

Detailed Plan for Re-starting Activities in the Institute

The Task Force on Lockdown Relaxation (TFLR), recommends the following plans for re-starting activities in a phased manner in the Institute starting from Monday, August 3, 2020.

- Even as activities resume, the primary motto will continue to be 'safety first'. All employees of the Institute are requested to follow the safety guidelines to ensure that there is no spread of infection following resumption of activities. In the unfortunate event of spread of infection in the Institute, the present relaxations may have to be withdrawn.
- The guidelines below are for persons who show no symptoms of Covid-19 infection. A separate section, in case someone does show such symptoms, is included at the end (see Section K).
- All these guidelines may be updated from time to time as the situation warrants.

BRIEF SUMMARY OF RECOMMENDATIONS

- Guidelines for Physical Presence:* Working from home (with permission) to continue if desired. Others may return to work, as far as possible. Those returning from outside Mumbai to follow quarantine. Students may return only in batches as per quarantine arrangements.
- Guidelines for Academic and Research Activities:* Normal activities to resume with safety measures. No gatherings for classes, lectures, seminars, colloquia – all these must be resumed, but in online mode.
- Guidelines for Administrative & Technical Work:* Normal activities to resume with safety measures, subject to attendance roster to be prepared by Heads of Sections.
- Guidelines for Joining of New Members:* New members can be permitted to join when they are able, except new students, who may join provisionally in September and physically in January 2021, and Visiting Fellows, who will be informed of the dates of joining.
- Guidelines for Outgoing Members:* 'No Dues' will be online as far as possible. To retain accommodation beyond permitted period, special permission will have to be sought.
- Guidelines for Returning Students:* Students to return only if comfortable to do so. Students already on extension to have top priority. Others will be recalled as per priority list prepared by Department/School.
- Safety Measures:* Face masks, washing and/or sanitizing of hands, physical distancing to be strictly followed. Safety checks will be carried out at Main Gate. As far as possible, 'no-touch' measures to be followed.
- Common Facilities:* Restricted operations of essential facilities such as SIRC, CCCF, Gardening, etc. Non-essential facilities to remain suspended.
- Canteen Operations:* Restricted operations of East Canteen. Tea/coffee twice a day, open to all. Jagadish Canteen to continue in present mode of operations.
- Medical Section:* To continue normal operations with safety measures in place.
- Medical Emergencies:* For suspected Covid-19 cases, as per SOP on CIBRA website. Any office/laboratory with Covid-19 positive case to be sanitized and remain sealed for a week.

Details of each section of these recommendations follow.

A. GUIDELINES FOR PHYSICAL PRESENCE

- 1. Work from Home:** All Members who have been working from home since lockdown are strongly encouraged to continue to do so, subject to the following:

	Member	consent required from	should inform
(a)	Faculty members	—	Department Chair and/or Dean of School
(b)	Scientific Staff	PI	
(c)	Visiting Fellows	Mentor	
(d)	Graduate Students	Supervisor	
(e)	Administrative Staff Technical Staff Contract Staff	Head of Section	Registrar

A list of the members working from home will be maintained with the authority mentioned in the last column of the above table.

- 2. Members staying on Campus:** Members living in the TIFR Housing Colony, Colaba, apart from those who will be working from home, may start attending their work places in the Institute premises, subject to the following:

	Member	Procedure
(a)	Faculty members Visiting Faculty	may start attending to resume research/academic work in a phased manner.
(b)	Scientific Staff	may start attending, if deemed necessary by the PI.
(c)	Visiting Fellows Graduate Students	may start attending, if deemed necessary by the PI/mentor/ supervisor/course coordinator.
(d)	Administrative Staff Technical Staff Contract Staff	may start attending, according to a roster to be prepared by the respective Head of Section.

- 3. Members staying off-Campus:** Members living outside the TIFR Housing Colony, Colaba, including those resident in the Mandala colonies, may start coming to the Institute using their private transport, as far as possible, or Institute transport such as may be provided on a limited basis. Use of public transport for daily commuting may be permitted, if found necessary. All those who wish to come on a regular basis must inform the Chairman, Task Force for Covid-19 of their plans through the relevant Department Chair/Dean of School/Section Head. Others may continue to work from home.

A certain number of staff members will be accommodated on campus for limited periods to attend to essential services.

