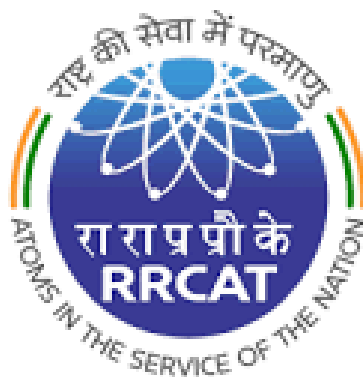


# Guidelines for COVID-19 Safe Work Environment at RRCAT

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*Prepared by:*

*COVID-19 Work Environment Management committee*

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Indore-452013

*Version.0, June 2020*

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## Foreword by Director

Dear Colleagues,

There is no escape from the fact that within the last few weeks of country wide Lockdown, all of us have come to realize that the prevailing global health emergency due to COVID-19 pandemic has fundamentally changed how the center will operate in coming days. This is an unprecedented situation and therefore all of you will appreciate that the evolution of the workplace to fully adapt to safe work environment is going to be the key factor to get back to regular work routines quickly and perform our respective duties to full extent without undue threat of spread of COVID-19 because of collective working.

As you all are aware that RRCAT is a premier research and development centre in the country in advanced technologies of Particle accelerators and Lasers. The technologies developed by the centre have been the dedicated efforts of in numerous scientists and engineers over decades of high end scientific and technological work. The indigenously developed Synchrotron radiation sources with beam lines are operating as national facility. The infrastructures and expertise of the centre in variety of Laser technologies have delivered many solutions to challenging problems of departmental programs. There are number of programs which are being pursued by the centre in field of Accelerators and Lasers including material sciences which have high relevance to departmental programs.

In above perspectives, it is essential that all of us comprehend well the new work environment and adopt to the practices of safe working without compromising the collective fight against Novel Corona Virus (COVID-19) while discharging the duties to progress the centre' s activities effectively with desired efficiency.

The COVID-19 Work Environment Management Committee (CWEMC) with wide representations from the fields of medical, scientists, administration, security and purchase etc. as members under the Chairmanship of Head, Construction & Service Division is constituted to study the Govt. directives and prepare guidelines for the employees to ensure safe work environment. The committee is entrusted to work out effective plans for implementation within the RRCAT office premises including material and equipment procurement and stock management with authorization to oversee the compliance. The committee will also devise means and contents to conduct training sessions as may be required from time to time on specific issues of practices, awareness etc. for all cross-sections of the employees and external manpower in the centre premises.

The present document titled “Guidelines for COVID-19 Safe Work Environment at RRCAT” has been a humble effort by the committee to bring out the safe working environment practices as guidelines for reference and compliance by all in full. I am confident that with cooperation from all workforce of the centre in adhering to the practices brought out in this guideline, the centre will quickly assimilate and adopt to the safe working environment under this unprecedented situation of COVID-19.

With best wishes.

(Debashis Das)

## Preface by Chairman, CWEMC

As all of you are aware that our centre was under lockdown for almost 2 months based on directives from Government of India. This is in order to prevent the spread of Novel Corona Virus, COVID-19 within our centre thereby protecting our employees from contracting with the virus. As the lockdown is being eased, in order to ensure a safe working environment in our centre, Director, RRCAT has constituted a COVID-19 Work Environment Management Committee (CWEMC) to prepare necessary guidelines to be followed by staff and other stake holders, recommend procurement of base chemicals, gadgets, personnel protective equipments and in-house preparation of necessary solutions for hand sanitization and area disinfection. Besides, the committee has also entrusted with the responsibility of exploring the possibility of in-house fabrication of sanitizer dispensing system and other gadgets for cost effectiveness and implementation of them in a reasonable time frame. With this mandate, the committee has prepared a document which gives comprehensive guidelines for our centre based on the WHO/Government of India/State Government/District administration directives issued from time to time. The guidelines give the precautionary measures to be followed by the staff of our centre/ visitors/contractual workers/canteen staff /Guest house staff etc. while undertaking various activities such that the spread of COVID-19 is prevented to the maximum possible extent. The prevention depends mainly on four vital pillars such as personal hygiene, hand sanitization, social distancing and area disinfection. Hence a detailed sanitization plan for various areas including the security gates (colony gate and Guard house), in addition to R&D labs and social distancing schemes are given in the document. Efforts are also underway to devise mechanisms in minimising contactless operations for water taps at wash basins, water cooler etc. Additionally, the committee welcome suggestions from all the stake holders of the centre to devise suitable mechanisms in their respective work areas in consultation with CWEMC in order to break the chain of COVID-19.

I am thankful to Director, RRCAT for all the necessary guidance and to all CWEMC members for putting enormous effort in studying the relevant guidelines issued from time to time in shaping the guidelines for RRCAT.

With best wishes

(Govind Parchani)

## Disclaimer

The guidelines given in the document are prepared considering the nature of work and the infrastructure of the centre, the best practices to be followed by the employees in order to prevent the spread of COVID-19 in the centre. It is stated here that adherence to any recommendations included in this guidelines may not ensure complete prevention but is intended to minimize spread of the virus in the centre during the present situation of pandemic in our country. Furthermore, the recommendations contained in this guideline should not be interpreted as setting a standard or be deemed inclusive of all proper methods but may be treated as mandatory practices to be followed to prevent the spread of COVID-19. The guidelines issued time to time by government of India as well as state and local administration will supersede these guidelines wherever applicable. The guidelines given in the document reflect the best available information at the time of preparation of the document.

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## 1. Scope

The scope of the document is to provide a guideline for maintaining a safe working environment at RRCAT work places after the lockdown period enforced by Government of India in view of the COVID-19 pandemic. The document gives guidelines for the safe practices to be followed for entry of the staff and workers to the technical area, sterilization and sanitization at various stages, handling of stationary and other items, official interactions and day to day hygiene and safety conduct.

## 2. Introduction

COVID-19 pandemic has adversely affected all the activities in all fronts across the world as well as in India. Government of India (GOI), had imposed lock-down in the entire country as an effective measure to contain the spread of COVID-19 pandemic and hence our centre was also under lockdown as per directives from DoPT and DAE. Now, as GOI has planned to relax the lock-down through unlock phases, the research and developmental activities of our centre are to be restarted in a phased manner. It is evident that in the post lock-down times, everyone has to observe strict discipline in terms of personal hygiene, social distancing, handling of goods and workplace disinfection in order to prevent further spread of the disease to protect ourselves and others. In view of this an effort is made to prepare a guideline including do's and don'ts and several measures for implementation in our centre as per directives issued from Ministry of Home Affairs (MHA), District Administration and DAE. The document is prepared listing all possible measures keeping in view of protecting RRCAT staff, visiting workers and others from getting infected by COVID-19. All are required to follow the guidelines strictly to ensure the safety of themselves as well as others and at the same time be vigilant of any significant incidences for timely correction.

