

**KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

(A+ Grade, NAAC Accredited)

**NOTIFICATION**

In supersession of this office notification Endst. No. ACM-I/M-9/20/Spl.777-876 dated 17.05.2020, it is notified that **the Kurukshetra University will remain functional w.e.f. 20.05.2020** with the following instructions issued by the Chief Secretary to Govt. of Haryana dated 18.5.2020 and Principal Secretary to Govt. of Haryana, Higher Education Department, Panchkula dated 19.5.2020 (**Annexure-I & II**):

1. Attendance percentage for Groups A & B shall be 100% and for Groups C & D it shall be 50 %. In case any office has sufficient office space to ensure 100% attendance with complete observance of Social distancing norms for all Groups ABCD, they may do so.
2. All the Heads of the Departments/Offices shall follow the Social distancing norms as per MHA guidelines letter dated 17.5.2020.
3. The Heads of the Departments shall ensure that those officials who can work from home are enabled to do so.
4. All employees coming to office shall install "**AROGYA SETU MOBILE APP**" in case they have smart phones. If employees have feature phones then it is to be ensured by the Head of the Department/Office that a missed call is made to "**1921**" from the employee's phone.
5. All the Heads of the Departments/Offices will prepare a weekly roster of duty for Group C and D for the offices and such staff shall be asked to attend the office on alternate weeks. While deciding the roster for the first week, it is advised to include officials who are residing in close proximity to their office and use their own transport to travel to their office.
6. In case an employee's place of residence happens to lie within a **Containment Zone**, such employee shall not leave the containment zone until the zone declaration order has been withdrawn by the appropriate authority.
7. **Classroom Teaching and Public dealing may be restricted till lockdown i.e. 31<sup>st</sup> of May, 2020.**
8. All the Heads of Departments/Offices shall ensure compliance of social distancing norms, hygiene practices among the employees and regular sanitization of offices, files, office equipments and vehicles.
9. The instructions issued by PWD (B&R) vide letter No. PWD/Elect 57059 dated 28.04.2020 in respect of Air Conditioners in offices/buildings shall be strictly followed.(Copy enclosed)
10. All the Heads of the Departments/Offices shall follow the Covid prevention SoP (Standard Operating Procedure) for the offices as provided in Annexure-I.

Further all the Heads of the Departments/Offices shall meticulously follow the other instructions mentioned in the guidelines issued by the Chief Secretary to Govt. of Haryana vide No. 62/19/2020-6GSI dated 18.5.2020 and Principal Secretary to Govt. of Haryana, Higher Education Department, Chandigarh vide order No. KW 18/79-2020 UNP(4) dated 19-05-2020 (Annexure-I & II).

REGISTRAR

Endst. No. ACM-I/M-9/20/Spl.877-976

Dated: 19.05.2020

Copy of the above is forwarded to the following for information and necessary action:-

1. Dean Academic Affairs, KUK.
2. Dean Students' Welfare, KUK
3. Dean Research & Development, KUK

P.T.O.

4. All the Deans/Chairpersons/Directors of Faculties/UTDs./Institutes, KUK
5. Proctor/Deputy Proctors, KUK
6. Chief Wardens (M&F)/Dy. Chief Wardens/Wardens of all the Hostels, KUK
7. Librarian, JLN Library, KUK
8. Principals, ITT&R / II&HS, KUK
9. Advisor, International Students', KUK
10. Joint Director (Audit), KUK
11. Administrator, University Health Centre, KUK
12. Director, IT Cell, KUK with the request to get updated the University website accordingly.
13. Director, Public Relations, KUK
14. Officer-In-Charge (Sanitation), KUK
15. Deputy Registrar (Colleges) with a request to circulate it among affiliated Colleges/Institutions.
16. All the Heads of Non-Teaching Offices/Depts., KUK
17. Chief Security Officer, KUK
18. OSD to Vice-Chancellor, KUK
19. Supdt. O/o Registrar (for kind perusal of the Registrar)
20. P.A. to Vice-Chancellor (for kind perusal of the Vice-Chancellor)



Assistant Registrar (Academic)  
*for Registrar*

## Annexure-I

No.62/19/2020-6GS1

From

Chief Secretary to Government Haryana.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments and Commissioners of all Divisions in Haryana.
3. All the Deputy Commissioners of the State of Haryana.
4. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
5. The Registrars of all the Universities in Haryana

