



Ministry of Health & Family Welfare
Government of India

Guidelines on preventive measures to contain spread of COVID-19 Offices

Controlling
NC Sirs

Technical cell

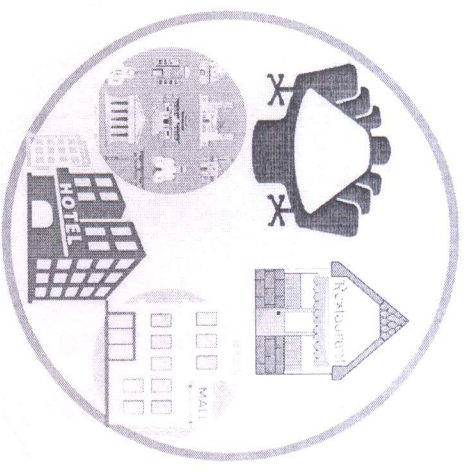
11th June 2020

Kindly approve guidelines like this, (which are as per
family welfare) to upload on ICM website & further
allow us to give such guidelines to technical cell
as per the immediate action.

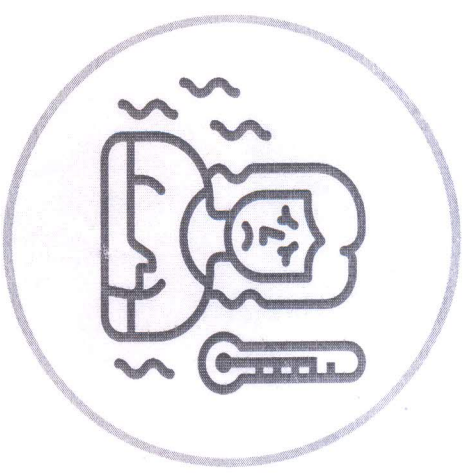
Need for Covid Appropriate Behaviour



Every individual is at risk



If infected, you may spread infection to others in crowded places



You may put your family members at risk



You may particularly put elders in your family at risk

As we progress in Unlock 1.0, to contain the spread of COVID-19, we need to follow Covid Appropriate Behavior at all times

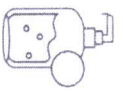
Generic Preventive Measures



Use face covers/masks



Maintain adequate social distancing



Wash hands with soap/ sanitizers (as required)

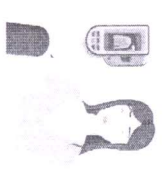


Respiratory etiquettes

- Cover mouth & nose with tissue/ handkerchief/ flexed elbow
- Dispose off used tissues properly



Spitting is strictly prohibited



Thermal screening of all entrants and staff



Maintain 6ft distance while queuing for entry in public places



Staggering of visitors/patrons

Generic Preventive Measures



Self-monitor health
(Guest and staff)



Immediate report illness
(To state and district helpline)



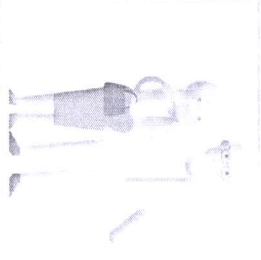
Arogya Setu
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**Large gatherings/
congregation prohibited**

Who are advised to stay at home?



People aged more than
65 years



Children aged less than
10 years



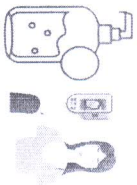
Pregnant Women



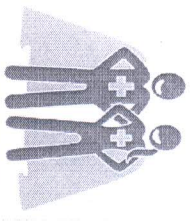
Persons with comorbidities such
as hypertension, diabetes, etc

Except for essential and health purposes

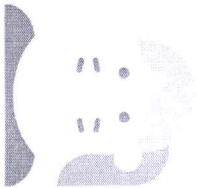
Offices – Specific Measures



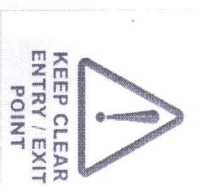
Mandatory sanitizer dispensers and thermal screening provisions at entrance



Only asymptomatic staff/visitors allowed



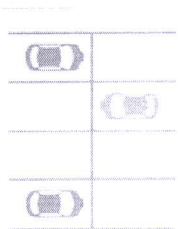
Officer/visitors/ staff to be allowed entry only if wearing masks



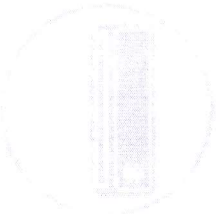
Separate entry and exit for officers, staff and visitors



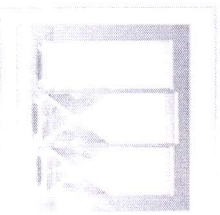
Specific markings with sufficient distance for queue management and social distancing norms



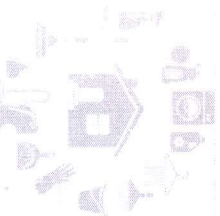
Proper Crowd Management in Parking Lots and outside the premises



Air-conditioning
(Temp of 24–30°C, Relative humidity of 40–70%, Intake of fresh air, Cross ventilation)



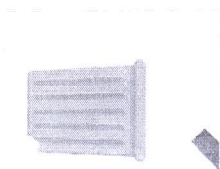
Posters/ standees/ AV media on COVID preventive measures displayed at all times



Effective and frequent sanitation (esp. lavatories, drinking and hand/foot washing stations)

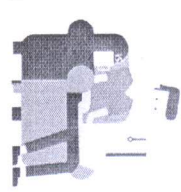


Cleaning and regular disinfection (using 1% sodium hypochlorite of frequently touched surfaces)

