



A T M E

College of Engineering

Safety Guide lines for Staff during COVID 19



Purpose of the Guidelines

We are much concerned about the health of our employees and during this COVID 19 outbreak we stretch our helping hands in providing the safety measures at the institute and create an emergency team which remains in contact with other staff members on regular basis to ensure the safety measure and health situation of every employee.

This guidelines is designed for the safety of our staff, resuming to work after the lockdown period due to COVID-19 outbreak.

This strategic preparedness and response plan provided in the guideline, outlines the safety measures adopted by the institute in ensuring the safety of the employees.

This guidelines also helps our staff in preparing themselves towards their personal safety.

By following these guidelines the chain of COVID 19 spread shall be eliminated and works can be resumed safely.



General Guidelines

- **Display of COVID-19, Do's and Don'ts, Helpline and Emergency Contact Numbers on all the Notice Boards, Security gates, parking areas and canteens.**
- **Ensure the cleaning and chlorination of all water tanks.**
- **Any disposed items must be burnt and should not be thrown to dustbin.**
- **Movement of physical documents like files and papers to be avoided within departments and instead e-approvals to be followed for next few months.**
- **Spitting anywhere inside the premise is completely prohibited.**
- **Avoid touching other vehicles surface/door while in parking area.**
- **Mask to be changed everyday,(Can be washed if the mask is washable).**
- **Immediately after reaching home, person should change clothes and wash it in hot water and Dettol and take a shower before mingling with other family members.**



Guidelines for Staff

- **Enter the premises well equipped with PPE like mask and hand gloves.**
- **Everyone must strictly adhere to government guideline regarding transportation.**
 - **Only one person has to come in 2 wheelers.**
 - **A max of 2 in four wheelers (driver and one in back seat).**
- **Biometric and attendance register will not be provided for sign in and sign out hence Staff must register their name and time of entry before entering and while leaving the college at the entrance.**
- **Vehicles must be parked with a min 5 ft distancing and are informed to cooperate with security while they assist during vehicle parking.**
- **Staff are informed to Maintain social distancing within the college premises and should avoid the gathering completely.**
- **In order to maintain higher safety, staff members have to carry drinking water from their house and are informed to avoid the use of RO water provided in college until it is necessary.**
- **Staff should not to gather for lunch or any other purpose and should must avoid sharing their food with others.**



Guidelines for Staff

- **Staff must cooperate by staying in their allocated place without creating any movement in the premises until necessary.**
- **Maintain social distancing within the college premises. Avoid any kind of physical contact and mass gathering with others. A max of two person in a group will be excluded.**
- **Staff should not provide any appointment for visitors unless it is emergency. In this situation the staff has to meet the visitors in the visitors lounge and must not allow them to meet any other staff members.**
- **Staff will allowed inside the premises in a que so that the second staff must enter the parking only after the first person has left the parking premises**
- **Considering the government order, college will not be providing public transportation facility to staff members, hence Staff must make their own arrangement .**
- **Since cafeteria remains closed for few more days, staff has to bring their food from home. Staff will not be allowed to move out of college under any circumstances.**



- **Entry of Visitors, should be prohibited until it is emergency/important.**
- **A maximum of two visitor at a time may be permitted in most exceptional and important situation only after pre-approval of the principal.**
- **The visitor must provide his recent doctor certificate at the entrance for ensuring his health.**
- **The permitted visitor must be thermally scanned and must be provided with PPE before entering the college premises.**
- **The visitor and the designated staff must meet in at visitor's lounge for discussion and the visitor should not be allowed to meet anyone other than the designated person.**
- **Maintain visitor register containing Name, designated person, Reason for visit, entry/exit timing and scanned temperature for traceability.**



**Thanks for Joining your
Hands with us in Breaking
COVID 19 Chain**