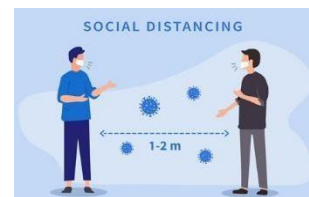


Chinmaya Vishwavidyapeeth Guidelines

Commuting 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. Stay Home and self quarantine/ maintain social distancing if:
 1. You are not feeling well.
 2. Any of your family members are not keeping well (cold, fever, etc.).
 3. You have relatives at home who are on quarantine.
 4. You were in a place declared as a containment zone by the Government/ local authority.
8. There is a risk in every move. So, travel only when absolutely necessary.
9. Wear a mask at all times, unless you are alone.
10. **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 the staff members.



Workspace guidelines

1. Follow **Safe Practices to Save Lives** in your office space.
2. Use e-platforms for official meetings.
3. Everyone must fill up the "COVID-19 Daily Symptom Monitoring Form" regularly.
4. Avoid going to other offices/ office spaces unless it is important and unavoidable.
5. Avoid moving in and out of your office frequently.
6. Make sure your workplace is clean and hygienic.
7. Make use of the hand sanitisation and washing facilities provided at each security point and in wash areas.
8. Maintain Social Distancing in Annakshetra and Other Public Places
9. Throw used tissues and masks into closed bins immediately after use and wash and/ or sanitise your hands.
10. Preferably use the stairway. If using the lift, maintain social distancing.
11. Do not turn pages using saliva-wet fingers.



Guidelines for faculty/ staff/ student residing on campus

1. If any faculty or staff currently residing in other states/ countries wish to return to campus, please get in touch with the Registrar office for the same.
2. Please abstain from visiting any place that has been declared as a containment zone by the Government.
3. If there is a need to go outside the campus, inform the Registry or Administration Department regarding their travel plan in advance.
4. Avoid staying outside overnight or longer. If he/she does stay out, then seven days of quarantine is a must on their return.
5. All faculty/ staff who need to go outside the campus are required to fill up the ‘COVID-19 Daily Symptom Monitoring Form’

Guidelines Issued by CIF (to be complied by CVV staff while on campus)

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. Ensure social distancing at all times.
5. Anyone having fever, cough, cold or otherwise sick, should not report for duty.
6. It is mandatory to wear a mask at all times.
7. 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.
8. **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.



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 2 metre (6 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. Stay at home and see a doctor if you feel unwell.
8. Do not spit in public places, as this is strictly prohibited.
9. Do not go out unless absolutely necessary.



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!