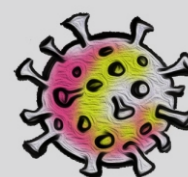




ICAR-CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE

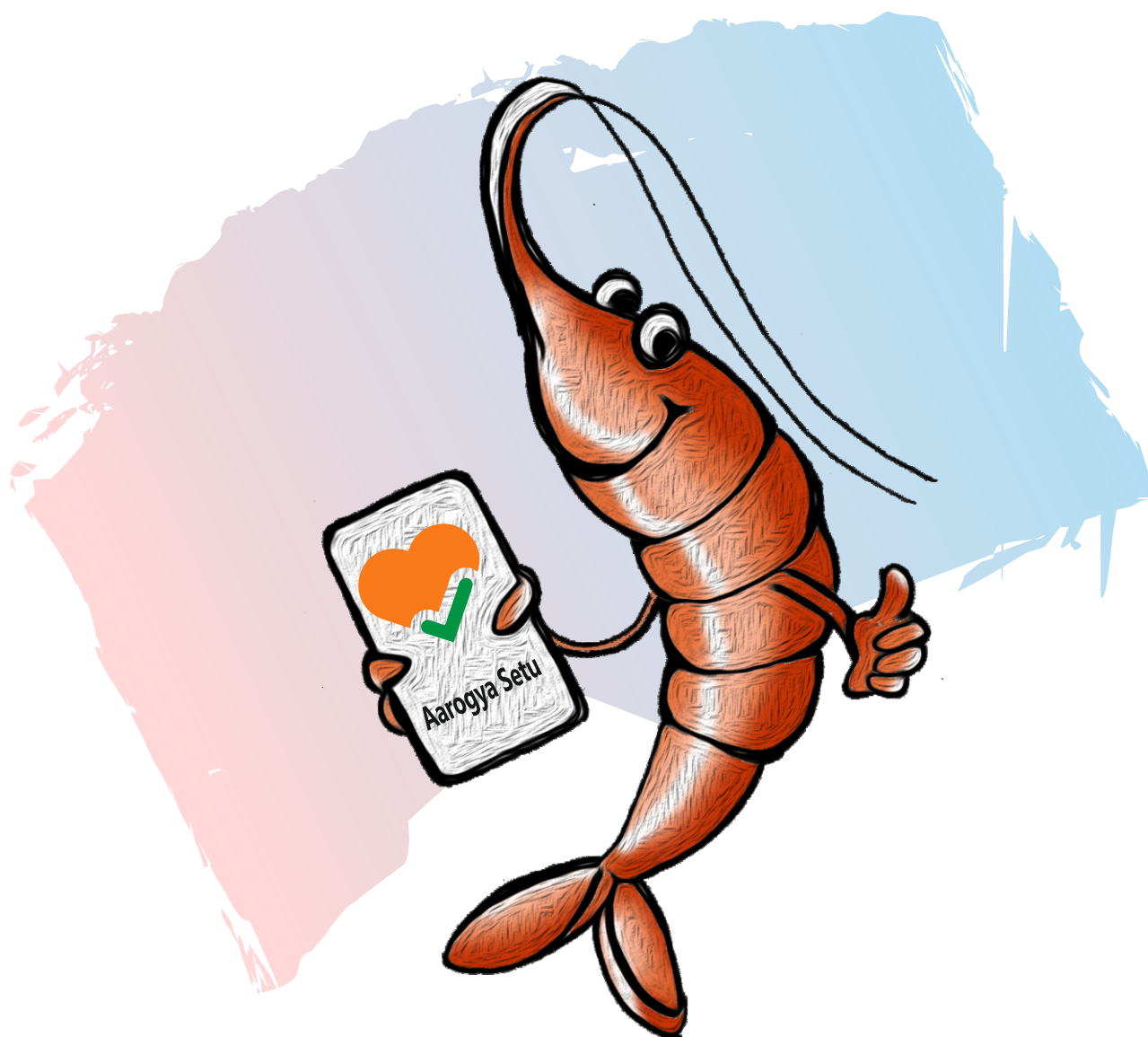
A GUIDE DOCUMENT ON OFFICE WORK IN COVID-19 TIMES





