

Life on the campus like never before...

Ready Reckoner

for

CeNSians

Currently, we are in the unprecedented times which would leave a mark on the modern human history, namely COVID 19 pandemic. It is our responsibility to follow the norms advised by the medical practitioners including WHO as also entailed in the directives issued from time to time by the State and Central governments to win against this crisis. CeNS is committed to extend all possible assistance to keep you safe at work.

For Emergency Medical Help

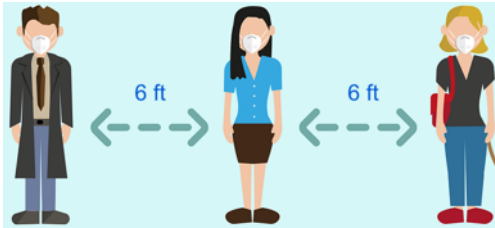


🚑 If you have fever, cough or other symptoms, inform **over phone**.

Health, Safety and Conservation Officer	Dr. C. V. Yelamaggad	9845068500
Medical Officer, CeNS	Dr. M. L. V. Archana	8762076573
Administration & Finance Officer	Mr. Subhod Gulvady	9845306784
Public Relations	Mr. M. G. Narayana	9448568833 8660965560
Public Relations	Mr. S. Deepak	9845398214
Aarogya Setu	Helpline	1921

Prepared by the CeNS Reopening Task Force, CeNS, Bengaluru

Physical Distancing Criteria (PDC)



- Keep a distance of 6 ft from others.
- Stay on the box/marked places, where applicable.

Face Mask



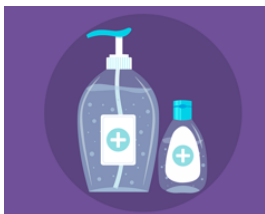
- Protect yourself and others in common places with a facemask, particularly where it is difficult to maintain the 6 ft criterion.
- Avoid touching central/inside areas of the mask.
- For disposal, use designated bins only.
- While sneezing, move away, remove mask, bend and use personal tissue/handkerchief.

Hand Wash



- ✚ Wash hands with soap and water for 40 seconds.
- ✚ Use own towels / hand tissues in wash rooms and dining hall.
- ✚ Do not let water run waste, while applying soap.
- ✚ Leave wash basin /tap knobs clean after use.

Hand Sanitizer



- ✚ Carry a personal hand sanitizer at all times.
- ✚ Use hand sanitizer if hand washing facility is remote.
- ✚ Foot operated sanitizer dispensers are available at specific locations.
- ✚ Sanitize stationary items like pens, pencils, etc., before sharing with others.

Undertaking



- ✚ Make sure that the Self-declaration / Undertaking forms related to your health conditions & travel history are submitted prior to your reporting for work.
- ✚ Choose the right format & declare truthful information to keep you and others safe and healthy.

Back to CeNS



- ✚ Fill appropriate undertaking forms online in consultation with Administration.
- ✚ **Install Arogya Setu App** on your mobile. Keep the **Bluetooth on** always.

- ✚ Book your tickets after obtaining permission from the Administration/Hostel Warden/Landowner, and after completing all the formalities related to inter/intrastate travel.
- ✚ Obtain **E-pass** through **Seva Sindhu** for inter-state travel.
- ✚ Wear a facemask and sanitize your hands frequently during the travel. Maintain PDC. Avoid crowded places.
- ✚ Avoid using currency. Go digital.
- ✚ On arrival cooperate with the health authorities at the Air/Train/Bus terminal and quarantine yourself as per the State guidelines, if applicable.
- ✚ Collect prior information from Administration about the pick up vehicle from the terminal.
- ✚ Do not deviate or stop over on the way back to Hostel/own place.

Campus Daily Entry Protocol



- ✚ All cars to be parked outside CeNS gate. Two wheelers can be parked inside in the parking area.
- ✚ PDC to be maintained and crowding is not permitted at the gate. Stay on the marked places.
- ✚ Pass through the entry booth for face recognition cum thermal screening. Green status indicates permissible body temperature; Red denotes a feverish condition.
- ✚ If the status is Green, you are allowed to enter the campus. Attendance also gets registered during the screening.

- ✚ If the status is Red, self-isolate at the place of stay and consult doctor over phone.
- ✚ If automatic screening is not operational, cooperate with the Security personnel for manual thermal screening using IR thermometer.
- ✚ Check the Arogya Setu status regularly. If the status is red, do not enter the campus. Follow the instructions provided in the App.

