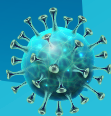


Life on Campus: the new normal



Currently, due to the COVID 19 pandemic, we are in unprecedented times. This manual contains regulations and guidelines that will help us stay safe and well at JNCASR.



J N C A S R

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Website: www.jncasr.ac.in

COVID MEDICAL HELP



For symptoms such as fever, cough or other respiratory problems, do not visit Dhanvantari in person, instead consult the doctor over phone.

Designation	Contact No.
Dr. G. R. Nagabhushana Chief Medical Officer, JNCASR	9482083106 / 22082657
Dr. Kavita Sridhar	9845659670 / 22082795 / 23419987
Dr. M.L.V. Archana	8762076573 / 22082795 / 23497002
Dr. H.V. Chandralekha	9945961898
Dhanvantari	22082795

Inform JNCASR administration of your absence due to the symptoms over phone or email.

- Stay at home / in your room and stay away from others.
- After the teleconsultation, based on the severity of the ailment and as advised by the concerned doctor, an appointment will be scheduled for physical examination. Such examinations will be taking place in a designated isolated place, 'Medical screening booth', which has been set up opposite to Dhanvantari.
- An additional option is to use Helpline available in **Aarogya Setu** for COVID related medical emergency.
- Take only prescribed medicine.
- Eat healthy and nutritious food. Sleep well.
- Drink plenty of fluids.
- Do physical exercise / Yoga.
- Maintain personal hygiene.

For non-COVID symptoms, for visiting doctors at Dhanvantari, appointment to be booked online.



PHYSICAL DISTANCING CRITERIA (PDC)

- Keep a distance of 6 ft from others.
- Stay on the box/marked places, where applicable.
- Remember to avoid shaking hands while greeting people.



FACE MASK

- In all common places, wearing face mask is compulsory.
- Wear a face shield if PDC is to be compromised for a long time.
- Avoid touching central/inside areas of the mask.
- For mask disposal, use only designated bins placed at the main gate.
- While coughing/sneezing, use a tissue or handkerchief or cough into your elbow. If using a tissue, dispose the tissue immediately into the designated bin. Wash hands immediately afterwards.



HYGIENE

- Wash hands with soap and water for 40 seconds several times a day, especially before eating.
- Use own towels / hand tissues in washrooms and dining hall. Do not let water run waste, while applying soap.
- Spitting, smoking, chewing gum/paan on the campus is banned.
- Always carry a personal hand sanitizer.
- Use hand sanitizer if hand washing is not possible.
- Foot operated sanitizer dispensers are available at specific locations.
- Sanitize stationery items like pens, pencils, etc., before sharing with others.



RETURNING TO JNCASR

- Before reporting to work for the first time, ensure that the Self-declaration / Undertaking forms related to your health conditions & travel history are submitted to the Administration.
- Only after approval from the Administration, book your tickets and after completing all the formalities related to inter/intrastate travel. Obtain **E-pass** through **Seva Sindhu** for inter-state travel, if necessary. Those who are staying outside JNCASR premises, please check with your landlord before making travel arrangements.
- **Install Aarogya Setu App** on your mobile. Keep the **Bluetooth** on always.
- Wear a face mask and sanitize your hands frequently during the journey. Maintain PDC. Avoid crowded places as far as possible.
- Avoid using currency. Go digital.
- On arrival cooperate with the health authorities at the Air / Train / Bus terminal and quarantine



RETURNING TO JNCASR *contd...*

yourself as per the State guidelines, if applicable.

- Collect prior information from Administration about whether a pickup vehicle will be provided.
- Do not make any detour or stops on the way back to hostel / residence.

CAMPUS ENTRY PROTOCOL

- While entering at the gate, PDC to be maintained as indicated by markings on ground.
- Individual has to go through Thermal screening cum face recognition based attendance. Hand sanitizing is compulsory. Please cooperate with the security personnel at the gate.
- Check the Aarogya Setu status regularly. If the status is red, do not enter the campus. Follow the instructions provided in the App.



ON THE CAMPUS

- Maintain personal hygiene.
- Be alert about others' health conditions.
- Be aware of the hygiene of your surroundings. Follow all instructions scrupulously.
- If you feel unwell, do not come close to others. Seek permission **over phone** and leave the campus immediately.



USE OF AIR CONDITIONER

- Avoid AC rooms and use well ventilated or open places to carry out work whenever possible.
- If AC is unavoidable, set the temperature in the range 24 – 30°C.
- Do not switch on the AC with windows/doors open, save electricity.
- Report to Maintenance any dampness or water leak from AC.



STAIRS

- Avoid holding the stair railings, while ascending or descending.
- If unavoidable, sanitize your hands before and after ascending/ descending the stairs.



