

## COMMUNICATION

AMRITA:SOE:DOE:08/2020/6

Date: August 27, 2020

Subject: COVID-19 CELL Task Force - Reg

It has been a daunting time for all trying to cope up with the unpredictable spread of COVID-19 pandemic. The pandemic may slow us down, but should not stop us from moving ahead with our academic and administrative work. However, it is absolutely important that we maintain a safe and secure working environment, and not compromise on our health and well-being.

In order to Stay Safe, a “COVID-19 CELL” has been constituted with the following members:

1. Dr. S Mahadevan – Chairman
2. Colonel (Dr) P N Kumar- Member
3. Dr Nisha Girish- Member
4. Colonel R Arun - Member
5. Dr K Bagavinar - Member
6. Mr. M Sreevalsan - Member

Roles and Responsibilities of “COVID-19 CELL” Task Force:

1. Publish a standard operating procedure for movement of:
  - a. Faculty, staff, students, residents and visitors into and out of the campus
  - b. Residents returning to the campus from within state and out of state in compliance with local government regulations/guidelines
2. Implementation of “Standard Safety Protocols” to be followed by everyone visiting the offices, labs and other general areas inside the campus. Safety protocol should be:
  - a. Displayed in prominent places inside the campus
  - b. Published in intranet for access by everyone
3. Documented procedure in case someone is infected with COVID-19 inside the campus
4. Ensure availability of adequate isolation and quarantine facility inside the campus complying with safety protocols
5. Implementing adequate sanitizers in key areas where there is significant movement of personnel
6. Maintaining a comprehensive list of people visiting the campus with detailed log of entry and exit time

7. Members of the "COVID-19 CELL" and emergency contact numbers to be displayed in all prominent locations inside the campus

"COVID-19 CELL" may make appropriate changes to the operating procedure depending on the situation at hand.

Would like to thank the COVID-19 CELL members for volunteering to keep us all "SAFE". Together, we can keep the campus Safe.



Dr. Sasangan Ramanathan  
Dean - Faculty of Engineering

**DR.SASANGAN RAMANATHAN**  
**Dean - Faculty of Engineering**  
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To:

All Department Heads, Faculty and Staff of Coimbatore Campus

Cc:

Registrar; Director, CIR; Director, HR; Br. Mathrukripamrita Chaitanya; Br. Vishrutamrita Chaitanya; Br. Nikileshamrita Chaitanya; Br. Maheshwaramrita Chaitanya; Br. Gangamrita Chaitanya; Br. Harikumar; Br. Mohan

For Information:

Pro-Chancellor's Office; Vice-Chancellor's Office