

******

Please refer OFB letters of even No. dated 06-03-2020, 10-03-2020 & 17-03-2020.

Further to the above, a copy of the DOP&T O.M at reference above, the contents of which are self-explanatory, is forwarded herewith for consideration and required action at Unit level.

To:
The Senior General Manager/General Manager
All Factories

Copy to:
01. The Medical Officer In-Charge - All Ordnance Factory Hospitals;
02. The Principal Controller of Accounts (Fys.), Kolkata;
03. Director General of Audit, Kolkata;
04. Chief Internal Auditor, Kolkata;
05. Addl. DG/AV HQrs;
06. Addl. DG/OEF HQrs;
07. DDG/OFB HQrs;
08. The Principal Director, NADP, Ambajhari;
09. The Senior Principal Director/ Principal Director, All IOFIOLs;
OFFICE MEMORANDUM

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

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

2. All the Ministries/Departments are advised to take all necessary measures such as :-

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

(ii) 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 officer who they want to meet, should be allowed after being properly screened.

(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) Avoid non-essential official travel.

(v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.

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

(vii) Close all gyms/recreation centres/creches located in Government buildings.

(viii) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
3. An indicative list of Do's and Don'ts is also annexed for wide dissemination.

Encl: As above

(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

To,

1. All the Ministries/Departments, Government of India
2. PMO/Cabinet Secretariat
3. PS to Hon'ble MOS(PP)
4. PSO to Secretary(Personnel)
5. Sr. Tech. Dir., NIC, DoP&T

For Information
ANNEXURE

**Do's**

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

**Don'ts**

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.