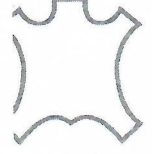




सीएसआईआर - केन्द्रीय चर्म अनुसंधान संस्थान
CSIR- CENTRAL LEATHER RESEARCH INSTITUTE

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research
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अडयार, चेन्नै, तमिळुनाडु, भारत Adyar, Chennai-600 020 Tamil Nadu- India



No. CLRI/7.7/2017


Dated 7th May 2021

OFFICE MEMORANDUM

Sub: Standard Operating Procedure to be followed for prevention of COVID 19 in CSIR-CLRI Staff Quarters – Reg.

In view of the resurgence of COVID positive cases being reported in CSIR-CLRI Staff Quarters, the residents of staff quarters are requested to comply with the following guidelines for prevention of COVID 19:

- 1) 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.
- 2) Residents of staff quarters have to invariably wear face cover/mask while doing morning/evening walk with proper social distancing and avoid doing the same in groups.
- 3) Residents of staff quarters are advised not to allow their children to play on the roads or playgrounds.
- 4) Staff quarters allottees on their return from their work places are advised to take necessary sanitation measure before coming into contact with their family members.
- 5) Staff and their family members visiting the vegetable shop may follow social distancing and minimize their visits to the shops.
- 6) In case of any family member having symptoms of COVID, such staff members are advised to observe home quarantine till the test reports are received and seek permission to work from home etc..
- 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. They are advised not to visit the dispensary in person.
- 8) Staff members are advised not to organize any birthday/family functions inside the CLRI staff quarters campus, by inviting people.
- 9) The sanitization group has to sanitize the infected block/floor including lifts etc., in CLRI quarters at regular intervals.
- 10) Visitors are strictly not allowed inside the staff quarters. Residents of staff quarters have to plan the visits of service engineers etc. to their quarters and inform the security officer in advance. They are also advised to restrict the visits of outsiders to the barest minimum.
- 11) 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.


(DVS Sastry)

Controller of Administration

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) PA to A.O
- 7) PPS to Director
- 8) Security Officer, 9) Intranet & Notice Boards