



Office of Director Administration

# Shaheed Benazir Bhutto University

Sheringal, Dir Upper, Khyber Pakhtunkhwa Pakistan

Office: 092-944-885570

Ref. No: SBBU/Adm /20-

Date: 26-11-2020

Subject: NOTIFICATION REGARDING COVID-19.

In pursuance of the directions of NCOC, Govt of KP, and keeping in view the trends of repaid spread of COVID-19 cases, the competent authority is pleased to notify the following for strict compliance to control the potential outbreak of the pandemic:-The instruction regarding "No face mask No entry" shall be strictly observed by all the officers, officials and visitors.

1. Arrangements have been made at the entrances to check temperature of all officers/ officials and visitors and no body shall consider themselves exempted.
2. Entry of visitors shall be restricted. All visitors shall be provided opportunity to discuss the matters/ cases on telephone /mobile and may be allowed entry, if essential. All such visitors shall preferably be dealt at reception desks by the concerned hands.
3. The offices shall be run with the presence of minimum staff to perform important tasks. Non-essential staff and those facing health issues like Flu, Fever and Cough, Cardiovascular diseases, respiratory problems, kidney and liver diseases, diabetes, sneezing and muscular pain etc. shall work from home.
4. Each Department shall chalk out a strategy to continue official work with minimum staff possible.
5. Intra and inter-offices meetings or discussions shall be avoided and shall preferably be held on Videocon, speaker phone or other electronic means. Meetings, if convened at all, shall ensure distance of at least two meters among seats of those attending.
6. Ceremonies and other gatherings shall be avoided.
7. Social distancing shall be observed and traditional greetings such as hugs and handshakes shall be avoided in the offices and interacting with the visitors.
8. It is advised that touching Door knobs and Railings. shall be avoided wherever possible. However, disinfections should be sprayed on the places of physical contact. Sanitizers and other disinfections shall be placed in offices. Commonly used facilities like towels and other accessories in public lavatories shall be avoided.
9. Precautions shall also be taken while using office equipment like Computer Keyboards, Mouse, Fax Machines, Scanners, Telephones etc. and gloves shall be used by personnel using them.
10. SOPs, instructions and other recommended health related precautions issued by the concerned authorities on prevention of COVID-19 from time to time shall be observed in letter and spirit.

Stay safe by observing safety protocol!



Focal Person COVID-19

SBBU Sheringal

Cc:

Ps to Vice Chancellor

Ps to Registrar

Treasurer

All HoDs, Teaching/ Administrative Dep

Web In-Charge

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