GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT

No. Health.99/2020/75 **Dated Shillong the 3rd May, 2020.**

PROTOCOL FOR GOVERNMENT FUNCTIONARIES WORKING DURING COVID-19 PANDEMIC

General Rules

1. Employees should sanitize their hands before entering the office premises.
2. Employees should **wear mask compulsorily** at all times.
3. Employees should make it a habit to wash their hands with soap/hand wash at regular intervals. Hands should be sanitized frequently while at work.
4. Employees should cover their mouth with a handkerchief or tissue while coughing or sneezing, or cough into the inside of their elbow.
5. Employees should avoid touching their face, eyes, nose and mouth.
6. Employees should avoid touching railings while climbing the staircases.
7. Employees should maintain at least 1.5 meter distance from each other at all times.
8. Employees should take lunch at different intervals to avoid large gatherings during lunchtime.
9. No "**non-essential**" visitors should be allowed in offices.
10. All employees should download **Aryogya Setu** app.
11. Employee having symptoms of cough, fever and sore throat, or who have had any contact with primary contacts recently should go for testing immediately.
12. If any of the employee's family members has **SARI (Severe Acute Respiratory Infection) and ILI (Influenza-like Illness)** like symptoms or have recent travel history, they should not come to office. The Head of the Department should be informed regarding the same and they may be advised to work from home.
13. Persons above 65 years of age, person with co-morbidities and pregnant women should stay at home.

Keeping Work Area Clean

1. Spitting in office premises is not permitted.
2. Ensure that toilets and wash basins are kept clean.
3. Keep your workplaces clean and hygienic.
4. Avoid touching door knobs frequently.

Meetings

1. Large physical meetings should be avoided.
2. Windows and doors should be kept open whenever possible to make sure that the room/venue is well ventilated.

3. Seating should be arranged in such a way that 1.5 metre distance is maintained.
4. Hand sanitizer should be made available during meetings.

Office Administration

1. They should ensure that surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) are wiped with disinfectant regularly.
2. They should ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work places and during transportation is maintained.
3. They should provide thermal-scanning, hand wash and sanitizers preferably with touch free mechanism at all entry and exit points and common areas. In addition, sufficient quantities of hand wash and sanitizer shall be made available in the work places.
4. They should ensure frequent sanitization of entire workplace, common facilities and all points which come into human contact, e.g., door handles, work station areas etc.
5. Use of staircases to be encouraged. In case of lifts, no more than 2 people should be allowed at a time.
6. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities.

Sd/-
(M. S. Rao, IAS)
Chief Secretary to the Government of Meghalaya.

Memo No. Health.99/2020/75-A **Dated Shillong, the 3rd May, 2020.**

Copy to

1. PS to the Chief Minister, Meghalaya for kind information of Hon'ble Chief Minister.
2. PS to the Deputy Chief Minister, Meghalaya for kind information of Hon'ble Deputy Chief Minister.
3. PS to the Minister, Health & Family Welfare Department, Meghalaya for kind information of Hon'ble Minister.
4. PS to all Ministers, for kind information of Hon'ble Ministers.
5. PS to Chief Secretary to the Government of Meghalaya for kind information of Chief Secretary.
6. PS to the Additional Chief Secretary to the Govt. of Meghalaya, Personnel & A.R., Finance, etc. for information of Addl. Chief Secretary.
7. The Principal Secretary to the Govt. of Meghalaya, Labour, Education, etc., / Power, A.H. & Vety., etc.
8. The Secretary to the Govt. of Meghalaya, _____ Department.
9. The Deputy Commissioner,
   East Khasi Hills, **Shillong** /West Khasi Hills, **Nongstoin**/ South-West Khasi Hills, **Mawkyrwat**/ East Jaintia Hills, **Khliehriat**/ West Jaintia Hills, **Jowai**/ Ri-Bhoi District,

Nongpoh/ West Garo Hills, **Tura**/ South-West Garo Hills, **Ampati**/ East Garo Hills, **Williamnagar**/ South Garo Hills, **Baghmara** /North Garo Hills, **Resubelpara.**

10. The Director of _____, Shillong.
11. The Director of Printing & Stationery, Meghalaya for publication of the protocol in the Meghalaya Gazette.
12. The Director of Information & Public Relations, Meghalaya, Shillong for publication of the protocol as news items.

By orders, etc.,

HEALTH DEPARTMENT * GOVT. OF MEGHALAYA *

(T. G. Momin)
Joint Secretary to the Govt. of Meghalaya,
Health & Family Welfare Department.