On days when they are not on the roster, members can avail of the 'work from home' option, with the consent of the Head of the Section.

	Member	Authorization
(a)	Faculty members	may start attending on own discretion
(b)	Scientific Staff	may start attending as advised by PI
(c)	Visiting Fellows	may start attending as advised by PI/mentor
(d)	Graduate Students	may start attending as advised by Ph.D. Supervisor
(e)	Administrative Staff Technical Staff Contract Staff	may start attending as per roster prepared by Head of Section

4. **Members returning from outside Mumbai:** Members who return from outside Mumbai must immediately report to the Medical Section by telephone and then remain quarantined for 14 days from the date of arrival according to the following.

	Member	earliest date of return	place of quarantine
(a)	Faculty members	August 1, 2020	own home/allotted quarters
(b)	Scientific Staff	August 1, 2020	own home/allotted quarters
(c)	Visiting Fellows	August 3, 2020	allotted quarters
(d)	Graduate Students On extension ¹ Others	August 3, 2020 August 10, 2020 (See under Section F)	guest house
(e)	Administrative Staff Technical Staff Contract Staff	August 1, 2020	own home/allotted quarters

After the quarantine period is over and the member has been cleared by Medical Section, the above guidelines #1 – #4 will be applicable. Members mentioned in rows (a), (c) and (d) of the table in #5 should return only if they feel comfortable doing so.

All members returning from outside Mumbai should inform the Chairman, Task Force for Covid-19 of their plans through the relevant Department Chair/Dean of School/Section Head.

5. **Attendance Records:** Attendance records for Scientific, Technical, Administrative and Contract Staff will be maintained by the respective Department/Heads of Sections for transmission to the Registrar's Office at the end of the calendar month. Biometric machines will not be operative. Non-touch methods have been devised to maintain these records (see below under 'Safety Measures').

All staff in the Scientific, Technical and Administrative categories, who are availing of the 'work from home' option on all or part of the time, must submit a brief **monthly report** of the work done to the Department Chair/Dean of School/Section Head at the end of the calendar month.

¹ Students of the Ph.D. 2015 batch and the Int.-Ph.D. 2014 batch.

6. **New and non-TIFR Students:** Provisional admissions to the Graduate School will be made online from September 2, 2020 and online instruction may begin as scheduled by the respective Subject Boards. These students will not be required to be physically present in Colaba campus before January 2021. The exact date of physical presence will be communicated at a later stage. The formal admission of the 2020 batch will occur only after students are physically present on campus.

Non-TIFR visiting students, i.e. those doing time-bound projects with / being co-guided by TIFR faculty, and who are living in Mumbai, may start coming to the Institute using their private transport. Others may continue to work from home. Use of public transport for daily commuting may be permitted, if found necessary. Non-TIFR students from other cities may not come in till further notice.

No new projects which require physical presence of students should be initiated till further notice; however, new projects which can be done remotely may commence.

B. GUIDELINES FOR ACADEMIC AND RESEARCH ACTIVITIES

Academic and research work may be resumed in a phased manner, keeping safety precautions (see under ‘Safety Measures’) in mind. The following protocols must be followed.

1. **Laboratories:** Laboratory work may restart according to urgency. The PI of every laboratory will create a SOP to ensure that safe distancing and other precautions are maintained in the laboratory, and submit this to the Chairman, Task Force for Covid-19.
2. **Load requirements:** Members living in the TIFR Housing Complex, Colaba may start coming to the laboratories and switch on their instruments so that the Institute can evaluate the load on utilities (electricity, AC, water etc.).
3. **Gatherings:** Online portals should be used for **all** meetings/talks/colloquia. All physical gatherings of three or more persons should be avoided, unless absolutely necessary. It is recommended that even one-on-one discussions should be carried out by remote means, to the maximum extent possible.
4. **Classes:** Classroom teaching will remain suspended till further notice. All classes will be taken online. Subject Boards will re-design their course structure temporarily, so that laboratory courses requiring physical presence are postponed to a future semester.
5. **Colloquia and Public Lectures:** The Wednesday Colloquium may resume, but will be held entirely in online mode. Similarly, Departmental Colloquia and Seminars, the ASET Colloquium and Public Lectures may resume, also in online mode.
6. **Visitors:** The Academic Visitors’ programme will remain suspended till December 2020, or till further notice.

