

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION, TIFR

**Covid-19 Prevention Protocol to be followed at HBCSE
(Date 14th July 2020, Version 2)**

In order to contain the spread of the covid-19 infection, and to create a safe working space at HBCSE, the following guidelines have been prepared. The guidelines have been prepared on the following premise: Consider everybody around you as an asymptomatic carrier of COVID 19 and capable of infecting you. Further, consider that you yourself could be an asymptomatic carrier of COVID 19, capable of infecting everyone around you.

For the safety of safety of everyone, I request the staff members to kindly cooperate and strictly follow the protocols attached below.

The guidelines contain following sections.

1. Prior to coming to HBCSE
2. General guidelines to be followed inside HBCSE
3. Protocols for Security
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Head, Administration and Finance

1. Prior to coming to HBCSE

All staff members (including temporary staff) wishing to come to HBCSE must fill up the pre-entry form attached herewith and send it to to Head, Admin and Finance, prior to coming to HBCSE. The pre-entry form can also be found [here](#) and on the homepage of HBCSE website. Those who cannot access the on-line form can take permission via the reporting officer/supervisor by means of telephone. The reporting officer/supervisor can fill the form on the behalf of the staff member. The staff member should sign the form on the day of joining.

- 1.1. After submitting the form, please wait for instructions and approval. Only after obtaining the approval, should you come to HBCSE.
- 1.2. These steps are to be followed every time you come to HBCSE. (If the information was given within last 5 days, an update is sufficient).
- 1.3. Please note that (i) staff members residing in the containment zone should join for duty only after the conditions are relaxed, (ii) members who have had COVID related symptoms in the last 14 days must consult medical section, TIFR or the [BARC dispensary/hospital](#), and follow instructions and (iii) members who have travelled outside Mumbai must self-quarantine themselves for 7 days, and must not have developed symptoms, before coming to HBCSE. HBCSE campus residents who come from outside Mumbai will have to undergo quarantine for 7 days (as per BARC hospital guidelines).

2. General Protocols to be followed inside HBCSE

Members who enter the HBCSE campus are reminded that they must strictly abide by the following regulations:-

- 2.1. Members are not permitted to enter from the old hostel gate (even if it is open). They have to compulsorily enter only from the main gate via HBCSE security cabin. Office I-Card is to be carried to office everyday.
- 2.2. Members should proceed directly to their place of work without congregating in public places like foyers of the buildings, corridors, canteen, road, security checkpoint, etc.
- 2.3. Do not go outside after entering the campus. Enter and exit only ONCE.
- 2.4. Members who are using private or public taxi services and autos should disembark outside the campus premises, a little ahead or behind the main gate. (Exceptions in special cases like differently-abled, aged, health reasons, or with a lot of luggage).
- 2.5. If two or more members do have to pass or stop to talk, a minimum distance of six feet must be maintained at all times.
- 2.6. Masks (surgical/homemade/reusable) must be worn at all times when a member is in a public place or in the company of another person. It is not essential to wear a mask

inside your own place of work, unless there is a second person present.

