

सीएसआईआर - राष्ट्रीय वांतरिक्ष प्रयोगशालाएं
CSIR - NATIONAL AEROSPACE LABORATORIES
बेंगलूरु BENGALURU 560 017

सं. No.3(1)/संग. परिपत्र Org.Cir/2020

06th July, 2021

परिपत्र CIRCULAR

- Sub: Preventive measures to contain spread of COVID-19 – Functioning of CSIR – NAL and CSIR – 4PI reg.
Ref: 1) GoK Order No.RD 158 TNR 2020 dated 03-07-2021
2) CSIR–NAL Circular of even no. dated 15-06-2021 and 25-06-2021
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In pursuance of the Govt. of Karnataka orders referred to above, the CSIR - NAL Task Force Committee in its meeting held on 05th July, 2021 has decided that CSIR – NAL and CSIR – 4PI will function with 100% staff strength including Consultants, Project Assistants and all Outsourced manpower deployed through Contract Agency from Wednesday, the 7th July, 2021 with the following guidelines / measures for the Staff members of CSIR-NAL and CSIR-4PI till 31st July, 2021 or until further orders :

1. The staggered timings for all the staff members (Regular, Outsourced Manpower Contract, PA, RA, Consultants etc) is as follows :
 - i) 8.30 AM to 5.00 PM - Gen. Administration, APMF, ACD, C-CADD, EAD, CSMST, NTAF
 - ii) 9.00 AM to 5.30 PM - Finance & Accounts, Stores & Purchase, ASISD, KTMD, ICAST, EBU, Electrical and other Service Divisions
 - iii) 9.30 AM to 6.00 PM - ALD, FMCD, STTD, SED, SID, MSD, Propulsion, CTFD and other S&T Divisions
2. The following staff members are exempted from attending office (except for essential and health purposes). However, they shall continue to work from Home as per charter of duties given by HODs/Director.
 - i) Pregnant women ;
 - ii) Staff members staying in Containment Districts / Zones as per BBMP, GoK orders issued from time to time.
3. The following category of staff members including Project Assistants/Outsourced Manpower deployed through Contract Agency, attending Office shall get the Fitness Certificate from CMO / MO before entry into laboratory premises as per the orders of DG-CSIR provided :
 - i) Vaccination is not administered and Fitness Certificate not obtained from CMO / MOs on or after 14th June, 2021, if it is more than 15 days from last screening ;
 - ii) Partially vaccinated and Fitness Certificate not obtained from CMO / MOs on or after 14th June, 2021, if it is more than 15 days from last screening ;
 - iii) Those who have proceeded out of Bengaluru ;
 - iv) 10% of staff members including temporary staff, if partially vaccinated shall randomly undergo Fitness Test on weekly basis. They will be allowed entry only on obtaining the Medical Certificate from CMO / MOs.
4. Staff members including Project Assistants, Outsourced Manpower deployed through Contract agency residing in Containment Districts / zones (Micro Containment areas) as per BBMP Orders, while resuming back to duty have to produce Fitness Certificate from CMO / MO. Further, such of those staff commuting from places other than Bengaluru are required to meet CMO / MO for Fitness Certificate.