## 3. Area cleaning / disinfection practices

The following actions are to be executed/reviewed periodically for making a safe environment conducive for work:

- Disinfect the security gates (including main gate), entry gates to the buildings, porch and nearby areas, entry lobby, entry doors, corridors, canteen, conference rooms/halls, wash rooms, toilets, lifts, hand railing etc.
- Clean common places like entry lobby, porch, offices, labs, windows, doors, hand rails etc. ***(Make sure that personnel involved in the sanitization and cleaning process shall wear appropriate face mask and maintain social distancing)***
- Establish hand sanitizer stations at entry to all the buildings and at key points involving large movement of people e.g., Guard house, Main gate, group offices, Indus complex, accounts, administration.
- Display information and general instructions on hand sanitization, personal hygiene and in each building.
- Procedure for cleaning and sanitization is given in Appendix-1

#### **4. Guidelines for Main gates (Colony Gate)**

Entry of visitors and contract workers are regulated at the main gate in the following manner in addition to the routine security check:

- All the security staff manning the gate are required to wear mask, face shield, sanitize/wash their hands as required and follow social distancing norm of 2 m distance.
- Temperature screening of all the visitors / contract workers entering in colony area are to be performed by the security staff. Persons with symptoms like cough, cold, feverishness, shortness of breath etc., will not be permitted and be advised to seek medical help.
- Visitors/Contract workers showing a temperature upto 37.4°C (99.32°F) only shall be allowed to enter the colony area.
- Pedestrians are required to wear mask and follow social distancing at the gate as per the markings made on road near the entry gate
- Pedestrians are required to sanitize their hands while passing through the gate.
- Entry of vehicles (four wheelers and two wheelers) shall be permitted through the IN gate whereas pedestrians shall be permitted through the OUT gate in the morning hours. In the evening hours, the scheme will be reversed (ie. Vehicles shall be allowed to exit through the OUT gate whereas pedestrians shall be allowed to exit through the IN gate). However, senior security personnel on duty may make on spot assessment time to time and adhere to optimum crowd management practice at the gate to ensure compliance to protective measures for the transiting crowd and the security staff.
- Detailed scheme of entry and exit at Colony gate is given in Appendix-II.

#### **5. Guidelines for Guard House (Technical area Gates)**

The guidelines to be followed by CISF staff at Guard house in addition to routine security checks are as follows:

- CISF staff who are healthy and fit only should come to the office after checking status on 'Arogya Setu'. They should also sanitize their hands before leaving for office.
- If one feels symptoms like cough, cold, feverishness, shortness of breath etc., they shall stay home and tele-consult RRCAT medical centre for advice. Inform the reporting officer about the same.
- Hands shall be sanitized at Guard house before reporting to duty.
- All the CISF personnel on duty are required to wear mask and follow social distancing.
- CISF personnel shall ensure that the RRCAT Staff/Visitors/contract workers wear a mask.
- Ensure that the staff entering the technical area follows the transport regulations for 2 & 4 wheelers as mentioned in section. 6 below.

- Temperature screening of the RRCAT Staff/Visitors/Contract workers shall be performed by the CISF personnel.
- Staff/Visitors/Contract workers showing a temperature up to 37.4°C (99.32°F) only shall be allowed to enter. Personnel showing higher temperature may be advised to go back and seek medical advice.
- Pedestrians entering the technical area are required to wear mask and follow social distancing by maintaining at least 2.0 m as per the marking made near the gate (on the road).
- CISF staff must ensure that the pedestrians are sanitizing their hands while passing the gate.
- Entry of vehicles (four wheelers and two wheelers) shall be permitted through the IN gate whereas pedestrians are permitted through the OUT gate in the morning hours. In the evening hours, the scheme will be reversed (ie. Vehicles shall be allowed to exit through the OUT gate whereas pedestrians shall be allowed to exit through the IN gate). This scheme is not applicable during holidays and beyond general shift duty timings where only the usual entry/exit scheme will prevail (one gate only will be open).
- Detailed scheme of entry exit at Guard house is given in Appendix-III.
- CISF shall be vigilant to instruct the staff swiping ID card at the guard house not to make direct contact with the reader
- CISF shall take action, as required to uncover the faces of the entrants to the technical area for mandatory identification of the person gaining entry.
- At the visitor's pass-section, social distancing has to be ensured. Visitors shall be allowed to sit on alternate chairs /stand at earmarked locations (on floor) to ensure the same.

## **6. Guidelines to staff for entry to technical area**

Each staff entering the technical area must ensure the following in addition to the already existing guidelines for entry:

- Before proceeding to office, self-examine your health and check the status on 'Arogya-Setu'
- Only staff who are healthy and fit only should come to office after sanitizing their hands.
- If one feels symptoms like cough, cold, feverishness, shortness of breath etc., they shall stay home and tele-consult RRCAT medical centre for advice. Inform the reporting officer about the same.
- Employees and workers are discouraged from carrying hand bags and other belongings unless essential, to minimize the security checking time and spread of contamination.
- While entering the Guard House, all shall observe self-discipline by way of strictly adhering to following:



- Obey the instruction by CISF security personnel.
- Wear an appropriate mask covering securely the nose and mouth.
- Maintain social distancing. Pedestrians shall observe the social distancing by halting at the markings made near the entry and exit gates during security checks.
- Avoid using group transport.
- For two-wheelers, only one passenger is allowed
- For four wheelers,
  - Four seater- 2 persons are allowed (one in each row)
  - Six seater - 3 persons are allowed (one in each row)

## 7. Mandatory practices to be followed in office

While working in the office observe the following mandatory practices to ensure individual safety and safety of others:

- Wear a suitable mask/face cover.
- Cover one's mouth and nose while coughing/sneezing with a tissue/ handkerchief / flexed elbow and disposing off used tissues properly.
- Maintain social distancing while in the working area and during transport/movements.
- Avoid handshake, touching face with hands and crowding.
- Sanitize hands while entering the office building at the hand sanitizer point.
- Disinfect the office table, work table, equipments, telephones, key boards etc. by wiping them as per guideline given in Appendix-1

**(Disinfectant/Sanitizer will be provided by IRSU, RRCAT)**

***Caution: Isopropyl alcohol based sanitizer should not be used near or directly on the heat generating items/objects or flame.***

- Use gloves while sanitizing the office equipments.
- All used swipes are to be thrown immediately after use in dust bin with cover.
- Consumption of any type of tobacco products and liquor is prohibited.
- Spitting in open work places is prohibited.
- Used mask or hand gloves shall be disposed, if needed at the PPE bins with cover at designated places.

Additionally, the following may be observed/ensured to prevent the possible spread of COVID-19 virus:

- As best possible, the entry/exit doors of the rooms may be opened without direct contact of the hand (could use elbow, foot operated pedals etc.)
- Avoid the use of centralized AC, as far as possible and use natural ventilation wherever possible.

- If the centralized AC is not operated, keep the room open to avoid frequent touch contact with hand on the door handle or use foot to open the door and also maintain air circulation including with room fans.
- Increase air supply to the occupied area.
- Damper at the AC return line may be closed to avoid recirculation of contaminated air, if any.
- Use of HEPA filter in Air Handling Units to prevent spread of the virus may be explored.
- Persons working in close proximity like while assembling mechanical/electrical systems where social distancing may be compromised, use of plastic face cover/face shield may be used, in addition to face mask.
- Bring home made food and drinking water as far as possible.
- Wash hand using soap and water before and after eating.
- Use contact-less/foot/elbow operated water taps in wash rooms and for urinal taps.
- Put the waste in dustbin with cover.
- Do not share food items.
- Minimize the use of communication using paper, instead use electronic means.
- Ensure the availability of tissue rolls in offices and labs for wiping.
- Commonly used telephones shall be disinfected by the individuals before and after use.
- General Do's and Don'ts as given in Appendix-IV shall be followed.