- 2.7. Please cover your nose/mouth while coughing or sneezing with a handkerchief or tissue. Used tissue should be disposed in bins specially marked for the purpose. If toilet tissue is used it may be flushed down the toilet. While in the presence of others, make it a point to turn away from people before coughing or sneezing. Masks don't block droplets from travelling through, so the general coughing and sneezing guidelines needs to be followed even while wearing a mask.
- 2.8. Please consult this web link for instructions (in multiple languages) on how to use face covers/ masks: <http://www.psa.gov.in/information-related-covid-19/manual-homemade-protective-covers-face-mouth>
- 2.9. Wash your hands frequently with soap water or alcohol based sanitizers. Washing with soap must be for at least 20 seconds, with sufficient lather to cover all parts of the hands. While using sanitizers, ensure that you take sufficient sanitizer to rub over your hand fully. Please consult this weblink for how to properly wash/sanitize hands: <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- 2.10. After touching objects of common use, like doorknobs, lift buttons, handrails adjoining the stairs, water cooler taps, toilet accessories, laboratory apparatus, files, pens, phones, paper, etc. hands must be washed properly with soap/ sanitizer.
- 2.11. Use of lift is not permitted, except in special cases where it is essential. Only stairs must be used. If you need to use the lift, please inform the security staff, who will open the lift for you. Ensure that the following protocol is followed strictly: Only one person should use the lift at a time. Care must be taken not to touch the walls. In case a security personnel is not available to operate the lift, hands must be sanitized both before and after pressing the button. Lift fan must be kept off while using the lift.
- 2.12. All complaints will be lodged by online modes only. For example, the complaint book kept for the Technical Section in the Reception area, or the complaint book at the canteen counter etc., will no longer be used. Members of all groups hence are requested to check their emails frequently. The respective email IDs to which the complaints are to be addressed are given in the appendix to this document.
- 2.13. Follow proper toilet etiquette when in the washrooms. Never leave the toilets dirty. Flush after using the toilet. Do not spit on the walls. Dispose sanitary waste only in the sanitary bin. Please ensure that you wash your hands after handling common washroom facilities like toilet door handle, flush button, taps, soap dispenser, buckets, etc.
- 2.14. At the water cooler station, keep a distance between the mouth of your bottle and the water tap. Also sanitize/wash hands before and after using the water cooler.
- 2.15. No staff member is permitted to enter the cordoned off area around the old hostel, which has been handed over to BMC. If it is essential for any staff member to enter for maintenance, etc., you must inform the Head, Admin and Finance, and discuss with him the protocol to be followed. The Olympiad building can be accessed by taking the path along the back side of the building, parallel to the boundary wall.

- 2.16. In case any staff member needs to enter the residential area in the NIUS hostel, where staff and students are staying, this must be informed to the residents through their WhatsApp® group prior to entry. Precautions should be taken while carrying out the work such as wearing masks, restricting only to necessary areas, and minimizing interaction.
- 2.17. In case maintenance is to be done in any office room or lab, the occupants of the office room or lab must be informed before starting and after completion of the maintenance work.
- 2.18. Discussions should be conducted over phone or through online video/audio etc., unless unavoidable. Face to face meetings should be brief and should be held as far as possible in the outdoors of HBCSE campus, where physical distancing is possible. Gathering in the canteen and other closed spaces should be avoided.
- 2.19. All “informal aggregations” like Post-lunch walks in groups and meets must be conducted with caution. Physical distancing measures must be followed and masks must be worn while outside. Schedule your walks in such a way that there are not many people on the road at a time.
- 2.20. Staff members and service staff are requested to take precautions for their health at all times. If you are feeling unwell, you should inform your reporting officers and the security staff at the gate immediately. Each member should monitor their health regularly and may keep a checklist/log.
- 2.21. Visitors will not be permitted on campus (temporarily). Members should refrain from inviting external members to the campus.
- 2.22. Strictly no handshakes, no counting money with saliva wet fingers.
- 2.23. Strictly no spitting, no littering of cigarette butts and tissues on campus.
- 2.24. Circulation of files, paper work, and other physical materials should be kept to a minimum. Email approvals should be used as much as possible.
- 2.25. Work schedule arrangement shall ensure that there is minimal interaction between people from different zones within the Mumbai suburban area. It is preferred that in a single work shift, people from similar if not same zones are to be kept on duty.
- 2.26. Air conditioning should strictly not be used in small rooms which have two or more persons working. Keep your office rooms well ventilated.
- 2.27. Seating arrangements should be altered to comply with physical distancing norms. Big rooms can have up to two people and small rooms should be used only by one person.
- 2.28. A single intercom phone must not be used by multiple people. If offices have just 1 member, the intercom can be used. In places where intercom is common to 3-4 people, then the intercom may be assigned to only 1 person and only he/she should use it. Others are encouraged to use their cell phones. Alternatively, a speaker phone should be used

exclusively in the “speaker” mode.

2.29. Gym and gaming facilities will be closed till further notice.

3. Protocols for Security

Security staff by nature of their work cannot completely avoid coming in contact with other staff. So these guidelines are to be followed strictly.

