

Nirman Bhawan, New Delhi
Dated the 19th 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 16th April, 2020 drawing attention to Ministry of Home Affairs' consolidated guidelines regarding functioning of offices from 20th April, 2020, all officers/officials are advised to take following precautionary measures in order to contain spread of COVID-19:

- P. Chandra*
- Mr. 2/1/4*
- (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.

Amits

