



## Draft

# Standard Operating Procedure for resumption of academic work in Industrial Training Institute (ITI).



**Directorate General of Training**  
**Ministry of Skill Development and Entrepreneurship**  
**Government of India**

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## **1. Purpose of the document: -**

SoP to resuming training activities in ITIs/NSTIs/IToTs are as per the MHA order no. 40-3/2020-DM-I(A) dt. 29.08.2020 (1(i)(d)) will resume from 21.09.2020.

**1.1** The purpose of this Standard Operating Procedure (SOP) is to provide guidelines the State Government and other stakeholders to resume the training session in Industrial Training Institutes (ITIs) and NSTIs/IToTs after lifting of lockdown due to COVID-19 outbreak has been permitted by the Ministry of Home Affairs. This SOP would be enabling safe resumption of the academic and training process. All precautionary measures are to be ensured at the Institutions so that trainees and staff feel safe and secure at the institute.

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

- a. Ensuring the health, safety and security of the trainees, faculty and staff and also to continue the academic activities;
- b. Conducting the examinations in a safe manner;
- c. Facilitating the trainees to participate in further admissions, placement, apprenticeships and on the job training etc; and
- d. Charting out a plan for the next academic session.

**1.3** This SOP covers all stakeholders engaged with ITIs and NSTIs

- a. Central Government Staff of DGT including NSTIs and RDSDES;
- b. State Government Staff (State / UTs / NSTIs) dealing with ITIs;
- c. ITI Principal;
- d. Teachers and Support Staff;
- e. Parents of the trainees; and
- f. Trainees.

## **2. Proposed Academic Calendar**

Proposed Academic calendar 2019-20: - Most of the institutions had completed 60% to 70% of teaching-learning process for ongoing academic year before the suspension of classes in March 2020. The detailed schedule for completion of training activities and examination will be issued by DGT in due course of time.

### 3. Steps to be taken to resume training in ITIs/NSTIs at State level:-

**3.1** The State Government will form a Risk Mitigation and Quick Response Team at the State Directorate dealing with ITI and also at each Institute.

**3.2** The State Government in adherence to other MHA guidelines would issue an order for opening of each Institution in a gradual manner after making an assessment/consultation through the local district administration on the following:-

- (i) Capacity of the Institution to maintain safe training operations to mitigate risks, such as social/physical distancing (i.e. size of classroom compared to number of trainees); and water, sanitation, and hygiene facilities and practice;
- (ii) Preparedness of the management for academic instructions while adhering to social/physical distancing and good hygiene practices; and
- (iii) Proper Availability/arrangement of travel and commute facility to and from Institute as per MHA Guideline.

**3.3** The State Government will Disseminate the Protocols of Health and Hygiene, as per the guidelines of MHA and take following steps: –

- (i) Orient and train faculty and staff in personal and community hygiene; **COVID-19: Guidelines on disinfection of common public places including offices;**  
<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>
- (ii) Establish parameters and protocols for social distancing to mitigate spread of disease; and
- (iii) Monitor official sources of information and inform campus community as status changes.

**3.4** The State Government will Orient Principals and key academic staff on various safety measures and follow essential protocols of MoFHW.

i. What is COVID?

Corona viruses are a large family of viruses that cause illness ranging from the common cold to more severe disease. The virus spreads by coming in direct contact with the affected person, getting in contact with the mucus of cough or sneeze of the affected person, or by touching your nose, ears or mouth after touching the instrument that was in contact with the affected person.



The coronavirus infection can cause mild upper-respiratory tract illnesses, like the common cold. However, these conditions are pretty common and can occur even if one is not infected with the coronavirus. Below is the entire cycle:

Ministry of Health & Family Welfare  
Government of India

Help us to help you

# NOVEL CORONAVIRUS (COVID-19)

## Protective measures against Coronavirus

**A distance of at least 1 meter is necessary to ensure safety for all**

- Wash your hands with soap and water regularly
- If soap and water is not available, use hand sanitizer with at least 60% alcohol
- Wash hands before touching eyes, nose and mouth
- Throw used tissues into closed bins immediately after use
- Cover your nose and mouth with handkerchief/tissue while sneezing and coughing
- Avoid mass gathering and crowded places

If you are experiencing symptoms like fever, cough or difficulty in breathing, please call the state helpline number or 24x7 helpline numbers of Ministry of Health and Family Welfare, Government of India and follow the instructions.

