



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी
थिरुवेत्ताकुडी, कारैकाल – 609 609
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
Thiruvettakudy, Karaikal – 609 609

NITPY/REG/2020/870/020

Dated: 20.04.2020

CIRCULAR

Employees are advised to follow the safety precautions listed below during their work.

1. Faculty and staff, coming to NITPY should undergo a mandatory medical screening at NITPY entrance. Screening Time: 08.00 am to 09.30 am. Please report during this time to enter into the campus.
2. Any visitors (only for official purpose) coming from outside will be first directed by security to NITPY Health Centre. They have to first report to health centre and only after that permitted to visit the concerned Office/Dept. premises, if they are free from all symptoms.
3. All the employees should use three layered mask/cloth mask while working at NIT Puducherry. The reusable cloth masks should be disinfected properly before use. Without proper face masks, employees will not be permitted in the work place.
4. Frequent handwashing with soap and water for 40 seconds or cleaning your hands with alcohol-based hand rub especially after coming from outside, after any work and before having food should be followed.
5. Avoid touching eyes, nose and mouth to prevent the possibility of infection.
6. Should not spit in open places and should use only a wash basin or spittoon.
7. Maintain a distance of minimum 1 meter to 2 meters from others.
8. Contact NITPY Health Centre if you develop fever, cough or difficulty in breathing or need any information.
9. Seating arrangements in the sections / rooms may be made to ensure adequate distance between officials in the rooms.
10. All the employees are encouraged to use the Arogya Sethu, the government's Covid-19 contact tracing App.
11. The employees are requested to strictly follow the guidelines issued by the state /central governments from time to time.



Registrar (I/C)

Copy to:

1. The Director, for kind information please
2. Web Team for uploading in Institute Website
3. File Copy