

GREATER HYDERABAD MUNICIPAL CORPORATION

**Office of the
Additional Commissioner (Health),
GHMC**

CIRCULAR

No.1068/AC(H)/GHMC/2020/714

Dated: 08.06.2020

Sub:- Esst – AC (Health) – GHMC – COVID-19 - SOP on preventive measures to contain spread of COVID-19 in offices – Circular instructions – Issued – Reg.

Ref:- Guidelines of SOP on preventive measures to contain spread of COVID-19 in offices.

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Keeping in view the spreading of COVID-19, the Ministry of Health & Family Welfare department, Government of India vide reference cited, has issued SOP on preventive measures to contain spread of COVID-19 in offices to be followed by the staff of all the Government departments.

Hence, all the Heads of the Departments and the Staff working under their control are hereby instructed to follow the SOP on preventive measures to contain spread of COVID-19 issued by the Ministry of Health & Family Welfare department, Government of India.

“THIS MAY BE TREATED AS MOST URGENT”

**Dy
Commissioner,
GHMC
SD**

To:

1. All the Additional Commissioners of GHMC.
2. All the Zonal Commissioners of GHMC.
3. All the Deputy Commissioners of GHMC.
4. All the Heads of the Departments of GHMC.

Government of India
Ministry of Health & Family Welfare

SOP on preventive measures to contain spread of COVID-19 in offices

1. Background

Offices and other workplaces are relatively close settings, with shared spaces like work stations, corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc. and COVID-19 infection can spread relatively fast among officials, staffs and visitors.

There is a need to prevent spread of infection and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in office settings. The document is divided into the following sub-sections

- (i) Generic preventive measures to be followed at all times
- (ii) Measures specific to offices
- (iii) Measures to be taken on occurrence of case(s)
- (iv) Disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

Offices in containment zones shall remain closed except for medical & essential services. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women are advised to stay at home, except for essential and health purposes. Office management to facilitate the process.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.