



भारत सरकार

Government of India

परमाणु ऊर्जा विभाग

Department of Atomic Energy

राजा रामन्ना प्रगत प्रौद्योगिकी केंद्र

Raja Ramanna Centre for Advanced Technology

Ref. No. 14/05/2020-GAC/ 2287

December 8, 2020

**CIRCULAR**

**Subject: Measures to prevent spread of Covid-19 – reg.**

It has been observed that over the last few weeks, the number of new cases have been rising rapidly in RRCAT campus. The laxity in observance of guidelines for preventive measures of COVID-19 spread as issued by Nodal Ministries/Local and RRCAT Administration from time to time may be attributed to this rising number of COVID-19 cases besides resumption of activities and festival seasons etc.

2. The Nodal Ministries viz. MHA (Ministry of Home Affairs), MH&FW (Ministry of Health and Family Welfare) and DAE as well as Local Authority are taking various steps from time to time to contain spread of Corona virus and the same have been given wide publicity in RRCAT. In addition, a set of guidelines to contain spread of Covid-19 has been made available on RRCAT net by COVID-19 Work Environment Management Committee and RRCAT Medical Centre for maintaining a safe working environment at RRCAT work places for wider circulation and to create awareness about the existing Novel Corona Virus Disease pandemic. All the instructions have also been posted under Covid-19 corner of RRCAT and website from time to time.

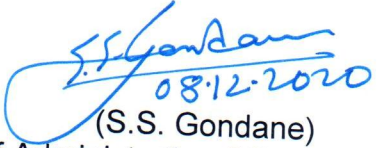
3. It is once again emphasized that Corona positive / COVID-19 patients / primary contacts of Corona positive patients / and their family members residing with him/her must follow the advice given by In-charge RMC regarding home quarantine and should refrain from going out of their residence till certified. In order to provide necessary assistance for day-to-day needs of employees at their door steps, a group of Volunteers who have kindly consented to provide assistance to the persons advised to be home quarantined by In-Charge RMC, is formed in RRCAT as per Annexure-I. They may be contacted in case of any assistance requirement.

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4. With a view to sensitizing employees and residents of RRCAT, the guidelines issued by the Nodal Ministries are reiterated again in a simplified manner under heading "Do's and Don't to contain spread of COVID-19 in Offices" as per **Annexure-II** and Roles and Responsibilities as per **Annexure-III**, for strict compliance.

This issues with the approval of Director, RRCAT.

Hindi version follows.

  
08.12.2020  
(S.S. Gondane)  
Chief Administrative Officer

All Group Directors/Heads of Divisions/Sections/Lab

To all officials in RRCAT – through 'Mail All'

Copy to:

Chairman, ACRMC

Chairman, COVID-19 Work Environment Management Committee

Office of Director, RRCAT

Copy to: DC, CISF Unit, RRCAT

DCSO, RRCAT

} for monitoring and reporting non-

} compliance of guidelines by Officials.



**List of Volunteers who may be contacted for providing essential services to Corona Positive Patients / Primary contacts of Corona Positive case for assistance in RRCAT residential colony.**

