

F.No. 42018/20/2020- ESTT.
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

5th floor, Pt. Deendayal Antyodaya Bhavan,
CGO Complex, New Delhi-110003
Date: 24th March 2020

OFFICE MEMORANDUM

Subject : Preventive Measure to be taken to contain the spread of COVID-19 – reg.

In order to contain the spread of Novel Coronavirus (COVID-19), precautionary measures are required to be taken by all officials of the DEPwD and the organizations under its aegis. In this regard, DOPT's Advisory dated 17th March 2020 comprising the indicative list of Do's and Don'ts has already been circulated as has been the Advisory of Ministry of Health and Family Welfare dated 17th March 2020 regarding social distancing measures. On 18th March 2020, DEPwD has also circulated actions to be taken in order to contain the spread as instructed by the Cabinet Secretariat.

2. In continuation of the above and as per the information available, you are aware that the Corona Virus is known to spread from person to person directly through respiratory droplets produced when an infected person coughs or sneezes. People also become infected by touching surfaces contaminated with the virus and then touching their mouths, noses or eyes. Accordingly, respiratory hygiene, hand hygiene and cleaning and disinfection of surfaces frequently touched as well as maintaining social and physical distancing are being seen as essential strategies for the prevention and transmission of COVID-19. As such, disinfection and sanitization of floors and surfaces frequently touched by hands such as seats, hand rails, straps in buses/cars, door handles, lifts, hand rails, mobiles, chairs, table tops, keyboards etc. are required to be done properly and repeatedly.

3. In view of the above and since many of the officials are now **WORKING FROM HOME**, few **EASY TO FOLLOW PRACTICAL** indicative measures and suggested protocols need to be followed by each official in order to contain and lesson the impact and spread of this virus and keep themselves and their families safe. It must be understood that these preventing measures are meant to ensure total sanitization and cleanliness for not just for ourselves, but also for our families, surroundings and the community immediately around us.

4. Following the **cleanliness** and **social distancing protocols** for self, families, homes and immediate community as mentioned in the suggestive list of measures given hereunder would go a long way in keeping ourselves and our household members safe and help fight the spread of virus:

- i) **Maintain personal hygiene and physical distancing.**
- ii) Practice **frequent hand washing**. Wash hands with soap and water or use alcohol-based hand rub/ sanitizer. Wash hands even if they appear to be visibly clean.