## **8. Disinfecting/cleaning of office rooms & equipments**

The act of cleaning and then disinfecting a surface considerably reduces the chances of infection spreading. All efforts shall be made to ensure that the workplaces are disinfected regularly and properly to promote a hygienic and healthy environment. The chemical preparations for disinfecting various areas are given in Appendix-I

### **Office room cleaning/sanitization:**

- All areas in the office rooms including the following shall be disinfected completely using user-friendly disinfectant mediums given by Stores unit.
- Floor of all the rooms and labs should be cleaned with detergent water solution.
- Wipe with disinfectant solution on handles/knobs of windows and door, table tops, chairs etc. It is also advised to keep the windows and doors for fresh air ventilation while cleaning it from inside of lab.

### **Equipment cleaning/sanitization:**

- Routine cleaning and disinfection of all frequently touched surfaces of electronic equipments (e.g. telephones, keyboards etc.) is recommended.
- There are specific cleaning tools and methods as prescribed by manufacturer for different types of equipments used in our labs. For other items the below mentioned general guidelines may be followed:

- Turn off device, disconnect/unplug power before cleaning.
- Moisten a clean, soft cotton cloth with a disinfectant given by Stores unit and then gently wipe on the surfaces to be cleaned. Take care to prevent any liquid from entering the equipment.
- Please ensure that the surfaces have been air-dried before turning it on.

***Caution:*** Spaying of disinfectants/sanitizer on equipments is discouraged due to safety aspects / adverse health effects as per WHO and hence wiping the surfaces with cotton cloth only is recommended.

## 9. Vehicle disinfection

All Government/contract vehicles are required to be disinfected as per the following:

- Frequently touched surfaces by passengers like handles, seats, set belt, door knobs, external handles etc. after every trip.
- The steering wheel, gear knob and driver side door knobs, are to be disinfected before commencement of every shift.
- External disinfection may be carried out whenever the vehicle goes out of the RRCAT campus or as and when required. Users may use the disinfection facility using soap and water created by DMTD near Workshop-A.
- For carrying out the internal disinfection, the user department has to arrange for wiping the frequently touched surfaces with sanitizer solution using smooth cotton cloth.

## 10. Guidelines for Workshops

In mechanical workshops, a large number of staff are working in close proximity and many common tools and machines are handled by them. Hence it is advised to take extra precaution in social distancing and sanitization. Following guidelines shall be followed:

- Display precautionary measure (Do's and Don'ts) at prominent places (refer Appendix IV).
- Supervisors are entrusted with the responsibility to ensure proper guideline to be followed throughout the day.
- Alcohol based sanitizer at entry as well as near tool crib and assembly area is recommended.
- Common areas like lunch room & wash rooms should be disinfected regularly.
- Disinfect workstation before each shift of operation.
- Disinfect floor area of the assembly line as appropriate.
- Wherever machines are in close proximity, jobs can be taken on alternate machines.
- Workshop staff should be allowed for lunch break in staggered sequence.
- In case the mask of any worker gets damp/wet while working, it should be replaced. Sufficient additional quantities of face mask and hand gloves should be kept in tool room.

- Workshop supervisor & tool crib operator should devise a mechanism for proper disinfection of tools before and after use.
- Supervisor must take into account of social distancing while assigning work and monitor for its compliance on the shop floor.

## **11. Guidelines for meetings**

As far as possible, organize meetings electronically. In case of arranging meetings in the conventional mode is unavoidable, since there is always a risk that people attending the meeting might be unknowingly exposed to COVID-19 virus; following guidelines shall be kept in mind while arranging meetings in person:

### **Preparing for meeting:**

- Keep number of people attending meeting within limit to comply with the prevalent government guidelines of minimum distancing i.e. at least 2.0 meters
- Please ensure the provision of hand sanitization, few spare face masks and tissue may be made available near the meeting hall.
- Pre- arrange seating in the meeting hall/venue such that social distancing is maintained.

### **During the meeting**

- Record the name and contact details of the persons attending the meeting.
- Sanitize /wash hands before the meeting as required & use of face mask during the meeting is must by everyone.
- Participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
- Ensure that participants are at least 2.0 m apart.
- Open windows and doors whenever possible to make sure the venue is well ventilated.
- If anyone who feel unwell, call RRCAT Medical Centre for advice.
- Serving of eatables during the meetings shall be avoided.

### **After the meeting**

- Retain the names and contact details of all participants for at least one month. This will help health authorities trace people who might have been exposed to COVID-19 if one or more participants become ill shortly after the event.
- Subsequent to the meeting is a person if detected to be COVID-19 positive, he has to inform/arrange to inform the organiser.
- Subsequently, the organizer should intimate all other participants about the case for further managing the spread.

## **12. Guidelines for canteen/Tea pantry**

As such Canteen/ Tea Pantries in the technical area are closed, however, when these are allowed for opening, many staff and other workers shall be visiting the canteen during office hours, there is need to follow the guidelines strictly while using Canteen/ Tea Pantries. The following are the guidelines:

- Before re-opening all the areas of the canteen/Tea pantry (indoor and outdoor areas) are to be disinfected.
- The canteen/Tea pantry staff has to be instructed on personal hygiene measures and on food hygiene to eliminate the risk of contamination.
- The canteen/Tea pantry contractor is responsible for enforcing the safety practices to be followed in the canteen/Pantry as per guidelines.
- The canteen/Pantry staff has to sanitize their hands before entering and leaving the canteen and as and when needed.
- Service timing of the canteen is staggered as given below to reduce crowding:  
Staffs are requested to take lunch in staggered mode during the period between 12.00 - 14.30 hrs. With respect to the different general shift timings, Section Heads shall relieve the staff for lunch such that first general staff may go first followed by subsequent shift staffs.
- Follow social distancing while waiting at the serving counter and while taking meals. Seating arrangement is to be re-arranged to ensure social distancing criteria. Social distancing scheme at Indus tea pantry is given in Appendix-V.
- Opening of multiple counters and issuing of advance coupons for meals/breakfast/tea, may be implemented.
- Digital payment through swiping cards/proximity cards etc. may be explored to avoid contacts.
- Staff visiting the canteen shall wash hand with soap and water before and after meals.
- Wherever possible, contactless water taps/lever type shall be installed. Meanwhile, sanitize the taps daily. Alternate taps may be blocked to facilitate social distancing.
- Wear face masks all the times except during eating. Avoid keeping mask on any surface.
- Wipe clean the dining table after each use with a disinfecting solution.
- Periodic monitoring by the facility owner of the health of staff employed in canteens is to be ensured.
- Serving of uncooked food items may be avoided or suspended for time being (eg. salads, fruits etc.)
- All incoming vegetables, fruits etc. are to be thoroughly cleaned with water multiple times before cooking. Canteen manager shall devise a mechanism of monitoring to ensure cleaning and handling of all incoming material used in the canteen.

