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CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Dated, Chandigarh: 17/3/2020

To

All the Administrative Secretaries/
Heads of Departments/ Offices/ Boards/ Corporations
Chandigarh Administration

Subject: COVID-19 Guidelines for employers and employees of Chandigarh Administration.

Sir/Madam,

I have been directed to invite your attention to the subject cited above and to say that the employers and employees of the Chandigarh Administration should follow the following guidelines on COVID-19 to tackle the epidemic like situation being faced in the country:-

- No Government employees is allowed to avail Ex-India leave except in case of extreme exigency.
- Those Government employees who have returned from any country to India shall self-quarantine themselves at home for 14 days.

(i) What to do if an employee has returned from Ex-India leave?

Employees of Chandigarh Administration who return from any country to India since March 1, 2020 should not attend work for at least 14 days. They should self-quarantine at home and follow Health Department Guidelines for home quarantine.

(ii) Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19.

Corona virus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. When any such symptoms are observed in a person, all surfaces that the person has come into contact with, must be cleaned including:

- All surfaces and objects which are visibly contaminated with body fluids.

- All potentially contaminated high contact areas such as toilets, door handles, telephones.
- Public areas where symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

(iii) What to do if an employee is suspected of showing symptoms of COVID-19.

- **For the suspected patient**

If an employee shows some symptoms of COVID-19 at office, the unwell person should be removed to an area away from other people. Effort should be made to isolate him behind a closed door and windows should be opened for ventilation. He should avoid touching people, surfaces and objects and be advised to cover his mouth and nose with a disposable tissue/ handkerchief when he coughs or sneezes. If he doesn't have any disposable tissues/ handkerchief available, he should cough and sneeze into the crook of his elbow.

If he needs to go to the bathroom while waiting for medical assistances, he should use a separate bathroom if available.

If the employee is suspected, then the Department of Health should be informed for evaluation of the employee and if symptomatic, should be isolated in hospital and sampling should be done.

- **For other employees**

While they wait for an Ambulance/ Medical help to arrive, they should remain away from the suspected patient.

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(iv) What to do if a suspected COVID-19 person has recently been in your office.

There is no need to close the office or send other staff home at this point as most suspected cases turn out to be negative. **Helpline number 9779558282** should be used for further advice. Cleaning of surfaces, floors, door knobs and railings should be done.

(v) What to do if a confirmed COVID-19 person has recently been to your Office.

The senior officials should contact the Health Department Team to discuss the case, identify people who have been in contact with the affected person and seek advice on any actions or precautions that should be taken. The following may have to be isolated, as per medical advice:

- Any employee in close face-to-face or touching contact of the confirmed case
- Anyone who has cleaned up any bodily fluids of the confirmed case without wearing protective equipment such as gloves and face mask.

Cleaning of surfaces, floors, door knobs and railings should be done and home quarantine should be advised to persons coming in close contact.

(vi) What to do if an employee at the workplace has been confirmed to be suffering from COVID-19.

Close office portion for sanitation in consultation with the Health Department Team and all employees who came in contact with confirm case, in that office be home quarantined and those showing symptoms of infection be screened. The office closed portion be reopened after consulting the Health Department Team.

The aforesaid guidelines should be meticulously followed in all the Departments/Offices/ Boards/ Corporations of Chandigarh Administration.


Special Secretary Personnel
Chandigarh Administration