

No.Z-28015/17/2020-Estt.I  
Government of India  
Ministry of Health & Family Welfare  
Department of Health & Family Welfare

Nirman Bhawan, New Delhi  
Dated the 19<sup>th</sup> April, 2020

**OFFICE MEMORANDUM**

Subject: Preventive measures to be taken by Ministries / Departments of Government of India, State/UT Government for containment of COVID-19.

In continuation of the Office Memorandum of even number dated 16<sup>th</sup> April, 2020 drawing attention to Ministry of Home Affairs' consolidated guidelines regarding functioning of offices from 20<sup>th</sup> April, 2020, all officers/officials are advised to take following precautionary measures in order to contain spread of COVID-19:

- (i) Must use reusable/cloth face cover
- (ii) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
- (iii) Cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- (iv) Maintain personal hygiene and physical distancing.
- (v) Strict disinfection protocols should be followed in in the building/room as per guidelines.
- (vi) Practice frequent hand washing with soap and water or use alcohol-based hand rub/sanitizers.
- (vii) Seating arrangement in Sections/rooms may be made to ensure adequate distance between officials in the rooms.
- (viii) Gathering especially in canteens must be avoided.
- (ix) Gathering of 5 or more persons at any place in the office should be avoided.
- (x) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes has already been suspended. Only Those visitors who have proper permission of the officer, whom they want to meet, should be allowed after being properly screened.
- (xi) Meetings should be done through video conferencing only.
- (xii) Undertake essential correspondence on official email and avoid sending physical files and documents to other offices, to the extent possible.
- (xiii) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as possible.

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- (xiv) All officials are advised to take care of their own health and look out for symptoms such as fever, respiratory problem and, if feeling unwell, should leave the workplace immediately after informing their reporting officers.
- (xv) Such employees should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL:  
<https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>
- (xvi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xvii) All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions. These employees should not be exposed to any front-line work requiring direct contact with the public.
2. The employees who are residing in notified containment zones are advised to follow the guidelines of the local authorities regarding movement in these zones and should join office only when such conditions are relaxed by the concerned local authorities.
3. All employees are advised to strictly follow the above mentioned precautionary measures.

*Amit Kumar*

(Amit Kumar)

Under Secretary to Government of India  
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To  
All officers and staff of the Ministry of Health and Family Welfare.

Copy to :

- (i) All Joint Secretaries in the MoH&FW for circulating the same among the autonomous bodies / subordinate offices under them.
- (ii) Director (Admn), Dte.GHS