C. GUIDELINES FOR ADMINISTRATIVE & TECHNICAL WORK

Normal administrative work, which has remained suspended during the lockdown, may be resumed in a phased manner, keeping safety precautions (see under 'Safety Measures') in mind. The following protocols must be followed.

1. **Rostering:** Section Heads will prepare a roster for physical presence, the requirement for safe distancing in offices. This will take into account the requirements of the Section (including essential services), the place of residence of the staff members and the means of transport available, as well as any medical issues flagged by Medical Section, TIFR.
2. **Availability:** Staff members who are availing of 'work from home' regulations should be readily available on telephone/email for consultation during office hours.
3. **Attendance:** Attendance requirements will be considered to be automatically satisfied on days when the staff member is not called for duty. If however, a staff member is absent on a day when called for duty, he/she will be marked as 'absent'. In exceptional situations, the Section Head may be requested to modify the roster to permit the staff member to attend on a different day, but this cannot be claimed as a right. For marking of attendance, see under 'Safety Measures'.
4. **Paper files:** To the maximum extent possible, paper files must be handled by one person. If multiple signatures are required, the E-sign tool on LDAP may be used, and a printout of the final table may be attached after countersigning by the person handling the file. Personnel who are transferring files to other offices must follow full precautions (see under 'Safety Measures') when doing so.
5. **Gatherings:** Meetings and consultations involving several persons should take place by remote means. It is recommended that even one-on-one discussions should be carried out by remote means, to the maximum extent possible.
6. **Technical Work:** Staff members (regular and contractual) who are working on technical matters may follow safety measures as far as possible (see under 'Safety Measures') when doing so.

D. GUIDELINES FOR JOINING OF NEW MEMBERS

New members who have been offered regular positions (including tenure track) prior to August 1, 2020 may join their duties according to the following protocols.

New Faculty	<ul style="list-style-type: none">• May join after August 1, 2020, on a date as stipulated by the relevant School/Section/Facility.• Must inform well in advance, so that accommodation and all other arrangements can be prepared before arrival.• Must follow normal joining procedures.• Must self-quarantine (with accompanying family) for 14 days after joining (7 days if from MMR) in the allotted
New Administrative Staff	
New Scientific Staff	
New Technical Staff	
New Visiting Fellows with Institute accommodation	

	<p>accommodation.</p> <ul style="list-style-type: none"> • Arrangements for supplies during quarantine will be made by the respective mentor / Department Chair / Head of Section / resident friend(s); this must be determined before the new member is asked to join. • If accommodation in Institute housing is not guaranteed at the time of joining, the joining should be deferred till it is deemed safe to seek and rent accommodation in the city.
New Visiting Fellows without Institute accommodation	<ul style="list-style-type: none"> • If already possessed of accommodation in Mumbai, may join following the above protocols; quarantine must be in the own accommodation. • After joining, the guidelines in Section A, Item 4(c) will apply. • If not having prior accommodation in Mumbai, are advised to defer their joining till it is deemed safe to seek and rent accommodation in the city.
New Graduate Students	May not join physically before January 2021.
New Staff on Contracts	May defer joining until it is deemed safe.

Joining at other TIFR Centres: In some cases, new Faculty and/or Visiting Fellows who are unable to travel to Mumbai to complete their joining formalities, may be allowed to complete these in a nearby TIFR Centre, subject to permission of Director. This may be initiated by the Dean of the respective School by an email to the Chair, TFLR, with a copy to Registrar, who will evaluate the feasibility of the process and make a recommendation.

This facility does not apply to other categories of Institute members.

E. GUIDELINES FOR OUTGOING MEMBERS

- **No Dues:** TIFR members who have superannuated or resigned or finished the term of their contract must complete their NOC and 'No Dues' procedures. Each Section will devise a way to do this electronically without requiring physical presence of the person in question, unless absolutely necessary. The concerned individuals may contact Head, Establishment for details.

Staff members vacating their official government accommodation must obtain 'No Dues' certification from their respective colony/building office bearers/secretaries.

- **Accommodation:** Outgoing members who are in occupation of Institute accommodation are expected to vacate them as per norms. However, those who require an extension of occupancy in view of the pandemic situation, may write (email is adequate) to the respective authority with a request specifying the period for which extension is being sought. The authorities to whom the applications may be sent for further processing are listed below.

