

**OFFICE OF THE SECRETARY-CUM- LABOUR COMMISSIONER
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(CARETAKING BRANCH)**

5-SHAM NATH MARG, DELHI-110054

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No.F.6/CTB/Lab/2019-2020/478-482

Dated: 18/03/2020

ORDER

In view of the ongoing spread of cases of Corona Virus Diseases-2019 (COVID-19) all over the world and also detection of many cases in our country, it is necessary that sufficient preventive measures are taken to avoid the menace of this deadly virus.

The Corona Virus spreads through:-

1. Persons to person, who are in close contact with one another (within about 6 Ft.).
2. Respiratory droplets produced when an infected person coughs or sneezes.
3. Contact with contaminated surfaces or an object which has the virus on this and then touching their own nose, mouth and possibly eyes.

To reduce the risk of Corona Virus the following measures be adopted:-

- a) Clean hand with soap and water or alcohol based hand rub.
- b) Cover nose and mouth when coughing and sneezing with tissue or flexed elbow.
- c) Avoid close contact with anyone with cold or flu like symptoms.
- d) Isolation of symptoms patients for at least 14 days.

To take appropriate action at the work place for prevention of spreading of Corona Virus, requisite arrangements are being made for cleaning of the frequently touched surfaces with Sodium Hypochlorite, these surfaces includes door knobs, light switches, counter tops,

handles, desks, phones, keyboards, toilets faucets and sinks etc. In case the surfaces are dirty they may be cleaned with detergent or soap with water prior to using the disinfectant.

Therefore it is directed that:-

1. All the staff members should follow complete hygiene and instructions and Do's and Don'ts circulated by Health Department, in their Offices as well as home. (copy enclosed)
2. Biometric attendance is stopped with immediate effect, only manual attendance is to be marked.
3. In case any staff has history in last 14 days and the person is asymptomatic to Virus COVID-19, than such staff will be kept in home quarantine for at least 14 days from the day of exposure. For symptomatic person, he must be isolated in a hospital and will be tested for COVID-19, as per protocol.
4. No Staff member will any print or electronic media for information regarding COVID-19 without prior approval of the Competent Authority. This is to avoid spread any rumor or un authenticated information regarding COVID-19. For any assistance, the staff is advised to contact in control nos. at state and district level already circulated in Media and Offices.(copy enclosed)
5. The Sanitation/ Housekeeping staff will ensure compliance of following works:-
 - a) Take special measures for cleanliness and hygiene of entire office complex on a daily basis.
 - b) Use Sodium Hypochlorite, while cleaning the door knobs, light switches, counter tops, handles, desks, phones, keyboards, toilets faucets and sinks etc.
 - c) Carry out general cleanliness of the campus/ offices/ branches at least twice a day with Sodium Hypochlorite.

- d) Doors handles, tables and washrooms to be cleaned frequently.
- e) Doors handle of rooms of senior officers which are frequently touched by different people are to be cleaned more often.
- f) Spraying of disinfectant of standard quality such as Dettol/ Lizol etc. in office complex, as per protocol.

All advisories issued/ to be issued by the Govt. of India on COVID-19 will ipso-facto be treated as directions under the Epidemic Diseases Act-1897, for strict compliance by all staff members of Labour Department, 5, Sham Nath Marg, GNCT of Delhi.

This issues with approval of the Competent Authority.


18.03.2020
[ANITA RANA]
HEAD OF OFFICE


Encl: As above

No.F.6/CTB/Lab/2020-21/

Dated:

Copy for information:-

1. PA to Secretary-cum-Commissioner, Labour Deptt., 5, Sham Nath Marg, GNCT of Delhi.
2. PPS/PS/PA to Special Labour Commissioner/ Addl. Labour Commissioner- I & II, DLC (Admn.), Labour Deptt. 5, Sham Nath Marg, GNCT of Delhi.
3. All the In-charges / District Heads/ JLCs/ DLCs/ All Branches of Labour Deptt. GNCT of Delhi through email.
4. SA (IT), System Analyst-with the request to upload this order on the website of the Deptt.
5. Guard File.


18.03.2020
HEAD OF OFFICE