

Nirman Bhavan, New Delhi
Dated the 27th May, 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 all Officers/Officials are advised to take following precautionary measures while in office/ office complex in order to check the spread of COVID-19 in addition to the measures mentioned in OM dated 19.04.2020: -

- (i) Wearing of mask is mandatory for all employees.
- (ii) Desks and chairs are to be arranged in a zigzag pattern so that two employees may not sit directly across from each other.
- (iii) All the employees should avoid touching their eyes, nose, and mouth with their hands.
- (iv) 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. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- (v) 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.
- (vi) 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.
- (vii) All employees should try and use stairs as far as possible except those who may have problems in using the staircase.
- (viii) 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.
- (ix) While waiting for the lift in the corridor, physical distancing of six feet must be ensured and queue should be formed.
- (x) Centralized ACs may not be used for the time being, if possible.
- (xi) Employees should take entry into the Building through different Gates in a staggered manner.
- (xii) Those persons who were in contact with COVID-19 positive patients, should quarantine themselves as per SOP of MoHFW.

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- (xiii) Group lunches may be avoided.
- (xiv) Lunch times could be staggered as much as possible.
- (xv) 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 comes.
- (xvi) Loitering and crowding in corridors should be avoided and people should maintain distance.
- (xvii) Spitting is strictly prohibited. If any person is found spitting, strict action will be taken as per rules.
- (xviii) The movement of physical receipt/file should be discouraged so as to avoid the infection through frequent touching of papers.
- (xix) Meetings through video conferences may be done to the extent possible.

2. All officers/staff are advised to strictly follow the above mentioned precautionary measures.

Amit Kumar
(Amit Kumar)

Under Secretary to the Govt. of India
Telefax: 23061323

To

PS to HFM / PS to MoS (AKC)

Sr. PPS to Secy (HFW) / Sr. PPS to OSD (RB) / PPS to SS(AS)

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

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

Copy to: -

1. All Joint Secretaries in the MoHFW for circulating the same among the Autonomous bodies/Subordinate Offices under them.
2. Director (Admn.), Dte. GHS
3. DS (Admn.), DHR