

Corporate Office
Admin & PR Branch
1st Floor, Bharat Sanchar Bhawan,
H.C.Mathur Lane, Janpath,
New Delhi-110001.
Ph: 011-23734157, Fax: 011-23718288



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

BSNL CO/Admin-III/Civil/12-5/2015

Dtd. 19 Mar., 2020

To

All CGMs,
BSNL.

Sub.:-DOPT guidelines for preventive measures to be taken to contain the spread of Novel Corona virus(COVID-19)-regarding.

Kindly refer to above mentioned subject. It is intimated that Deputy Secretary of DOPT has issued guidelines and Do's and Don'ts , attached herewith, to be followed to prevent the wide spread of Corona virus (COVID-19). Therefore, it is requested to implement and follow these as preventive measures to contain the spread of Corona Virus (COVID-19).

This has the approval of the competent authority.


(Rajeev Sharma)
AGM(Admin)

Copy to:

- 1) PPSs to CMD, all Directors and CVO.
- 2) All Unit/Section Heads at BSNL CO to follow the DOPT guidelines and Do's and Don'ts at BSNL CO.

North Block, New Delhi
Dated: 16/03/2020

17th

OFFICE MEMORANDUM

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

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

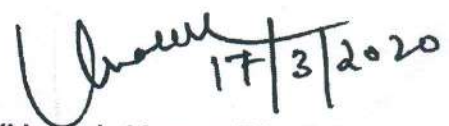
2. All the Ministries/Departments are advised to take all necessary measures such as :-

- (i) Install thermal scanners at the entry of Government buildings, as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- (ii) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- (iv) Avoid non-essential official travel.
- (v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (vii) Close all gyms/recreation centres/creches located in Government buildings.
- (viii) Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.

1-E/C

- (ix) Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
 - (x) All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf.
 - (xi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
 - (xii) Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. The Ministries/Departments may take care not to expose such employees 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.

Encl: As above


17/3/2020

(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

To,

- 1. All the Ministries/Departments, Government of India
 - 2. PMO/Cabinet Secretariat
 - 3. PS to Hon'ble MOS(PP)
 - 4. PSO to Secretary(Personnel)
 - 5. Sr. Tech. Dir., NIC, DoP&T
- } For Information

I-II/c

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.