dayp\_17102/13/0028/1920

ii. SOCIAL distancing

iii. What to do when somebody reports ill

Ref: <https://www.mohfw.gov.in/pdf/GuidelinesforHomelsoationofverymildpresymptomaticCOVID19cases.pdf>

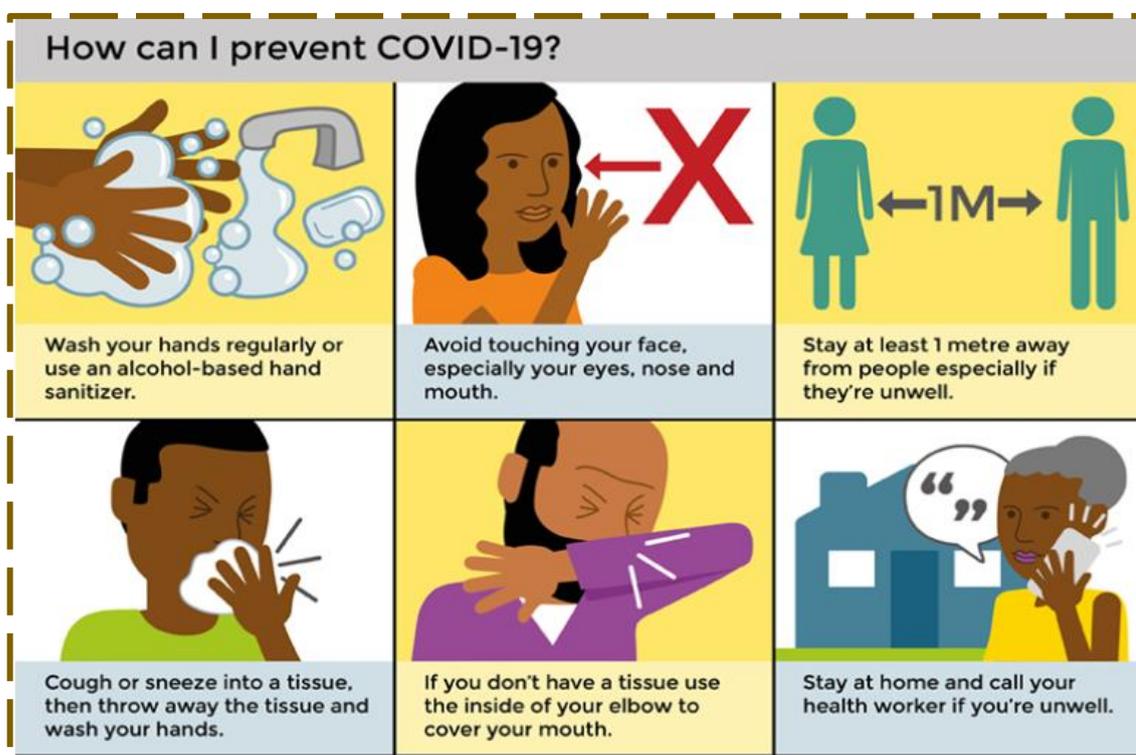
**3.5** The State Government through its Directorate will plan for departmental resilience and personnel succession within each Institute:-

- i. Determine critical faculty/staff needs and prepare plans to work with partial faculty or staff;
- ii. Make succession lists through identification of guest faculty etc, if regular faculty gets indisposed;
- iii. Cross training of personnel - at least two faculty/employees trained to cover every position plus managerial back up;

- iv. Preparation of lesson plans, and class diaries for ease of use and continuity, if key faculty is absent;
- v. Prepare and periodically review personal contact information and emergency call lists of all faculty, staff, trainee and other important district and medical facilities;
- vi. Prepare digital lesson plans for some practical training; and
- vii. Communicate any good ideas with others

**3.6** The plan for hygiene and sanitary management within each Institute will include following:-

- (i) Prepare advocacy material and represent good hygiene practices in the campus;