Dated Chandigarh, the 18<sup>th</sup> May, 2020

**Subject: Preventive measures to contain the spread of Corona virus (COVID-19) - Work from Home – Attendance in Head Offices at Chandigarh, Panchkula and Field Offices.**

Sir/Madam,

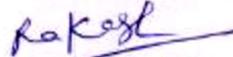
I am directed to refer to this department letter of even number dated 03.05.2020 vide which many Government offices were re-opened with 100% staffing at Group A & B levels and 33% staff strength at level of Group C and D. In view of amended guidelines issued by Ministry of Home Affairs on 17.5.2020, the matter of attendance in Government Offices has been re-considered and following decisions have been taken in respect of all Haryana Government offices:

1. Attendance percentage for Groups A & B shall be 100% and for Groups C & D it shall be 50%. In case any office has sufficient office space to ensure 100% attendance with complete observance of Social distancing norms for all Groups ABCD, they may do so.
2. As per MHA guidelines and Annexure II of Ministry of Home Affairs' letter dated 17.5.2020 Social distancing norms have to be followed at offices. Therefore, Heads of Departments, Heads of Offices and Deputy Commissioners may stagger office timings as per their assessment to ensure there is no rush in offices.
3. The Heads of Departments, Heads of Offices and Deputy Commissioners shall ensure that those officials who can work from home are enabled to do so.
4. All employees coming to office shall install Arogya Setu mobile app in case they have smart phones. If employees have feature phones then it is to be ensured by Head of Department that a missed call is made to 1921 from the employee's phone.
5. A weekly roster of duty for Group C and D for the Headquarters and the field offices shall be prepared and such staff shall be asked to attend the office on alternate weeks. While deciding the roster for the first week, it is advised to include officials who are residing in close proximity to their office and use their own transport to travel to their office.

6. In case an employee's place of residence happens to lie within a Containment Zone, such employee shall not leave the containment zone until the 'zone declaration order' has been withdrawn by the appropriate authority.
7. All departments/boards/corporations shall work to implement e-Office software. Any department achieving 100% e-Office working capability may initiate work from home for any category of employees as per assessment of Head of Department. Expenditure for transition to e-Office may be met out of contingency/OE.
8. Public dealing may be restricted till lockdown i.e. 31<sup>st</sup> of May 2020.
9. The Heads of Departments, Heads of Offices and Deputy Commissioners shall ensure compliance of social distancing norms, hygiene practices among the employees and regular sanitization of offices, files, office equipment, canteens and vehicles.
10. The instructions issued by PWD (B&R) in respect of use of Air Conditioners in office buildings shall be strictly followed.
11. A Covid Prevention SoP (Standard Operating Procedure) for Government Officers has been provided as Annexure. All Government offices shall follow the SoP. In case any expenditure has to be incurred to implement the Office SoP, then it should be met from OE/Contingency Funds.
12. Health department shall conduct regular checks to assess quality of implementation of SoP at Government offices and also conduct random sampling for Covid-19 for the employees at Head Offices as well as Field Offices regularly.
13. The bar of 50% attendance mentioned in Sr. No. 1 above in respect of Group C & D category employees shall not apply to following Essential Category departments and their constituent units (Municipal Bodies, Boards, Corporations, Missions, Societies etc.) - *Chief Secretary, Revenue Department, Health, Home, Agriculture, Public Health, Development and Panchayats, Power, Irrigation, Urban Local Bodies, Medical Education, Information and Technology, Cooperation, Finance, Excise and Taxation, Information and Public Relations, HSVP and Food and Civil Supplies Departments.*
14. Deputy Commissioners shall ensure implementation of Office SoP at field offices and stagger the timings as per their assessment. Deputy Commissioners can however requisition services of any official of any department for containing Covid-19 as per their assessment.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,



Under Secretary, General Administration,  
for Chief Secretary to Government Haryana.





## Covid Prevention SOP for Government Offices

The Standard Operating Procedure for Government Offices is structured as below:

- A. SOP Implementation Committee
- B. SOP for the Offices
- C. SOP for Employees at the Office
- D. SOP for Employees at their Homes
- E. Covid-19 Symptoms

### A. SOP Implementation Committee:

Each HoD/Head of Office shall appoint a permanent Covid-19 Implementation Committee to oversee the implementation of SOP for Offices. The Committee shall visit all parts of the office and submit daily report to HoD/Head of Office in respect of SOP implementation and observation of Covid hygiene among the employees.

