



टाटा मूलभूत अनुसंधान संस्थान

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

1, होमी भाभा रोड, कुलाबा, मुंबई - 400 005

1, Homi Bhabha Road, Colaba, Mumbai 400 005

भारत सरकार का नाभिकीय विज्ञान एवं गणित का राष्ट्रीय केंद्र एवं समविश्वविद्यालय

National Centre of the Government of India for Nuclear
Science and Mathematics and a Deemed University

दूरभाष/Telephone : 022-2278 2306

फैक्स/Fax : 022-2280 4501

वेबसाइट/Website: www.tifr.res.in

ईमेल/Email: director@tifr.res.in

Ref: TFR/ADM/Dir. Office/

April 2, 2021

Covid-19 Second Wave : Rules and Precautions to be Followed

(April 2 – 30, 2021)

In view of the Covid-19 pandemic situation, with a 'second wave' prevalent in the city of Mumbai and another spurt in infections within the TIFR community, and also maintaining compliance with the attached DAE OM No. 16/6/2020-SCS/COVID-19/Vol.III/4479 dt. 01.04.2021 (**Annexure-1**), with which is enclosed the MHA Order No. 40-3/2020-DM-I(A) dt. 23.03.2021, as well as the Government of Maharashtra order no. DMU/2020/CR. 92/DisM-1 dt. 27.03.2021, the following rules and precautions are to be observed in TIFR from April 2, 2021 till April 30, 2021.

• **Entry / Exit**

1. There will be no restrictions on entry / exit to the Institute premises. However, all members, including academic members, will be required to record their entry / exit by flashing their canteen QR code at the main gate, or near the A-block parking lot. Alternatively, an entry in the security logbook may be made. This data will be used to record attendance for those who need to record attendance; for others it will be used for contact tracing (but only if it is really required).
2. Thermal screening of all entrants at the security gate will be strictly followed. The security personnel will be empowered to refuse entry to anyone who does not clear the thermal screening. In case such an event occurs, the affected member should contact the Medical Section immediately and be guided by their advice. All members are requested to cooperate.

- **Academics and Research**

3. All academic / research processes which can continue in online mode, including classes, seminars, colloquia, interviews, etc., shall continue to do so without any restrictions. However, processes which require the simultaneous physical presence of several individuals are not permitted.
4. Classroom teaching must be strictly online. All permissions to hold physical classes given earlier stand withdrawn with immediate effect, irrespective of the class size.
5. Laboratory work which is already in progress may continue as far as is feasible, within the constraints of available personnel. New projects and experiments should – as far as possible – be deferred till the current situation improves.
6. The physical presence in the Institute of visiting students, visiting postdocs, JRFS / SRFs, facility users, etc, is not permitted during this period.

- **Attendance and Leave**

7. Institute members should try to work from home, as far as possible. Meetings, discussions, interviews, etc. are to be conducted in online mode unless physical presence is essential.
8. Those members whose physical presence is needed in the Institute should try to follow, as far as possible, staggered timings, so that the number of persons inside the Institute at any one time remains small.
9. Competent Authorities of all sections of the Institute shall prepare, as before, a roster for attendance to ensure that no crowding happens anywhere in the Institute premises.

In preparing the roster, only those personnel should be called on a particular day whose physical presence is necessary for the running of the office/laboratory/facility/Service on that day. The rest should be permitted to stay at home and work from there, if possible.

Those who are permitted to work from home shall, at all times, be available for consultation / discussion on telephone and other electronic media.

10. The list of Competent Authorities mentioned in Para 9 follows.

	Staff Category	Competent Authority
i)	Staff in Departments	Respective Department Chair
ii)	Personnel attached to Laboratories	PI of the respective Laboratory
iii)	Staff in Facilities & other offices	Respective Chair / Head of Section
iv)	Administrative & Auxiliary Staff	Registrar / Dy. Registrar
v)	Accounts Staff	Head, Accounts

vi)	Staff under TSR, CWK, AWK & GB Sections	Chief Engineer
vii)	Medical & Dental Staff	Chairman, S&ESC
viii)	Staff in Director's / Deans' Offices	Director / respective Deans

11. If any member is required to attend in person as per the roster, but fails to do so, then leave must be taken as per entitlement. On all other days, the member will be assumed to be on duty.
12. In preparing the roster, the Section Heads and PIs should give due care to ensure the safety of those with known comorbidities or pregnant women, as applicable. Please note that the vaccination status of an individual – even if it is known – should not be a consideration, e.g. to assign more frequent duties if vaccinated, or to excuse from duties if not vaccinated.