On the Campus



- ✚ Maintain PDC strictly.
- ✚ Wear facemask always.
- ✚ Sanitize your hands frequently.
- ✚ Do not shake hands with others.
- ✚ Move away from crowding in a small space.
- ✚ Wear a face shield if PDC is to be compromised for longer time.
- ✚ Maintain personal hygiene.
- ✚ Spitting, smoking, chewing gum/paan on the campuses are banned.
- ✚ Be alert about others' health conditions.
- ✚ Be aware of the hygiene of your surroundings.
- ✚ Follow all instructions scrupulously.
- ✚ If you feel unwell, do not come close to others. Seek permission **over phone** and leave the campus immediately.

Stairs



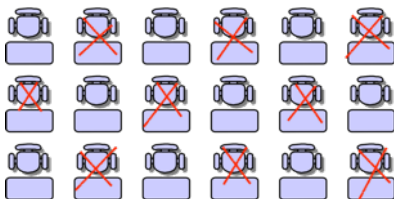
- ✚ Avoid holding the stair railings, while ascending or descending.
- ✚ If unavoidable, sanitize your hands before and after ascending/descending the stairs.

Air Conditioner (AC)



- ✚ Avoid AC rooms and use well ventilated or open places to carry out online work.
- ✚ If AC is unavoidable, set the temperature in the range 24 – 30 °C.
- ✚ Do not switch on the AC with windows/doors open. Save electricity.
- ✚ Report to Maintenance any dampness or water leak from AC.

Seating



- ✚ Do not break PDC, while sitting in shared spaces like lecture hall, meeting rooms, class room, dining, library etc.
- ✚ Avoid leaning over/getting closer to a colleague to see a document/screen.
- ✚ Share documents online for discussion.
- ✚ Insist on adjusting seating, if PDC is compromised.
- ✚ Wear a face shield, if you have to work in close proximity with others for a longer time.
- ✚ Do not move your chair/table from the marked area.
- ✚ Do not share your personal sitting space with others.

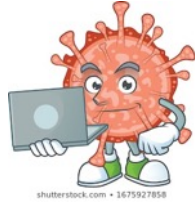
Lab Etiquette

- ✚ Maximum number of people allowed to work inside the labs at a given time is marked on the doors to maintain PDC.
- ✚ Wearing face mask is compulsory inside the labs.
- ✚ Wear face shield if PDC is compromised and cannot be avoided.
- ✚ Wear lab coat while working in the lab.
Do not share the coat with others. Maintaining the cleanliness of the coat is your responsibility.
- ✚ Wear gloves whenever necessary.



e-Equipment

- ✚ Get the shared E-equipment sanitized before and after use as per the sanitization guidelines displayed.
- ✚ Use speaker mode with modest volume wherever necessary.

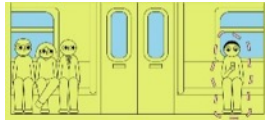


Official Travel

- ✚ Choose online interaction over personal attendance.
- ✚ If travel outside the City is unavoidable, seek approval from Administration before scheduling it.
- ✚ Minimize public transport, and opt for single occupancy accommodation.
- ✚ Advise colleagues/visitors/guests from other organizations, not to take up travel. Encourage online interactions.



Travel to Arkavathi



- ✚ Wearing facemask is compulsory inside the vehicle. Additionally, you may choose to wear face shield.
- ✚ Maximum occupancy: Car – 3; Tempo traveller – 8.
- ✚ AC is not allowed inside the vehicle.
- ✚ Sanitize hands before and after getting in/out of the vehicle.
- ✚ Maintain PDC while boarding or alighting the vehicle.
- ✚ No in-between pick-ups are allowed.

Receiving Packages

- ✚ The security along with reception desk & housekeeping will help with the sanitization process of the packages received.
- ✚ Where permissible, supplies will be handed over to Indentors after 3-4 days of sanitizing and isolating the packages.
- ✚ Assist the housekeeping while unpacking & disposing of the packing material.
- ✚ Wear hand gloves wherever applicable.



Disposal

Clean up after yourself



- ✚ Dispose used mask, tissues, face shield and any kind of PPE in the designated bins only.
- ✚ Never trash the waste in open spaces.
- ✚ It is advised to disinfect the mask & PPE before disposal.
- ✚ Do not put other type of wet/dry waste in these bins.