- 3.1. Security cabins can have a maximum of two people occupying them, at any given time. However a minimum distance of 6 feet should be maintained between them at all times.
- 3.2. Physical verification of security records and registers should be avoided as much as possible.
- 3.3. Only one dedicated personnel shall handle the gate. They are advised to wear gloves (preferably reusable) and clean their hands frequently using sanitizer or soap and water.
- 3.4. Nobody entering or exiting the campus should wait at the security gate or crowd near it.
- 3.5. Security should strongly discourage all members from multiple entries into and out of campus.
- 3.6. The window by the side of the security cabin can be used as a counter for checking bags. The carrier shall open and hold the bag by the counter for examination. In which case a transparent shield may be installed on the window.
- 3.7. Unless necessary, the bags must not be handled or the contents touched or brought close by the inspecting security personnel.
- 3.8. Taxis and Autorikshaws shall not be allowed entry into campus. (Refer to 2.4.)
- 3.9. Arrange separate baskets/boxes/trays to receive couriers and packages. The addressee should collect the items at the earliest. The addressees should disinfect the package either by keeping it in the sun or using a recommended disinfecting agent/protocol. Refer to points 4 and 5 under stores.
- 3.10. Physical handling of packages and couriers must be avoided. The delivery person shall be asked to keep the items in the tray/box/basket in such a way that the addressee's name is visible.
- 3.11. In the event of rain, a security personnel may hold the tray and ask the delivery person to drop the item into the tray.
- 3.12. If there is sun and the package is not perishable then it shall be kept under sun - a table or chair shall be arranged for that purpose.

- 3.13. Otherwise the tray shall be kept inside the cabin and the addressee shall be asked to collect the item at the earliest.
- 3.14. All entries at the gate will be made by a dedicated individual security staff member. No common pens shall be kept at the gate.
- 3.15. Any register book at the security gate or reception (meant for entering details of carrying books outside, carrying HBC material, receiving packages or couriers, entering details of borrowing or depositing keys etc.) should be maintained by a dedicated security staff member and he/she would enter the details in the register and not the individual members. In case, if a concerned staff member is entering details, then they should use their own pen.
- 3.16. In general, non-HBCSE persons are not allowed to enter campus, unless prior permission is obtained from Head, Admin. (For example, people who wish to use the canteen, meet someone etc.).
- 3.17. If notified by competent authority, security personnel may permit the following: BMC truck to enter the premises to pick up the garbage kept near garden area, Tempo carrying gas cylinders, trucks coming to collect branches and garden waste from campus. In such scenarios, security have to ensure that all people entering with the vehicle are wearing masks, and sanitize their hands (provide sanitizer) prior to entering the campus.
- 3.18. If any outsider comes without a mask (by chance) and whose services we need urgently (for example, a snake rescuer), then security should have a set of spare (disposable) face masks they can provide to such people.

4. Cleaning and Maintenances of Campus.

- 4.1. Work shall be distributed in such a manner that physical proximity between the staff during the work is minimized. For example, suppose a pile of laundry needs to be carried by two people by stairs, in such a situation the distance between people can be increased if the pile is fixed to a rod and the persons carry the luggage by holding the end of the rods. Use of trolleys should be encouraged both within and outside the buildings.
- 4.2. Common washrooms should be sanitized once every day, before 08:00 AM.
- 4.3. Staff members are requested not to use public washrooms before 09:00 AM.
- 4.4. Staff members are requested to dust and clean their individual workspaces/cabins/office rooms, etc. They may issue brooms and other cleaning equipment from the stores and retain them in the room.
- 4.5. Hostel residents are requested to clean their rooms and washrooms.
- 4.6. Cosmetic staff will no longer be cleaning hostel rooms, office rooms and cabins.

- 4.7. Cosmetic staff shall frequently clean public use areas like corridors, seminar rooms, lecture halls, handrails near the staircase, labs and washrooms.
- 4.8. Cosmetic staff shall be provided adequate protective gears for cleaning toilets.
- 4.9. Masks shall be worn at all times while engaging in cleaning duty.
- 4.10. Cosmetic staff will use gloves when handling objects of common handling, like emptying the paper waste box, or while transferring waste from small bin to big bin etc.
- 4.11. All waste coming out of the washroom bins, sanitary bins and tissue paper bins will be transferred to yellow bags on a daily basis, to be sent for medical waste disposal (through SMS Envoclean Pvt Ltd). It must be ensured that SMS Envoclean pick up waste regularly from the centre.
- 4.12. All bins, trash bags, yellow bags should (ideally) be kept outside the main gate for pick up by the BMC truck, or the pick up from SMS Envoclean Pvt Ltd.
- 4.13. For monsoons, there needs to be a “dry” space where all the waste bins are stored.
- 4.14. The following guidelines by ministry of health and welfare shall be used as our guidelines for cleaning and maintenance of hygiene.
<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>
- 4.15. All staff members have to strictly follow all the waste management rules by using the correct bin for wet waste, dry waste, sanitary waste, paper waste, tissue waste, etc.

