



INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

Date: 20th September, 2020

CIRCULAR

Sub: Preventive measures to be taken to contain spread of Novel Corona Virus-attendance Reg.

1. All the prophylactic and remedial guidelines issued by the Government of India and the District Collector Bhopal regarding Covid-19 management should be strictly adhered to without fail.
2. All the faculty, employees, staff including residents working at IIFM shall enter into IIFM building only after thermal screening and hand sanitization at the main entrance.
3. The physical distancing of at least one meter to be strictly followed at all times in office premises. Seating arrangement in office chambers should be changed to reduce the unnecessary prolonged presence of visitors. Extra visitors chairs can be removed from the office chambers temporarily.
4. Use of face covers/masks to be mandatory all the time, anyone not following, must be reported to the Chief Administrative Officer. Suitable penal action can be taken in case of repeated willful violations.
5. Gathering of 4 or more people is banned within the office premises, even in the canteen and offices.
6. Discourage entry of visitors. If necessary proper permission has to be obtained to allow entry after proper screening and hygiene/hand sanitization.
7. Respiratory etiquettes to be strictly followed. This involves the strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
8. Self-monitoring of health by all and reporting any illness or contact with COVID affected patient is mandatory to authority at the earliest.

9. Employees who feel ill or are suffering from flu-like illness are advised to not attend office and seek medical advice from local health authorities. Any staff requesting home quarantine based on the containment zone activities or due to contact history with COVID patient in their residential area is permitted to work from home.
10. All the official meetings will henceforth be held through VIDEO CONFERENCING ONLY unless specified otherwise. Physical appearance of faculty or staff at the Director's office, Dean's office and C.A.O.'s office is not desirable unless specifically decided by prior appointment over telephone.
11. Sending of physical files and documents to other offices should be avoided as far as possible, instead the correspondence must be done through official emails or through ERP. Important and frequently used files (including note sheets) should be digitized and made available in soft copies. The necessary technology support may be asked for from Computer section.
12. All section/Cell heads are requested to identify essential services in their section/department. A list of such essential services with the names of respective staff/back up staff should be notified to the C.A.O. immediately.
13. All the officers in charge/head of department will be responsible for ensuring strict compliance of this advisory in their respective divisions.
14. All the faculty members are supposed to exhibit exemplary leadership and responsibility in implementing prophylactic protocols and report any violations to the authorities immediately.
15. The above instructions will be applicable with immediate effect. It is important to strictly follow the advisory in the individuals' own interest and in the interest of the rest of institute community. This advisory will stay in force till such time it is revoked.

-Chief Administrative Officer-

To:

1. All Faculty members/Chairpersons/Dean
2. All officers/Staff/Research Associates/Research Assistants/Project Staff
3. Web Administrator-To upload on website
4. Sr PS to Director- for kind information of the Director
5. Notice Board