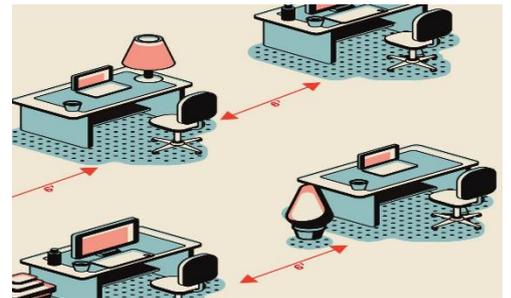


- (ii) Procure and prepare to use supplies to clean and sterilize working areas to prevent transmission of disease;
- (iii) Compulsory screening of all persons (including principal, faculty, staff, trainees) entering through entry point at each and every building with thermal scanners;
- (iv) Provision and readiness of contactless hand sanitisers in sufficient quantity at entry toilets and other common areas.
- (v) Restrict visitors and new vehicles and provide for sanitisation of parking areas.
- (vi) Parcel and other provision should be collected from gate by the concerned person.
- (vii) Advise trainees & staff keep separate water bottles and avoid usage of common water bottle /mug /glass and manage canteens with all precautions as given in guidelines for establishment.

- (viii) Screen & Stop the entry of any person found with fever, cough or breathing problem. In such cases, they should not be allowed to enter the premises and it would be mandatory to inform concerned department / principal. Such person should be taken to nearest quarantine facility and later to govt hospital immediately. Further, contact tracing and adequate checks regarding quarantine and reporting as per state guidelines should be ensured.

**3.7** Disseminate protocols for essential operations to ensure 'social distancing' policies which would also mean following: -

- (i) Configure classes, labs and other work areas to provide minimum distance of 1 metre between individuals;
- (ii) With hostels and residential areas within the campus, establish parameters and protocols for social distancing;
- (iii) Implement personal hygiene, cleaning, sanitizing regimens in offices, computer labs and encourage all individuals to practice hand and cough hygiene;
- (iv) Ensure that individual and common work areas are frequently cleaned and disinfected regularly;
- (v) Ensure essential individuals are equipped with tissues, respirator/mask, latex or nitrile gloves, face shields etc. as needed for maintain sanitising conditions for machine contact;
- (vi) Institute should display precautions measures do's and don'ts at prominent places in all languages spoken by the trainees; and
- (vii) The institute should display State helpline numbers and also numbers of local health supervisors etc. to faculty /trainees / staff to contact in case of any emergency.



**3.8** Guidelines with respect to preventive measures specific to offices have been issued by DoPT, and these guidelines are available at:

<https://www.mohfw.gov.in/pdf/PreventivemeasuresDOPT.pdf>

**4. Social Distancing and safety Norms:-**

- (i) Use of face mask and hand sanitizers: All the staff and trainees should strictly follow wearing of face masks throughout the time in the institute as well as outside institute no one should be allowed inside the institute without face masks they should also wash their

hands frequently with soap / sanitizer;

## How to wear a mask correctly ?



- (ii) Attendance of ITI Staff: Not more than 50% (non-academic) staff at any given point of time. Staff to be divided in shifts and alternate day rosters. Additionally, there should be staggered shift start and end timings.
- (iii) Social Distancing Markings: To ensure a minimum distance of 1 m at all crowded areas like Entry Gate, Bus Stops, Water Coolers, Canteens circles be made etc.
- (iv) Seating arrangement: Strictly adhere to the social distance of minimum 1 meter. This may require seating on alternative seats and leaving an empty seat in between. To maximum possible discussions, interactions, meetings are to be avoided as far as possible and VC / Conference calls / phones - intercom, other modes may be encouraged for staff.. Similarly, classes, Labs would need to have safe seating arrangement.

### 5. Area disinfection and entry point management: -

- (i) Ensure regular sanitisation of the premises through a periodic routine of every two-three hours especially in the common areas like include lunch rooms, library etc. There should be wiped clean with disinfectants at least 2-3 times a day;
- (ii) For residential buildings also sanitisation needs to be performed regularly to ensure safety and reduce spread of contamination;
- (iii) Entrance health checks would include temperature checks of all through thermal screening at entry point;

### 6. Conducting classes and lab work: -

- (i) Classrooms: Implement social distancing practices that may include:
  - Staggering the beginning and end of the day at the ITI;
  - Cancelling assemblies, sports and events that can create crowded conditions;
  - Create space for trainee desks to be at least one metre apart; and

- All desk, classroom should be cleaned and sanitised at least twice / thrice in a day and during the time when the shift changes.

(ii) **Class Schedule:** All the institutes may follow a 6-day week pattern to compensate the loss for the remaining session of 2019-20 and the next session 2020-21. Additionally, the faculty should be adequately trained for the use of ICT and online teaching tools.

