



Bunts Sangha Mumbai
Anna Leela College of Commerce and Economics & Shobhajayaram Shetty College for BMS
Shashi Manmohan Shetty Higher Education Complex,
Buntara Bhavanmarg, Kurla (E), Mumbai 400070



**STANDARD OPERATING PROCEDURE (SOP) FOR COVID
APPROPRIATE BEHAVIOUR IN COLLEGE:**

TO BE FOLLOWED BY STAFF AND STUDENTS STRICTLY:

1. Crowding should be avoided at entry/ exit points.
2. Face masks/covers is mandatory for all the personnel, including students and staff at all times while on the campus.
3. Only asymptomatic staff/students/visitors shall be allowed entry. Temperature checks will be conducted at entry point.
4. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions.
5. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.
6. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/ elbow and disposing off used tissues properly
7. Avoid touching any surfaces unnecessarily.
8. Spitting is strictly prohibited and will be accounted as an offence.
9. All officers and staff/ visitors /students to be allowed entry only with face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
10. All officers and staff/ visitors /students should be encouraged to install Arogya Setu App on their mobile phones.





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11. Vaccination certificates of all the staff, faculty, students, and other associated personnel should be submitted to office for record keeping.
12. Limited Canteen Services are available.
13. Social distancing to be maintained in common places as well as classrooms.
14. Students to be seated, while leaving alternate benches vacant. If needed, batches for imparting lectures/instructions may be created (without increasing the number of divisions).
15. Extra-curricular activities such as sports may be allowed where physical distancing is feasible. Contact sports should be avoided.



P. Prabhakar
Principal I/C