

Standard Operating Procedures (SOP) for MBBS students of Burdwan Medical College after restart of classes from December, 2020 in view of the COVID 19 pandemic

Many incidences of asymptomatic COVID or minimally symptomatic COVID are occurring among the younger population. However, some late complications are gradually becoming evident among some people even after recovery. Such people can also become a source of spread of COVID in the family or to the society. Such spread may lead to more serious forms of COVID among the contacts, even serious complications and deaths.

You can save yourself and your family members from COVID 19 if you take some necessary precautions.

As a Medical student you have responsibilities to yourselves, your family and also to the society. Remember, you can teach many other common people by your responsible behaviour. So, please follow the SOP in your day to day practice and prevent the spread of the pandemic.

General (In and outside the campus) precautions:

A working policy is "consider the man/ woman in front of you is COVID positive!" If you can think in this way, you will automatically start taking care of yourselves and may be able to get infected from an unknown/ asymptomatic COVID patient.

- 1. Self-discipline is most important** to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
- 2. No crowd:** Avoid any form of crowding as far as possible.
- 3. Hand hygiene:** Wash (**soap water for minimum 20 seconds**) or sanitize your hands (with **alcohol based sanitizer with minimum 70% alcohol**) frequently.
- 4. Cough etiquette:** Do not cough openly. Cover your face before coughing, sneezing. If you have used your hands to cover, immediately wash hands.
- 5. Do not spit openly at any place**
- 6.** No roaming around, go outside unless it is absolutely necessary
- 7.** Maintain **physical distancing** of 6 feet/ 2 meters at all places.
- 8. No shared Gym:** Using/ going to Gymnasium is prohibited for now. Free hand exercise/ Yoga in your room or open spaces may help you to keep fit.
- 9. No body contact:** Participation in any form of body contact games, indoor games are prohibited for now.
- 10. Responsible attitudes:** Avoid going to shopping malls, market places, gatherings of any form, banks, closed rooms and other busy places whenever avoidable.
- 11.** Cultural activities, physical meeting etc. should be avoided.
- 12. Wearing a MASK 'properly': Medicos are always at high risk!**

- a. Wearing mask is **mandatory in the campus and outside**.
- b. At least a **multiple layer cloth mask/ three layered surgical mask** which covers from above the nose to below the chin is recommended whenever you are in the campus or going out. The better the quality of the mask, the more is the protection.
- c. **NEVER remove your mask in common places**
- d. **Do not touch the outer surface** of the mask while using it. Remove it by touching the straps in the corner. If you have accidentally touched the outer surface of the mask, wash your hand immediately with soap and water (minimum 20 seconds) or sanitize your hand with alcohol based (minimum 70% alcohol) sanitizer.
- e. Use the mask in the **proper way** so that other members of the society can learn from you.
- f. **Washing:** Cloth mask may be washed after use. Keep multiple numbers of masks; do not use the same mask every time.
- g. **Encourage others** to wear mask properly. This can halt the pandemic!

13. Bike/ cycle riding:

- a. Should be taken only if absolutely necessary.
- b. Avoid double riding in bikes/ scooters/ cycles
- c. If it is absolutely necessary to take someone in the bike/ scooter/ cycle, mask must be used by both the riders.

14. Cash handling:

- a. Avoid cash handling as far as possible.
- b. If you receive cash from any person, keep it aside in a secured place for 72 hours. Wash your hands immediately or sanitize your hands with alcohol based sanitizer.
- c. Swiping debit/ credit cards in the POS machines- sanitize the card and your hands after using the card in the POS machine.
- d. Digital transaction using smart-phones may be the preferred mode as it cannot spread corona virus.

15. Receiving couriers/ cargo/ parcels:

- a. Sanitize your hands after holding anything from courier/ cargo/ parcel.
- b. It is better to keep the parcel for 72 hours or more in a corner of the room before opening it (unless it is emergency/ receiving fresh food item).
- c. Alcohol based surface sanitizers may be sprayed over the parcel.

16. Taking food:

- a. **Do not** go outside to take food. Visiting restaurants, hotels, common canteens, tea stalls and food courts are **strongly discouraged** for strong chances of spread of COVID 19.
- b. Taking food in your room is preferable. Room service/ food delivery will be acceptable if these are handled judiciously.

- c. Receive food using contactless delivery (allow the delivery man to put the food packet in some place like table/ hang it on the door knob) and go back for 2 meters, then collect the food)
- d. Wash your hands with soap (preferably liquid soap) before taking food
- e. Though spread of corona virus is unlikely from cooked hot food, the **container/ outer packets may be contaminated**. Transfer the food in a clean container/ plate. Now:
 - i. *Throw out the outer packets (plastic/ cardboard box) in a dustbin after sanitizing it with Lysol/ Dettol/ alcohol based sanitizer.*
 - ii. *Wash the container (with detergent and water) if you had received food in a reusable container.*
- f. If you are bringing food from outside, wash the food container in running water with soap before opening it. Wash your hands after cleaning the food container.
- g. Fresh fruits: Wash thoroughly before eating fruits. Cut fruits are better avoided. (If you cant' wash, wash it or leave it!)

