

**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.

