

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE
DISABILITIES (Divyangjan)**

~ Accredited by NAAC~

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Ref: NIEPMD/Covid -19/2020-21

Date: 12/07/2020

**ACTION TAKEN REPORT OF COVID-19 MANAGEMENT COMMITTEE
CONSTITUTED BY NIEPMD FROM JULY 2020**

The following are the action taken report of the COVID committee office order NIEPMD /Admin /Covid-19/2020 dated 30th June 2020. All the action are being taken and implemented in response to the Office Memorandum dated 5th June and 17th March 2020.

GENERIC PREVENTIVE MEASURES:

- Minimum distance of 6 feet in office places as far as feasible practiced and all the HOD's and HOU's were requested to practise.
- Use of face masks made mandatory for all the family members of NIEPMD (Staff, Support staff, Housekeeping and Security)
- Outsiders entering NIEPMD main gate to wear mask, security given the task to enforce it.
- Hand washing with soap put into practise – Soap provided for all the members.
- Hand sanitizers issued to all the HOD's and HOU's and their staff from at regular intervals from S&P section.
- Alcohol – based sanitizer dispenser machines installed at 12 different locations (inside and outside) of the institute with 5 litre capacity. Few more locations 8 were identified and intended for purchase from S&P section.
- Staff members reported illness requested to take rest at their homes. All the HOD's and HOU's given directions for necessary action. Specifically in Dept. of SW- Service & Programming, Dept. of Therapeutics (PT and OT members).
- All the HOD's and HOU's requested to encourage all their staff to install AarogySetu App.

SPECIFIC PREVENTIVE MEASURES FOR OFFICES:

- Both the main gate of NIEPMD installed with Hand Sanitizers machine with 5 litre capacity.
- Thermal screening provisions provided at both the main gate of NIEPMD
- Register containing the following details name, mobile no, purpose of visit, temperature maintained at the gate no 1. Security guards trained to maintain the same.
- 1% sodium hypochlorite solution / spray purchased for disinfection of entrance gates, door and rooms of concerned staff.
- Drivers engaged within NIEPMD informed to follow COVID norms by the concerned In charge for strict adherence to dos and don'ts related to COVID- 19. Battery operated vehicles staff also instructed the same.
- PWD's, employees Shri. S.Krishnamoorthy, J.V.Subburaman and other contract employees of NIEPMD advised to follow COVID circular and requested to work from home.

- Visitors visiting NIEPMD other than for specific purposes encouraged to contact over phone and stopped at the entrance of the gate itself by the security guard.
- In response to PMO letter dated all the HOD's and HOU's directed to create awareness materials for various stakeholders from respective department. (Hand wash, Mask usage, Do's & Don't during COVID in special reference to MSJE letter dated 26th June 2020 and MHA letter D.O.No.1-137/2020-Mit-II, dated 18th May 2020.
- Staggering of office hours and roster for staff attendance, all the HOD's and HOU's requested to maintain a system.
- Based on the rounds performed by COVID committee inside S & P building an Office order dated 7th July 2020 was issued for strict practice of lunch hours and coffee breaks.
- Housekeeping staff instructed to work in isolation instead of group work with proper wearing of mask and gloves. Supervisor counselled in this regard for effective implementation.
- A single entry and exit maintained in the main S & P building for all the officers, staff and beneficiaries. Remaining exits were closed.
- NBER office functioning near girls' hostel shifted to main S & P building.
- Pathway leading to canteen backside of guest house closed for single entry.
- Housekeeping supervisor and staff instructed to ensure enough supply of soap, running water in washrooms
- Unused rooms in S & P blocks locked. Only upon the request of HOD's and HOU's to be opened by security guards.
- Two times sanitization (forenoon & afternoon) of the workplace, entry gate and frequently touched surfaces such as door knobs, lifts button, hand rails, washroom fixtures, practiced with the help of 16 litre automatic sanitizing machine. 4 machines were purchased for this purpose.
- Two housekeeping staff exclusively deputed for this purpose with two assistants to wipe the handle, table, railing etc. A separate room given for storing of equipment's. As a safety measure, gloves, cap, head shields were given to protect them from sodium hypochlorite.
- A demonstration session arranged for using the machine arranged by the vendor through S&P section for effective use and handling.
- Air conditioning maintenance staffs under outsourcing given specific instruction for maintaining the temperature between 24 -30 C. During monthly maintenance a complete cleaning advised with intimation to the concerned officer about the temperature maintenance henceforth.
- Common areas such as hostel, canteen, guest house, director's quarter and staff quarters were disinfected on every Saturday inside the campus.

