

Sandip Foundation

Nashik

Guidelines for the Security staff

Precautions to be taken by Security Staff at the Main Gates.

With Corona Virus (COVID -19) creating news all over the world, Sandip University has geared up to keep the students, faculty and staff safe from this virus.

The Spread of Coronavirus has created an unusual situation, calling for extraordinary measures to keep the campus safe and healthy.

1. For security purpose, ensure 24 hours manning of the post and the person manning the area must be trained and instructed to wear mask, face shield and gloves during the duty hours.
2. Instructions for infection control measures like hand washing etc. should be properly briefed to all the security persons.
3. On arrival at the Main Gate (Foundation Gate and University Gate) everyone (Faculty, Staff, Students, Vendors, and Visitors etc.) will be screened for High Body temperature using a hand held IR non-contact thermometer. In case if anyone found having high temperature, he / she will be restricted to enter the campus.



4. No entry to be given if any Faculty, Staff, Students, Vendors, and Visitors etc. have not covered the face through proper mask. Students and staff should bring their own sanitizer for the safety purpose.
5. All the staff, students and visitors should maintain the proper distance for safety purpose while entering the campus.
6. Security guards should monitor and maintain proper distance while issuing the visitor pass or checking the temperature through thermal scanner.
7. The office keys should be sanitizing properly while issuing and submitting to the concern staff.
8. Sanitizing the vehicles entering the campus from outside and keeping the record of the same.
9. Vehicle parking should be done in a proper way so as to maintain distancing. Parking should be allotted only if the students have worn the mask / cover the face.
10. The security at the main gate should wash their hands with soap and water or sanitizer at regular interval before and after any work.
11. All the security staff should be screened properly to check the body temperature while reporting the duty, if anyone found having high temperature should not report or join the duty. Proper record should be



A red handwritten signature or mark, possibly a stylized 'S' or 'F', located at the bottom right of the page.

maintained of the security staff related to the body temperature for the analysis purpose.

12. Sanitizing of the inward material is mandatory at the main gate in a proper way. (nature of the material received)

13. To sanitize the Main gate and security cabin at regular interval for disinfection purpose.

14. To create awareness some posters to be display at the Main Gates.

15 Using each other's phones, belongings, sharing of common stationery like pens, or other work tools and equipment, should be discouraged.



A red handwritten signature or mark, possibly initials, located to the right of the stamp.