

4th June, 2020

**Government of India
Ministry of Health & Family Welfare**

SOP on preventive measures to contain spread of COVID-19 in offices

1. Background

Offices and other workplaces are relatively close settings, with shared spaces like work stations, corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc. and COVID-19 infection can spread relatively fast among officials, staffs and visitors.

There is a need to prevent spread of infection and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in office settings. The document is divided into the following sub-sections

- (i) Generic preventive measures to be followed at all times
- (ii) Measures specific to offices
- (iii) Measures to be taken on occurrence of case(s)
- (iv) Disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

Offices in containment zones shall remain closed except for medical & essential services. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women are advised to stay at home, except for essential and health purposes. Office management to facilitate the process.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.

- ii. Use of face covers/masks to be mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App by employees.

4. Specific preventive measures for offices:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff/visitors shall be allowed.
- iii. Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff should be permitted to work from home and it will not be counted as leave period.
- iv. Drivers shall maintain social distancing and shall follow required dos and don'ts related to COVID-19. It shall be ensured by the service providers/ officers/ staff that drivers residing in containment zones shall not be allowed to drive vehicles.
- v. There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/ spray. A proper disinfection of steering, door handles, keys, etc. should be taken up.
- vi. 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. They should preferably not be exposed to any front-line work requiring direct contact with the public. Office management to facilitate work from home wherever feasible.
- vii. All officers and staff / visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
- viii. Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened.
- ix. Meetings, as far as feasible, should be done through video conferencing.
- x. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.

- xi. Staggering of office hours, lunch hours/coffee breaks to be done, as far as feasible.
- xii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured.
- xiii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of vehicles should be taken up.
- xiv. Any shops, stalls, cafeteria etc., outside and within the office premises shall follow social distancing norms at all times.
- xv. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- xvi. Preferably separate entry and exit for officers, staff and visitors shall be organised.
- xvii. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
- xviii. Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- xix. Required precautions while handling supplies, inventories and goods in the office shall be ensured.
- xx. Seating arrangement to be made in such a way that adequate social distancing is maintained.
- xxi. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- xxii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which *inter alia* emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xxiii. Large gatherings continue to remain prohibited.
- xxiv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxv. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas
- xxvi. Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.
- xxvii. In the cafeteria/canteen/dining halls:
 - a. Adequate crowd and queue management to be ensured to ensure social distancing norms.
 - b. Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
 - c. The seating arrangement to ensure a distance of at least 1 meter between patrons as far as feasible.
 - d. In the kitchen, the staff to follow social distancing norms.

5. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

i. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

- a. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
- b. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- c. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
- d. The suspect case if reporting very mild/mild symptoms on assessment by the health authorities would be placed under home isolation.
- e. Suspect case, if assessed by health authorities as moderate to severe, will be treated as per health protocol in appropriate health facility.
- f. The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.
- g. The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.

ii. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

iii. Management of contacts:

- a. The contacts will be categorised into high and low risk contacts by the District RRT as detailed in the Annexure I.
- b. The high-risk exposure contacts shall be quarantined for 14 days.

- c. These persons shall undergo testing as per ICMR protocol.
- d. The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.
- e. The flowchart for management of contact/ cases is placed at **Annexure - II**.

6. Closure of workplace

- i. If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.
- ii. However, if there is a larger outbreak, the building/block will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building/block is adequately disinfected and is declared fit for re-occupation.

7. Disinfection Procedures in Offices

Detailed guidelines on the disinfection as already issued by Ministry of Health & Family Welfare as available on their website shall be followed.

Risk profiling of contacts

Contacts are persons who have been exposed to a confirmed case anytime between 2 days prior to onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).

