

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

NirmanBhavan, New Delhi
Dated the 3rd June, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to be taken by Ministry of Health and Family Welfare, Government of India for containment of COVID-19 – reg.

The undersigned is directed to refer to this Ministry's OM of even no. dated 19.04.2020 on the subject mentioned above and to say that the number of COVID-19 positive cases are going up steadily and many officers of the Ministry of Health & Family Welfare have been tested Covid-19 Positive. It has been noticed that at times social distancing is not being maintained in Office premises. Hence, all Officials/Staff are advised to take the following precautionary measures strictly in order to contain spread of COVID-19:

- 1) Wearing of mask is mandatory for all employees.
- 2) Only asymptomatic persons shall be allowed in the building premises to attend the office.
- 3) People should maintain social distancing at least 1(one) metre between them while walking or seating and queuing up for entry and inside the building premises.
- 4) Loitering and crowding in corridors should be avoided strictly and people should maintain distance mandatorily.
- 5) Gathering of 5 or more persons at any place in the office are strictly prohibited.
- 6) No meeting/conference should be done physically. Meetings may be organized through video conferences only.
- 7) All concerned JSs/EAs shall ensure that their officers/staff attend office at staggered working hours as per DOP&T OM dated 18.05.2020 and if possible the officers/staff may attend office on staggered days for maintaining social distancing.
- 8) Chairs placed in the Officers chambers/Conference rooms/Meeting halls may be arranged in a manner so that social distancing may be maintained. In case this is

Amul