Sr. No.	Name (Shri/Dr.)	Designation	Division	C. C. No.	Phone (o)	Phone (R)	Mobile No.	Remark
1.	M. P. Kamath	SO/G	HEOS, LTD	250	2621 / 2633	7341 / 2321158	9302103180	-
2.	Y.B.S.R. Prasad	SO/H	HELPS, LTD	323	2004	7359	8989408539	-
3.	R. K. Nathwani	SO/G	IOD	752	8115	7371 / 2320720	9424052195	-
4.	Sanjiv Kumar Tiwari	SO/F	LTD	996	2614 / 2615	2321910	9407423130	-
5.	C. H. Prem Singh	SA/E	LTD	928	8411	-	9202655199	-
6.	G. Murlidharan	SA/E	LTD	843	2613 / 2614	2320211	9406621149	-
7.	K. Paneerselavam	Foreman/C	LCDFS	1107	8511	-	9406621107	On leave till 13 <sup>th</sup> Dec.
8.	Devilal Godara	Foreman/C	IOD	847	8116 / 8619	-	9424880760	On leave till 03 <sup>rd</sup> Dec.
9.	S. Sowrirajan	Sr. Tech./J	LCDFS	838	8506	-	8962725031	
10.	K.K. Punetha	Sr. Tech./J	IOD	529	2193 / 8116	7261	9893491573	-
11.	Sanjay Kumar Jaiswal	Tech. Sup/A (Drg.)	IAD	1236	8585	2322919	9425314919	-
12.	Viksa Kumar	FB	Fire & Safety Cell	1817	8085	-	8269910488	-
13.	Yogesh Kumar	Foreman/A	BDCSD	1497	8619	7086	9425345926	On leave till 27 <sup>th</sup> Dec.
14.	Sameer Kumar	Tech./D	RFSD	2078	2731 / 2759	-	9109259367	On leave till 07 <sup>th</sup> Dec.
15.	S. Mani	Foreman/C	APSD	872	8064	7059		On leave till 13 <sup>th</sup> Dec.
16.	S. D. Meena	AO-III	Admn.	2302	8818	-	9425901781	
17.	Santosh Kumar Khare	APO	Admn.	2233	8811	-	9423526975	-
18.	Raghvendra Sinha	APO	Admn.	2348	8829	-	9424846200	-
19.	Sanjay Likhari	Steno -II	Admn.	906	8817	-	9926048863	-
20.	Vishwas Kharat	Steno- III	Admn.	2220	8817	-	8989930367	-
21.	Dheeraj Bhavsar	UDC	Admn.	1888	8812	-	9425063678	-
22.	Abdul Rahiman	UDC	Admn.	2183	8814	-	9052259812	-
23.	Alkanj shukla	UDC	Admn	2350	8812	-	8871103194	-

## Annexure – II

### Do's and Don'ts to contain spread of COVID – 19

Do's	Don'ts
Use face cover/mask in Office/Public Places	Lower down mask while talking
Keep extra face cover/mask in case of it becomes wet.	Visit crowded place
Install Aarogya Setu Apps and check status before leaving for office.	Spit in public place /office
Keep social distancing in office (minimum 6 feet distance/ do gaz ki doori)	Attend social functions/ public gathering unless it is unavoidable that too by following guidelines issued by MoH&FW.
Use alcohol-based sanitizer	Use mask/face cover which is worn out and torn due to frequent use.
Practice frequent hand washing with soaps/liquid soaps (for at least 20 seconds) even when hands are not visibly dirty.	
Conduct maximum meetings through Video Conferencing/ eSabha as for as possible	
Practice respiratory etiquettes covering one's mouth and nose while coughing/sneezing with a tissue/ handkerchief/flexed elbow and disposing off used tissues properly.	
Door and window may be kept open for proper ventilation as far as possible.	
If seating in a closed room, room temperature may be maintained in the range of 24-30C and relative humidity in the range of 40-70%.	
<b>Reporting Mechanism</b>	
Persons suffering from cold, cough, fever or shortness in breath may consult In-Charge RMC over telephone and / or email and follow instructions of In-Charge RMC.	
Immediate Superior should also be informed about health status with advice of In-Charge of RMC.	
Till report of Corona testing is received, employee/family members may be home quarantined as advised by In-Charge RMC	
If testing done, status of report may be informed to In-Charge RMC over phone and Immediate Superior	



<p>If detected positive, he should inform to immediate Superior and declare about his primary contacts during last seven days.</p>	
<p>Corona Positive patient may follow advice of In-Charge RMC regarding further treatment and quarantine guidelines issued by Nodal Ministry from time to time.</p>	
<p>In-Charge RMC may report to Head, CSD, Immediate Superior and CAO about Corona positive report of any Official/family members detected positive.</p>	
<p>If Primary contacts of Corona positive cases are attending office in emergency, they should work in isolation (in a separate room) to avoid contacts with colleagues.</p>	
<p>Employees visiting outstations during holidays/tour/leave may consult In-charge RMC before joining duty (preferably in the Morning) with prior intimation to In-Charge, RMC</p>	

**Annexure – III**

**Roles and responsibilities of Sections/Divisions specific to the preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19)**

