

## COVID-19 Protocols

### General

- All those returning to campus must be fully vaccinated and the vaccination certificate is to be submitted before arrival.
- Visitors are not permitted on campus.
- Abstain from visiting any place that has been declared as a containment zone by the government/ local authorities.
- Wear a mask at all times, unless you are alone.
- Maintain social distancing at all times.
- Throw used tissues and masks into closed bins immediately after use and wash and/or sanitise your hands.
- Preferably use the stairway instead of the lift.

### Annakshetra

- Only two persons to sit at a table at a time.
- Furniture has been arranged in line with COVID protocols. Do not change the arrangements.
- There should not be more than one person at a time at the self-service counter.

### Additional Protocols Specific to Students Residing on the Campus

- Submit a negative RT-PCR report, taken within 48 hours of returning to the campus.
- Students from other states must quarantine themselves for a week and undergo an RT-PCR test after a week.
- Parents and their wards must submit an undertaking (template attached).

### Additional Protocols for Staff and Faculty

- Preferably use your own vehicle for transport.
- Ensure social distancing while traveling.
- Follow the travel guidelines issued by the authorities.
- Carry your ID card.
- In case of high temperature or any other symptoms, stay home and/or consult a doctor.
- Stay home and self-quarantine/ maintain social distancing if:
  - You are not feeling well.
  - Any of your family members are not keeping well (cold, fever, etc.).
  - You have relatives at home who are under quarantine.
  - You were in a place declared as a containment zone by the government/local authority.



- There is a risk in every move. So, travel only when absolutely necessary.
- All staff need to compulsorily register on the Arogya Setu app. It shall be the responsibility of the Heads of Departments to ensure 100% coverage of this app among staff.
- Use e-platforms for official meetings.
- Don't go to other offices/office spaces unless it is important and unavoidable.

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### **Guidelines Issued by CIF (to be complied by the CVV Family While on Campus)**

- Visitors are not allowed on the CIF campus.
- All gates, including the main gates, will remain locked and will be opened only when required.
- 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.
- Ensure social distancing at all times.
- Anyone having fever, cough, cold or otherwise sick, should not report for duty.
- It is mandatory to wear a mask at all times.
- Sanitise or wash 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.
- **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.



**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!**

