



भारतीय विदेश व्यापार संस्थान
मानित विश्वविद्यालय
INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED TO BE UNIVERSITY)

(AN AUTONOMOUS INSTITUTION OF MINISTRY OF COMMERCE & INDUSTRY)

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OFFICE ORDER

Sub: SOPs for opening of the Gym in the Campus/Off campus

The Institute is awaiting instructions from regulatory authorities on opening of its campuses for students. However, as a proactive measure, comprehensive Standard Operating Procedures (SOPs) for the activities required to be taken for opening of the Gyms are prepared as follows:

(a) Before opening Gymnasiums in the campus/off campus of the Institute.

(b) After opening Gymnasiums in the campus/off campus of the Institute

The SOPs are attached at Annexure - I & II. The responsibilities for the proper implementation of these SOPs have also been delineated for the concerned Faculty Members / Officers / Staff / Students, wherever applicable. All concerned are required to strictly adhere to these SOPs for ensuring health and safety protocols in the Institute.

This issues with the approval of the Competent Authority.


(Dr. P.K. Gupta)
Registrar

To:

All Faculty/ Officers/Staff/Students of the Institute.

STANDARD OPERATING PROCEDURES (SOPS)

**FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS FOR
GYMNASIUMS (BEFORE / AFTER OPENING) IN THE CAMPUS/
OFF CAMPUS OF THE INSTITUTE**



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(DEPARTMENT OF COMMERCE, GOVT. OF INDIA)

STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS BEFORE OPENING GYMNASIUMS IN THE CAMPUS/OFF CAMPUS OF THE INSTITUTE

1. Generic preventive measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (members, visitors & staff) in these places at all times.

- (i) All gymnasiums in containment zones shall remain closed for public. Only those outside containment zones will be allowed to open up.
- (ii) All gymnasiums shall comply with all health related guideline/SOP/notification issued by the Union/State Government from time to time.
- (iii) Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years are advised to take necessary precautions in terms of maintaining physical distancing, wearing mask properly etc.
- (iv) Individuals must maintain a minimum distance of 6 feet (2 gaj ki doori) as far as feasible.
- (v) Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided. However, during exercising in gymnasiums, as far as possible only a visor may be used. Use of mask (in particular N-95 masks) during exercise may cause difficulty in breathing.
- (vi) Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be practiced wherever feasible.
- (vii) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- (viii) Self-monitoring of health by all and reporting any illness at the earliest to State and District helpline.
- (ix) Spitting should be strictly prohibited.
- (x) Installation & use of Aarogya Setu App shall be advised to all.

(Responsibility: E&M Division of both Campuses)

2. Specific measures to be followed include:

Before opening gymnasiums Processes & premises redesigning including proper placement of equipments

- (i) There are two rooms housing Gym equipment. One of the room contains treadmill, cycling equipments and other rooms contains cardio and strength

machines. Keeping the size of the room and equipments available, it has been decided that gym shall be used by five persons at a time (3 persons at treadmill / cycling room and two persons in the cardio and strength machines room).

- (ii) For proper identification of spaces each room has been divided into 3/2 zones respectively.
- (iii) The Gym opening time is from 6 a.m. to 10 a.m. and 6 p.m. to 10 p.m. on all working days.
- (iv) Gym shall be used by Officers/Staff/Students in batches for 30 minutes as defined below:
 - a. From 6: 15 to 6:45
 - b. From 7:00 to 7:30
 - c. From 7: 45 to 8:15
 - d. From 8:30 to 9:00
 - e. From 9:15 to 9:45

The intervening time shall be utilized for sanitizing.

- (v) For air-conditioning/ventilation, the guidelines of CPWD shall be followed which mentions that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- (vi) Ensure dustbins and trash cans are covered at all times.
- (vii) Ensure 6 feet distance between personal trainer and clients during personal training sessions, wherever feasible.
- (viii) Ensure sessions are tailored to include only exercises that do not require physical contact between the trainer and the clients including setup and use of equipment.

(Responsibility: E&M Division of both Campuses)

Note: Kolkata Centre may issue necessary guidelines for point no. (i) to (iv) above as per availability of space/trainer.

3. Disinfection

All areas within the premises shall be disinfected using clinically approved disinfectants. The areas to be disinfected include but are not limited to –

- (i) Entrances to premise, building, rooms
- (ii) All open areas used by staff and visitors
- (iii) Washrooms and toilets
- (iv) All other frequently touched surfaces (doorknobs, handles etc.)
- (v) Equipment in gymnasiums

(Responsibility: E&M Division of both Campuses)

STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS AFTER OPENING GYMNASIUMS IN THE CAMPUS/OFF CAMPUS OF THE INSTITUTE

1. Generic preventive measures

- (i) Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- (ii) Only asymptomatic persons (including staff) be allowed in the premises.
- (iii) All persons to be allowed entry only if using face cover/masks.
- (iv) All members, visitors and staff may consider using Aarogya Setu application for risk identification at all times inside the gymnasiums.

(Responsibility: Gen. Admin of both Campuses)

- (v) Posters/standees on preventive measures about COVID-19 to be displayed prominently. Audio and Video clips to spread awareness on preventive measures for COVID-19 may be regularly played.
- (vi) Ensure minimum distance of 6 feet at all times in queues.
- (vii) Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.
- (viii) Staggering of members/ visitors to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of premises & equipment.
- (ix) Details of check-in and checkout times of members and visitors must be recorded (name, address and phone number)

(Responsibility: E&M Division of both Campuses)

(2). Prior to exercising in the gymnasiums using equipment for cardio, strength training etc.

- (i) Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use.
- (ii) Sanitize middle finger with alcohol swab and check oxygen saturation using pulse oximeter. Those having oxygen saturation below 95% should not be allowed to exercise. Call Central / State helpline / ambulance and refer such persons to the nearest health facility.
- (iii) Remove mask and wear visor as far as feasible while exercising.
- (iv) Hand sanitizer must be provided near each gymnasium equipment.
- (v) Ensure that members sanitize their hands before using gymnasium equipment.

(Responsibility: E&M Division of both Campuses)

(3) **During exercise sessions**

- (i) Stop the exercise if you feel difficulty in breathing. Check oxygen saturation level. Those having oxygen saturation below 95% should not be allowed to continue exercise. Call Central / State helpline / ambulance and refer such persons to the nearest health facility.

(Responsibility: E&M Division of both Campuses)

(4) **After exercise and in common areas**

- (i) Ensure proper disposal of face covers / masks / used towels in covered bins.
- (ii) Cleaning and disinfection of gymnasium equipment, particularly frequently touched surfaces (handrails, benches, fixtures, etc.) shall be done after each exercise session before it is used by the next member.
- (iii) The floor cleaning shall be taken up between exercise sessions.

(Responsibility: E&M Division of both Campuses)

(5) **At the time of closure**

- (i) Before closure, the entire premises will be disinfected.

(Responsibility: E&M Division of both Campuses)

(6) **Additional precautions to be followed in case of a suspect case in the premises:**

- (i) Place the ill person in a room or area where they are isolated from others.
- (ii) Provide a mask/face cover till such time he/she is examined by a doctor.
- (iii) Immediately inform the nearest medical facility (hospital/clinic) or call the State or District helpline.
- (iv) A risk assessment will be undertaken by the designated public health authority (District Rapid Response Team /treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
- (v) Disinfection of the premises to be taken up if the person is found positive.

(Responsibility: E&M Division of both Campuses)