5. Canteen

As a place of gathering and public use, the canteen poses a high risk of transmission of infection. So it is advised that physical distancing and other precautionary measures are strictly followed inside the canteen. Following are a set of guidelines to minimize the risk of transmission through the canteen.

- 5.1. Gathering in the canteen and elsewhere should be avoided. Discussions should be conducted over phone or through online video/audio etc., unless unavoidable. Meetings should be brief and should be held as far as possible outdoors in the HBCSE grounds maintaining physical distance.
- 5.2. As far as possible, staff members should bring tiffin/packed food from home and eat in their cabin to avoid crowding in the canteen.
- 5.3. Every staff member should carry a drinking glass, a tea/coffee mug, cup, plate and spoon for having meals/tea/coffee in the canteen (they may borrow these from the canteen and keep with them). The use of common utensils must be avoided.

- 5.4. Dining in the canteen should be avoided as far as possible. It should be used as a takeaway facility.
- 5.5. While seated in the canteen ensure that no more than 4 people occupy a single unit of tables (4 tables arranged together) and that each person is seated at the corners.
- 5.6. Avoid sitting around the table whenever possible.
- 5.7. Conversations over tea should be held outside the canteen under the shade or open spaces sitting on chairs with no tables and keeping a minimum distance of 6 feet between chairs.
- 5.8. At a given time, only one person should occupy the washing area.
- 5.9. Necessary arrangements for washing agents shall be made at both washing areas at the canteen.
- 5.10. Since the soap dispenser is hand operated, care should be taken to wash both hands. The knob may also be washed after each use.
- 5.11. Sanitizer may be applied after washing hands.
- 5.12. Sanitizer shall be placed near the canteen counter.
- 5.13. Masks must be worn by both parties on either side of the serving counter – both the person serving and the user.
- 5.14. Only one dedicated person shall handle the serving of food. Self-service must be avoided. Customers should avoid touching utensils.
- 5.15. Use of e-wallets and lump sum payments are encouraged. Users are requested to keep a daily/weekly log of expenses and avoid regular cash transactions.
- 5.16. Canteen staff are currently residing on campus. When new personnel join the canteen staff, it is advised that the person is kept to mostly peripheral duties, like procurement, cleaning, organizing, accounting, etc., for the first 10-14 days after their arrival.
- 5.17. It is recommended that cooking and serving is carried out only by the staff who have been residing at the campus.
- 5.18. Canteen time will be fixed and notified to all the users. They are requested to strictly abide by the timings to minimize crowding.
- 5.19. Complaint book at Canteen will not be kept for users. Members may complain via email/ online or by phone to the canteen committee.

6. Use of official vehicles

- 6.1. Permission to use a vehicle will be granted only after the details under 'Prior to coming to HBCSE' are furnished.
- 6.2. The driver and traveller must use masks, preferably three layered masks.
- 6.3. The number of travellers must be restricted to two excluding the driver in big cars and one in small car(s).
- 6.4. Driver and traveller(s) should wash hands thoroughly using soap or use hand sanitizers both before and after using the vehicle.
- 6.5. Physical distancing must strictly be maintained.
- 6.6. The driver shall not be made to handle baggage and folders belonging to the traveler.
- 6.7. Travellers are requested to carry minimal luggage.
- 6.8. A/C should not be used. Window should be kept open to ensure air circulation. During rains keep the windows rolled up to 90% but not fully closed.
- 6.9. Consumption of eatables inside the vehicle is prohibited.
- 6.10. Disinfect the vehicle after every trip with a passenger as per the set protocols.
- 6.11. The counter signing of the vehicle register should be avoided. The record can be maintained with the security.

