**ID Office**

**Indian Institute of Technology Indore**

**Corona Virus Prevention Protocol**

The following guidelines are issued and to be followed by all executing agencies and contractors working in the IIT Indore premises.

Different entry protocol has been decided for engineers and workers.

**General Instruction:**

1. Wash basins shall be installed at places.
2. Print out and Notices shall be displayed at prominent places for awareness drive.
3. Morning briefing by contractor’s engineer shall readout the precautionary measures.
4. Contractor shall have vehicle sanitization facility installed.
5. NAREDCO guidelines shall be followed for all job site.
6. Job Safety Analysis with risk matrix shall be submitted by contractor on resumption of works.

**Engineer’s Entry & Conduct:**

1. Any one from RED Zone area shall not be allowed entry into the campus for greater interest of the residing community.
2. Entry shall be made through Gate-2 only.
3. All engineers of different agencies working in IIT Indore are required to fill up a self declaration form following the link given below:
4. <https://docs.google.com/forms/d/e/1FAIpQLSeZh5lmPegJmosOUEW1Ztkl9vh8cC6BnXbgavG89t516RZkBA/viewform?usp=sf_link>
5. The form following the link shall be filled up by 3 PM of the previous day when entry through the gate is being requested.
6. Frequent entry and exit shall not be permissible.
7. They have to enter during 10:00 hrs to 10:30 hrs.
8. Govt. guidelines for entry/exit shall be followed strictly.
9. Person found faulting govt. guidelines shall be liable for penal action.
10. All govt. guidelines are available on the following link:

(Link shall be inserted here after uploading documents in institute website)

1. Contractor/consultant has to make necessary arrangement at site for hand sanitizers, soap washing.
2. They shall be educating the workers/laborers for COVID-19 and prevention of its spread following govt. guidelines.
3. Aragyasetu App shall be downloaded and installed in the mobile.
4. All engineers of contractor and consultant shall be responsible for reporting any cases.
5. Site in charge shall forward the laborer’s name and health conditions in a format as follows.
6. Contractors are required to provide general health check up facility at site.

**Laborer’s Entry:**

1. Laborer entry shall be guided entry only.
2. Laborer’s entry shall be coordinated by officer from contractor’s side, officer from executing agency side and engineer/officer from IIT side.
3. The process shall be followed as given below:
4. Multiple entries are not allowed.
5. Daily entry is not allowed.
6. Contractor has to evaluate the labor camp for sufficiency, cleanliness, sanitization facility, mask facility, water availability, and toilet availability as per Govt. guidelines.
7. Self declaration forms available in English and Hindi shall be filled up and signed by all workers/labourers at least one day before entry is being made.
8. The project in charge of Executing agency needs to certify same to ID Office, IIT Indore for necessary action.
9. A specific time shall be mentioned so that Institute medical team can screen them for medical conditions at the entry gate.
10. ID office Engineering In Charge of the work shall coordinate with medical and security for entry of laborers.
11. Presence of Officer In Charge of contractor and executing agency at the Gate is **must** while laborers are given entry.

**Material/Truck Entry:**

1. A self declaration form Driver and Khalashi to be submitted at the gate. Officer from the contractor side shall coordinate at the gate and approach security.
2. Such coordinator must be a person residing inside the campus for at least the last 15 days.
3. The time shall be informed to IIT Indore.
4. Gate-1 shall only be used for entry and exit.
5. Drivers shall be rested in labor camp only. Shall not be allowed to loiter in the campus.
6. Contractor shall provide necessary hand wash and mask.
7. As far as possible, entry and exit shall avoid rush hours.
8. All vehicles upon entry shall move vehicle sanitization area in the contractor’s working site.
9. Only upon vehicle sanitization, materials shall be offloaded.

Further, guidelines shall be updated as and when required.