

MAHATMA GANDHI INSTITUTE OF TECHNOLOGY

Kokapet (V), Gandipet (M), Hyderabad –500 075

06.11.2020

Covid19: Safe Management Measures

Please note all these measures are **MANDATORY**

1. Wear your mask at all times in the office apart from during Tea / Coffee breaks and meal times.
2. Record your temperature and sanitise your hands at the main gate BEFORE entering the college, all temperatures equal to or above 100 F (or) 37.5 C will not be allowed to enter.
3. Sanitise your hands regularly throughout the day.
4. Download and activate your Aarogya Setu App for the duration of your office Day.
5. Use Safe Entry to check IN and check OUT of the office.
6. Continue to Work from Home if you have a strong reason Not to attend the Office.
7. Record your temperature again in the afternoon.
8. Sit at alternate work places / separate work stations to increase distance between them.
9. Lunch to be eaten at respective sitting places to discourage gatherings.
10. Do not share food, utensils or any other personal items.
11. Dispose off all used and unwanted masks and tissues immediately.
12. Do not hold external meetings in the office; all meetings to be conducted online only.
13. Do not hold events / activities / celebrations in the office.
14. DO NOT travel to the work place if you are presenting any symptoms, even if Minor
15. Do not socialize with staff members outside the department / work place.

Guidelines for use of mask

The correct procedure of wearing triple layer surgical mask

1. Perform hand hygiene.
2. Unfold the pleats; make sure that they are facing down.
3. Place over nose, mouth and chin.
4. Fit flexible nose piece over nose bridge.
5. Secure with tie strings (upper string to be tied on top of head above the ears – lower string at the back of the neck).
6. Ensure there are no gaps on either side of the mask, adjust to fit.
7. Do not let the mask hanging from the neck.
8. Change the mask after six hours or as soon as they become wet.
9. Disposable masks are never to be reused and should be disposed off.
10. While removing the mask great care must be taken not to touch the potentially infected outer surface of the mask.
11. To remove mask first untie the string below and then the string above and handle the mask using the upper strings.
12. **Disposal of used masks:** Used mask should be considered as potentially infected medical waste. Discard the mask in a closed bin immediately after use.



PRINCIPAL