OFFICE MEMORANDUM

Subject: Preventive Measures to be taken to contain the spread of COVID-19 – reg.

In order to contain the spread of Novel Coronavirus (COVID-19), precautionary measures are required to be taken by all officials of the DEPwD and the organizations under its aegis. In this regard, DOPT's Advisory dated 17th March 2020 comprising the indicative list of Do's and Don’ts has already been circulated as has been the Advisory of Ministry of Health and Family Welfare dated 17th March 2020 regarding social distancing measures. On 18th March 2020, DEPwD has also circulated actions to be taken in order to contain the spread as instructed by the Cabinet Secretariat.

2. In continuation of the above and as per the information available, you are aware that the Corona Virus is known to spread from person to person directly through respiratory droplets produced when an infected person coughs or sneezes. People also become infected by touching surfaces contaminated with the virus and then touching their mouths, noses or eyes. Accordingly, respiratory hygiene, hand hygiene and cleaning and disinfection of surfaces frequently touched as well as maintaining social and physical distancing are being seen as essential strategies for the prevention and transmission of COVID-19. As such, disinfection and sanitization of floors and surfaces frequently touched by hands such as seats, hand rails, straps in buses/cars, door handles, lifts, hand rails, mobiles, chairs, table tops, keyboards etc. are required to be done properly and repeatedly.

3. In view of the above and since many of the officials are now WORKING FROM HOME, few EASY TO FOLLOW PRACTICAL indicative measures and suggested protocols need to be followed by each official in order to contain and lesson the impact and spread of this virus and keep themselves and their families safe. It must be understood that these preventing measures are meant to ensure total sanitization and cleanliness for not just for ourselves, but also for our families, surroundings and the community immediately around us.

4. Following the cleanliness and social distancing protocols for self, families, homes and immediate community as mentioned in the suggestive list of measures given hereunder would go a long way in keeping ourselves and our household members safe and help fight the spread of virus:

i) Maintain personal hygiene and physical distancing.

ii) Practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub/sanitizer. Wash hands even if they appear to be visibly clean.
iii) Cover nose and mouth with handkerchief/tissue while sneezing and coughing. Throw used tissues into closed bins immediately after use.

iv) Sneeze in the inner side of your elbow and do not cough into the palms of your hands.

v) Avoid shaking hands with others.

vi) Avoid touching your eyes, nose and mouth with unsanitized hands.

vii) Maintain a safe distance from persons during interactions, especially with those having flu-like symptoms and vice versa. Don’t have close contact with others if you are yourself experiencing cough and fever.

viii) Take temperature regularly and check for respiratory symptoms.

ix) See a doctor if feeling unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.

x) 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.

xi) Sanitize work places properly and repeatedly before starting work and during process of working.

xii) Ensure disinfection of commonly used surfaces.

xiii) While working from home, officials are required to stay at home and come out only for accessing essential services and strictly follow social distancing norms and maintain a distance of 1 meter or 3 feet. Avoid grouping/visitors and crowded places.

xiv) Maintain proper health and hygiene of self, workplace, household members, their respective homes and no using complexes.

xv) All non-essential travels to be avoided.

xvi) Avoid lifts as much as possible to avoid touching buttons.

xvii) Sensitize and educate families and communities around you to protect themselves and follow the cleanliness and social distancing protocols seriously.

xviii) Keep updated with the latest information available from Government websites.

xix) Keep yourself and your family mentally healthy, de-stressed and safe.

The above measures would help ensure that we all cooperate and work towards doing our bit in the face of the pandemic, both in our office and home environments to remain safe and contribute to the needs of our organization and the country during these trying times.

(Tarika Roy)
Joint Secretary to the Government of India

To,

(i) All the Directors & Deputy Secretaries of the Department.
(ii) All the Under Secretaries of the Department.
(iii) CMD, ALIMCO, Kanpur
(iv) CMD, NHFDC, Delhi
(v) JS&CEO, National Trust, Delhi
(i) Deputy CCPD, Delhi
(ii) Member Secretary, RCI, Delhi
(iii) All the Directors of National Institutes under the Department – with a request to intimate the respective CRCs
(iv) Notice Board of the Department.

Copy for information to:-

(i) Sr. PPS to Secretary
(ii) PPS to JS(PS)
(iii) PA to DDG