### B. SOP FOR THE OFFICES

1. **Health screening at office entrance:** Mandatory thermal scanning and health screening for ILI/SARI of all employees upon arrival.
2. **IEC (Information Education Communication):** Signage be provided in all offices in respect of Coronavirus, Covid-19 symptoms and prevention practices like social distancing, use of masks, etc. (some posters are provided in Annexure) ; GOI-approved guidelines to identify COVID-19 symptoms and precautionary measures against it should be abundantly displayed; The Health helpline number - 1075 and address and Contact Numbers of nearest Government Hospitals and Govt. doctors must be displayed at multiple locations;
3. **Capacity Building:** Conduct regular drills and trainings of the employees; Regularly, inspect if SOP is being implemented by employees;
4. **Social Distancing at workplace:**
  - i. Work places: Maintain 6 feet gap between each employee. Rearrange furniture.
  - ii. Canteens: Ensure adequate gap
  - iii. Meetings: Ensure adequate gap
  - iv. Lifts: not more than 4 persons in lift at a time
5. **Sanitization of surfaces:** All areas in the premises including the following shall be disinfected daily using user friendly disinfectants (as often as feasible)
  - i. Entrance DFMDs (door frame metal detectors)





*a paper-bag). Before touching the mask or removing the mask please sanitize/wash your hands.*

4. *Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol based hand sanitizers (for at least 20 seconds).*
5. *Wash or sanitize the hands before and after using any vehicle or office equipment (landline phone/computer/fax etc.) or washroom or lift etc.*
6. *Clothes should cover as much of the body as possible. (pants & full sleeves)*
7. *Cover the feet (socks and shoes)*
8. *If you are using a vehicle to travel to office, then first disinfect the door/steering/side mirrors and then start your vehicle*
9. *Wear the Government ID card round the neck.*
10. *Temperature check will be done at entrance by Security Guards.*
11. *Health screening shall be done by another team.*
12. *If you have temperature more than 100 degrees, you shall be directed to see a doctor. Take action as per doctor's advice.*
13. *Do not touch lift buttons – wait for helper or use the ramp.*
14. *Do not touch side rails while taking staircase, prefer to use the ramp.*
15. *Do not use saliva while flipping the book/ file/ documents.*
16. *Do not handover your phone to anyone nor touch anyone's phone.*
17. *Do not spit.*
18. *In case you use Public transport/cabs maintain social distancing of one meter; sit on alternate seats of bus, cabs, auto etc; as far as possible use digital currency; once your travel is completed, sanitize/wash your hands.*

#### **D. SOP FOR EMPLOYEES (AT HOME)**

*Maintain one-meter distance with all family members till you have completed this protocol:*

1. *Keep bottle of sanitizer and a bucket with detergent near entrance of home*
2. *Remove shoes and wear slippers*
3. *Spray sanitizer all over the shoes and on the soles and leave them out to dry*
4. *Remove the mask/ socks/handkerchiefs and soak into bucket with detergent mix*
5. *Spray Sanitizer on any item you had carried to office e.g. pen, belt, purse, charger, keys and put into a separate box/ bucket*
6. *Spray sanitizer on the door handle and then open the door*
7. *Go straight to washroom and put all your clothes into bucket with detergent*
8. *Take a full bath with shampoo/soap.*

#### **E. Covid-19 Symptoms**

The most common symptoms of COVID-19 are:

1. Fever
2. Dry cough
3. Tiredness.



Other symptoms that are less common and may affect some patients include:

1. Body aches and pains
2. nasal congestion
3. headache
4. Conjunctivitis,
5. Sore throat, diarrhoea,
6. Loss of taste or smell
7. Rash on skin
8. Discoloration of fingers or toes

Most people (about 80%) recover from the disease without needing hospital treatment. Only around 1 out of every 5 people who get COVID-19 become seriously ill and develop difficulty in breathing.

Older people, and those with underlying medical problems like high blood pressure, heart and lung problems, diabetes, or cancer, are at higher risk of developing serious illness. However, anyone can catch COVID-19 and become seriously ill.

People of all ages who experience fever and/or cough associated with difficulty breathing/shortness of breath, chest pain/pressure, or loss of speech or movement should seek medical attention immediately.

#### **ILI case definition**

An acute respiratory infection with:

- measured fever of  $\geq 38\text{ C}^{\circ}$
- and cough;
- with onset within the last 10 days.

