



## ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

Panch Marg, Off Yari Road, Versova,  
Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Fax No. 022-26361573 Web Site : [www.cife.edu.in](http://www.cife.edu.in)



F. No. 11-6/2019/Estt.

Dated 11th June, 2020

### CIRCULAR

All the officials/ staff are instructed to follow the following preventive measures to contain the spread of Novel Coronavirus (COVID-19)

#### Important Dos:

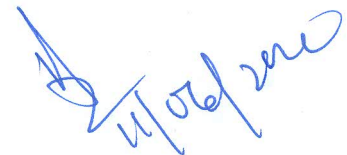
1. All employees should wear face mask or face shield all the time inside the office rooms / premises.
2. All employees must undergo thermal scanning and use hand sanitizer while entering into the Institute's premises.
3. All employees should enter the Main Academic Building (New campus) only through the Main Entrance Podium using Fish Gate; but not through the basement or rear gates of the ground floor until further orders. And in the Old Campus, entry should be through the Main door; not from the side doors.
4. Social distancing norms (a minimum distance of 6 feet) should be followed at all times in the office premises.
5. Should download Arogya Setu App in their mobile phones.
6. All employees should frequently use hand sanitizer or wash their hands with detergent / soap to maintain hygiene at all times; especially, when they touch anything or surface which is suspicious of contamination.
7. Used face masks / face shields / gloves / sanitizer bottles etc. should be disposed of only in the waste bins kept for such purposes.
8. Should keep open the doors / windows to get sufficient fresh air much as possible and adequate ventilation at their work place or office rooms. In case of AC rooms, the temperature should be in the range of 24 to 30<sup>0</sup>C and humidity should be in the range of 40 to 70%.
9. All employees should park their personal vehicles (two wheelers and four wheelers) in the open area (viz. in front of office alongside of the road) ; but not in the basement until further orders.
10. Employees residing in containment zone should inform the same to the immediate Supervisor / In-charge / Head of Administration and should not attend the office till the containment zone is denotified.

11. Should follow respiratory etiquettes. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
12. In the Canteen/Cafeteria/Dining halls, the employees should strictly follow the guidelines of Ministry of Health and Family welfare.
13. Should monitor health of self. Any illness should be reported at the earliest to the immediate supervisory officer.

**Important Don'ts:**

1. Should not spit in the public place or in the open area in the office premises.
2. Avoid touching eyes, nose and mouth as contaminated hands can infect you.
3. Should not be a part of a gathering of 5 or more people.
4. Should not visit the room / office / chamber of colleagues without any specific official work.
5. Do not use elevators (lifts) if it is crowded and avoid talking in the lifts.
6. Do not allow any visitor to enter your room or work place. In case of any exigency, the employee may meet the visitor in the reception lobby only; not beyond that.
7. Do not come to office, if you have minor symptoms such as cough, headache, mild fever, until you recover.
8. Do not touch your mouth, nose, eyes to protect yourself from getting infection.

This is issued with the approval the Director.



**Sr. Administrative Officer (I/C)**

**Distribution:**

1. All Head of Divisions/ Incharges/ Sections/ Units/ Cells.
2. Director Cell.
3. Dr. A. K. Jaiswar, Principal Scientist & Vigilance Officer, ICAR – CIFE, Mumbai.
4. [staff.all@cife.edu.in](mailto:staff.all@cife.edu.in)
5. Secretary, IJSC
6. [webmaster@cife.edu.in](mailto:webmaster@cife.edu.in)