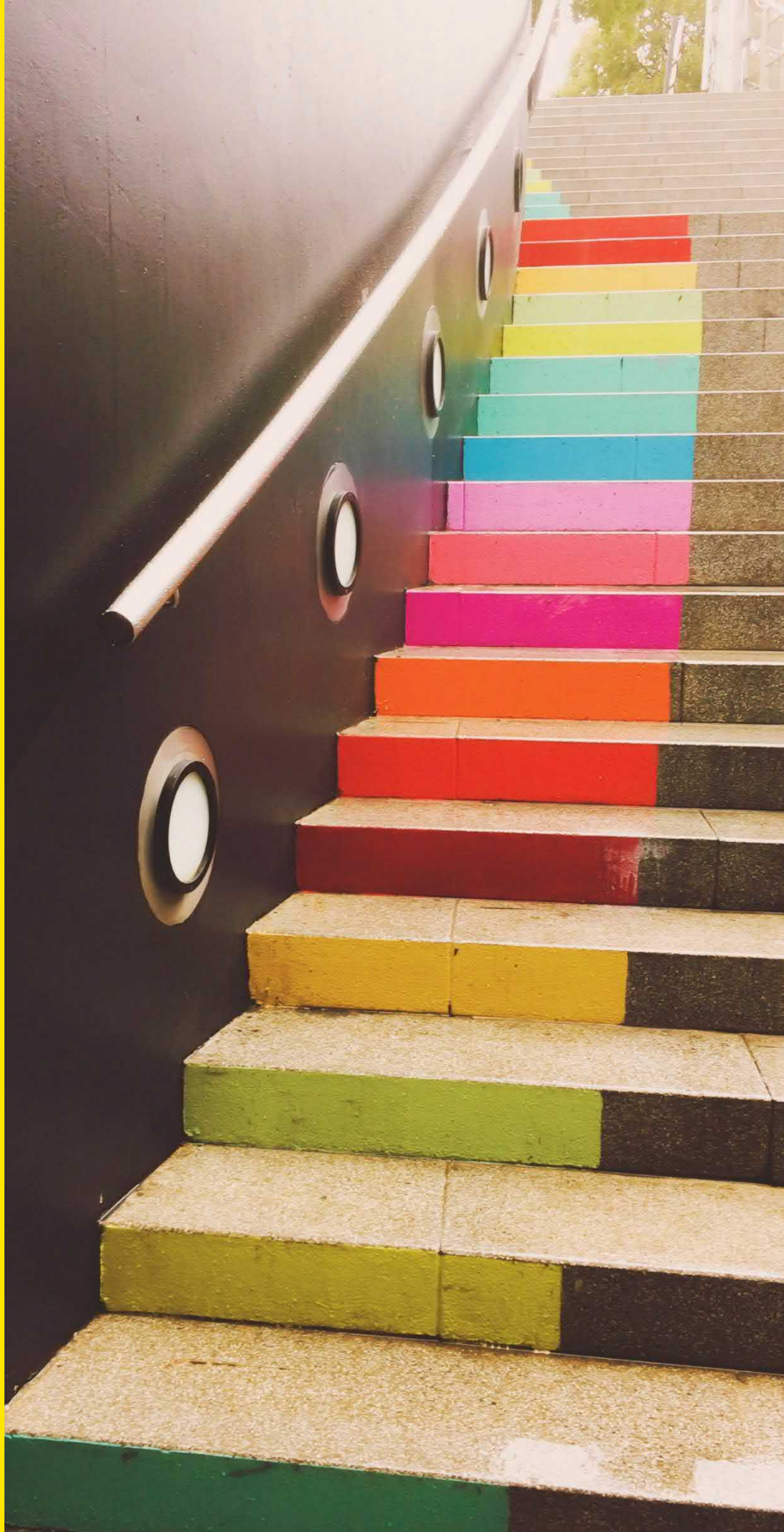
Specific restrictions could be planned for students and faculty residing on campus. Any movement for non-essential services could be disallowed except during designated breaks only (spring, summer, winter etc.) Options could be created on campus for all essential services such as community buying. Movement out of campus could be allowed only for services not available on campus or emergencies.

