CIRCULAR

Sub: Standard Operating Procedure for Staff resuming duty after the Lockdown Period – Reg.

The Director, CSIR-Central Leather Research Institute, Chennai has approved the following Standard Operating Procedure for staff resuming duty after the lockdown period which has to be followed by all the Permanent staff members, Research Fellows, Contract staff scrupulously.

Sanitisation and Security Procedures at gates/entrances

1. All employees and visitors, irrespective of cadre and status while entering into CSIR-CLRI premises after lock down both from Main Gate and Staff Quarters Gate must go to the washing facility so provided and wash their hands with soap. This is mandatory for all.

2. Staff entering office after lockdown both from Main Gate and Staff Quarters Gate shall be thermal scanned and offered to be seated in the foyer area of Triple Helix auditorium and shall have to fill the forms prescribed and same shall be handed over to the volunteers present in the room. A set of masks and instructions to be followed shall be informed to the staff members and later on they shall be permitted to their respective divisions/sections.

3. Sanitisers have been arranged in all the sections, All the Sections have already been disinfected however all the staff members are requested to clean the surfaces of their respective tables, laptops, desktops and other items with sanitiser and cloth before resuming their work.

4. All employees, contract and outsourcing staff on first day of commencement of work after lockdown or on the first day of reporting have to give a self-declaration as per (Annexure) on his/her health status, travel history undertaken during the last fifteen days. Section/ Division Heads shall ensure that persons with travel history or from the Hotspots/containment Zones (as declared by Central/State Government) are not allowed inside CSIR-CLRI premises and advise them to remain under quarantine for 14 days as per GoI/ Govt of Tamilnadu guidelines.

5. No Staff member shall be permitted to enter the office premises without wearing mask and Staff shall wear the mask all the times within the office for their own safety.

6. Staff members must wear and show their Identity card without which they shall not be permitted to enter in to CSIR-CLRI premises.

7. All persons irrespective of cadre / status entering through gate must be compulsory screened with thermal scanner. Any person found with fever, cough or breathing problem must not be allowed to enter and he/she has to visit the CLRI Dispensary doctor for further medical examination and advice.

8. No vehicle of outsiders shall be allowed inside the premises without a valid permission. Personal vehicles of the staff shall be parked in the designated place shown by the Security Staff only. Vehicles will not be permitted beyond the designated place and staff shall walk to their...
respective sections/divisions from the parking place irrespective of cadre / status. Staff is hereby requested to cooperate with the Security personnel in this regard and no exemption shall be given in this regard.

9. Any parcel /courier person shall be stopped at gate. Parcels shall be collected at the Main Gate by the Security and handed over to the person concerned after proper sanitisation.

10. All employees including contractual staff shall be allowed only after thermal screening on daily basis in the morning before entry and exit from work place at the Main Entry Gate and club gate. All visitors (suppliers, vendors, contractors etc.) will also be checked before being permitted entry. If the body temperature is beyond 99°F (37.5°C), they will not be allowed to enter the work place. They will be isolated and their temperature taken again. In case the recorded temperature is still high then the person will be sent home immediately.

11. Every employee and out-sourced staff should register himself/ herself in “AAROGYA SETU” mobile application, developed by Government of India for proper information and awareness about COVID-19. They will Self assess on the App every day before leaving from home.

12. People having symptoms of fever, cough, vomit, diarrhoea, etc. are advised to consult Medical Officer, CLRI and not to resume work without proper joining advice/fitness certificate issued by Medical Officer.

13. All the staff members are requested to co-operate with the security personnel as it is being done for our own safety and wellbeing.

Staff Quarters Gate Entry

1. Staff Quarters Gate is operated only for residents of Staff Quarters at prescribed timings only. Staff / Pensioners who want to visit the Dispensary shall use only Quarters gate for entry and exit from/to the dispensary.

General Instructions:

1. Staff members may kindly remember that as Office is becoming fully functional after lockdown is removed and hence some precautionary steps are being taken for safety of the entire staff members, hence the entry may be little delayed due to certain procedures detailed below for which co-operation of one and all is sincerely solicited. Please do cooperate with the Security personnel and Volunteers nominated for this purpose.

2. Staff entering the office premises should wash their hands and should be disinfected by sanitiser mandatorily and all the vehicles will be allowed to work only with 30-40% passenger capacity. Cars will be allowed to be occupied by two-three persons and only one person is allowed to ride bike.