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5. In the current prevailing pandemic situation, it is advised that employees and other temporary staff shall not leave Hqrs., i.e., Bengaluru except on emergency condition. In case of any emergency, employees proceeding out of Hqrs., i.e., Bengaluru during the week including week ends, are required to intimate as they have to take Station Leave permission from the Reporting Officer/ HoD. If no prior intimation is received, on return it would be construed as violation of applicable rules and action as deemed fit will be initiated as per Rules. All HoDs are requested to provide the information by e-mail to Security with a copy to CoA.
6. Turnstile at Kodihalli Campus will be operative effective from 7th July, 2021 ;
7. Receptionists and Security staff shall take utmost care of social distancing, wearing of mask, face shield, gloves & frequent hand sanitisation while on duty and interaction with all the staff members.
8. AMC, Housekeeping, Horticulture and Essential services (Elec. Telephone, IT & civil) staff shall work with 100% strength in staggered shifts and shall wear mask, gloves and face shield while on duty both in office and staff quarters. The staff cleaning the toilets, drainages and sewage channels shall compulsory wear PPE. Necessary instructions to be given by AO (Works).
9. Civil, Electrical Contract Workers and AMC workers are permitted including Holidays to enter CSIR – NAL and CSIR – 4PI campuses for ongoing construction /AMC works subject to Fitness Certificate from CMO / MO on bimonthly basis.
10. All students, Skill Development programmes, Graduate Trainees, AcSIR Students, Visitors, Foreigners, Pensioners, External vehicles are not permitted to enter CSIR-NAL and CSIR-4PI premises till further orders.
11. Visitors other than Foreigners visiting the divisions on National Projects (Indian Nationals) are permitted, if they are fully vaccinated. Others are allowed based on the Certificate issued by CMO / MO.
12. Vendors / Suppliers are allowed during non-office hours following all precautionary measures and SOPs of COVID – 19. Further, the vehicles / consignments / parcels / machines etc., shall be sanitized before they are brought inside NAL premises. All machineries & vehicles entering NAL premises shall be sprayed with disinfectant mandatorily. The Lorry Drivers with material will be allowed inside the campus strictly after thermal screening and pulse oximeter screening and are advised not to interact with other staff members and also to follow the COVID – 19 protocol and dump the material and leave the laboratory. Due to unavoidable reasons, if the vendors / suppliers are required to visit during office hours, they should park their vehicles outside the main gate and should take the Certificate from CMO / MO at the respective Health Centres at Kodihalli / NWTC, Belur Campus. Thereafter, they are allowed to take their Vehicles to deliver the material. While in Campus, they should adhere to the strict COVID – 19 protocol.
13. All the Staff members are advised to take vaccination for COVID – 19 as per the orders of DG, CSIR and the advise issued by Govt. of India for safety, if not already done.
14. In case of occurrence of cases in the Laboratory premises / Staff Quarters, the prescribed SOPs as per SI.No.4 shall be strictly adhered to. All identified Low / High risk staff members are required to meet the CMO/MO after the specified quarantine period and obtain Fitness Certificate before attending office.

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15. All the Staff members who have been advised by the Medical Officers / Medical Practitioners to undergo RTPCR test have to stay at home till the results are declared. They shall attend Office with the medical advise of CMO / MO and the absence of leave on the day of the RTPCR test will be regularised.
16. All Staff members shall ensure COVID -19 appropriate behaviour in office premises. Loitering in the campus is strictly prohibited. The security has all rights to seize the ID cards of staff members found loitering in the premises and groups.
17. Issuance of Temporary pass suspended until 31st July, 2021 ;
18. Any Staff members including Family members if, tested COVID – 19 positive, they have to be shifted either to COVID Care Centre in NAL Campus or make their own arrangements outside NAL Campus ;
19. Canteen services will continue to provide counter service of packed lunch adhering to COVID 19 appropriate behaviour/SOP.
20. CSIR – NAL Staff Club will be closed for all indoor sports activities including Gym, Cricket, Tennis, Volley ball, Football, Basketball. The Ground will be kept open for Walking and Jogging from 5.00 AM to 10.00 AM and 4.30 PM to 6.30 PM. COVID – 19 SOPs should be strictly adhered. Security will monitor the adherence of COVID – 19 SOPs regularly. Children park is closed until further orders. Children below 10 years are advised to stay at home as a safety health measure.
21. The entry inside the NAL Staff Quarters premises is strictly monitored. Blood relations / visitors of staff members shall follow Govt. Karnataka guidelines and have to have prescribed Certificate.
22. Domestic help, Ironing services are permitted entry into the Staff Quarters area subject to production of proof of at least 1st dose of vaccination at the Security.
23. Security related instructions for NAL Staff Colony will be issued separately.

Staff members are requested strictly to adhere to the Standard Operating Procedure of CSIR – NAL enclosed as Annexure – 1 and the instructions of MoHA, GoI/GoK orders issued from time to time on the subject. Any violation of the above will be viewed very seriously and appropriate action will be initiated as per the Disaster Management act.

This supersedes all earlier Circulars issued in this regard.

This is issued on the directions and approval of Director, CSIR-NAL.

Mallika
06/07/2021
[मल्लिका पी कुमार / Mallika Kumar]

प्रशासन नियंत्रक / **Controller of Administration**

To: All concerned

Copy to:

Head, KTMD - With a request to host the same on Intranet / Internet for information of all.

The Standard Operating Procedures to be followed are given below:

