



Date: 14.03.2020

ADVISORY

In view of the novel Coronavirus (COVID 19) cases being reported in the country, the following guidelines are issued as a precautionary measure to arrest the spread of COVID-19 within IIT BBS Campus.

1. Faculty, Student/Scholar, Employee, Project staff and any other person including residents are advised to refrain from travel to any foreign country and advised to avoid non-essential travel to other COVID-19 affected countries as well.
2. If a faculty, Student/Scholar, Employee, Project staff and any other person including residents choose to travel or are travelling to affected countries for compelling reasons, it is advised that all individuals on return from such travel back from the affected countries, return to their respective homes and in consultation with Medical Officer complete their home quarantine period of 14 days and if no symptoms are noticed in such period, can return to their work/study place. In case there is fever/cough/cold or any related symptoms after 14 days, you are advised to inform MO and to report to the nearest Govt. Hospital/Institute Hospital immediately. 14 days may be counted from the date of disembarkation in India after travel.
3. It is important for every individual to follow the travel advisory strictly in the individuals own interest and in the interest of the rest of the Institute community. This advisory will stay in force till such time it is revoked.
4. As a precautionary measure marking of bio-metric attendance is dispensed with, w.e.f 14.03.2020 and normal register-based attendance may be kept in vogue for all employees/outsourced/ project staff indicating in-time/out-time while marking their attendance. This system will continue till 31.03.2020 or until further orders. However, labs and centres may enable the biometric entry after office hours for safety and security reasons as deemed fit.
5. All faculty/students inside/outside influx be restricted and Dean Faculty and Planning/ Academics to take needful action in this regard.
6. Notice and precautionary measures to be issued to Food Stalls in the campus about the Do's and Don'ts. Faculty/Staff/Students not to use L-Gate Canteen till further notice.
7. All the workers and laborers who are working inside the campus and staying outside have been asked to stay within the campus including housekeeping persons from local area.
8. In view of the health safety of the campsites, people coming from outside ranging from food suppliers, housekeeping and security needs to be screened at the main gate of the campus.
9. Body temperature can be checked using thermal scanners by Security unit in coordination with Medical Unit of IIT Bhubaneswar at the Main Gate for all incoming persons.
10. Masks are only required to be worn by people having cough and cold.
11. Our Project Management Committee (PMC) NBCC to take appropriate action from their end in view of the ongoing epidemic outbreak.
12. Guest House to check all visitors and send the visitors to Medical Unit in case of any suspect.

13. Arrangement be made to procure fumigation equipment in case of eventuality to sanitize any area exposed to proven COVID-19 case. Personal Protective Equipment to be procured for Healthcare providers as per prevalent Medical Guidelines.
14. The possibility of Quarantine room within campus is to be explored in case of eventuality for the same.
15. In case of any specific cases reported, they are required to be transferred to Capital Hospital Bhubaneswar for adequate medical care.
16. Special action, care and sanitation along with usual housekeeping practices to be followed along with spraying of VIREX II 256 (Diversey brand) disinfectant which are EPA's Registered Antimicrobial products for use against Novel Coronavirus SARS – CoV-2, the Cause of COVID-19. I.e. 10 ML in 1 liter of water.
17. All cleaning supervisors & cleaning personnel to ensure sufficient hand wash in each washrooms which must be filled twice & thrice depending upon requirement of different buildings to frequently wash the hand by Faculty, Staff, and Students for preventive measures.
18. Pedestal dustbins with lid to be placed in each washrooms & rooms as a regular practices done in consultation with the Medical In-charge of the Institute. All dustbins to be emptied on daily basis along with disinfecting them.
19. All housekeeping supervisors & cleaning staff must clean their hands frequently, also during sneezing use of handkerchief is necessary. They are strictly advised to adhere to follow the sanitation procedure. They must wear nose masks & hand gloves while disinfecting of any surface.
20. Sanitary inspector to supply sanitizers in all the wash areas of the Institute. Proper Sanitization of classrooms, tables, door handle, dustbins, railings to be done at least once or twice in a day.
21. All towels if any placed to be removed from all washrooms including Guest House till 31st March, 2020. Proper Sanitization of classrooms, tables, door handle, dustbins, and railings to be done at least once or twice in a day.
22. The Head of the Department/Sections are requested to ensure that this advisory is strictly followed, and any violation should be immediately reported to the Institute Hospital/ Govt. Hospital.
23. The COVID-19 advisory and regulations issued by Central Govt. and Odisha Govt. are also to be complied with.


Registrar