

No. RMS/220/20

Date: 18th March, 2020

CIRCULAR

In pursuance of the Office Order vide F.No. 11013/9/2014-Estt.A III dated 17.03.2020, issued from the Ministry of Personnel, Public Grievance and Pensions, Government of India to contain the spread of Novel Corona Virus (COVID-19) and the recommendations made by the Task Force constituted by the Institute in this regard the following preventive measures have been taken by the Institute with immediate effect:-

- 1) Thermal Scanner and Hand Sanitizers shall be used at the three entrances of the campus and the entrance to the main two buildings (Main Academic Building & 8th storied Academic cum Administrative Building) after restricting as only two points in each of the buildings.
- 2) Employees having Flu- like symptoms are advised to take proper treatment/ quarantine etc.
- 3) Adequate measures shall be taken by the Security Section to restrict the visitors into the campus.
- 4) Meetings/ Discussions, so far as feasible, shall be done through video conferencing, telephones, e-mails etc.
- 5) Non essential official travels shall be avoided by the employees.
- 6) Employees may undertake essential correspondences on official e-mail, and try to avoid sending files and documents to other offices outside of the campus.
- 7) A temporary 'Receiving Centre' shall be arranged at the entrance (Gate No.1) for receiving letters/documents from outside.
- 8) Necessary steps shall be taken by the Compound Section to keep the campus clean including the floors of the buildings, particularly the frequently touched surfaces.
- 9) Proper and sufficient supply of hand sanitizer, soap and running water in wash room shall be maintained by the compound section.
- 10) The do's and don'ts, as prescribed by the DOPT attached herewith, shall be followed strictly as a part of the precautionary measure.
- 11) Booking of all places where mass gathering is possible like Institute Hall, A37 quarter, Seminar Halls etc. shall remain suspended till further order.
- 12) Number of persons to take food in the different canteens of the Institute simultaneously shall be restricted depending of the size of the Dining Hall. This shall in no case be more than 50% of the capacity.
- 13) If any, Faculty members, officers, staff wants to join in the duty after making a visit to other states or abroad shall compulsorily first report to the hospital. He / She shall be allowed to join if Medical Officer give the clearance. He/ She may require to stay in quarantine in house, if so advised by the M.O.
- 14) The guidelines for home quarantine as issued by the Ministry of Health and Family Welfare (EMR Division), Govt. of India (attached herewith) shall be applicable to those so advised.

This is issued with the approval of the competent authority.

Sd/-
(Dr. Biman Bandyopadhyay)
Registrar

Encl.: As Stated

Copy forwarded for information and necessary action to:-

1. PS to the Director
2. All Deans/HoD of Departments/ Schools/ Centres/All Officers
3. The Chief Warden
4. All Hostel/ Hall Wardens
5. AR (Compound & Purchase) – with a request to take necessary action for the point no. 1, 3, 8, 9 & 12 in consultation with DR (Store & Purchase).
6. DR (Admin) – with a request to take necessary action for the point no. 7.
7. DR (Store & Purchase) – with a request to purchase all the relevant items in consultation with AR(Compound & Purchase).
8. General Secretary, Students' Senate
9. All Notice Board
10. Institute Website

H 18/3/2020
Registrar

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.

Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
(EMR Division)

Guidelines for home quarantine

Scope

Detection of a travel related/unrelated suspect case of novel Coronavirus Disease (COVID-19) will be followed by rapid isolation of such cases in designated health facilities and line listing of all contacts of such cases. Home quarantine is applicable to all such contacts of a suspect or confirmed case of COVID-19.

This intervention will be limited to the initial phase of India reporting only (i) travel related cases and (ii) focal clusters arising from a travel related/unrelated case where cluster containment strategy is adopted (iii) Persons coming from COVID-19 affected areas where local and community transmission is evident.

Definition of contact

A contact is defined as a healthy person that has been in such association with an infected person or a contaminated environment as to have exposed and is therefore at a higher risk of developing disease.

A contact in the context of COVID-19 is:

- A person living in the same household as a COVID-19 case;
- A person having had direct physical contact with a COVID-19 case or his/her infectious secretions without recommended personal protective equipment (PPE) or with a possible breach of PPE
- A person who was in a closed environment or had face to face contact with a COVID-19 case at a distance of within 1 metre including air travel;

The epidemiological link may have occurred within a 14-day period before the onset of illness in the case under consideration.

Instructions for contacts being home quarantined

The home quarantined person should:

Stay in a well-ventilated single-room preferably with an attached/separate toilet. If another family member needs to stay in the same room, it's advisable to maintain a distance of at least 1 meter between the two.

- Needs to stay away from elderly people, pregnant women, children and persons with co-morbidities within the household.

- Restrict his/her movement within the house.
- Under no circumstances attend any social/religious gathering e.g. wedding, condolences, etc.

He should also follow the under mentioned public health measures at all times:

- Wash hand as often thoroughly with soap and water or with alcohol-based hand sanitizer
- Avoid sharing household items e.g. dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people at home.
- Wear a surgical mask at all the time. The mask should be changed every 6-8 hours and disposed off. Disposable masks are never to be reused.
- Masks used by patients / care givers/ close contacts during home care should be disinfected using ordinary bleach solution (5%) or sodium hypochlorite solution (1%) and then disposed of either by burning or deep burial.
- Used mask should be considered as potentially infected.
- If symptoms appear (cough/fever/difficulty in breathing), he/she should immediately inform the nearest health centre or call 011-23978046.

Instructions for the family members of persons being home quarantined

- Only an assigned family member should be tasked with taking care of the such person
- Avoid shaking the soiled linen or direct contact with skin
- Use disposable gloves when cleaning the surfaces or handling soiled linen
- Wash hands after removing gloves
- Visitors should not be allowed
- In case the person being quarantined becomes symptomatic, all his close contacts will be home quarantined (for 14 days) and followed up for an additional 14 days or till the report of such case turns out negative on lab testing

Environmental sanitation

- a) Clean and disinfect frequently touched surfaces in the quarantined person's room (e.g. bed frames, tables etc.) daily with 1% Sodium Hypochlorite Solution.
- b) Clean and disinfect toilet surfaces daily with regular household bleach solution/phenolic disinfectants
- c) Clean the clothes and other linen used by the person separately using common household detergent and dry.

Duration of home quarantine

- a) The home quarantine period is for 14 days from contact with a confirmed case or earlier if a suspect case (of whom the index person is a contact) turns out negative on laboratory testing