

**GOVERNMENT OF MEGHALAYA**  
**EDUCATION DEPARTMENT**

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**- NOTIFICATION -**

Dated Shillong, the 02<sup>nd</sup> February, 2021

**No.EDN/48/2020/Pt/162:-** The Governor of Meghalaya is please to notify the Standard Operating Procedures (SOPs) describing the procedure to be followed by authorities and inmates of Hostels once hostels are opened for occupants.

1. Before opening of the hostels authorities of the hostels (Govt or Private) shall conduct awareness programme maintaining physical distancing for would be inhabitants of the hostels on Covid-19 pandemic and protocols to be followed.
2. No inmate shall be forced by the authorities to stay in the hostel rather it shall be on the free will of the students whether to stay in hostel or make his/her own arrangement for stay.
3. Every inmate of the Hostel as well as their parents shall submit an undertaking that they will abide by all Covid-19 protocols of the Government and these SOP before occupancy.
4. Inmates shall strictly adhere to the COVID-19 advisory, issued by the Government of Meghalaya.
5. Inmates shall strictly follow the instructions as per the awareness program conducted by the authorities.
6. Rooms shall be allotted on single occupancy basis as far as practicable. Strict perimeter control shall be ensured in case of occupancy in dormitories to ensure at least six feet physical distance at all times.
7. Inmates shall at all times wear a face mask except while being inside their respective rooms.
8. Authorities shall make arrangement of hand sanitisers, running water and soap for hand washing at the entrance and at other convenient locations within the hostel premises.
9. Inmates at all times shall maintain physical distancing of at least six feet within the premises of the hostel.
10. There shall be no group activities or social gathering inside the hostel campus.
11. Sharing of items among the inmates shall be strictly prohibited.
12. Inmates shall be advised to restrict movement outside the hostel campus other than when it is absolutely necessary to attend classes etc.
13. Inmates shall avoid taking food from outside.
14. The seating capacity of the students dining table should not exceed 1/3<sup>rd</sup> capacity of the dining area. The timing of Lunch / Breakfast / Dinner to be staggered. The Canteen / Mess may extend opening and closing by few hours from the normal scheduled timing.
15. Appropriate distance of minimum of 2 metres should be maintained between dining tables in Canteen / Mess during Breakfast / Lunch / Dinner time. Wardens needs to be present during the dining time to ensure strict social distancing.
16. The staff on duty in the mess hall and the cook house shall be screened for their health conditions/hygiene before starting their duty every day and will mandatorily wear face-mask, head cover, and hand gloves while on duty. The mess staff should also ensure social distancing norms. The mess staff should be trained on COVID responsible conduct at all times and be monitored for their adherence.
17. Food waste shall be disposed off immediately and effectively.

18. Students at all times shall maintain hygienic conditions in hostel premises, and other utility areas.
19. Toilets, bathrooms, other common areas and frequently touched surfaces shall be mandatorily cleaned and sanitized (by using 1% sodium hypochlorite solution) two times a day once in the morning and once in the evening for which adequate staffs shall be deployed.
20. There shall be deployment of adequate staff at the entrance of the hostel who will measure the body temperature of the inmates with a thermal scanner as they enter the premises.
21. Display boards mentioning State helpline numbers and emergency services numbers shall be installed at conspicuous locations within the premises.
22. Display boards mentioning Dos, Don'ts, and preventive measures for Covid-19 shall be installed at conspicuous locations within the premises.
23. Any inmate who shows symptoms of Covid-19 shall be kept in isolation immediately and a care giver shall be immediately deployed.
24. Parents of symptomatic inmate shall be informed immediately to make arrangement for his/her removal from the hostel. On completion of treatment/quarantine and on being tested negative such students may again be allowed to enter hostel.

The paramount purpose of the elaborated SOP stipulating the policy and procedural observance is to instill a sense of self-discipline to observe COVID responsible behavior. Social distancing norms, hand & respiratory hygiene, use of sanitizers frequently, avoid gatherings and crowding etc. would ensure each one of us act responsibly in individual as well as community interest and contribute to prevent spread of COVID-19 pandemic.

Sd/-

(D. P. Wahlang, IAS)

Addl. Chief Secretary to the Govt. of Meghalaya,  
Education Department

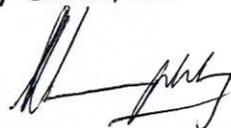
Memo. No.EDN/48/2020/Pt/162-A

Dated Shillong, the 2<sup>nd</sup> February, 2021

Copy to:

1. P.S. to the Hon'ble Chief Minister of Meghalaya, for his kind information.
2. P.S. to the Hon'ble Deputy Chief Minister of Meghalaya, for his kind information.
3. P.S. to the Hon'ble Minister of Education, Government of Meghalaya, for kind information.
4. Leader of opposition for his kind information.
5. P.S. to the Chief Secretary, Government of Meghalaya, for kind information.
6. P.S. to Addl. Chief Secretary to the Govt. of Meghalaya, Education Deptt. for information.
7. Secretary to the Govt. of Meghalaya, Education Department for information.
8. Home (Political) Deptt. with reference to letter No.POL.79/2020/Pt.I/196 dated 6.01.2021
9. All Deputy Commissioners / Superintendent of Polices.
10. The Director of Higher & Technical Education, Meghalaya.
11. The Director of School Education & Literacy, Meghalaya.
12. The Director of Educational Research & Training, Meghalaya.
13. Printing & Stationery Deptt. with a request to publish the same in the Meghalaya Gazette.

By Order, etc



Joint Secretary to the Govt. of Meghalaya,  
Education Department