7. Stores

- 7.1. Issual of items from stores shall be through the online portal.
- 7.2. Once a request is received the items shall be placed together in a box and informed.
- 7.3. While collecting the items from stores physical distancing shall be followed.
- 7.4. The items shall be kept in sun or disinfected using sanitizer wipes before opening and using.
- 7.5. It is recommended that items are opened and used only two to three days after they are issued. Issued items may be kept at a distance from the workspace for those two to three days.

8. How to deal with an Emergency

Emergency situations may arise time and again in the campus. We have had different strategies and measures to deal with such situations in the past, which would often involve participation of the staff who is in charge of or well versed in the operation(s) of the object/facility where the emergency has occurred. In the wake of pandemic this no longer is

a straight forward option. We need to evolve mechanisms which don't compromise the basic precautionary measures against the pandemic while dealing with emergencies. The primary aspect to that is *not to panic*. The first person who notices the emergency situation shall report it to the security staff at the gate.

- 8.1. The first official in charge who arrives at the site of emergency shall take a stock of the situation and contact the person in charge of the facility. Only if it is utmost necessary, more people shall be brought to the site.
- 8.2. The security personnel who arrive at the site of emergency shall ensure that crowding doesn't take place. They shall request personnels whose service is not required to maintain distance.
- 8.3. In case of a fire the firefighting guidelines must be followed.
- 8.4. In case snakes have to be rescued from campus, SARRP NGO may be contacted (+91 7977364198 +91 9821134056 +91 7666993322). Crowding around the snake or rescue spot is to be strictly avoided. Only one security member/ one person from the centre should accompany the snake rescuer to the spot and he/she should ensure that crowding does not happen near the site.
- 8.5. It is likely that the number of snake sightings will increase in the monsoons, so it is recommended all staff and residents are extra cautious and stay mostly to the middle of the road and avoid the lawns and gardens.

9. Library Protocols

Protocols for Users

- 9.1. Until further instructions, outside/ external visitors are not allowed to access the HBCSE library.
- 9.2. Library stack area will remain cordoned off till further notice. Internal HBCSE members will not be allowed to access the library stack area.
- 9.3. Members are requested to use KOHA OPAC to browse through (virtual) book shelves. Most of the collection have images and descriptions provided, and library staff can assist if needed.
- 9.4. Members are requested to access online publications as much as possible.
- 9.5. Issuing and return of books will now happen in the extended library room near the reception area (adjacent to elevator). One library staff member will be present in the extended area.
- 9.6. All requests to the library (eg: requesting for a book) are to be made using email [library@hbcse.tifr.res.in]. If available, the material will be kept in the extended room and the user will be intimated about this.

- 9.7. Till further notice, Library will be open only during specific days and times within the period of 9:00am to 5:00pm as announced from time to time.
- 9.8. Users can pick up and return books only between **2:30 pm and 4:30 pm**. They should enter the extended room only by using the door from the reception area (adjacent to elevator).
- 9.9. A separate table will be kept in the extended library room for “return” of books. Users when returning library books need to place them on this separate table where it will remain idle for 72 hours.

Protocols for Library Staff

- 9.10. At any given time, Library will have only 2 staff members present. One, in the main counter area and the other outside this area/ in the extended room.
- 9.11. While handling common things like computers, files, other library materials, library staff will take utmost care like wearing gloves, using sanitizers, etc.
- 9.12. Windows may be kept open (wherever possible) for 30-60 minutes, twice a day to ensure ventilation and circulation in the library.
- 9.13. Sanitary precautions will be taken while handling the journals and books which library will receive through postal services, vendors etc.
- 9.14. Books returned to the library from users will not be handled till after 72 hours. If possible UV rays box *or* hot box will be used for disinfecting the materials received from users, vendors, etc.

Appendix

In reference to 2.12 please direct your complaints, if any, to the following email ids.

Section	Email Id
Technical Services	tss@hbcse.tifr.res.in or hbcworks@hbcse.tifr.res.in
Computer Lab	clabteam@hbcse.tifr.res.in
Computer Maintenance	clabamc@hbcse.tifr.res.in
Stores	hbcstor@hbcse.tifr.res.in
Administrative Matters	hbcadm@hbcse.tifr.res.in
Canteen	cancom@hbcse.tifr.res.in
Security Services	umesh@hbcse.tifr.res.in
Library Services	library@hbcse.tifr.res.in