

UNIVERSITY OF JAMMU


ORDER

In continuation with this office order No. Estab./20/4495-5494 dated 01.09.2020 and surge in the COVID- 19 cases in Jammu city, it is hereby ordered that:

1. All employees shall **undergo a mandatory Rapid Antigen Testing** being organized by the University in collaboration with District Disaster Management Authority (DDMA) and Medical Officer in CMO office on Sept. 7 & 8, 2020 at Gymnasium Hall (Back side of Directorate of Sports & Physical Education) from 11.30 a.m. onwards. The status of Corona test reports can be collected by the employees from the office of Medical Officer, University Health Centre when these reports are made available to them by the District Testing Authority. Employees with corona negative test reports shall be required to show the same to the University security staff on demand, while attending their duties.
2. Employees are advised to proactively disclose their health status including fever/cough/sore throat/influenza like symptoms to their respective controlling branch head to ensure quick response for testing and isolation/quarantine. In case an employee tests Corona positive, he/she is advised to work from home and consult Medical Officer University Health Centre for further necessary guidance/action. These employees shall be allowed to resume work in their respective Offices/Sections/Departments only when they are declared Corona negative in their subsequent test reports. Any employee residing in the containment area/lane must inform the same to his/her supervisory officer and shall not attend the duties until such an area is denotified. Such employees are permitted to work from home. In all such cases, the concerned Office/Department shall resume its normal work after disinfection/sanitization is done as per protocols of State/ District health authorities and only employees with negative test reports shall be allowed to work.
3. **The rotational roster earlier applicable to Non-teaching employees, shall now apply to teaching employees also.** However, online teaching-learning from home as well as from department, admissions and evaluation would continue by the Departments. In case of emergency, the University Officers are permitted to devise their revised rotational work plan for staff with Corona negative test reports, so that there is no disruption in important administrative and academic works. Seating arrangement in the office to be made in such a way that adequate social distancing of at least one metre is maintained.
4. As far as possible, all meetings should be conducted in digital/online/virtual mode. The physical mode of meetings be restricted only to emergencies. Students/Scholars shall not be allowed in the Campus unless authorized by their respective controlling Officers/HoDs.
5. The entry of visitors to Departments or Offices shall be strictly restricted. To educate employees, posters/standees on preventive measures about COVID-19 shall be displayed prominently by their respective controlling Officers/HoDs/Medical Officer/DSW.

6. The generic preventive measures for the workplace like maintenance of social distancing, compulsory use of face covers/masks, frequent hand washing with soap, use of alcohol-based hand sanitizers, adherence to respiratory etiquettes, compulsory installation & use of Aarogya Setu App etc. should be strictly followed by all employees.

All are requested to adhere the aforesaid guidelines and assist the administration in making the Campus Corona free.


REGISTRAR

No. Estab/20/5845-5944

Dated: 07-09-2020

Copy to:

1. Special Secretary to the Vice-Chancellor for kind information of the Vice-Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/ Registrar/ Controller of Examinations/DCD/DDE/DIQA for information
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/I/c Librarian (Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University
6. I/c Administrator, General Zorawar Singh Auditorium
7. Sr. P.A. to the Joint Registrar (Finance/ DDE)
8. I/c Computer Centre / I/c University Website/Coordinator Campuses
9. Programme Coordinator(NSS)
10. All Wardens of University Hostels
11. All Dy. Registrars/SE/EXEN/ I/c Media Cell / Manager Guest House
12. Medical Officer, University Health Centre
13. All Assistant Registrars
14. Chief Security Officer
15. All Sections/Guard File
16. Manager Guest House
17. Security Officer
18. All Sections
19. Guard File