



INDIAN INSTITUTE OF TECHNOLOGY – ROORKEE

## Safety Guidelines for Consignment Delivery Through Logistic/Transport Vehicle

The entire world is fighting with the Pandemic, the Corona virus (Covid19) and so far, no medicine has been produced. In this state, safety precautions are the biggest weapon to protect against corona. Therefore, the following points should be taken care of in order to accept and unload any consignment in the campus.

- I. Use of **Aarogya Setu app** by all on IITR Campus is strongly recommended. The security team will check the current status being told by the “Aarogya Setu” app installed in mobile of all the people, those will be accompanied with the transport/logistic vehicle. Entry will be allowed only when it shows infection risk on home page as **"You are safe" (in Green Colour)**.
- II. Person without **Aarogya Setu** app in his/her mobile will not be allowed to enter the campus. Therefore, it should be ensured that the Aarogya Setu app is installed in the mobile of the upcoming logistic team members.
- III. Everyone must wear **face mask** at all times.
- IV. Spitting on public places inside the campus will be strictly prohibited (a punishable offence under the Disaster Management Act).
- V. On arrival of the transport/logistic vehicle, **thermal scanning** of each person will be done by the Security team. In any case, if the temperature exceeds the defined limits, the entry will not be granted by the security team.
- VI. After transport/logistic vehicle arrive at campus gate, it would be mandatory to disinfecting the entire vehicle properly. Without this entry of the vehicle will be not allowed.
- VII. After Disinfection, let the vehicle stand for three hours.
- VIII. Take confirmation/undertaking from the logistic company/remitter company ,that he will adhere all the guidelines issued by local administration and his all employees sent at site are healthy in all ways and does not belongs to any declared containment zone (Covid19) belongs to local district, other districts (inside Uttarakhand) or any other states.
- IX. In any case, the driver of the vehicle and the accompanying helper will have to stay inside the cabin. In any unavoidable situation, if both are required to get down, then in this situation special care should be taken to observe the social distancing (6 feet’s every time), use of masks by them as well as by others.

- X. Following the point no-I,II,III & IV, the logistic/transport vehicle will be allowed to enter the campus. It will be taken directly to the predetermined unloading point at respective department. Security personal will escort the vehicle to the location and all the time availability of security personal must be there, so that to have close watch and prevent unnecessary movement of the persons traveled with the vehicle. Security personal will ensure that the vehicle will move out from the campus safely after unloading.
- XI. Adherence of social distancing & use of face mask are mandatory for all.
- XII. It is recommended to driver & helper to sit inside the cabin of vehicle till unloading of consignment is not done. In the event of the arrival of a dedicated team with the vehicle, it should be ensured that the team / member of the Concern Department of the Institute follows the social distance and maintain a proper distance from the team from outside.
- XIII. According to the size and weight of the consignment, it will be mandatory to make a lifting and unloading plan. For example, using the unloading tool according to the size and weight of the consignment, the right tool for lifting and unloading according to the weight of the consignment (i.e. chain-tack, wire rope sling), unloading point, movement path and safe storage area.
- XIV. At any stage, the members accompanying the vehicle will not be allowed to stay inside campus. After unloading that consignment, everyone has to move outside of the campus.
- XV. In any case for installation of received consignment, if the presence of service engineer / skill person is required and can't be eliminated (send by remitter) then below points needs to be taken care for safety-
  - i) If the installation engineers/skill persons nominated for the machine installation is from a local office in Uttarakhand, then it will be mandatory to ensure that they are not a resident of any Covid19 containment Zone.
  - ii) In case installation engineers/skill persons came from any other states or any movement history from high load Covid19 affected states/cities. Then the installation engineer will have to follow the guidelines of the quarantine issued by the Uttarakhand Government and be quarantined for the days as instructed by the CMO (IIT Roorkee).

Or

- iii) The installation engineers/skill persons coming from other states, needs to share RT-PCR negative test report (from ICMR authorized Labs) to safety & security office, report should not earlier than 72 hours from time of arrival reflecting Covis-19 negative report (Uttarakhand G.O 447/USDMA/792 (2020),17th July'2020).After this he/she will be allowed for entry into campus & such people shall be exempted from being quarantined.

XI. It would be mandatory to sanitize the movement path and storage area after the consignment is unloaded and stored. After that the storage area should be closed for three days & during this time, the movement of any person will be prohibited.

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