

GOVERNMENT OF TELANGANA
GENERAL ADMINISTRATION (COVID) DEPARTMENT

Memo.No.2176/COVID/2020

Dated:21-04-2020

Sub:- COVID-19 – LOCKDOWN - Issue of Passes to the Employees working in various sectors – Instructions – Issued – Reg.

- Ref:-
1. G.O.Ms.No.45, GAD, Dated:22.03.2020.
 2. G.O.Ms.No.48, GAD, Dated:24.03.2020.
 3. From the M.H.A., Order No.40-3/2020-DM-I(A), Dated:15.04.2020;
 4. From the Ministry of Health & Family Welfare, GoI, O.M.No.Z-28015/17/2020-Estt.I, dated:19.04.2020
 5. G.O.Ms.No.60, Genl.Admn.(COVID) Dept., dt:19.04.2020.

Concerns have been raised from various quarters regarding who have to attend Office and what precautions have to be taken to ensure that instructions / orders of LOCKDOWN are not diluted.

2. Kind attention is invited to the guidelines issued by the Ministry of Home Affairs, regarding containment measures for the spread of COVID-19. Further, the Greater Hyderabad Municipal Corporation, Hyderabad, dt:13.04.2020 has identified certain areas as Containment Zones.

3. Orders have been issued for strict LOCKDOWN in G.O.Ms.No.60, dt:19.04.2020. Government, to prevent the spread of COVID-19, has also taken decision not to allow any person including employees, who are residing in the Containment Zones, to go out. In continuation of orders issued in the reference 1st cited read with instructions issued by the GOI in the reference 3rd cited and 4th cited, following guidelines are hereby issued for strict compliance by Heads of Offices while issuing passes for their employees in the format annexed:

- (a) Ensure that no employee, who is residing in the Containment Zones, and buffer zone of 3 kms around if should be allowed to attend the Office.
- (b) Ensure that minimum staff will be allowed, on rotation basis, as per relevant orders;
- (c) Ensure that employees at higher risk i.e., older employees, pregnant employees and employees who are having underlying medical conditions (comorbidity conditions) should not be called to office unless essential.
- (d) Passes shall be issued duly mentioning dates / days on which the employee's presence is required in the Office, duly giving other details as prescribed;
- (e) Any Office so functioning and thereby issuing passes shall strictly follow guidelines issued in reference 4th above, some part of which is reiterated hereunder;

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- (i) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
- (ii) Cover nose and mouth with handkerchief / tissue while sneezing and coughing;
- (iii) Maintain personal hygiene and physical distancing;
- (iv) Strict disinfection protocols should be followed in the building / room as per guidelines;
- (v) Practice frequent hand washing with soap and water or use alcohol based hand rub / sanitizers;
- (vi) Seating arrangement in Sections / rooms may be made to ensure 6 feet distance between officials in the rooms;
- (vii) Gathering especially in canteens must be avoided;
- (viii) Gathering of 5 or more persons at any place in the Office should be avoided.
- (ix) Discourage, to the maximum extent, entry of visitors in the Office complex, Routine issue of visitors / temporary passes should be suspended. Only those visitors who have proper permission of the Officer, whom they want to meet, should be allowed after being properly screened.
- (x) Meetings should be done through video conferencing only.
- (xi) Undertake essential correspondence on official email and avoid sending physical files and documents to other offices, to the extent possible.
- (xii) Facilitate delivery and receipt of dak at the entry point itself of the Office building, as far as possible.
- (xiii) All are advised to take care of their own health and look out for symptoms such as fever, respiratory problem and, if feeling unwell, should leave the workplace immediately after informing their reporting officers.
- (xiv) Such employees should observe home-quarantine as per the guidelines issued by Ministry of Health & Family Welfare, Government of India available at the following

URL:[https://www.mohfw.gov.in/pdf/Guidelinesforhome quarantine.pdf](https://www.mohfw.gov.in/pdf/Guidelinesforhome%20quarantine.pdf)

- (xv) The leave sanctioning authorities are advised to sanction whenever any request is made for self-quarantine as a precautionary measure.
- (xvi) All employees who are at higher risk i.e., older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions. These employees should not be exposed to any front line work requiring direct contact with the public.

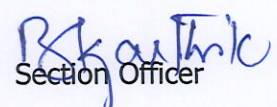
- (f) All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
- Entrance Gate of building, office etc.,
 - Cafeteria and canteens.
 - Meeting room, Conference halls / open areas available / verandah / entrance gate of site, bunkers etc.
 - Equipment and lifts.
 - Washroom, toilet, sink, water points etc.
 - Walls and all other surfaces.
- (g) Wearing of face cover is compulsory in all public places and work places. The face mask may be provided to all officers and staff and the wearing of same, must be ensured.
- (h) All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
- (i) Mandatory thermal scanning of everyone entering and exiting the work place to be done
- (j) Provision for hand wash and sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
- (k) Not more than 2 / 4 persons (depending on size) will be allowed to travel in lifts or hoists and use of staircase for climbing should be encouraged.
- (l) Hospitals / clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.
- (m) Heads of Office shall provide transportation to the officers and staff duly ensuing social distancing in the seating arrangement.
- (n) All the Heads of Office are advised to strictly follow the above guidelines

4. The Director General of Police is requested to ensure that all Offices /pass holders adhere to the above.

SOMESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

To
The Director General of Police, T.S., Hyderabad
Copy to:
The P.S. to Chief Advisor to Government
The P.S. to Prl.Secretary to C.M
The P.S. to Chief Secretary / The P.S. to Prl.Secretary to Government (GAD)
Sf/Sc.

// forwarded :: by order //


Section Officer

GOVERNMENT OF TELANGANA

COVID DUTY PASS

VALID UPTO.....2020

1. Name of the Office :
Address :
2. Name of Staff :
3. Designation :
4. Mobile Number :
5. Valid on Dates / (Days) :
6. Duty Timings : From..... To.....
7. Residential Address :
8. Office Address :
9. Route details : Via: 1).....
2).....
3).....

Sd/xxx

Note: Pass Valid for Staff with I.D.

{Stamp / Seal}

Head of the Office

Name.....

Mobile No.....

Serial Number: