



**Directorate of Technical Education**

**Union Territory, Chandigarh**

**Standard Operating Procedure  
for  
ICT Training Resumption  
post COVID 19 Lockdown**

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## 1. Purpose of the document

The purpose of this Standard Operating Procedure (SOP) is to elaborate the procedure to be followed in order to resume the ICT Training after lockdown due to COVID-19 outbreak. This SOP is prepared in order to detail some basic guidelines which would enable the resumption of the ICT Training in all institutes after the lockdown period. By following this SOP, it is being presumed that transmission of corona virus would be prevented and thereby enabling safe resumption of the ICT Training. All precautionary measures are to be ensured at the establishments so that trainees and staff feel safe and secure at the institute.

In the present circumstances, the major concerns are as follows:

- a. Ensuring the health, safety and security of the Trainers, Trainees and supporting staff.
- b. Charting out a plan for the completion of ICT Training of all groups employees of Chandigarh Administration

## 2. Steps to be taken to resume ICT Training

### 2.1 Academic Calendar

#### a. Training Schedule 2020-21

The present ICT Training status till date is as mentioned below:-

Group	Total Registration (Online & Offline)	Trained Successfully
A	427	405
B	1144	983
C	3799	2201
D	285	304
<b>Total</b>	<b>5655</b>	<b>3893</b>

Planned scheduled for 2020-2021 after lock down:

Activity	Timeline
Online training for group A & B employees of Chandigarh Administration	1 <sup>st</sup> July 2020 onwards
Training for Group C employees of Chandigarh Administration (Theory classes can be conducted online and practical classes of reduced batch size can be conducted at the institutes providing ICT training.	15 <sup>th</sup> July 2020 onwards
Training for Group D employees of Chandigarh Administration	15 <sup>th</sup> July 2020 onwards

## 2.2 Social Distancing and safety Norms

- a. **Seating arrangement:** Staff should be encouraged to have seating arrangement with appropriate social distancing. All staff to strictly adhere to the social distance of minimum 1 meter.

This may require seating on alternative seats and leaving an empty seat in between. Staff will work from their seats and avoid going to other's seats as far as possible. To maximum possible discussions / interaction can be held through hand phones and mobile phones. Meetings are to be avoided as far as possible and VC / Conference calls / other modes can be used in place.

Also Aarogya Setu app should be installed and keep updated at all times in all the Smart phones.

## 2.3 Guidelines for Common Facilities

- a. **Cleanliness and Sanitation:** Clean and disinfect institutes Labs and especially drinking water and sanitation facilities as per the protocol, particularly surfaces which are touched by many people
- b. **Canteen:** Packed refreshment like Lassi, Juices etc. would be provided to employees if they are attending training at institutes. All vendors / shop keepers must wear all protective gears like Mask, Gloves, Cover all, etc Vendors should avoid preferably cash transactions and use e-money modes. Wearing of masks, Social distancing and queue system should be strictly adhered.

## 2.4 Health and Hygiene

- a. **Health screening:** Compulsory screening all persons (including trainees, trainers and supporting staff) entering through gate with thermal scanners. Hand sanitizers should be kept ready in the entrances and people after entry should sanitize their hands before proceeding to their work spots.
- b. **Reporting Suspected Cases:** Stoppage the entry of any person found with fever and cough accompanied with breathing problem. In such cases it would be mandatory to inform concerned department. Such person should be taken to nearest quarantine facility and later to govt hospital immediately.
- c. **Visitor Vehicle:** Any new vehicle should not be allowed without valid permission. All vehicles including two wheelers should be parked as informed by institute authorities.
- d. **Common utensils and utilities:** All trainees should be requested to bring own water bottles and avoid common water Bottle /mug /glass.

### **3. Responsibilities of various institutes once the lockdown is lifted**

#### **3.1 The responsibilities of institutes shall be:-**

- a. Development of a videos showcasing the dos and don't for resumption of training in all the institutes providing ICT trainings
- b. Creation of online assignments and preparation of recorded video lectures to be put on Google Drive.
- c. Creation of a COVID / crisis management task force which would be responsible for managing all communication regarding COVID 19 and monitor the sanitisation and healthcare facilities across all ITIs in the state
- d. Facilitating online training for theory component for the trainees

#### **3.2 Institute Principal/Nodal officer:**

Institute Principals/Nodal officers shall play the pivotal role in commencing the training. They are responsible for managing the states and centres policy and guidelines in the system. They shall be responsible for creating a safe and disease-free learning environment for ensuring continuity in education. The responsibilities of Principals/Nodal officers for recommencing classes post lock down are:

- a. Sanitization of facilities, Fumigation of facilities, ensuring adherence to cleanliness guidelines and identification of COVID cases in the institute.
- b. Regular temperature check for trainees using infrared thermometers
- c. Place hand sanitizers and hand washing facilities to maintain hygiene
- d. Implementing social distancing norms in the institute
- e. Ensuring no sick staff or sick student attends classroom or practical training
- f. Immediately inform the concerned authorities in case of identification of any probable case
- g. Counsel the staff for following social distancing and inculcating hygiene habits (such as frequent washing of hands etc.)
- h. Facilitating online access
- i. Monitoring candidate attendance for both Online and offline training
- j. Ensuring installation of Aarogya Setu app by all trainers, trainees and supporting staff to keep it updated at all times.

#### **3.3 Trainers and Support Staff:**

Their responsibilities are similar to that of the Principals in commencing operations in the institute. Some of their responsibilities are:

- a. Prevent stigma by using facts and reminding trainees to be considerate of one another
- b. Regular temperature check for trainees using infrared thermometers.
- c. Create awareness encouraging trainees to encourage good hygiene practices.
- d. Clean and disinfect institute, classroom and labs, encouraging frequent and thorough washing of hands.

- e. Early identification of potentially sick employee and ensuring safety for others.
- f. Ensuring adherence to social distancing in the institute during the training.
- g. Ensuring installation of Aarogya Setu app by all trainees and to keep it updated at all times.
- h. Wear masks etc at all times.

### **3.4 Parent Department:**

Parent department play a necessary role in ensuring trainees safety and thereby preventing the spread of the epidemic. The responsibilities are:

- a. Creating a healthy and hygienic environment at their place
- b. Understanding the symptoms of the disease, report any symptoms to the authorities as well as the institute so that other potential patients be identified in a timely manner
- c. Prevent stigma against the disease and encouraging their wards to be more welcoming towards recovered patients
- d. Ensuring installation of Aarogya Setu app by employees of their department and to keep it updated at all times.
- e. Wear masks etc at all times.

### **3.5 Trainees:**

Trainees need to understand the basic nuances of the disease including its symptoms and about how it gets transmitted for early identification and recovery. Some of the responsibilities of the trainees are:

- a. Following social distancing norms and good hygiene practices at institute and at home (regular hand washing and avoiding touching face in public)
- b. Avoid going to public places and go out only when necessary
- c. Report any discomfort or any symptom at the earliest
- d. Avoid sharing of eating utensils, foods and drinks
- e. Sharing the best practices learnt about preventing disease with family and friends
- f. Ensuring installation of Aarogya Setu app in their mobiles and to keep it updated at all times.
- g. Wear masks etc at all times.

