

IGNOU
Security Department

F.No. IGNOU/Security/Misc./2020/2723
Date 18.03.2020

Sub : Advisory for preventive measures to contain the spread of Novel Coronavirus (COVID-19)

This is with reference to communications received from the Dept. of Health and Family Welfare, Deptt. of Higher Education, MHRD, UGC and DOPT Ministry of Personnel, Public Grievances and Pensions, Govt. of India and Circular issued by the Admn.(GA), IGNOU for taking steps to contain the spread of Novel Coronavirus (COVID-19) it is re-iterated that precautionary measures are required to be taken by all the IGNOU fraternity including the residents at MGRC and officials posted in PNB, Post Office, BSES and other installations stationed at IGNOU Campus, Maidan Garhi, New Delhi 110068.

2. In this regard, it has been decided to issue the following advisory for well-being of all of us and in public interest which would help in preventing/reducing transmission of not only this disease, but also large number of other communicable diseases, notably flue-like illness.

- (i) The entry of Morning and Evening Walkers from outside/nearby areas has completely been stopped in the Campus till further orders initially upto 31st March 2020.
- (ii) The entry of employees & visitors will be subject to thermal screening at IGNOU's main entry gate and other vulnerable points.
- (iii) Discourage, to the maximum extent, entry of visitors in the office complex. Only those visitors who have proper permission of the officer/official who they want to meet, should be allowed after being properly screened.
- (iv) All officials must ensure to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officer(s). They should observe home-quarantine as per the guidelines issued by MoH&FW, Govt. of India available at the following URL:

mothfw.gov.in/DraftGuidelinesforhomequarantine.pdf

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- (v) The leave sanctioning authorities may sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (vi) The employees who are at higher risk i.e. older employees, employees who have underlying medical conditions etc. are to take extra precautions. The Department/School/Unit concerned may take care not to expose such employees to any front-line work requiring direct contact in general.
- (vii) The School/Divisions/Unit/other installation/offices concerned must ensure that regular supply of soap, hand sanitizers and other cleaning material are issued to the Housekeeping staff deployed at the respective place so as to ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces, toilet etc. The Housekeeping staff may be issued with hand glove, face mask and sanitizers accordingly. The CMD may also like to ensure proper running water in the washrooms.
- (viii) Any official(s), relative of official(s), student, visitors with travel history to any COVID-19 affected country or in contact with such person(s) should be monitored and home quarantined for 14 days. Hence, every one should be alert towards any such person(s) with signs and symptoms i.e. fever, cough and difficulty in breathing and should immediately have the person(s) tested.
- (ix) Since a large number of house maid/drivers/vehicle cleaner/domestic aid who have been engaged by the employees residing in MGRC visit daily in the campus a proper track with regard to their hygiene must be taken care of by the concerned.
- (x) Minimize or reschedule meetings involving large number of people unless necessary.
- (xi) Avoid non-essential official/personal travel and particularly to any affected region.
- (xii) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (xiii) Maintain personal hygiene and physical distance and practice frequent hand washing with soap and water or alcohol-based hand rub. Wash hands even if they are visibly clean.

- (xiv) Cover the nose and mouth with a tissue/handkerchief (or their sleeve if there are no tissues available) when they cough or sneeze and wash their hands afterwards.
- (xv) Sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- (xvi) Throw away the used tissues in a bin and wash hands after contact with coughing/sneezing.
- (xvii) Maintain a safe distance from person(s) during interaction, especially with those having flu-like symptoms.
- (xviii) For any fever/flu-like signs/symptoms, please call State/Helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-2397846 or visit public health facility with a mask or mouth covered.

N.B. : A few Do's and Don'ts with photographs is also annexed for wide dissemination.

"Stay safe and healthy"

This issues with the approval of competent authority.


(Govind Pandey)
Security Officer (I/c)

Encl. : as above

To

All the Directors of Schools/Heads of Divisions/Units/Cells/Centres – with a request for wide circulation among all the staff

D.D. VCO

PS to VC, PVCs

PS to Registrar (Admn.)

PS to Finance Officer

Branch Manager, PNB, IGNOU

Chief Post Master, Post Office, IGNOU,

BSES office at IGNOU

President, All the Association at IGNOU

President Crech

All Notice Boards



स्वास्थ्य एवं परिवार कल्याण मंत्रालय
भारत सरकार



Help us to
help you

नोवल कोरोनावायरस (COVID-19)



— खुद रहें सुरक्षित, दूसरों को रखें सुरक्षित —

क्या करें ✓ क्या करें और क्या ना करें



बार-बार हाथ धोएं। जब आपके हाथ स्पष्ट रूप से गंदे न हों, तब भी अपने हाथों को अल्कोहल - आधारित हैंड वॉश या साबुन और पानी से साफ करें



छींकते और खांसते समय, अपना मुंह व नाक टिशू/रुमाल से ढकें



प्रयोग के तुरंत बाद टिशू को किसी बंद डिब्बे में फेंक दें



अगर आपको बुखार, खांसी और सांस लेने में कठिनाई है तो डॉक्टर से संपर्क करें। डॉक्टर से मिलने के दौरान अपने मुंह और नाक को ढकने के लिए मास्क/कपड़े का प्रयोग करें



अगर आप में कोरोना वायरस के लक्षण हैं, तो कृपया राज्य हेल्पलाइन नंबर या स्वास्थ्य मंत्रालय की 24X7 हेल्पलाइन नंबर 011-23978046 पर कॉल करें



भीड़-भाड़ वाली जगहों पर जाने से बचें



यदि आपको खांसी और बुखार का अनुभव हो रहा हो, तो किसी के साथ संपर्क में ना आएं



अपनी आंख, नाक या मुंह को ना छूयें



सार्वजनिक स्थानों पर ना थूकें

क्या न करें ✗

हम सब साथ मिलकर कोरोनावायरस से लड़ सकते हैं

स्रोत: स्वास्थ्य एवं परिवार कल्याण मंत्रालय भारत सरकार।

अधिक जानकारी के लिए भारत सरकार के 24x7 हेल्पलाइन नं. +91-11-23978046, पर कॉल करें या ईमेल करें ncov2019@gmail.com

सुरक्षा विभाग



इग्नू
जन-जन का
विश्वविद्यालय

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
मैदान गढ़ी, नई दिल्ली-110068