

National Institute of Pharmaceutical Education & Research (NIPER)
Sector-67, SAS Nagar (Mohali), Punjab - 160062

Policy regarding Home Quarantine

A. Scope:

As the whole world is fighting against epidemics of COVID-19, the NIPERians shall also be vigilant enough to tackle the present situation and to follow necessary safeguards to achieve zero case of COVID-19. Recently, various intimations/requests are being received from the employees to bring back their family members/servants/maids who were struck at various places due to national lockdown and to keep the employees and their families safe from the threat of Novel Corona Virus, there is a necessity to frame a policy to tackle with the present situation. Therefore, the subject policy is being framed in the interest of the employees/outsource staff/their families and in the interest of Institute with regards to home quarantine of such cases, and is based on instructions issued by MH&FW, Gol. This policy shall also be applicable to the existing applicants.

B. Conditions for Home Quarantine:

- i. The employees/their family members/ servants/maids coming from other districts/states and are advised home quarantine by the Medical/Local administrative Authorities.
- ii. The employees/their family members/ servants/maids coming from other districts/states and are directed home quarantine by the NIPER Authorities.
- iii. The employees/their family members/servants/maids coming from other districts/states and they themselves go into home quarantine as a precautionary measures.
- iv. In all above cases, the whole family of the employee including their maid and servants are required to follow the home quarantine procedure.

All matters shall be considered in light of different zones marked by MoH&FW/MHA/State Authorities from time to time.

C. Duration of home quarantine:

The home quarantine period is for 14 days for all categories, as mentioned at Point No. B above, or as advised by the Medical/Local Administrative authorities, whichever is later.

D. Instructions for contacts being home quarantined:

The home quarantined person should:

Stay in a well-ventilated single-room preferably with an attached/separate toilet. If another family member needs to stay in the same room, it's advisable to maintain a distance of at least 1 meter between the two.

- i.** Needs to stay away from elderly people, pregnant women, children and persons with co-morbidities within the household.
- ii.** Restrict his/her movement within the house.
- iii.** Under no circumstances attend any social/religious gathering e.g. wedding, condolences, etc.

He should also follow the under mentioned public health measures at all times:

- i.** Wash hand as often thoroughly with soap and water or with alcohol-based hand sanitizer
- ii.** Avoid sharing household items e.g. dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people at home. Wear a surgical mask at all the time. The mask should be changed every 6-8 hours and disposed off. Disposable masks are never to be reused.
- iii.** Masks used by patients / care givers/ close contacts during home care should be disinfected using ordinary bleach solution (5%) or sodium hypochlorite solution (1%) and then disposed of either by burning or deep burial.
- iv.** Used mask should be considered as potentially infected.

- v. If symptoms appear (cough/fever/difficulty in breathing), he/she should immediately inform the nearest health centre.

E. Instructions for the family members of persons being home quarantined:

- i. Only an assigned family member should be tasked with taking care of the such person,
- ii. Avoid shaking the soiled linen or direct contact with skin,
- iii. Use disposable gloves when cleaning the surfaces or handling soiled linen,
- iv. Wash hands after removing gloves,
- v. Visitors should not be allowed,
- vi. In case the person being quarantined becomes symptomatic, all his close contacts will be home quarantined (for 14 days) and followed up for an additional 14days or till the report of such case turns out negative on lab testing.

F. Environmental sanitation:

- i. Clean and disinfect frequently touched surfaces in the quarantined person's room (e.g. bed frames, tables etc.) daily with 1% Sodium Hypochlorite Solution.
- ii. Clean and disinfect toilet surfaces daily with regular household bleach solution/phenolic disinfectants.
- iii. Clean the clothes and other linen used by the person separately using common household detergent and dry.

G. Leave provision for quarantine period:

- i. If home quarantine is advised by the medical authority, the employee may apply for commuted leave for the quarantine period.
- ii. If any employee goes in self quarantine as a precautionary measure, he/she has to apply for leave due and admissible for quarantine period.

- iii. If Competent Authority directs any employee for home quarantine as a precautionary measure, he/she may be allowed to work from home and quarantine period may be treated as duty. Permission to work from home will be granted by the Competent Authority only on specific conditions depending on the necessity of joining of the new member i.e. family members/ servants/maids and will be dealt on case to case basis.
- iv. In all cases, Medical Clearance certificate from the Government hospital is obligatory.
- v. As far as outsourced staff is concerned, their cases will be dealt on production of home quarantine certificate issued by the Local Administrative/Medical Authorities.

H. Self declaration:

- i. As a precautionary measure, all the employees and outsourced staff are required to submit self declaration stating that he/she will intimate the authorities in advance if any family member/relatives/servants/maids joins him/her.
- ii. Also the area/zone from where family member/relatives/servants/maids are coming to join him/her.
- iii. He/She will get the medical clearance from Government Hospital for family member/relatives/servants/maids joining him/her and will submit a copy of the same to the Institute.
- iv. He/She will follow all the guidelines w.r.t. COVID-19 issued from Government/ Institute from time to time.

I. Conclusion:

All employees should show self responsibility in the scenario of Corona virus epidemics and shall follow all the guidelines issued from the Government and Institute in letter and spirit and are expected to guide their family members also in their own interest and in the interest of the Institute.

Note -This policy is issued with the approval of the Director, NIPER, SAS Nagar

Self declaration

I,, hereby declares as under:

1. I will intimate the Institute in advance, if any family member/relatives/servants/maids is likely to join me at my residence.
2. I will also intimate the area/zone from where my family member/relatives/servants/maids are coming to join me.
3. I will get the medical clearance from Government Hospital for family member/relatives/servants/maids joining me and submit a copy of the same to the Institute.
4. I will follow all the guidelines w.r.t. COVID-19 issued from Government/ Institute from time to time.

Signature - _____

Name of employee/outsourced Staff - _____

Date: _____