



Advisory for Novel Coronavirus (COVID19)

In order to ensure safety in the Institute against the challenging coronavirus (COVID 19) and to contest against the possible spread of COVID-19, the Institute Staff and Faculty Members are advised to adhere to the below precautionary measures.

- Wash your hands frequently with an alcohol based hand rub or with soap
- Avoid physical contacts while greeting
- Maintain social distancing
- Avoid gathering in groups or visits to crowded places
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
- Throw used tissues in the bin immediately and wash your hands
- Avoid touching of eyes, nose and mouth
- Practice respiratory hygiene
- If you have fever, cough and difficulty in breathing, seek medical care immediately.
- Stay informed and follow advice given by the Medical Practitioners
- Faculty Members are requested to avoid or postpone their trips towards conference, workshops etc., outside Goa or abroad.
- Staff or Faculty who have travelled to any of the COVID-19 affected states in India or have come in contact with anyone from the affected places in last one month, are requested to report to the Medical Unit of the Institute immediately after returning to Goa.
- Estate office will ensure everyday cleaning of all "high-touch" surfaces especially desktops, tables, door knobs, switches, phones, etc. and ensure disinfection of office premise on daily basis.
- Estate office will also ensure to deploy dedicated cleaning staff for toilet cleaning at least three times a day. Necessary cleaning materials/chemical etc. should be provided to these staff.
- Entry of outsiders (vendors/visitors of admin offices) is strictly restricted in the Institute. The outsiders shall be advised to contact Officer In-charge of the concerned office to settle their query.
- Daily posts and couriers shall be delivered in the Security Office. DAK Cell is advised to collect the posts and couriers from the Security Office.
- Transport office is advised to ensure cleaning and disinfection of cars, ambulance and Bus on daily basis.
- The office staff is advised to avoid gathering and partying in office.

Registrar (In-Charge)