

ST. JOHN'S NATIONAL ACADEMY OF HEALTH SCIENCES

BANGALORE 560 034



No. DIR/ON-1/05/2020

20 March 2020

OFFICE ORDER

As part of our efforts to combat the Corona Virus threat and in keeping with the directives of regulatory authorities, the Executive Committee has decided to take the following measures with immediate effect. This Order is effective till 31st March 2020, unless otherwise indicated. Further instructions, if any, will be issued on or before 31 March 2020. Please check St. John's Website periodically for updates.

1. All offices of St. John's Medical College will remain closed till 31 March 2020, except for the Lab Services essential for the Hospital. The online lectures will continue as announced.
2. St. John's Research Institute will remain closed till 31 March 2020. The Research Institute Cafeteria will remain open.
3. St. John's College of Nursing and Nightingale Hostel will remain closed till **19 April 2020**.
4. The Directorate and offices in the Directorate (Finance, Purchase, Project and Legal offices) will remain closed till 31 March 2020. The Director and Associate Directors will, however, be available on phone for any emergency.
5. The Unit of Hope building will be closed till 31 March 2020.
6. The Administrative Block of the Hospital will be closed till 31 March 2020. Essential personnel in the HR and Accounts Departments will be asked to report for work in rotation.
7. Annex I, Vihara, Annex III and Banyan Tree Guest House will not admit any new guests till 31 March 2020.
8. No gatherings will be permitted in any of the auditoriums, food courts and meeting halls of the Academy.
9. The Biometric Attendance system in the Hospital is put on hold till 31 March 2020. Instead, the HODs will ensure that the attendance of the personnel in their departments is marked and reported to the HR Department as required.



10. Masses and religious services on Campus will be discontinued till 31 March 2020. The Hospital Chapel and the St. Joseph's Chapel, & Maria Hostel Chapel will remain open for personal prayer.

All are urged to dutifully conform to the recommended safety measures like cough etiquette, hand washing, social distance, sanitizing public spaces, and avoidance of gatherings and travel.

Together we shall overcome this menace!



Rev. Dr. Paul Parathazham
Director



To: The Executive Committee of the Academy
Principal, College of Nursing
All Heads of Departments with a request to bring the contents of this Office Order
to the notice of the staff in their departments
Notice Boards