

ACADEMIC AND ADMINISTRATIVE STAFF PRACTICES DURING PANDEMIC

- ✓ It is mandatory to always wear a mask and maintain a physical distance of 2 meters in offices and corridors.
- ✓ Avoid unnecessary visits to your colleagues' offices and do not touch other employee's keyboard, monitor, files, phone and other personal belongings.
- ✓ Remote screen sharing applications or software are used for any technical issue with IT or with colleagues.
- ✓ Having lunches in group(s) is forbidden. In case you like to have your meal in the food court, please have your lunch break at different timings.
- ✓ Frequently sanitize your office and hands.
- ✓ It is the employee's responsibility to clean his/her office and table. Cleaners are only allowed to clean the office floor and empty the trash bins.
- ✓ For tea and coffee, kindly help yourself in the kitchen.
- ✓ All staff are to pray in their respective offices.
- ✓ Avoid unnecessary visits to hospitals and clinics.
- ✓ Avoid staying at hotels, resorts and social gatherings.
- ✓ Avoid a visitor and employees meeting at AFU. We recommend only virtual meetings.
- ✓ During office hours, avoid leaving the campus and unnecessary outside meetings.
- ✓ Avoid coming to the office after direct contact with a COVID-19 patient/suspected patient or if you felt minor symptoms of fever and flu.
- ✓ Staff living at shared homes and using public transport are requested to take extra precautionary steps in case a roommate, flat mate or family member is a suspected patient, inform HR immediately and avoid coming to AFU.