

**GOVERNMENT OF ODISHA**  
**SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT**

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No. SDTE-HTE-HTE-II-0012-2020/ 6098 /SDTE, Bhubaneswar, dated 27.12.2021

From

Smt. Rojina Das, OAS,  
Joint Secretary to Government

To

The Vice-Chancellor, BPUT, Odisha, Rourkela/ VSSUT, Burla,  
The DTE&T, Odisha, Cuttack  
The OSD, OUTR, Bhubaneswar  
The Vice-Chairman, SCTE&VT, Bhubaneswar  
The Director, IGIT, Sarang,  
The Principal, PMEC, Berhampur/ GCE, Kalahandi/ GCE,Keonjhar/  
IMIT, Cuttack/ CIME, Bhubaneswar  
Principal of all Government Engineering School/Polytechnics/ BPFTIO, Cuttack/  
ITT, Choudwar  
Principal of all Government ITIs

Sub: Advisory for educational institutions in view of cluster outbreak of COVID-19.

Sir/ Madam,

In enclosing herewith a copy of letter no. 33096, dated 10.12.2021 of the Special Secretary to Government, Health and Family Welfare Department alongwith copy of its enclosure on the above-subject, I am directed to request that the advisory issued by the Health and Family Welfare Department may be strictly followed to manage and prevent the outbreak of COVID-19.

Yours faithfully,

*Bal*  
27.12.21

Joint Secretary to Government

Memo No. 6099 /SDTE, Bhubaneswar, dated 27.12.2021

Copy forwarded to the PS to the Additional Chief Secretary, Health and Family Welfare Department for kind information of Additional Chief Secretary.

*Bal*  
27.12.21

Joint Secretary to Government

Memo No. 6100 /SDTE, Bhubaneswar, dated 27.12.2021

Copy alongwith copy of its enclosure forwarded to the President/Secretary, OPECA/ OPESA/ OMCA/ OPCA for information and necessary action.

*Bal*  
27.12.21

Joint Secretary to Government

GOVERNMENT OF ODISHA  
HEALTH & FAMILY WELFARE DEPARTMENT

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File No. HFW-MEII-COVID-0029-2021

33096

/H&F.W.

Dated 16 DEC 2021



From

Dr. Dinabandhu Panda,  
Special Secretary(MS) to Government

To

The Principal Secretary to Government,  
School & Mass Education Department.  
The Principal Secretary to Government,  
Higher Education Deptt.  
The Principal Secretary to Government,  
Skill Development & Technical Education Deptt.  
The Principal Secretary to Government,  
ST & SC Development Deptt..

A.S. (TS)  
Pl. issue  
instructions to  
all concerned  
LP

Sub : Advisory for educational institutions in view of cluster outbreak of Covid-19 cases in institutions.

16/12/21

Madam/ Sir

In inviting a reference to the subject cited above, I am directed to send herewith the advisory for educational institutions in view of cluster outbreak of Covid-19 cases in institutions issued vide this deptt. letter No.32994, dated 09.12.2021 for your kind information and necessary action.

B  
17/12/21

Special Secretary(MS) to Government

Memo No. 33097

dated 10.12.2021

Copy forwarded to the Private Secretary to the Additional Chief Secretary to Government, Health and Family Welfare Department for kind information of the Additional Chief Secretary to Government, Health and Family Welfare Department.

Special Secretary(MS) to Government

OSW/HF

HTE-11



GOVERNMENT OF ODISHA

HEALTH & FAMILY WELFARE DEPARTMENT

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File No. HFW-MEII-COVID-0029-2021 32994 /H&F.W. Dated 09-12-2021

From

Sri R. K. Sharma, IAS,  
Additional Chief Secretary to Government

To

All Collectors & District Magistrates.  
All Municipal Commissioners .  
All Dean & Principals of Medical Colleges,  
All Principals of Nursing, Pharmacy and Paramedical institutions.

**Sub : Advisory for education institutions in view of cluster outbreak of Covid-19 cases in institutions.**

Madam/ Sir

In inviting a reference to the subject cited above, I am to say that keeping in view of the declining incidence of Covid-19 pandemic the education institutions were allowed to open and the offline classes were also allowed maintaining Covid -19 appropriate behavior vide Govt. Letter No.31667/H&FW Dated 22.11.2021. However due to recent cluster outbreak of Covid-19 cases in schools and colleges and concern for the new variant of Covid-19, Government have been pleased to issue the following advisory to be followed strictly to manage the issue and to prevent further increase of incidence.

**A. Measures in Classrooms:**

1. Classrooms are vulnerable places for contamination and spread because of the paucity of spaces. To avoid this, the students should be divided into groups as per the size of class rooms so that physical distancing is possible. The routine may be appropriately modified.
2. At the entrance of the classroom sanitizer must be made available. It shall be the duty of class teacher to ensure and guide proper sanitization of hand by the students.



3. The windows in class rooms shall be kept opened to have adequate cross ventilation.
4. No student shall be allowed to enter the class without a mask.
5. Thermal screening at the entrance of the school shall be done and the teacher or a volunteer may be entrusted the work.
6. Sensitization of the students regarding the grave outcome of Covid-19 and the importance of preventive steps. Educating them on covid appropriate behaviour. Large gatherings must be prevented and social distancing and use of mask must be enforced strictly.
7. Ensure double dose vaccination of every student above the specified age group and guide them for vaccination.
8. Guide each student to inform any illness particularly flu like / influenza like symptoms if develop. Such students shall be advised to not to come to the class and they shall remain in isolation available in hostel. Immediate RAT or RTPCR must be done. Students whose home is nearby may be advised for home isolation. If the test becomes positive it should be notified to the health authorities and doctor advice must be taken.

