

DPE- No 10037/2014-GM-FTS-1867
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises
Public Enterprises Bhawan, Block no. 14, CGO complex,
Lodhi Road, New Delhi-110003.

Dated 1st April, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of COVID19 by the Central Public Sector Enterprises (CPSEs).

The undersigned is directed to refer to DPE's OM of even number dated 22nd March, 2020 on the above mentioned subject and to forward herewith DOPT's communication dated 26th March, 2020 relating to maintenance of hygiene at the work place and OM dated 27th March, 2020 regarding protection and safety of Persons with Disabilities(Divyangjan) during COVID-19.

2 All administrative Ministries/Departments concerned with the CPSEs are requested to advise their respective CPSEs suitably in this regard and ensure compliance.



(Pavanesh Kr Sharma)

Deputy Secretary to the Government of India

To :All Secretaries of the Ministries/Departments concerned with the CPSEs

Copy to: All CMDs of CPSEs.

Senior Tech. Director, NIC, DPE with the request to upload this on the website.

No. 11013/9/2014-Estt. (A.III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
27th March, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of COVID19 - Guidelines for protection and safety of Persons with Disabilities (Divyangjan) during COVID-19.

In continuation of this Department's OM of even no. dated 25.03.2020, all the concerned Ministries/ Departments, while drawing up roaster of staff who are required to attend essential services within their respective Ministry/ Department may keep in mind that employees, who are persons with disabilities (PwD) are exempted.

G. Jayanthi

(G. Jayanthi)
Joint Secretary

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary(Personnel)
5. Sr.Technical Director, NIC, DoPT

डा. सी. चंद्रमौलि, भा.प्र.से.
सचिव
Dr. C Chandramouli, IAS
SECRETARY



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK NEW DELHI-110001

D.O. No. 11013/9/2014-Estt(A.III)

Date: 26th March, 2020

Dear Secretary,

Thank you very much for your cooperation during these testing times. I am sure you are already implementing a number of steps to tackle the menace of COVID-19. I would like to reiterate that hygiene at the work place and in public places are of utmost importance.

2. In this connection, I am enclosing herewith the guidelines for workplace of COVID-19 issued by the NCDC for your information and further necessary action. You may also visit the website of NCDC <https://ncdc.gov.in> for updates on these guidelines issued from time to time.

with regards,

Yours sincerely,

[Dr. C. Chandramouli]

Secretaries to the Government of India
All the Ministries / Departments
(as per standard list)

Encl: as stated.



सूचना
का अधिकार

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टेली/Tel.: 23094848 टेलीफैक्स/Telefax : 23094500 E-mail ID secy_mop@nic.in

Guidelines for Workplace of COVID-19 case

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth.

If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu.

Simple ways to prevent the spread of COVID-19 in your workplace

- Make sure your workplaces are clean and hygienic
 - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
- Promote regular and thorough hand-washing by employees, employers and customers.
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
- Promote good respiratory hygiene in the workplace
- Ensure that face masks (surgical mask) and / or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Refrain from unnecessary travel both local and international.
- In case of unavoidable travel to locations reporting COVID-19,
 - Make sure your organization and its employees have the latest information on areas reporting COVID-19 available at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>.
 - Regularly check travel advisories of MoHFW and accordingly share it with employees.
 - Make sure all persons travelling are briefed by a qualified professional (e.g. staff health services, health care provider or local public health partner) and know what to do and who to contact if they feel ill while traveling.
 - Avoid sending employees at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease)
 - Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing
 - Ensure that your employees comply with instructions from local authorities where they are traveling.
 - Employees who have returned should monitor themselves for symptoms for 14 days and take their temperature twice a day.
 - If they develop even a mild cough or low grade fever (i.e. a temperature of 37.3 C or more) they should **stay at home and self-isolate and report to the nearest designated health facility (information can be taken from 01123978046) and inform workplace.** This means avoiding close contact (one meter or nearer) with other people, including family members.