

# MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(An Institute of National Importance under Ministry of HRD, Govt. of India)

## CIRCULAR

No. 1926

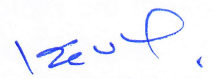
Dated 10.06.2020

### **SOP on preventive measures to contain spread of COVID-19 in the Institute.**

As per the directions of Ministry of Home Affairs, offices of the Institute shall now open with immediate effect with 100% staff strength (staggering of office hours) with following standard operating procedures (SOPs) as prescribed by the Ministry of Health & Family Welfare:


1. Thermal screening at Main Gate (Entry Point) and hand hygiene (sanitizer dispenser) shall be available at entry point of the offices. Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the officer, who they want to meet, should be allowed after being properly screened.
2. All officers and staff / visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
3. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
4. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
5. Spitting shall be strictly prohibited.
6. Installation & use of Aarogya Setu App by all employees.
7. Only asymptomatic staff / visitors shall be allowed. Persons with symptoms of Covid-2019 shall not be allowed in the Institute.
8. Any officer / staff residing in containment zone should inform to the Section Head and not to attend the office till containment zone is de-notified. Such staff shall be permitted to work from home and it will not be counted as leave period.
9. Drivers of the Institute vehicles shall maintain social distancing and shall follow required dos and don'ts related to COVID-19. They shall disinfect of the interior of the vehicle using 1% sodium hypochlorite solution/ spray regularly. A proper disinfection of steering, door handles, keys, etc. should be taken up.
10. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions. They should preferably not to be exposed to any front-line work requiring direct contact with the public.
11. Meetings, as far as feasible, shall be done through video conferencing.

12. Staggering of office hours for 50% - 50% staff shall be as under:
  - a) 9:00 AM to 2:30 PM
  - b) 12:30 PM to 6:00 PM
13. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured.
14. Institute Canteens / shops / tea stalls, etc., outside and within the office premises shall follow social distancing norms at all times. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
15. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured. Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
16. Required precautions while handling supplies, inventories and goods in the office shall be ensured.
17. Seating arrangement to be made in such a way that adequate social distancing is maintained.
18. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
19. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which *inter alia* emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
20. Large gatherings continue to remain prohibited.
21. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
22. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas
23. Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.

  
**REGISTRAR**

**Copy to:**

1. All Deans
2. All Heads of the Departments/Sections with the request to circulate among all the teaching/non-teaching staff of their departments.
3. PS to Director
4. MNIT Webmaster to display on Intranet.

  
**Deputy Registrar, Admn. & Estt.**