



Revenue and Disaster
Management [D.M.IV (2)]
Department,
Secretariat, Chennai -09

Letter No.13655/D.M.IV/2021-1, dated 26.04.2021

From

Dr. Rajeev Ranjan, I.A.S.,
Chief Secretary to Government.

To

All Additional Chief Secretaries /Principal Secretaries /
Secretaries to Government,
All Heads of Department,
All District Collectors.
The Commissioner Greater Chennai Corporation.
Chennai

Sir,

Sub: Disaster Management - Covid -19 - Preventive
Measures to contain the spread of Covid-19 in Offices
in the State - Standard Operating Procedure issued -
Instructions issued with regard to the strict
adherence of SOP - regarding.

Ref: G.O.Ms.No.250, Health and Family Welfare
Department, dated 17.6.2020.

I invite kind attention to the reference cited.

2) It is informed that offices and other workplaces are relatively close settings with shared spaces like work stations, corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc., where Covid-19 infection can spread relatively fast among officials, staffs and visitors. Hence, detailed Standard Operating Procedure on the preventive measures for the containment of Covid-19 in the Offices were issued vide G.O. cited.

3) It has now brought to notice that the Standard Operating Procedure issued for offices vide G.O. cited are not being adhered to in the Government Offices across the State resulting in increase in the number of Covid-19 positive cases among the staff working in various Government Departments. Hence it is now reiterated that the following guidelines among others issued in the G.O. cited may be strictly adhered to in all the Government Offices: -

- i. Individuals must maintain a minimum distance of 6 feet as far as feasible.

- ii. Use of face covers/masks is mandatory at all times in the premises.
- 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 practiced wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves 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 state and district helpline.
- vi. Spitting should be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.
- viii. Entrance to have mandatory hand hygiene (sanitizer dispenser) and Thermal Screening provisions.
- ix. Only asymptomatic persons (including staff) should be allowed.
- x. All persons to be allowed entry only if using face cover/masks.
- xi. Seating arrangement to be made in such a way that adequate social distancing is maintained.
- xii. Staggering of staff to be done at the lunch dining hall for maintaining adequate physical distancing.
- xiii. Posters/standees on preventive measures about COVID-19 to be displayed prominently in the premises.
- xiv. In the elevators used in the offices, only 50% of the total capacity should be allowed at one time.
- xv. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which, inter alia, emphasizes the following:
 - a. Temperature setting of all air conditioning devices should be in the range of 24-30°C.
 - b. Relative humidity should be in the range of 40-70%.
 - c. Re-circulation of air to be avoided to the extent possible.
 - d. Intake of fresh air should be as much as possible.
 - e. Cross ventilation should be adequate.
- xvi. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done and in common areas.

- xvii. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations areas. Hand Wash / Hand Sanitizer facility should be compulsorily made available in all the Toilets and Wash Stations.
- xviii. Proper disposal of face covers / masks / gloves left over by visitors and/or workers /employees shall be ensured. Housekeeping staff to be informed & trained about norms for waste management & disposal.
- xix. Large gatherings shall continue to be prohibited.
- xx. Any shops, stalls, cafeteria, etc., outside and within the office premises shall follow social distancing norms.
- xxi. If any staff exhibits symptoms including fever/cough/sore-throat/influenza like symptoms, the concerned institution should observe the following additional precautions:-
- Place the ill person in a room or area where they are isolated from others.
 - Provide a mask/face cover till such time he/she is examined by a doctor.
 - Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - A risk assessment will be undertaken by the designated public health authority (District Rapid Response Team /treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
 - Disinfection of the premises to be taken up if the person is found positive.

4) Vaccination

As you are aware that a special drive for 100% vaccination is going on in the State, I request you to ensure that all the eligible staff are vaccinated as per the directions issued by the Health Department. I also request that a progress report on the vaccination in the following format shall be sent immediately (on or before 30th April 2021) and thereafter on a weekly basis:-

Name of the Department	Total No. of Staff	Total No. of eligible staff for vaccination	No. Vaccinated		Remarks
			First Dose	Second Dose	

5) All the Additional Chief Secretaries / Principal Secretaries / Secretaries to Government, Heads of Department, District Collectors and Commissioner, Greater Chennai Corporation are hereby directed to issue necessary instructions to the subordinate officers immediately and ensure that the above guidelines and the Standard Operating Procedure issued for containment of Covid-19 in the offices are strictly adhered to.

Yours faithfully,

Handwritten signature
20/4/2021

For Chief Secretary to Government

End. No. 62/ PD1 / S1 /2021, Dated:27-04-2021

Communicated for necessary action

Handwritten signature
20/4/2021
Director of School Education

To
All Chief Educational Officers
All District Education Officers

Sl. No.	Name of the Staff	No. of eligible staff for vaccination		Total Staff	State of the Department
		First Dose	Second Dose		