Faculty	Director Cc to : Dean Administration, Registrar
Scientific, Administrative, Technical Staff	Registrar Cc to : Dy. Registrar
Visiting Fellows	Dean of the relevant Faculty Cc to : Hostel Office
Graduate Students	Dean of the relevant Faculty Cc to : Hostel Office

All such requests will be considered on a case-to-case basis, and keeping the limitations of availability of accommodation in view. Outgoing members are requested to cooperate.

Any extension beyond 6 months from the date when a regular employee superannuates will have to be sent to the Chairman, AEC for approval.

F. GUIDELINES FOR RETURNING STUDENTS

Graduate and M.Sc. students who have gone home at the beginning of the lockdown period, and who have not yet returned or been permitted to return may begin to do so

- from Monday, August 3, 2020, if on extension²
- from Monday, August 10, 2020, for all others.

The procedure for return should be as follows.

1. **Willingness to return:** Every student who is currently away from campus will be/has been contacted by the University Cell, and their willingness to return, or otherwise, will be/has been recorded. The decision to return or stay back must be taken entirely by the student, and he/she must accept full responsibility for the risks involved in returning. No student will be coerced/coaxed to return. Those who wish to continue staying at home for the present may always contact the University Cell later when they feel comfortable to return.
2. **Priority Lists:** The list of students from each School/Department will be sent to the respective Deans/Chairs with a request to order the list in terms of priority, taking all academic and non-academic factors into consideration. These prioritized lists should reach the Chair, TFLR latest by August 7, 2020. If no list is received, the priority will be by seniority, and, within a batch, alphabetically by name.
3. **Batches:** The TFLR will combine the submitted lists and the students will be allowed to return in batches, with 18 students per batch, i.e. 2 students from every Department as per priority list. The number may be increased later, if quarantine logistics permits.
4. **Quarantine:** Every student who returns will be quarantined for 14 days in the Ramanujan Guest House, after which, if in good health, they will be allowed to return to their hostel rooms and resume work in the Institute. A SOP for the quarantine process will be sent to each student well before their date of return.

² Students of the Ph.D. 2015 batch and the Int.-Ph.D. 2014 batch.

5. **Travel:** Once a student has been informed of the date of return, he/she should immediately make travel arrangements and confirm his/her return with the Hostel Office. It is reiterated that a student should travel only if he/she feels it is safe to do so, and must accept full responsibility for the risks involved.
6. **Delayed decisions:** A student who expresses willingness to return at a later date will have to wait till a place can be found in one of the subsequent batches. This will be done as early as possible without depriving anyone else.

G. SAFETY MEASURES

Once inside the Institute premises, every person must follow safety precautions as described below.

1. **General advice:** People with symptoms of respiratory illness (fever/cold/cough/throat pain, etc) should not come to the Institute for work till full recovery. They should take treatment from the local CHSS facility or as per SOP for suspect Covid-19 cases. They have to keep the institute Medical Section informed about their progress.
2. **Entry to the Institute:** In view of the necessity of maintaining contact records, *everyone* who enters through the TIFR Main Gate will be subject to the following procedure:
 - a) A record of identity and entry time will be made. Members in possession of QR codes, used in the canteen, will only need to flash it to a reading device set up at the Main Gate. Those who do not possess QR codes, such as contract workers, will have to get their names entered in a log book kept by the security staff.
 - b) Everyone who enters at the Main Gate will be checked for temperature and oxygenation. Temperature check will be done using a non-touch thermometer (already in place). For oximeter, every person will be required to sanitize their finger using a no-touch sanitizer stand available at the Main gate and put their finger in the machine. After taking it out, they should again sanitize the finger and will then be permitted to enter the Institute.
 - c) If any abnormality is detected, the person will have to stand aside while the security staff contacts the Medical Section and then will be required to proceed as per advice from the Medical Section.
 - d) Members entering in cars will normally be required to step out and carry out the above procedure. However, this will not be required of Director, Council Members, visiting dignitaries (if any) and persons with disabilities. In such cases, security staff will ensure that the medical checks are done and records kept without requiring the individual(s) to step out of the vehicle.
 - e) The Institute buses will come in through the Main Gate and stop in front of the 'C' Block. A device to read QR codes will be set up near the 'C' Block parking lot. Temperature and oxygenation checks will be carried out. Those who do not possess QR codes will be required to descend at the Main Gate and register their names in the log book kept there.
 - f) All Institute members are requested to cooperate with the security staff to maintain a smooth process.