HEIs could opt for day scholars to continue online learning till the COVID-19 pandemic is contained/eradicated with exception for programs where practical/lab work is necessary. In cases, where day scholars are allowed on campus, robust testing protocols would need to be planned.

Faculty and staff to be encouraged to stay on campus, or housed within walking distance of the campus to help make campus a controlled environment.



Proceeding with Academic Session





Institutions would need to inform students, faculty and staff on documentation needed

Fresh academic sessions begin in July-August, but the Covid-19 lockdown, which has led HEIs around the country to shut down, has stoked fears of a delay this year. However, with the strong reinforcements put in place by the Government and the rapid testing protocols, HEIs may soon start to operate from campuses again, with certain safety precautions in place.

The following principle guidelines can help educational facilities prepare for their launch by ensuring that safety precautions are being followed, and the spread of the virus is being limited.

The guiding principles mentioned below are to be in accordance with any regulations or actions supplied by the Government.



Communication and Support

Institutions would need to communicate with students, parents, faculty and staff through emails, webinars regarding the steps being taken to make campus safe, safety precautions to be taken while on campus etc. Safety and hygiene protocols that are required to be maintained on campus would also be emailed to everyone beforehand.

All students, parents, faculty and staff would be informed on timelines for campus openings and their respective time slots for staggered campus entry, drop off spots and sanitization schedules. All residential students would be provided with information on restrictions on campus and they would be required to get it undersigned from their parents or legal guardians.

All students, faculty and staff would be required to submit an undertaking that they were not in close contact with any of the family members having probable COVID-19 symptoms. They would be required to share their travel history before institutions can decide on whether they can be permitted to return to campus. Return of anyone coming from existing hot spots or erstwhile orange and red zones could be delayed by few days.



Testing Protocols

All students, faculty and staff would be required to procure COVID 19 test certificate on day of their return to campus. Institutions could also arrange testing for students, faculty and staff in case they are unable to get themselves tested before returning to campus. Institutions could also procure up-to-date testing mechanism, as approved by the Government, to conduct COVID-19 testing on campus if needed.

Administrative staff could collect medical history of all students, faculty and staff to identify high risk people and those with existing morbidities.

Students and faculty would arrive at campus basis their staggered schedule



Campus Opening and Entry

All campus infrastructure would be disinfected daily starting 1 week before campus opening and resuming of classes. Institutions would need to arrange for mandatory thermal scanning of everyone entering and exiting the campus (those with a temperate and not feeling well to be isolated and pick-up to be organized with family members)

Faculty and staff who would be residing on campus would be given a reporting schedule 4-5 days ahead of campus opening whereby they could available for managing student entries. Any luggage packets and carry on bags would be disinfected by spray.

All students who would be residing on campus would be provided with reporting schedule 2-3 days ahead of campus opening. Drop off would be allowed only during assigned hours to prevent overcrowding at gates. They would be required to submit their belongings to be disinfected by spray before settling in their hostels