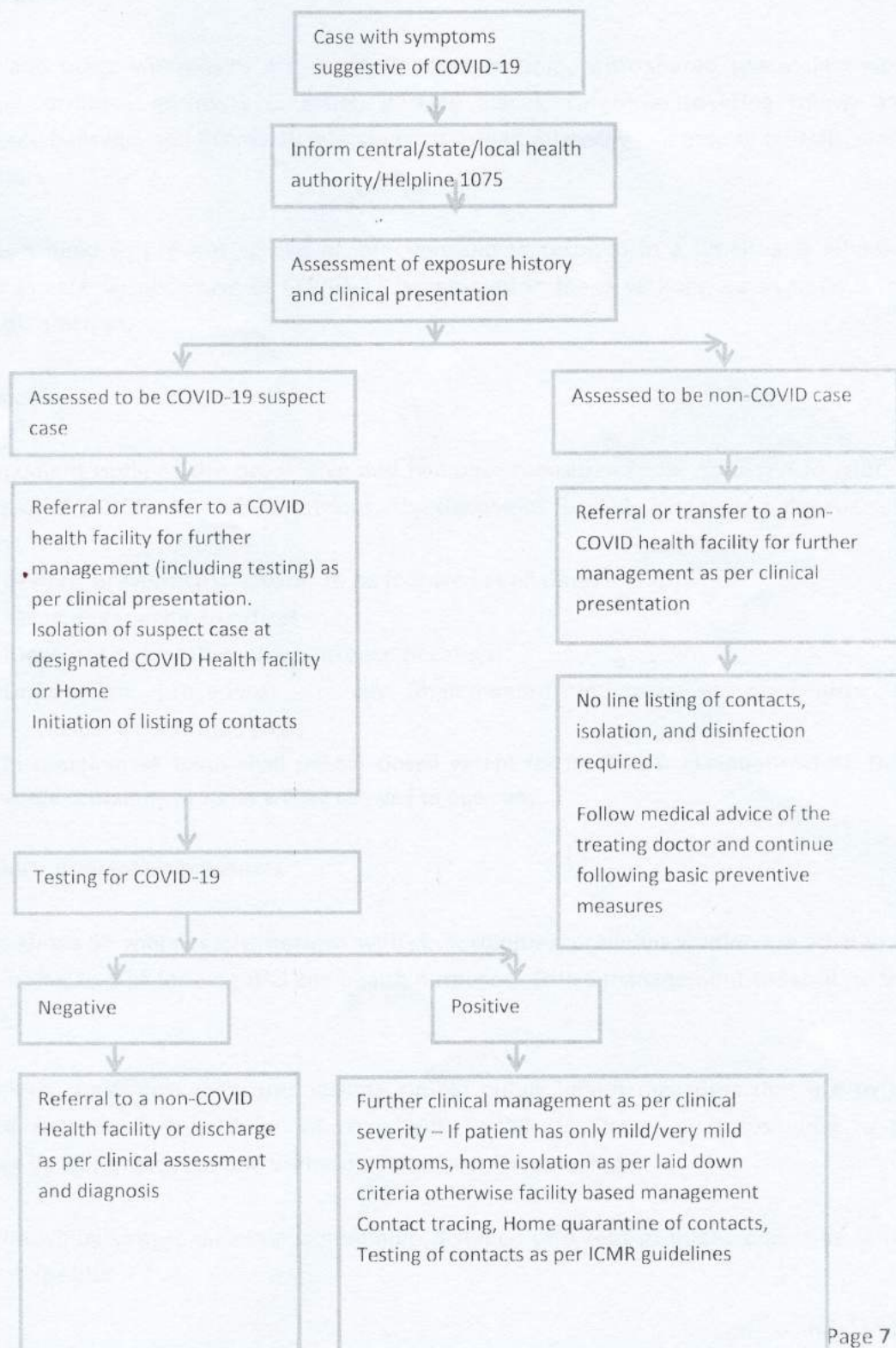
High-risk contact

- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces; e.g. being coughed on, touching used paper tissues with a bare hand)
- Had direct physical contact with the body of the patient including physical examination without PPE
- Touched or cleaned the linens, clothes, or dishes of the patient.
- Lives in the same household as the patient.
- Anyone in close proximity (within 1 meter) of the confirmed case without precautions.
- Passengers in close proximity (within 1 meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

Low-risk contact

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

Management of the case(s) and contacts



A-60019/1/2020-Admin.I
Government of India
Ministry of Electronics & Information Technology
National Informatics Centre
A-Block, CGO Complex, Lodhi Road, New Delhi – 3.

Dated : 26.05.2020

OFFICE MEMORANDUM

Subject: Attendance, Protocol of Work in NIC during the Lock Down and Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – reg.

