OFFICE MEMORANDUM

Sub: Standard Operating Procedure to be followed for COVID 19 Testing and Quarantine – Reg

The Director, CSIR-CLRI, Chennai has approved the following Standard Operating Procedure (SOP) to be followed by the staff members and their dependents of CSIR-CLRI including the staff and their dependents residing in CLRI General Pool Accommodation, in respect of procedures to be followed for COVID 19 testing and quarantine as per the guidelines issued by ICMR, Govt. of India and Government of Tamil Nadu:

1) Anyone who has come into contact with high risk COVID positive cases even if tested negative should observe 14 days self-quarantine starting from the date of contact.

2) In case of any staff tested COVID positive, the entire floor/block where he is working in CLRI main campus will be kept closed for 48 hours. Necessary disinfection and sanitisation has to be carried out for the entire block/floor before resuming for office work.

3) In case of any resident of staff quarters tested COVID positive, the entire block in Type I (New), Type II (Old, New), Type III (Old, New), Type IV (Old, New) and Scientist Apartments where he/she is residing in CLRI quarters will be kept under quarantine for 14 days.

4) In Case of any staff tested COVID positive in Type II, III, IV and V in MS Block, the entire floor in which he/she is residing will be kept under quarantine for 14 days. The lift may be used only by the occupants staying in the floors other than the occupants of the affected floor.

5) In case of a single person tested COVID positive, he/she will be shifted for stay in the identified quarantine block during the quarantine period.

6) In case entire family is tested COVID positive, norms fixed by the Greater Chennai Corporation for observing home quarantine must be followed.

7) Any staff members and their dependents having symptoms of COVID should consult Medical Officer, CLRI Dispensary for issue of referral letter to the identified testing agency for carrying out tests.

8) Medical Officer, CLRI dispensary will establish linkage with testing agency for testing suspected COVID infected persons and issue prescription for testing.

9) The tests for COVID by the identified testing agency will be carried out in the Crèche building which will be handed over to the Medical Officer, CLRI Dispensary till further orders.

10) Medical Officer will obtain a copy of the test report from the identified testing agency both in case of positive and negative reports.

11) Medical Officer will issue the referral letter for admission/treatment in the Government Hospital.

12) Low risk contacts would continue to work in office. In case of developing any COVID related symptoms, they have to go for COVID testing in consultation with Medical Officer, CLRI Dispensary.

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13) The procedure for grant of medical leave for COVID positive staff and issue of medical fitness certificate will be devised by the medical officer and issued accordingly.

14) The sanitization group has to sanitize the infected block/floor including lifts etc., in CLRI quarters at regular intervals.

15) Any of the staff members or their dependents attending social gatherings, family and religious functions should mandatorily observe 7 days quarantine (to be debited to personal leave).

16) Staff members are advised not to organize any birthday/family functions inside the CLRI staff quarters campus and avoid inviting large number of people to attend such functions.

17) Staff members and their dependents are advised to follow practices and procedures in respect of personal hygiene, social distancing and wearing of face cover/masks while in public places and during their outside visits to markets/provision stores etc.

18) Every allottee and their dependents are requested to wear face mask while coming into common areas such as playground, stone benches etc., and while leaving out of the Campus. Allottees are also requested to dispose the mask safely in the dustbin rather than throwing away the used mask in public places.

19) Physical activities by the allottees and their dependents such as walking, jogging are encouraged to keep themselves fit. However, they should take precautionary measures by wearing face mask during (walking) and maintain social distancing. Walking in groups and gathering in groups may be avoided.

20) Parents are requested to avoid sending their children (below 10 years) to the shop in MS Block and be aware of their movement within the quarters. They may also educate their children to maintain social distance while playing and to avoid gatherings in groups in the campus.

To:

1) All the Heads of Divisions/Sections
2) Medical Officer, CLRI Dispensary
3) In-charge, Campus Housekeeping Unit
4) A.E.E (Civil), staff quarters maintenance
5) COA, CSIR-SERC and CMC
6) PS to Director
7) Security Officer
8) Intranet & Notice Boards

(DVS Sastry)
Administrative Officer