F.No. Z-11017/13/2020-G.A.
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

Dated-17th April, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) - reg.

This is in continuation of the office OM No 42018/20/2020-Estt dated 24th March 2020 whereby preventive measures were circulated to be taken by officials of DEPwD while working from office/home for their own safety and of their family members as well as to contain the spread of COVID-19. As per the latest advisory dated 15.4.2020 of Ministry of Home Affairs and general understanding gained about the subject, following Standard Operating Procedures (SOPs) for social distancing in offices, workplaces and working spaces needs to be taken by all officials and staff and the visitors, if any, in letter and spirit:

A FOR OFFICE -

I FOR OFFICE PREMISES:

1. All offices should be sanitized thoroughly with Sodium Hypochlorite/ other suitable disinfectants at 8:30 am, 12.30m, 4.00 pm and after office hours.
2. Offices should be aired and windows opened to allow proper ventilation and adequate sunshine filtering in.
3. Keep offices clutter free, duly clearing unnecessary objects to ensure better sanitisation.
4. High contact surfaces such as washrooms, walls and other surfaces, conference room, elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephones, printers/scanners, and other office machines including should be cleaned each time with a linen/absorbable cloth soaked in 1% sodium hypochlorite or other disinfectant. Frequently touched areas like tabletops, chair handles, pens, diary files, keyboards, mouse, mouse pad, kettles, mobile phones, etc. should be specially cleaned.

5. Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
6. Laser gun thermometers to check all office staff and visitors before allowing entry into the office building.
7. Office premises and the access route of the chambers/sections to be sanitized. This includes, regular sanitisation of lifts, handrails as well as staircases.

II FOR PERSONAL SAFETY, CLEANLINESS AND SANITISATION

8. Everybody should clean and sanitize their hands using soap and water duly following the 20-seconds cleaning routine at short regular intervals, even if the hands appear visibly clean. Sanitizers to be also used at frequent intervals.
9. Wear PPEs like face masks, gloves etc.
10. Maintain personal hygiene and a safe distance (more than one meter) from persons during interactions.
11. Eyes, nose and mouth not to be touched.
12. Not to shake hands.
13. Cover nose and mouth with tissue or elbow while sneezing and coughing. Throw used tissue in closed bins.
14. Not to participate in gatherings, including sitting in groups at canteen or in office premises/corridors; maintain social distancing.
15. One passenger besides the vehicle driver should be in the backseat, in case of four-wheelers. In case of two-wheelers, only rider of the vehicle.
16. Instructions of the State/UT local authority should be followed by all the personnel travelling to place of work and back in the exempted categories.
17. Use of lift should be avoided and stairs should be preferred. In the elevators not more than 2/4 persons (depending on the size) to travel.
18. Keep sipping hot water, tea, hot fluids.
19. Keep oneself healthy, eat nutritious diet and try to stay stress free.

III FOR WORKING IN OFFICE

18. Work places should have a gap of one hour between shifts and the lunch break of Staff should be staggered, to ensure social distancing.
19. Large gathering or meeting of 10 or more people should not be allowed. Seating at least 6 feet away from others on the job sites in gathering.
20. There is total ban on non essential visitors. If essential, visitors should be properly screened and should sanitise their hands before entering the office and wear masks.
21. Meetings to be avoided, and, as far as feasible, should be done through video conferencing.
22. Wipe and sanitise files/documents before handling. Facility to be made in offices/sections to sanitize files at a common entry point.
23. Convert files into the electronic mode at the earliest.
24. Respective workstations to be kept sanitized throughout the day.
25. Drivers and MTSs to be taught the cleanliness and sanitisation protocol for sanitising car seats, handles, pockets, steering wheel, windows three times a day. While in parking, try to keep car doors open and roll down windows to allow sunshine. Separate guidelines also issued for Drivers and Vehicles.
26. All the officials should avoid the public transport / metro rail service / services of cab aggregators.

IV GENERAL OVERALL INSTRUCTIONS

27. For details, refer enclosed guidelines issued by ICMR, M/o Health and Family Welfare of interim guidance about the environmental cleaning/decontamination of office spaces and regularly visit the MoHFW website to check updated information on protocols for safety and containment of COVID-19.

28. Aarogya Setu Application has been developed by MeitY to help identify the risk of contacting Corona Virus. Other useful information to fight against COVID-19 along with helpline numbers are also given. The same can be downloaded from Google Play in both Android and iOS version.

29. As per the guidelines of MHA, penalties prescribed shall be levied and collected from all persons and entities violating this directives.

B FOR VISITORS

1. Only essential visitors are allowed.
2. To maintain personal hygiene and physical distancing of minimum 6 feet.
3. To wash hands with soap and water following the 20-second cleaning routine and using alcohol-based sanitizer hand rub before entering the office premise.
4. To use Personal Protective Equipment (PPEs) - wear face masks, gloves and shoe covers.
5. Not to shake hands.
6. To the extent possible, try not to touch anything, other than personal belongings.
7. To cover nose and mouth with tissue while sneezing and coughing. Throw used tissues into closed bins immediately after use.
8. To not visit if having flu-like symptoms - such as cold, cough and/or fever; instead report it to medical authorities.

C FOR STAFF AND VISITORS WHILE GOING BACK HOME

1. Ring up home when starting from office.
2. Someone at home should keep the front/main door open (to avoid touching the calling bell or door handle).
3. Bucket of water with washing soap/powder or bleaching powder added to it to be kept at the front door.
4. Keep things (car keys, pen, sanitizer, bottle, phone, lunch box) in a box outside the door.
5. Wash hands in the bucket and stand in the water for a few minutes. Meanwhile, use tissue and sanitizer to wipe the items placed in the box.
6. Wash hands with soap water again.
7. Thereafter, enter the house without touching anything.
8. Bathroom door to be kept open and bucket of detergent soap water kept ready. All worn clothes to be immediately soaked in it. Full head and body bath taken using soap/shampoo.
9. Wash clothes/put in washing machine with high temperature settings and/or dry clothes in direct sunlight.

(Vikash Prasad)
Director (Admin)

To,

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

Copy for information to:-
1) PS to HMSJE, PS to MoS (KP)
2) PPS to Secretary, DEPwDs
3) PPS to JS(PS)&JS (TR)/PA to DDG