

DEPARTMENT OF SOCIAL WELFARE
GOVERNMENT OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, NEW DELHI
(Persons with Disabilities Welfare Branch)

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F.No. 82/1048/Misc/AD III/DSW/2019/Pt.I/29359-29389

Date:

18 MAR 2020

ADVISORY

Precautionary measures for the Staff posted in the institutions run by Department of Social welfare in view of COVID-19 Pandemic

Directions for Superintendents of Institutions /Homes

- 1.) Ensure that staffs have ample facilities to wash their hands, including running water and soap, and cleaning schedules by sanitation Staff are maintained.
2. Ensure the availability of Masks and gloves for care-giving staff as per requirement assessed by CMO/MO In charge.
- 3.) The sanitation contractor may be instructed to Clean and disinfect frequently touched objects and surfaces.
- 4.) Hygiene requirement of the residents of the institution with respect to frequent Hand washing, hand washing after visits to wash-rooms and before meals and maintenance of personal hygiene should be ensured by the care-giving Staff and monitored by the Nursing Officers as well as the welfare officers in the institutions.
- 5.) Visitors should generally be not allowed to visit the home/Institutions. In case of emergency or court directed visits, it should be ensured that visitors follow protocol of hand hygiene by washing hands /use of hand sanitizer and also wearing of mask if required.
- 6.) Outside visits of the residents for any purpose may be curtailed to the minimum in order to protect residents from catching the COVID -19 Infection .whenever required ,to take the resident out in medical emergency or any other contingency , sufficient precaution should be taken in the form of equipping resident and accompanying care-giver with face Mask and hand sanitizer .
- 7.) Hand sanitizer may be placed at the entrance of the institution for use by the staff and emergency visitors before entering the institution

Directions for CMO/Medical Officers of Institutions /Homes

- 1.) An isolation facility with as many numbers of beds as is feasible and as advised by CMO /Medical Officer In charge should be created to lodge any suspected cases of COVID-19 to prevent further spread of infection.



2.) A new entrant to the Institution should be medically screened to rule out any symptoms of COVID -19 especially fever and dry cough. In case a new entrant exhibits symptoms of COVID-19 the resident should be immediately kept in isolation for further medical attention.

3.) If any resident develops symptoms indicative of COVID-19, medical staff should immediately isolate the patient and refer for further medical attention and testing as required.

4.) All concerned State authorities should be immediately notified in the event of suspected and positive COVID-19 cases.

5.) Regular Screening of all residents should be carried out by medical authority in charge to isolate any suspected case of COVID-19.

6.) Regular Screening of Staff to rule out symptoms of COVID-19, thermal screening at the gate of institution to screen staff at entry point may be considered as per requirement felt by CMO/ Medical Officer In charge.

Directions for Staff of Institutions /Homes to be conveyed by Superintendent

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with others, especially those who are sick.
- While taking care of hygiene of the resident, such as in sponging ,bathing ,helping them in going to the toilet ,maintaining hygiene after visiting Wash-room, changing of bed linen, changing of clothes etc it is advisable that concerned staff namely House Aunty/Care-giver /Nursing Orderly ,Staff Nurse ,Aaya , use masks and gloves whenever advised to do so by the CMO /MO Incharge.
- Refrain from shaking hands with others for the time being.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Staff may be advised to stay at home when they are sick.



(S. B. Shashank)

Director (SW)

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Date: 18 MAR 2020

Copy to:

1. Superintendent, Asha Kiran Complex, Male Wing, Rohini Sector – 03, Delhi

2. Superintendent, Asha Kiran Complex, Female Wing, Rohini Sector – 03, Delhi.
3. Superintendent, Asha Deep, Narela, Delhi – 40
4. Superintendent, Asha Jyoti, Nirmal Chhaya Complex, Jail Road, New Delhi – 64
5. Superintendent, Nav Kiran I & II, Halfway/Longstay Homes, Sector – 03 Rohini, Delhi.
6. Superintendent, Nav Chetna, Halfway/Longstay Home, Sector – 22, Rohini, Delhi.
7. Superintendent, Old Age Home, Bindapur, Delhi.
8. Project Manager, Old Age Home, Lampur, Delhi.
9. Superintendent, Old Age Home, Wazirpur, Delhi.
10. Superintendent, Hostel for College Going Blind Students (HCGBS), Sewa Kutir Complex, Kingsway Camp, Delhi.
11. Home for Leprosy and TB affected beggars (HLTB) and Home for Leprosy affected beggars (HLAB), Tahirpur Complex, Delhi.
12. CMO, MCU, Asha Kiran Complex, Rohini Sector – 03, Delhi.
13. CMO, MCU, Nirmal Chhaya Complex, Jail Road, New Delhi – 64.
14. CMO, MCU, GLNS Complex, Delhi Gate, New Delhi.
15. Medical Officer, (Halfway/Longstay Homes), Nav Kiran I & II, Rohini Sector – 03. Delhi

Copy for information to:

1. Secretary to Hon'ble Minister (SW), GNCTD, 7TH Floor, C Wing, Delhi secretariat, I.P Estate, Delhi.
2. All DSWOs, Department of Social Welfare, (North, South, West, East, North-East, South-West, North West-I & II, Central, New-Delhi.) GNCTD, Delhi.
3. Dy. Director (Social Defence), Deptt. Of Social Welfare, GNCTD, GLNS Complex, Delhi Gate, New Delhi.
4. Dy. Director (Social Security), Deptt. Of Social Welfare, GNCTD, GLNS Complex, Delhi Gate, New Delhi.
5. PS to Secretary, Deptt. Of Social Welfare, GNCTD, GLNS Complex, Delhi Gate, New Delhi.
6. PA to Director, Deptt. Of Social Welfare, GNCTD, GLNS Complex, Delhi Gate, New Delhi.