

## **New Safety Guidelines for Head TA/TA of NRF in view of COVID-19 Fabrication 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](mailto:nrf@physics.iitd.ac.in))
3. TA should follow the weekly roster very strictly for maintaining the social distancing. Maintain more than 6 feet distance inside the clean room area. If any TA is found working in clean room apart from his/her schedule, strict action will be taken against him/her.
4. Only one TA is allowed with the instrument in clean room. Another TA is allowed with social distancing (Refer Instrument Weekly Roster Schedule).
5. Labs hours: 9:00 AM – 12:00 Noon and 3:00 PM – 5:00 PM.
6. Automatic Sanitizer/Dispenser units are installed outside the clean room. TA must sanitize before entering in the clean room.
7. All TA must wear mask all the time. N95 masks, gloves and face shields are available in NRF office. Temperature scanner is installed at the NRF corridor (Ground floor)/NRF office and it is mandatory for all TAs to record their temperature.
8. TA must clean the area around the equipment before and after the use of the equipment. Small hand sanitizer is kept at the working instrument.
9. UV sanitizer unit is kept at the NRF office. Sample sanitization can be done with the help of NRF office staff.
10. Samples whose sanitization is not possible by UV must be kept at NRF office for one week before the measurement.
11. The biometric of the clean room will remain turned off.
12. Entry in the clean room entry corridor is from the gate near the lift side and Exit is from the opposite gate next to the clean room.
13. Always use fresh clean room dress every time while entering to the clean room. Clean room dress will be issued after the registration in the NRF office.
14. Biodegradable polybag should be used for the multiple entries to the clean room in single day. TA should write their name on the polybag.
15. Used clean room dress in the polybag should be put in the carton near the washing machine, service corridor area of the clean room, first floor, NRF.
16. Experimental result will be sent by the TA to the user through e-mail.
17. If TA not feeling well then he/she should not come to the clean room and inform to NRF office.