3. **Exit from the Institute:** As in the case of entry, a record of identity and exit time will be made. Members in possession of QR codes, used in the canteen, will only need to flash it to a reading device set up at the Main Gate on the exit side. Those who do not possess QR codes, such as contract workers, will have to get their names entered in a log book kept by the security staff before leaving. Those leaving by buses starting from inside the Institute may use the QR code reading devices near the 'C' Block parking.
4. **Attendance records:** Biometric attendance system will remain suspended. The records of entry using QR code/logbook will be used for maintaining attendance records. These will be made available to the Section Heads at the end of each day.
5. **Masks and face shields:** Use of face masks is mandatory even inside an office, unless a person is completely alone. Wherever proper distancing is not possible (e.g. for workers engaged in maintenance/technical work), it is recommended that a face shield may be used along with the face mask. Three-ply masks are preferable and use of N95 masks is not recommended, except for medical personnel. In an emergency, a handkerchief or a *dupatta* may be used. Members are advised to bring their own washable masks and to drop disposable masks only in bins kept for the purpose.
6. **Hand Sanitizer:** It is recommended that all members carry a small container with hand sanitizer (70% or more alcohol content) as part of their personal kit. Institute will have some common no-touch sanitizer facilities, but they may not be available everywhere.
7. **Seating:** Section Heads are requested to make the Section roster or to adjust the seating inside their Section such that members sit with at least 10 feet distance between them, when they are present. The strong air current due to the central AC system will require an increase in the standard distancing figure, which is quoted as '*do gaz ki doori*'.
8. **Social distancing:** Unnecessary movement of members inside the Institute is strongly discouraged. Those feeling restless may avail of the colonnade and open spaces for movement. Casual visits to other sections should be avoided.
9. **Corridors:** All members are strongly advised not to congregate in the Institute corridors. If it is really necessary to talk to someone in one of the corridors, a distance of at least 10 feet should be maintained, since the air current from the central AC is generally stronger in the corridors.

If an extended discussion is needed, it is best to carry it out in the open air, or even better, electronically. In all discussions in person, it is best to avoid directly facing each other.
10. **Bus commuters:** For those travelling by the Institute bus, or in an Institute vehicle, face masks are compulsory for the entire duration of the trip. Seating must be with proper distance between persons and should not be changed during the trip. The buses will be disinfected after every trip by spraying with liquid disinfectant.
11. **Doors, taps & other surfaces:** Every surface touched by multiple members has a small probability of transferring the infection. Doors, taps, soap dispensers, lift buttons and the ATM are the most important of these, but there are many others in laboratories and offices, which are in common use. After touching such surfaces, members are advised to wash their

hands with soap and water (20 seconds) or rub sanitizer on their hands from their own supply, or from one of the no-touch stands placed around the Institute premises. In particular, no one should touch their eyes, nose or mouth before properly sanitizing their hands.

As far as possible, doors in common use will be left open, or have foot-operated opening devices affixed to them. Members are requested to use these as far as possible.

Members using safety devices made of metal/plastic/wood to touch surfaces should ensure that these are sanitized thoroughly and often. Disposable materials such as tissue paper, toothpicks, ear buds, etc. used to touch surfaces should be properly disposed of after use. Bins will be provided for this purpose.

12. **Lifts:** Members are encouraged to avoid lifts and use stairs as much as possible. In the smaller lifts, only one person should be inside at a time. In the larger lifts, e.g. near the 'A' Block Reception or near the East Canteen, two persons may use the lift at a time, but are advised to face the wall and not to converse during the ascent/descent.

Members are requested to await their turn at the lift, maintaining a queue with safe distancing. If there is crowding in front of the lifts, their operation may have to be stopped.

13. **Cleaning/cosmetic operations:** If any of the cleaners or cosmetic maintenance staff enters an office/laboratory, or any technical staff enters to attend to a work order, all others may step outside for the duration of the work to be done. If it is really necessary to stay inside, face masks must be worn throughout the duration.

