



An Institution of National Importance
An autonomous body
under Ministry of Culture
Government of India

F.No.A-17/01/2020

Dated: 17.4.2020

Circular

As all are aware, the country has been in a state of complete lock down since 23.3.2020 excepting for the essential services. Though the lock down has been extended up to 3.5.2020, Central Government has allowed select additional activities w.e.f. 20.4.2020 excepting the containment zones as notified by State Government concerned.

2. As per these instructions, offices of the Government of India, its autonomous/ subordinate offices will remain open w.e.f. 20.4.2020 with 33% staff.
3. Accordingly, the staff of Central Office, administration staff of RDCFA/ BASS School will attend office w.e.f. 20.4.2020 on rotational basis. Similarly, Outreach Coordinator, Consultant (R&D Library), Consultant (Museum), Consultant (Archives) will attend office. Housekeeping staff on outsourced basis will attend to work as per the requirement on rotational basis.
4. If any staff is staying in a place which has been declared as a Containment Zone or unable to attend office in view of absence of public transport he / she may inform inability to attend office at email address: director@kalakshetra.in for records.
5. Estate Manager may ensure disinfection of the premises and other safeguards as mandated by the Central Govt. vide their order dated 15.4.2020.
6. All staff who will be attending office w.e.f. 20.4.2020 should go through the guidelines of Ministry of Home Affairs as given in Annexure-I and II and strictly abide by them.

(Revathi Ramachandran)
Director

All units

All employees (through WhatsApp groups)

Notice Boards

Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments

The following measures shall be implemented by all offices, factories and other establishments:

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a) Entrance Gate of building, office etc.
 - b) Cafeteria and canteens.
 - c) Meeting room, Conference halls/ open areas available verandah/ entrance gate of site, bunkers, porta cabins, building etc.
 - d) Equipment and lifts.
 - e) Washroom, toilet, sink; water points etc.
 - f) Walls/ all other surfaces
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
4. **Mandatory thermal scanning** of everyone entering and exiting the work place to be done.
5. Medical insurance for the workers to be made mandatory.
6. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
8. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least six feet away from others on job sites and in gatherings, meetings and training sessions.
9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
10. Use of staircase for climbing should be encouraged.
11. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
12. There should be total ban on non-essential visitors at sites.
13. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.

National Directives for COVID-19 Management

The National Directives shall be enforced by the District Magistrate through fines and penal action as prescribed in the Disaster Management Act 2005.

Public cover

1. **Wearing of face cover is compulsory** in all public places, work places
2. All persons in charge of public places, work places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
3. No organization /manager of public place shall allow gathering of 5 or more persons
4. Gatherings such as marriages and funerals shall remain regulated by the District Magistrate
5. Spitting in public spaces shall be punishable with fine
6. There should be strict ban on sale of liquor, gutka, tobacco etc. and spitting should be strictly prohibited

Work Spaces

1. All work places shall have adequate **arrangements for temperature screening and provide sanitizers at convenient places.**
2. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing
3. Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encouraged to work from home.
4. Use of Arogya setu will be encouraged for all employees both private and public.
5. All organizations shall sanitize their work places between shifts.
6. Large meetings to be prohibited.

Manufacturing establishments

1. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated
2. No overlap of shifts and staggered lunch with social distancing in canteens shall be ensured.
3. Intensive communication and training on good hygiene practices shall be taken up.