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April 10, 2020.

**Advisory to essential staff of RRCAT**

As you all are aware that due to lockdown, all the staff are working from home. However, some of our colleagues who are part of essential services are required to attend their respective offices. Keeping in mind the safety and health of these indispensable essential staff, all concerned HODs and/or reporting officials are requested to bring to the notice of such staff the following: -

**Things to be done while at work outside home: -**

1. Make arrangement to sanitize their work area whenever required.
2. Use personal soap and sanitizers.
3. Don't shake hands.
4. Avoid touching eyes, nose and mouth.
5. Maintain personal hygiene and always keep a safe distance of at least one meter from persons during interaction in office/workplace.
6. Always use a mask.
7. Cover your nose and mouth with a tissue or cloth while sneezing and coughing.
8. Never sit in groups in office/workplace

**Things to be done at homewhile going back from work: -**

1. Call people at home just before leaving work place and inform at what time you shall be reaching home. In case no one is at home please make arrangements of following applicable steps before leaving for duty as feasible.
2. Don't touch any metallic object like switch of door-bell, door handle while entering the house instead ask someone to keep the door open in advance else use a key if alone and sanitize immediately.
3. Ask someone at home to keep a bucket of water with washing soap powder at the front door. Make suitable arrangement prior to leaving, if alone.
4. Keep things like car keys, pen, sanitizer, watch, phone, ID card etc. in a box/place outside the door.
5. Wash hands in the soapy water at the entrance using soap water kept for this purpose.
6. Use a tissue and sanitizer and wipe the items that has been placed in the box/place outside the door.
7. Wash hands with soap again and then enter the house without touching anything and go straight to the bathroom.
8. All clothes should be immediately soaked in a bucket with washing detergent.
9. Take a bath, shampoo hair and body bath with soap.
10. Wash clothes preferably with hot water and dry clothes in direct sunlight.

The above advisory shall be followed in letter and spirit.  
Keep yourself safe and healthy.

**RRCAT Administration**

To,  
All concerned HODs and all essential staff of RRCAT