17. Toilet & bathroom:

- a. Wash your hands after touching door knobs, washroom fixtures, electric switches, taps, shower knob etc.
- b. No common soap bar for bathing or hand-washing
- c. Wash your hands mandatorily after using toilet, particularly after holding the toilet or bathroom taps.
- d. Use liquid soaps for hand washing
- e. Use hand sanitizer after touching the common electric switches.
- f. Always sanitize your hands immediately after returning your room from the bathroom

18. Mobile phones:

- a. Use your mobile singly. Do not touch mobile of others. If you at all touch mobile phone of others, sanitize (with minimum 70% alcohol based sanitizer) or wash (with soap and water for minimum 20 second) your hands immediately.
- b. You should sanitize the mobile phones after you return from outside or if someone else touches your phone.
- c. Sanitize the sides and the corners.
- d. Do not flood the phone with sanitizer but wipe it! Take caution so that the liquid sanitizer does not damage the phone.

19. Laptop and tablets:

- a. Sanitize these like mobile phones.
- b. Avoid sharing laptops and tablets.

20. Steam inhalation, using gargles (2% povidone iodine) might have some protective roles. Electric operated vaporizers may be used for steaming purpose rather than from electric kettles/ heaters etc.)

21. Take care of your shoes.

- a. **Shoes can spread COVID. Keep it away from you** once you are back to your room (if possible, keep it out). You can use sanitizer spray on it.
- b. **Wash your socks and your foot** with soap and water after removing shoes.

22. Healthy habits: Eat well. Do not stay in empty stomach. Take adequate sleep every night. Free hand exercise/ Yoga in your room or open spaces may help you to keep fit.

23. Mental health: Web page named “Manodarpan” – is created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID – 19 outbreak and beyond. The web page contains advisory, practical tips, posters, videos, dos’ and don’ts for Psychosocial support, FAQ and online query system. Also, a **National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities** has also been set up which will provide tele counselling to address their mental health and psychosocial issues.

24. Consider installing ‘**Aarogya Setu App**’ in the mobile and check it regularly. This might be very effective to guide you in suspicious conditions.

25. If you feel sick: Do not panic if you have fever, cough or respiratory distress or any other symptom suggestive of COVID. Immediately contact Flu clinic of the Hospital (opposite to the Emergency building) and report to the administration. Quarantine facility may be arranged. As per the NMC guidelines, symptomatic students will not be permitted to stay in the hostels under any circumstances.

Let’s fight together to stop the pandemic!

Precautions in the class:

1. **No crowding at the entry/ exit points.** Enter and exit one by one keeping 6 feet distance.
2. Maintain **physical distancing** of 6 feet as much as possible. Seat in the class in single benches with as much distance as possible with your friends.
3. **Sanitize your hands (alcohol based sanitizer with at least 70 % alcohol)** every-time after touching the '**Frequently touched surfaces**' (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc)
4. **Wearing face mask properly is mandatory.**
5. Avoid sharing pens, pencils, water bottles etc.
6. **Keep your own sanitizer with you in the class and in other places.**
7. **Sanitize your hands every time** you touch laboratory instruments e.g. microscope, test tubes or laboratory chairs, tables etc.
8. **Wash hands thoroughly with soap and water (minimum 20 seconds) after you are back.**
9. **Do not touch eyes, nose or mouth.**
10. Those having symptoms like **fever, cough or difficulty in breathing** should **not to enter** classes. They are instructed to contact the Flu Clinic in the Hospital immediately.

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Attending wards/ clinics/ practical classes:

1. **Maintain physical distancing** of 6 feet as much as possible
2. **Mask** is again mandatory. Use double mask in the hospital.
3. **Wash hands (soap and water) or use sanitizer (alcohol based with at least 70 % alcohol)** every time after palpation, touching some common instrument or device.
4. **Sanitize the stethoscope:** Remember to sanitize the stethoscope every time after use.
5. **Keep your own sanitizer with you in the hospital/ wards/ practical classes and in other places.**
6. **Wash hands with soap and water after you are back from the ward.**
7. **N95 respirators (masks):** Wearing N95 mask (respirator) with head loop is preferable for in hospitals for patient contacts due to better protective power. Wearing double mask (e.g. a surgical mask above the N95 respirator/ mask) is found more protective.
8. **Reusing N95 respirators:** Wearing of N95 respirators are often not recommended. You can reuse the N95 respirator with some precautions. So, bring at least 3 or 4 numbers of N95 masks, mark them 1, 2 3, & 4. Use them in Monday (1), Tuesday (2), Wednesday (3) and Thursday (4) respectively. Reuse the number 1 again from day 5 (Friday) and so on. After using the mask every time, remove it, place it in a box and keep aside for at least 72 hours.
Discard the mask after 3-4 use or if it is damaged visibly or becomes loose.
9. **Wash your cloth** with detergent/ soak it in antiseptic solution immediately after returning from ward and classes.
10. **Taking bath with soap and lukewarm water** from **head to toe** will be preferable after return from hospital/ wards/ classed.
11. **Take care of your shoes. Shoes can spread COVID. Keep it away from you once you are back.**

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**By order,
Principal,
Burdwan Medical College, Burdwan**

Some useful video links for you:

How to use a mask?

WHO: <https://www.youtube.com/watch?v=adB8RW4I3o4>

<https://www.youtube.com/watch?v=JwPWdkbyizw>

How to stop fogging of your glasses: <https://www.youtube.com/watch?v=EtGDnX1P7ml>