

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

ROC No:192/SO/2020

Dt:19.06.2020

CIRCULAR

In view of the drastic increase in number of COVID -19 cases in the State of Andhra Pradesh, more particularly in the Districts of Krishna and Guntur and due to the increase of Containment Zones in the cities of Vijayawada and Guntur, the following Guidelines are issued for Officers and Staff of the High Court of Andhra Pradesh:

1. All the Officers and staff working in the High Court shall invariably stay in the headquarters. No officer or staff shall leave the headquarters without prior permission of the Registrar General on showing special circumstances. Otherwise, it shall be viewed seriously.
2. In case any Officer or staff member goes out of the State by taking prior permission, such employee shall invariably undergo quarantine immediately on his/her return before resuming work on their risk.
3. All the Officers and staff shall after office work go to their respective homes and stay safe and shall not leave their homes, except for basic necessities such as vegetables, groceries, medicines etc. However, if any Officer or staff member has to leave his/her house for any other purposes, such purpose shall be intimated in advance to their respective Controlling Officers. Any meetings or visits to any places, on any purpose are strictly prohibited.
4. All Officers and staff members of the High Court, Police, Security Staff and visitors shall be allowed entry into the premises of the High Court after thermal screening at the Entry point and only if using prescribed face covers/masks and shall continue to wear them.
5. If it is found that any of such person is having temperature or primary COVID-19 Symptoms, entry into the Court precincts shall not be permitted, and the names and cell phone numbers

shall be recorded and immediately be submitted to the Registrar (Management).

6. All the staff members are supposed to wear face covers/masks all the time and no face cover/mask/glove shall be thrown or left in the corridors or office rooms or within the precincts of the High Court under any circumstances and they shall be placed only in the dustbins meant for that purpose.
7. All the Officers and staff members including Drivers shall maintain mandatory social distancing in accordance with the guidelines/advisories already issued and which may be issued from time to time by the Central and State Governments during their travel to Office and back to their homes and also while working in the Office.
8. In case of any health issues relating to COVID-19, it shall be immediately informed to the Controlling Officer concerned for information.
9. Gatherings in the corridors and Sections, including during lunch time, except when the official work warrants, are strictly prohibited.
10. All staff members shall invariably wear their identity cards. No staff member shall leave their seat on the pretext of going for tea, snacks etc., during office timings. If any staff member is found not in seat during office hours except for lunch or on office work, disciplinary action will be initiated against such employee. The respective Controlling Officers shall maintain movement register and record the movement of the staff members under their control. The security personnel deployed at each access control point shall regulate the movements of staff members during office hours and if they come across any staff member roaming around and outside the premises, it shall be immediately reported to the concerned controlling Officers or to Protocol section.
11. All the air-conditioners shall be maintained in the temperature in the range of "24-30" degrees centigrade, whenever used.

12. The Officers and staff members residing in the containment zones shall inform in writing to their respective Controlling Officers of the factum of their residence being in such zone.
13. It shall be ensured that only limited number of persons are permitted in lift/elevator maintaining social distancing for any purpose.
14. Effective and frequent sanitization within the premises including all chambers, court halls, sections, meeting halls, lavatories, hand-washing areas, water-supply areas in the entire High Court building shall be made in consonance with the guidelines/advisories of the Governments in that respect, without causing any inconvenience or hindrance to any office work. Frequently-touched surfaces such as door-knobs, elevator buttons, hand-rails, benches, washroom fixtures etc., shall be regularly disinfected using 1% sodium hypochlorite solution as advised by the Government guidelines/advisories in this respect.
15. Spitting at any place within the premises of the High Court under any circumstances is strictly prohibited.
16. Drivers shall ensure that the interiors of the vehicles such as seats, steering, door handles, keys etc., are sanitized using 1% sodium hypochlorite solution, as frequently as mandated.
17. It is important to note that since prevention of COVID-19 is the need of the hour and of paramount importance and essential, every Officer and staff member shall maintain self-imposed restrictions and self-discipline, in order to contain and prevent the spread of COVID-19.
18. If any staff member has any suspicion of having COVID-19 symptoms, it shall immediately be informed to the concerned Controlling Officer in writing, who shall in turn intimate the same in writing to the Registrar General or Registrar (Administration). Concealing of any such information will be taken serious note of.
19. There shall be no crowding in the Court corridors. In keeping with the Government advisories, CRDA shall mark circles on the corridors. A person may stand in the corridors within such circles or may use the corridor as a passage, but persons should

not remain in the corridor unless within a circle or for merely passing through.

20. Staff/waiters while serving food in the canteen shall wear reusable masks and hand gloves.
21. Controlling Officers of all the Sections shall ensure availability of hand sanitizers and liquid hand wash in their respective Sections for frequent hand sanitization and hand wash.
22. Officers and Staff shall maintain respiratory etiquettes i.e. covering mouth and nose with tissue/handkerchief/flexed elbow and dispose of used tissues properly.
23. Officers and Staff of the High Court and visitors shall maintain 6 feet distance while queuing for entry in the entrance.
24. Required precautions while handling supplies, inventories and goods in the office shall be ensured.


I/c. REGISTRAR GENERAL 19/6/20

To

- 1) The Prl. Secretary to the Hon'ble the Chief Justice (with a request to place the Guidelines before the Hon'ble the Chief Justice for His Lordship's kind perusal)
- 2) All the P.Ss to the Hon'ble Judges (with a request to place the Guidelines before the Hon'ble Judges for their Lordships' kind perusal).
- 3) All the Registrars, High Court of Andhra Pradesh.
- 4) The Registrar (IT-cum-Central Project Coordinator), High Court of Andhra Pradesh [with a request to instruct the concerned to place the Guidelines in High Court's website]
- 5) All the Officers, High Court of Andhra Pradesh.
- 6) All the Section Heads, High Court of Andhra Pradesh (to circulate the Guidelines among the staff under their control).
- 7) The Overseer, High Court of Andhra Pradesh (to circulate the Guidelines among the staff under his control).