

NAAC - Onsite Peer Team Visit Guideline

I. Hotel Accommodation for Peer Team Members

(WHO) declared the COVID-19 outbreak a global pandemic (www.who.int). On the same day, the Government of India issued travel related notifications which effectively shut down all modes of travel, both within India and also to foreign countries (www.india.gov.in). Around this time, similar travel restrictions also came to be imposed by on the 11th of March 2020, the World Health Organization governments of many countries the world over. Further, across the world these travel restrictions were accompanied by lockdown on the movement of people, and also on commercial activities.

To help you make an informed decision about the safety and well-being of your travelers during the COVID-19 (corona virus) outbreak we have prepared the following information. However, it is your responsibility to comply with any government rules & Travel restrictions.

Wash hands regularly

Hand washing with soap and water for at least 20 seconds is the best defense. If soap and water are not available to clean your hands, use a hand sanitizer which is at least 70% alcohol. Caution: constant use of hand sanitizer can irritate your skin.

Practice good hygiene

So, avoid touching your own eyes, nose and mouth with unwashed hands, as viruses most frequently enter the body through these routes.

If you're unwell, don't travel

COVID-19 appears to have an incubation period of at least 14 days, unlike regular flu which is 2 days. So, protect yourself, and other travelers, by not flying when you're sick.

Cover up

Cover your mouth and nose when you cough, sneeze into your elbow and wear a facemask to protect your fellow travelers.

Clean up

While many airlines, hotels & trains/taxis/buses have announced an extra cleaning, there is no guarantee that every surface will get the full treatment. So, carry antibacterial wipes to clean your seat armrest, table, seat-back pocket, air vent, seat touch screen, handles, beds, headrest, handrails, elevators and windows.

Maintain Social Distance from people around.

Experts define exposure as being within 6 feet of an infected person for 10 minutes or more.

Counteract low humidity

The low humidity dries out the mucous membranes of your eyes, nose and mouth, making them less effective in blocking out viruses. So, drink more water to compensate for the dryness.

Have immunity boosters and consume hot food

- As there is no vaccine for COVID-19 yet, it is essential to have vitamins, minerals & immunity boosting concoction every day. Try to consume freshly prepared hot food & beverages during travel.
- It is reported that vaccines will be made available by early 2021. It is mandatory to vaccinate one-self, once it is made available in the market.

Stay up-to-date with travel advice

if traveling interstate or internationally, make sure to check the Government of India or Ministry of Civil Aviation or Ministry of Tourism or ICMR website for the latest information and advice on Travel & COVID-19.

II. Air Travel for Peer Team Members

Considering the COVID-19 situation as per government guidelines, here are some things which will help minimize contact throughout Peer Team Members Journey and enable a hassle-free experience for them.

1. Going online to Minimize Contact.

- Mandatory health declaration (48 hours to 75 min before your flight time).
- Mandatory web check-in (48 hours to 75 min before your flight time).
- It is advised to make payments for all add-on services online.
- Add check-in baggage online and generate baggage tags within 48 hours of travel.

2. Before reaching the airport.

- Reach the airport 2 hours before flight departure.
- Airport counters close 60 min before flight time.
- Install aarogya setu app and display the status on the app at the entry gate.

3. What customers can carry.

- One check-in baggage per person under 20kg*
 - One small handbag which can fit under the seat in front.
- *Please look into your ticket for actual allowance.

4. How to minimize contact at the airport.
 - Carry a printed copy of the boarding pass and baggage tag.
 - Print their boarding pass and baggage tag from the airport kiosk.
 - Mention their name and PNR on a thick paper and tag it to the baggage before entering the airport.
 - Practice social distancing at all times.
 - Only one person from the family to collect baggage on arrival.
 - Scan their boarding pass at the gate.
5. Minimizing contact in-flight.
 - Food and beverage will not be available on board to minimize contact.
 - Water will be served on request.
6. Personal hygiene measures for the trip.
 - Wear mask and gloves at all time.
 - Keep a sanitizer handy (350 ml.)
7. The NAAC would not be Responsible for any eventualities with respect to COVID-19/health situation during the Time of Peer team visits. The Peer team members are requested to take extreme precautions as per the extant guidelines issued by Government of India with Regards to Covid-19 and maintain good health.

