



Safe Practices to Save Lives

1. Regularly and thoroughly clean your hands with an alcohol-based hand sanitiser or wash them with soap and water.
2. Wear a mask when you're with people.
3. Maintain at least a 1 metre (3 feet) distance between you and others.
4. Avoid touching your eyes, nose and mouth.
5. Cover your nose and mouth with a handkerchief/tissue while sneezing or coughing. Or sneeze/cough into your elbow.
6. Avoid crowded places and public gatherings.
7. Throw used tissues and masks into closed bins immediately after use and wash and/or sanitise your hands.
8. See a doctor if you feel unwell.
9. Those who are residing inside the University/visiting the University should abstain from visiting any place that has been declared as a containment zone by the Government.
10. Those who are residing inside the University/availing the University facilities for accommodation are requested to inform the Registry or Administration Department regarding their travel plan in advance.
11. Everyone must fill up the 'COVID-19 Daily Symptom Monitoring Form' regularly.
12. The campus residents are advised to avoid staying outside overnight or longer. If he/she does stay out, then seven days of quarantine are a must on their return.



On the Way to Office

1. Preferably use your own vehicle for transport.
2. Remember to use personal protective equipment (PPE) for your safety.
3. Follow the travel guidelines issued by the authorities.
4. Carry your ID card.
5. Ensure social distancing while you travel.
6. Check your health condition regularly. In case of high temperature or any other symptoms, stay home and/or consult a doctor.
7. There is a risk in every move. So, travel only when absolutely necessary.
8. Wear a mask at all times, unless you are alone. [L1]



Getting the Workspace Ready

1. Follow **Safe Practices to Save Lives** in your office space.
2. Use e-platforms for official meetings.
3. Avoid going to other offices/office spaces unless it is important and unavoidable.
4. Avoid moving in and out of your office frequently.
5. Make sure your workplace is clean and hygienic.
6. Preferably use the stairway. If using the lift, maintain social distancing.
7. Don't turn pages using saliva-wet fingers.



Guidelines Issued by CIF

1. Visitors are not allowed on the CIF campus.
2. All gates, including the main gates, will remain locked and will be opened only when required.
3. Staff members must carry their ID cards with them while moving in and out. Security guards may not know staff members individually. Therefore, everyone must carry their Employee ID card with them and produce it at the Security Gate on demand.
4. Only those staff members who have been asked to report for duty, need to re-join duty. Others must continue to remain at home. You may not bring family members, friends or relatives to the campus. Staff alone will be allowed inside the campus.
5. Ensure social distancing at all times.
6. Anyone having fever, cough, cold or otherwise sick, should not report for duty.
7. It is mandatory to wear a mask at all times.
8. Sanitise or wash their hands your hands on entering the main gate of the CIF campus. Please follow the security measures at the main gate and cooperate with the security guards.
9. **As per Government instructions, it is compulsory for all employees to register on the Arogya Setu app.** It shall be the responsibility of the Heads of Departments to ensure 100% coverage of this app among the staff members.
10. The temple will remain closed for public till further notice.



Keep yourself updated:

<https://covid19jagratha.kerala.nic.in/>

<https://main.mohfw.gov.in/>

<https://www.mohfw.gov.in/>

<https://www.mygov.in/aarogya-setu-app/>

Follow the guidelines and together we can fight COVID-19!