

Indian Institute of Technology Delhi  
Industrial Research & Development Unit

No. IITD/IRD/M-96/

230303

Dated: 17/03/2020

**Sub.: URGENT ADVISORY FOR IRD GIRLS HOSTEL OCCUPANTS**

In view of the current COVID 19 epidemic, the Competent Authority as a preventive measure has decided that the occupants of IRD Girls hostel must vacate the hostel latest by 20<sup>th</sup> March, 2020.

It has been further decided that no fresh allotment of the IRD Girls Hostel Accommodation will be made till further orders.

This issues with the approval of the Competent Authority.

  
Assistant Registrar, IRD

**All occupants of the IRD Girls Hostel Accommodation**

**Copy for information & necessary action to:**

1. Dy. Registrar to Director's Office
2. Secy. to Dy. Director Operations
3. Warden (IRD Girls Hostel)
4. Security Officer
5. A.R. (IRD Accounts) /A.R. (Main A/cs.)
6. Secy. to Dean of Student Affairs
7. Secy. to Associate Dean (Hostel Management)
8. Secy. to Dean (R&D)
9. Secy. to Associate Dean (R&D)
10. Ms. Kalyani (Institute Caretaker):
11. Hostel Caretaker
12. Mr. Kapil Kumar (Estate Office):

with a request to ensure that the hostel is vacated by given deadline under intimation to the undersigned. Further, proper sanitization may also be ensured during the process pl.

# NOVEL CORONAVIRUS (COVID-19)

## GENERAL ADVISORY TO ALL IRD EMPLOYEES & VISITORS

(If any symptom is noticed in IRD Unit, report immediately to any branch officer)



The 2019 novel coronavirus (COVID-19) is a contagious virus that causes respiratory infection, can transfer from human to human.

### SYMPTOMS

- FEVER
- DIFFICULTY IN BREATHING
- COUGHING
- TIGHTNESS OF CHEST
- RUNNING NOSE
- HEAD ACHE
- FEELING OF BEING UNWELL
- PNEUMONIA
- KIDNEY FAILURE

### MODE OF TRANSMISSION

Human Coronavirus (COVID-19) most commonly spread from an infected person to other through:

- Coughing and sneezing
- Close personal contact, such as touching or shaking hand
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

### HOW TO REDUCE RISK OF CORONAVIRUS INFECTION (COVID-19)

- Clean hand with soap and water or alcohol based hand rub
- Cover nose and mouth when coughing & sneezing with tissue or flexed elbow
- Avoid close contact & maintain 1 meter distance with anyone
- Isolation of persons travelling from affected countries for atleast 14 days.

#### DO's

- Cover your nose and mouth with disposable tissue or handkerchief while coughing or sneezing
- Throw used tissues into closed bins immediately after use
- Frequently wash your hands with soap and water
- Avoid crowded places/big gatherings
- Person suffering from Influenza like illness must be confined to home
- Stay more than one meter distance from persons sick with flu
- Take adequate sleep and rest
- Drink plenty of water/liquids and eat nutritious food
- See a doctor if feel unwell (fever, difficulty breathing & cough). While visiting doctor, wear a mask/cloth to cover your mouth and nose.

#### DON'Ts

- Touching eyes, nose or mouth with unwashed hands
- Hugging, kissing and shaking hands while greeting
- Spitting in public places
- Taking medicines without consulting doctor
- Disposal of used napkin or tissue paper in open areas
- Touching surfaces usually used by public (Railing, door gates, etc)

Attachment