### **13. Guidelines for guest-house**

- Reception desk staff must take all necessary precautions, including social distancing and wearing mask.
- Guests shall sanitize hands at the sanitization point at the entry point before reaching the reception desk. Receptionist shall guide the guest in this regard.
- Guest must use alcohol based hand sanitizer available at designated locations in GH complex, whenever he/she returns to GH or whenever needed.
- Periodic cleaning of surface of reception desk shall be carried out using disinfectant.

- In-charge must ensure availability of additional face masks and put in place a mechanism to make the mask available appropriately whenever required.
- The reception desk should have a list of emergency telephone numbers including RRCAT medical centre, Ambulance and nearby hospitals to take care of guests in case of a medical emergency.
- Availability of First-aid kit shall be ensured.
- Guest house staff should be discouraged to handle food with bare hand instead they should serve it with gloves.
- Clean and disinfect the buffet surface after each service session.
- All the record of guest including contact number and address should be kept for further identification of contacts whenever needed.
- At dining halls, marking on floor with a minimum separation of 1.5 m should be made to ensure social distancing
- Opening of multiple counters/ issuing of advance coupons/digital payment options to minimize contact shall be explored for implementation.

#### **14. Guidelines for receipt of materials/consignments from outside**

- Hand wash and hand sanitization facility shall be used at Stores unit/Divisional stores/Security gates by everyone at least at the first instant of stores access.
- The delivery man/driver of the vehicle shall be screened at security gate. If the temperature is within 37.4°C (99.32°F), they may be permitted to enter RRCAT premises
- Avoid in-person contact with the person delivering the item.
- Maintain social distancing with the delivery man (at least maintain 1.5 m distance).
- Ensure that face mask is worn by the driver and the delivery man.
- Use of PPEs (face mask and gloves) are mandatory for staff handling consignments.
- If possible, disinfection of packages/consignments prior to unloading (at stores or at user division) shall be carried out.
- Consignments shall be unloaded to an identified safe location.
- Container/package has to be kept for quarantine for 5 days with proper quarantine label, preferably in open and non-moist space.
- In case of urgency, external disinfection of the package shall be carried out prior to opening.
- During the process of unloading/storing/opening the consignment do not touch the face (nose, mouth, eyes etc.) with your hands.
- After unloading/storing/opening the consignment, wash your hands with soap solution for at least 20-30 s or sanitize with alcohol-based sanitizer solution.

#### **15. Guidelines for handling office files**

- While handling paper files, folders, official papers etc. extreme care has to be taken to ensure hand hygiene.

- During handling the files/papers/daks etc., ensure that hands are not brought to the face such that they come in contact with eyes, nose and mouth.
- Before and after handling a file session, hands shall be sanitized thoroughly.
- Sanitizer solution (IPA based or Sodium Hypochlorite based) shall not be used to disinfect paper files/folders etc.
- Ultra Violet (UV) based disinfection of files/folders etc. as an additional measure may be explored. Office staffs are to be sensitized and trained to handle such Ultra Violet (UV) based machine and the office in-charge must ensure that staff using the machine follow the precautionary measures strictly through a formal procedure and cautionary displays.

## **16. Guidelines for issue of keys at security post**

- The keys while issuing and returning are to be sanitized using soap solution by keeping in a tray containing the solution for 20 sec. Sanitizer solution may also be used in case soap solution in a specific place is not feasible or convenient.
- It is recommended that the Entry in the key issue register shall be done by the security staff in order to prevent multiple contacts by staffs in large numbers on the key entry register.
- Provision for RFID based key dispenser may be explored.

## **17. Disinfection / Sanitization plan for RRCAT**

- Disinfection/temperature screening plan and location of hand sanitization units in RRCAT are given in Appendix-VI.

## **18. Guidelines for contract workers/visitors**

- Only those visitors/contract workers/workers at construction site have permission from the controlling officer at RRCAT, should be allowed after proper screening as per guidelines mentioned in section 4 and 5 of the document.
- Thermal scan and face mask are mandatory for visitors/contract workers/workers at construction site.
- If a visitor/contract worker/worker at construction site feels uncomfortable, he should report to the controlling officer/Supervisor and seek medical help.
- The contractor shall arrange suitable place at work site office for keeping the belongings of the workers.
- The controlling officer of the contractor must take an undertaking from the contractor that all the workers brought by him in the technical area do not belong to either containment area or from areas which have movement restrictions as per guidelines from the local administration issued from time to time. Additionally, contractor must be directed by controlling officer/staff in writing to make frequent visits to work area where the workers are deployed by contractor himself or by his/her representative to monitor

and ensure compliance of preventive measures like use of mask, social distancing and hand sanitization by the workers.

## **19. Guidelines for Foreign/Domestic travel**

- Presently visit to foreign countries is not allowed
- All staff returning to RRCAT from abroad/from other states of India should report to RRCAT medical centre and follow required do's and don'ts as advised by the Medical officer. The reporting officer of the employee shall immediately report all such cases to their senior officers and take action to report to RMC.
- The latest travel and quarantine guidelines on domestic/international travel from GOI/State Government may be referred as applicable and followed strictly. Recent guidelines are given in reference section of this guideline.

## **20. SOP for suspected COVID-19 infected patient cases:**

The following procedure shall be followed in case of a suspected case of COVID-19 patient or carrier.

- Staff having the following symptoms should not report to duty:
  - *Suffering from Upper Respiratory Tract Infection*
  - *Sore throat*
  - *Dry cough*
  - *High grade fever*
  - *Any other COVID 19 symptom declared from time to time.*
- They shall report to RRCAT Medical Centre/Helpline number promptly.
- Emergency contact numbers of authorities and agencies are given in appendix-VIII
- Follow the advice by RRCAT Medical officer for examination and treatment as per GOI guidelines. The applicable guidelines for home quarantine and testing are available in the website of Ministry of Health and Family Welfare, GOI. The references for the same is given under references (S.No.12 and 13)
- In case of a suspected case of COVID-19 while in office/or at home, a transit check-up point shall be created at a suitable place till the patient is transferred to hospital/home. The transit check-up point shall have the following:
  - Room with attached wash room and good ventilation.
  - Shall have appropriate bed and chairs for taking rest.
  - Availability of PPEs (triple layer mask, gloves, head cover, face cover etc.)
  - Contactless thermometer.
  - Security coverage to restrict unauthorised entry.
  - Sanitizer/Disinfectant.
  - Bio-waste collection bins with foot operated lid (yellow colour) / Clinical plastic bags.
  - Telephone connectivity.



## **21. Closure of office on confirmation of a COVID-19 case.**

Directives from GOI prevalent as on date regarding closure of office in case of reporting of COVID-19 cases are as follows:

- 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.
- If there is a larger outbreak, the entire building will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building is adequately disinfected and is declared fit for re-occupation.
- Disinfection of the office room/location and the entire building areas shall be carried out using 1% Sodium Hypochlorite solution.
- Equipment disinfection (telephones, computer key boards, door handles, table tops etc.) shall be carried out by wiping them with 70 % IPA solution using a soft cotton cloth.
- After 48 h of cooling period subsequent to thorough disinfection, the office may be reoccupied. The references for the same is given under the section, references (S.No.18)

## 22. Appendix-I

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### **Guidelines on disinfection of common public places including offices**

*(Based on MoHFW Guidelines)*

#### **Indoor areas including office area**

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants.
- High contact surfaces such as elevator buttons, handrails / handles, escalator handrails, public counters, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a absorbable cloth soaked in 1% sodium hypochlorite or with bleaching powder (70% available chlorine).
- Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned. For metallic surfaces like door handles, security locks, keys etc., 70% Isopropyl alcohol can be used to wipe down surfaces.
- Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
- In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite. Carefully clean the equipment used in cleaning at the end of the cleaning process. Remove PPE, discard in a disposable PPE in disposable bag kept at designated places and wash hands with soap and water.

