

UNIVERSITY OF JAMMU

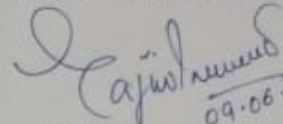
CIRCULAR

The number of COVID-19 positive cases is going up rapidly in the entire Country including J&K, therefore, it is the duty of every Official/Officer to protect himself/herself and help others also to prevent further spread of the disease. All employees of the University of Jammu are advised to follow the following protocol to contain the spread of disease in the offices :-

1. Only asymptomatic staff shall be allowed. Anyone with a mild cold/ cough or fever needs to stay at home.
2. Officials residing in containment zone shall not come to office and work from home till containment zone is de-notified.
3. All Officials are not required to attend the office in a day. Roster will be reworked accordingly. Remaining staff will continue to work from Home.
4. Officers if sharing cabin, will come alternate day to enforce social distancing.
5. The Section shall not have more than two officials at a time. Wherever possible, Staggering office hours shall be followed to ensure minimum entry of staff in any given time in the office. As far as possible windows may be kept open to ensure proper ventilation in halls/rooms.
6. Face mask and face shield have to be worn at all times inside the Office premises. Disciplinary action shall be taken if it is found that protocol for mask is not followed in the Offices.
7. Used masks and gloves shall be discarded carefully and appropriately in the separate dustbins earmarked for the purpose. Strict action will be taken on throwing gloves or masks in open grounds or in open bins.
8. Face to face meetings/discussions/interactions be avoided as far as possible. Officials will use intercom/ phone for interactions or emails for any formal communications.
9. Meetings may be attended from the respective rooms of the officers through their respective Computers through digital platforms.
10. Hand washing in every half an hour is a must to prevent spread of infection. All the Officials entering the building shall sanitize their hands at the entry points.
11. Frequently touched places such as electric switches, door knobs, elevator buttons, hand rails, washroom fixtures etc shall be cleaned in every one hour with 1% sodium hypochlorite to be provided by the Health Centre. Officials are also advised to clean their personal equipment like keyboards, mouse, phones, AC remotes etc by themselves by using any ethanol based disinfectant frequently.

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12. Distance of 1 meter shall be maintained while sitting or walking. Visitors' chairs in the cabins of the officers shall accordingly be placed keeping the norms of social distancing.
13. All Officials/Officers are requested to follow these instructions without fail. Cooperation of all employees is crucial to contain the spread of infection. The latest SOP on preventive measures issued by MH&FW on 4th June 2020 is also enclosed for strict compliance.


REGISTRAR
09.06.20
21/6/2020

Dated: 09.06.2020

Copy to:-

1. Special Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar /Controller of Examinations/DCD/DDE/ Director(DIQA)
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/ I/c Librarian(Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University
6. I/c Administrator, General Zorawar Singh Auditorium
7. Sr. P.A. to the Joint Registrar (Finance/ DDE)
8. I/c Computer Centre /Coordinator Campuses
9. Programme Coordinator(NSS)
10. All Wardens of University Hostels
11. President, JUTA/JUOWA/JUNTEU/JUNGEA
12. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
13. Chief Medical Officer
14. All Assistant Registrars
15. Chief Security Officer
16. I/c University Website
17. All Sections/Guard File