With reference to OM No.F.No.11013/9/2014-Estt.A.III dated 18.05.2020 of DoPT and in modification of this Office Circular of even No. 26.03.2020, the following decisions with respect to attendance, and protocol of work and preventive measures to contain the spread of COVID-19:

A. Attendance

1. Officers of the level of Scientist-E above shall attend office on all working days.
2. Administrative Officers of the level of Section Officer and above shall attend office on all working days.
3. For regulating the attendance of officers and staff below the level of Scientist-E and Section Officer, all Heads of Group, State Informatics Officers, Heads of NIUs/Data Centres/SDTC shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. It shall also be ensured that the 50 percent of officers and staff who attend office are observing staggered timings.
4. Those Officers and Staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications and work at all times.
5. Relaxations, if any will be applicable as per the prevailing Government guidelines

B. Protocol of Work

1. Officers and Staff of NIC including those working from home shall **mandatorily** log on to DigitalNIC in the morning as per their respective Office Hours.
2. All SIOs HoGs/ /HoDs shall conduct meetings with their team members regularly (as far as possible through VC) and monitor progress of work assigned. HoGs/SIOs shall submit a weekly activity report pertaining to their respective Groups/State Unit/NIU/Data Centre/SDTC to PMD for record.
3. Security In-charge shall ensure the availability of passes for Officers/Staff residing at NCR (viz., Gurgaon, Faridabad, Noida, Ghaziabad, etc.). Similar action shall be taken up by

SIOs/Heads of NIUs/Data Centres/SDTC for their respective Officers/Staff residing at neighbouring Districts.

4. In addition to above since NIC is under Essential Services, HOGs/SIOs may add more resources as per requirements to ensure seamless services at all levels.
5. Due to the limited manpower in NIC District Centres, SIO may, as per requirement, direct both DIOs and DIAs to attend office on daily basis.

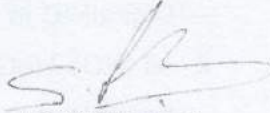
C. Preventive Measures

1. Sufficient number of hand sanitizers, Thermal scanners shall be installed/provided at Entry points so as to avoid any queue. Face Shields, Gloves, etc. shall also be provided to Security Guards. Proper Social distancing at Entry/Exit points shall be maintained. These measures shall be ensured by HoGs/HoDs, Infrastructure/ SIOs / Heads of NIUs/Data Centres/SDTC.
2. Security In-charge should ensure that the persons deputed at Entry point for Thermal Scanning is healthy and fit for the work
3. Hand Sanitizers shall be provided by Infrastructure Divisions to material handling sections (viz., Stores, Staff of CR Section etc.)
4. HoD, Infrastructure shall ensure that frequent sanitization in the office premises such as sitting areas, common areas like corridors/staircase/reception etc., washrooms, lifts, official vehicles, etc. are carried on by the House Keeping Staff.
5. **Movement of files/documents shall be strictly made through efile only.**
6. In their own interest, all employees shall ensure cleanliness and sanitization in their respective surroundings. In case of any issue, they should ensure to get it cleaned/sanitized through housekeeping staff under intimation to Infrastructure/Bay In-charge.
7. All other preventive measures as prescribed by the M/o Health and Family Welfare, M/o Home Affairs and other Government Authorities from time to time shall be ensured by all in the Office premises.

This issues with the approval of the Competent Authority and comes into force with immediate effect until further orders.

To,

All Officers/Staff of NIC.....through DigitalNIC


(S.P.Sharma)
Joint Director(Adm.)

Copy to :

1. O/o DG (NIC) , NIC Hqrs., New Delhi
2. DDG (Admin), NIC Hqrs., New Delhi

No.A-60019/1/2020-Adm.I
Government of India
Ministry of Electronics & Information Technology
National Informatics Centre
A-Block , CGO Complex, Lodi Road, New Delhi-110003

Dated: 17.03.2020

Circular

In the wake of spurt in cases of the COVID-19 across the country, the Central Government on 14.3.2020 has decided to treat the deadly virus as a "notified disaster". As a precautionary measure, the following measures have been decided with the approval of the Competent Authority which is in supersession of the circular of even No. dated 09.03.2020:

Health Measures:

- (i) All Officers and Staff including outsourced manpower may ensure personal hygiene, practice frequent hand washing with soap. For this purpose, liquid hand wash is made available in the Wash Rooms, hand sanitizers are made available in different floors of NIC Hqrs.
- (ii) Thermal Scanner (non-contact thermometer) have been provided to the Security Personnel who are directed to screen and measure temperature of every person entering the NIC Premises. If anyone is found to be having fever, he/she would not be allowed to enter the building as a safety measure.
- (iii) Maintain physical distancing of at least One meter. Shaking hands or hugging as matter of greeting may be done away with.
- (iv) If any Officer/Staff shows flu like symptoms such as cold, cough, shortness of breath, they may immediately take leave for further medical attention. They would be allowed to join duty only on production/submission of medical fitness certificate from an authorised Hospital/Doctor.