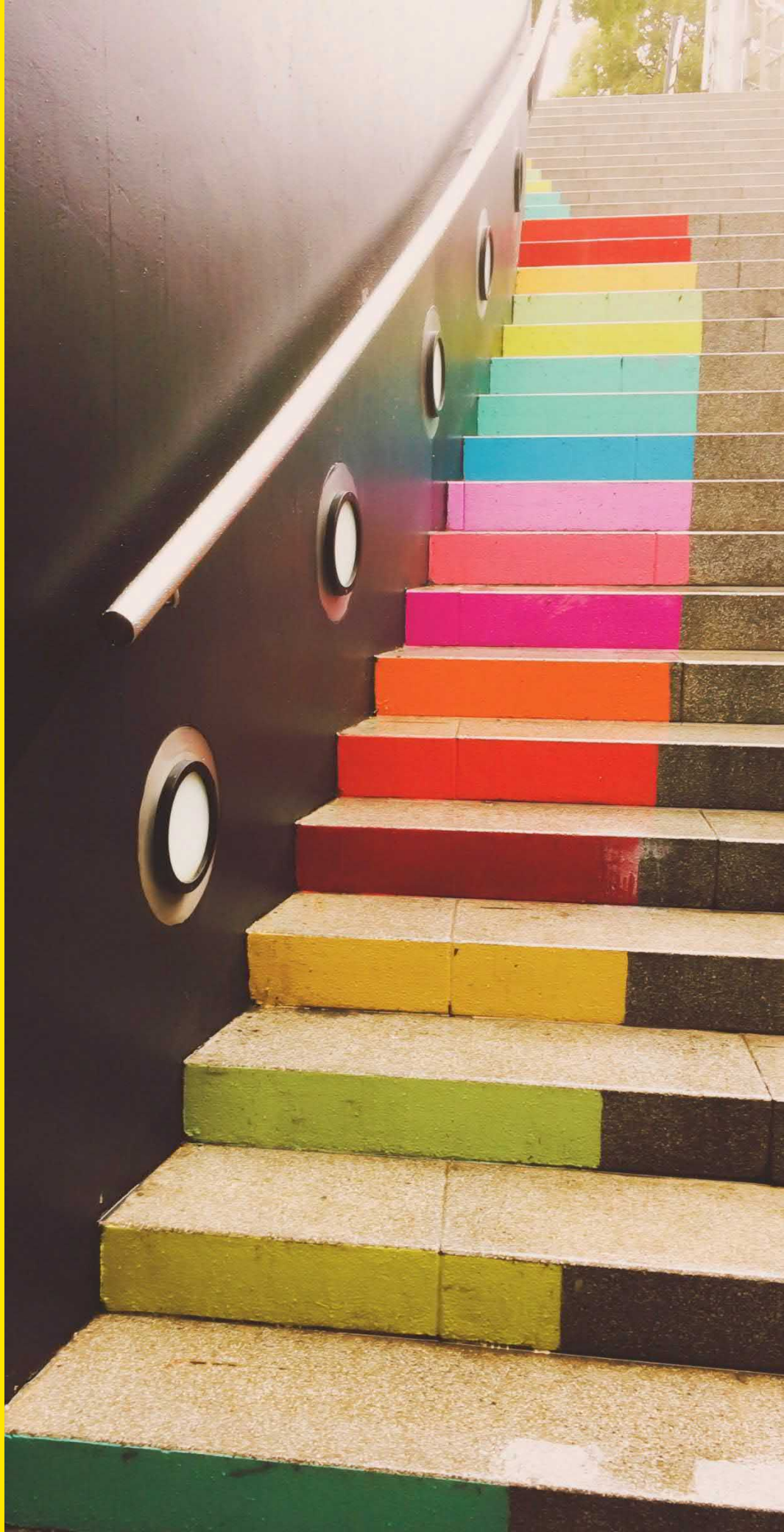
All class schedules would be prepared with staggered breaks and lunch schedules to ensure there is reduced crowding in classes, campus and transport. Common room, sports field and library timings would also be staggered and schedules to be uploaded online in similar fashion. All schedules would be posted online and in key areas of campus.

Cohorts would be created to ensure limited mix up of students wherever possible. For example, all students belonging to same class cohort or lab group could be setup on same floor of hostel. Similarly if day scholars are permitted on campus, they would be setup in a different cohort if possible and their access to hostel premises would be limited.





Protecting During Academic Session





Regular awareness campaigns would need to be organized on health and safety practices

In response to the COVID 19 pandemic, countries across the globe had implemented national closures to prevent and curb the spread of the disease. The reopening of HEIs after such a lockdown can be tumultuous, frightening and exciting for both staff and students who would now have the chance to connect after a globally induced crisis.

Experience to date has demonstrated the role of HEIs in amplifying transmission of the diseases, both within institutes and into the wider community. Thus, it is essential to follow health and safety guidelines strictly and ensure that risks are minimized so that educational facilities can continue imparting learnings and students can learn in “the new normal” setting.

The following principle guidelines can help educational facilities function on a day-to-day basis by maintaining health and safety precautions and ensuring that students are still receiving the “campus experience” while being safe and hygienic.



Communication, Training and Workshops

COVID-19 Response Team would be organizing webinars for all faculty, staff and students to ensure that everyone on campus is aware of COVID-19 risk factors, protective behaviours, various safety precautions to be undertaken, personal hygiene and safety practices and protocols set up by institutions,.