1. **Security Procedures:**

- a. Staff members without masks shall not be permitted inside CSIR-NAL / CSIR-4PI premises. Staff members shall wear their mask and maintain social distancing in the office
- b. Consignments / parcels / machines etc., shall be sanitized before they are brought inside NAL premises. All machineries & vehicles entering NAL premises shall be sprayed with disinfectant mandatorily. The Lorry Drivers will be allowed inside the campus only after medical examination at CSIR – NAL Health Centre and advise by CMO / MO.
- c. Staff Members including drivers shall be allowed inside the office premises only after thermal screening / scanning. Anybody found with symptoms shall be referred to Health Centre by security.
- d. No foreigners, students, vehicles, items not authorized shall be allowed inside NAL premises, both in colony area and office premises, until further orders. All residents of CSIR – NAL Campus may please note that except Blood Relations who are coming to stay, no relatives, guests, friends, etc., are allowed inside the colony until further orders. They are also advised not to contact the Security for any exemptions.. In emergency cases, Director/COA will take a decision in permitting the visitors.
- e. No panic messages shall be sent through any media or spread false rumours by any of the staff member related to the laboratory, without the approval of Director and CoA of the laboratory (Refer CSIR – NAL Circular dated 03-07-2020).
- f. All employees shall follow the social distancing norms during Office hours at the work place.
- g. Gathering in corridors / office premises is strictly prohibited.
- h. Groceries and other items booked through online except packed food items will be permitted till the entrance of the respective buildings / apartments. However, food items ordered through Swiggy / Zomato etc. and Courier shall be collected only at the Campus Gate.
- i. The Jeevanbhima Nagar Gate will be closed at 9.00 PM on Saturdays and Sundays and 10.00 PM on other days.
- j. Residents of CSIR-NAL staff quarters may note that group activities are strictly prohibited inside the campus. However, walking and jogging are permitted with social distancing and with masks. Residents of CSIR-NAL staff quarters may also ensure that their children below 10 years do not come out and play as a health safety measure. Security will be patrolling the Campus for ensuring compliance.
- k. Pensioners are advised to buy medicines prescribed by CMO/MOs till 30th August, 2021 and thereafter, submit the bills for reimbursement.
- l. CSIR – NAL Guest House services will remain closed except to the genuine requests with the discretion of Advisor(M&A) /Director. These Guests shall undergo medical checks at Health centre and based on advice of CMO/MO are allowed to stay.
- m. Arrangements have been made with ten beds (06 nos. in Creche and 4 nos. in Samudhaya Bhavan for COVID – 19 positive cases at the discretion of CMO / MO. Campus Welfare Committee to advise the COVID – 19 effected family members in the staff quarters to be under home quarantine and provide help in supply of food and other items for the family of COVID – 19 positive residents.

2. Safety, Sanitization & Up-keeping:

- a. Staff members shall sanitize their hands frequently during the course of work. Hand sanitizers are provided in each of the floors / buildings.
- b. Head, HLS shall ensure sanitization of all places once a day using user friendly disinfectant mediums as per the WHO guidelines. The following places shall be covered:
 - i. Entrance gate of office, reception and security area
 - ii. Canteens
 - iii. Meeting rooms, Conference halls / open areas like verandah / entrance gate of site, bunkers, building etc.
 - iv. Health Centre, Guest House etc.
 - v. Surfaces which come into human contact frequently such as door knobs and handles etc.
 - vi. Equipment, machineries & furniture shall be sanitized with isopropyl alcohol by the operators.
- c. Staff quarter and office premises shall be sanitized using disinfectant as per the WHO formula in the morning and fogging in the evening.
- d. Staff members are requested to keep all the doors and windows open while at work.
- e. ACs shall be avoided as far as possible. Further, all types of split air-conditioning can be switched on by setting the temperature above 25° for special equipment only.
- f. Special attention to be given to toilets, wash rooms , taps etc by ensuring periodical cleaning at least thrice a day by providing necessary accessories.
- g. CSIR – NAL vehicles shall be sanitized twice daily and hand sanitizers to be kept in the vehicle for use of the commuters as well as driver.

3. Work Place:

- a. All staff members shall ensure social distancing and wear mask all the time compulsorily.
- b. Employees shall work from their seats and avoid going to other seats / meetings as far as possible, and, meetings shall be conducted through VC / Conference calls, over phones including TPC/PC's etc .
- c. HoDs / Divisional In-charge of work places shall ensure social distancing adequate gaps between shifts, staggering the lunch breaks, etc.
- d. All staff members shall avoid gatherings at all places.
- e. All files / papers shall be collected/submitted from/to the divisions thru externally kept tray's by a nominated representative twice a day and the representative should ensure wearing gloves and masks. All the correspondences and approval are encouraged to process digitally and regularise subsequently. No staff members are allowed to enter the FINANCE, ADMIN & PURCHASE divisions for general enquiries.
- f. All staff members shall strictly follow Do's and Don'ts displayed from time to time.
- g. Large gatherings or meetings of 10 or more people shall be discouraged. Only virtual meetings are encouraged.
- h. Staff members working in HANSA, SARAS and Golden Jubilee Hangar, Maintenance Facility, Prototype Facility and Testing Facility shall strictly adhered to the preventive measures / SOPs circulated vide Circular of even no. dated 08-04-2021.

