

## Safety Guidelines for Courier delivery service/Material vehicle/Delivery vehicle

1. Disinfecting of entire vehicle (for any consignment/carrier vehicle), without this entry will be not allowed.
2. After Disinfection, let the vehicle stand for 3-hours after disinfection.
3. Courier service boys will be allowed only up to the Institute gates only.
4. Recipient/owner of the consignment will have to collect it directly from courier boy.
5. In case of outside material vehicles, one security personal will escort the vehicle and will keep a close watch until the vehicle goes out of the campus after unloading. Till all the time, driver and helper will have to remain sated inside the vehicle cabin only.
6. No unwanted movement of driver or other person came with vehicle inside the campus are allowed.
7. All the activities of unloading of material will be done with defined persons only and after unloading vehicle will move out of the campus. No other person involvement allowed.
8. The driver shall be provided hand gloves, Face mask, Face Shield and its use all the time.
9. Person looking after all the activity shall maintain safe distance of 6-feets (Social distancing).
10. After unloading, the vehicle will move out of the campus and security personal will escort it till exit gate.
11. Sanitization of entire area shall be ensured by concern department/area owner where unloading has been done. In case of office or building area, recommended to close the building for 3 days & during this no man movement should be allowed in the area.
12. In the event of bringing home items inside the campus from outside (from own or delivery vehicle), it is necessary for owner to ensure to take care of below points :
  - I. Ensure disinfecting of the vehicle.
  - II. Before the delivery vehicle arrives, provide prior communication to Dean-Infrastructure and the Security department. It is recommended to provide communication one day before. It will provide ample time to sanitization and security team and avoid inconvenience to owner i.e. availability of sanitization team & security personal.
  - III. One security personal will escort the vehicle and will keep a close watch until the vehicle goes out of the campus after unloading.
  - IV. It will be the responsibility of the owner to lift the goods from the vehicle by himself by the persons who accompany the vehicle with full safety. Ensure use of mask & gloves by all persons.
  - V. After unloading the items, owner shall keep it in a safe place in his house, sanitize it (by mopping or spraying process), avoid touching & leave it for 24 hours.
  - VI. If the goods are being brought by your personal vehicle then in this, keep it in a safe place in your house, sanitize it (mopping or spraying process), avoid touching & leave it for 24 hours. In this situation no security person will escort the vehicle and will be whole sole responsibility of the owner.

**Note- Avoid going to the market or public place if not very important. This is for you, your family and ours safety**