

F.No. 14/07/2020-4HB4/ 835

Government of Punjab  
Department of Health & Family Welfare  
(Health-4 Branch)

Dated, Chandigarh: 18.03.2020

OFFICE MEMORANDUM

**Subject:** Prevention 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 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 Departments are advised that head of the officers may be instructed to take all necessary measures such as:-

- i. Ensure early disposal of work so that less number of persons visit the offices.
- ii. Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- iii. Avoid non-essential official travel.
- iv. Undertake essential correspondence on official email.
- v. Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- vi. Close all gyms/recreation centres/creches located in Government buildings.
- vii. Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.
- viii. Ensure regular supply of soap and running water in the washrooms.
- ix. All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should immediately seek medical remedy and ensure self home quarantine with proper information to the head of office/reporting officer.

- x. The Leave sanctioning authorities should make themselves aware of the admissions regarding COVID-19 and must decide or leave application accordingly.
- xi. 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 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

(Anurag Agarwal, IAS)  
Principal Secretary to Govt of Punjab  
Department of Health & Family Welfare

F.No. 14/07/2020-4HB4/836

Dated, Chandigarh: 18.03.2020

Copy of the above is forwarded to all the Special Chief Secretary, Additional Chief Secretary, Principal Secretary, Administrative Secretary & Secretary to the Govt. of Punjab for information and further necessary action.

  
Under Secretary, Health

F.No. 14/07/2020-4HB4/837-840

Dated, Chandigarh: 18.03.2020

Copy of the above is forwarded to the following for information and further necessary action:

1. All the Deputy Commissioner in the State of Punjab.
2. All the Commissioner of Police (Amritsar, Jalandhar & Ludhiana).
3. All the Senior Superintendent of Police in the State of Punjab.
4. All the Civil Surgeons of the Districts in the State of Punjab.

  
Under Secretary, Health

CC:

1. Secretary to Chief Secretary, Govt. of Punjab.
2. Director, Health & Family Welfare.

## 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. 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, please call State Helpline Number "104" or the 24x7 helpline of the Health & Family Welfare Department in the district.

### 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 rumors or panic.