



# MAHATMA GANDHI INSTITUTE OF TECHNOLOGY

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## EPIDEMIC CORONA VIRUS – PRECAUTIONARY GUIDELINES FOR STAFF AND STUDENTS

- Please cover your mouth and nose when sneezing and coughing with a tissue. Discard the tissue once used, properly in a closed bin. The Employees / Students should report any symptoms immediately and isolate themselves.
  - Anybody affected with cough, cold, sore throat, fever may kindly stay back from College and undergo proper diagnostic check to confirm the native of fever.
  - Everyone is requested to immediately inform the concerned Authorities if somebody is not well or in case there is any uneasiness.
  - Make sure work places are clean and hygienic, by cleaning and wiping surfaces such as Desks and Tables, and objects like Key Boards, Telephones and Door Knobs regularly with the disinfectant.
  - Everyone should ensure that their mouth & throat is moist and is never DRY. Take a few sips of water every 15 minutes at least. So that even if the virus gets into your mouth... drinking water or other liquids will WASH them down through your oesophagus and into the stomach. Once they are in the Stomach ACID in the Stomach will kill all the virus. If you don't drink enough water more regularly... the virus can enter your windpipes and into the LUNGS. That's very dangerous.
  - Avoid unprotected contact with live wild or farm animals.
  - If anyone is affected with cold, cough and fever they shall avoid all group activities in the campus.
  - Avoid spitting in the Campus and anybody is found doing so, immediate action will be initiated.
  - Before putting a Mask Wash Hands with Alcohol Based Hand Rub or Soap and Water.
  - Avoid touching the mask while using it. If you touch the Mask, it is advised you clean your hands once again and replace the Mask with a new one as soon as it is damp and do not reuse single use Masks.
  - To remove the Mask, remove it from behind. Discard it immediately in a closed Bin and Wash Hands.
  - In addition to these guidelines, keep yourself updated on the Symptom, Precautions and Treatment. You can look into the interim CDC guidance specific to Covid 19.
- Any student or faculty if they have recently visited any Foreign Country in the last 15 days, the same might be informed to the Principal's Office.

PRINCIPAL