CIRCULAR

SUBJECT:- Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) and Travel Advisory.

Reference:- HQrs letter No. AN/III/3012/Circular/Vol.VIII dated 18-03-2020 and dated 16-03-2020


It is advised to take all necessary measures as outlined in the ibid OM.

The same should be given wider publicity.

Copy to:-

01 PS to PCDA For information please.
02 ALL IDAS Officers For information please.
03 All Officer Incharge (All Section in Main Office) For information and with a request that the contents of the Circular may please be got noted from all the staff members under their control.
04 All Sub Offices, (Under PCDA(WC) Chandigarh.) For information and necessary action.
05 The Officer Incharge, IT&S Section (Local) With a request to upload the same on PCDA(WC) website.

(SAHIL GOYAL)
DCDA(AN)

(N.C.DOGRA)
Sr. AO(AN)
OFFICE MEMORANDUM

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

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

2. All the Ministries/Departments 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.

   (iv) 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 gym/ 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 sanitisers, 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.

(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 also annexed for wide dissemination.

Encl: As above

(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

To,

1. All the Ministries/Departments, Government of India
2. PMO/Cabinet Secretariat
3. PS to Hon’ble MOS(PP)
4. PSO to Secretary(Personnel)
5. Sr. Tech. Dir., NIC, DoP&T

For Information
ANNEXURE

**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. 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, please call State helpline number 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.
PRESS INFORMATION BUREAU
GOVERNMENT OF INDIA

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High level Group of Ministers reviews current status, and actions for prevention and management of COVID-19

Revised Travel Advisory issued

New Delhi, 11th March, 2020

A second meeting of the GoM was held at Nirman Bhawan today under the chairpersonship of Dr. Harsh Vardhan, Union Minister of Health & Family Welfare. Sh. Hardeep S. Puri, Minister of Civil Aviation; Dr. S. Jaishankar, Minister of External Affairs, Sh. Nityananda Rai, Minister of State for Home, Shri Mansukh Mandaviya, Minister of State (I/C), Ministry of Shipping, Chemicals and Fertilizers and Sh. Ashwini Kumar Choubey, Minister of State, Health & Family Welfare were present.

The recommendations of the Committee of Secretaries chaired by Cabinet Secretary were placed before GoM. After detailed deliberations on preventive measures, actions taken and preparedness for Novel Coronavirus Disease (COVID-19), the Group of Ministers took the following decisions:

- All existing visas, except diplomatic, official, UN/International Organizations, employment, project visas, stand suspended till 15th April 2020. This will come into effect from 1200 GMT on 13th March 2020 at the port of departure.
- Visa free travel facility granted to OCI card holders is kept in abeyance till April 15th 2020. This will come into effect from 1200 GMT on 13th March 2020 at the port of departure.
- Any foreign national who intends to travel to India for compelling reason may contact the nearest Indian Mission.
- All incoming travellers, including Indian nationals, arriving from or having visited China, Italy, Iran, Republic of Korea, France, Spain and Germany after 15th February, 2020 shall be quarantined for a minimum period of 14 days. This will come into effect from 1200 GMT on 13th March 2020 at the port of departure.
- Incoming travellers, including Indian nationals, are advised to avoid non-essential travel and are informed that they can be quarantined for a minimum of 14 days on their arrival in India.
- Indian nationals are strongly advised to avoid all non-essential travel abroad. On their return, they can be subjected to quarantine for a minimum of 14 days.
- International traffic through land borders will be restricted to Designated check posts with robust screening facilities. These will be notified separately by Mo Home Affairs.
- Provision for testing primarily for students/compassionate cases in Italy to be made and collection for samples to be organized accordingly. Those tested negative will be allowed to travel and will be quarantined on arrival in India for 14 days.

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Annexure

Ministry of Health and Family Welfare
Government of India

SELF REPORTING FORM to BE FILLED BY ALL INTERNATIONAL PASSENGERS
(TO BE PRESENTED AT THE HEALTH & IMMIGRATION COUNTER)

All passengers coming to India are required to fill-up this proforma in duplicate & submit a copy each to Health and Immigration counter.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Contact Address in India for All Travelers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Name of the passenger</td>
<td>1 House Number</td>
</tr>
<tr>
<td>2 Seat No.</td>
<td>2 Street/Village</td>
</tr>
<tr>
<td>3 Flight No.</td>
<td>3 Tehsil</td>
</tr>
<tr>
<td>4 Passport No.</td>
<td>4 District/City</td>
</tr>
<tr>
<td>5 Date of Arrival</td>
<td>5 State</td>
</tr>
<tr>
<td>6 Port of origin of Journey</td>
<td>6 Pin</td>
</tr>
<tr>
<td>7 Port of final destination</td>
<td>7 Residence Number</td>
</tr>
<tr>
<td></td>
<td>8 Mobile Number * (mandatory field)</td>
</tr>
<tr>
<td></td>
<td>9 E-mail ID</td>
</tr>
</tbody>
</table>

(PART-A)

a. Details of the cities / countries visited since last 28 days? ____________________

b. Are you suffering from any of the following symptoms
   - Fever          Yes  No
   - Cough          Yes  No
   - Respiratory distress Yes  No

For persons having travel history to China, Hong Kong, Republic of Korea, Italy, Iran, Japan and other Covid-19 affected countries* or contacts with people having such travel history are requested to undergo mandatory thermal screening at the Health Counters.

Signature of the passenger


In case you develop symptoms such as fever and cough within 28 days of leaving this airport, restrict your outdoor movement and contact MoHFW's 24 hours helpline number 011-23378046. Call operator will tell you whom to contact further. In the meanwhile, keep yourself isolated in your house/room.