



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA,
SURATHKAL
POST SRINIVASNAGAR, MANGALURU – 575 025



No: NITK/Admin-Estt./COVID-19/2020/B9

Date: 5th June, 2020

IMPORTANT NOTIFICATION

Sub: Prevailing condition arising out of the COVID-19 pandemic in the country –
Preventive measures to be taken by the employees - Reg.

- Ref.: 1. Notification No. NIITK/Admin-Estt./COVID-19/2020/B9 dated 14th March 2020, 18th March 2020, 20th March 2020, 26th March 2020, 14th April 2020, 2nd May 2020, 4th May 2020, 6th May 2020, 18th May 2020 and 31st May 2020.
2. Order No. Z.28015/1 7/2020-Estt.I dated 03.06.2020 of the Ministry of Health and Family Welfare, Govt. of India.
3. OM F.No.Z.28015/19/2020-EMR (Pt.) dated 04.06.2020 of the Ministry of Health & Family Welfare, Govt. of India

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This is in continuation of the Notifications referred under (1) above, the Ministry of Health and Family Welfare, Government of India vide OM (referred under 2) envisaged social distancing shall be maintained in Office premises which is available in the website of Ministry of Health and Family Welfare and also in the Institute website. However, it has been noticed that often the Ministry's directives are ignored, especially not maintaining social distancing. Ministry has issued following various advisories as precautionary measures in order to contain spread of COVID-19:

- 1) Wearing of mask is mandatory for all employees.
- 2) Only asymptomatic staff/ visitors shall be allowed in the building premises to attend the office.
- 3) People should maintain social distancing at least 1 (one) metre between them while walking or seating and queuing up for entry and inside the building premises.
- 4) Loitering and crowding in corridors should be avoided strictly and people should maintain distance mandatorily.
- 5) Gathering of 5 or more persons at any place in the office are strictly prohibited.
- 6) Meetings, as far as possible, should be done through video conferencing. General functions where students/ employees are expected to gather should be strictly avoided. All such functions have to be scheduled through on-line platforms.

- 7) Chairs placed in the Officer's chambers/ Conference rooms/ Meeting halls may be arranged in a manner so that social distancing may be maintained. In case this is not possible, alternate chairs may be kept vacant in the Officers chambers/conference rooms/Meeting halls to maintain physical distance.
- 8) Drivers should maintain social distancing and shall follow required do's and don'ts related to COVID-19.
- 9) Desks and chairs are to be arranged in a zigzag pattern so that two employees may not sit directly across from each other.
- 10) All the employees should avoid touching their eyes, nose, and mouth with their hands.
- 11) Respiratory etiquettes to be strictly followed. All the employees should cover their mouth and nose with a tissue while coughing or sneezing or use the inside of their elbow and thereafter throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds.
- 12) Discourage, to the maximum extent, entry of visitors in the office complex. Only those visitors who have proper permission of the officer, whom they want to meet, should be allowed after being properly screened.
- 13) All officials are advised to take care of their own health and look out for symptoms such as fever, respiratory problem and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. Such employees should observe home-quarantine as per the guidelines issued by MoH & FW, Government of India.
- 14) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- 15) Employee should strictly avoid spreading of rumors.
- 16) All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions. These employees should not be exposed to any frontline work requiring direct contact with the public.
- 17) All the rooms/offices are being properly sanitized on a daily basis. Common areas like handrails, lift, doorknobs, stairs, washrooms etc. are being sanitized thrice a day.
- 18) Practice frequent hand washing with soap (for at least 20 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

- 19) All HoD's are requested to keep foot operated Hand Sanitizer Stand in front of their respective Department.
- 20) A proper crowd management in the parking lots and outside the premises duly following social distancing may be maintained.
- 21) Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- 22) As much as possible, employees should avoid using other employees phones, desks, offices, or other work tools and equipment. Clean and disinfect them before and after use.
- 23) All employees should try and use stairs instead of lifts as far as possible except those who may have problems in using the staircase.
- 24) More than 4 persons in the lift are not allowed. Inside the lift, the persons should stand facing the walls of the lift and not facing each other.
- 25) In the lifts, etiquette may be observed.
- 26) While waiting for the lift in the corridor, physical distancing of six feet must be ensured and queue should be formed.
- 27) Centralized ACs may not be used for the time being, if possible.
- 28) Group lunches should be avoided strictly.
- 29) Lunch times may be staggered as much as possible.
- 30) The persons who have given their samples for testing for COVID-19, may immediately inform Administration and should not come to office till the result is available.
- 31) Spitting is strictly prohibited. If any person is found spitting, strict action will be taken as per rules.
- 32) The movement of physical receipt/ file should be discouraged so as to avoid the infection through frequent touching of papers.

The above guidelines will be reviewed in case of issuance of fresh guidelines by the Government (state or Central, as the case may be).

The SOP on preventive measures to contain spread of COVID-19 in offices issued by the Ministry of Health & Family Welfare, Govt. of India vide OM (referred under 3) is attached herewith.

All Heads of the Department/Centre/School/Section/Unit are requested to bring it to the notice of all faculty/staff/students/project staff for wide circulation among NITK, Surathkal Campus Community. All members of NITK, Surathkal community are requested to co-operate with security/ emergency staff on duty to make our campus safe and secure from the novel coronavirus-19 pandemic virus.

This issues with the approval of the Competent Authority.



REGISTRAR

Encl: OM issued by MH&FW dt.04.06.2020

Copy to:

All Deans, Office of the Registrar, Joint Registrar, All Assistant Registrars.
All HoDs/ HoSs -with a request to circulate among the faculty/staff members of their Departments/Sections.
Chairman (CCC, CDC, LAC), Professor In-charge (Analytics, Accreditation & Ranking System, Hostel Affairs).
All Wardens of NITK Hostels, FIC (Security).
Transparency Officer and Nodal Officer (Under RTI Act).
CVO, Medical Officer, Librarian, Physical Director I/c, SAS Officers, Resident Engineer I/c,
System Manager - CCC and Public Relations & Media Manager (on Contract) - for wide publicity.
Coordinators - CCE & QIP, Coordinator - TEQIP III, Liaison Officers (SC-ST Cell & OBC Cell), GRO-PwD.
Faculty I/c (T&C Works, IIP Cell), B&W Section, OCC, Cash Section.
Professor In-charge NITK-STEP, NCC Office, President - Students' Union, All Notice Boards.

Copy to do the needful: Security Officer (on Contract).

Copy for kind information to: The Director and Deputy Director.