#### **Outdoor areas**

- Outdoor areas have less risk than indoor areas due to air currents and exposure to sunlight. These include bus stops, parks, roads, etc.
- Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as described above.

#### **Public Toilets**

- Cosmetic workers must use a separate set of cleaning equipment for toilets (mops, nylon scrubber)
- They should wear disposable protective gloves while cleaning toilets.

## Personal Protective Equipment (PPE):

- Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.
- Wear disposable rubber boots, gloves (heavy duty), and a triple-layer mask
- Gloves should be removed and discarded if damaged and a new pair must be worn.
- All disposable PPE should be removed and discarded after cleaning activities are completed.
- Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning.
- Masks are effective if worn according to instructions and properly fitted. Masks should be discarded and changed if they become physically damaged or soaked.

## Cleaning/Sanitizing agents for various areas:

S.No	Disinfectant Type	Type	Application Area
01	<b>Formulation for area disinfection</b> Sodium Hypochlorite solution (with 1% available chlorine) /Bleaching powder (70% available chlorine) (Spray / mopping)	Outdoor & Indoor	Roads, Platform, open areas, lobbies, corridors, staircase, cafeteria office rooms, meeting rooms, toilet, toilet floors, compatible equipments etc.
02	<b>Hand rub formulation</b> <i>Isopropyl alcohol (IPA) – 75 % (v/v)</i> <i>Glycerol – 1.45 % (v/v)</i> <i>Hydrogen peroxide – 0.125% (v/v)</i>	Indoor	Hand Sanitization
03	<b>Equipment / Instrument rub formulation</b> <i>Isopropyl alcohol – 70 % (v/v)</i> <i>Water – 30 % (v/v)</i>	Indoor	Equipment/Instrument disinfection.

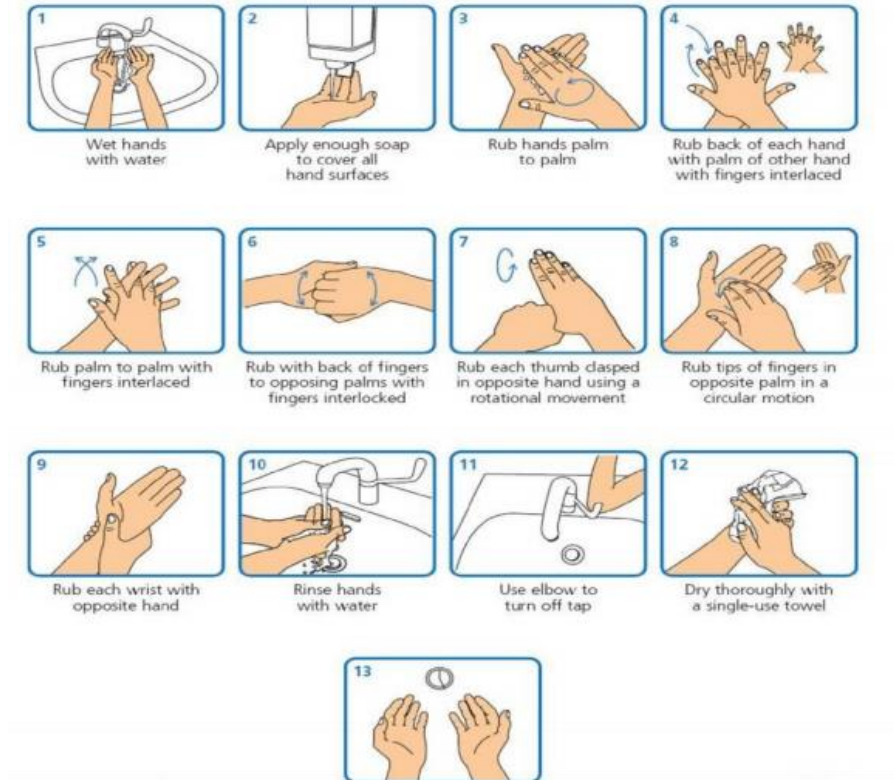
### Note:

- 70% IPA can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal.
- Always use freshly prepared 1% sodium hypochlorite.
- Do not use sanitizer/disinfectant spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.
- To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after sanitizing and cleaning. Wear new pair of gloves and fasten the bag.
- Disinfect all cleaning equipment after use and before using in another area.
- Disinfect buckets by soaking in bleach solution or rinse in hot water.

## Hand Washing Guidelines

Wash the hands using soap and water for a minimum period of 20 seconds. Wet the hand and apply soap solution. Wash the palm and backside, fingers and gap between them thoroughly. Follow the hand wash technique as depicted in the figure below:

