



ANNA UNIVERSITY

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REGISTRAR

Lr.No. 300/PD4/Misc/2020.

Date : 26.05.2020

To

All Faculty Members & Staff
Anna University,
Chennai - 600 025.

CIRCULAR

- 1) In the context of resuming operations POST COVID lockdown, the Standard Operating Practices (SOP) document for the operations of the University and its Departments has been prepared and uploaded in intranet URL:10.1.6.152/covid19sop.pdf
All are requested to go through the document and follow scrupulously the guidelines as the spread of COVID-19 is rampant everywhere.
- 2) The Unit Officers are requested to kindly form necessary TASK FORCES to implement the procedures (within Department) outlaid in the document. It is to be noted that within the building except toilet cleaning, overhead tank cleaning and corridor disinfection all other works have to be taken care of by the unit officers appropriately.
- 3) It is strictly advised to maintain social distancing at all levels / places and contexts. Faculty & Staff are to avoid going to the rooms of others and office rooms by using intercoms.
- 4) In attendance signing places avoid crowding and the Staff / Faculty (i/c) may stay away to avoid violating social distancing norms.
- 5) Faculty / Staff are also advised to avoid visiting University office sections / officials. Instead use the intercom and send documents through e-mail only with scanned signatures. However financial bills may be sent through hardcopy.
- 6) Office sections of Departments and University are advised to maintain social distancing by restricting the entry of personnel according to the space availability.
- 7) Every individual is requested to Co-operate in all these measures by keeping their hands well sanitized and by wearing masks appropriately.

Thanks for your co-operation.

P.S. HODs and Directors of centres are requested to inform the same to all staff under their control.


REGISTRAR