



भा.कृ.अनु.प..भारतीय कृषि अनुसंधान संस्थान, नई दिल्ली- 110012

ICAR-- Indian Agricultural Research Institute, New Delhi- 110012

(A UNIVERSITY UNDER SECTION 3 OF UGC ACT, 1956)

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No. E&P/Corona/2021/

Date - 30/05/2021

### Advisory Circular

As Covid-19 cases continued to drop in ICAR – IARI campus and all regular activities/services of the institute will be carrying out with compliance of preventive norms of COVID-19 from **31/05/2021**. In order to break the chain of transmission of Corona virus and to prevent its further spread in the IARI offices/labs; it is decided that:-

**General preventive measures:-** The general preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

1. All officers/officials are advised to **use of double masks/ face shield**, use of **Arogya Setu app** as well as follow the **social distancing** & other COVID-19 protocol in the office premises & IARI campus.
2. Individuals must maintain a minimum distance of 6 feet in public places/offices/labs as far as feasible.
3. Practice of frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of 70% alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
4. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
5. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
6. Spitting shall be strictly prohibited.
7. Installation & uses of Aarogya Setu App by employees must be ensured.

### Specific preventive measures for offices/labs/Hostels/Public places:-

1. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
2. Only asymptomatic staff/visitors shall be allowed.
3. Any officer and staff residing in containment zone should inform the same (with documentary proof) to their In-charge officer and need not attend the office till containment zone is denotified. Such staff should be permitted to **Work from Home** and it will not be counted as leave period.
4. Drivers shall maintain social distancing and shall follow required do's and don'ts related to COVID-19. It shall be ensured by the service providers/ officers/ staff that drivers residing in containment zones shall not be allowed to drive vehicles.

5. There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/spray. A proper disinfection of steering, door handles, keys, etc. should be taken up.
6. It is advised to all employees, who are at higher risk i.e. older employees, person with disabilities, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Office management to facilitate **Work from Home** wherever feasible.
7. All officers and staff/visitors to be allowed entry only, if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
8. Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the concern officers, who they want to meet, should be allowed after being properly screened.
9. Meetings, as far as feasible, should be done through video conferencing.
10. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
11. Staggering of office hours, lunch hours/coffee breaks to be done, as far as feasible.
12. In laboratory, proper use of apron and hand gloves must be ensured.
13. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured.
14. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of vehicles should be taken up.
15. Any shops, stalls, cafeteria etc., outside and within the office premises/campus shall follow social distancing norms at all times.
16. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
17. Preferably separate entry and exit for officers, staff and visitors shall be organised. xvii. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
18. Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
19. Required precautions while handling supplies, inventories and goods in the office shall be ensured.
20. Seating arrangement to be made in such a way that adequate social distancing is maintained.
21. Number of people in the elevators/stairs shall be restricted, duly maintaining social distancing norms.
22. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30oC, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.

23. Large gatherings continue to remain prohibited.
24. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
25. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas.
26. If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.
27. However, if there is a larger outbreak, the building/block will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building/block is adequately disinfected and is declared fit for re-occupation
28. Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.
29. In the cafeteria/canteen/dining halls:-
  1. Adequate crowd and queue management to be ensured to ensure social distancing norms.
  2. Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
  3. The seating arrangement to ensure a distance of at least 1 meter between patrons as far as feasible.
  4. In the kitchen, the staff to follow social distancing norms.

This issues with the approval of Director, ICAR-IARI.



(Ajay Kumar Soni)  
Sr. Administrative Officer

Copy to:-

1. PS to Director/ JD(Res.)/ JD(Extn./ JD(Edu.) /JD(Admin.) /PD /Comptroller /CAO-I, ICAR-IARI, New Delhi for kind information.
2. Chairman, Corona Monitoring Cell, ICAR-IARI, New Delhi.
3. President/Pradhan of Krishi Kunj residential complex, Jank Vihar residential society, NRC colony etc for compliance.
4. Sh. Veer pal Singh, Security In-charge/ In-charge, ME Unit, ICAR-IARI, New Delhi for strict compliance.
5. In-charge, AKMU with the request to upload this on ICAR-IARI website.
6. All Notice Boards of the Institute.