

F.No.Z-20025/09/2020-Adm.II  
Government of India  
Ministry of Labour & Employment  
Adm.II Section

Shram Shakti Bhawan,  
New Delhi – 110 001  
Date: 16<sup>th</sup> June, 2020

**OFFICE MEMORANDUM**

**Subject: Preventive measures to be taken to contain the spread of COVID-19 Sensitization of Staff – Regarding.**

\*\*\*\*\*

The undersigned is directed to say that the number of COVID-19 positive cases is going up steadily and many officers/officials in the Ministry of Labour & Employment have been tested positive. Ministry of Health & Family Welfare vide their OM No.Z-28015/19/2020-EMR(pt.) dated 04.06.2020 has issued detailed guidelines to contain spread of COVID-19.

2. In view of the pandemic, following preventive measures may be taken in the office to contain the spread of COVID-19:-

**I. General Guidelines to be followed by all officers/officials**

- i. All officers and staff/visitors to be allowed entry only if using face cover/masks. The Face cover/mask has to be worn at all times inside the office premises. Face mask is also available at Adm.2 Section.
- ii. Persons above 65 years of age, persons with co-morbidities, pregnant women are advised to stay home and work from home.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involve 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 to the immediate supervisory officers.
- vi. Spitting in the offices and public places is strictly prohibited. Eating Gutka, tobacco etc. is strictly prohibited.
- vii. Installation & use of Arogya Setu App by all employees.

- viii. Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff will work from home.
- ix. Drivers/ MTS/ Daily Wagers will maintain social distancing strictly and follow required do's and don'ts related to COVID-19.
- x. All employees who are at higher risk i.e., older employees, pregnant employees and employees who have underlying medical conditions, are advised to take extra precautions.
- xi. Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the officer, who they want to meet, should be allowed after being properly screened.
- xii. Meetings, as far as feasible, should be done through video conferencing and social distancing should be followed during attending the VC.
- xiii. Staggering of officer hours, lunch hours/coffee breaks to be done, as far as feasible.
- xiv. Precautions should be taken while handling supplies, inventories and goods in the office
- xv. Seating arrangement to be made by the controlling officer in such a way that adequate social distancing (minimum 6 feet) is maintained.
- xvi. For air-conditioning/ventilation, as recommended by CPWD the temperature setting of all air conditioning devices may be in the range of 24°-30° C, relative humidity may be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xvii. Railing of the staircase may not be unnecessarily touched.
- xviii. Adequate distance should be maintained while availing lift facility. Use of stairs instead of lift, if possible, may be encouraged.

**II. MMO to ensure regular sanitization and disinfection of the following to be carried out by the agency engaged therefor):**

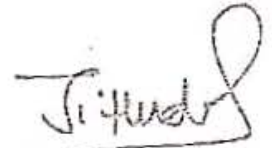
- i. Rooms, doors, handles, locks of the rooms,
- ii. Walls of corridors, Washrooms, stairs alongwith handle, lift, both receptions etc.
- iii. Canteen,
- iv. Main and Mini Committee Rooms,
- v. Ensure availability of sanitizers in all dispensers placed at the entrance of the building and corridors.
- vi. Ensure cleaning, sanitization and disinfection of washrooms and availability of soap in all washrooms.



III. CISF will ensure the following:

- i. Proper distancing of 2 meter among the persons while entering into the building.
- ii. Thermal Screening of each person entering into the building
- iii. Only asymptomatic staff/visitors shall be allowed.
- iv. No gathering in the premises of Shram Shakti Bhawan.

3. This issues with the approval of the competent authority.



(J.K. Singh)

Deputy Secretary to the Govt. of India)

Tele. No. : 23711120

To

1. All officers/officials of Ministry of Labour & Employment.
2. Shri Balwan Singh, MMO, Ministry of Labour & Employment
3. Asstt Commandant, CISF, Shram Shakti Bhawan, New Delhi.
4. IT Cell/NIC for uploading the above in the website of the Ministry.

Copy to:-

1. PS to Minister of State (IC) for Ministry of Labour and Employment.
2. JS (Adm), Ministry of Power,
3. JS (Adm), Ministry of Jal Shakti,
4. JS (Adm), Ministry of Skill Development and Entrepreneurship
5. CLC(C)
6. DDG (Employment).