Response Team would regularly provide communications and updates covering on-goings initiatives and precautions being taken by the HEI to parents and students taking classes from home.

Awareness programs would be planned to remind employees on approach and the correct procedure to perform hygiene practices using emailers, social media messages and SMS. Posters, pocket leaflets, stickers with creative slogans and logos would be posted at key areas in institutions reminding everyone to protect themselves from COVID-19.

Everyone should be encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. In-person counselling support & hotline to be available for students and staff.

Response team would prepare a list of hospitals/clinics in the nearby areas, which are authorised to treat COVID-19 patients and the list would always be available online and in key areas on the campus.

Regular sanitization drives, thermal screening, usage of masks would now become the new normal



Health and Sanitization

The following areas/objects would need to be disinfected regularly with user friendly disinfectant - entrance gate of the HEIs, cafeteria and canteens, meeting rooms, conference halls, classrooms, laboratories, hostel rooms and adjoining areas, equipment and lifts, washroom, toilets, sinks, water coolers, walls, railings, boards, markers, computers, buses and other transport mediums.

Special consideration would be given for sanitization and cleaning of high touch points such as open displays, door handles, lab equipment, canteen/mess utensils etc.

All vehicles, equipment, furniture entering the campus would be disinfected by spray mandatorily.

All floors in academic block and student residences would need to have adequate handwashing stations with soap and water preferable with touch free mechanism, and if possible, equipped with alcohol-based hand rub (hand sanitizers, preferably with touch-free mechanism) in each classroom, at entrances and exits, and near lunchrooms and toilets.

All security guards, cleaning staff and other help would be provided with masks, gloves and other sanitation equipment. All students, faculty and staff would be provided with face masks and they would always need to wear them on campus.

Everyone would need to engage in "contact free" greetings while maintaining safe social distance of 6 feet.



All students, faculty and staff would need to adhere to social distancing norms and undergo testing



Maintaining Social Distancing

All classes could have maximum of 10-15 students with 1-2 faculty with seating of at least 6 feet away from others. Similarly, students working in laboratories to be divided into groups of 10-15 and schedules to be staggered to abide by social distancing norms.

Teaching methodologies would need to limit close contact and sharing of resources (markers, papers etc.) and all faculty should attempt to use online tools where possible (online classes, video tutorials, online assignments).

All faculty, staff and students would be discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

Apart from limitations on number of students being seated in one room to abide by social distancing norms during an examination, all such examinations would be checked through digital machines to limit contact with submitted papers. Papers could be scanned by specialized staff using PPE while doing so.

Security guards would need to be trained to avoid crowding of elevator by limiting number of persons at one time, duly following distancing norms and standing at earmarked spots for standing inside the elevator. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts.

Snack and lunch breaks to be staggered to prevent overcrowding in cafes and messes; schedule to be released as per classes. Similarly, hostels would put out schedules online and in accessible areas for staggered breakfast and dinner timings according to floors/room numbers to prevent overcrowding in the mess.

Distancing norms would also be implemented in canteens and mess to avoid cluster of students, faculty or staff by earmarking spots for sitting or standing. All canteens and mess would have one sided sitting arrangement, duly following the social distancing norms.

Assemblies, sports games, social gatherings to be postponed or cancelled until the COVID-19 pandemic is contained. All essential staff meetings would also need to maintain social distancing norms with not more than 10 people sitting 6 feet apart.

COVID Response team would need to conduct surprise checks to ensure the social distancing norms are being implemented across campus.

Special transport facilities would need to be arranged for faculty, staff and students



Transport for faculty, staff and students

While most of faculty and staff would be encouraged to stay on campus, it might not be possible owing to infrastructure limitations. Day scholars may also need to attend classes on campus in many cases which makes it necessary to organize sanitized transport facilities for all of them.

Special transportation facility could be arranged without any dependency on the public transport system. These vehicles would be allowed to work only with 30-40% passenger capacity and social distancing norms would be ensured while boarding the vehicle. Disinfected buses and cars would be kept on campus for emergency transport of students.

All vehicles and machinery entering the premise should be disinfected by spray mandatorily. Also, institutions would need to work with their transport partners to ensure sanitization of commuting vehicles on regular basis.

