



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

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Dated: 2nd May, 2020.

OFFICE ORDER

In continuation of this Office Orders of even number dated 25.3.2020, 18.4.2020 and in pursuance of the Ministry of Home Affairs, Government of India Order No.40-3/2020-DM(IA) dt.1.5.2020, issuing new guidelines on the measures to be taken for the containment of COVID 19 in the country, all the officers in the **Level 12 and above** and other officers and staff upto 33% of the total strength shall attend the office as per the directions issued by Ministry of Home Affairs, w.e.f 4.05.2020. All Heads of Divisions shall prepare a roster in this regard and ensure attendance.

As per the latest order of Govt. of Kerala, Kozhikode district is in Orange Zone. All staff members should follow the instructions issued by Ministry of Home Affairs, Govt of India and respective State Governments and strictly follow the Standard Operating Protocols issued by MoHFW with respect to Orange Zone. All are instructed to follow the guidelines issued by the State Government from time to time.

All precautions and guidelines contained in the advisories issued by the Central and State Government from time to time, should be strictly adhered to. Various directives issued for COVID-19 Management issued by the Ministry of Home affairs on 1.5.2020 is attached herewith along with SOPs for strict compliance.

This is issued with the approval of Director.

Head (GA)

कार्यालय अध्यक्ष Head of Office
भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
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Copy to::

1. DDG (Hort), ICAR, KAB-II, Pusa, New Delhi
2. Director (Hort), KAB-II, ICAR, New Delhi
3. Director (Admn), ICAR, KB, New Delhi
4. Director (Finance), ICAR, KB, New Delhi
5. Project Co-ordinator (Spices), ICAR-IISR, Calicut
6. Heads of Divisions, IISr, Calicut
7. Head i/c, Regional Station, Appangala
8. Programme Co-ordinator, KVK, P.Muzhi
9. Scientist-in-Charge, Peruvannamuzhi
10. Intranet

National Directives for COVID-19 Management

PUBLIC PLACES

1. Wearing of face cover is compulsory in all public places.
2. All persons in charge of public 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. Marriages related gatherings shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
5. Funeral/ last rites related gatherings shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
6. Spitting in public places shall be punishable with fine, as may be prescribed by the State/ UT local authority.
7. Consumption of liquor, *paan*, *gutka*, tobacco etc. in public places is not allowed.
8. Shops selling liquor, *paan*, *gutka*, tobacco etc. will ensure minimum six feet distance (2 gaz ki doori) from each other, and also ensure that not more than 5 persons are present at one time at the shop.

WORK PLACES

9. Wearing of face cover is compulsory in all work places and adequate stock of such face covers shall be made available.
10. All persons in charge of work places shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work places and in company transport.
11. Social distancing at work places shall be ensured through adequate gaps between shifts, staggering the lunch breaks of staff, etc.
12. Provision for thermal scanning, hand wash and sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. In addition, sufficient quantities of handwash and sanitizer shall be made available in the work places.
13. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
14. Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years shall stay at home, except for meeting essential requirements and for health purposes.
15. Use of *Arogya Setu* app shall be made mandatory for all employees, both private and public. It shall be the responsibility of the Head of the respective Organizations to ensure 100% coverage of this app among the employees.
16. Large physical meetings to be avoided.
17. 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. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities.



18. Arrangements for transport facilities shall be ensured with social distancing, wherever personal/ public transport is not feasible
 19. Intensive communication and training on good hygiene practices shall be taken up.
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