
Precaution against spread of Novel Corona Virus (COVID-19)

From : Director <director@nibmindia.org>

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Subject : Precaution against spread of Novel Corona Virus (COVID-19)

 1 attachment

To : All NIBM <allnibm@nibmindia.org>

This is in continuation of earlier email of March 21, 2020.

In order to contain the spread of Novel Corona Virus (COVID-19), it is essential for all of us to follow certain `Dos and Don't's' which are attached.

Certain precautionary measures have already been circulated by Dr Amit Majumdar, Medical Advisor of NIBM, and are also on the website of NIBM. Some more precautionary measures suggested by Dr Amit Majumdar today are also included in these `Dos and Don't's'.

These rules will be uniformly applicable to Faculty/Staff, their families and students residing in the campus.

Some students met me yesterday i.e. on 25th March at my residence and they informed me that there is a need of some restraint on the Faculty and their families staying in the Campus on their frequency of movement outside the campus and that too moving without masks and some ladies sitting together in the groups in the open, in the campus. As a matter of fact, we all should be setting examples, before our students, to emulate them to follow.

While working from home or from office, all precautions as suggested by the Government/ Medical Advisor of NIBM, may please be taken.

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To:

All Faculty, Staff Members and PGDM Students

**Guidelines – “Dos and Don’ts” for
Precaution against Spread of Novel Corona Virus (COVID-19)**

Just a guideline to keep away from COVID-19 during the current situation when we all need to observe the following :

- I. Please don't be overconfident. Continue to take all precautions. Fear is the first and most important step of safety
- II. Avoid going out unless genuinely required.
- III. While going out for buying essential items, use mask and gloves.
 - ONE person: Identify one adult in a family for going out. Only he or she should go out. NOBODY ELSE.
 - ONE set of clothes: Use only one set of clothes and same clothes every time you go out. Use full length dress. Don't mix this with your other clothes.
 - ONE wallet: Use only one wallet. Don't mix these currency, coins and cards with other which already are there at home.
 - ONE shopping bag: Use only one and same shopping bag every time.
 - ONE vehicle: Use same vehicle and key.
 - ONE go: Avoid going out multiple times. Finish all your work in one go.
 - Avoid taking mobile phone or restrict using it.
 - Avoid crowding and maintain social distance of minimum 2 meters. Come back immediately once you finish your work.
 - Use your non dominant hand or elbow to open the door or push the buttons.
 - Once you come back: Keep your dress, wallet, bags, keys in a separate bag. Don't mix with others. Do thorough hand wash and face wash before touching anything and anyone. Clean your mobile phone surface with sanitizer. Best is to avoid mobile phone, while going out.
 - Please change your footwear while going out and coming into your residence. Remove the gloves before entering the house.
 - Please follow hand and respiratory hygiene meticulously.
 - In case majority of you feel, we can allow one grocery seller, one vegetable vendor to come inside the campus for one hour per day for next 3 weeks so that your movement outside is restricted.

PLEASE COOPERATE AND STAY SAFE