4. Measures to be taken on occurrence of case in office / quarters are as follows:

Despite taking preventive measures, occurrence of COVID – 19 cases among the staff members in the office cannot be ruled out. In such cases, the following procedure needs to be followed :

- a) HoDs / Sr. Officer of the division shall inform / report occurrence of the suspected case immediately to CMO / MO and follow the advice of CMO / MO. Post normal working hours, the suspected cases shall be taken to CSIR – NAL Health Centre with the assistance of Security.
- b) Place the ill staff member in a room or area where they are isolated from others at workplace. Provide a mask / face cover till such time, he /she is attended by the CMO /MO either in isolation area or in dispensary.
- c) HoDs shall provide a list of employees in the enclosed format as Annexure 1 within 2 hours of the receipt of medical information from CMO / MOs regarding categorisation of High Risk / Low Risk / No Risk.
- d) On receipt of the report from the CMO / MO, HoD shall take immediate action and advise the staff members accordingly. A nodal officer shall be identified by the HoD for this purpose.
- e) All High Risk contacts shall be quarantined for 14 days and Low Risk Contact for 05 days from the date of receipt of the medical report and follow the advice of CMO / MO. For No risk contact, CMO / MO will decide the quarantine period. The staff members shall report for duty after the quarantine period only on the advice of CMO / MOs.
- f) Staff members coming in contact with COVID 19 patients in office or outside shall approach CMO under intimation to HOD/Sr officer of division.
- g) Staff member with suspected symptoms in office shall approach dispensary under intimation to HOD.
- h) CMO / MO will assess the suspected cases and keep them under isolation in the dispensary till the case is referred to Government Health Authority for COVID – 19 based on assessment.
- i) CoA shall immediately take measures in getting the building / office areas disinfected where the patient has visited in past 48 hrs.
- j) Guidelines for home isolation shall be followed as per MoH&FW.
- k) CMO / MOs shall report the suspected case with asymptomatic / symptomatic to the concerned HoD and CoA immediately for taking action and they shall not attend office.
- l) HoDs shall provide a list of employees in the enclosed format as Annexure 2 within 2 hours of the receipt of medical information from CMO / MOs regarding categorisation of High Risk / Low Risk / No Risk and shall follow the instructions thereof.

5. Attendance System:

- a. The following staggered timings is permitted to ensure maintenance of social distancing effectively :
8.30 AM to 5.00 PM, 9.00 AM to 5.30 PM and 9.30 AM to 6.00 PM
- b. Attendance of all staff members will be strictly monitored as per CSIR – NAL circular dated 12-02-2020.

6. General:

- a. The hiring of vehicles for project purpose shall be restricted, however for essential purposes based on request from HOD , the transport department can hire the vehicles form transport contractors and ensure following.
 - a. The driver shall submit the Vaccination Certificate and shall provide continuous service during the hiring period. Driver shall undergo bimonthly checks at dispensary subsequently.
 - b. The vehicles shall have the plastic curtain separator and shall be disinfected twice.
 - c. The driver shall be screened by security for thermal and oximeter checks daily
 - d. Driver shall strictly adhered to the Covid - 19 appropriate behaviour &SOP.
- b. Spitting in public places is punishable.
- c. All staff members residing in CSIR-NAL staff quarters shall avoid bringing their vehicles to Kodihalli premises in order to ensure social distancing in the parking place, except Physically Challenged & Health Centre staff.
- d. Staff members may note that if any of their family / extended family members have arrived from foreign countries/other states , they are allowed to enter the premises as per the advisories issued from GoI/GoK time to time and after consultation from CMO/MO.
- e. Auditorium, Nursery School, Crèche, Library, Staff Club/Gym, Skill Development Centre, Children park in NAL premises shall remain closed until further orders.
- f. All employees shall follow social distancing in Health Centre as per the markings provided in Health Centre. CMO shall frame guidelines for Health Centre for maintaining Social distancing of patients visiting Health Centre as also inform all the Health Centre staff members for taking precautionary measures to contain COVID-19.
- g. Pensioners are advised to visit Health Centre only on emergency basis. They are required to call CMO/MOs in case of emergency and follow advises.
- h. Regular Staff Members and Pensioners visiting the Health Centre should wear mask and also ensure social distancing.
- i. Quarantine Patients advised by CMO / Medical Officers, CSIR-NAL Health Centre & GoK shall not attend office.
- j. Staff members including support staff attending offices/commuting by vehicles shall strictly follow the guidelines given in GoK orders.
- k. Temples in Kodihalli /Belur premises will remain closed. The morning Pooja will be performed by priest. Special Pooja's and distribution of Prasadam is not allowed.