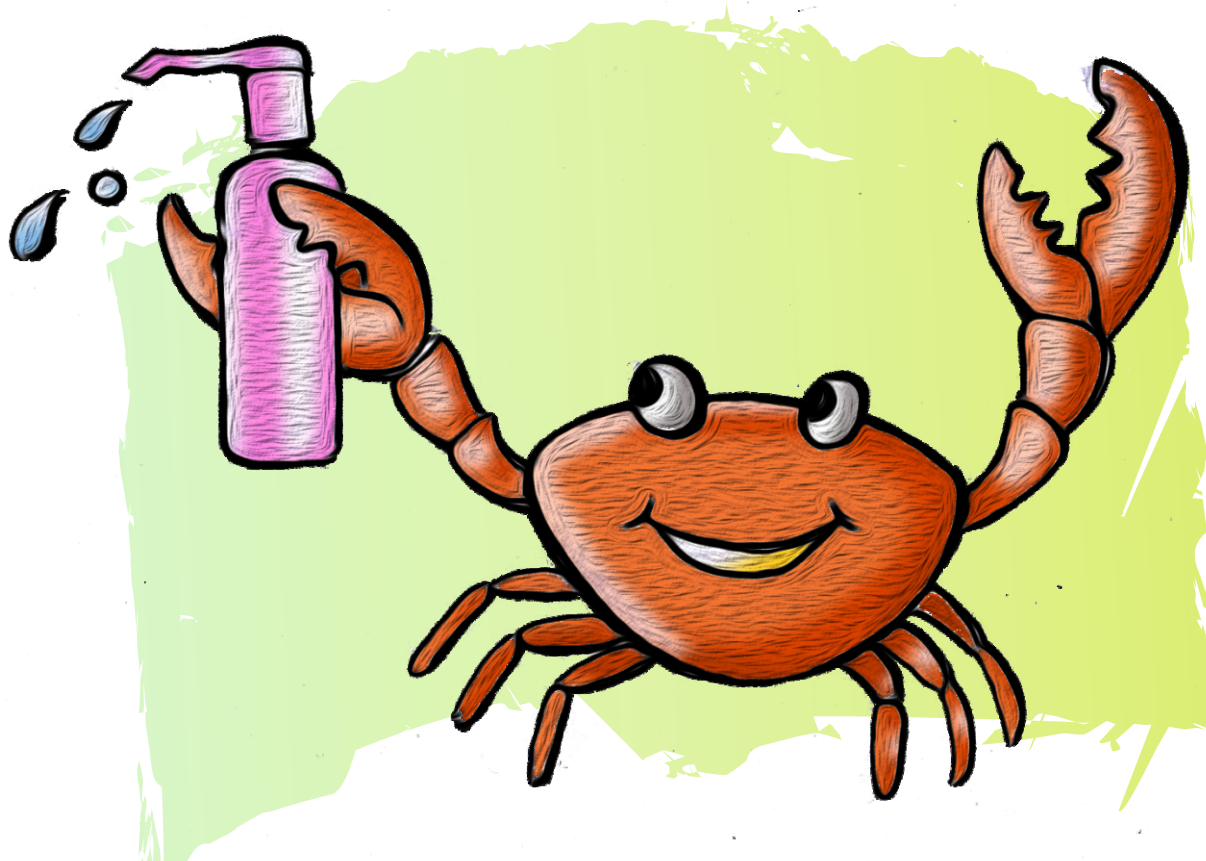
Life in the era of COVID-19 will never be the same again. As lockdown continues and some restrictions are eased, we need to be more cautious than before. Many of us may need to get back to office as our presence is unavoidable. The lock down has made us prepare for the new normal routines and priorities that will guide us in our personal and professional activities. For example, proximity, sharing of materials, group meetings, canteen lunch etc. would now have to be revised owing to the paradigm shift in priorities due to the global pandemic. It is hence important for us to adapt to the new ways of managing and operating our organizations. It is also imperative to develop and implement a COVID-19 disaster management plan, which is flexible and liable to change. Sharing the plan with other stakeholders will help to improve community response efforts by the institute. Heed to the plan and be safe at office.





THUMB RULE OF PROTECTION

- Consider all around you as an asymptomatic carrier of COVID-19 and capable of infecting you.
- Consider that you yourself could be an asymptomatic carrier of COVID-19 and capable of infecting all around you.
- Train yourself to neither get infected nor infect others.
- Download Aarogya Setu App. Do report to the office if your status does not show "SAFE".



WORKPLACE: READY TIPS (BEFORE RESUMING OFFICE DUTIES)

Disinfection & Sanitization of Premise including:

- Entrance and exit gates of the Institute
- Meeting / Conference rooms
- Open access areas available
- Equipment in laboratories
- Washroom, Toilet, Sink etc.

Pest Control and Fumigation for all common areas.

- Adequate Stock of surgical masks, sanitizers and infrared (non-touch) thermometer to be maintained in the office.
- Designated Quarantine Area for isolating employees identified during the work in the Plant.
- Disinfection of laboratories & Equipment to be carried out and ensured.
- All e - items such as PC, Printer, Electrical cables to be checked for damage (due to rodents).