#### **SARI case definition**

An acute respiratory infection with:

- history of fever or measured fever of  $\geq 38\text{ C}^{\circ}$  ;
- and cough;
- with onset within the last 10 days;
- and requires hospitalization.

## Annexure-II

**Government of Haryana  
Higher Education Department Haryana, Panchkula  
ORDER**

**Subject:- Closure of Universities and Colleges upto 31.05.2020**

In continuation to this Directorate letter dated 01.05.2020 the State Government has decided that all Universities and Colleges under the ambit of Higher Education Department, Haryana shall remain closed till 31.05.2020 with the following conditions :-

1. All the Vice Chancellors of State & Private Universities and Principals of the Colleges shall ensure that all the employee shall work from home. Further, the teachers and other staff shall be on duty at their respective home and be available when required.
2. That it will be ensured by the teachers that they shall create awareness about Corona Virus and shall also assist in public communications in their respective areas. In emergent situations, the competent authority may require the services of such employees at any time. Hence, all such employees working from home shall maintain headquarters and be in readiness for deployment at short notice and be available on landline/mobile phone.
3. No employee shall leave station without prior permission of the competent authority. During the defined period all the staff members shall follow the Government guidelines issued regarding precautions to stop spreading of disease and other guidelines issued time to time.
4. All the Universities and Colleges shall ensure that they will create a mechanism for availability of on-line education material for their students through official web portal and other online channels. The teaching of syllabi/revision of syllabi shall be made available to the students.
5. That all the precautionary measures and other instructions mentioned in the guidelines issued by Ministry of Home Affairs, Govt. of India vide dated 17.05.2020 and the notification issued by the Chief Secretary office vide no. 62/19/2020-6GS-I dated 18.05.2020 (Copy attached) shall be meticulously followed by the Vice Chancellors and the Principals of the Colleges for the staff to be called for official works .

**Ankur Gupta , IAS**  
Principal Secretary to Govt. Haryana  
Higher Education Department  
Chandigarh.

**Endst No. KW 18/79-2020 UNP (4)**

**Dated: May19 th 2020.**

A copy of the above is forwarded to the followings for information and necessary action:-

1. Senior PS to Worthy Chief Secretary, Govt. Haryana, Chandigarh for kind information of W/Chief Secretary Haryana please.

2. PS to Worthy Principal Secretary Higher Education Govt. of Haryana for kind information of W/PSHE please.
3. All the Vice-Chancellors of all State and Private Universities which comes under the ambit of Higher Education Department, Haryana.
4. All the Principals of Government, Government Aided and Self Financing Colleges in Haryana State.
5. All Officers at Head Quarter (Local).



Deputy Director Cadet Corps,  
for Principal Secretary to Govt. Haryana  
Higher Education Department  
Panchkula.



HARYANA PUBLIC WORKS (B&R) DEPARTMENT  
NIRMAN SADAN, SECTOR-33/A, CHANDIGARH

**MOST URGENT**  
**DATE BOUND**

**COVID-19**

No. PWD/Elect. 57059

From

The Engineer-in-Chief (Buildings),  
Haryana PW (B&R) Department,  
Chandigarh.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Head of Departments of Haryana Government.
3. All the Managing Directors /Chief Administrators of Board and Corporations of Haryana Government.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners of the State of Haryana.

**Dated: Chandigarh , the 28th April,2020**

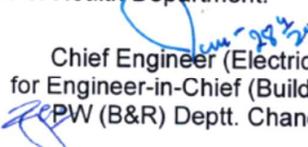
**Subject: Advisory for operation of Air Conditioners and Ventilation to control spread of Covid-19 in Residences, Workspaces & Healthcare facilities.**

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Sir/Madam,

I have been directed to forward a copy of the advisory for operation of Air Conditioners and Ventilation in view of Covid-19 and request you for implementation of the same.

This issues with the concurrence of Health Department.

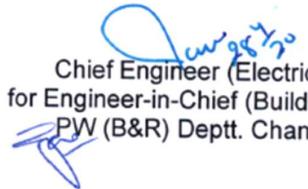
  
Chief Engineer (Electrical),  
for Engineer-in-Chief (Buildings), Haryana  
PW (B&R) Deptt. Chandigarh.

Endst. No. PWD/Elect. 57059

**Dated: 28.04.2020**

A copy of the above is forwarded to the following for information and necessary action.

