

**GUIDELINES FOR EMPLOYEES REPORTING FOR JOINING AT
AIIMS, BHOPAL**

6th July 2020

The purpose of this document is to provide guidelines largely based upon MoHFW (GoI) and Govt. of MP document guidelines for screening of employees reporting for joining at AIIMS, Bhopal during the current COVID-19 outbreak. The following guidelines are prepared keeping in mind that feasibility, applicability and practical aspects for restricting, screening, and testing of employee.

- All the employees reporting for joining at AIIMS, Bhopal should be not asked for Institutional confinement, instead they are advised for 7 days home quarantine subject to undertaking for self-monitoring of signs and symptoms COVID-19 like fever, dry cough, breathlessness etc. (Annexure-I)
- In case anybody develop these symptoms should immediately be screened for COVID-19 test at COVID screening OPD (AYUSH building) with information to their controlling officers.
- These employees should be permitted to join and should be tested for Covid-19 after 5th day of arrival (between 5-10 days, keeping in mind the limitation of testing lab).
- Only after receipt of negative report and completion of 7 days home quarantine period along with daily self-monitoring report, joining to active duty be permitted.
- All positive cases will be admitted and treated as per AIIMS, Bhopal policy for clinical management.
- Assistant Nursing Superintendent (ANS) is requested to make staggered schedule of Nursing officer for testing (day 5 onwards) to avoid burden on laboratory. For other employees, their controlling officer may be requested to coordinate testing of respective employees.
- It is also requested to Admin Officer to stagger the joining of new employees joining at AIIMS, Bhopal.
- Regarding testing of students, Dean, Academics will issue separate advisory in line with above guidelines.

Annexure I
Undertaking for Home Quarantine

I, the undersigned hereby declare that I have understood necessity of maintaining home quarantine. I have understood the protocol of home quarantine and declare that

1. I will stay in home by following appropriate distancing measures till 14 days.
2. I will avoid meeting friends, colleagues. In case of unavoidable circumstances will use face mask while meeting them.
3. **I will wash my hands frequently**
4. I will report to hospital authority if I develop any symptoms or any of my household member/s develop fever or other respiratory symptoms

Date

Signature

Name-

Designation-

Department-

Mobile Number-

Detailed Address of Home-

Annexure-II
Instructions for Quarantined people

1. To stay alone in separate rooms for the prescribed quarantine period.
2. Not to meet friends, colleagues, working staff in hostel. In case of unavoidable circumstances use face mask while meeting them.
3. **Hands should be frequently cleaned.**
4. **Daily clothes to be washed themselves and not to be given to laundry**
5. To report to hospital authority if any of their friends, hostel staff develop fever or other respiratory symptoms.