#### **B. Measures in Hostels:**

1. Hostels must be supervised properly to reduce the risk of transmission of infection. The wardens and sub-wardens are the key persons to ensure Covid appropriate behavior. The main activities that shall be ensured are:
  - a. Use of mask even inside the room. Thermal screening at the entrance to the hostel.
  - b. Physical distancing shall be maintained in double or triple bed room.
  - c. Provision for hand wash and sanitizer must be made at several places in the hostel premises specifically at entrance to hostel, mess etc.
  - d. While in rooms the windows shall be opened to have adequate cross ventilation.
  - e. The use of common room shall be avoided.
  - f. In mess the students may be allowed batch wise to have food. Alternatively take away to room principle may be followed.
  - g. Sensitization of students must be made to maintain the Covid appropriate behavior which is to protect self as well as the friends.
2. One or two designated isolation room shall be made available. When one inmate becomes symptomatic of SARI or ILI must be isolated immediately. RAT or RTPCR must be done immediately. If becomes positive must remain isolated and doctor's advice shall be taken.
3. Every day while entering the hostel the temperature must be screened.
4. Any student who returns from home outside state may be asked to produce a negative Covid-19 test report before entry.
5. As and when required the containment zone, contact tracing, testing and vaccination shall be ensured with the help of the district authorities.

#### **C. Measures in Premises of the Institution:**

1. It is the responsibility of the Principal to designate one staff or officer to have a watch on the movement of the students in the premises during leisure hours. The students shall not be allowed to gather at one place in large numbers.
2. Covid appropriate behavior i.e. use of mask, use of sanitizer and maintaining distance shall be a must.
3. Covid-19 signage and posters shall be placed at different places.
4. Unnecessary visitors shall not be allowed in to the campus.
5. If gatherings are unavoidable, Covid-19 appropriate behavior shall be strictly ensured.

**D. Measures to be taken during an outbreak by District Administration:**

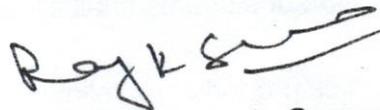
1. Segregate all symptomatic and suspected cases to a designated quarantine room with advice to abide strictly by all COVID appropriate behaviours.
2. Intimate parents, CDM & PHOs and Collectors of the district.
3. All the positive cases are to be examined by RRT to decide whether home isolation or hospitalization is required depending on symptoms.
4. All contacts to be traced and tested by appropriate authority.
5. Home isolation protocol and early hospitalization of patients showing warning signs for hospitalization shall be done.
6. Cluster containment measures shall be done as per protocol.
7. Regular contact with a nodal officer as designated by CDM & PHOs.
8. Regular contact with RRT team I/C MO.
9. Mental support and counseling shall be done.
10. Sensitization of students shall be done on;
  - a. Use of mask properly and follow Covid appropriate behaviour.
  - b. Not to share masks / dresses/ Utensils.
  - c. Regular hand washing as per protocol
  - d. Keeping distance amongst themselves
  - e. Not to congregate
  - f. Notify their illness
  - g. Protocols of isolation
  - h. Cough etiquettes
  - i. Disposal of mask and wastes
  - j. About Symptoms of COVID, and how to monitor.
  - k. No hand shaking
  - l. Not to spit here and there.
  - m. All about stigmas and associated emotional disturbances.
  - n. On use of frequently used objects/equipment.

11. Standard protocol to be followed as under:

- a. No symptomatic should be allowed to go to school
- b. Regular thermal screening
- c. All above 18 years are to be vaccinated for COVID.
- d. Provision of sanitizers in the class room
- e. Regular cleaning and moping of class room with sodium hypochlorite solution
- f. Keeping doors and windows open
- g. Trash bins for disposal of masks
- h. Do's and don'ts must be displayed in class room
- i. Adequate toilet/utensils and other utilities.
- j. Provision of soap / wash basins
- k. Provision of quarantine room
- l. Provision of isolation room in hostel
- m. Phone no of medical team contact person
- n. Marking circles at reception, water facility and hand washing stations
- o. Avoid school events, gatherings, functions, celebration, rumors on COVID

It is, therefore, requested to take immediate action at your end for ensuring the above measures in institutions under your jurisdiction to prevent contamination and spread of Covid-19. A weekly review may be done and weekly status of the institutions may be collected for taking prompt measures timely.

Yours faithfully,

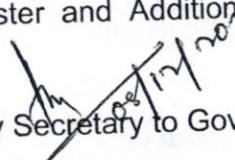


Additional Chief Secretary to Government

Memo No. 32995

dated 09-12-2021

Copy forwarded to the Private Secretary to the Hon'ble Minister, H & FW and Private Secretary to the Additional Chief Secretary to Government, Health and Family Welfare Department for kind information of the Hon'ble Minister and Additional Chief Secretary.

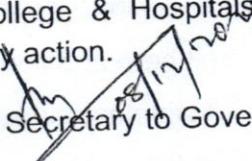


Deputy Secretary to Government

Memo No. 32996

dated 09-12-2021

Copy forwarded to the MD , NHM, Odisha / Dean & Principal, all Govt. Medical College & Hospitals / All Superintendents, Govt. Medical College & Hospitals / All Principals of educational institutions for information and necessary action.



Deputy Secretary to Government

Memo No. 32997

dated 09-12-2021

Copy forwarded to the DMET, Bhubaneswar / Director, Health Services,  
Bhubaneswar / Director, Public Health, Odisha for information and necessary action.

  
Deputy Secretary to Government