

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 3<sup>rd</sup> 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

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not possible, alternate chairs may be kept vacant in the Officers chambers/Conference rooms/Meeting halls to maintain physical distance.

- 9) NIC may ensure to issue VPN to all officers/officials (ASO and above), so that work from home may be facilitated in case of any emergent situation.
- 10) NIC may install Video conferencing devices on computers/laptop of all officers (Section Officer and above) for meetings and to contact the officers in emergent situation.
- 11) The entire premises of Ministry of Health & Family Welfare and DGHS, NirmanBhawan (including washrooms, lift & staircase) will remain closed for thorough sanitization from 6<sup>th</sup> June to 7<sup>th</sup> June, 2020 as per guidelines of MoHFW except emergency COVID-19 team.
- 12) Drivers should maintain social distancing and shall follow required do's 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.
- 13) Desks and chairs are to be arranged in a zigzag pattern so that two employees may not sit directly across from each other.
- 14) All the employees should avoid touching their eyes, nose, and mouth with their hands.
- 15) Respiratory etiquettes to be strictly followed. All the employees should cover their mouth and nose with a tissue while coughing or sneezing or use the inside of their elbow and thereafter throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds.
- 16) 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.
- 17) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as possible.
- 18) 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.
- 19) 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>

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- 20) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- 21) Employee should strictly avoid spreading of rumors.
- 22) 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.
- 23) All the rooms/offices are being properly sanitized on a daily basis. Common areas like handrails, lift, doorknobs, Stairs, washrooms etc. are being sanitized thrice a day.
- 24) In case any officer/official wants to sanitize his room additionally, he may contact Section Officer, General Administration on 011-23062790.
- 25) Practice frequent hand washing with soap (for at least 20 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- 26) A proper crowd management in the parking lots and outside the premises – duly following social distancing may be maintained.
- 27) Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- 28) As much as possible, employees should avoid using other employees' phones, desks, offices, or other work tools and equipment. Clean and disinfect them before and after use.
- 29) All employees should try and use stairs as far as possible except those who may have problems in using the staircase.
- 30) More than 4 persons in the lift are not allowed. Inside the lift, the persons should stand facing the walls of the lift and not facing each other.
- 31) In the lifts, etiquette may be observed.
- 32) While waiting for the lift in the corridor, physical distancing of six feet must be ensured and queue should be formed.
- 33) Centralized ACs may not be used for the time being, if possible.

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- 34) Employees should take entry into the Building through different Gates in a staggered manner.
- 35) Group lunches should be avoided strictly.
- 36) Lunch times may be staggered as much as possible.
- 37) The persons who have given their samples for testing for COVID-19, may immediately inform Administration and should not come to office till the result is available.
- 38) Loitering and crowding in corridors should be avoided and people should maintain distance.
- 39) Spitting is strictly prohibited. If any person is found spitting, strict action will be taken as per rules.
- 40) The movement of physical receipt/file should be discouraged so as to avoid the infection through frequent touching of papers.

2. All officers/staff are advised to strictly follow the above mentioned precautionary measures in this common fight against COVID-19.



(Amit Kumar)

Under Secretary to the Govt. of India

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To

PS to HFM / PS to MoS (AKC)

Sr. PPS to Secy (HFW) / Sr. PPS to OSD (RB) / PPS to DGHS

PPS to AS&FA / Sr. PPS to AS (AA) / PPS to AS & MD

DDG (NIC)/ All the Officers/Officials of this Ministry (through e-Office)

Copy to: -

- (i) All Joint Secretaries in the MoHFW for circulating the same among the Autonomous bodies/Subordinate Offices under them.
- (ii) Director (Admn.), Dte. GHS for necessary action (especially S.No. 11 above).
- (iii) DS (Admn.), DHR
- (iv) Hindi Section for Hindi translation.