

Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services

Do's and Don'ts in office premises for containment of COVID19

S. no.	Do's	Don'ts
1.	Install Aarogya Setu app and check the status every day.	Spread rumors
2.	Room sanitize on daily basis	Spit in the office premises
3.	Wear Mask all the time in office premises	Tough Eyes, Nose and Mouth
4.	Practice frequent hand washing with soap for at least 20 seconds even when hands are not visibly dirty. If soap and water are not available, use hand sanitizer containing at least 60% al	Loiter and crowding in corridors
5.	Practice routine cleaning and disinfection of frequently touched objects and surface such as workstations, keyboards, telephone, handrails and doorknobs etc.	Use of others phone, desk, work station or work equipments
6.	Maintain social distancing at least 1 (one) meter while walking or seating and queuing	Gather (more than 5 person) at any place in the office premises
7.	Entre in the office in staggered manner / through different gates	Encourage group lunch
8.	Organize meeting through video conferencing	Organize meeting / conference physically
9.	Arrange desks and chairs in a zigzag pattern so that two employees may not sit directly across from each other (to maintain social distancing)	Movement of physical receipt / file
10.	Respiratory etiquettes* to be strictly followed	Use centralized Air Condition (AC)
11.	Use stairs as far as possible	Enter more than 4 persons in the lift
12.	Take care of own health and look out for symptoms such as fever, respiratory problems and if feeling unwell, should leave the workplace immediately after informing to reporting officer	Allow symptomatic staff/visitors in the office premises

***Respiratory etiquettes:** Cover the mouth & nose with a tissue while coughing or sneezing or use the inside of their elbow and thereafter throw used tissues into no touch trash cans and immediately wash hands with soap and water for at least 20 seconds

Note: If you have any contact with COVID-19 positive cases at Nirman Bhawan then the complete details may be shared in "Risk assessment form" and send to drmegha1603@gmail.com and drsunny.mohfw@gmail.com