Social Distancing Measures:

- (i) No Visitor would be allowed inside the building till advisory of the M/o Health is in force. Discussions may be carried through emails/VCs/telephones etc.
- (ii) A separate counter for receiving/despaching Dak will be set up in the reception area of NIC Hqrs. All Dak will be received or dispatched from this Counter only.
- (iii) No physical movements of file to be carried out in the Office while use of efile may be done for movement of any receipt/files.
- (iv) No official meetings in person may be conducted. Discussions may be done through intercom/VC/emails etc.
- (v) Officers/Staff may avoid non-essential visits to Sections such as O/o DG,NIC, Personnel, Administration, IFS, PAO, Cash & Accounts, GCS, IPS, Stores, SSS, GeM Sectt. etc. and also other Service Oriented Technical Groups. All discussions/queries/interactions may be made through email, telephone, intercom, VC and other modes of communication.
- (vi) The number of persons allowed to gather at a time in the Canteen would be restricted to less than 40. For this purpose, 1 or 2 Canteen Staff would be deployed at the entrance of NIC Canteen. All Officers and Staff including Outsourced manpower are directed to cooperate accordingly.

- (vii) While Lift Operators have been issued Sanitizers, it is advisable to use stairs instead of Lifts.
- (viii) Cleaning Staff have been directed to ensure sanitizing and cleanliness of the overall building from time to time. However, all Officers and Staff are advised not to litter in the premises.
- (ix) All Officers and Staff are directed to avoid non-essential physical movements in and out of the Office premises during the office hours including lunch hours.
- (x) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xi) Those Officers and Staff who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions, are advised to take extra precautions. Care may be taken by their Controlling Officers not to expose such employees to any front-line work requiring direct contact with the public.

Travel Measures:

- (i) No Officer or Staff may undertake any kind of visit either national or international in either official or personal capacity.
 - (ii) All Official Tours stand cancelled for the time being till the advisory of M/o Health and Family Welfare is in force.
 - (iii) Those Officers who are already on travel may self-quarantine themselves on return in line with the advisory issued by the M/o Health. They are also required to produce medical fitness certificate from an authorised Doctor.
 - (iv) No Station leave permission may be granted except for extreme essential cases. However, such grant of Station Leave Permission (on merit basis) are to be made under intimation to the respective Administration. On return of the concerned Officer/Staff, Administration would take further action in line with the advisory of the M/o Health and Family Welfare w.r.t quarantine and other precautions.
 - (v) No Officer/Staff would be allowed to avail LTC until further orders.
2. All NIC State Units may take actions in line with the above measures and notify the same accordingly in their respective State Unit.
3. This issues with the approval of the Competent Authority and comes into force with immediate effect for strict compliance of all Officers and Staff of NIC including outsourced manpower.

Ranjna Nagpal
(Ranjna Nagpal) 7/3/2020

Deputy Director General (Adm.)

To,

All Officers/Staff of NIC.....through DigitalNIC

Copy for information to:

- 1. Office of Director General, NIC
- 2. Guard file


OFFICE MEMORANDUM

Subject: Attendance, protocol of work in NIC Manipur State Centre during the lockdown

With reference to Office Memorandum no. A-60019/1/2020-Admin.I dated 26/05/2020, the following decisions have been taken regarding attendance and protocol of work in respect of NIC Manipur State Centre, Imphal:

- (1) Officers of the level of Scientist – E and above shall attend office on all working days
- (2) Multi Tasking Staff (MTS), driver and housekeeping personnel shall attend office on all working days.
- (3) All the remaining officers and staff, both technical and administrative, shall attend office on every alternate day. The duty roster shall be prepared by the respective HoDs.
- (4) The officials who are not required to attend office on any particular day shall work from home and should be available on telephone and electronic means of communications and work at all times.
- (5) Relaxations, if any, will be applicable as per the prevailing Government guidelines.
- (6) All officers and staff including those working from home shall mandatorily log on to DigitalNIC in the morning as per their respective office hours.
- (7) All HoDs shall conduct meeting with their team members regularly (as far as possible through VC) and monitor progress of work assigned. The HoDs shall submit a weekly activity report pertaining to their respective groups to SIO for further submission to PMD for record.