(iii) **Labs and Production areas:** Shorter shifts for staff/trainees engaged in lab and productions. There will be no overlap between shifts providing a cushion for disinfection and sanitisation to take place. Create physical barriers to ensure the physical distance within the work floor. Provide face protection shields along with masks and gloves. In view of the importance of “social distancing”, institutes may also take necessary steps to ensure that the trainees are given exposure to laboratory assignments/ practical experiments through virtual laboratories, sharing of the recorded visuals of laboratory work and digital resources available for the purpose.

(iv) **Counselling Facilities:** The institutes should strengthen the mechanism of mentor-mentee counselling through a dedicated portal on institute website to impart timely guidance and counselling to the trainees. Besides, the faculty advisor and supervisor assigned to each trainee should maintain regular communication with the trainees.

## **7. Guidelines for Common Facilities: -**

(i) **Biometric attendance:** Bio-metric (Finger touch) swiping for attendance should be temporarily discontinued and alternate arrangements for contactless attendance (Swiping with bar code or register) or manual be made.

(ii) **Lifts and staircase:** Lift/staircase should be cleaned and sanitized frequently. It should be ensured that lifts are not crowded and social distancing should be ensured inside lift. Hand sanitizers should always be kept at the entry/exit of Lift/staircase.

(iii) **Canteen:** There should be staggering lunch timings for batches- the beginning and end of the lunch time so that there is adequate 1 m social distance among seated staff and trainees. 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.

## **8. Communication & Information Sharing in case of any one is not well :-**

a. **Establish procedures if trainees or staff become unwell:** Trainee, faculty and staff showing symptoms should not come to the institute and inform the same to the faculty/Principal and plan ahead with local health authorities, school health staff and update emergency contact lists. Ensure a procedure for separating sick trainees and staff from those who are well – without creating stigma – and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible. Trainees/staff may need to be referred directly to a health facility, depending on the situation/context, or sent home. Share procedures with staff, parents and trainees ahead of time.

b. Promote information sharing: Coordinate and follow guidelines from the national health and education authorities. Share known information with staff, caregivers and trainees, providing updated information on the disease situation, including prevention and control efforts at school. Reinforce that parents should alert the school and health care authorities if someone in their home has been diagnosed with COVID-19 and keep their child at home.

(i) Utilize parent-teacher committees and other mechanisms to promote information sharing: Institute should address trainees' questions and concerns, including through the development of trainee-friendly materials such as posters which can be placed on notice boards, in restrooms, and other central locations;

(ii) It should be ensured that parents are also kept in loop and their anxiety regarding trainee safety and security is continuously address at all times by leveraging various modes of communication such as SMS, WhatsApp, social media etc; and

(iii) Inform parents about the measures the Institute is putting in place and ask for cooperation to report any cases of COVID-19 that occur in the household. If someone in the household is suspected to have COVID-19, keep the trainee at home and inform the institute.

## **9. Travel & Transportation: -**

(i) Travel History Record: The institutes may devise a proforma to record the Travel/ Stay history of the staff and trainees for the period when they were away from the institute due to lockdown, so that necessary precautions may be taken in specific cases, if required. In addition, the institutes will strictly comply with all precautions and preventive measures to curb the spread of COVID - 19.

(ii) Transportation Facilities: As far as possible, usage of public transport should be avoided. All are advised to use own vehicle for commuting to institute as far as possible.

## **10. Responsibilities of various stakeholders in order to maintain business continuity :-**

A successful implementation and resumption of training in ITIs shall be a collective responsibility to be shouldered by all respective stakeholders. While every state and district shall have their own set of guidelines and directives, additionally each stakeholder has an onus of ensuring safety upon recommencement.

### **10.1 ITI Principal:**

ITI Principals shall play the pivotal role in commencing the training and education in the respective ITIs 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 ITI principal for recommencing classes post lock down are:

I. Ensure orientation of trainees, faculty and staff (without calling in assembly)

(i) Educate about COVID-19 prevention, this includes appropriate and frequent hand hygiene, respiratory hygiene, mask use etc;

(ii) Symptoms of COVID-19 and what to do if someone feels sick. (follow resource material placed by MOFHW at URL

- (iii) Non-contact greetings should also be advised;
- (iv) Create awareness to ensure the trainees do not gather and socialize when leaving the institute and in their free time;
- (v) Offer regular updates as the pandemic evolves and guidelines are recalled;
- (vi) Counsel the trainees and their parents / guardians for following social distancing and inculcating hygiene habits (such as frequent washing of hands etc.); and
- (vii) If a trainee, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard;

II. Create healthy and sanitary environment: -

- i. Develop a policy on wearing a mask or a face covering in line with national guidance. Ensure everybody wears masks, and uses gloves when on machine, on shared machines and shared machines provide face shields and maintain social distances;and
- ii. Ensure no sharing of tools or workstations to the extent possible. Provide additional sets of tools if needed.

