

**GOVERNMENT OF MEGHALAYA
HEALTH AND FAMILY WELFARE DEPARTMENT**

No. Health.99/2020/172

Dated Shillong, the 9th October, 2021

ORDER

**RECOMMENDED PROTOCOL FOR MEETINGS IN GOVERNMENT
SECRETARIATS/DEPARTMENTS/ DIRECTORATES AND DISTRICT OFFICES**

The Delta Variant of COVID-19 is more dominant in the State, with the potential to spread rapidly, especially in closed settings such as indoor meetings. Therefore, keeping in mind the need to hold meetings as an inevitable part of dispensation of duties by the Government offices, it is imperative to follow certain precautionary measures which should be strictly adhered to, by all individuals/participants attending such meetings.

To this end, the following are the recommended protocols:

1. In order to avoid spread of COVID 19, Online meeting/videoconferencing should be the preferred mode of conducting meetings or any programmes as much as is possible.
2. All participants in the meetings should wear a properly fitted mask, preferably an N95 or a 3-ply mask, surgical mask, covering nose, mouth and chin. It has been observed that people tend to remove masks while speaking. The chance for the spread of the virus is extremely high while speaking, sneezing or coughing. Hence, removal of masks while speaking should be avoided.
3. While sharing a dais for a program, the speaker speaking on the microphone should wear a mask to avoid infections.
4. Any refreshments during meetings are to be avoided. If refreshments are served, it is to be ensured that it is done before or after a programme, keeping in the mind the Covid protocols. Buffet arrangement should be preferred for serving/having food in meetings, whereby adherence to COVID protocols is easier.
5. While attending meetings, the attendees may bring their own water bottles.
6. E-Office should be encouraged preferably in all the Departments.

Sd/-

(Sampath Kumar, IAS)

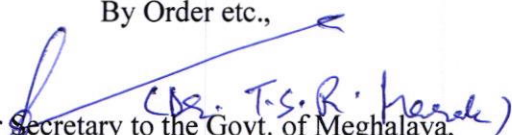
Principal Secretary to the Government of Meghalaya,
Health and Family Welfare Department.

Copy to:-

1. The Secretary to the Governor of Meghalaya, Shillong for kind information of the Governor.
2. The Private Secretary to Chief Minister, Meghalaya, Shillong for kind information of the Chief Minister.
3. The Private Secretary to Deputy Chief Minister, Meghalaya, Shillong for kind information of the Deputy Chief Minister.
4. The Private Secretary to the Speaker, Meghalaya Legislative Assembly, Shillong for kind information of the Speaker.
5. The Private Secretary to Health Minister, Meghalaya, Shillong for kind information of Minister.
6. Private Secretaries to all Ministers, Meghalaya, Shillong for kind of Minister.
7. The Leader of Opposition, Meghalaya Legislative Assembly, Shillong.
8. Private Secretary to Chief Secretary for kind information of the Chief Secretary.
9. The Additional Chief Secretaries/ Principal Secretaries/ Commissioners & Secretaries/ Secretaries of all the Department, Government of Meghalaya.
10. The Deputy Commissioner,
East Khasi Hills, Shillong / West Khasi Hills, Nongstoin
South West Khasi Hills, Mawkyrwat.
Ri Bhoi District, Nongpoh / West Jaintia Hills, Jowai
East Jaintia Hills, Khliehriat/West Garo Hills, Tura
East Garo Hills, Williamnagar/ South Garo Hills, Baghmara
North Garo Hills, Resubelpara/ South West Garo Hills, Ampati
11. The Mission Director, National Health Mission, Meghalaya, Shillong for information and necessary action
12. The Director of Health Services (MI)/ (MCH&FW) / (Research), Meghalaya, Shillong for information and necessary action
13. The Director of Information & Public Relation for wide circulation in the Print/Electronic media of the State.
14. The Deputy Director General & State Informatics Officer, NIC, Meghalaya, Shillong
15. The District Medical & Health Officer,
East Khasi Hills, **Shillong**/ West Khasi Hills, **Nongstoin**/ Ri Bhoi District,
Nongpoh/ West Jaintia Hills District, **Jowai** / West Garo Hills District, **Tura** / East Garo Hills District, **Williamnagar**/ South Garo Hills District, **Baghmara**/ North Garo Hills, **Resubelpara**/ South West Garo Hills, **Ampati** / East Jaintia Hills, **Khliehriat**/ South West Khasi Hills, **Mawkyrwat**.
16. All Administrative Department/Heads of Departments.

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information
and necessary
action

By Order etc.,


Under Secretary to the Govt. of Meghalaya,
Health & Family Welfare Department.