



ANDHRA UNIVERSITY

VISAKHAPATNAM, ANDHRA PRADESH, INDIA

NAAC - Accredited "A" Grade with a CGPA of 3.60 out of four point scale
"ISO 9001:2008 Certified"

CIRCULAR

No. SIII(1)/Misc/2020

Date: 18-03-2020

Sub: Andhra University - Establishment - Measures to be taken to prevent and contain the spread of Novel Corona Virus (COVID-19) in the state of Andhra Pradesh - Regarding.

Ref: Office Memorandum F.No. 11013/9/2014-Estt.A.III dated 17-03-2020 of the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Government of India.

All the Principals of A.U. Constituent Colleges / A.U. Affiliated Colleges, All the Head of the Departments/Offices/ Chief Wardens of A.U. Hostels, Deans/Directors are hereby informed to circulate among the staff/students/research scholars to follow the instructions scrupulously as noted below to prevent and contain the spread of Novel Corona Virus (COVID-19).

- i) Discourage to the maximum extent, entry of visitors in the office.
- ii) To minimize or reschedule meetings, as far as feasible involving large number of people unless necessary. **Participate in large gatherings including sitting in groups at canteen shall not be permitted in the campus.**
- iii) Ensure proper cleaning and frequent sanitization of the work place, particularly of the frequently touched surfaces.
- iv) To maintain personal hygiene and physical distancing. Ensure regular supply of hand sanitizers, soap and running water in the wash rooms.
- v) To cover nose and mouth with hand kerchief/tissue while sneezing and coughing
- vi) To throw used tissues into closed bins immediately after use.
- vii) To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms
- viii) To sneeze in the inner side of your elbow and not to cough into the palms of your hands

Contd...

- 1: 2 :
- ix) Don't get into close contact with anyone, if you're experiencing cough and fever
 - x) Don't touch your eyes, nose and mouth
 - xi) Don't spit in public
 - xii) Don't visit gyms, clubs and crowded places etc..
 - xiii) All officials are advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the work place immediately after informing their reporting officers. They should observe home-quarantine.
 - xv) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
 - xvi) Advise all employees who are at higher risk i.e., older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions.
 - xvii) The students and staff who are scheduled to visit abroad are advised to avoid any foreign travel.
 - xiii) For any fever/flu-like signs/symptoms, please call State help line number - 0866-2410978 or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

(BY ORDER)


(V. KRISHNA MOHAN)
REGISTRAR

REGISTRAR
ANDHRA UNIVERSITY
VISAKHAPATNAM-530 003



Copies to:
All Principals of A.U. Campus Colleges.
All Heads of the Offices/Departments, A.U.
The Deans/Directors/Chief Wardens, A.U.
The Dean, CDC (for circulation to A.U. Affiliated Colleges)
All Officers, A.U.
The Section Superintendents, A.U.
The Medical Officers, A.U. Health Centre and A.U.N.C. Dispensary
The Secretary to Vice-Chancellor, & P.A. to Registrar, A.U.
& O.O.F.