



No. GSFCU/HR/2019-20/1015

March 18<sup>th</sup>, 2020

**SUB:** Advisory Precautions to be taken against COVID-19 (Novel Corona Virus)

With reference to the above subject, recently Government has issued directives to the Education Department advising pre-emptive closure of teaching activities at Schools, Universities, Colleges, Research Institutes; Educational Centres etc. till **29-03-2020** or till further orders.

GSFC University is treating this as a major incident. Our top priority is always the health and safety of students, staff and those who make up our wider community.

With a view to combat and prevent the spread of COVID-19, it is recommended to follow **DO'S** and **DON'TS** by all the Students, Faculty and Staff members.

**DO'S:**

- Wash your hands for at least 20 seconds, several times a day (use soap and water or a hand sanitizer with at least 60% alcohol) before cooking or eating, after using the bathroom, after blowing your nose, coughing, or sneezing;
- Learn the symptoms, which are similar to-  
Fever/Flu  
Cough  
Shortness of breath;
- Avoid getting close contact with people who are sick. Maintain at least three feet distance between yourself and anyone who is coughing or sneezing;
- Cough or sneeze in the inner side of your elbow or a tissue, and dispose of the tissue immediately in a covered bin. (You should be doing this whether or not you suspect COVID-19 - you don't want to spread a common cold, either.)
- Practice "Social Distancing". Avoid large gatherings, gyms, clubs and crowd in poorly-ventilated spaces, including sitting in groups at canteens;
- Avoid all non-essential Domestic and all International travels;



- Take adequate sleep and rest, drink plenty of water/liquids and eat nutritious foods;
- Report any travel history in the past 28 days or contact with persons who have travelled to COVID-19 affected destinations through an online disclosure process;
- Seek help early if you have a fever, cough, and difficulty in breathing. Call your doctor to find out the protocol first, to make sure you won't spread the disease to others. While visiting doctor, wear a mask/cloth to cover your mouth and nose;

**DON'TS:**

- Do not touch your eyes, nose, and mouth. If you have somehow come into contact with the disease, touching your face can help virus enter your body;
- Shake hands while greeting;
- Spit in public places;
- Sneeze or cough into palms of your hands;
- Touch frequently touched surfaces such as doorknobs, switches, desktops, hand railings etc. if needed, you should wash your hands or be sanitized;
- Do not dispose used napkins or tissue paper in open areas;
- Do not wear a mask unless you're sick. Masks help protect others from catching the virus, but wearing one when you're healthy won't do much;
- Spread rumours or panic;

For the purpose of Health and Safety of all the University Students and Employees, all are hereby directed to follow the laid down precautionary measures at their end to escape from the transmission of COVID-19.



**GSFC**  
**UNIVERSITY**  
EDUCATION RE-ENVISIONED

We want to reassure you that we are doing all we can do to plan for all possible circumstances and as situation changes we will keep you updated with further action you may need to take.

*S P Bhatt*  
*mar 15, 2020*

**S P Bhatt**  
**Director (Admin)**

**To,**

All Students, Faculty members and Staff members, GSFC-U

**Copy to:**

1. President's Office, GSFC University: for kind information please.
2. Provost's Office, GSFC University
3. Deans/Associate Deans, GSFC University
4. Registrar's, GSFC University
5. Director-Campus & Dy Director (Administration), GSFC University
6. IT Department, GSFC-U (For Circulation & upload on website portal)