3. Provision for hand wash & sanitizer has been made at all entry and exit points and common areas.

4. Entry to office premises has been arranged at deferred timings on day 1 of resuming duty with staggered entry timings ensure social distancing as follows:

<table>
<thead>
<tr>
<th>Contract/Outsourced Staff</th>
<th>7.30 am to 8.00 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific Staff</td>
<td>9.00 am to 9.30 am</td>
</tr>
<tr>
<td>Technical Gr III, Technical Support Gr II &amp; I and Administrative Staff</td>
<td>11.00 am to 11.30 am</td>
</tr>
<tr>
<td>Research Staff and Project Staff</td>
<td>10.00 am to 10.30 am</td>
</tr>
</tbody>
</table>

5. Preference shall be given to VC/Conference Calls, virtual meetings through MS Teams and other webinar services. Strictly adhere to the social distance of minimum 1 meter.
6. Movement of Hard copy files/papers to the extent possible should be avoided.
7. Large gatherings or meetings of 10 or more people are to be strictly discouraged. Seating at least 4-5 feet away from each other at work places and in gatherings, meetings and training sessions.
8. Not more than 2 persons (depending on size) will be allowed to travel in lifts. Use of staircase for climbing should be encouraged.
9. Smoking has been strictly prohibited. There is strict ban of gutka, tobacco etc. and spitting in open areas within the office premises.
10. There should be total ban on non-essential visitors to the office premises. All the deliveries shall be delivered at Main Gate and shall be supplied to the staff concerned after proper sanitisation.
11. Staff staying in containment zones are not permitted to enter the office till their area is declared as a non-containment zone, leave/permission will be granted by their respective Reporting Officers on sending email/telephonic request. Same shall be regulated after resuming duty as per the rules.
12. Maintain social distancing instead of standing in group/crowd. Always cover the face with mask.
13. If body temperature is more than 37.5°C, the staff member may be permitted to go back to his/her home after informing their Division/Section Head.
14. Always follow social distancing between one employee to another in the Office premises and common areas like canteen etc., Please wait till the next person moves.

Following steps will be taken to digitise the working procedures in medium to long run:

1. Implementation of ERP may be prioritised in order to reduce file handling for routine matters and files may be circulated only wherever required in unavoidable cases.
2. Routine forms such as Leave application, TA/DA forms, re-imbursements etc. may be submitted, processed & approved through e-mail/ERPSP till normalcy is resumed.
3. Tendering activities should be done through CPP, GeM and other online modes, as far as feasible.
4. Billing/Payment related work processes may be moved online and paperwork be eliminated.
5. Meetings and Non-essential official travel to be avoided as far as possible. Video conference/MS Teams may be used in work place. Staff members are advised to login into MS Teams and the necessary login credentials have been sent to their official email IDs.
6. Employees who are at higher risk i.e. older employees, pregnant employees and employees with underlying medical conditions may not be engaged in front line work requiring frequent physical contact with others.
7. Leave Sanctioning Authorities are advised to sanction leave to employees whenever such requests are made for self-quarantine as a precautionary measure.
8. Officers / Staff attending duty may undergo routine medical check-up by dispensary wherever necessary. In addition, yearly health check-up for all employees may be introduced as followed in Central Govt. Organisation.
9. All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf.

The above General Instructions, Security procedures and working procedures may be followed in letter and spirit. Cooperation of one and all is solicited.

(D V S Sastry)
Administrative Officer

To

All the staff members concerned – Through intranet
- with a request to bring it to the notice of all Research Scholars / Contract staff concerned.

Copy to

1. Security Officer
2. PS to Director
3. PA to AO
## Self-declaration related to COVID-19

Staff members are requested to fill in the self-declaration form duly signed and submit at Main Gate Security/Club Gate.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Status (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Do you have fever, cough, cold, difficulty in breathing body pains etc.?</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Did you travel anywhere in the last two weeks?</td>
<td></td>
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<tr>
<td>3</td>
<td>Do any of your family members have any of the above symptoms or travelled abroad/anywhere in the last two weeks?</td>
<td></td>
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<tr>
<td>4</td>
<td>Were you in-person contact with suspected or confirmed case of Covid-19 in the last two weeks?</td>
<td></td>
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<tr>
<td>5</td>
<td>Did you/your close family member participate in any meeting/gathering where more than 15 people attended in the past two weeks?</td>
<td></td>
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</tbody>
</table>

Signature: 
Date: 
Name: 
Designation: 
Residential Address:

* A fresh self-declaration should be submitted if there is any change in address given above.
1. (a) The area/locality (furnish complete address) from where he/she is coming to office

(b) indicate whether it is in the containment area.

2. The Mode of transport by which he/she is coming to office after relaxation of the lockdown (Public transport or own vehicle).

3. (a) Whether he/she is coming from other State/District

(b) If YES’ furnish the address and family details.

Note: Self-quarantine for 14 days or as applicable at that time is a must if coming from other State/District.

Signature

Name :

Designation:

Date :