III. Assess what can be done to limit risk of exposure, or direct physical contact, in labs, classes, sports etc:-

- (i) Rework classroom and teaching timetable fore-fronting social distancing requirement, Shared or common lunchbreaks, recess to be avoided;
- (ii) Limit mixing of classes i.e trainees in a class may stay in laboratory throughout the day, while teachers of employability, theory, engineering drawing etc move between lab to another, or classes could use different entrances, if available, or establish an order for each class to enter and leave the building/classroom;
- (iii) Expand timetable, with some trainees and teachers attending in the morning, others in the afternoon, others in the evening;
- (iv) Consider increasing the number of teachers, if possible, to allow for fewer trainees per classroom (if space is available);
- (v) Advise against crowding during morning, recess, and closure, stagger class wise opening and closing time; and
- (vi) Minimize shared break times, i.e. alternate when and where classes take lunch.

IV. Manage Social distancing in classrooms, labs and other areas:-

- i. Create physical barriers to ensure the physical distance within the work floor;
- ii. Provide face protection shields along with masks and PPEs, on the machine if they are shared; and
- iii. Working in shifts – Institute that work in shifts should consider one hour gap between shifts.
- iv. Facilitating online access to Bharat skills portal for the trainees to cover for the lost time and also encourage faculty to have own digital systems;
- v. Ensure adequate practice of trainees on CBT mock tests on Bharat skill for trainees;

vi. Meeting with IMC partners and industry for candidate OJT and placements; and

V. Screening and management of sick trainees, faculty and other staff:-

- (vii) Enforce the policy of “staying at home if unwell” for trainees, teachers or staff with symptoms;
- (viii) Ensuring no sick staff or sick trainee attends classroom or practical training;
- (ix) Immediately inform the concerned public health authorities in case of identification of any probable case;
- (x) Connect with local organizations, administration to provide home care support and ensure communication between home and institute. Support and facilitate hospitalisation and medical facilities, as far as possible;
- (xi) Facilitate contact tracing in case of a positive case;
- (xii) Ensure trainees who have been in contact with a COVID-19 case stay home for 14 days; and
- (xiii) Ensuring installation of Arogya Setu app by all trainees, faculty, etc

VI. Communication with parents and trainees: -

- (i) Inform parents about the measures the Institute is putting in place and ask for cooperation to report any cases of COVID-19 that occur in the household; and
- (ii) If someone in the household is suspected to have COVID-19, keep the trainee at home and inform the institute.

VII. Reporting of daily attendance

Daily attendance shall be reported to the competent authority ie Nodal ITI/Regional Officer/State directorate through email/WhatsApp within 30 minutes of attendance closing time

### **10.2 Responsibility of Instructors and Support Staff:-**

Teachers and other support staff regularly meet with trainees and assist in day to day operations of the institute. Their responsibilities are similar to that of the principal in commencing operations in the institute. Some of their responsibilities are:-

- (i) Prevent stigma by using facts and reminding trainees to be considerate of one another;
- (ii) Regular temperature check for trainees using infrared thermometers;
- (iii) Create awareness encouraging trainees to encourage good hygiene practices;
- (iv) Clean and disinfect institute, classroom and labs, encouraging frequent and thorough washing of hands;
- (v) Early identification of potentially sick candidates and ensuring safety for others;
- (vi) Ensuring adherence to social distancing in the institute during the training; and
- (vii) Ensuring installation of Aarogya Setu app by all trainees having smart phones;

### **10.3 Responsibility of Parents:-**

Successful commencement of Training and education at the institutes are also highly dependent on the conditions at which the trainees reside at. Parents play a necessary role in ensuring trainees safety and thereby preventing the spread of the epidemic and may be sensitised for following:-

- i. Creating a healthy and hygienic environment at home;
- ii. Counselling their children to follow social distancing norms and inculcating healthy hygiene habits;
- iii. 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;
- iv. Prevent stigma against the disease and encouraging their wards to be more welcoming towards recovered patients;
- v. Coordinate with the institute and its staff to receive information and providing assistance in incorporating institutes safety efforts;
- vi. Ensuring sanitization of trainee's belongings upon return from institute; and
- vii. Ensuring installation of Aarogya Setu app by them and their wards.

