

**No. Z-11025/1/2020-LC**  
**Government of India**  
**Ministry of Labour and Employment**  
**LC Section**

Shram Shakti Bhawan, New Delhi  
Dated 19/03/2020

To

All Workers' Organisations and Employers' organizations  
(As per the list attached)

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

Sir/Madam

I am directed to refer to the subject mentioned above and to say it is imperative for all of us to take all possible measures to prevent transmission, reduce the impacts of the outbreak and support control measures. Ministry of Health and Family Welfare (MoH&FW) and Department of Personnel and Training, Government of India have been issuing various advisories in this regard, which are available on their respective websites. It is requested that these advisories may be followed scrupulously to prevent spread of Novel Coronavirus (COVID-19). Some of the important directions/advisories in this regard are as follows:-

- i) Make sure that the workplaces are clean and hygienic. Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.
- ii) Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- iii) Promote regular and thorough hand-washing by employees, contractors and customers. Keep sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled.
- iv) Display posters promoting hand-washing, along with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote hand-washing.
- v) Display posters promoting respiratory hygiene. Combine this with other communication channels commonly used in your organization or business.
- vi) Brief the staff, contractors and customers that if COVID-19 starts spreading in the community anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home. Hygiene and physical distancing (minimum 1metre) should be encouraged. They may be advised to avoid shaking hands and hugging as a matter of greeting

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- vii) Encourage the staff to work from home wherever feasible.
  - viii) Meetings, as far as feasible, may be done through video conferences. Minimize or reschedule meetings involving large number of people unless necessary. Non-essential official travel may be avoided.
  - ix) All employees/workers may be advised to take care of their own health and look out for respiratory symptoms/fever. If feeling unwell, they may be advised to leave the workplace immediately and observe home-quarantine as per the guidelines issued by MoH&FW.
  - x) Advise all staff who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. It may be ensured that such employees are not exposed 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 in your organization. It is therefore requested to take all necessary measures to control and prevent the spread of COVID-19.

Yours faithfully,



(J.K.Singh)

Deputy Secretary to Govt. of India

Tel.No. 23711120

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 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.