SHARED SPACES

- Do not exceed the maximum seating/work places recommended capacity for the room.
- Do not break PDC while sitting in shared spaces like lecture hall, meeting rooms, classrooms, dining hall, library etc.
- Do not move your chair/table from the marked area.
- Remember: PDC should not be breached to view a document/screen held by someone else!
- Share documents online for discussion.
- Wear a face shield, if you have to work in close proximity with others for a longer time.



LAB ETIQUETTE

- Maximum number of people allowed to work inside the labs at a given time is marked on the doors to maintain PDC. Wearing a face mask is compulsory inside the labs.
- Wear a face shield if PDC is compromised and proximity cannot be avoided. Wear a lab coat while working in the lab.
- Do not share your lab coat with others.
- Maintaining the cleanliness of the coat is your responsibility.
- Wear gloves whenever necessary.
- Get the shared equipment sanitized before and after use as per the sanitization guidelines displayed.



OFFICIAL TRAVEL

- Choose online interaction over personal attendance.
- If travel outside Bangalore is unavoidable, seek approval from Administration before scheduling it.
- Minimize use of public transport, and opt for single occupancy accommodation.
- Advise colleagues/visitors/guests from other organizations, not to take up travel. Encourage online interactions instead.



USE OF PUBLIC TRANSPORT

- Wearing face mask is compulsory inside the vehicle. Additionally, you may choose to wear a face shield.
- Sanitize hands before and after getting in/out of the vehicle. Maintain PDC while boarding or alighting from the vehicle.



RECEIVING PACKAGES

- For sanitization of newly arrived items the following facilities are available:
 - ◊ For items smaller than 2ft×2ft×2ft UV radiation facility is available at the main gate.
 - ◊ Alcohol based sanitization facility is available at the main gate.
- For other larger packages, quarantine facility is available at several places in the campus.



PPE DISPOSAL

- Dispose used mask, tissues, face shield and any other kind of PPE only in the designated bins kept at the main gate.
- Do not put other types of wet/dry waste in these bins.



WASH ROOM

- Use elbow/foot to open/close the doors.
- Use your own towel/ handkerchief/tissue.
- Towels are not provided in washrooms.
- Leave the washroom fixtures in hygienic and clean condition after use.
- Sanitize hands as you walk out.



VISITORS

- Get approval from Administration in advance before scheduling the arrival of your visitor, using the designated form.
- Inform the visitor about the entry protocol, PDC and other prevailing guidelines on the campus.
- Insist that the visitor wear a face mask and obtain a visitor's pass and follow all entry protocols.
- It is advisable that you meet the visitor outdoors.



DINING

- Bring your own lunch box, collect your food and eat outside the dining hall. No dishes or cutlery are provided in the dining hall.
- While collecting the food, maintain PDC by following the markings and instructions.
- Eating in the dining hall is not currently permitted. You may also use your office/ sitting space (except in labs) to have food, if they are well ventilated.
- Do not share food/drink with others.
- Only limited dining hall staff will be working at any given time, adhering to PDC. Please cooperate.
- PDC should also be maintained at the Coffee Point. Bring your own coffee cup.



HOSTEL

- Sanitize hands with the hand sanitizer provided at the security station before entering the hostel.
- Wash your hands and feet with soap & water after returning to your room.
- Follow Personal Distancing Criterion (PDC) strictly.
- Common gatherings and group activities are not allowed.
- Any social interactions must follow the following rules:
 - ◇ Only in open well-ventilated places.
 - ◇ Not more than 4 persons.
 - ◇ Everyone should be wearing a mask.
 - ◇ Maintain minimum 6 feet distance between people.
- Using the common kitchen is not allowed until further notice.
- Students must collect meals from designated Food Counter in the hostel.
- Use your own vessels and cutlery for eating meals. The food may be consumed in your room.



HOSTEL *contd...*

- Ordering food from outside is not permitted.
- Any non-eatable deliveries should be routed through appropriate sanitization protocol at the main gate security.
- Keep your personal space clean, tidy and hygienic.
- Discard separated waste at designated waste collection points.
- Gym, TV Room and sports facilities will remain closed till further notice.
- Visitors are not allowed in rooms.
- Recall that smoking and drinking are strictly prohibited everywhere on campus.
- Common areas in the hostel premises are under CCTV surveillance.
- No visitors, JNCASR or otherwise, allowed inside the hostel.
- Avoid visiting crowded places such as markets and restaurants.
- Violation of rules will be penalized.

PENALTY FOR VIOLATIONS

- A Task Force Monitoring Team (TFMT) under the supervision of Task Force Committee will monitor the JNCians' adherence to guidelines.
- Violations may attract penalty.



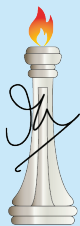
LAST BUT NOT THE LEAST...

- Do not replace poster or stickers placed across the campus.

Other Emergency Numbers

Administrative Officer	Mr. Joydeep Deb	9481374932
Health, Safety and Conservation Officer	Mr. Sreenath V.	9449084282
JNCASR Security		22082800
Aarogya Setu	Helpline	1921

Stay Safe and Healthy



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