All drivers would also need to undergo thermal screening (temperature check) while entering the loading-unloading zone. The zone would also provide them access to places where they can wash their hands with soap and water separate from faculty, staff and students.



Movement outside of campus would be restricted to only essential services and emergencies



Entry and Exit in Institutions

All students, faculty and staff who are residing on campus would be allowed to leave campus only for essential services not available on campus or in case of emergencies.

All students would be required to obtain permissions from hostel warden or department heads before exiting the campus in any such situations.

All faculty and staff would be required to obtain permissions from registrar or vice chancellor in any such situations.

It is suggested that limited entry and exit points could be maintained. In cases where there are multiple entry and exit points, all need to be manned by security guards for thermal screening. Anyone entering and exiting the institution would need to undergo mandatory thermal scanning. If found with fever, they would be denied entry to the campus.

All non-essential visitors would not be allowed onto campus premises unless approved by management including Vice Chancellor, Principals, School Deans, Department Heads and Registrar.

To control any non-essential visitors on campus, it is suggested that all guest lectures, mentorship, placement and internship interviews are encouraged to be held online.



Testing Protocols

Institutions could adopt pool-based testing where pools could be created amongst students attending same classes, living on same floor in student residences and doing lab work. Size of student pool as well as frequency of testing could vary depending on location of institutions, status of nearby districts, availability of testing infrastructure etc.

All such testing protocols to be updated as per government regulations and in-line with new technologies.

COVID-19 Response Team would need to monitor the health of students, faculty and staff and isolate persons with any COVID-19 symptoms. For any symptomatic cases, it is suggested that regular testing for COVID-19 is conducted in samples as per Government guidelines.

All HEIs would need to strengthen their on campus medical centre in line with government guidelines and and create multiple quarantine facilities which could be used in any exigencies.

Response team would work to insolate any suspected cases in earmarked isolation zones



Emergencies and Identification of Potential COVID-19 case

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting the rest of the faculty, staff and students on campus. If student, faculty or staff has fever or other symptoms of COVID-19, they need to be moved to a location away from others in earmarked isolation zone. Response teams need to ensure that people suspected of having COVID-19 need to be isolated separately from those with confirmed cases of the virus to prevent further transmission.

Response Team would need to contact local authorities and inform them of the potential case immediately. Families of isolated people would need to be contacted who may visit them in isolation zone until they are transferred to medical hospital by local authorities. Any other entry to the isolation areas would be restricted.

Response team would need to connect with all isolated persons to understand their tracking history (travel history - domestic or abroad or had been in-contact with a person who has been diagnosed with COVID-19).

If one faculty or student is confirmed with COVID-19, all the courses they teach, or attend will be cancelled. However, if two or more teachers or students are confirmed as having contracted the disease, classes would need to be suspended till further guidance from local authorities.







Concluding Remarks

Despite precautions, cases of COVID-19 may arise in an institute, or the Government may further lock down the country again due to rise in national cases. In such a case, is it essential for HEIs to have Business Continuity Plans in place that will help them operate and impart learnings virtually, once again.

Institutions would need to work on updating and strengthening technology infrastructure that can help them continue teaching remotely. Faculty would need to take up instructional design activities and work towards organizing their lessons to online modules to plan for any future closures.

Faculty are to be trained across areas such as remote teaching, converting offline classes to online video lectures. All faculty, staff and students would need to continue adopting new technologies to reduce queries in case of any future closures.

Communication guidelines to be created to effectively maintain communications between the HEI and all stakeholders.

References

Various regulatory authorities from Centre and States have come up with guidelines on opening up of operations across different sectors post easing out of lockdown. We have aligned our documents with most of them. Below is a list of documents referred to.

