

**GOVERNMENT OF ODISHA**  
**HEALTH & FAMILY WELFARE DEPARTMENT**

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**NOTIFICATION**

No. HFW-SCH-I-EMER-0001-2020 15375 /H, Date. 30-06-2020

**Sub: Guidelines on preventive measures to contain spread of COVID-19 in workplace settings.**

### **1. Background**

Offices and other workplaces are relatively closed setting, with shared spaces like (corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc.) and thus COVID-19 infection can spread relatively fast among officials, staffs and visitors.

Thus, there is a need to prevent infection in workplace settings and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

### **2. Scope**

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in workplace settings. The document is divided into the following sub-sections:

- i. basic preventive measures to be followed at all times
- ii. measures specific to offices
- iii. measures to be taken on occurrence of case(s)
- iv. disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

### **3. Basic preventive measures**

The basic preventive measures includes simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Physical distancing of at least six feet (2 yards) to be followed at all times.
- ii. Use of face covers/masks to be mandatory.
- iii. 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).
- iv. Respiratory etiquette 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.
- v. Self-monitoring of health by all and reporting any illness at the earliest.

#### 4. Preventive measures for offices:

Any staff reportedly suffering from flu-like illness should not attend office and seek medical advice from 104 helpline. 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.

Government of Odisha guidelines with respect to organizing meetings, coordinating visitors shall be scrupulously followed.

#### 5. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

When one or few person(s) who share a room/ close office space is/are found to be suffering from symptoms suggestive of COVID-19:

- 5.1 Place the ill person in a room or area where they are isolated from others at the work place. Provide a mask/ face cover till such time he/she is examined by a doctor.
- 5.2. 104 Helpline to be immediately informed.
- 5.3. Existing guidelines and procedures of Department of Health & Family Welfare, Govt. of Odisha shall be followed.

#### 6. Closure of workplace

If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. **There is no need to close the entire office building/halt work in other areas of the office** and work can be resumed after disinfection as per laid down protocol (see para 7).

However, if there is a larger outbreak, the entire building will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building is adequately disinfected.

#### 7. Disinfection Procedures in Offices

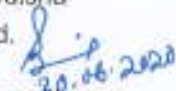
Detailed guidelines on the disinfection procedures in offices have already been issued by the MOHFW and are available on: <https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>.

By order of the Governor,

  
31/06/2020  
Additional Chief Secretary to Government

Memo No. 15376 /H, Date. 30-06-2020

Copy forwarded to the Gazette Cell, Loka seva Bhavan, C/o. Commerce Department, Bhubaneswar with a request to publish this notification in the next issue of the Odisha Extraordinary Gazette and supply 50 (fifty) copies of the same to this Department for record.

 30.06.2020  
Joint Secretary to Government.

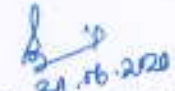
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Copy forwarded to All Departments/ All HoDs / DG (Police), Cuttack / Member, Board of Revenue / All RDCs / All Collectors / Commissioner of Police, Bhubaneswar-Cuttack / All Superintendents of Police / All CDM&PHOs / All Superintendents of Govt. MC&Hs / All Municipal Commissioners of Municipal Corporations for information and necessary action,

 30.06.2020  
Joint Secretary to Government.


Memo No. 15378 /H, Date. 30-06-2020

Copy forwarded to all Directors under Health & Family Welfare Deptt./ MD, NHM, Odisha, Bhubaneswar / MD, OSMCL, Bhubaneswar / PD, OSCAS, Bhubaneswar for information and necessary action.

 30.06.2020  
Joint Secretary to Government..

Memo No. 15379 /H, Date. 30-06-2020

Copy forwarded to the PS to Chief Minister, Odisha / P.S to Minister, Health & FW, Odisha / P.S to Chief Secretary, Odisha / P.S to ACS to Govt., Health & FW Department for kind information of Hon'ble Chief Minister / Minister, Health & FW / Chief Secretary / ACS, Health & FW Department respectively.

 30.06.2020  
Joint Secretary to Government.