## Hand washing technique using soap and water



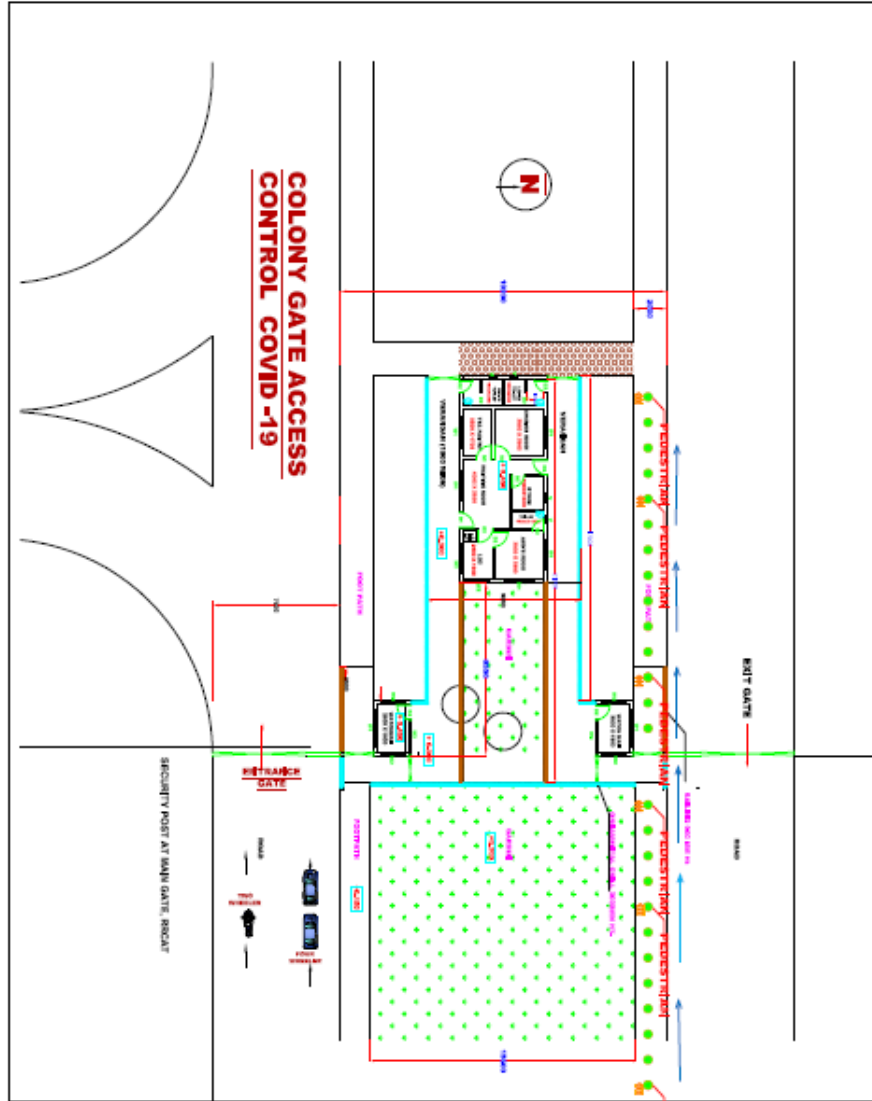
## Guidelines for use of mask

In order to prevent the virus transmission through nose and mouth, which are the major pathways, appropriate face mask as per guideline is mandatory to be worn by all. The correct procedure for use of face mask is pictorially given below:



## 23. Appendix-II

### Access control details for Colony Gate

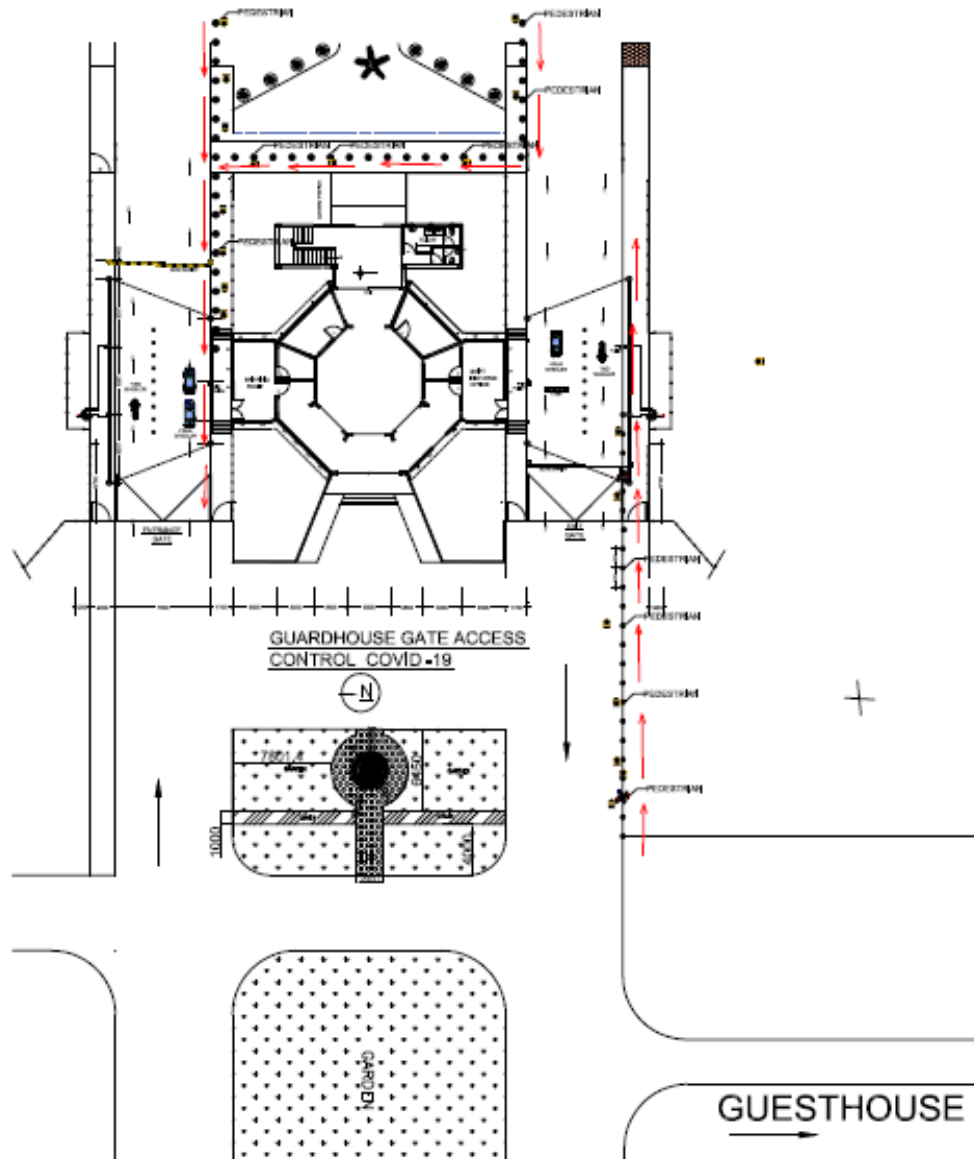


**Note:**

1. In the morning hours entry of vehicles (2 wheelers & 4 wheelers) shall be through IN Gate and pedestrians (contract workers) through OUT gate. Other pedestrians (visitors, RRCAT staff etc.) shall be permitted through IN gate
2. In evening hours, vehicles shall be allowed to exit through the OUT gate and pedestrians (contract workers) through IN gate. Other pedestrians (visitors, RRCAT staff etc.) shall be permitted to exit through OUT gate

## 24. Appendix-III

### Access control details for Guard House (Technical area gate)



**Note:**

1. In the morning hours entry of vehicles (2 wheelers & 4 wheelers) shall be through IN Gate and pedestrians (contract workers/students etc.) through OUT gate.
2. In evening hours, vehicles shall be allowed to exit through the OUT gate and pedestrians (contract workers/students/visitors) through IN gate.
3. This scheme is not applicable during holidays and beyond general shift duty timings where only the usual entry/exit scheme will prevail (one gate only will be open).