- ❖ Guidelines on measures to be taken by Ministries/ Departments of Government of India, State/UT Governments and State/UT authorities for containment of COVID-19
- ❖ Operational Guidelines on preparing workplaces for prevention of COVID-19 in Andhra Pradesh
- ❖ UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown



Annexure 1 - Checklist for HEIs

Place a ✓ in case task has been done

Planning for academic session	Done
Health and Sanitization	
Has plan for regular and deep sanitization been prepared?	
Have essential medical supplies been procured in bulk?	
Have additional handwashing stations been planned around campus?	
Academic Planning	
Has academic plan prepared for staggered launch and remote online learning?	
Has plan for remote induction of new students been prepared?	
Has load planning been done for faculty, classrooms, hostels, meal areas?	
Teaching, Learning and Assessments	
Have teaching pedagogies been updated to reduce faculty load?	
Have alternate assessment methods been planned?	
Have attendance and sickness leave policies been updated?	
Communication and Training	
Has COVID 19 response team been constituted?	
Have parents been provided information on academic plans and options for their wards?	
Have they been informed on various measures being taken to make campus safe?	
Infrastructure Augmentation	
Has plan for providing essential services on campus prepared?	
Have all contact based technologies removed or replaced?	
Has additional residential infrastructure been planned to ensure social distancing?	
Have designated isolation areas ben identified and stocked with medical supplies?	
Campus Entry and Exit Protocols	
Have campus entry and exit protocols defined?	
Have permissions to move out of campus digitally enabled?	
Have campus entry and exit points limited to control movement?	



Place a ✓ in case task has been done

Proceeding for academic session	Done
Communication and Training	
Have students, parents, faculty and staff informed on safety and hygiene protocols?	
Have webinars been planned for everyone before they arrive on campus?	
Have all students and parents informed on their drop off dates and timings?	
Has registration for students coming out of containment zones phased out?	
Testing Protocols	
Have all students, faculty submitted undertaking that they were not in close contact with anyone having probable COVID-19 symptoms?	
Has medical history of all students, faculty and staff collected?	
Has initial testing been organized for everyone coming to the campus?	
Campus Opening	
Has all sanitization and disinfection of campus areas completed?	
Have arrangements for thermal scanning at all campus entries made?	
Have all luggage , belongings of faculty, staff and students disinfected?	
Have all students submitted undertaking to abide by campus restrictions?	
Have guards been trained to ensure there is no crowding at entry gates during drop off?	

Protecting during academic session	Done
Communication and Training	
Are awareness campaign organized through webinars, emails, posters, signages on health and safety practices?	
Has list of hospitals/clinics in the nearby areas, which are authorised to treat COVID-19 patients shared with everyone?	
Health and Sanitization	
Are all campus areas being sanitized as per defined plan?	
Have all students, faculty and staff been given adequate supply of masks?	



Place a ✓ in case task has been done

Protecting during academic session	Done
Health and Sanitization	
Have all security and housekeeping personnel given masks, gloves and PPE?	
Are all vehicles, furniture, equipment, supplies entering campus being disinfected?	
Maintaining Social Distancing	
Is all seating in classrooms, labs, canteens, mess organized for social distancing?	
Are cohorts created to ensure limited mix up of students being followed?	
Are timetables being followed to ensure no over crowding on campus?	
Are all test papers scanned and digital copies shared with teachers?	
Are all assemblies, sports games, social gatherings postponed or cancelled?	
Is COVID response team are doing surprise checks to ensure social distancing?	
Transport for faculty, staff and students	
Is transport with only 40% capacity occupied arranged for employees and students?	
Is disinfected transport kept on campus for emergency transport of students?	
Do drivers have separate hand wash and sanitization area after unloading?	
Managing Entry and Exit on Campus	
Has digital or manual approval system setup for approval on campus entry and exits?	
Are all passes being checked before allowing exit and entry in campus?	
Is thermal scanning being carried out at all entries?	
Are non essential visitors limited to enter the campus?	
Emergency Measures and Identifying Potential Cases	
Is regular pool bases testing carried out especially for any symptomatic cases?	
Is medical centre strengthened in line with government guidelines?	
Are cases with COVID symptoms or those testing positive moved to isolation zones?	
Are local authorities and their families contacted ASAP after isolation?	
Is movement of all such cases is being analysed to identify potential impact?	

About EY's Education Sector practice

Education is a focus sector for EY. We provide strong capabilities as advisors in this sector through a dedicated team of sector professionals. Our team combines deep insights with strong practical operational experience to provide implementable solutions that lead to tangible and sustained value creation.

EY's education practice has successfully completed numerous assignments over the last several years, covering all aspects of the education sector in India. The firm's clients include government bodies, reputed Indian and international educational institutions, industry bodies, private equity funds as well as corporate houses interested in the education space.

