

**ALI YAVAR JUNG NATIONAL INSTITUTE OF SPEECH AND HEARING
DISABILITIES DIVYANGJAN**

KC Marg, Bandra West, Mumbai, Maharashtra 400050

No. AYJNISHD/Dir/ 8⁹50

Date: 17.04.2020

OFFICE ORDER

In accordance with the Order No.40-3/2020 DM-1(A) dated 15.04.2020 from Ministry of Home Affairs, Government of India, the functioning of the ALI YAVAR JUNG NATIONAL INSTITUTE OF SPEECH AND HEARING DISABILITIES (D), all are directed to strictly adhere to the Standard Operating Procedure and guidelines appended herewith.


Director 17/4/2020

To:

All HODs/SIs/ADs/OICs

To

Dr.Prabodh Seth, Joint Secretary
Dept. of Empowerment of Persons with Disabilities (D)
Ministry of Social Justice and Empowerment, Govt. of India
Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi – 110 003

Standard Operating Procedure

- Any individual who shows symptoms of Covid-19 or has been in contact with a confirmed case of Covid-19 infection (symptomatic or otherwise) is advised not to come to the Institute at all and consult a Doctor immediately.
- Staff members (Regular & outsourced) are being 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 and consult a Doctor immediately.
- Staff should carry their Identity cards while attending office
- Entry of visitors in the office complex is discouraged to the maximum extent.
- Routine issue of visitors passes are being suspended with immediate effect.
- Visitors/clients are allowed to enter the Campus only with prior permission/appointment. These rules also apply to staff quarters in the campus, and to personal guests of residents. Their personal details should be noted at the gates
- All persons entering the campus will be scanned for fever using a non-contact thermal scanner at the Entry Gate.
- All entrances to the campus will be closed except Gate 1 & 3. Gate 3 is only for residents
- Meetings, as far as feasible, are being done through videoconferencing.
- Utmost care should be taken while serving the clients. Online services are recommended where ever possible
- Reduce the waiting time of the clients.
- Bystanders should be discouraged from accompanying the clients . One parent is only allowed inside the diagnostic /therapy/ service rooms if the client is (i) below 5 years (ii) above 70 years.
- All are requested to undertake essential correspondence on official email and avoid sending files and documents to other departments, to the extent possible. If it is very urgent , services of MTS should be utilized for file movement of files during office hours, if not essential should be avoided
- Use mobiles /intercom/landline for communication during office hours

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1/14

- Wearing the Mask is compulsory in the Institute and Campus. Wearing Gloves are also recommended for ALL
- Hand sanitizers/soaps are placed at vital points in the building. All are requested to sanitize their hand periodically.
- Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.
- Regular supply of hand sanitizers, soap and running water in the washrooms are ensured.
- Social distancing should be strictly maintained for those visiting the canteen
- Try to maintain office rooms clean and neat . Do not leave the rooms open if not used
- Gathering of five (5) or more persons are strictly prohibited in the Campus.
- Spitting in public spaces shall be punishable with fine.
- HODs may ensure the staggering of lunch break as to ensure social distancing.
- Officials may use staircases for climbing and at any cost not more than three (3) persons will be allowed to travel in the lift.
- All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, are advised to take extra precautions.
- Your suggestions/grievance should be intimated to Director/ HODs/In-charges/ COVID19 Prevention committee of the Institute
- Please cooperate with security staff on campus, they are following instructions to ensure the health and safety of everyone.
- If staff member needs leave of any kind during this period , he/she should apply as per the usual procedure.

An indicative list of Do's and Don'ts is given below

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.

See
1/14

- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms.

Don'ts

- Shake hands.
- Have a close contact with anyone.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Frequent inter and intra departmental and other movements
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumors or panic.

SOPs when working from home

- Work from home is not a holiday. Full working hours are to be observed. It may be possible to provide some flexibility as to time-of-day following discussions with reporting officer, but the staffer should be accessible over

See
1714

phone/digital means during working hours so that urgent discussions can be held.

- Work-from-home can only be done with permission. The reporting officer has to assign and monitor the expected work and allocate to the staff from time to time. Staff working from home may submit their weekly reports to their reporting officers
- The reporting officer should call in on all staff working from home, the first thing in the morning, to assign work for the day and ensure presence. The reporting officer should check in on them at least once during the day, and preferably have a closing call-in the evening at leaving time.
- If staff member working from home needs leave of any kind, he/she should apply as per the usual procedure.
- Phone numbers and email IDs all such staff must be available with Establishment & reporting officer and be made available with the department so that all co-workers who need to interact with them can do so easily.
- The staff members must be even more responsive to phone and email than when they are in the office. The lack of personal presence must be made up by electronic responsiveness.
- Head of the Institute has the liberty to call the employees to office when ever needed

See
177