

**STEEL AUTHORITY OF INDIA LIMITED**  
**ROURKELA STEEL PLANT**  
**ROURKELA**

PL-RR-5(6)/C-34/2020

Date: 09.09.2020

**CIRCULAR**

(Ref. No. PL-RR-5(6)/C-27/2020 dated 08.07.2020)

1. In view of the need to protect the interest of employees as well as organisation in the context of COVID-19 situation, the revised modalities for quarantine of the employees of RSP is annexed.
2. All other provisions of the relevant circulars shall remain unaltered.
3. This will come into force with immediate effect.

This issues with the approval of Competent Authority.

  
(Dr P.K.Sahu)  
GM (PL) IR&R


Distribution:-

1. All Heads of Departments / Offices
2. In-charge, PL- PIS for uploading in PIS web site

**Revised modalities for Quarantine Norms**

- 1) For Cases of Employees Returning to HQ within 72 Hours
  - Before leaving Rourkela, employee should take prior station leaving permission as per format at Annexure-1 regarding mode of travel, date of travel and probable return time to headquarters from HoD.
  - Such employee has to return Rourkela within 72 hours from the time of end of his last attended duty.
  - No mandatory quarantine shall be required in such cases but they will be required to undergo COVID Test before joining the duty. Concerned employee should contact COVID Control room (located at CSR office at Sector-20) who will coordinate for the test.
  - For such cases concerned HoDs shall take adequate precautionary measures on the shop floor to avoid any chances of further infection.
- 2) For cases of Employees Returning to HQ beyond 72 Hours
  - Employee shall take prior headquarters leaving permission from HoD as per format at Annexure-I.
  - On leaving and reaching Rourkela, concerned employee should inform COVID Control Room (located at CSR office at Sector-20).
  - Such employee is required to remain at his residence/quarter under Self Quarantine for 5 days on reaching Rourkela (Date of arrival at Rourkela will be counted as Day 1).
  - On 6th day, he/she is required to undergo Antigen Test to be arranged by Control Room. In case, the employee is symptomatic RTPCR test to be conducted
  - On being found negative, such employee shall join duty. Negative certification will be provided by COVID Control Room.
  - On being found positive, existing system shall be followed.
  - Employee shall take his/her own leave due for the period of such Self Quarantine. Individuals may avail commuted leave if they so prefer. No fitness certificate shall be required for grant of commuted leave in these cases.
- 3) Employees' Family members/Relatives/Friends coming to Rourkela
  - Employee shall report to HoD and Control Room as per format at Annexure-II.
  - Family Member/Relative/Friend, on reaching Rourkela, shall report to Govt. Registration Centre at Bagudi Basti. In case, the Centre decides to test him/her for COVID and he/she is found negative, employee shall be allowed to join duty by showing the negative test documents to HoD.



- If no test is conducted at the Centre, employee shall be allowed to join duty with an undertaking as at Annexure-II that the employee will keep himself/herself isolate from Family Member/Relative/Friend/Guest for minimum 7 days and there are two bed rooms and 2 bath rooms at his/her residence/quarters and the total numbers of members in the household including the guests/visitors does not exceed 6. If the employee develops any Covid symptom, the concerned employee will immediately inform to HoD/ Control Room and will go for testing.
  - In all other cases, employee is required to stay at his residence under Self Quarantine for 5 days and on the 6th day; he/she is required to undergo Antigen Test to be arranged by Control Room. In case, the employee is symptomatic, RTPCR test to be conducted. On being found negative, concerned employee shall join duty. Negative certification will be provided by Control Room. If the test result is positive, existing system shall be followed. Employee shall take own leave due for the period of such Self Quarantine. Individuals may avail commuted leave if they so prefer. No fitness certificate shall be required for grant of commuted leave in these cases.
- 4) Direct contact determined as such through contact tracing /administrative measures, arising out of and in course of employment:
- Employee is required to stay at his/her residence/quarter under Self Quarantine for 5 days from the date of the contact.
  - On the 6th day, Employee is required to undergo RT PCR Test
  - On being found negative, he/she shall join duty.
  - Work from Home provision shall be granted for the period till the test result is announced.
  - On being found positive, existing system shall be followed.
- 5) Employee goes outside Rourkela and found positive
- On return to Rourkela, employee may be allowed to join duty on production of fitness certificate.
  - However, on the date of his/her joining, the fitness certificate should not be more than 30 days old.
  - In all such cases, individuals will avail their own leave for the period of absence.
- 6) The employee shall submit a detailed declaration in Employee Zone/ RSP Portal regarding journey of self/ family members/Relatives/Friends.
- 7) The above provisions will also be applicable to employees who are presently under quarantine due to any of above reasons or who have gone out of station after 31.08.2020.
- 8) **General:**
- It is also decided that for all the Vendors coming to Rourkela and leaving Rourkela within 72 hours, no test and quarantine shall be required and the Vendors who are coming to Rourkela and leaving Rourkela beyond 72 hours, they have to undergo test and show the negative test document to HoD before starting their job in the Department.
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**Annexure-I**

(Circular No. PL-RR-5(6)/C-34/2020 dated 09.09.2020)

**EMPLOYEES LEAVING HEADQUARTER (HQ) ON LEAVE**

Last Duty Attended (Date & Shift):

Period of Leave Granted:

Purpose of Leave:

Date & Time of Leaving HQ:

Mode of Travel:

Tentative Date & Time of Arrival at HQ:

Date & Shift to join duty:

**Declaration**

The information furnished as above is correct & true to my knowledge.

Signature:

Name of the Employee:

Designation:

Pl. No.:

Department:

**HoD**

**UPE/Office:**



**Annexure-II**

(Circular No. PL-RR-5(6)/C-34/2020 dated 09.09.2020)

**EMPLOYEES' FAMILY MEMBERS/RELATIVES/FRIENDS COMING TO ROURKELA**

Date of Arrival of Guest/Visitor:

Tentative Date of Leaving Rourkela:

No. of Guests/Visitors:

No. of Existing Family Members:

Whether Guest/Visitor undergone COVID Test on reaching Rourkela: **Yes/No**

Result of the COVID Test (Copy of the Document to be attached): **Positive/Negative**

Residence/Quarter Address of Employee:

Whether provision of 2 Bed Rooms & 2 Toilets in Residence/Quarter: **Yes/No**

**Declaration**

I hereby declare that I shall isolate myself from family members/guests/visitors for a period of 7 days.

The information furnished as above is correct & true to my knowledge.

Signature:

Name of the Employee:

Designation:

Pl. No.:

Department:

**COVID Control Room**

**Shift I/c**

