



भारत सरकार / Government of India  
नागर विमानन मंत्रालय / Ministry of Civil Aviation  
नागर विमानन महानिदेशालय / Directorate General of Civil Aviation

\*\*\*\*\*

सफदरजंग एअरपोर्ट के सामने / Opposite Safdarjung Airport  
Aurobindo Marg, New Delhi / औरोबिन्दो मार्ग, नई दिल्ली – 110003

---

मिसिल सं./File No: Misc/05/2020-O/o Dir (Adm)-DGCA

दिनांक: 18<sup>th</sup> March, 2020

दूरभाष नं: 011-24655746

Email: shekhar.chandra@nic.in

---

### **OFFICE MEMORANDAM**

**Sub: Prevention of spread of Novel Coronavirus (COVID-19) – reg.**

In view of the situation arising due to spread of Novel Coronavirus (COVID-19), following advisory is issued to all Officials/Staff of DGCA:

- (i) Awareness in staff for prevention of spread of the virus may be increased. For this purpose notices may be displayed regarding Do's and Don'ts issued by Ministry of Health & Family Welfare (copies enclosed) at Notice Boards and other prominent places in the offices.
- (ii) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
- (iii) Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
- (iv) Video-Conferencing and other digital/online means may be utilized for conducting meetings, to the extent possible. Minimize or reschedule meetings involving large number of people unless necessary.
- (v) Non-essential official travel should be avoided.
- (vi) It is learnt that one of the most common method of transmission of novel coronavirus seems to be through infected surfaces. It is, therefore, desirable to avoid touching surfaces which might be infected due to human touch. In view of this, DoPT has vide OM dated 06.03.2020 issued instructions regarding exemption to employees from marking bio-metric attendance. Copy of the OM is enclosed for compliance.

- (vii) Employees showing symptoms such as high fever, difficulty in breathing and cough may not be allowed entry into office building/premises. Such cases should be reported to appropriate health authorities. List of Helpline numbers (State/UTs) issued by MoHFW is enclosed.
- (viii) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors who have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- (ix) All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: [mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf](http://mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf).
- (x) A detailed list of measures to be taken along with an indicative list of Do's and Don'ts to contain the spread of Novel Corona Virus (COVID-19) issued by DOP&T vide OM dated 17.03.2020 is enclosed.

2. This issues with the approval of the Director General of Civil Aviation.

**Encl:** As above.

Digitally signed by CHANDRA SHEKHAR  
Date: Wed, 18 Mar 2020 11:53:19  
Reason: Approved  
Chandra Shekhar  
Director (Adm)

**To:**

1. **All Officials/Staff**
2. **Smt. Tuhinanshu Sharma, Director** – for uploading on the DGCA website.
3. **All Notice Boards**
4. **e-Office Notice Board**

**Copy to:**

1. PS to DG
2. All JDGs
3. All DDGs/Directors
4. All Sections
5. All Regional Offices/Sub Regional Offices

## **Advisory on Social Distancing Measure in view of spread of COVID-19 disease**

Social distancing is a non-pharmaceutical infection prevention and control intervention implemented to avoid/decrease contact between those who are infected with a disease causing pathogen and those who are not, so as to stop or slow down the rate and extent of disease transmission in a community. This eventually leads to decrease in spread, morbidity and mortality due to the disease.

In addition to the proposed interventions, the State/UT Governments may prescribe such other measures as they consider necessary.

All these proposed interventions shall be in force till 31<sup>st</sup> of March, 2020. They will be reviewed as per the evolving situation.

### **The following interventions are proposed:**

1. Closure of all educational establishments (schools, universities etc), gyms, museums, cultural and social centres, swimming pools and theatres. Students should be advised to stay at home. Online education to be promoted.
2. Possibility of postponing exams may be explored. Ongoing exams to be conducted only after ensuring physical distance of one meter amongst students.
3. Encourage private sector organizations/employers to allow employees to work from home wherever feasible.
4. Meetings, as far as feasible, shall be done through video conferences. Minimize or reschedule meetings involving large number of people unless necessary.
5. Restaurants to ensure handwashing protocol and proper cleanliness of frequently touched surfaces. Ensure physical distancing (minimum 1metre) between tables; encourage open air seating where practical with adequate distancing.
6. Keep already planned weddings to a limited gathering, postpone all non-essential social and cultural gatherings.
7. Local authorities to have a dialogue with organizers of sporting events and competitions involving large gatherings and they may be advised to postpone such events.
8. Local authorities to have a dialogue with opinion leaders and religious leaders to regulate mass gatherings and should ensure no overcrowding/at least one metre distance between people.