SPECIFIC PREVENTIVE MEASURES FOR CANTEEN:

- Canteen operating inside the premises strictly instructed to follow physical distancing and wearing of masks, caps and gloves. Canteen contractor individually counselled regarding the urgency.
- Parcel services followed in Canteen and advised to follow sufficient distance during breakfast, lunch and dinner. Specifically with construction workers, security and students.
- Visited Kitchen staff inside the canteen and advised to follow social distancing.
- Moment of canteen vehicle procedure for drivers briefed for strict compliance.

SPECIFIC PREVENTIVE MEASURES FOR SECURITY GUARDS:

- Security guards provided with PPP equipment's, gloves, and masks. All of them strictly instructed to follow the instructions.
- Second gate exit and entry closed. Only gate no 1 put in practice.
- Floor in charges in S & P block, to supervise and ensure the safety measures, an Office order NIEPMD/Admin/Covid -19/ 2020, dated 8th July issued.

SPECIFIC PREVENTIVE MEASURES FOR CONSTRUCTION WORKERS:

- On 3rd July a meeting was called with JE – CPWD and site manger Mr.Ram Kumar, Teamate staff and COVID committee members. The following are the guidelines given;
 1. A single entrance for the construction workers
 2. Truck coming from other district to be fumigated
 3. Separate security guard to monitor the movement of construction workers
 4. Wearing of masks and gloves by the workers
 5. List of members staying inside the construction site
 6. Proper illumination of the construction site.
 7. Proper drinking water and neatness of the construction premises
 8. Due to complete lockdown –Sunday stopping of work
 9. A letter to CPWD for strict compliance and safety measures.
 10. New people entering to be restricted.
 11. Usage of single gate and registrar to be maintained.
 12. Once in 15 days a meeting with concerned construction officials
 13. Site visit with CPWD officials for ensuring safety norms

SPECIFIC OFFICE ORDERS & LETTERS:

- Vide ref NIEPMD/Admin.2 (33)/2020-21, dated 10th July 2020 an office order issued for action plan for COVID management from each department and units next 3 months.
- Vide letter NIEPMD/D/07/Ayush/20-21, dated 8th July 2020 Officer In-charge HRID, CCRH, Chennai issued a letter for providing their support for COVID-19 preventive measures.
- Vide ref NIEPMD/Admin. 2(33)/2020-21, dated 7th July 2020, Office order issued for preventive measures stated in SOP dated 4th July 2020.
- Vide ref NIEPMD/Admin/Covid-19/2020, dated 8th July 2020, Office order dated 8th July 2020, as floor in charges to supervise and ensure safety measures.
- Vide ref NIEPMD /Admin.2(25)/2020/ , dated 3rd July 2020 minutes of meeting of COVID prevention committee where in the entire campus divided in three zones gate – red, construction & canteen red, office – orange and staff quarters & Guest house – green zone. And subsequent action plan of action recorded.

Glimpses of Measures taken by NIEPMD for Prevention of COVID 19 Pandemic



Security Guard with PPA checking temperature at the Main Gate



Thermal Scanning Check and Hand sanitizer given to clients



Installation Automatic dispensing sanitizer in all departments



House keeping staffs disinfecting the entire NIEPMD campus at regular Interval



Shri.Nachiketa Rout, Officiating Director Inspecting various measures taken for Prevention of COVID 19 Pandemic