



टाटा मूलभूत अनुसंधान संस्थान

**TATA INSTITUTE OF FUNDAMENTAL RESEARCH**

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भारत सरकार का नाभिकीय विज्ञान एवं गणित का राष्ट्रीय केंद्र

एवं समविश्वविद्यालय

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March 16, 2020

## **ADDITIONAL PRECAUTIONS AGAINST COVID-19 CORONAVIRUS**

### **MEETINGS, TRAVEL AND LEAVE**

1. In addition to the precautions suggested vide TIFR Letter No. TFR/ADM/Dir. Office dated March 12&16, 2020, and in view of the seriousness of the situation as regards spread of the Covid-19 virus infection in India, the following measures shall be implemented in the TIFR Colaba campus with immediate effect. These measures will remain valid till April 30, 2020, or until superseded by a subsequent order(s).

#### **General Advisory**

2. Any individual who shows symptoms of Covid-19 infection (see Medical Advisory, TIFR Letter No. TFR/ADM/Dir. Office dated March 16, 2020) or has been in contact with a confirmed case of Covid-19 infection (symptomatic or otherwise) is advised *not to come to the Institute at all*. Institute members or official visitors in this category should immediately get in touch with Medical Section over phone (for phone numbers, see Medical Advisory).

#### **Conferences, Meetings, Outreach programmes**

3. It is reiterated that all gatherings with large numbers of people must be cancelled/postponed *with immediate effect*. This includes Conferences, Workshops, Symposia, Outreach programmes, Public lectures, and Laboratory visits by the public including student groups from other educational institutions. The organizers of such programmes must take the responsibility of informing in advance all the would-be participants of the cancellation/postponement. Please note that any such participants will be turned back from the institute gates by the Security Staff.

4. The Institute Colloquium, ASET Colloquium and all Departmental seminars/colloquia stand cancelled / postponed *with immediate effect*. The organizers thereof must take the responsibility of informing would-be participants in advance of the cancellation/ postponement. Programmes which can take place entirely through video conferencing are permitted.

5. Small discussion meetings where participants can sit sufficiently far apart may continue, subject to para 2 above. To the maximum extent possible, all outside participation in these meetings should be by video conferencing.

#### **Travel by Institute members**

6. Members have already been advised to *avoid international travel* unless essential. As of March 13, 2020, all international travel will now require DAE permission (vide DAE notification No. 22/000/043/2017-ER/658). No leave sanction or NOC can be issued from TIFR without a clearance from DAE. Any NOC or leave already issued will stand withdrawn. This order will remain valid until DAE withdraws the restriction.

7. Other travel restrictions are as follows:-

(a) All members who are already abroad and will be returning to India, will have to follow the Medical Advisory vide TIFR Letter No. TFR/ADM/Dir. Office dated March 16, 2020. This also applies to anyone who has returned to India after foreign travel at any date on or after March 2, 2020.

(b) Domestic travel is permitted but should be avoided unless essential. Please use Skype or video conferencing wherever possible. Any individual showing symptoms of Covid-19 infection are strongly advised not to travel and to follow the Medical Advisory vide TIFR Letter No. TFR/ADM/Dir. Office dated March 16, 2020.

(c) TIFR University will conduct Ph.D. viva voce examinations without requiring travel of any of the involved parties.

(d) Further, in order to avoid non-essential travel and/or social contact, all Institute members who have vacation plans in the near future are strongly urged to reconsider their plans and cancel/postpone if possible.

#### **Academic visits by non-TIFR members**

8. All international visitors (including Indian nationals working abroad) must be strongly dissuaded from coming to the Institute till further notice. They should be warned that if they do come, they may be quarantined for 14 days.

9. International visitors (including Indian nationals working abroad) who are already in the Institute will have to report to the Medical Section for assessment.

10. New visit requests from international visitors who are already in India for some time, perhaps in other Institutes, will require approval of the Dean (Administration). On no count should they come to the TIFR campus/colony without permission.

