

Questionnaire to be filled by IWSA Hostel inmates prior to their return to
IWSA, Navi Mumbai

IMPORTANT: You are required to send the filled questionnaire at the earliest by email, before you start back. Wait for our acknowledgement before starting the return journey

1. Name of Hostelite:
 2. Mobile No:
 3. Email address:
 4. Address from where you are returning.
 5. Name, address and contact phone No. of the senior member of household/s of the places you visited/stayed while you were away from IWSA.
 6. Were there any COVID-19 positive members from family, friends circle whom you may have met
 7. If yes, date of meeting them and whether their quarantine period is over.
 8. Date of proposed return (You will start ONLY after receiving a mail from IWSA Hostel informing that you can return):
 9. Mode of travel: Air/Train/other (specify)
 10. Name of the City from where travel is to be initiated:
 11. Name of the Doctor (MBBS) whose certificate is being attached* (with address and phone no)..
 12. Name of the work place, address and Phone No, after returning to iwsa**:
- *Doctor's Certificate dated closest to travel date should be brought with you. The certificate should be in the format given below**

**** Attach the email information from your office giving the date of starting of the office or when you have to report.**

Signature:
Date:

Letter Head of Medical Practitioner

TO WHOMSOEVER IT MAY CONCERN

MEDICAL CERTIFICATE

This is to certify that Ms..
.....Sex Age.....
Residing at
..... is healthy and not suffering
from fever or Influenza like illness. She is fit to travel to
Mumbai/Navi Mumbai.

Signature of Individual examined

Name of the individual

Signature of Doctor

(.....)

Name of Doctor in block letters

Registration No.....

Date.....

A For New applications

1. Supervisors do preliminary screening and forward application to Convener.
2. If Convener and committee members consider pursuing with the application they will do a video or Google meet with applicant and guardian. Or they can decide to meet them personally.
3. If found suitable to go ahead, the questionnaire with medical certificate format will be sent to the applicant.
4. If cleared by the medical practitioner and the girl is to join the hostel she has to get the **Real Time PCR Covid test done before joining the hostel** from any of the laboratories listed in the Aarogya Setu App. The NMMC labs will do free, while private labs will charge (Approx.Rs. 2500). Test takes ~2 to 4 days.
- 5. If test is clear** invite the girl to join hostel. The applicant has to sign an undertaking which will be given/sent to them when it is decided to permit them to join the hostel. **The girl should join the hostel within 10 days of giving the sample for the COVID test.**
6. After joining hostel, the girls temperature will be checked every morning for next 15 days.
7. The new entrants will be requested to have their meals at different times from the rest of the girls for 15 days.

B. For hostelites who were away from IWSA during lock down and want to come back:

a) Want to come and collect their belongings and leave

Supervisors to do preliminary screening and get more information and then inform Convener. They should also check whether the hostelite has made all payments for the hostel.

Convener can give permission to the girl to come to hostel during 10 am to 4 pm.

Temperature of the girl will be taken. If acceptable, she can be guided to her room.

She must collect her belongings and **leave immediately.**

b) Want to come back and stay in the hostel again

Supervisors to do preliminary screening and get more information and then inform Convener. They should also check whether the hostelite has made all payments for the hostel.

After scrutiny Convener and committee members can decide to send the questionnaire with medical certificate format to the applicant.

If the medical certificate is clear and the girl is to join she has to get a **Real Time PCR Covid test done before joining the hostel** from any of the laboratories listed in the Aarogya SetuApp. The NMMC labs will do free, while private labs will charge. (Approx.Rs. 2500). Test takes ~2 to 4 days.

If test is clear invite the girl to join hostel. The applicant has to sign an undertaking which will be given/sent to them when it is decided to permit them to join the hostel. **The girl should join the hostel within 10 days of giving the sample for the COVID test.**

After joining hostel, the girls temperature will be checked every morning for next 15 days.

If the hostelite goes to work her temperature will be checked everyday, morning and evening.

All Hostelites must give the following letter and their Signature and that of their parent/guardian should be taken on a copy of the letter.

Letter on IWSA letter head

Dear Ms-----.

You are aware that the country is facing a major challenge of COVID-19. The authorities of this hostel have been guiding each and every member who resides here regarding the precautions to be taken and safety measures that need to be followed.

Some of you are now rejoining your jobs. This requires you to leave the hostel premises and return back daily. In these circumstances, utmost care has to be taken when you are travelling to work and back.

This letter has the safety guidelines to follow while you are In the hostel or while you are outside for your jobs.

You are expected to strictly follow the guidelines. This is a **MUST REQUIREMENT** for your safety and of all those who are in the IWSA's JMM Working Women's Hostel.

If you do not follow the guidelines you will not be allowed to continue to stay in the hostel. You will be informed to vacate the hostel immediately.

Should there be any medical requirements related to COVID -19. You will be requested to leave the hostel immediately with the help of your parents and/or guardians.

IWSA authorities will NOT be responsible for your medical care and attention.

You can continue to stay/join the IWSA's JMM Working Women's Hostel if you agree to the above conditions. If you do not agree, you are advised to leave the hostel/not to join the hostel.

Regards

President
IWSA

I -----agree to the above.

Signature
Date

I-----parent/guardian of Ms.-----

agree to the above condition for my daughter/ protégée staying in the IWSA's JMM Working Women's Hostel.

Contact address of parent/guardian:
Phone number:

Signature

Date.

Email: iwsahostelvashi@gmail.com, r.bhuw@yahoo.com