The above instructions shall be in force with immediate effect and until further orders.


(Kh. Rajen Singh)
SIO Manipur

Copy to:

1. NIC Manipur State Coordinator, NIC HQ, New Delhi
2. Additional State Informatics Officer, State Centre/District Units, NIC Manipur
3. All the officers and staff of NIC Manipur State Centre, Imphal – for compliance
4. Guard File

A-60019/1/2020-Adm.I
Government of India
Ministry of Electronics & Information Technology
National Informatics Centre
A-Block, C.G.O. Complex, Lodhi Road
New Delhi-110003

Dated: 26.03.2020

Circular

Subject: Protocol for Work From Home (WFH) – reg

NIC is providing important/critical ICT infrastructure and services for Central Government, State Governments, UT Administrations, Districts and other Government Bodies. In order to provide uninterrupted support on pan India basis, the constant availability of operations teams/ officials is required. Accordingly, pursuant to a decision to impose a complete Lock Down across the Country in view of the threat posed by the spread of COVID-19, MHA Guidelines vide Order No.40-3/2020-D dated 24.03.2020 have been issued exempting National Informatics Centre with the direction to work with only minimum No. of employees. Accordingly, a list of Officers/Staff involved in essential/critical services are only attending office while the other Officers/Staff including contractual/outsourced manpower have been allowed to Work From Home.

2. Even-though, health of the employees is important, maintaining the employee productivity while on WFH is non-negotiable. The WFH facility shall not be considered as a 'paid leave' (except in case of MTS) and it is expected that the Officers/Staff including outsourced/contractual manpower who have taken this facility are alert and always available for official functioning remotely.

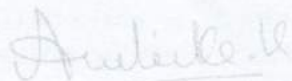
3. During the WFH period, the following protocol shall be followed:

- a) HoGs/SIOs and HoDs/Project Heads shall fix targets/plan various project works like development/project documentation and other IT related work etc. to their respective team to be completed by working from home. Similarly, HoDs of administrative Divisions may also fix the target for their respective team. This shall be sent through eOffice/ mail (preferably not by phone).
- b) HoD/Project Head shall monitor the progress of the task/work assigned to the team on regular basis.
- c) HoDs/Project Heads shall ensure compilation of weekly progress report of each team member/staff.

- d) Every employee shall be available for telephonic consultation during office hours and the phone shall be answered at all times.
- e) In case of any issues that need consultation, Officers can set up remote meetings (RM) either through the phone or through a WhatsApp video call (VC).
- f) Every employee on WFH shall dispose of all the assigned project work /receipts and files expeditiously.
- g) All Officers and staff are advised to promptly attend to emails/ telephone calls/Video calls etc.

4. However, as work related to the year ending (31st March, 2020) and disbursement of salary to the employees and other related work etc. are time bound for which physical presence of concerned Officers/Staff in the office may be required, such employees shall attend office for that specific work by taking care of logistic arrangements such as applying for curfew pass etc. In this regard, concerned HoDs may decide a list of such employees whose physical presence is required in the office and take up the matter with the respective jurisdictional Dy. Commissioner of Police/other designated departments as applicable.

This issues with the approval of Competent Authority comes into force with immediate effect.



26/03/2020

(Ambika Krishnan)
Deputy Director (Adm.I)

To,

All HoGs/SIOs/DDGs/HoDs/Sci-F..... through email/ DigitalNIC

Copy to the following HoGs/HoDs & SIOs.....for providing necessary logistic support:

1. Video Conferencing Division
2. eOffice Division
3. Messaging & Network Services Division
4. Office Automation Division
5. Infrastructure Division
6. Transport Division
7. Internal Purchase Division and Stores
8. All SIOs, NIC, State Units/UTs
9. All HoGs/HoDs, NIC Hqrs.
10. Office of DG, NIC.....for information

F.No.11013/9/2014-Estt.A.III
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi
Dated: 16/03/2020

17th

OFFICE MEMORANDUM

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

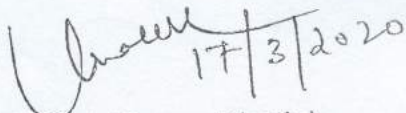
In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

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.
- (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


(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

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.