



टाटा मूलभूत अनुसंधान संस्थान

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

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भारत सरकार का नाभिकीय विज्ञान एवं गणित का राष्ट्रीय केंद्र

एवं समविश्वविद्यालय

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April 17, 2020

**REGULATIONS AND PRECAUTIONS TO BE FOLLOWED IN THE SECOND PHASE
OF LOCKDOWN (APRIL 15 – MAY 3, 2020)**

1. With reference to the DAE circular No. 16/6/2020-SCS/COVID-19/4038 and MHA Order, both dated April 15, 2020, the following procedures and regulations may be followed in the Institute until May 3, 2020 or till further notice:-

(a) All Faculty, Scientific Officers, Visiting Fellows and Visiting Scientists resident in the TIFR Colony who had chosen to work from home after the advisory dated March 16, 2020, may continue to do so. Anyone who had not done so earlier, but now wishes to avail of this facility may still do so, with permission from the Chairperson/Dean of the respective Department/School.

(b) All other Faculty, Scientific Officers, Visiting Fellows and Visiting Scientists resident in the TIFR Colony may enter the Institute premises to carry out professional activities, subject to mandatory checking at the TIFR Main Gate.

(c) Faculty, Scientific Officers, Visiting Fellows and Visiting Scientists who are staying outside the TIFR Colony are advised to work from home and not come to the Institute even if they have the means to. This will not apply to those who have been given special permission to maintain some facilities.

(d) Scientific, Technical, Administrative and Auxiliary staff members who are staying 5 km or more away from the Institute premises may continue to avail of the 'Stay at Home' option. They shall, however, be available for contact by telephone or other electronic means.

(e) Scientific, Technical, Administrative and Auxiliary staff members who are resident in the TIFR Colony or within 5 km distance, will attend office for urgent work as per a roster to be prepared by the Section Heads. Transport may be provided by the Institute subject to availability and requirement.

(f) Graduate Students who are staying on campus are advised to enter the Institute premises only if required to do so by the PI or Thesis Supervisor. It is advisable to avoid the usual sitting places where safe distancing may be difficult. Students are strongly discouraged from congregating in groups for any purpose whatsoever.

(g) All discussions, classes and meetings should continue to be held by remote means.

(h) Essential services will continue as before, but their scope will not be extended. Members are requested to cooperate.

(i) The Canteen services in the Institute will continue to be closed, however, Jagdish Canteen will continue to operate in its present mode.

2. Members who do enter the Institute premises are reminded that they must strictly abide by the following regulations:-

(a) Members should proceed directly to their place of work without congregating in public places. 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.


(b) Masks (surgical/homemade) must be worn at all times when a member is in a public place or in the company of another person. If any member sees someone violating this, please remind that person politely to comply. It is not essential to wear a mask inside your own place of work, unless there is a second person present.

(c) After touching objects in common use, like doorknobs, lift buttons, taps, laboratory apparatus, etc. hands must be washed properly with soap for at least 20 seconds. Members are encouraged to use the stairs rather than the lifts.

(d) Hand sanitizers are to be provided to all who require to handle documents which pass through different offices, and used as per medical advice. As far as possible, approvals etc. may be taken by e-mail for this period and the files can be signed later by the competent authority/authorities.

(e) Family members who are not employees of the Institute are strongly discouraged from entering the Institute premises. This will not apply in any emergency or to those who require to go to the Central Bank TIFR branch or to the sea face to walk for medical reasons, for which a separate set of regulations is already in force. However, all precautionary measure mentioned above will apply to such family members as well.

3. Thus far, with the cooperation of everyone, we have been able to keep our Institute and Colony protected from the worsening situation in Mumbai in particular and in the country as a whole. I look forward to the participation of one and all in maintaining this, even after relaxation of some of the stringent rules enforced during the first phase of the lockdown. Every member of TIFR is precious!


(Sandip Trivedi)
Director

All Faculty, staff and students in Colaba