### **10.4 Responsibility of 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:-

- (i) Following social distancing norms and good hygiene practices at institute and at home (regular hand washing and avoiding touching face in public);
- (ii) Avoid going to public places and go out only when necessary;
- (iii) Report any discomfort or any symptom to their parents and teachers immediately;
- (iv) Be welcoming towards recovered friends and teachers. Take regular counselling sessions with the counsellor and notify them of any pressing issues;
- (v) Avoid sharing of eating utensils, foods and drinks;
- (vi) Sharing the best practices learnt about preventing disease with family and friends; and
- (vii) Downloading Aarogya Setu app.

## **11 . Checklist for different Stake holders (as per Annexure)**

### 11.1 Checklist for State and Centre:-

- (i) Gradual opening of ITIs across India, those ITIs which are in a hotspot should remain closed for elongated period;
- (ii) Providing online access to trainee through Bharat Skills portals etc. for them to cover the theory portion of the course;
- (iii) Installation of Aarogya Setu application to be made mandatory;
- (iv) Increasing the use of IT platform across trainees and trainers in order to ensure business continuity in time of crisis;
- (v) Planning for the FY in order to ensure that the loss of learning hours is minimized across the ecosystem; and
- (vi) Conduct training program for ITI principals and trainers on Covid 19 and the measures taken in order to minimize future cases and its likely impact.

### 11.2 Checklist for ITIs:-

- (i) Re-initiate discussion with the industry partners for OJT, DST, placements etc. as the case maybe;
- (ii) Gather feedback from the industry on the impact of COVID 19 and how it can be minimized in order not to affect the placement of the trainees;
- (iii) Sanitization of classrooms and labs. Ensure social distancing by initiating seating arrangement and prevent over-crowding of classroom;
- (iv) Avoid large gathering and trainee events/ sports event for the time being; and
- (v) Counselling session for the trainees in order to address issues owing to loss of learning hours and placements.

### 11.3 Checklist for Parents: -

- (i) Maintenance of hygiene at home and surroundings;
- (ii) Monitoring the health of their wards and teaching children about maintaining hygiene;
- (iii) Regular temperature checks and reporting any symptoms in a timely manner; and
- (iv) Ensure that regular discussions are done their ward to identify any cases of anxiety and depression.

### 11.4 Checklist for Trainees: -

- (i) Maintaining hygiene practices, adherence to guidelines and following social distancing norms;
- (ii) Reporting any symptoms to parents and teachers; and
- (iii) Teach and implement social distancing and hygiene practices amongst friends and family;

### 11.5 Checklist for various important advisories

#### 11.5.1 Guidelines for home quarantine

<https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>

#### 11.5.2 Advisory for social distancing

<https://www.mohfw.gov.in/pdf/SocialDistancingAdvisorybyMOHFW.pdf>

### 11.5.3 Disinfection of common public places

<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludin goffices.pdf>

### 11.5.4 Manual on use of Home Made protective Cover for Face & Mouth

<https://www.mohfw.gov.in/pdf/Advisory&ManualonuseofHomemadeProtectiveCoverforFace&Mouth.pdf>

### 11.5.5 Guidelines for protective measures to contain spread of COVID-19 in workplace setting

<https://www.mohfw.gov.in/pdf/GuidelinesonpreventivemeasurestocontainspreadofCOVID19inworkplacesettings.pdf>



**Protect yourself and others!**

**Follow these Do's and Don'ts**

#### Do's ✓



Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean



Cover your nose and mouth with handkerchief/tissue while sneezing and coughing



Throw used tissues into closed bins immediately after use



See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose



If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046



Avoid participating in large gatherings



Have a close contact with anyone, if you're experiencing cough and fever



Touch your eyes, nose and mouth



Spit in public

#### Don'ts ✗

**Together we can fight Coronavirus**

**For further information :**

Call at Ministry of Health, Govt. of India's 24X7 control room number

**+91-11-2397 8046**

Email at [ncov2019@gmail.com](mailto:ncov2019@gmail.com)