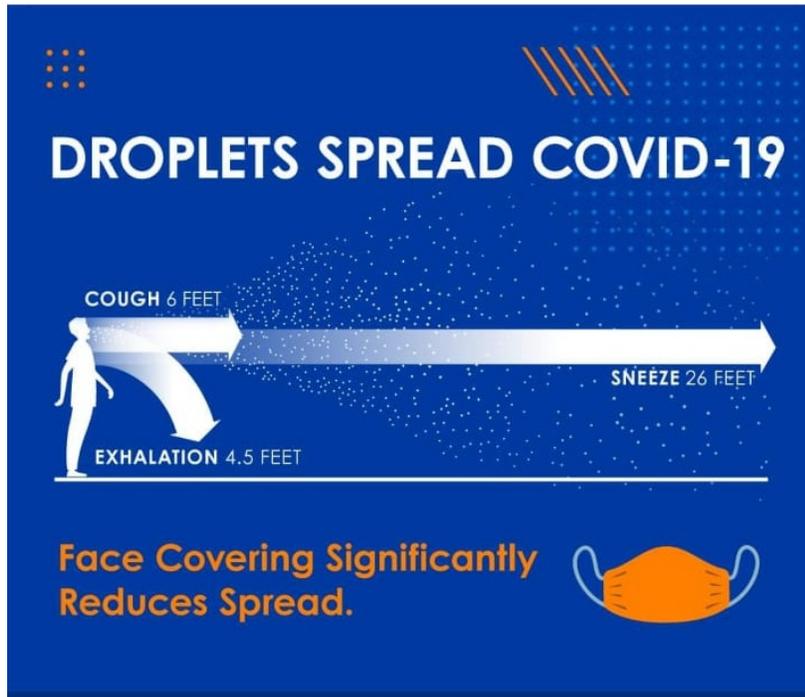


## SKM LAB COVID PROTOCOL



The COVID 19 pandemic will be remembered as a world-shattering event. Recently World Health Organization (WHO) warned that there would be no magical solution to this virus. Historically we could not produce vaccine against every virus we encountered, say take an example of HIV. No doubt this will change the entire world by changing our social and economic behavior. Eventually, we are transforming from pre- to post-coronavirus world and we have to learn how to live with this virus and with this spirit Govt. of India started Unlockdown. 2.

SKM Lab is slowly resuming its research activity and to sustain such activity in the long run all of us have to strictly follow COVID protocol. This document guides COVID protocol of SKM Lab.

1. The use of mask is compulsory for every member of the group. While entering the lab you must sanitize your hand, put on a new pair of gloves. Also try not use the elevator, use staircase to minimize contact with others.
2. Every time you go out of lab you must repeat the process as described under point no 1.
3. A maximum of four group members will be allowed per shift.
4. All literature noting/ computational work should be carried out at home. Literature noting rules as per our policy will be followed, and is subjected to inspection.
5. To reduce the risk of getting infected with coronavirus, try to minimize contact with members of other research group. Members of other research group will not be allowed to enter our lab except permission by PI. You are expected to deal with them from the corridor in case required.,
6. Anupam will be instructed to clean and sanitise the general work place. Anupam's work schedule will be 5.30 AM to 9.30 AM and 1.00 pm -5 pm everyday and on Sunday it will be from 7.00 am-8.00 am and 4 pm -6 pm.
7. Bringing laptop is not necessary to lab, you can use the lab desktop as only few users will be there per shift. Use the lab time for efficient bench work.
8. Sanitise the gloves and glass window of the glovebox before and after its usage. Also please sanitize any other common instruments/materials you are using such as Rotavapor, solvent distillation, oven, liquid nitrogen can etc.
9. Every group member should keep a record of every member or non-member individual interacted with during their work shift.

10. Group members are discouraged to take part in group sports such as Cricket, Football etc, if you want to play you have to inform your other lab members and PI.

11. If possible, students should carry their own wiping cloth and hand sanitiser to minimize contamination from surface.

12. Hand sanitiser is must when you enter PI's office.

13. **Work Schedule** : The schedule is to be maintained strictly unless granted by the PI otherwise. The night shift can continue beyond the scheduled hour provided two of you are present , however the day-shift has to be closed by the time mentioned.

	6:00 AM-1:00 PM	2:00-9:00 PM
MONDAY	Nimisha, Sreejyothi (CARBENE) Swagata, Rajendran (PLY)	Ananya, Jasimuddin, Soumi, Paramita (PLY) Arpan, Subir (CARBENE)
TUESDAY	Nimisha, Sreejyothi (CARBENE) Swagata, Rajendran (PLY)	Ananya, Jasimuddin, Soumi, Paramita (PLY) Arpan, Subir (CARBENE)
WEDNESDAY	Nimisha, Sreejyothi (CARBENE) Swagata, Rajendran (PLY)	Ananya, Jasimuddin, Soumi, Paramita (PLY) Arpan, Subir (CARBENE)
THURSDAY	Nimisha, Sreejyothi (CARBENE) Swagata, Rajendran (PLY)	Ananya, Jasimuddin, Soumi, Paramita (PLY) Arpan, Subir (CARBENE)

FRIDAY	Nimisha, Sreejyothi (CARBENE) Swagata, Rajendran (PLY)	Ananya, Jasimuddin, Soumi, Paramita (PLY) Arpan, Subir (CARBENE)
SATURDAY	Nimisha, Sreejyothi (CARBENE) Swagata, Rajendran (PLY)	Ananya, Jasimuddin, Soumi, Paramita (PLY) Arpan, Subir (CARBENE)

**Please note:** Sunday will be working day for one group (Ananya,  Jasimuddin, Soumi, Paramita, Arpan, Subir, Amit) or (Swagata, Rajendran, Nimisha, Sreejyothi, Bhagat) from 9:00 AM to 4:00 PM. Alternate group will be working on every Sunday.

**Important Note:** Also each member will keep some time available daily for common lab related work/management/professional assistance other than this shifting hours. So that (S)he will make time as and when will be required/instructed by the PI. Each member will keep their weekly presentation ready by Sat. day each week so that, (S)he can be asked for weekly presentation on very short notice one to one. Each week (either on Sat. Day or Sunday), there will be one common logistics meeting and presence of every member is mandatory.

12. The concerned person involved with the engineer or any repairing person visit, must in inform the day and time to the COVID Coordinators and PI. COVID coordinator will circulate such news to

other members and you must maintain minimum 7 ft distance (social distancing) from such outsider.

13. Violation of above rules will lead to Rs.1000 /- fine and two days suspension.