

Advisory to be followed by NIFT officials and employees

I. Clothing and accessories:

Guiding Principles:

- i) **Comfortable Clothing** - Easy to wash, disinfect/sanitize, support climatic conditions, does not pick virus through touching unintended surfaces
- ii) **Functional Accessories** – Easy to disinfect/ sanitize, easy to carry, helpful in navigating through outside world through self-sufficient approach

A. Clothing

1. Avoid wearing loose clothes - sarees, stoles etc to office for few days. Loose clothes may touch undesirable surfaces inadvertently and virus may reach home.
2. Wearing of anything that sweeps the floor to be avoided.
3. In case necessary to wear stoles/ dupattas, tie them properly so that it does not drag on floor, railings etc.
4. May consider wearing home-stitched long coveralls while commuting.

B. Accessories

1. Instead of carrying a big purse, carry a small one and disinfect it on return.
2. In case of Wallet – keep only essentials eg. driving license, credit card etc.
3. Mobile phone to be kept in pocket or bag ie. not to be placed on work surfaces.
4. Avoid wearing watches or rings or any jewellery. These are difficult to sanitize regularly.
5. Carry your things in cotton bags and wash them daily.
6. Carry your own water bottle & avoid using Office glasses/ cups. In case mineral water is required to be purchased, ensure sanitization of water bottle before use/ holding it
7. Wear closed bellies/ shoes rather than open toe sandals/ chappals.
8. Wear cotton mask that is comfortable. Keep one extra mask in purse/pocket. Can sanitise mask regularly.
9. Keep a pair of gloves for handling paper files.

10. Keep two cloth bags for carrying your lunch - to be used on alternate days as they should also be washed on return.
11. Carry Disinfectant wipes and toilet seat disinfectant spray.
12. Alcohol gel in car to clean hands.

NOTE: If possible, keep shoes/sandals/chappals, that have been worn while going out, outside house. In case sandals/chappals have been used without socks, foot to be washed in soap water before entering house

II. Office/Personal kit to go outside

Guiding Principles:

Easy to carry, self-sufficient as regards basic needs, aids in maintaining personal hygiene, helpful in navigating through world outside home.

Personal kit (in cotton bag) may include:

- i) Two Hand towels;
- ii) Lunch box;
- iii) Water bottle;
- iv) Extra Mask;
- v) Pair of gloves;
- vi) Small Sanitizer bottle;
- vii) Hand moisturizer (to moisturize skin with multiple usage of sanitizer)
- viii) Some tissue papers (to be used for touching buttons for operating lifts etc)
- ix) Cloth piece of say 1.5 mts. X 1 mt., to be laid on that part of table which is near your chair and where you rest hands.

All the above are to be washed/sanitized on return to home.

III. Social Obligation:

Guiding Principles: Keep yourself safe; Keep others safe.

1. In case of any COVID symptoms, consult a doctor immediately;
2. Cover nose and mouth with tissue or elbow while sneezing and coughing. Throw used tissue in closed bins.

3. Beware of asymptomatic cases. Remember, only a fraction of the people shall display symptoms.
 - a. Be cautious while selecting a place to visit/move out. Weigh pro/con of visiting a place based on
 - i. Need/necessity of such visit,
 - ii. The location including alternative locations,
 - iii. Feasibility of maintenance of social distancing norms,
 - iv. Mode of transport available or proposed to be taken etc.
 - b. While dealing with a service provider including helper/maids etc., ascertain
 - i. Vulnerability of such person to infections
 - ii. Degree of accessibility required ie. Within house or outside
 - iii. Required protocol for interaction with such service provider
 - c. Maintain social distancing ie. maintain a safe distance (more than one meter) from persons during interactions.
 - d. While taking out currency from ATM, follow sanitization protocols while touching ATM keys and currency notes
 - e. Spitting at any public place is strictly prohibited.
4. Be cautious of personal hygiene factors while using any public place especially public washroom, lifts, ATMs, restaurants, Central AC places, public transport etc.
5. Use of lift should be avoided and stairs should be preferred. In the elevators, not more than 2/4 persons (depending on the size) to travel. Sanitize hands with sanitizer before you enter and once you come out of the lift;

IV. Payments/Transactions:

Guiding Principle: Minimize handling of currency notes. With frequent exchange of hands, this may be a potential virus carrier.

1. Encourage e-payment.
2. If necessary, give exact amount so that there is no requirement of taking back any change
3. Wear gloves while handling currency

4. For emergencies/exigencies, take out cash from ATMs and keep the notes for say three days in safe place. Thereafter use currency note.
5. In regular grocery shops etc., may consider opening an account so that it is one-way handling of currency ie. from you to the shop keeper.

V. Personal Hygiene:

Guiding Principle: Beware of asymptomatic cases. Remember, only a fraction of the people shall display symptoms.

