Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) by Officer, Staff, Consultants and Outsourced personnel of the Ministry including all its Attached/Subordinate Offices, Autonomous Bodies and NSDC regarding organisations- Instructions regarding

In order to contain the spread of Novel Coronavirus (COVID-19), some Precautionary measures as given in the Annexure are required to be taken by all the employees, Consultants and outsourced personnel of the Ministry including all its Attached/Subordinate Offices, Autonomous Bodies and National Skill Development Corporation (NSDC).

2. General Administration Division of the Ministry as well as all controlling officers like Section Officers, Under Secretaries, PPS etc must maintain a complete list of staff including out sourced staff working under their administrative control with their home address, names of parents/relatives with their mobile numbers who can be contacted in emergency. Blood Group details wherever possible should also be kept.

3. As advised by DoP&T vide its OM No. 11013/2/2014-Estt (A.III) dated 19th March 2020 (copy enclosed), Order regarding staggered duty for alternate weeks in respect of Group-B and Group-C Officials shall be issued by the Ministry and HODs of all Attached, Subordinate and other Offices under MSDE.

4. All touch points insides offices including bath rooms, office rooms and entry and exist points should be sanitized regularly and the service personnel may be issued mask and gloves for the purpose along with hand sanitizers.

5. All employees of the Ministry and other offices including their family members who develop any symptoms as given in the annexure must report this fact to their controlling officer in the Ministry / Office immediately and also to nearest Government Hospital / CGHS Dispensary.
6. Further, in accordance with the advisory issued by DoP&T, vide its OM No.11013/9/2014-Estt.A (III), dated 17th March 2020, Ministry and offices under must observe the following:

(i) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the HODs or higher level officers may be allowed after being properly screened;

(ii) Install thermal scanners at the entry of Office buildings, as feasible. Mandatory placing of hand sanitizers at the entry of office buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc;

(iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary;

(iv) All officials are required to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: mohfw.gov.in/DraftGuidelinesforhomeguarantine.pdf.

(v) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure;

(vi) Avoid non-essential official travel;

(vii) Use e-office as much as possible and where e-office is not operational, approval may be obtained through email instead of physical file excluding statutory / legal matters;

(viii) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.

(ix) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces;

(x) Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
7. Practice Social distancing;

8. Ensure physical distancing (minimum 1metre) between tables; encourage open air seating where practical with adequate distancing.

9. Keep already planned weddings to a limited gathering, postpone all non-essential social and cultural gatherings;

10. Exhibit Do's and Don'ts at Office;

11. Hygiene and physical distancing has to be maintained. Shaking hands and hugging as a matter of greeting to be avoided.

12. Keep communities informed consistently and constantly.

13. All employees are requested to visit the website of the Ministry of Health and Family Welfare, Government of India at https://www.mohfw.gov.in/ for further updates on support for COVID-19.


15. The Helpline Email ID for corona-virus: ncov2019@gov.in

16. MSDE Helpline Contact No. 011-23465877 / 996431 57005 (Under Secretary, General Admn.)

17. All Offices may indicate their helpline numbers

18. All Offices under MSDE are requested kindly to acknowledge receipt of this Office Memorandum.

(Chairman, MSDE Anti-Covid-19 Committee)

(DR B K RAY)

Tel: 011-23465852
Email: bkray@nic.in

(i) All Officers and Staff of MSDE
(ii) All Attached Office / Subordinate Offices /Autonomous Bodies under MSDE and CEO, NSDC
(iii) Cabinet Secretariat / PMO / DoP&T
(iv) PS to Minister of SDE / PS to MOS (SDE)
(v) PPS to Secretary, MSDE
(vi) Web-Manager, NIC, MSDE for uploading in website.
Novel Coronavirus (2019-nCoV)-General Advisory for Public

The 2019 novel coronavirus (2019-nCoV), Wuhan coronavirus, is a contagious virus that causes respiratory infection and can easily transfer from human to human.

**Symptom**
- Fever
- Difficulty in Breathing
- Coughing
- Tightness of Chest
- Running Nose
- Head Ache
- Feeling of being Unwell
- Pneumonia
- Kidney Failure

**Incubation Period:** 14 days asymptomatic

**Mode of transmission**
Human Coronavirus (2019-nCoV) is most commonly spread from an infected person to other through:
- The air by coughing and sneezing
- Close personal contact, such as touching or shaking hand
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

**How to reduce risk of Coronavirus infection (2019-nCoV)**
- Clean hands with soap and water or alcohol based hand rub for, at least, 20 seconds.
- Cover nose and mouth when coughing & sneezing with tissue or flexed elbow
- Avoid close contact with anyone with cold or flu like symptoms
- Avoid frozen meet
- Isolation of symptomatic patients for at least 14 days.

