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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: 20<sup>th</sup> April, 2020.

## CIRCULAR

Subject: Preventive measures to be taken to contain the spread of COVID-19 regarding.

In pursuance to the lockdown measures and guidelines issued by various authorities all officials are required to observe following while attending office:

### Do's

- Wearing of mask / face cover is compulsory.
- To use hand sanitizer and ensuring Thermal scanning at the time of entry & exit.
- To maintain personal hygiene and ensure social distancing (minimum 6 feet) as per the guidelines issued by Ministry of Health and Family Welfare time to time.
- To ensure frequent hand wash with soap and to use alcohol based hand sanitizer. Wash hands even if they are visibly clean.
- To cover nose and mouth with handkerchief/ tissue while sneezing and coughing. Sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To throw used tissue into closed bins immediately after use.
- Use staircase instead of lift.
- Observe a gap of one hour between shifts and stagger the lunch breaks to ensure social distancing.
- The work places are sanitized between shifts.
- Facilitate delivery and receipt of Dak at the entry point itself of the office building, as far as possible.
- All officials shall install Aarogya Setu Mobile app from Google Play Store on his/her mobile.

### Don'ts

- Shake hands.
- Have a close contact with anyone, if experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Travel unnecessarily, particularly to any affected region.
- Participating in gatherings (5 or more persons), including sitting in the group.
- Visit gyms, clubs, rest rooms and crowded places etc.
- More than three persons in the lift at a time.
- Use of gutka, tobacco, chew-gum etc. and spitting in open / public place.
- Entry of visitors inside the premises.
- Spread rumours or panic.

2. All Divisional Head / Section / ISPW Station In-charge will ensure compliance to above Do's & Don'ts.

3. In addition to above, the following precautionary measures are also advised for the officials while going back to home:

- Ring up home when you start from office.
- Someone at home should keep the front door open (so that you don't have to touch the calling bell or door handle) and a bucket of water with washing soap powder or bleaching powder added to it in the front door.
- Keep things (car keys, pen, sanitizer bottle, phone) in box outside the door.
- Wash your hands in the bucket and stand in the water for a few minutes. Meanwhile use tissue and sanitizer and wipe the items you have placed in the box.
- Wash your hands with soap water again.
- Now enter the house without touching anything.
- The bathroom door is kept open by someone and bucket of detergent soap water is ready. You take off all your clothes including innerwear and soak inside the bucket.
- Then take a head bath with a shampoo and body bath with soap.
- Wash your clothes/put in washing machine with high temperature settings and dry clothes in direct sunlight.

4. Further, it is also advised to follow all relevant guidelines / instructions / orders issued by concerned Ministries/ Departments/ Authorities regarding hygiene and social distancing.

5. This issues with the approval of Competent Authority.

  
20/4/20

(Hemant Kumar)  
Assistant Director (Admn)

To

1. PPS to Director/PS to Additional Director (H)/ /PS to Additional Director (OPs).
2. All Officials/Sections of DCPW
3. AD(IT): for uploading on DCPW website.
4. JAD/SS, ISPW Stations: for ensuring above Do's & Don'ts.