

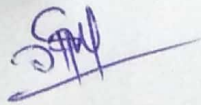
Preventive measures to contain the spread of COVID-19.

1. General instructions to contain COVID-19 Pandemic.

- i) All employees and their family members should be encouraged to download Arogya Setu App to monitor the risk of COVID-19. For this purpose, message to every employee to be sent.
- ii) If a person has any symptoms i.e fever, cough etc or he had contact with any person returned from COVID -19 affected countries/areas, he should inform to the helpline. Decision of testing will be taken after assessment of the risk.
- iii) Depot Incharge / immediate supervisors of all departments should check every day with their staff if employee or any of their family members are showing COVID-19 symptoms. If such case is reported, it should be referred to the nearest Railway Hospital/ unit. Details of such employee to be sent to the controlling officer and to the concerned Personnel Officer, so that their contacts can be traced on urgent basis.
- iv) Leave sanctioning Authorities should enquire in to the daily position of health of their employees availing leave alongwith their family remembers. On reporting duty after leave , a declaration regarding any symptoms of COVID-19 should be obtained. If such symptoms are reported, immediate action should be taken as per instructions mentioned in the preceding para (iii).
- v) It is preferable to nominate a nodal officer/supervisor for each department to monitor the implementation of the above guidelines.

2. Personal hygiene :

- i) Wash one's hands regularly with soap and water or use alcohol based hand rub at a regular interval of two hours. While washing, wet your hands, scrub everywhere, including thumb and other fingers with soap for at least 20 seconds, then rinse and dry well with a clean towel.
- ii) Wash your face, blow your nose and clear your throat every time you wash your hands.
- iii) Not to touch one's mouth, nose or eyes for any reason, whatsoever.
- iv) At the time of coughing/sneezing, cover your nose/mouth with handkerchief/tissue and dispose of the tissue in to closed bins immediately.
- v) If handkerchief/tissue is not available, cover your nose/mouth with the crook of your arm (inside of your elbow)



- vi) If possible keep a hand sanitizer with you always so that in the absence of running water or/and soap, you can keep your hands clean. Ensure that the sanitizer is having more than 62% alcohol content.
- vii) Before leaving for office, use thermometer and record your temperature. If fever or any other symptoms is there, one need not come to office but take leave and follow protocol as given above.

3. **The requirement to wear a mask:** Always use suitable mask when coming in public contact/Offices or visiting any area/house/quarantine or isolation facilities etc. where potential source of COVID-19 infection. While wearing a mask, following precautions to be taken.

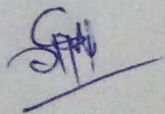
- i) Unfold the pleats of the mask, make sure that they are facing down.
- ii) Change the mask after six hours or as soon as they become wet.
- iii) Place the mask over your nose, mouth and chin and ensure there are no gaps on either side of the mask, adjust to fit.
- iv) Never reuse disposable masks and dispose the used masks into closed bins after disinfecting them.
- v) Avoid touching the mask, while using it.
- vi) Do not touch the potentially contaminated outer surface of the mask, while removing it.
- vii) Do not leave the mask hanging from the neck.
- viii) After removal of mask, clean your hands with soap and water or use alcohol-based hand rub disinfectant.
- ix) Home made mask can be used and the same may be reused after proper washing with detergent / drying in sun and ironing the same.

4. **Hygiene of the surroundings at workplace must be maintained by taking following measures:**

- i) Ensure that your desktop is clean. Arrangement may be made in the office to have the work area and the floor swiped with a disinfectant at least 2-3 times a day.
- ii) Avoid frequent movement and avoidable interactions with others. If interaction is unavoidable, maintain a distance of two meters or so to protect risk of infection. DO NOT SHAKE HANDS.
- iii) Do not visit gyms/clubs or other crowded places.
- iv) Do not spread rumors or panic.

5. **Precautions to be taken at home:**

- i) Ensure that all the above precautions are followed by your family members also.
- ii) Increase the intake of fruits and other food substances containing Vitamin 'C, to boost immunity.
- iii) Avoid gatherings and parties at home.
- iv) Strictly keep away from Social gatherings.
- v) Travelling should be restricted if not avoidable altogether.



vi) Maintenance of diary regarding people you met during the day will help in tracing the contact.

6. Additional preparedness to deal with any unforeseen situation:

- i) Personnel department is entrusted the job of tracking connections of COVID -19 identified cases to avoid community spread. For that a core team to be made in each Unit which will receive information regarding new cases and start tracking possible connections.
- ii) Colony level committees/block level committees to be activated. If such committee is not available then immediately local level committee to be formed with the help of volunteers and recognized unions. These committees should help in monitoring home quarantine, availability of grocery/daily requirements to quarantined employees/dependents, coordination with medical team, police and other local authorities and to follow other instructions issued from time to time such as increasing awareness for protection against COVID-19, family counseling etc. Also help of recognised Union/Associations may be obtained.
- iii) Employees/dependents to be encouraged to volunteer for production of suitable mask or any of PPE. They can contribute in this while working from home. Such employees to be given wide recognition who contribute in fighting against COVID-19 Pandemic because even a small contribution would be a big help in this crusade.



(G.V. JAGTAP)

Chief Personnel Officer (A)

For Principal Chief Personnel Officer

Copy to all PHODs/CHODs, CAO/CON, DRM/BSP, R, NGP,
CWM/WRS, MIB, Dy CMM/GSD/R/SECR, Sr DPOs for implementation.

For Principal Chief Personnel Officer