

March, 18, 2020

**ADVISORY ON PREVENTIVE MEASURES AGAINST COVID-19**

There has been recent surge in the number of cases of COVID-19. The World Health Organization (WHO) has declared 2019-20 Corona Virus out-break a pandemic and a "Public Health Emergency of International Concern" (PHEIC).

In India, there has been a sudden rise in the number of positive cases and the threat of local transmission looms large at hand. In view of the same, the following instructions are issued for all officials of ITPO.

**A. General Guidelines:**

1. All officials and their families to avoid large festive congregations and visits to crowded places (movie halls, theatres, shopping malls, etc.) which involve any close personal contact.
2. Individuals at all levels to be strictly instructed to avoid handshakes and close contacts with people having any respiratory symptoms.
3. Avoid mass gatherings as far as possible. Maintain a social distance of at least one meter from others.
4. Avoid close contact with any persons showing symptoms of COVID-19 such as fever, cough, breathing difficulty etc.
5. Report immediately to nearest hospital in case of appearance of symptoms such as fever, body ache, cough or breathing difficulty.
6. Maintain a list of close contacts at home, workplace, or from commute or social groups to ease the process of contact tracing in exigency.
7. Avoid travel to animal farms, live animal markets, or such places.
8. Wear simple triple layered masks in case symptoms develop. Ensure disposal of masks as per established protocol.
9. Refrain from all international travel.
10. Ensure frequent hand-washing with soap and water and use hand sanitizers as per established protocols.

**B. Guidelines for ITPO officials and ITPO Office Complex:**

1. Staggered working hours shall be applicable for ITPO employees, starting from 0900-1100hrs (such that 8 hours are completed). This is being done to distribute peak hour rush in public transport. Such separate office timing rosters for employees shall be created by respective HODs.
2. Attendance to be done through registers which will be maintained in HOD offices. There shall be temporary suspension of biometric till 31 March 2020.
3. Avoid close contact with any ITPO colleagues showing symptoms such as fever, cough, or breathing difficulty. Social distancing of 1 meter from every person.
4. All meetings to be preferably held via video conferencing to limit person to person contact.
5. Maintain hygiene in use of office phones, computers, printers, and other common stationery.
6. Regular washroom hygiene to be maintained.

Contd..2..

7. Frequent hand sanitization and avoid touching the forehead, eyes, nose, and mouth area.
8. Minimize physical contact with recent foreign travelers, or those whose families have travelled abroad in the recent past, or showing symptoms such as fever, cough, or breathing difficulty.
9. Employees to self-declare to HODs if they display symptoms of COVID – 19 (cough, difficulty in breathing, fever). Also, all employees to share relevant travel details (if any) with ITPO Admin.
10. CTU to maintain standard levels of hygiene in the office premises.
11. Report to respective divisions about any family member's recent travel to COVID-19 affected countries.

  
(Col. Pushpam Kumar, SM)  
OSD(Admn.)

To : All officials of ITPO

Copy to :

1. PS to CMD
2. PS to ED
3. All HoDs
4. All Regional Offices