9. Local authorities to have meeting with traders associations and other stakeholders to regulate hours, exhibit Do's and Don'ts and take up a communication drive in market places like sabzi mandi, anaj mandi, bus depots, railway stations, post-offices etc., where essential services are provided.
10. All commercial activities must keep a distance of one meter between customers. Measures to reduce peak hour crowding in markets.
11. Non-essential travel should be avoided. Buses, Trains and aeroplanes to maximize social distancing in public transport besides ensuring regular and proper disinfection of surfaces.
12. Hospitals to follow necessary protocol related with COVID-19 management as prescribed and restrict family/friends/children visiting patients in hospitals.
13. Hygiene and physical distancing has to be maintained. Shaking hands and hugging as a matter of greeting to be avoided.
14. Special protective measures for delivery men/ women working in online ordering services.
15. Keep communities informed consistently and constantly.

**Ministry of Health & Family Welfare**

**OFFICE MEMORANDUM**

**Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – regarding.**

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

2. All the Ministries/Departments are advised to take all necessary measures such as :-

- (i) Install thermal scanners at the entry of Government buildings, as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- (ii) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- (iv) Avoid non-essential official travel.
- (v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (vii) Close all gyms/recreation centres/creches located in Government buildings.
- (viii) Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.

- (ix) Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- (x) All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: [mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf](http://mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf).
- (xi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xii) Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. The Ministries/Departments may take care not to expose such employees to any front-line work requiring direct contact with the public.

3. An indicative list of Do's and Don'ts is also annexed for wide dissemination.

**Encl: As above**

  
17/3/2020

(Umesh Kumar Bhatia)  
Deputy Secretary to the Govt. of India

To,

1. All the Ministries/Departments, Government of India
  2. PMO/Cabinet Secretariat
  3. PS to Hon'ble MOS(PP)
  4. PSO to Secretary(Personnel)
  5. Sr. Tech. Dir., NIC, DoP&T
- } For Information

**ANNEXURE**

**Do's**

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

**Don'ts**

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.

**Central Helpline Number for corona-virus: - +91-11-23978046**

**Helpline Numbers of States & Union Territories (UTs)**

<b>S. No</b>	<b>Name of the State</b>	<b>Helpline Nos.</b>
1	Andhra Pradesh	0866-2410978
2	Arunachal Pradesh	9436055743
3	Assam	6913347770
4	Bihar	104
5	Chhattisgarh	104
6	Goa	104
7	Gujarat	104
8	Haryana	8558893911
9	Himachal Pradesh	104
10	Jharkhand	104
11	Karnataka	104
12	Kerala	0471-2552056
13	Madhya Pradesh	0755-2527177
14	Maharashtra	020-26127394
15	Manipur	3852411668
16	Meghalaya	108
17	Mizoram	102
18	Nagaland	7005539653
19	Odisha	9439994859
20	Punjab	104
21	Rajasthan	0141-2225624
22	Sikkim	104
23	Tamil Nadu	044-29510500
24	Telangana	104
25	Tripura	0381-2315879
26	Uttarakhand	104
27	Uttar Pradesh	18001805145
28	West Bengal	1800313444222, 03323412600,
<b>S. No</b>	<b>Name of Union Territory (UT)</b>	<b>Helpline Nos.</b>
1	Andaman and Nicobar Islands	03192-232102
2	Chandigarh	9779558282
3	Dadra and Nagar Haveli and Daman & Diu	104
4	Delhi	011-22307145
5	Jammu & Kashmir	01912520982, 0194-2440283
6	Ladakh	01982256462
7	Lakshadweep	104
8	Puducherry	104