



**Pandit Sant Ram Govt. Degree College  
Baijnath**

**COVID-19 GUIDELINES FOR STAFF/  
STUDENTS/ VISITORS OF  
PSR GDC Baijnath.**

## Symptoms of COVID-19

The most common symptoms of COVID-19 *are fever, tiredness, and dry cough*. Some patients may have *aches and pains, nasal congestion, runny nose, sore throat or diarrhea*. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.

### GUIDELINES TO PREVENT THE SPREAD OF VIRUS

1. Discourage, to the maximum extent, entry of visitors in the office complex. Only those visitors whom have proper permission of the officers who they want to meet, should be allowed after being properly screened at the reception
2. Proper cleaning of Cafeteria/ Canteen should be ensured by the Housekeeping Supervisor.
3. Meetings, as far as feasible, should be done through video conferencing/Skype. Efforts should be made to minimize or reschedule meetings involving large number of people.
4. Avoid non-essential travel.
5. Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible. E-modes be preferred.
6. Sanitizing of handles etc. of doors be done four times a day.
7. Ethanol sprays are being placed near all doors in college, so that the same may be used for sanitization.
8. All officials are advised to take care of their own health and look out for respiratory symptoms/fever. If feeling unwell, should leave the workplace immediately after informing reporting officers. Please observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL:  
  

**[mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf](https://mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf)**
9. Anyone with illness/ symptoms should take complete rest at home.

**Secure yourself against the spread of COVID-19 by availing the free vaccination drive run by Govt. of Himachal Pradesh.**

**SOME ADDITIONAL DO'S & DON'TS HAVE ALSO BEEN PRESCRIBED  
IN REFERENCE TO THE ADVISORY ISSUED BY THE DBT AND DoPT,  
GOVT. OF INDIA**

**DO'S**

- To maintain personal hygiene and social distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissue into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, running nose, sore throat, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number 104 or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

**DON'TS**

- Shake hands
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumors or panic.

**“Be Informed, Be Prepared, Be Smart, Be Safe, and  
Be ready to fight COVID-19”**