

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: SERVICES - I BRANCH
LEVEL 7, B - WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI - 110 002
<http://services.delhi.gov.in>
(Tel:011 - 23392038)

No.F.2/11/2017/S.I./760-772

Dated: 17/03/2020

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) — regarding.

The undersigned is directed to circulate the DoPT OM dated 17.03.2020 whereby the precautionary measures to be taken to contain the spread of Novel Coronavirus (COVID-19) have been circulated (copy enclosed). In this regard, it has been decided to implement the said guidelines *mutatis mutandis*. Accordingly, following advisory is issued for the well-being of all employees serving under GNCT of Delhi, in public interest:

2. All the departments / local bodies / autonomous bodies / PSUs etc under Government of NCT of Delhi are advised to take all necessary measures such as :-

- (i) Install thermal scanners at the entry of Government buildings, as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- (ii) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors / temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the officer, who they want to meet, should be allowed after being properly screened.
- (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- (iy) Avoid non-essential official travel.
- (v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (vii) Close all gyms/recreation centres/creches located in Government buildings.
- (viii) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.

- (ix) Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
 - (x) All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf as well as other guidelines mentioned at http://health.delhigovt.nic.in/wps/wcm/connect/DoIT_Health/health/home/
 - (xi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
 - (xii) Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. The Ministries/Departments may take care not to expose such employees to any front-line work requiring direct contact with the public.
3. An indicative list of Do's and Don'ts is annexed for wide dissemination (Annexure-I). List of Control Room Numbers at Headquarters & District Level in GNCT of Delhi is also annexed (Annexure-II).

Encls: As above.


(RAVI DHAWAN)

SPECIAL SECRETARY-I (SERVICES)

**All Principal Secretaries / Secretaries /
HODs / Local and Autonomous Bodies / PSUs
Govt. of NCT of Delhi.**

No.F.2/11/2017/S.I./ 760-772

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Copy forwarded for information to:

1. Principal Secretary to Lt. Governor, Govt. of NCT of Delhi.
2. Additional Secretary to Chief Minister, Govt. of NCT of Delhi.
3. Secretary to Deputy Chief Minister, Govt. of NCT of Delhi.
4. Secretary to Speaker, Delhi Vidhan Sabha.
5. Secretary to Deputy Speaker, Delhi Vidhan Sabha.
6. Secretaries to all Ministers, Govt. of NCT of Delhi.
7. OSD to Leader of Opposition, Delhi Vidhan Sabha.
8. Principal Secretary (Revenue) GNCT of Delhi.
9. Secretary (Health), Govt. of NCT of Delhi.
10. Director General (Health Services), GNCT of Delhi.
11. OSD to Chief Secretary, Govt. of NCT of Delhi.
12. Section Officer (Coordination), Services Department, Govt. of NCT of Delhi with the request to upload this order on the website of Services Department.


(RAVI DHAWAN)

SPECIAL SECRETARY-I (SERVICES)

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, or any query related to COVID-19, please call GNCTD's helpline numbers 011-22307145, 22300012, 22300036 or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.

Control Room Numbers at Headquarters & District Level in GNCT of Delhi

DGHS (HQ) 011-22307145, 22300012, 22300036

North 011-27708768

South-011-29531277

East-011-22050908, 22051234

West-011-25195529

North-West-011-25951182

South-West-011-25066674

South-East-011-26476410

North-East-011-22115289

New Delhi-011-23385743

Central-011-23270151

Shahdara-011-22111077

24*7 Control Room has been established at DGHS HQ may be contacted for any query related to COVID-19 Ph. 011-22307145, 22300012, 22300036.