

संख्या 2-2(121)20-स्था.

दिनांक 18.04.2020

परिपत्र / CIRCULAR

Sub: Implementation of revised guidelines for containment of COVID-19 issued by MHA

Ref. Office order No. 40-3/2020-DM-I(A) dated 15.04.2020 issued by Ministry of Home Affairs, GOI endorsed by CSIR Hqrs. vide letter No. 5-1(17)/2008-PD dated 15.04.2020

In pursuance of office order No. 40-3/2020-DM-I(A) dated 15.04.2020 issued by Ministry of Home Affairs, GOI endorsed by CSIR Hqrs. vide letter No. 5-1(17)/2008-PD dated 15.04.2020 on the subject cited above, the institute will function from 20.04.2020 onwards.

The following staff have to attend the office:-

1. All Sr. Scientists, Principal Scientists & Sr. Prin. Scientist
2. All Sr. Technical Officer (3) and Principal Technical Officers.
3. All Head of Divisions and Incharge of essential services providing divisions irrespective of their pay level.

As per Guidelines, 33% of the rest of the staff have to attend the office from April 20, 2020 onwards and the decision in the regard, whom to call, will be taken by the concerned Heads of Divisions, till May 3, 2020.

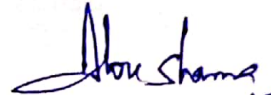
While attending office all the staff members have to strictly adhere the guidelines contained in Annexure I & II attached herewith.

Those who are residing in containment zone need not to attend office.

Head of Divisions will keep informed the Administration about the daily attendance of staff under their control.

The staff member residing outside the CSIR IHBT main campus may apply for necessary passes on weblink hpkangra.nic.in/curfewpass

This issues with the approval of the Director.


(Alok Sharma) 18/4/2020
Administrative Officer

Copy to:-

1. The Joint Secretary (Admin), 2 Rafi Marg, New Delhi- 110 001
2. The Deputy Commissioner, Kangra at Dharamshala (H.P.)
3. SDM, Palampur
4. PS to Director
5. All Head of Divisions, with the request to bring the contents of circular amongst the staff working under their kind control.
6. All Notice Board, CSIR IHBT, Palampur
7. Head, PPME with the request to display the circular on CSIR-IHBT website
8. Chairman Canteen Committee
9. Security Assistant, CSIR IHBT, Palampur

National Directives for COVID-19 Management

The National Directives shall be enforced by the District Magistrate through fines and penal action as prescribed in the Disaster Management Act 2005.

PUBLIC SPACES

1. Wearing of face cover is compulsory in all public places, work places.
2. All persons in charge of public places, work places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
3. No organization /manager of public place shall allow gathering of 5 or more persons
4. Gatherings such as marriages and funerals shall remain regulated by the District Magistrate.
5. Spitting in public spaces shall be punishable with fine.
6. There should be strict ban on sale of liquor, gutka, tobacco etc. and spitting should be strictly prohibited.

WORK SPACES

7. All work places shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.
8. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
9. Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encouraged to work from home.
10. Use of Arogya setu will be encouraged for all employees both private and public.
11. All organizations shall sanitize their work places between shifts.
12. Large meetings to be prohibited.

MANUFACTURING ESTABLISHMENTS

13. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.
14. No overlap of shifts and staggered lunch with social distancing in canteens shall be ensured.
15. Intensive communication and training on good hygiene practices shall be taken up.



Annexure II

Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments

The following measures shall be implemented by all offices, factories and other establishments:

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a. Entrance Gate of building, office etc.
 - b. Cafeteria and canteens.
 - c. Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
 - d. Equipment and lifts.
 - e. Washroom, toilet, sink; water points etc.
 - f. Walls/ all other surfaces
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
4. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
5. Medical insurance for the workers to be made mandatory.
6. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
8. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
10. Use of staircase for climbing should be encouraged.
11. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
12. There should be total ban on non-essential visitors at sites.
13. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.

