राजीव गांधी राष्ट्रीय युवा विकास संस्थान
Rajiv Gandhi National Institute of Youth Development
युवा कार्यक्रम विभाग / Department of Youth Affairs
युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार
Ministry of Youth Affairs & Sports, Government of India
श्रीपेरुम्बुदूर Sriperumbudur – 602105 / तमिल नाडु /Tamil Nadu

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RGNIYD/ADMIN/COVID19/2021-22/   दिनांकित/ **Dated : 13.04.2021**

CIRCULAR

As per the standard guidelines issued by the Ministry of Health and Family Welfare, Government of India the Employees of RGNIYD are advised to strictly follow the safety precautions at their work place to avoid the spread of COVID19.

1. All the employees should undergo a mandatory Thermal Screening at RGNIYD main entrance.
2. All the employees should sanitize their vehicle in the main entrance, while entering in to the campus.
3. Everyone should wash their hands with soap and water provided in the main gate.
4. All the employees shall bring their own face masks when reporting for duty, to be used at their work places.
5. The reusable cloth masks should be disinfected properly before use. **Without proper face masks, employees will not be permitted in the work place.** It is again emphasized that make sure of wearing mask whenever you meet people or leave from your work table.
6. Frequent handwashing with soap or water for 30 seconds or cleaning the hands with alcohol-based sanitizer especially while coming from outside and before having food should be followed.
7. Avoid touching eyes, nose and mouth to prevent the infection from the pandemic.
8. Maintain a distance of minimum 1 meter from the others at work place.
9. Employees are advised to contact the nearest Health Centre in case of Fever, Cough or difficulty in breathing.
10. All other guidelines as and when issued by the State / Central Governments should be strictly adhered by the employees of RGNIYD.

Registrar

To

1. All Staff Members – through email
2. Assistant Registrar
3. PA to Director
4. All Supervisors / Assistant Security Officer
5. Programmer – For uploading in Institute website
6. File copy