1. PS /Dy. CM, PS/CS, PS/PSCM, PS/ACSPW.
2. All the Superintending Engineers/Executive Engineers Haryana PWD B&R Department.

  
Chief Engineer (Electrical),  
for Engineer-in-Chief (Buildings), Haryana  
PW (B&R) Deptt. Chandigarh.

**Subject: Advisory for operation of Air Conditioners and Ventilation to control spread of Covid-19 in Residences, Workspaces & Healthcare facilities.**

Covid-19 spreads due to droplets specially coming out after coughing and sneezing. This Disease is highly infectious when these droplets mix with dust particle and set on different material. If the environment of this area is cool and air conditioned, they remain for longer time. Proper ventilation and increase in temperature reduces the magnitude of virus in that particular area.

So, Air Conditioning should be used under strict restriction when absolutely needed. Normally open window gives better ventilation and is very effective for controlling the transmission of disease.

Hence, it is recommended that air conditioning should not be used in offices or be used very restrictively.

**The advice in brief is as under:**

**1. Residential Applications:**

- a) Fans should be operated with window kept partly open. If an exhaust fan is located at a nearby location then it must be kept running to exhaust air for better ventilation.
- b) Desert Coolers must draw air from outside to ensure good ventilation. Windows must be kept open to release the humid air. Portable room coolers that do not draw outdoor air are not recommended.
- c) **Room Air Conditioners (Window/Split AC Type)**  
Window AC /Split AC should be operational in the vacant room in the absence of people to cool the premises. However before entry of persons in room, air conditioner must be switched off to avoid contamination through mixed air circulation by Air conditioner. Thereafter ceiling fan should be kept running. Adequate ventilation must be ensured by opening the windows

**2. Office Applications:**

Following units are generally used in office buildings.

- I **Multiple Hi Wall units** (Window/Split Type AC) used due to ease of installation and low cost.
- II **Multiple Cassette Unit** Ceiling mounted units that can cool upto 50 sqmtr. and can be control individually or as a group.
- III **Tower Units** for larger spaces, where most occupants are not stationary thus, allowing for higher drafts.
- IV **Ducted Units** a mini central Air Conditioning System that is easy to operate.
- V **Fan Coil Units** installed in Guest Rooms, Individual office spaces or Patient wards
- VI **Air Handling Units** can provide better ventilation, Filtration and Coil disinfecting

**2.1 Recommendations for Category (I,II & III) Indoor Units**

Window AC /Split AC should be operational in the vacant room in the absence of people to cool the premises, However before entry of persons in room air conditioner must be switched off to avoid contamination through mixed air circulation by Air conditioner. Thereafter ceiling fan should be kept running. Adequate ventilation must be ensured by opening the windows Air Filters must be kept clean. Provide adequate Ventilation (Fresh Air and Exhaust). Inspect and clean the indoor unit Coils regularly every fortnight. Ceiling Fan/ wall mounted /table fan should be used to increase air movement. Toilet and kitchen Exhaust fans must be kept in operating mode.

It is recommended to keep windows open to have enhanced Ventilation. Exhaust Fans should be installed if not available.

**2.2 Recommendations for Category (IV, V & VI) Indoor Units**

It is advisable not to operate Centralised Air conditioning system in the present scenario because even if we close return air ducts then contamination can propagate interpersonally within room as offices are occupied by more than one person.

**3. Healthcare Facilities**

It is recommended to keep the central air Conditioning system non-operational in health care facilities

**3.1 Screening and triage, Staff area,waiting room, waste zone , mild and moderate cases ward (Quarantine and isolation wards) and morgue for Covid-19 Hospitals:**

In these areas natural ventilation is advised by opening windows and doors.

**3.2 Sampling room, Severe and critical cases ward :**

Hybrid (mixed-mode) ventilation relies on natural driving forces to provide the desired (Design) flow rate. It uses the mechanical ventilation when the natural flow rate is too low. negative pressure could also be created through putting up 3-4 exhaust fans driving air out of the room.

In district hospital, where there is sufficient space, natural ventilation may be followed. Such isolation facility should have large windows on opposite walls of the room allowing a natural unidirectional flow (Top to down) and air changes. The principle of natural ventilation is to allow and enhance the flow of outdoor air by natural forces such as wind and thermal buoyancy forces from one opening to another to achieve the desirable air change per hour.

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