

# राष्ट्रीय प्रोद्योगिकी संस्थान दुर्गापुर

### NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

MAHATMA GANDHI AVENUE, DURGAPUR-713209

West Bengal, INDIA, <u>www.nitdgp.ac.in</u>
(An Autonomous Institution of the Govt. of India under MHRD)

No. NITD/Estt./COVID-19/2020

Dated: 19th March, 2020

#### **NOTIFICATION**

In order to contain the spread of Novel Coronavirus (COVID -19), the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training, F.No. 11013/9/2014-Estt.A.III, dtd. 17/03/2020), Government of India has advised to take the necessary measure with a list of Do's and Don'ts as enclosed for wide dissemination.

Registrar

Copy forwarded for information to:

- 1. Director.
- 2. All Deans.
- 3. All Head of the Departments/ Sections/ Centers and Central facilities- with a request to circulate amongst the employees of respective Departments/ Sections/ Centers and Central facilities.
- 4. Sr. Medical Officer for necessary action.
- 5. Web Master- for display in Institute web site.
- 6. Security Officer & I/c Estate Sec. for necessary action on the above.
- 7. Director's Secretariat/Registrar's Secretariat.
- 8. Students Notice Board
- 9. File copy.

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## 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.
- 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, especially with those having flu-like symptoms.
- 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.
   To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

## Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- 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 rumours or panic.

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