



No. A 13019/14/2012-Admn.I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



Block No. 9, CGO Complex,
Lodhi Road, New Delhi-3.
Dated: 18th March, 2020.

CIRCULAR

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 in public interest:

Do's

- All the officials are instructed to use hand sanitizer placed at the entry gate.
- 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 tissue 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't

- 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 the group at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.


18/3/20

(Hemant Kumar)
Assistant Director (Admn)

P.T.O.

To

1. PPS to Director/PS to Additional Director (H)/ /PS to Additional Director (Op).
2. All Officers/Sections at Hqrs.
3. Joint Director (Trg.), CPRTI, Ridge Road, New Delhi/Assistant Director (Polnet), Srivillage, New Delhi-110049.
4. Incharge, North Block, Communication Centre.
5. AD(IT): for uploading on DCPW website.
6. JAD/SS all ISPW Stations: for similar action.