Guidelines on preventive measures to contain spread of COVID-19

Offices

11th June 2020
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

<table>
<thead>
<tr>
<th>Use face covers/masks</th>
<th>Spitting is strictly prohibited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain adequate social distancing</td>
<td>Thermal screening of all entrants and staff</td>
</tr>
<tr>
<td>Wash hands with soap/ sanitizers (as required)</td>
<td>Maintain 6ft distance while queuing for entry in public places</td>
</tr>
<tr>
<td><strong>Respiratory etiquettes</strong></td>
<td></td>
</tr>
<tr>
<td>• Cover mouth &amp; nose with tissue/ handkerchief/ flexed elbow</td>
<td></td>
</tr>
<tr>
<td>• Dispose off used tissues properly</td>
<td></td>
</tr>
<tr>
<td><strong>Staggering of visitors/patrons</strong></td>
<td></td>
</tr>
</tbody>
</table>
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

Aarogya Setu app
(Recommended to Install & Use)
### Offices – Specific Measures

- **Mandatory sanitizer dispensers and thermal screening provisions at entrance**
- **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**

### Specific Measures

- **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**
Guidelines with respect to preventive measures specific to offices have been issued by DoPT to be followed.
## Offices – Specific Measures

<table>
<thead>
<tr>
<th>Precautions while handling supplies/inventories</th>
<th>Shops/stalls/Cafeteria to follow social distancing within and outside premises</th>
<th>Seating arrangement in cafeteria to ensure adequate social distancing</th>
<th>Staff/waiters to wear masks and hand gloves</th>
<th>Staff to follow social distancing norms in the cafeteria/ canteen/ dining halls/ kitchen</th>
</tr>
</thead>
</table>

### 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)

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