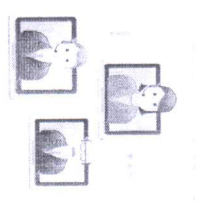


Safe Disposal of face covers/ masks/gloves

Offices – Specific Measures



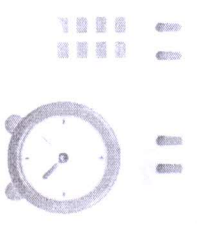
Officers/staff residing in containment zone to inform supervisory officer and work from home



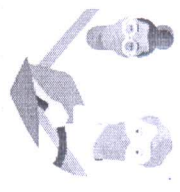
Video Conferencing for meetings



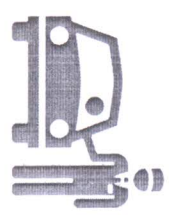
Staff/Drivers residing in containment zones should not be allowed to drive vehicles



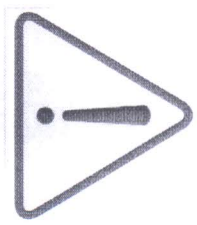
Staggering of office hours, lunch hours/coffee breaks



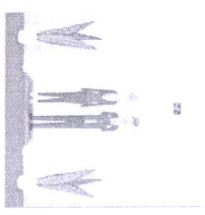
Drivers to maintain social distancing and follow required do's and don'ts
(Disinfection of steering, door handles, keys using 1% sodium hypochlorite solution/spray)



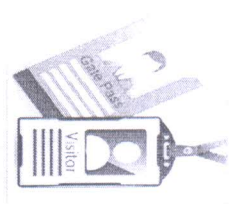
Valet parking operational
(Face covers/masks & gloves for staff and disinfection of steering, door handles, keys)



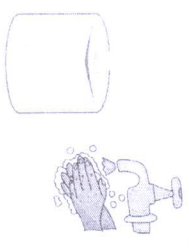
Avoid front-line work and take extra precaution for high risk employee
(older, pregnant employees and employees with underlying medical conditions)



Limited number of people in elevators



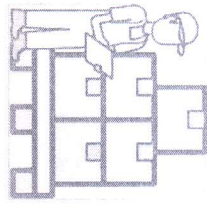
Suspend issue of visitors/ temporary passes & screen permitted visitors properly



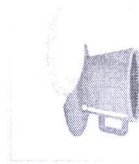
Ensure regular supply of hand sanitizers/ soap/ running water in washrooms

Guidelines with respect to preventive measures specific to offices have been issued by DoPT to be followed

Offices – Specific Measures



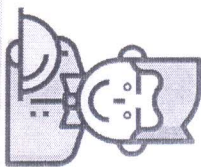
Precautions while handling supplies/inventories



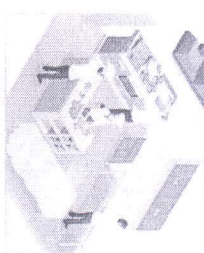
Shops/stalls/Cafeteria to follow social distancing within and outside premises



Seating arrangement in cafeteria to ensure adequate social distancing



Staff/waiters to wear masks and hand gloves



Staff to follow social distancing norms in the cafeteria/ canteen/ dining halls/ kitchen

Closure of Workplace

Scenario: One or Two reported cases



Disinfection procedure for places/areas visited by patient in past 48 hrs



No need to close entire office building/halt work in other areas



Work can be resumed after disinfection as per protocol

Scenario: Larger Outbreak or Potential Emerging Cluster



Building/block to be closed for 48 hours after thorough disinfection



Work from home for entire staff, till the building/block is disinfected and fit for re-occupation



Risk assessment, isolation, and quarantine of contacts, case referral and management

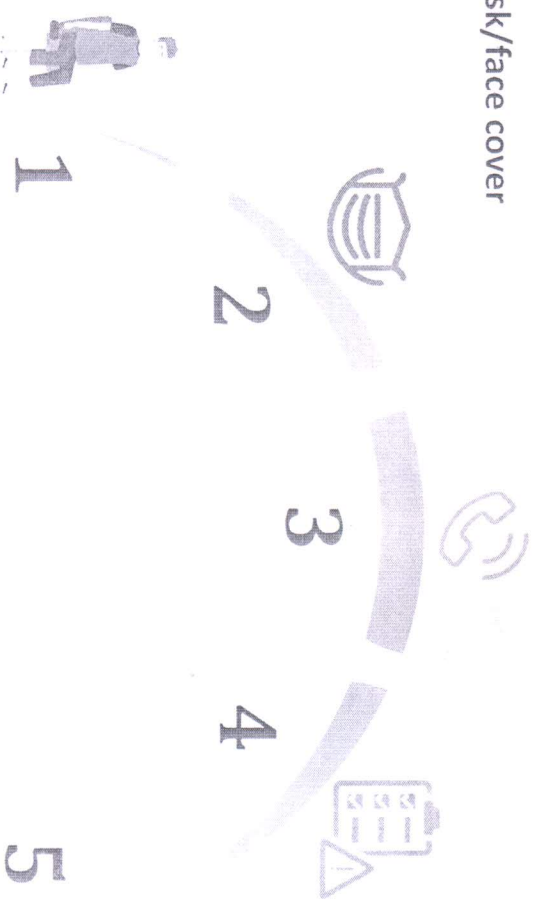
The detailed guidelines are available at MoHFW website, states may adopt accordingly

Protocol for attending to suspect or confirmed case

Immediately inform nearest medical facility or call state or district helpline

Provide mask/face cover

Place the ill person in an isolated room or area



Risk assessment and further action by designated public health authority (district RRT/treating physician)

Disinfection of Premises (If person is positive)

The detailed guidelines are available at MoHFW website, states may adopt accordingly