## 25. Appendix-IV

### General Do's and Don'ts

#### 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



Have a close contact with anyone, if you're experiencing cough and fever



Touch your eyes, nose and mouth



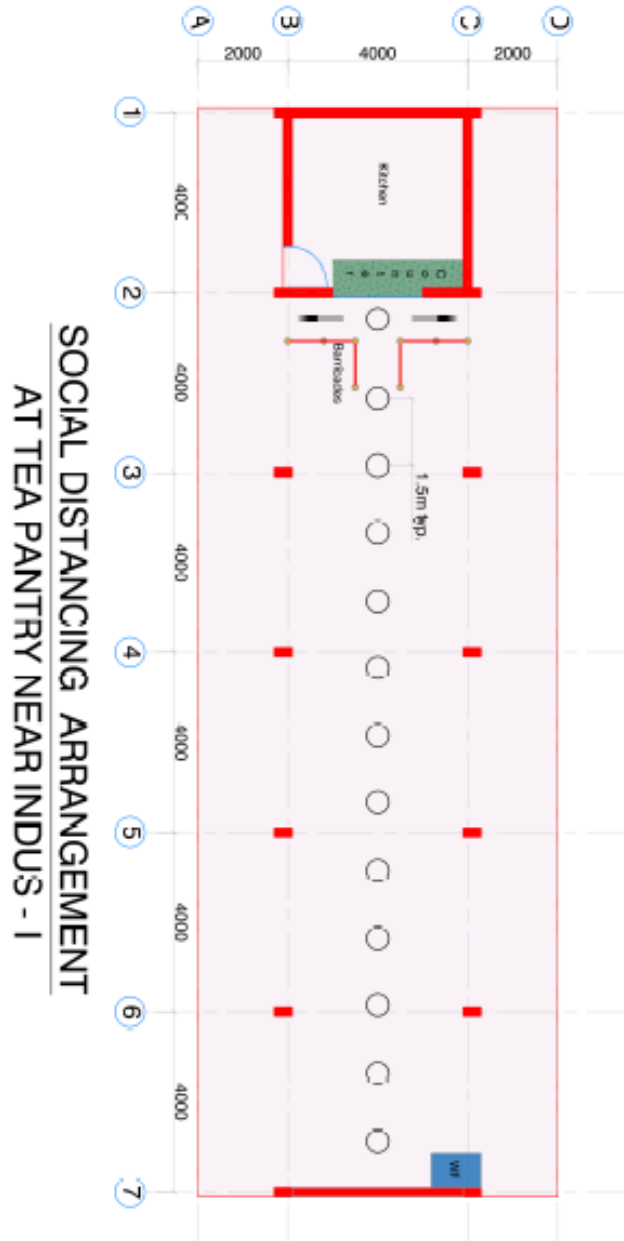
Spit in public

##### Don'ts ✗

Together we can fight Coronavirus

## 26. Appendix-V

### Social distancing scheme for Indus tea pantry





## 27. Appendix-VI

### Disinfection/ Sanitization plan for RRCAT

#### A. Area disinfection/screening/sanitization plan

S.No.	Facility Description	Activity Description	Action to be taken by
1	Main Gate and security Office	Daily area disinfection, Equipment (Phone, fax, reception etc) sanitization, Temperature screening and hand sanitization of visitors, contract workers/labourers, essential staff other than RRCAT employees (SBI, BSNL, Post Office, Dispensary, MPPolice, etc.), milk man, all shop keepers, Gas delivery man etc to colony area during entry.	Dy. C.S.Officer
2	RRCAT Medical Centre (RMC)	Daily area disinfection, Equipment disinfection daily (frequently used equipments like sphygmomanometer, ECG machine, dispensing counter, reception etc.)	In-Charge, RMC
3	Pump house	Weekly area sanitization, Equipment sanitization (Phone, fax, reception etc) daily	Head, CSD
4	Electrical substations in colony	Weekly area disinfection, Equipment disinfection daily (Phone, fax, reception etc)	Head, CSD
5	Old Shopping complex	Weekly area disinfection	AO-III
6	New Shopping complex	Weekly area disinfection	AO-III
7	Guest house complex	Daily area disinfection, Hand, serving counter, billing machine and other frequently touched surfaces) disinfection.	Engg-in-Charge, GH
8	HBNI building	Weekly area disinfection, Equipment disinfection daily (phone, photo-copier, etc.)	Dean, Academic
9	Guard House and Pass section	Daily area disinfection, Equipment disinfection daily, Temperature screening and hand sanitization of Staff, visitors and contract workers entering the technical area.	Dy. Commandant, CISF
10	Central complex	Weekly area disinfection, Equipment disinfection daily (phone, photo-copy machine, etc.)	Sr. PPS, Dir.office
11	IT building-A, IT building-B & IT building-C	Weekly area disinfection, Equipment disinfection daily (phone, photo-copy machine, etc.)	Head, CD
12	Library	Weekly area disinfection, Equipment disinfection daily (phone, photo-copy machine, etc.)	In-Charge, Library

13	Administration and Accounts building	Weekly area disinfection , Hand & equipment Sanitization daily (photo-copy machine, phone etc)	CAO/AO-III
14	Canteen	Weekly area disinfection , Hand sanitization daily many times ,serving counter and table disinfection twice daily/after each session	AO-III
15	Indus complex	Weekly area disinfection Equipment disinfection daily (photo copier, phones, key boards etc.)	GD, EAG
16	Workshops	Weekly area disinfection , Tools & Equipment disinfection	In-Charge, Workshop A/B
17	R&D labs	Weekly area disinfection , Equipment disinfection daily.	Building Safety Officers
18	CSD and IRPU building	Weekly disinfection , Equipment (photocopier, phone, fax etc.) disinfection daily	HeadCSD/PO/SO
19	Electrical substation	Weekly area disinfection , Equipment disinfection (phone, frequently touched levers, handle etc.)	Head, CSD
20	Central AC plant	Weekly area disinfection , Equipment (Phone, frequently used tools, levers, handles etc.) disinfection	Head, CSD
21	Fire station	Weekly area disinfection , Equipment disinfection (Phone, other frequently used gadgets etc.)	Head, Fire & Safety Cell
22	Chemical treatment laboratory (CTL)	Weekly area disinfection , Equipment disinfection daily (Phone and other frequently touched equipment surface etc.)	In-Charge, CTL
23	CISF Barrack	Weekly area disinfection , Hand and equipment (Phone and other frequently touched equipment surface etc.) sanitization after every use.	Dy. Commandant, CISF
24	Lecture Halls/Auditorium	Hall/ Auditorium disinfection before and after use. Hand sanitization before entry	Head, CSD
25	ARPF	Weekly area disinfection , Equipment /tool s disinfection daily	Head, IAD
26	Shift Duty Offices (132 KV substation, Indus substation, Indus control room, Fire station etc.)	Disinfect chairs, desks, telephone, key boards/ door handles etc. after every shift change over.	Concerned HOD
27	Gov. Vehicles and Contract vehicles	Disinfect after every trip outside (during shift changeover / other official duties)	AO-III
28	Personal vehicles entering technical area& parking areas	Daily disinfection	Head, CSD

**Note:**

1. While carrying out area disinfection of building, disinfect the porch of the building and nearby areas also.
2. Hand sanitization has to be carried out at each entry and exit to buildings & as and when required.
3. The location of hand sanitizer units provided in RRCAT is given below.

