

Safety Guidelines for Head TA/TA of NRF in View of COVID-19

Characterization Facility

1. All TA must download Arogya app.
2. Self-declaration/undertaking should be submitted by head TA/TA online to the NRF Office. (nrf@physics.iitd.ac.in)
3. TA should follow the weekly roster very strictly for maintaining the social distancing. Maintain 6 feet distance in the lab. If any TA is found working in lab. apart from his/her schedule, strict action will be taken.
4. Users are not allowed inside the lab. Users will drop the sample in the NRF office and will discuss with TA on phone for their sample measurement.
5. Only one TA is allowed with the instrument in one room at one time.
6. Labs hours: 9:00 AM – 12:00 Noon and 3:00 PM – 5:00 PM. AC units in the characterization lab. may be shut down during this time period.
7. Automatic Sanitizer/Dispenser unit is installed outside the characterization lab. TA must use it before entering in the characterization lab.
8. All TA must wear mask all the time in NRF lab. N95 masks, gloves and face shields are available in NRF office. Temperature scanner is installed at NRF corridor and it is mandatory for all TA to record their temperature.
9. TA must use gloves inside the lab. for operating the equipment. After the use these gloves must be cut and thrown in the marked dustbin.
10. TA must clean the area around the equipment before and after the use of the facility. Small hand sanitizer is kept at the working instrument.
11. UV sanitizer unit kept at the NRF office for sample sanitization can be used with the help of NRF office staff.
12. Samples whose sanitization is not possible by UV must be kept at NRF office for one week before the measurement.
13. All doors of the characterization labs. will remain open during lab hours except optical dark room.
14. All biometric of the characterization lab. will be turned off.
15. Entry in NRF is from the gate near the lift and exit is from the opposite gate towards the NRF office.
16. Foods/Water is not allowed in the lab.
17. Measurement results will be sent by the TA to the user through e-mail.
18. If TA not feeling well then he/she should not come to the lab. and inform to NRF office.