TO ENSURE THE SAFETY OF
ALL THE EMPLOYEES,
ICAR-CIBA PRESENT TO YOU



Protect yourself to protect all

STARTING FROM HOME



Use your own transport

Sanitize your hand and carry your own sanitizer

Wear **M**ask

Sanitize the frequently touched areas in your car

Always carry your office **I**D

Check your **T**emperature: Stay at home and consult doctor if high

“U SMS IT”

4 IMPORTANT RULES

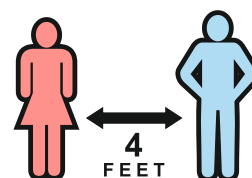


REMEMBER THE MIRROR IMAGE



Mask: Wear mask at all times

Social Distancing: Maintain at least 4 feet distance between persons



Sanitize hands: Hands should be sanitized immediately up on touching common areas

Wash Hands: Wash hands frequently with soap for a minimum of 20 seconds



AFTER REACHING OFFICE



REMEMBER THE MIRROR IMAGE: MSSW

- Ensure that the office premises and surfaces are sanitized.
- Prefer stairways and maintain distance while using lift.
- Use elbow to open doors.
- If you touch any surface like door handles, lift buttons etc. do sanitize your hands.
- Meetings with more than 5 people are not allowed.

THINGS TO REMEMBER IN OFFICE



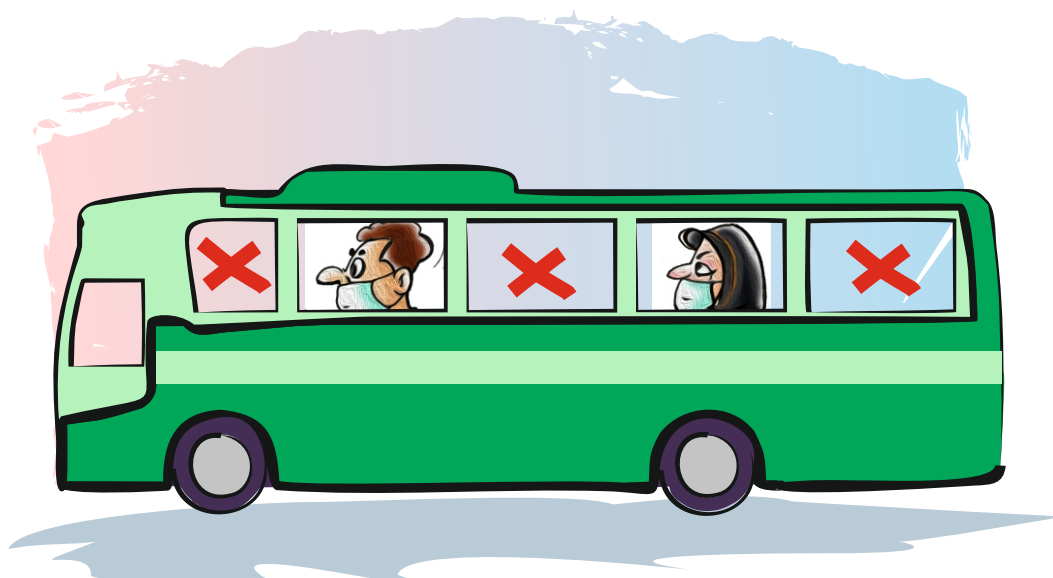
- Prefer e-meetings.
- Restrict to **not more than 5 people** in conference room meetings with **proper distancing**.
- Sanitize or wash your hands after using laboratory and office equipment that are of common use.
- Since canteen is closed, bring your lunch from home and eat in your place only.
- Do not go to others room unless unavoidable.
- Avoid frequent exits and entry to office premises.

GOING HOME



- Remember **"U SMS IT"**
- Ask family members to keep the door open.
- Leave your shoes outside, keep your bags, key and other belongings at the entrance.
- Disinfect everything which was kept outside and at the entrance.
- Wash your hands, clothes and mask. Take a shower.
- Dispose single use mask in a closed dustbin.

IN CASE YOU NEED TO USE PUBLIC TRANSPORT OR OFFICE VEHICLE



- Make sure all crew including the vehicle driver wears a mask.
- Sanitize your hands before boarding.
- Ensure that you maintain proper social distancing inside the vehicle. One person per row on each side of the aisle in a zigzag manner is preferred.
- All the windows should be kept open for proper ventilation and avoid air conditioning.



It is proved that work can be done at offices and laboratories while adhering to strict safety protocols.
"Take utmost care and work hard for a better India"



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