Our services

We provide end-to-end solutions to suit the requirements of clients from all segments of the industry. The following is a snapshot of our services:

Pre-entry	Establishment	Growth	Stability
<ul style="list-style-type: none"> ▶ Market landscaping ▶ Entry strategy formulation ▶ Feasibility study ▶ Location assessment ▶ Regulatory insight ▶ Structuring for fund raising ▶ Forms of presence ▶ Tax exemptions ▶ Commercial diligence ▶ JV/strategic partner search 	<ul style="list-style-type: none"> ▶ Business planning ▶ Franchisee strategy ▶ Marketing strategy ▶ Project management ▶ Industry-focused program development ▶ Approval assistance ▶ Inbound investment structuring ▶ Assistance in entity structuring ▶ Valuation and business modeling 	<ul style="list-style-type: none"> ▶ Growth strategy ▶ Organization structuring ▶ Internal audit ▶ International expansion strategy ▶ Standard operating procedures ▶ Expatriate taxation ▶ Fund raising and M&A advisory ▶ Transaction support ▶ Corporate Finance Strategy 	<ul style="list-style-type: none"> ▶ Business process improvement ▶ Performance management ▶ CSR ▶ Compliance reviews ▶ Strategic cost management



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+ 91 80 6727 5000
Fax:+ 91 80 2210 6000

Tower C, 3rd Floor, RMZ Infinity,
Municipal No. 3,
Old Madras Road,
Survey No: 1477/2 & 10,
Benniganahalli, K.R. Puram,
Bengaluru - 560016
Tel: +91 80 6727 5000
Fax: +91 80 2222 9914

Chandigarh

1st Floor, SCO: 166-167 Sector
9-C, Madhya Marg
Chandigarh - 160009
Tel: +91 172 331 7800
Fax: +91 172 331 7888

Chennai

Tidel Park, 6th & 7th Floor
A Block (601,701-702) No.4,
Rajiv Gandhi Salai Taramani,
Chennai - 600 113
Tel: + 91 44 6654 8100 Fax: +
91 44 2254 0120

Delhi NCR

Golf View Corporate Tower B
Sector 42, Sector Road
Gurgaon - 122002
Tel: + 91 124 464 4000
Fax: + 91 124 464 4050

3rd & 6th Floor, Worldmark-1
IGI Airport Hospitality District
Aerocity, New Delhi - 110037
Tel: + 91 11 6671 8000
Fax + 91 11 6671 9999

4th & 5th Floor, Plot No 2B
Tower 2, Sector 126
NOIDA - 201304
Gautam Budh Nagar, U.P.
Tel: + 91 120 671 7000
Fax: + 91 120 671 7171

Hyderabad

Oval Office, 18,
iLabs Centre Hitech City,
Madhapur,
Hyderabad - 500 081
Tel: + 91 40 6736 2000
Fax: + 91 40 6736 2200

Jamshedpur

1st Floor, Shantiniketan Building
Holding No. 1, SB Shop Area
Bistupur,
Jamshedpur - 831 001
Tel: +91 657 663 1000
BSNL: +91 657 223 0441

Kochi

9th Floor, ABAD Nucleus
NH-49, Maradu PO
Kochi - 682 304
Tel: + 91 484 304 4000
Fax: + 91 484 270 5393

Kolkata

22 Camac Street
3rd Floor, Block 'C'
Kolkata - 700 016
Tel: + 91 33 6615 3400
Fax: + 91 33 2281 7750

Mumbai

14th Floor, The Ruby
29 Senapati Bapat Marg Dadar
(W),
Mumbai - 400 028
Tel: + 91 22 6192 0000
Fax: + 91 22 6192 1000

5th Floor, Block B-2

Nirlon Knowledge Park
Off. Western Express Highway,
Goregaon (E)
Mumbai - 400 063
Tel: + 91 22 6192 0000
Fax: + 91 22 6192 3000

Pune

C-401, 4th floor
Panchshil Tech Park Yerwada
(Near Don Bosco School) Pune -
411 006
Tel: + 91 20 6603 6000
Fax: + 91 20 6601 5900



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