

Government of Himachal Pradesh
Department of Personnel

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Per(AP-B)B(15)-19/2020 Dated:Shimla-171002, 18th March, 2020

OFFICE MEMORANDUM

Subject Preventive measures to be taken to contain the spread of Novel Corona virus (COVID-19)-regarding.

It is a common knowledge that the spread of Novel Coronavirus (COVID-19) can be contained to an extent by taking preventive, precautionary and pre-emptive measures in the public interest. Accordingly, the following advisory is hereby issued:-

- (i) Proper cleanliness be maintained. Sanitizers or hand wash facilities be provided at the entrance of all Government buildings so far as is practicable. Hand sanitizers, soap and running water may be provided in washrooms.
- (ii) Employees, who develop flu like symptoms/fever or respiratory problems may be advised to proceed on leave and take the prescribed treatment/home quarantine with the permission of the competent authority. Older employees, pregnant women employees and those employees having underlying medical conditions may be advised to take extra precautions.
- (iii) Entry of visitors to various offices may be restricted, curtailed and regulated and proper screening be ensured.
- (iv) Only important meetings may be held. Video conferencing facility may be utilized to the optimum. Official travelling should be minimized.
- (v) Dak may be delivered and received at the entry point of the office building through special arrangements. Movement of files and document should be curtailed. Correspondence through e-mail be encouraged to the extent possible.
- (vi) All gyms, recreation centres and creches located in office premises be closed.
- (vii) The employees may be advised to maintain personal hygiene and social distancing, resort to frequent hand washing, avoid unnecessary travelling, cover their nose/mouth while sneezing and coughing with handkerchief or tissue or flex elbow. They may also be advised not to shake hands or spit in public.

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20/3/2020

[Handwritten signature]

G.I.

19/03/2020
20/03/2020

Contd..2/-

Copy is forwarded to :-

The S.P. Dha

SDM Dha/ Amb/ Bongaigaon/ Harali

Subject

CMO, Dha.

List Ayurvedic Officer Dha

All Heads of the Office

Dha (V.P.)

For Deputy Commissioner
Dha Dist. Uo. (H.P.)



पृष्ठांकन संख्या: संख्या: ईडीएन-यू (जी-1) कोरोना वायरस/2020/-16812-20 मार्च, 2020

प्रतिलिपि:-

- 1 समस्त प्रधानाचार्य/मुख्याध्यापक राजकीय वरिष्ठ माध्यमिक/उच्च पाठशालाएं जिला ऊना को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।
- 2 उपायुक्त महोदय ऊना जिला ऊना को सूचनार्थ प्रेषित है।

Signature

शिक्षा उप-निदेशक उच्चतर
ऊना जिला ऊना (डि०प्र०)