

OFFICE ORDER

In reference of letter No. 62/19/2020-6 GSI dated 18.05.2020 issued by the Chief Secretary to Govt. of Haryana, the department has re-considered the matter and have taken the following decisions:-

1. All officers/officials of Group ABCD posted at headquarters are directed to attend the office with 100% attendance w.e.f. 19.05.2020.
2. All officers/officials are directed to install Arogya Setu mobile App in their smart phones and regularly update their status on the App. If any employee has feature phone then he/she will make a missed call to 1921 from their phone.
3. The public dealing may be restricted till lockdown i.e. 31.05.2020.
4. In case an employee's place of residence happens to lie within a Containment Zone, such employees shall not leave the containment zone until the 'Zone declaration order' has been withdrawn by the appropriate authority. However, such employee will intimate the office in this regard.
5. The officers/officials shall follow the guidelines of social distancing, wearing of face masks, hand hygiene etc. with regard to prevention of spread of COVID-19 (copy attached).

Dated: 19.05.2020

Pankaj Agarwal, IAS
Labour Commissioner, Haryana

Endst. No. 8095-8210

Dated 19.05.2020

A copy of above is forwarded to the following for information and further necessary action please:-

1. PS to W/Labour Commissioner, Haryana.
2. Addl. Director (IS&H), Headquarters.
3. Joint Director (IS&H), Headquarters.
4. Joint Labour Commissioner, Headquarters.
5. Deputy Directors (IS&H)-I & II, Headquarters.
6. Deputy Labour Commissioner, Headquarters.
7. Accounts Officer, Headquarters.
8. IT Cell, headquarters.
9. Legal Cell, Headquarters.
10. All the officials posted at Headquarters.
11. Office order file.


Addl. Labour Commissioner (Admn.)
for Labour Commissioner, Haryana



Covid Prevention SOP for Government Offices

The Standard Operating Procedure for Government Offices is structured as below:

- A. SOP Implementation Committee
- B. SOP for the Offices
- C. SOP for Employees at the Office
- D. SOP for Employees at their Homes
- E. Covid-19 Symptoms

A. SOP Implementation Committee:

Each HoD/Head of Office shall appoint a permanent Covid-19 Implementation Committee to oversee the implementation of SOP for Offices. The Committee shall visit all parts of the office and submit daily report to HoD/Head of Office in respect of SOP implementation and observation of Covid hygiene among the employees.

B. SOP FOR THE OFFICES

1. Health screening at office entrance: Mandatory thermal scanning and health screening for ILI/SARI of all employees upon arrival.
2. IEC (Information Education Communication): Signage be provided in all offices in respect of Coronavirus, Covid-19 symptoms and prevention practices like social distancing, use of masks, etc. (some posters are provided in Annexure) ; GOI-approved guidelines to identify COVID-19 symptoms and precautionary measures against it should be abundantly displayed; The Health helpline number - 1075 and address and Contact Numbers of nearest Government Hospitals and Govt. doctors must be displayed at multiple locations;
3. Capacity Building: Conduct regular drills and trainings of the employees; Regularly, inspect if SOP is being implemented by employees;
4. Social Distancing at workplace:
 - i. Work places: Maintain 6 feet gap between each employee. Rearrange furniture.
 - ii. Canteens: Ensure adequate gap
 - iii. Meetings: Ensure adequate gap
 - iv. Lifts: not more than 4 persons in lift at a time
5. Sanitization of surfaces: All areas in the premises including the following shall be disinfected daily using user friendly disinfectants (as often as feasible)
 - i. Entrance DFMDs (door frame metal detectors)



- ii. Common Areas: Floors; lifts; handrails
- iii. Office Rooms: all surfaces, doors, windows, floors, equipment, files etc.
- iv. Canteens - all surfaces
- v. Washrooms:
 - a) Do not use cloth towels in toilets - provide tissue rolls and hand tissue papers;
 - b) Every half hour sanitize the toilet seats, urinals, sinks, taps, doors, handles

6. Vehicles:

- i. Employees to sanitize their private vehicles
- ii. All Government vehicles to be completely sanitized every week
- iii. Before getting into vehicle the user should sanitize doors/mirrors, handles, steering wheels

7. Masks and Sanitizers for employees:

- i. Adequate cloth masks may be made available for the staff (may source from SHGs/ITIs or other Govt. Sources)
- ii. Provide sanitizers with touch free mechanism at entrance, each floor, washrooms, meeting rooms, staff rooms and as per requirement.
- iii. Sufficient quantities of all the items should be available

8. Waste disposal: Waste should be handled carefully with full PPE by cleaning staff and there should be scientific disposal of waste.

9. Air-conditioners: Central Air-conditioning is not to be used in the office.

10. Expenditure: Any expenditure required to implement the SoP is to be met from OE/Contingency head of the department

11. Any staff reportedly suffering from flu-like illness should not attend office and seek medical advice from local health authorities. Such persons, if diagnosed as a suspect/confirmed case of COVID-19 should immediately inform the office authorities. Any staff requesting home quarantine based on the containment zone activities in their residential areas should be permitted to work from home.

C. SOP FOR EMPLOYEES (AT OFFICE)

At office

- 1. *Maintain one to two meter distance between each other at all places – lifts, canteens, corridors, office rooms, toilet*
- 2. *Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.*
- 3. *Always wear masks. Also you must carry two to three masks (change the mask after few hours or as soon as it becomes wet and put the used one in*



Other symptoms that are less common and may affect some patients include:

1. Body aches and pains
2. nasal congestion
3. headache
4. Conjunctivitis,
5. Sore throat, diarrhoea,
6. Loss of taste or smell
7. Rash on skin
8. Discoloration of fingers or toes

Most people (about 80%) recover from the disease without needing hospital treatment. Only around 1 out of every 5 people who get COVID-19 become seriously ill and develop difficulty in breathing.

Older people, and those with underlying medical problems like high blood pressure, heart and lung problems, diabetes, or cancer, are at higher risk of developing serious illness. However, anyone can catch COVID-19 and become seriously ill.

People of all ages who experience fever and/or cough associated with difficulty breathing/shortness of breath, chest pain/pressure, or loss of speech or movement should seek medical attention immediately.

ILI case definition

An acute respiratory infection with:

- measured fever of $\geq 38^{\circ}\text{C}$
- and cough;
- with onset within the last 10 days.

SARI case definition

An acute respiratory infection with:

- history of fever or measured fever of $\geq 38^{\circ}\text{C}$;
- and cough;
- with onset within the last 10 days;
- and requires hospitalization.