

No.62/19/2020-6GSI

From

Chief Secretary to Government Haryana.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments and Commissioners of all Divisions in Haryana.
3. All the Deputy Commissioners of the State of Haryana.
4. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
5. The Registrars of all the Universities in Haryana.

Dated Chandigarh, the 18th May, 2020

Subject: Preventive measures to contain the spread of Corona virus (COVID-19) - Work from Home – Attendance in Head Offices at Chandigarh, Panchkula and Field Offices.

Sir/Madam,

I am directed to refer to this department letter of even number dated 03.05.2020 vide which many Government offices were re-opened with 100% staffing at Group A & B levels and 33% staff strength at level of Group C and D. In view of amended guidelines issued by Ministry of Home Affairs on 17.5.2020, the matter of attendance in Government Offices has been re-considered and following decisions have been taken in respect of all Haryana Government offices:

1. Attendance percentage for Groups A & B shall be 100% and for Groups C & D it shall be 50%. In case any office has sufficient office space to ensure 100% attendance with complete observance of Social distancing norms for all Groups ABCD, they may do so.
2. As per MHA guidelines and Annexure II of Ministry of Home Affairs' letter dated 17.5.2020 Social distancing norms have to be followed at offices. Therefore, Heads of Departments, Heads of Offices and Deputy Commissioners may stagger office timings as per their assessment to ensure there is no rush in offices.
3. The Heads of Departments, Heads of Offices and Deputy Commissioners shall ensure that those officials who can work from home are enabled to do so.
4. All employees coming to office shall install Arogya Setu mobile app in case they have smart phones. If employees have feature phones then it is to be ensured by Head of Department that a missed call is made to 1921 from the employee's phone.
5. A weekly roster of duty for Group C and D for the Headquarters and the field offices shall be prepared and such staff shall be asked to attend the office on alternate weeks. While deciding the roster for the first week, it is advised to include officials who are residing in close proximity to their office and use their own transport to travel to their office.

6. In case an employee's place of residence happens to lie within a Containment Zone, such employee shall not leave the containment zone until the 'zone declaration order' has been withdrawn by the appropriate authority.
7. All departments/boards/corporations shall work to implement e-Office software. Any department achieving 100% e-Office working capability may initiate work from home for any category of employees as per assessment of Head of Department. Expenditure for transition to e-Office may be met out of contingency/OE.
8. Public dealing may be restricted till lockdown i.e. 31st of May 2020.
9. The Heads of Departments, Heads of Offices and Deputy Commissioners shall ensure compliance of social distancing norms, hygiene practices among the employees and regular sanitization of offices, files, office equipment, canteens and vehicles.
10. The instructions issued by PWD (B&R) in respect of use of Air Conditioners in office buildings shall be strictly followed.
11. A Covid Prevention SoP (Standard Operating Procedure) for Government Officers has been provided as Annexure. All Government offices shall follow the SoP. In case any expenditure has to be incurred to implement the Office SoP, then it should be met from OE/Contingency Funds.
12. Health department shall conduct regular checks to assess quality of implementation of SoP at Government offices and also conduct random sampling for Covid-19 for the employees at Head Offices as well as Field Offices regularly.
13. The bar of 50% attendance mentioned in Sr. No. 1 above in respect of Group C & D category employees shall not apply to following Essential Category departments and their constituent units (Municipal Bodies, Boards, Corporations, Missions, Societies etc.) - *Chief Secretary, Revenue Department, Health, Home, Agriculture, Public Health, Development and Panchayats, Power, Irrigation, Urban Local Bodies, Medical Education, Information and Technology, Cooperation, Finance, Excise and Taxation, Information and Public Relations, HSVP and Food and Civil Supplies Departments.*
14. Deputy Commissioners shall ensure implementation of Office SoP at field offices and stagger the timings as per their assessment. Deputy Commissioners can however requisition services of any official of any department for containing Covid-19 as per their assessment.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,



Under Secretary, General Administration,
for Chief Secretary to Government 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*



a paper-bag). Before touching the mask or removing the mask please sanitize/wash your hands.

- 4. Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol based hand sanitizers (for at least 20 seconds).*
- 5. Wash or sanitize the hands before and after using any vehicle or office equipment (landline phone/computer/fax etc.) or washroom or lift etc.*
- 6. Clothes should cover as much of the body as possible. (pants & full sleeves)*
- 7. Cover the feet (socks and shoes)*
- 8. If you are using a vehicle to travel to office, then first disinfect the door/steering/side mirrors and then start your vehicle*
- 9. Wear the Government ID card round the neck.*
- 10. Temperature check will be done at entrance by Security Guards.*
- 11. Health screening shall be done by another team.*
- 12. If you have temperature more than 100 degrees, you shall be directed to see a doctor. Take action as per doctor's advice.*
- 13. Do not touch lift buttons – wait for helper or use the ramp.*
- 14. Do not touch side rails while taking staircase, prefer to use the ramp.*
- 15. Do not use saliva while flipping the book/ file/ documents.*
- 16. Do not handover your phone to anyone nor touch anyone's phone.*
- 17. Do not spit.*
- 18. In case you use Public transport/cabs maintain social distancing of one meter; sit on alternate seats of bus, cabs, auto etc; as far as possible use digital currency; once your travel is completed, sanitize/wash your hands.*

D. SOP FOR EMPLOYEES (AT HOME)

Maintain one-meter distance with all family members till you have completed this protocol:

- 1. Keep bottle of sanitizer and a bucket with detergent near entrance of home*
- 2. Remove shoes and wear slippers*
- 3. Spray sanitizer all over the shoes and on the soles and leave them out to dry*
- 4. Remove the mask/ socks/handkerchiefs and soak into bucket with detergent mix*
- 5. Spray Sanitizer on any item you had carried to office e.g. pen, belt, purse, charger, keys and put into a separate box/ bucket*
- 6. Spray sanitizer on the door handle and then open the door*
- 7. Go straight to washroom and put all your clothes into bucket with detergent*
- 8. Take a full bath with shampoo/soap.*

E. Covid-19 Symptoms

The most common symptoms of COVID-19 are:

1. Fever
2. Dry cough
3. Tiredness.



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

SARI case definition

An acute respiratory infection with:

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