



Ministry of Health & Family Welfare  
Government of India

# Guidelines on preventive measures to contain spread of COVID-19 Offices

11<sup>th</sup> June 2020

# Need for Covid Appropriate Behaviour



Every individual  
is at risk



If infected , you may  
spread infection to  
others in crowded places



You may put  
your family  
members at risk



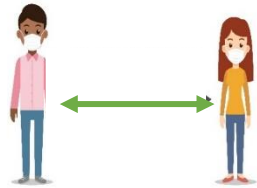
You may particularly  
put elders in your  
family at risk

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



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



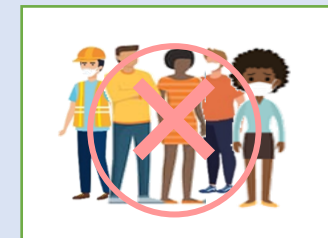
**Self-monitor health**  
*(Guest and staff)*



**Aarogya Setu app**  
*(Recommended to Install & Use)*

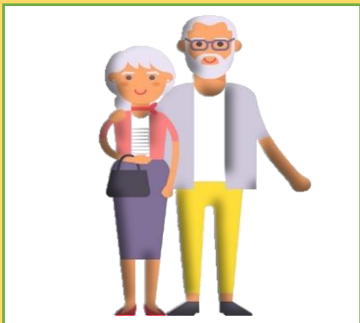


**Immediate report illness**  
*(To state and district helpline)*



**Large gatherings/  
congregation prohibited**

## Who are advised to stay at home?



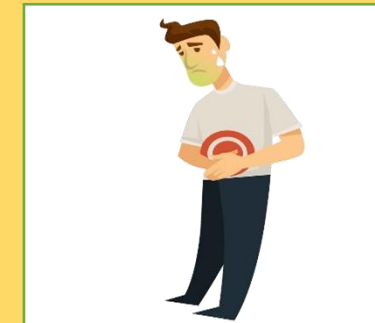
**People aged more than  
65 years**



**Children aged less than  
10 years**



**Pregnant Women**



**Persons with comorbidities such  
as hypertension, diabetes, etc**

***Except for essential and health purposes***

# Offices – Specific Measures



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



**Only asymptomatic staff/ visitors allowed**



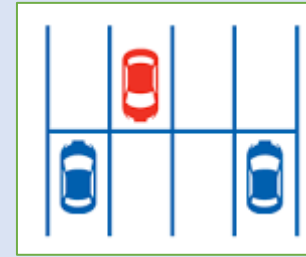
**Officer/visitors/ staff to be allowed entry only if wearing masks**



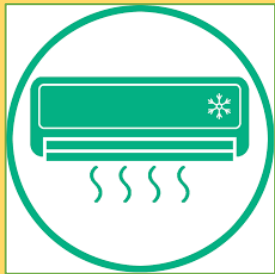
**Separate entry and exit for officers, staff and visitors**



**Specific markings with sufficient distance for queue management and social distancing norms**



**Proper Crowd Management in Parking Lots and outside the premises**



**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)*

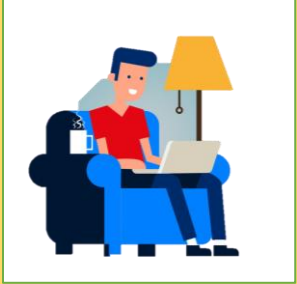


**Cleaning and regular disinfection** *(using 1% sodium hypochlorite of frequently touched surfaces)*



**Safe Disposal of face covers/ masks/gloves**

# Offices – Specific Measures



**Officers/staff residing in containment zone to inform supervisory officer and work from home**



**Staff/Drivers residing in containment zones should not be allowed to drive vehicles**



**Drivers to maintain social distancing and follow required do's and don'ts**  
*(Disinfection of steering, door handles, keys using 1% sodium hypochlorite solution/ spray)*



**Avoid front-line work and take extra precaution for high risk employee**  
*(older, pregnant employees and employees with underlying medical conditions)*



**Suspend issue of visitors/ temporary passes & screen permitted visitors properly**



**Video Conferencing for meetings**



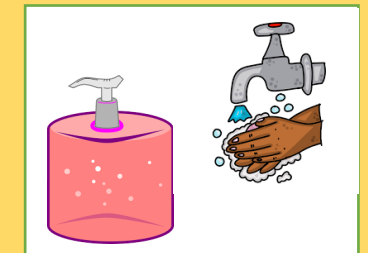
**Staggering of office hours, lunch hours/coffee breaks**



**Valet parking operational**  
*(Face covers/ masks & gloves for staff and disinfection of steering, door handles, keys)*



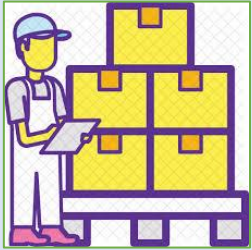
**Limited number of people in elevators**



**Ensure regular supply of hand sanitizers/ soap/ running water in washrooms**



# 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

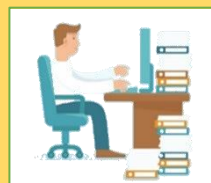
Scenario: One or Two reported cases



Disinfection procedure for places/areas visited by patient in past 48 hrs



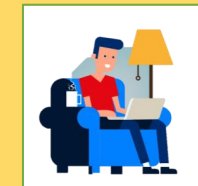
No need to close entire office building/halt work in other areas



Work can be resumed after disinfection as per protocol



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

# Protocol for attending to suspect or confirmed case

