

Government of India
Department of Atomic Energy
Indira Gandhi Centre for Atomic Research
Kalpakkam

No. Dir/2020/50

March 18, 2020

CIRCULAR

Subject: Social Distancing measures in IGCAR-BARC(F) Campus
due to spread of COVID-19 disease

For prevention and control of spread of COVID-19, the following measures are implemented in IGCAR-BARC(F) Campus.

I. Cancellation of Seminars / Meetings / Classes:-

- a) All Seminars/Symposia/Colloquia stand cancelled till further orders.
- b) Meetings scheduled with more than 20 members are also cancelled till further orders.

II. Gathering of Officials and employees in IGCAR/BARC-F Campus:-

In order to minimize gathering at entry/ exit portal of DAE Main/KKM/Kunnathur/IGCAR-BARCF Gates, the following measures are implemented:

- a) Employees are requested to attend duties utilizing the facility of flexi hours provided to them.
- b) Employees are requested to avoid crowding/gathering at Main/KKM/Kunnathur/IGCAR-BARC(F) Gates Entry/Exit portals.
- c) The entry and exit of all outstation staff buses will be only through Main Gate, DAE.
- d) All the employees are requested to undergo thermal scanning at the Main Gate/IGCAR-BARCF Gate.
- e) Employees are advised to avoid non-essential official travels.
- f) Employees are advised to undertake essential correspondences on official emails and avoid sending files and documents to other officers to the extent possible.
- g) All employees are advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell should leave the work place immediately after informing their Reporting officers. They should observe home quarantine as per the guidelines issued by Ministry of Health and Family Welfare, Government of India, available at "mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf."
- h) Leave Sanctioning Authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- i) All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions are advised to take extra precautions.
- j) The door handles/ slide gates / turnstile at the Security gates will be sanitized once in 30 minutes, during the general shift hours and RTC shift change timings.

- k) Entry of Project Trainees/Apprentices into IGCAR-BARC(F) Campus is suspended and their Identity cards/Entry permits will be blocked till further orders. Opportunity would be provided to the students to complete the project/training by extending their training period, if necessary. All Project Trainees/Apprentices may be informed accordingly by the GDs/ADs concerned.
- l) Casual Entry Permits are suspended and 'vispass' website link is disabled till further orders. However, in exceptional circumstances /emergency, special permission for casual entry permits may be granted by the respective Group Directors.
- m) Entry of Contract labourers to IGCAR-BARC(F) campus and to FRFCF site will be permitted only after due sanitization.
- n) All the employees are requested to bring home made food to avoid gatherings in canteens. Canteen services are likely to be restricted.

III. General Guidelines:-

- a) From time to time various general circulars/guidelines to avoid spread of COVID-19 disease and precautions to be taken are being issued by IGCAR/GSO. All employees are requested to adhere to these guidelines.
 - b) Employees and family members of employees who are returning from abroad are requested to home quarantine themselves for 14 days from the date of arrival and report the same to the leave sanctioning authority/concerned Medical Authorities.
 - c) All the employees/family members residing at DAE Townships at Kalpakkam/Anupuram are advised to strictly follow the guidelines issued from time to time by GSO.
 - d) An indicative list of Do's and Don'ts is at Annexure-I
2. These restrictive measures will be in force with immediate effect upto 15.04.2020 or till further orders whichever is earlier.
3. Co-operation of all the employees is requested.
4. Hindi version will follow.


- 18/3/2020

(Arun Kumar Bhaduri)
Director, IGCAR/GSO

All the employees of IGCAR by Email/Notice Boards/IIS website

Copy to:

CMD, BHAVINI
SD, MAPS
FD, BARCF
Director, ESG, GSO
Director (P&A), IGCAR
ED, HR, BHAVINI
Head, HR, MAPS
CAO, BARCF
CAO, GSO

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- 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 011-23978046.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.