

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

HEAD OFFICE, NEW DELHI

FILE NO. 1312(581)/NIFT/HO/Admin

11th June,2020

OFFICE MEMORANDUM

Subject: Preventive measures to contain spread of COVID-19 in offices -reg.

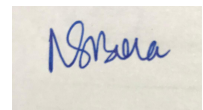
Keeping in view the number of COVID-19 Positive Cases, many officials in various Central Govt. Ministries / Departments have been tested COVID-19 positive and some have lost their life to this pandemic. Therefore, it is the duty of every officer to protect themselves and each other and help prevent further spread of the disease. All officers in NIFT are advised to follow the following protocol to contain the spread of disease in the office :-

- i) Any one mild cold cough or fever needs to stay at home.
- ii) Officers/staff residing in containment zone shall not come to office and work from home till containment zone is de-notified.
- iii) Not more than 20 staff/Officers shall be attending office in a day. Roster will be reworked accordingly. Remaining staff will continue to work from Home.
- iv) The Section shall not have more than two officials at a time. Staggering office hours shall be followed to ensure not more than 20 staff in any given time in the office. As far as possible windows may be kept open to ensure proper ventilation in halls.
- v) Face mask and face shield have to be worn at all times inside the office premises. Disciplinary action will be taken if it is found that protocol for mask is not followed in the office.
- vi) Used masks and gloves shall be discarded carefully in yellow colour bio medical waste bin only. Strict action will be taken on throwing gloves or masks in open or in normal waste bins. General Section will inform housekeeping about norms for disposal of such waste.
- vii) Face to face meetings/discussions/interactions be avoided as far as possible. Officers/Staff will use intercom/phone/VC for interactions.
- viii) VCs may be attended from the respective rooms of the officers. I T Department will provide necessary links to the officers so that they can join web-room from their respective computers.
- ix) Handwashing in every half an hour is a must to prevent spread of infection. Hand sanitizing dispensers shall be provided to every section..
- x) Frequently touched places such as electric switches, door knobs, elevator buttons, hand rails, washroom fixtures etc shall be cleaned in every one hour with 1% sodium hypochlorite. Officers / Staff are also advised to clean their

personal equipment like keyboards, mouse, phones, AC remotes etc by themselves by using any ethanol based disinfectant frequently.

- xi) Distance of 1 mtr shall be maintained while sitting or walking. Visitors' chairs in the cabins of the officers shall accordingly be placed keeping the norms of social distancing.
- xii) All Officers/staff of NIFT are requested to follow these instructions without fail. Cooperation of all Officers is crucial to contain the spread of infection. The latest SOP on preventive measures issued by Ministry of Health & Family welfare, Govt. of India on 4th June, 2020 is also enclosed for strict compliance.

2. This issues with the approval of DG NIFT.



(N.S.Bora)

Joint Director (H O)

Enclosure: SOP dated 04.06.20 issued by Ministry of Health & Family welfare , Govt. of India.

To

All officers and staff members, NIFT H.O
All Campus Director/Joint Directors

CC

Dean (Academics)
C.V.O
Director (F&A)/Director (NRC & IT)
Registrar
COE & Joint Director (H.O)
All Heads of the Units
All Chairpersons of the Academic Departments
PS to DG for information please