## B. Location of Hand Sanitization units in RRCAT

S. No.	Building Name	Responsible persons
1	Main Gate	Security Officer/DCSO
2	Guard House	Dy. Commandant, CISF
3	Palace gate	Security Officer/DCSO
4	Medical Centre	In-Charge, RMC
5	Laser R&D Block A	Building safety Officer(BSO)/Dy.BSO
6	Laser R&D Block A-1	Building safety Officer(BSO)/Dy.BSO
7	Laser R&D Block A-2	Building safety Officer(BSO)/Dy.BSO
8	Laser R&D Block B	Building safety Officer(BSO)/Dy.BSO
9	Laser R&D Block C	Building safety Officer(BSO)/Dy.BSO
10	Laser R&D Block C-1	Building safety Officer(BSO)/Dy.BSO
11	Laser R&D Block C-2	Building safety Officer(BSO)/Dy.BSO
12	Laser R&D Block C-3	Building safety Officer(BSO)/Dy.BSO
13	Laser R&D Block D	Building safety Officer(BSO)/Dy.BSO
14	Laser R&D Block D-1	Building safety Officer(BSO)/Dy.BSO
15	Laser R&D Block D-2	Building safety Officer(BSO)/Dy.BSO
16	Laser R&D Block E	Building safety Officer(BSO)/Dy.BSO
17	Laser R&D Block F	Building safety Officer(BSO)/Dy.BSO
18	Laser R&D Block G	Building safety Officer(BSO)/Dy.BSO
19	Laser R&D Block H	Building safety Officer(BSO)/Dy.BSO
20	IT - A	Building safety Officer(BSO)/Dy.BSO
21	IT – B	Building safety Officer(BSO)/Dy.BSO
22	IT – C	Building safety Officer(BSO)/Dy.BSO
23	SIRC	Building safety Officer(BSO)/Dy.BSO
24	Central Complex	Building safety Officer(BSO)/Dy.BSO
25	LCDFS Building	Building safety Officer(BSO)/Dy.BSO
26	Indus -1	Building safety Officer(BSO)/Dy.BSO
27	Indus -2	Building safety Officer(BSO)/Dy.BSO
28	ADL	Building safety Officer(BSO)/Dy.BSO
29	IRFEL	Building safety Officer(BSO)/Dy.BSO
30	IMA	Building safety Officer(BSO)/Dy.BSO
31	Fire & Safety building	Station Officer
32	SCRF Building	Building safety Officer(BSO)/Dy.BSO
33	Admin Building	AO-III
34	Magnet Building 1&2	Building safety Officer(BSO)/Dy.BSO
35	UHV Building	Building safety Officer(BSO)/Dy.BSO
36	RFSD Building	Building safety Officer(BSO)/Dy.BSO
37	CSD Building	Building safety Officer(BSO)/Dy.BSO
38	BDS Building	Building safety Officer(BSO)/Dy.BSO
39	ATF Building(RFSD)	Building safety Officer(BSO)/Dy.BSO
40	H ion Building	Building safety Officer(BSO)/Dy.BSO
41	Cryo Module Building	Building safety Officer(BSO)/Dy.BSO
42	DMTD	Building safety Officer(BSO)/Dy.BSO
43	Precision workshop	Building safety Officer(BSO)/Dy.BSO
44	LCW	Building safety Officer(BSO)/Dy.BSO
45	Central AC Plant	Building safety Officer(BSO)/Dy.BSO
46	132 kV	Engg-in-Charge
47	Indus Substation	Engg-in-Charge

48	CC sub-station	Engg-in-Charge
49	R&D block-B substation	Engg-in-Charge
50	CISF barrack	Dy. Commandant, CISF
51	ARPF building	Shri. V.C.Petwal/Shri. Vijay Pal Verma
52	Colony Sub-station-1	Engg-in-Charge
53	Colony Pump-house	Engg-in-Charge

The list given above is not exhaustive and any additional requirement to be met is the responsibility of the end user for arranging the same. The responsible persons mentioned in the table above are requested to ensure the availability of hand sanitizers in the respective buildings/facilities. Each hand sanitization unit will have the following symbol for easy identification by the staff.



## 28. Appendix-VII

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### Emergency Contact Numbers

<b>Name /Agency</b>	<b>Contact Numbers</b>
Helpline number (24x7)	248-8148
RRCAT Medical Centre	248-7029
Chief Administrative Officer	248-8116, 248-8117 (9406800752)
Dy. Chief Security Officer	248-7440 (9773478546)
Dy. Commandant, CISF	248-8806 (9406802773)
In-Charge, Medical centre	248-8222 (9826667989)
Chairman, Work Environment Management Committee	248-8826 (9406681879)
Head, Fire & Safety cell	248-8088, 248-2296 (9425907364)
Security Office, Main gate	248-7339, 248-7443
Guard House	248-8333, 248-8334
First-aid centre, Indus-1 building	248-8148
Ambulance	248-7029, 248-7043 (Working hours) 248-7454, 248-8666 (After office hours)
Police Station, Rajendra Nagar	02321835
Choithram Hospital	2362491-98
Arihant Hospital	2785172-75

## 29. Appendix-VIII

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### Work environment management committee

The constitution of the work environment management committee, constituted by Director, RRCAT vide office order D-07-2020 dated May 05, 2020 is given below:

1	Shri. G.Parchani	Chairman
2	Shri. Vivek Bhatnagar	Convener
3	Dr. G. Haridas	Member
4	Dr. P.Ram Shankar	Member
5	Dr. B.Tirumala Rao	Member
6	Shri. A.V.S. Subrahmanyeswarudu	Member
7	Dr. S.Bhavani	Member
8	Shri.S.D.Meena	Member
9	Shri. G.Ramu	Member
10	Shri. Harish Kumar Sahu	Member
11	Shri. Dharmesh Shivshankar Mishra	Member
12	Shri. Sandeep Talwar	Member-Secretary
13	Shri. Vijendra Prasad	Co-opted Member
14	Shri. R.K.Sahu	Co-opted Member
15	Shri. Raju John	Co-opted Member

### 30. References/Further reading:

1. <https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>
2. Standard operating procedures for offices, work places, factories and establishments, Ministry of Home Affairs order No. 40-3/2020-DM-I(A)/dated 15.04.2020 (Annexure-II)
3. National Directives for COVID-19 management, Ministry of Home Affairs order No. 40-3/2020-DM-I(A)/ dated 01.05.2020 (Annexure-I)
4. <https://www.who.int/who-documents-detail/getting-your-workplace-ready-for-covid-19-how-covid-19-spreads>
5. Guide to local production of sanitizers : WHO-Recommended hand-rub formulations
6. [www.ndma.gov.in](http://www.ndma.gov.in)
7. <https://www.mohfw.gov.in/pdf/ProtectivemeasuresEng.pdf>
8. <https://www.mha.gov.in/media/whats-new>
9. <https://doptcirculares.nic.in/CircularSearch.aspx>
10. <https://www.mohfw.gov.in/pdf/Guidelinesforinternationalarrivals.pdf>
11. [https://www.mohfw.gov.in/pdf/Guidelinesfordomestictravel\(airortrainorinter-statebustravel\).pdf](https://www.mohfw.gov.in/pdf/Guidelinesfordomestictravel(airortrainorinter-statebustravel).pdf)
12. <https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>
13. <https://www.mohfw.gov.in/pdf/Revisedtestingguidelines.pdf>

14. National Directives for COVID-19 management, Ministry of Home Affairs order No. 40-3/2020-DM-I(A)/ dated 17.05.2020 (Annexure-II)
15. Circular from DAE secretariate co-ordination section No.16/6/2020-SCS/COVID-19 dated 17.05.2020
16. Order from SDM, Indore, S.No/1230/SDM/2020/ dated 17.05.2020
17. Guidelines on preventive measures to contain spread of COVID-19 in workplace Settings, Dated 18.05.2020, MoHFW, Government of India.
18. SOP on preventive measures to contain spread of COVID-19 in offices dated 04.06.2020, <https://www.mohfw.gov.in>.

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