**DO's and DON'T's**

<table>
<thead>
<tr>
<th><strong>DO's</strong></th>
<th><strong>DON'Ts</strong></th>
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<tbody>
<tr>
<td>Cover your nose and mouth with disposable tissue or handkerchief while coughing or sneezing.</td>
<td>Touching eyes, nose or mouth with unwashed hands.</td>
</tr>
<tr>
<td>Frequently wash your hands with soap and water for, at least, 20 seconds.</td>
<td>Hugging, kissing and shaking hands while greeting.</td>
</tr>
<tr>
<td>Avoid crowded places.</td>
<td>Spitting in public places.</td>
</tr>
<tr>
<td>Person suffering from Influenza like illness must be confined at home.</td>
<td>Taking medicines without consulting doctor.</td>
</tr>
<tr>
<td>Stay at more than one arm's length distance from persons sick with flu.</td>
<td>Excessive physical exercise.</td>
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<tr>
<td>Take adequate sleep and rest.</td>
<td>Disposal of used napkin or tissue paper in open areas.</td>
</tr>
<tr>
<td>Drink plenty of water/liquids and eat nutritious food.</td>
<td>Touching surfaces usually used by public (Railing, door gates, etc).</td>
</tr>
<tr>
<td>Person suspected with Influenza like illness must consult doctor immediately.</td>
<td>Smoking in public places.</td>
</tr>
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<td></td>
<td>Unnecessary testing.</td>
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</tbody>
</table>
24*7 Control Room has been established at DGHS (HQ), may be contacted for any query related to nCoV-2020
Ph: 011-22307145, 22300012, 22300036

Steps for Hand washing

0. Wet hands with water;
1. Apply enough soap to cover all hand surfaces;
2. Rub hands palm to palm;
3. Right palm over left dorsum with interlaced fingers and vice versa;
4. Palm to palm with fingers interlaced;
5. Backs of fingers to opposing palms with fingers interlocked;
6. Rotational rubbing of left thumb clasped in right palm and vice versa;
7. Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;
8. Rinse hands with water;
9. Dry hands thoroughly with a single use towel;
10. Use towel to turn off faucet;
11. Your hands are now safe.
कोरोना वायरस

कोरोना वायरस एक तरह का संक्रमित बायरस है। यह वायरस एक व्यक्ति से दूसरे व्यक्ति में संक्रमण के जरिए फैलता है। इस वायरस के लक्षण निम्नलिखित की तरह हैं।

कोरोना वायरस के लक्षण :-

- सिर दर्द।
- सांस लेने में तकलीफ़।
- चूक।
- खांसी।
- बुखार।
- किडनी फेल।

कोरोना वायरस से बचाव :-

- अपने हाथ सानुन और पानी या अल्कोहल हुला हूंदरब से कम से कम 20 सैकेंड तक साफ करें।
- खांसते और दूसरे बचक्ष्य अपनी नाक और मुंह की स्वाद या टिस्यू या गुड़ी हुई कोहनी से ढके।
- जिन्हें सर्दी या पूर्ण लक्षण हों तो उनके साथ करीबी संपर्क बनाने से बचें।

क्या करें - क्या न करें

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<tr>
<td>बाँसने और दूसरे को किश्त के दौरान अपनी नाक व मुंह की कपड़े अंतर्वत लाने से अवश्य ढके।</td>
<td>रंदे हाथों से आंख, नाक अथवा मुंह को छुपा।</td>
</tr>
<tr>
<td>अपने हाथों को सानुन व पानी से नियमित धोये।</td>
<td>किसी को मिलने के दौरान गले लगना, चूमना या अनाथ मिलाना।</td>
</tr>
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<td>धीमे भांजे वाले क्षेत्रों में जाने से बचें।</td>
<td>सार्वजनिक स्थानों पर बूढ़ना।</td>
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<td>पनी च संक्रमित हों तो घर पर ही आराम करें।</td>
<td>बिनना चिकित्सक के परमार्श के द्वारा लेना।</td>
</tr>
<tr>
<td>पनी च संक्रमित व्यक्ति से एक ताजा तक की दूरी बनाए रखें।</td>
<td>इस्तेमाल किए हुए तेल, टिस्यू पेपर, इलाम बुले में फेंकना।</td>
</tr>
<tr>
<td>पर्यावरण नीति और आराम लें।</td>
<td>पनी वायरस से दूरित सतहों का स्पर्श (रेलिंग,दरवाज़े इत्यादि)।</td>
</tr>
<tr>
<td>पर्यावरण मात्रा में पानी / तरल पदार्थ पिये और पोषक आहार खाएं।</td>
<td>सार्वजनिक स्थानों पर धूपपात करना।</td>
</tr>
<tr>
<td>पनी च संक्रमण को संदेह हों तो चिकित्सक से चुरान सलाह अवश्य लें।</td>
<td>अनावश्यक एच 1 एम 1 की जांच करवाना।</td>
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सम्बंधित जानकारी के लिए 24x7 कंट्रोल रूम के निम्नलिखित नम्बरों पर संपर्क करें-
22307145, 22300012, 22300036
OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID-19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

(i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.

(ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:

   (a) 9 AM to 5.30 PM
   (b) 9.30 AM to 6 PM
   (c) 10 AM to 6.30 PM

(iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
(iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.

(v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.

(vi) These instructions shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

(vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.

(Sujata Chaturvedi)
Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT