Guidelines on preventive measures to contain spread of COVID-19

Offices

11th June 2020
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

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

Self-monitor health
(Guest and staff)

Aarogya Setu app
(Recommended to Install & Use)

Immediate report illness
(To state and district helpline)

Large gatherings/congregation prohibited

Immediate report illness
(To state and district helpline)
## Offices – Specific Measures

<table>
<thead>
<tr>
<th>Image</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Mandatory sanitizer" /></td>
<td>Mandatory sanitizer dispensers and thermal screening provisions at entrance</td>
</tr>
<tr>
<td><img src="image" alt="Officer/visitor" /></td>
<td>Only asymptomatic staff/visitors allowed</td>
</tr>
<tr>
<td><img src="image" alt="Officer/visitor" /></td>
<td>Officer/visitor/staff to be allowed entry only if wearing masks</td>
</tr>
<tr>
<td><img src="image" alt="Separate entry" /></td>
<td>Separate entry and exit for officers, staff, and visitors</td>
</tr>
<tr>
<td><img src="image" alt="Specific markings" /></td>
<td>Specific markings with sufficient distance for queue management and social distancing norms</td>
</tr>
<tr>
<td><img src="image" alt="Proper Crowd Management" /></td>
<td>Proper Crowd Management in Parking Lots and outside the premises</td>
</tr>
<tr>
<td><img src="image" alt="Air-conditioning" /></td>
<td>Air-conditioning (Temp of 24–30°C, Relative humidity of 40–70%, Intake of fresh air, Cross ventilation)</td>
</tr>
<tr>
<td><img src="image" alt="Posters/standees" /></td>
<td>Posters/standees/AV media on COVID preventive measures displayed at all times</td>
</tr>
<tr>
<td><img src="image" alt="Effective and frequent sanitation" /></td>
<td>Effective and frequent sanitation (esp. lavatories, drinking and hand/foot washing stations)</td>
</tr>
<tr>
<td><img src="image" alt="Cleaning and regular disinfection" /></td>
<td>Cleaning and regular disinfection (using 1% sodium hypochlorite of frequently touched surfaces)</td>
</tr>
<tr>
<td><img src="image" alt="Safe Disposal" /></td>
<td>Safe Disposal of face covers/masks/gloves</td>
</tr>
</tbody>
</table>
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

1. Place the ill person in an isolated room or area
2. Provide mask/face cover
3. Immediately inform nearest medical facility or call state or district helpline
4. Risk assessment and further action by designated public health authority (district RRT/treating physician)
5. Disinfection of Premises (If person is positive)

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