



भारतीय विदेश व्यापार संस्थान
मानित विश्वविद्यालय
INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED TO BE UNIVERSITY)



(AN AUTONOMOUS INSTITUTION OF MINISTRY OF COMMERCE & INDUSTRY)

बी-21, कुतुब इन्स्टीट्यूशनल एरिया नई दिल्ली-110016
B-21, Qutab Institutional Area, New Delhi-110016
Phone : 0091-11-39147200, 39147201, 39147202
Fax : 0091-11-39147214, Website : www.iift.edu

No.Reg.Off/05/2018

March 18, 2020

OFFICE ORDER

In order to contain the spread of Novel Coronavirus (COVID-19), an advisory has been issued by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions on 17.03.2020. In accordance to the advisory issued by DoPT, it has been decided to reiterate the following preventive measures to contain the infection in the Campuses of the Institute for well-being of the employees, students and in public interest:

- (a) Thermal Scanners at the entry of the campuses are being installed. Hand sanitizers have also been placed at the entry of the campuses.
- (b) Entry of the visitors in the campuses would be discouraged to the maximum extent. Routine entry of the visitors would be suspended with immediate effect. Only those visitors who have proper written permission of the officer/staff they want to meet would be allowed after being properly screened.
- (c) Meetings, as far as feasible, should be done through video conferencing. Meetings would be minimized or rescheduled involving large number of people unless necessary.
- (d) Non-essential official travel would be avoided.
- (e) Essential correspondence would be undertaken digitally/ on official email. Sending of files and documents to other offices would be avoided to the extent possible.
- (f) Delivery and receipt of dak at the entry point of the campus should be facilitated, as far as practicable.
- (g) Gyms and Creches will remain closed with immediate effect.
- (h) Proper cleaning and frequent sanitization at the workplace, particularly of the frequently touched surfaces should be ensured by the E&M Division.
- (i) Regular supply of hand sanitizers, soap and running water in the washrooms should be ensured by the E&M Division.
- (j) All faculty/officers/staff are advised to take care of their health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their Reporting Officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: www.mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf
- (k) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.

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- (l) All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions are advised to take extra precautions.
- (m) An indicative list of Do's and Don'ts is annexed for adherence.

These measures will be re-visited after 31st March, 2020.

This issues with the approval of the Competent Authority.


(Dr. P.K. Gupta)
Registrar

All Faculty Members/Officers/Employees and Students of the Institute

Copy to:

1. Centre Head (Kolkata Campus): You may please implement similar measures at Kolkata Campus.
2. SM: for updation of this Office Order on the Institute's Website.
3. PS to Director : for information of Director
4. All Notice Boards

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.