



Circular

Sub: Precautions/Guidelines to contain the spread of Covid-19-reg.

The cases of spread of Covid-19 has been increasing day by day. The Government has issued advisory to follow Covid-19 guidelines/precautions already existing in place. In this regard, the Covid-19 protocol envisaged is once again reproduced below:

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- (i) Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.
- (ii) Use of face covers/masks to be mandatory.
- (iii) Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- (iv) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- (v) Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- (vi) Spitting shall be strictly prohibited.
- (vii) Installation & use of Aarogya Setu App by employees.

Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

- (a) Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
- (b) Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.

The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.

All staff members are directed to follow the above guidelines of the Government of India.

It is also requested that in accordance with guidelines employees who are aged 45 years and above are required to get them vaccinated for Covid-19 as early as possible.


(Baburaj S.)

Dy. Secretary i/c Admn.