Wash Room

- ✚ Use elbow/foot to open/close the doors.
- ✚ Use your towel/handkerchief/tissue.
- ✚ Towels are not provided in washrooms.
- ✚ Leave the wash room internals in hygienic and clean conditions after use.
- ✚ Sanitize hands as you walk out.



Visitors

- ✚ Get approval from Administration in advance before scheduling the arrival of your visitor, using the designated form.
- ✚ Inform the visitor about the entry protocol, PDC and other prevailing guidelines on the campus.
- ✚ Insist the visitor to wear facemask and take the visitor's pass for the entire period of visit.
- ✚ It is preferred if you meet the visitor in the Gazebo.
- ✚ Make sure the visitor strictly follows PDC & other guidelines.



Dining

- ✚ It is advisable to use your own plate / cutlery/ carry box / water bottle everyday.
- ✚ Maintain PDC during dining by following the markings and instructions.
- ✚ Show the food coupon to the dining staff and drop it into the designated box.
- ✚ Simple, healthy, cooked hot food will be served.
- ✚ Dining spaces are also marked outside the hall and Gazebo. You may also use your office/sitting space (except in labs) to have food, if it has good ventilation.
- ✚ After food, if you have used dining hall plates, keep them in the plates-holder, and use the wash basin provided outside the dining hall to wash hands.
- ✚ Use the separate dish-wash basin to clean the personal lunch boxes/plates, provided outside.
- ✚ Do not displace chairs or tables in the dining areas.
- ✚ Do not share food/drink with others.



- ✚ Only limited dining hall staff will be working at any given time adhering to PDC. Please cooperate.
- ✚ The **kiosk** will serve only hot cooked food, and packed/canned beverages.

Hostel



- ✚ Follow PDC strictly.
- ✚ Sanitize hands with the hand sanitizer provided at the security station before entering the hostel.
- ✚ No visitors (CeNS or otherwise) are allowed inside the hostel. Hostelites are not allowed to enter another flat/room.
- ✚ Common gathering and group activity are not allowed.
- ✚ Smoking and consumption of alcohol in the premises are strictly prohibited.
- ✚ Avoid visiting crowded places such as markets and restaurants.
- ✚ Wash your hands and feet with soap & water after returning to your room.
- ✚ Only one person is allowed in the lift at a time. Use stairs as much as possible.
- ✚ Only two persons are allowed at a time, to cook at a time in the kitchen.
- ✚ Use your own vessels and accessories for cooking and eating meals. The food may be consumed in your room.
- ✚ Avoid ordering food from outside. If ordered, receive the delivery at the basement and discard packing materials in the waste bin kept in the basement. Room delivery is not allowed.
- ✚ Keep your personal space clean, tidy and hygienic.

- ✚ While using the shared amenities (kitchen, washing machine, iron, shared rest room etc.), keep hygiene in mind.
- ✚ Discard used facemasks, tissues and PPEs in the designated bin kept at the security station.
- ✚ ***VIOLATION OF RULES WILL NOT BE TOLERATED. YOU WILL COME UNDER DISCIPLINARY ACTION IF FOUND VIOLATING THE NORMS.***

Feeling Sick

- ✚ Stay at home / in your room and away from others.
- ✚ Contact concerned persons ***over phone*** for medical assistance,
- ✚ Use **Helpline** available in Arogya Setu for medical emergency
- ✚ ***Do not pay a visit to a clinic or hospital on your own.***
- ✚ Eat hot cooked food and drink warm water.
- ✚ Take only prescribed medicine or home remedies.



Practice Healthy Habits

- ✚ Eat healthy and nutritious food.
- ✚ Sleep well.
- ✚ Drink plenty of fluids.
- ✚ Do physical exercise / Yoga.
- ✚ Wear clean clothes always.



Penalty for Violations

- ✚ A Task Force Monitoring Team (TFMT) under the supervision of Task Force Committee will monitor the CeNSians' adherence to guidelines.
- ✚ Any violation will be reported to the Administration with evidence.
- ✚ Violations will attract penalty as follows:
 - **First violation: Rs. 500/-**
 - **Second and subsequent violations: Rs.1,500**
 - **Serious violations: suspension with cut in salary/ fellowship for such periods as recommended by the Task Force.**



