CIRCULAR

Sub: Basic protective measures against the Covid-19

This is to bring to the notice of all the faculty, staff, family members, students and Campus residents that necessary basic protective measures against the pandemic Covid-19, may be followed in the interest of everyone and to control the spread of the pandemic.

The Institute has taken the following measures:

1. Bio-metric attendance for staff members has been stopped temporarily till further notice.
2. NITIE Dispensary will function on Sundays & Holidays, till further orders.
3. Five rooms have been identified in 3rd floor of MDP Guest House for quarantine facility, to meet the requirement of any emergency cases.
4. Frequency of fumigation and pest control measures in the Office buildings, hostels and campus areas, have been increased.
5. Additional measures have been taken to maintain hygiene and cleanliness in the campus and office premises.
6. An emergency team has been constituted comprising of the following, to extend help:
   Registrar
   Prof. Anju Singh
   Dr. Smruti Patel
   DR (Admn.)
   JE (Civil), JE (Electrical) & Supdt. (PGPH)

7. In case of any symptoms of fever, cough and difficulty in breathing, please contact Dr. Smruti Patel, Medical Officer / NITIE Dispensary, immediately to seek medical attention.

A copy of the guidelines and poster on protective measures issued by the World Health Organization and Ministry of Health & Family Welfare, Government of India, is enclosed along with this Circular, for information.

Encl.: as above.

Distribution: All Deans / Faculty Members / Officers / Staff & Students
Notice Boards: Faculty/Staff/Students/Hostels /NEU /Residential Buildings
Cc: Director - for kind information.
GUIDELINES ADVISED BY THE WORLD HEALTH ORGANIZATION ON PROTECTIVE MEASURES AGAINST THE COVID-19

As advised by the World Health Organization and Ministry of Health & Family Welfare, Government of India, the following precautions may be followed to prevent the outbreak of pandemic Covid-19:

1. **Wash your hands frequently** - Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

2. **Maintain social distancing** - Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing. When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.

3. **Avoid touching eyes, nose and mouth** - Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

4. **Practice respiratory hygiene** - Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19.

5. **If you have fever, cough and difficulty breathing, seek medical care early** - Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority. National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections. Stay informed and follow advice given by your healthcare provider.

6. **Stay informed on the latest developments about COVID-19**. Follow advice given by your healthcare provider, your national and local public health authority or your employer on how to protect yourself and others from COVID-19. National and local authorities will have the most up to date information on whether COVID-19 is spreading in your area. They are best placed to advise on what people in your area should be doing to protect themselves.
Protection measures for persons who are in or have recently visited (past 14 days) areas where COVID-19 is spreading

- Follow the guidance outlined above.

- Stay at home if you begin to feel unwell, even with mild symptoms such as headache and slight runny nose, until you recover. Why? Avoiding contact with others and visits to medical facilities will allow these facilities to operate more effectively and help protect you and others from possible COVID-19 and other viruses.

- If you develop fever, cough and difficulty breathing, seek medical advice promptly as this may be due to a respiratory infection or other serious condition. Call in advance and tell your provider of any recent travel or contact with travelers. Why? Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also help to prevent possible spread of COVID-19 and other viruses.

All are requested to take preventive measures as above to protect yourself and others from getting sick.
Novel Coronavirus (COVID-19)

Basic Protective Measures For All

> Wash your hands frequently
> Maintain social distancing
> Avoid touching your eyes, nose and mouth
> Practice respiratory hygiene by covering your mouth and nose with your bent elbow or tissue when you cough or sneeze
> If you have fever, cough and difficulty breathing, seek medical care at the earliest
> Stay informed and follow the advice given by your doctor
> See a doctor if you feel unwell - while visiting a doctor wear a mask/cloth to cover your mouth and nose
> If you have any symptoms, please call State Helpline Number or Health Ministry 24x7 helpline number +91-11-23978046 or email at ncov2019@gmail.com

For further information:

Call at Ministry of Health, Govt. of India's 24x7 control room number +91-11-2397 8046
Email at ncov2019@gmail.com

mohfw.gov.in  @MoHFWIndia  @MoHFW_INDIA  mohfwindia
NOVEL CORONAVIRUS (COVID-19)

Protect yourself and others!
Follow these Do's and Don'ts

**Do's**

- Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean.
- Cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- Throw used tissues into closed bins immediately after use.
- See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose.
- If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046.
- Avoid participating in large gatherings.

**Don'ts**

- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Spit in public.

Together we can fight Coronavirus

For further information:
Call at Ministry of Health, Govt. of India's 24X7 control room number +91-11-2397 8046
Email at ncov2019@gmail.com