

INSTRUCTIONS FOR TEACHING AND NON-TEACHING STAFF LIST OF DO'S AND DON'T IN COVID-19 (WHO, ICMR and MOH)

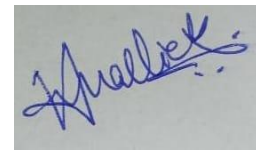
DO'S

(Institutions should obtain travel history of employees, call minimum employee at workplace, promote work from home, keep ambulance ready)

- Consider everyone as corona positive including yourself
- Maintain social distancing, preferably more than a meter, in all situations and conditions including meetings and conferences
- Keep contact time to the minimum with co-workers
- Speak loudly or use phone
- Keep all surfaces of immediate contact disinfected
- Use masks, gloves and goggles
- Mask should be worn as advised, snugly fitting with no air entry through sides of nose
- Ordinary mask to be worn upto 4-6 hrs and disposed off then.
- Objects like pen, paper weight etc should be used only by one person
- Carry adequate water, do not ask peon for the same
- Practice hand washing with soap and water before and after touching things which you are not currently using or used by others (who guidelines), posters to be placed in hand washing area
- Sanitizing hand rubs to be placed in vicinity. If hands are not washed with soap and water, hand rub may not work putting you at risk.
- Keep adequate supply of masks and gloves and tissue papers
- Foot operated covered dust bins to be kept
- Keep watch if anyone near you has flu like symptoms or breathing problem
- Avoid social gatherings viz birthday celebration etc at workplace
- Completely follow social distancing norms.
- Report immediately in case of flu like symptoms, body ache, burning eyes, feeling tired and do not try to impress by not reporting
- Avoid sudden exposure from AC to scorching heat of outside
- Prefer vegetarian food
- Increase immunity, follow ayush guideline
- Be very careful while at Barber shop or at beauty Salon parlour
- Clean your hands & legs when you come home from outside, keep these clothes for wash
- When you feel you have come nearer to a suspected patient take a thorough bath
- The threat of CORONA is not going to end soon.
- Advise quarantine to suspected cases

DON'T

- Spitting, blowing of nose, chewing of smokeless tobacco products, paan masala and areca nut (supari) in the University campus is prohibited
- Do not think you are not a carrier of CORONA
- Do not touch your face, forehead and lips as a habit
- Do not itch eyes, ear and scalp
- Do not set your hair as a habit
- Do not share mobile, landline also
- If used by many, disinfect landline after every use
- Do not eat outside food for 1 year
- Do not go to unnecessary marriage or other similar ceremony
- Do not take unnecessary travel trips
- Do not go to a crowded place for at least 1 year
- Do not exhale onto someone and be alert that no one exhales on you
- Do not go to the Cinema, Mall, Crowded Market for 6 Months now. If possible, Park, Party, etc. should also be avoided
- Don't wear belt, rings, wrist watch, when you go out. Watch is not required. Your mobile has got time
- Don't bring the shoes into your house, leave them outside
- Do not share commodes at work place, Indian style is safer
- Do not hide your sickness
- Do not panic
- Do not take antibiotics



Registrar

Copy to:

- 1) Hon'ble Vice Chancellor, PU
- 2) COE, DAA, DSW-PU
- 3) Head of Institution, Constituent Unit, PU
- 4) Medical Director, PH
- 5) Head of Department-IT, Civil, Electrical, Press, Maintenance, E&P, Purchase, Accounts, Public Relation