Members may kindly note that some of these safety measures are still under development. Hence they may not be immediately in place on August 3, and alternative measures may be used temporarily. However, all the above measures will be put in place as soon as possible.

H. COMMON FACILITIES

The common facilities of the Institute will operate in a limited manner in order to reduce footfalls in the Institute premises till it is deemed safe for normal operations to resume.

1. **SIRC:** The SIRC will re-open from August 3, 2020 and run in a limited way, using only staff residing in the TIFR Housing Colony. The operations will be as follows.
 - a) All online operations will remain normal, as indeed have been continuing since the beginning of lockdown.
 - b) The SIRC 'A' Block Reading Room will open from 09:00 – 17:30 hours. Only two persons will be permitted to sit at one of the long tables, maintaining diagonally opposite positions. Tables next to the windows may be used as usual. Users must take their belongings with them when leaving — unattended objects will be disposed of by the staff on duty with proper precautions.
 - c) 'D' Block Book Section shall remain out of bounds for all users. Books will be issued by staff on request at the 'A' Block counter.
 - d) SIRC will remain fully closed during the weekends and holidays.

- e) Newspapers and magazines will not be available till further notice.
- f) The sitting area outside Library in 'A' Block (including bag closet) shall remain out of bounds till further notice.
- g) Photocopying section will remain closed till further notice.
- h) Issued items may be returned by dropping in designated baskets only on Tuesday and Wednesday and are to be collected by staff on the following Monday. This will ensure 4-5 days of cooling period for the items. Items should not be returned on other days of the week, and by no means should be left on the counter.

As safety measures, SIRC entrance and other doors will remain open. There will be hand sanitizers on every table, at the entrance, and at issue counters. Every user will have to sanitize their hands on entering the Reading Room. The staff will use gloves to handle books and other articles.

2. **CCCF:** All online operations will remain normal, as indeed have been continuing since the beginning of lockdown. The terminals on the C-block ground floor will not be accessible. Availability of staff to attend to complaints will be limited. Users are requested to cooperate.
3. **Lecture rooms and Auditorium:** The Institute lecture rooms, including AG-66 and AG-69, may be used in a limited way for projection purposes, but use for an audience will remain strictly prohibited. The Homi Bhabha Auditorium, including the foyer area, will remain closed till further notice, except for any special uses as permitted by Chair, TFLR.
4. **Parks & Gardens:** These will be tended by a minimal staff, some of whom will be commuting by the TIFR bus from Mandala. The operations will be strictly limited in nature, with a focus on basic maintenance, cleanliness and safety.
5. **Guest House:** All Guest House bookings will remain suspended till December 2020, or further notice. The Guest House will continue to function, as it has been doing through lockdown, to house TIFR members who are not normally resident in the Colaba campus, but have been required to stay back to carry out some essential services or to tide over some emergency. Some sections will also be used as a quarantine facility for asymptomatic persons.
6. **Recreation Centre:** The Recreation Centre will remain closed till further notice.
7. **Photography Section:** The Photography Section will remain closed for the present. However, in special situations, one of the regular staff members residing on campus can provide limited services. All such requests must be addressed to the Chair, SIRC Committee.
8. **Canteen:** See Section I below.
9. **Medical Section:** See Section J below.

I. CANTEEN OPERATIONS

Due to limitations of staff, the canteen operations will remain at a minimal level.

1. **Meals:** Meals such as breakfast, lunch and tea will be provided only to the following categories of members:
 - a) Students
 - b) Visiting Fellows
 - c) Visiting Faculty (if any)
 - d) Colony residents normally dependent on canteen for meals
 - e) Essential staff not normally resident on campus, who are staying because of the pandemic
 - f) Contract workers who have been asked to stay on campus
 - g) Commuters who come in an early morning shift
 - h) Special cases as permitted by Chair, Canteen Committee

All other members will be required to make their own arrangement for meals. Institute members and colony residents are requested to cooperate.