<b>Sr.No.</b>	<b>Officer/s &amp; Committee</b>	<b>Responsibilities</b>
1.	CAO/AO-III	<ul style="list-style-type: none"><li>(i) Dissemination of guidelines issued by Nodal Ministries/DAE/Local Authorities/COVID-19 Work Environment Management Committee of RRCAT</li><li>(ii) Instructions regarding leave regularisation as per DAE guidelines</li><li>(iii) Referring the matter to COVID-19 Work Environment Management Committee (CWEMC) as and when required</li><li>(iv) Circulate the guidelines prepared by CWEMC after approval of Competent Authority</li></ul>
2.	Head, CSD & Chairman, CWEMC	<ul style="list-style-type: none"><li>(i) To display posters/banners at prominent places in Offices and Residential Colony containing the message of MoH&amp;FW regarding use of face cover/mask/frequent hands washing and social distancing etc. as recommended by CWEMC</li><li>(ii) To undertake sanitization of work place / residence where positive case is detected</li><li>(iii) To provide few quantity of extra mask to Group Offices for distribution to employees / contract workers if anybody forgot to bring or does not have appropriate mask / face cover.</li></ul>
3.	In-Charge RMC	To check health status of Employees visited outstations during holidays/tour/leave before joining duty (preferably in the Morning)
4.	Member Secretary, CWEMC	<ul style="list-style-type: none"><li>(i) To arrange periodic inspection to ensure availability of sanitizers at each place of work in consultation with Chairman, CWEMC</li><li>(ii) To ensure availability of sufficient quantity of sanitizers in Stores</li></ul>

5.	DC CISF	<ul style="list-style-type: none"> <li>(i) Thermal scanning of each employee at main gate of Guard House</li> <li>(ii) CISF Staff with symptoms of corona virus to be quarantined as advised by In-charge RMC</li> </ul>
6.	DCSO/SO	<ul style="list-style-type: none"> <li>(i) Thermal scanning at Main Gate of RRCAT colony</li> <li>(ii) Monitoring and submitting report of violation of guidelines issued by Administration regarding containment of Corona pandemic</li> <li>(iii) Announcement through PA system as per instruction of CAO in RRCAT residential colony</li> </ul>
7.	Head, Computer Division	To display information in RRCAT Infonet for wide publicity regarding Corona virus under COVID-19 corner and website as and when received through Administration
8.	Section Heads / Division Heads / Lab Heads	<ul style="list-style-type: none"> <li>(i) To ensure that each employee who visited outstation during holidays/tour/leave has undergone health check-up at RMC before joining</li> <li>(ii) To ensure that sanitizer is available at the entrance of each building/ appropriate locations.</li> <li>(iii) To ensure that regular cleaning is done at the work place</li> <li>(iv) To ensure availability of soap / liquid soap in wash rooms of each building</li> <li>(v) To ensure that all employees are wearing mask, follow social distancing norms and guidelines issued by Local Authority /Administration of RRCAT/CWEMC</li> <li>(vi) To conduct maximum meeting(s) through eSabha / video conferencing</li> <li>(vii) A separate dustbin should be purchased which may be kept at appropriate locations for proper disposal of face covers / masks / gloves left over by employees / visitors.</li> </ul>



		<p>(viii) Punctuality in attendance of housekeeping staff and cleaning to be ensured. Register / Chart to be maintained for common area cleaning as per work order.</p> <p>(ix) In case primary contacts of corona positive cases are attending office in emergency, adequate measures should be taken to avoid contact with their colleagues.</p>
9.	In-Charge of Vehicle	To make a provision for availability of sanitizer with Driver in each vehicle and commuters should sanitize their hands while boarding the vehicle / alighting from the vehicle. Driver should ensure that sanitizer bottle is not left in the vehicle unattended.
10.	Each official/ employee of RRCAT	<p>(i) Official residing in containment zone / buffer zone as declared by Local body of State Government should inform immediately to Reporting Officer / Section Head. It is the responsibility of each Official to check whether their residential area is declared as containment zone / buffer zone.</p> <p>(ii) Employee should inform the details of the persons(s) who came from outside and stayed with them within 3 working days to RMC. The details may include Name, age, relationship, travel history (within Country or abroad within last 15 days, date from which they are residing with them, illness history specific to COVID-19 pandemic.</p> <p>(iii) Primary contacts of Corona Positive cases accommodated in Transit Guest House may avail the services of Volunteers as per <b>Annexure-I</b> for any kind of services</p>
11.	General Section	Circulation of "Dos & Don'ts to contain the spread of Covid-19" for wide publicity amongst the employees of RRCAT.