

GOVERNMENT OF TELANGANA
Health, Medical and Family Welfare Department

Memo: Covid 19/03/Spl/Peshi/2020

Dated 26th March 2020

Sub: Covid 19 – Advisory to the employees attending Office Works in the State of Telangana – Issued – Reg.

In view of avert the spread of COVID-19 in work places, the following Advisory to the Employees attending Office Works in the state of Telangana has been issued for necessary compliance.

1. Common work stations / locations:

- Avoid touching of surfaces in Lifts, stair case rails etc.
- Ensure that the workplace is well with good ventilation (if permits). Discourage using of Air Conditioners.
- Maintain one metre minimum distance between the work stations and during the meetings. Except essential meetings all other meetings may be conducted electronically.
- People, who are involved in paper works, file handling currency notes, must wash / sanitize your hands hourly once with alcohol hand rub or soap.
- All table surfaces, door handles, stair cage rails, water taps etc (most frequent touchable surfaces) should be disinfected / sanitized twice in a day.
- If anyone has fever, cough and running nose insist them to rest at home till the symptoms last.
- Ensure trash is removed daily and disposed of safely.
- Display of IEC Material on Covid 19 at prominent places in the office.
- One proactive person in the office shall be designated to ensure the compliances with all above measure.

2. Personal level:

- Clean mobile phones, laptop, computer key pad / board, desktops, screen etc with sanitizer once in few hours.
- Maintain personal hygiene by frequently washing hands with soap and water (20 seconds) or hand sanitizers.
- Avoid touching eyes, nose & mouth of you or someone else's.
- Do not share food, utensils, cups, towels, water bottles with others.
- Cover your mouth with mask if having cough / cold. Strictly maintain safe sneezing and coughing practices. Employees to cover their nose and mouth with tissue or handkerchief while coughing and sneezing. Dispose the used tissue in a dustbin.
- Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

The FAQs on COVID 19 are enclosed herewith for ready reference. For further guidance or clarification reach out to your nearest PHC Or Contact Dr Shiva Balaji, Program Officer, IDSP, NHM over Mobile No: 85008 61405.



SPECIAL CHIEF SECRETARY

To: All Heads of Departments, Telangana State Government