III. During the Peer Team visit, the stakeholders at HEI would take care that:

1. All the stakeholders on the campus compulsorily wear a mask.
2. They shall take care of social distancing norms as per the SOP of Dept. of Health, GoI from time to time.
3. During the presentations and interactions, the person presenting or interacting with the Peer team can remove the mask only during the interaction, but shall take care of the distance.
4. The HEI shall ensure the availability of Hand Sanitizer at required places.
5. Any programme/activity related to Peer Team Visits may have a maximum audience of not more than 50-60 personnel. The program can be planned with minimum number of stakeholders. Large congregations must be avoided.
6. The HEI concerned has to give an undertaking in writing as below:
 - a. Quarantine free hotels, which maintain good hygiene and cleanliness and preferably the Hotel should be situated in and around the HEIs.
 - b. The HEI is ready to undertake the PTV and all the rules and regulations as regards Covid-19 framed by the Government of India is followed in to.
 - c. HEI should not involve faculty, students, employees or anyone who is affected by corona. Should not involve personnel who are asymptomatic and not in good health.

General safety Precautions (Stay safe when you travel)

1. Maintain a distance of 6 feet (2 meters) between you and others as much as possible.
2. Avoid contact with anyone who is sick.
3. Limit contact with frequently touched surfaces, such as handrails, elevator buttons and kiosks. If you must touch these surfaces, use hand sanitizer or wash your hands afterward.
4. Wear a face mask/shield compulsorily.
5. Avoid touching your eyes, nose and mouth.
6. Cover coughs and sneezes.
7. Do not travel if you are sick.
8. Avoid crowds.
9. Stay in a place with good hygiene and cleanliness.
10. Follow good respiratory hygiene. While sneezing or coughing, cover your mouth and nose with a tissue. Make sure to discard the tissue immediately and wash your hands.
11. Seek medical help in case you feel unwell. In case of symptoms such as fever, cough difficulty in breathing, then seek medical attention immediately.
12. Clean your hands often. It's especially important after going to the bathroom, before eating, and after coughing, sneezing or blowing your nose.
 - a) Wash your hands often with soap and water for at least 20 seconds.
 - b) If soap and water aren't available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
13. Let us all be responsible citizens by following COVID-19 guidelines. Your medical history is your best friend under these circumstances. Make sure that you have all the necessary paperwork to prove that you haven't faced an illness that might indicate that you were a carrier of the virus. Have at least the updated records from the past two weeks to help you get through the checks smoothly. Carry all essentials. Make sure that you have all the necessary things that you need to ensure exceptional hygiene. Should wear a pair of gloves, carry alcohol wipes & hand sanitizers, and remember that the face mask must to wear.

Instead of coughing or sneezing carelessly, see that you cover your mouth with your sleeves. Take a bunch of toothpicks along while travelling and use them to push elevator or ATM buttons with touching them. Carefully dispose of them after using them once instead of carrying them for another use. And make sure that your devices and documents are in polythene bags while passing through security checks. Regularly use your sanitizer when you aren't wearing gloves and avoid passing the sanitizer bottle to another person. It would help to treat everyone as a potential carrier to be more cautious with your conduct while travelling.

Note:

Considering the prevailing COVID-19 situation, the decision has been taken up for onsite peer team visits, any unforeseen incidental expenditure (only COVID related) subject to a maximum of Rs. 5,000/- per person may be reimbursed by providing original valid bills. Further this mechanism may be approved only in respect of onsite peer team visits that are likely to be undertaken till 31st Jan 2021 on an experimental basis. However the heads of expenditure are not covered for routine expenses like food, beverages and portages etc.

If in case of any Assessor found to develop COVID like symptoms during the onsite peer team visit, he/she shall short close the visit and return back immediately. This should be informed to other peer team members, NAAC coordinator and HEI.