11. Visits from colleagues, or professionals and students with projects which are on-going as on date, from within the city of Mumbai or suburbs, are also subject to para 2 above and should be minimized as far as possible.

12. No new students/interns/volunteers/assistants etc. whose project commences after March 16, 2020, may enter TIFR until further notice.

### **Work from Home**

13. All Faculty members, Visiting Fellows, Visiting Scientists and Research Associates shall be permitted to work from home, if they think fit, with immediate effect. Anyone who plans to avail of this facility must seek permission from the respective Faculty Dean through the Department Chairperson and PI.

14. There shall be no restriction as such on movement of such members into, out of and within the Institute, subject to Item # 1 above, but they should self-maintain social distancing as far as possible. Members in this category may also consider redistributing their work hours to reduce the social contact, in consultation with the respective PI.

15. Scientific Officers may also avail of the 'work from home' facility with immediate effect, provided it is possible for them to deliver work output. Anyone who plans to avail of this facility must seek permission from their respective Faculty Dean/ Facility Chair, through the Department Chairperson and PI, or Head of the Section.

### **Stay Back at Home**

16. This is applicable to Scientific, Technical, Administrative and Auxiliary staff members who stay beyond 5 kms from the Institute and those who require to travel by public transport. Conditions to avail "Stay back at home" are as follows:-

(a) Respective Section Heads will offer this facility to only such staff members that they feel can be spared keeping in mind that all essential services should continue uninterrupted.

(b) "Stay back at home" will be approved by Chief Engineer, Department/Facility Chairs, Deputy Registrar, Registrar, Deans as applicable, on the recommendation of Section Heads/PIs.

(c) "Stay Back home" will be treated as Commuted Leave and existing leave

rules and procedures will be followed including applying for leave after return. However, staff members availing such leave will not require producing medical certificate.

(d) This facility should be offered in rotation to all the staff members as far as possible.

(e) Section Head will keep a record of such leaves availed by the staff member.

### **Flexible Duty Hours**

17. This facility may be offered to those staff members who cannot avail the “Stay back at Home” facility. Conditions to avail “Flexible duty hours” are as follows:-

(a) Respective Section Heads will offer this facility keeping in mind that all essential services should continue uninterrupted.

(b) Section Heads will ensure that staff members who avail such a facility will complete the stipulated weekly working hours and the attendance records are maintained properly.

### **Vendors**

18. As it is the end of the financial year, vendors who have deliveries to make or payments to collect may continue to come to the Institute, subject to para 2 above. However, visits that are not urgent may be postponed.

19. PIs and Section Heads are advised to postpone discussions, demonstrations etc. by vendors/contractors which are relevant to the next financial year and, as far as possible, conduct these by video conferencing.

### **Limitation to Operations**

20. While Section Heads are expected to ensure that all essential services continue uninterrupted, it is possible that there could be certain unavoidable disruptions in the services. Certain (non-essential) services will be minimised/withdrawn during the period when above measures are in practice. Some of the services that will be withdrawn/effected are as follows:-

(a) Canteen facilities will continue, but with a reduction in menu. East, West and Jagdish Canteens will follow the usual timings.

(b) Canteen room services and the Wednesday Faculty Lunch will stand suspended till further notice. Likewise Canteen facilities for Talks, Seminars, etc. will stand cancelled.

(c) The Homi Bhabha Auditorium (including Auditorium foyer) will remain closed till further notice.

(d) The Recreation Centre will remain closed till further notice. Any programmes scheduled to be held in its grounds stand cancelled with immediate effect.

(e) Cleaning of roads and gardens will be carried out only on alternate days.

(f) Watering of Gardens will be limited.

21. Given the HR constraints which will be induced by the above measures, there could be delay in processing of files of routine nature. However, files which require to be processed by the end of the financial year, i.e. March 31, 2020, shall have top priority.



(Sandip Trivedi)  
**Director**

**All Deans/Department Chairs/Section Heads**