- **Students**

13. Students who wish to leave the campus and go home may do so on their own responsibility. They will be considered as working from home and will receive their usual Fellowship. However, no extension of Fellowship will be granted at a later stage to make up for this period of absence from campus. Before leaving, a student must inform his/her (a) Research Supervisor / Course Coordinator, (b) Department Chair / Dean of School, and (c) the University Cell.
14. Quarantine for returning students will be resumed with immediate effect. The procedure will be the same as before, i.e. quarantine in the Guest House on a twin-sharing basis (if required) for 14 days, which may be shortened to 7 days if an RT-PCR test is done (at Institute's expense) on the 6th day and the result comes out negative. As before, Institute MO will be the deciding authority for release or extension of quarantine.
15. While this advisory remains in force, guests and/or family members shall not be permitted in rooms with shared facilities (e.g. restrooms), for any duration whatsoever. All such visits must be deferred till the situation improves.

- **Facilities and Services**

16. The East and West canteen will remain open, but with a limited menu, depending on the availability of staff. Users are requested to follow social distancing norms strictly while in the canteens, and to spend minimum time there. The Jagadish Canteen will function as usual.
17. The Recreation Centre and all games facilities will remain closed till further notice.
18. The SIRC A-Block Reading Room will remain open during weekdays for limited hours, and can be used with proper precautions during those hours. It will continue to remain closed during weekends.

19. The Visitors' programme will remain suspended till further notice. The Guest House will be reserved only to house essential staff who are unable / inadvisable to commute daily, and for quarantine / isolation purposes or for emergency purposes.

- **Technical Services**

20. The TSR Section will be working with severe constraints on personnel and material. All members are requested to understand and cooperate.

21. Work orders for the Technical Services which have already been generated will, as far as possible, be completed. However, all members are requested to refrain from generating new work orders which can be postponed without major disruption. If any of the already existing work orders will bear deferment, the PIs are requested to inform the TSR section immediately.

22. The TSR section has taken over maintenance of the TIFR Housing Colony at Colaba from the DCSEM w.e.f. April 1. It is to be handled by a dedicated team called the Colaba Colony Maintenance Services (CCMS). Unfortunately, because of the pandemic, they have taken over under several handicaps, and may not immediately be able to attend to all the problems. Colony residents are requested to be understanding.

- **Gatherings**

23. All physical gatherings for social, cultural or personal purposes are strictly forbidden for the duration of this advisory. However, there is no restriction on holding such programmes in online mode.

24. Formal gatherings, e.g. welcome or farewell programmes, felicitations, inaugurations, condolence meetings, etc. may be either be moved online or deferred till the situation improves.

- **Health Precautions**

25. Anyone who feels any of the well-known symptoms of Covid-19 infection coming on (e.g. sore throat, fever, weakness, loss of sense of smell, etc.) should not attend the Institute premises and should contact the Institute/CHSS medical Authorities immediately on telephone. Such persons will attend office as per the advice of Institute medical Authorities.

26. The basic personal precautions against Covid-19 infection are reiterated below.

a) Wearing of face masks when in the presence of others, in such a way as to ensure that breathing in and out takes place through the mask. Members are strongly advised to use at least three-ply masks and not handkerchiefs or single-ply cloths in lieu of masks.

b) Maintaining minimum six feet distance from others at all times.

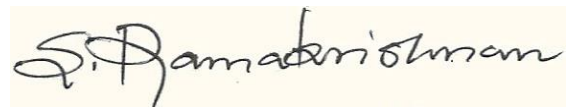
- c) Frequent hand sanitization, either by washing with soap and water, or by using the alcohol-based sanitisers kept for this purpose at various places in the Institute.
- d) Strict avoidance of spitting inside the Institute.

Please note that getting vaccinated does not mean that any of these precautions can be relaxed.

- 27. All members are requested to comply with these precautions, and not drive the Institute administration into imposing penalties for non-compliance. Members are requested to be vigilant and if they see anyone not following the above precautions, to remind them gently to do so. Persistent non-compliance may be reported to the Competent Authority of the concerned person, as in Para 10 above.
- 28. Recreational activities which involve close proximity of individuals may be avoided. Other forms of recreation are permitted. All Institute members are requested to defer non-essential travel plans, e.g. vacations, till further notice.
- 29. All Institute members and family members, who are aged 45 years or more, are strongly encouraged to get vaccinated against Covid-19 as per the Government directive from April 1, 2021. Those who get vaccinated are required to convey the information to the Medical Section using the online form circulated by Medical Officer through Section Heads. Please note that your personal medical information will remain confidential with the Medical Section, and the Institute administration will never ask for it.
- 30. In case of a Covid-19 infection, the relevant procedure to be followed is outlined in the TIFR Covid-SOP available at

https://www.tifr.res.in/Covid_19_Orders_docs/TIFR%20SOP%20for%20Covid-19.pdf

In order to ensure that the Institute passes through this renewed crisis with minimum harm done, the full cooperation and compliance of every Institute member is required. Let us hope the crisis period will soon pass and we can restore the normal conditions which everyone is hoping for.



(S. Ramakrishnan)
Director

All Faculty, Staff, Post-docs and Students in Colaba