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सचिव
Dr. C Chandramouli, IAS
SECRETARY



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK NEW DELHI-110001

D.O. No. 11013/9/2014-Estt(A.III)

Date: 26th March, 2020

Dear Secretary,

Thank you very much for your cooperation during these testing times. I am sure you are already implementing a number of steps to tackle the menace of COVID-19. I would like to reiterate that hygiene at the work place and in public places are of utmost importance.

2. In this connection, I am enclosing herewith the guidelines for workplace of COVID-19 issued by the NCDC for your information and further necessary action. You may also visit the website of NCDC <https://ncdc.gov.in> for updates on these guidelines issued from time to time.

with regards,

Yours sincerely,

[Dr. C. Chandramouli]

Secretaries to the Government of India
All the Ministries / Departments
(as per standard list)

Encl: as stated.



सूचना
का अधिकार

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Guidelines for Workplace of COVID-19 case

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth.

If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu.

Simple ways to prevent the spread of COVID-19 in your workplace

- Make sure your workplaces are clean and hygienic
 - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
- Promote regular and thorough hand-washing by employees, employers and customers.
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
- Promote good respiratory hygiene in the workplace
- Ensure that face masks (surgical mask) and / or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Refrain from unnecessary travel both local and international.
- In case of unavoidable travel to locations reporting COVID-19,
 - Make sure your organization and its employees have the latest information on areas reporting COVID-19 available at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>.
 - Regularly check travel advisories of MoHFW and accordingly share it with employees.
 - Make sure all persons travelling are briefed by a qualified professional (e.g. staff health services, health care provider or local public health partner) and know what to do and who to contact if they feel ill while traveling.
 - Avoid sending employees at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease)
 - Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing
 - Ensure that your employees comply with instructions from local authorities where they are traveling.
 - Employees who have returned should monitor themselves for symptoms for 14 days and take their temperature twice a day.
 - If they develop even a mild cough or low grade fever (i.e. a temperature of 37.3 C or more) they should **stay at home and self-isolate and report to the nearest designated health facility (information can be taken from 01123978046) and inform workplace.** This means avoiding close contact (one meter or nearer) with other people, including family members.