2. **East Canteen:** The East Canteen will serve Lunch to members in the above items 1(f), 1(g) and 1(h) only. All other meals will be served at Jagadish Students' Canteen.
3. **Tea/Coffee:** The East Canteen will serve tea, coffee and biscuits twice a day – once in the morning and once in the afternoon. This will be open to all in the Institute. Only disposable plates and glasses will be used; members are welcome to bring their own plates and glasses and/or to take away their tea/coffee. However, all sharing is strictly forbidden.
4. **West Canteen:** The West Canteen will remain closed for all services in the initial phase. However, members who have brought their own food are strongly encouraged to use the West Canteen to sit and consume their meals. The Auditorium cafeteria area may also be used. After consumption of meals the containers may be washed at the hand-washing station at the East Canteen. The washbasins in the toilets should not be used to wash food containers.

At a later stage, the West Canteen may resume normal operations in a phased way.

5. **Takeaway:** The Jagadish Students' Canteen will also serve in a takeaway mode, within limitations.
6. **Safety Precautions:** Since there is an ever-present danger of infection spreading from the canteen, where gathering is inevitable and face masks will have to be taken off or lowered, the following security precautions must be followed.
 - a) Seating arrangements have been made keeping safe distancing in mind. Canteen users should not change these, especially to congregate at a table. If all the seats are full, users are requested to wait in queue till one is vacated.
 - b) Canteen users are requested to spend the minimum time in the canteen(s), for their own safety as well as that of other members. 'Time pass' and chatting over meals or tea/coffee should be strictly avoided.

- c) Queues must follow safe distancing of at least 3 feet between persons.
- d) Before and after visiting the canteen, every user must sanitize their hands with soap and water (20 seconds) or hand-sanitizer from one of the non-touch stands kept for the purpose.
- e) The canteens will be properly sanitized at suitable intervals by spraying sodium hypochlorite solution at the recommended dilution.

All members are advised to take these safety precautions with utmost seriousness. In case of an infected person being a canteen user, the corresponding facility may have to be sealed, with consequent hardship to all users.

J. MEDICAL SECTION

The Medical Section, which is of particular importance in the current circumstances, will remain in operation as far as possible given limitations of staff and logistics. The following procedures may be noted.

1. **Appointment:** Any user who wishes to visit the Medical section must call Ext 2090/2309/2239 to take an appointment before visiting and strictly follow the allotted timings. This is to avoid overcrowding & maintaining safe physical distancing. Following the allotted time schedule will also ensure less time spent in the Medical section & lesser risk to exposure.
2. **Maximum Number:** At any given time, maximum 9 patients will be allowed in the Medical section. To compensate for this, OPD time will be extended by 30 minutes both in the morning & afternoon.
3. **Regular Medicine:** Those who need to come for their regular medicine must mention this specifically when they call for appointments. Their medicine will be kept ready & then they will be called to come and collect their medicine. This is again to ensure least contact with other patients.
4. **No Casual Visits:** No casual or friendly visits to medical section will be allowed.
5. **Safety Measures:** Wearing a mask is mandatory and hand sanitizer must be used before and after entering the Medical section. Patients should not touch anything while inside the Medical section/Doctor's cabins, unless asked to do so by the medical personnel. All examination beds will be covered with plastic sheets which will be cleaned after each use. Common areas in the Medical Section shall be cleaned daily before and after every OPD, also as and when required in between.
6. **Pathology Lab:** Pathology lab will remain closed for a week or so, but may open on a limited schedule afterwards. Routine annual medical tests will resume once the condition stabilizes.
7. **Health Promotion Center:** Close contact is inevitable in Physiotherapy; hence it will not be permitted. Online consultation with the physiotherapy consultation facility will be

started soon. Psychology counseling is already in online operation. For emergencies, family members are receiving treatment from Medical section. Hence the HPC will remain closed for some more time.

K. MEDICAL EMERGENCIES

In case of suspected Covid-19 infection of an individual, the SOP as displayed on the CIBRA website (<https://www.tifr.res.in/~cibra/notices/2020-06-09-tifr-covid-sop.pdf>) will be applicable. Other medical exigencies will be dealt with under the procedures in Section J above.

Following standard procedures, if a Covid-19 positive case is found and the person has been working in an office/laboratory, the same may be sealed for a period of 7 days to ensure safety when it is re-opened. Sanitization by spraying of sodium hypochlorite solution at the recommended dilution will also be done wherever possible.

The Institute is exploring other means of sanitization, and some of our colleagues are working on this aspect. If and when a reliable device is available, some of these may be put in place.

This is issued with the approval of Director, TIFR.

August 2, 2020