1. For right hand users, use left hand for opening of doors etc., right hand for touching face etc.;
2. Use of lift should be avoided and stairs should be preferred. In the elevators, not more than 2/4 persons (depending on the size) to travel. Sanitize hands with sanitizer before you enter and once you come out of the lift;
3. Do not spit/urinate in public places. Do not spit inside room, even in spit pans. This is especially relevant for those having tobacco, gutka, pan.
4. Avoid participation in gatherings, including sitting in groups at canteen or in office premises/corridors.
5. Wear PPEs like face masks, gloves etc.
6. Clean and sanitize hands using soap and water duly following the 20-seconds cleaning routine at short regular intervals, even if the hands appear visibly clean. Sanitizers to be also used at frequent intervals.
7. Don't touch eyes, nose and mouth.
8. Do not shake hands.
9. Keep the nails short.
10. Do not share make up/cosmetics.
11. Cover nose and mouth with tissue or elbow while sneezing and coughing. Throw used tissue in closed bins. Ensure that closed bins in the room is cleaned/ sanitized in the evening;
12. Keep sipping hot water, tea, hot fluids. Stay healthy, eat nutritious diet and try to stay stress free with yoga and exercise.

VI. Mask/gloves management:

Guiding Principle: Comfortable, sanitized mask with minimal touch/ need for taking out

1. In normal/routine case, use cotton home-made mask that is comfortable;
2. Keep an extra mask per person;
3. Avoid having tea or other drinks during meetings as this requires removing masks & usage of office crockery;
4. Mask to cover both mouth and nose: Covering mouth is for preventing any possibility of transmission while talking/sneezing/cough and covering nose is to prevent infection from virus already present in environment
5. Do not touch the mask while wearing. Also do not frequently remove the mask and adjusting the mask with your hands. If required, first sanitize or wash the hand before touching the mask;
6. If you have interacted with a corona positive patient, the mask, gloves that you were wearing ought to be immediately disinfected and then disposed off;
7. Wear gloves when moving in public place, holding railings or any surface at public place
8. On return to home, disinfect the mask and gloves immediately as per published protocols

VII. Office/ Room management

Guiding Principle: Preference for e-tools for interactions, Minimal contact with others, minimal touching of surfaces, Touching only sanitized surfaces, Conscious about AC usage

1. Use staircase instead of lift as much as possible. Instead of touching lift buttons by bare hand, touch buttons with disposable tissues/toothpicks (carry a packet in the bag or pocket). If it is necessary to take elevators, not more than 2/4 persons (depending on the size) to travel.
2. High contact surfaces such as washrooms, walls and other surfaces, conference room, elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephones, printers/scanners, and other office machines should be cleaned each time with a linen/absorbable cloth soaked in 1% sodium hypochlorite or other disinfectant.
3. Open and get your room cleaned in your own presence as far as possible. Alternatively, instruct staff to clean your chair, table, computer, keypad

and mouse only after wearing mask and gloves. The same may be cleaned with sanitizer

4. Disinfect door handles, electric switches, table, chair, office phone, desktop, mouse and keyboard before use. Alternatively, use gloves.
5. Keep plants outside.
6. Carry your pen. Else disinfect it with sanitizer;
7. Avoid participation in gatherings, including sitting in groups at canteen or in office premises/corridors;
8. No handshakes; "Namaste greetings"
9. Do not spit/urinate in public places Do not spit inside room, even in spit pans. This is especially relevant for those having tobacco, gutka, pan.
- 10.Keep sanitizer at the entrance of the room
- 11.Spitting of Gutka, Tobacco etc is strictly prohibited.
- 12.Ensure that closed bins in the room is cleaned/ sanitized in the evening;
- 13.Ensure that waste disposal in the office is done properly.
- 14.Encourage e-office, email and Video conference.
- 15.In case there is a requirement to handle physical file, wear gloves. Make sure that
 - a. You do not touch your face while wearing gloves
 - b. Gloves are disinfected/washed on return to home.
16. Avoid office crockery till things become normal.
- 17.It would be safest to eat straight from your lunch box packed in small containers carried from home. Use your own spoons.
- 18.Take a cup for tea, teabags, sugar milk sachets and a flask for hot water from home.
- 19.Keep using sanitiser frequently.
- 20.Avoid using central AC systems. If there is central AC facility,
 - a. Open the windows to let fresh air in;
 - b. Do not sit just below the blower or AC vent
- 21.Ensure that disposed accessories such as masks, gloves etc. (by respective officers/officials at different places in the office) are finally disposed during the evening itself so that virus does not stay inside the building for longer duration.
22. Do not use shared phones at all. Intercoms to be sanitised regularly if used by multiple people. Pl do not give mobile phone to others to make

and receive calls, show videos etc. Do not share blue tooth devices or earphones.

VIII. Coming home:

Guiding Principle: Refraining virus to physically enter the house, keep accessories outside home (as much as possible), disinfect yourself, accessories and clothes before mingling with anyone in family.

1. Keep Shoes off outside the house. Surgical spirit is extremely effective and cheaper than a sanitiser. This maybe utilised for cleaning shoe soles, key chains etc.
2. No hugs just because you have met after a long time!!!
3. Keep accessories viz. keys, purse, bottles, etc near the entrance and disinfect them
4. Take hot shower with soap and a few drops of Dettol.
5. Wash clothes, reusable mask, reusable gloves, handkerchief, etc in hot water and soap/detergent
6. Disinfect reusable shopping bag.
