

**Government of Himachal Pradesh**  
**Department of Secretariat Administration**

Per (SAS-I)A(5)-1/2010-L Dated: Shimla-2, the

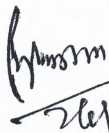
26<sup>th</sup> June, 2020

**CIRCULAR**

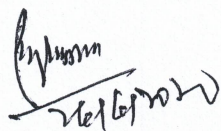
In pursuance to the instructions of the Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms and Public Grievances issued vide circular No. C-11011/01/2011-AD. I (2404), dated 5<sup>th</sup> June, 2020 for taking preventive, precautionary and pre-emptive measures for social distancing to contain the spread of Novel Corona Virus (COVID-19), the following direction may strictly be followed to improve the safety of all employees of H.P. Secretariat:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic visitors shall be allowed.
- iii. Any officers and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff should be permitted to work from home and it will not be counted as leave period.
- iv. Drivers shall maintain social distancing and shall follow required dos and don'ts related to COVID-19. It shall be ensured by the service providers/officers/staff that drivers residing in containment zones shall not be allowed to drive vehicles.
- v. There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/spray from time to time. A proper disinfection of steering, door handles, keys, etc should be taken up.
- vi. Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public
- vii. All officers and staff/visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.

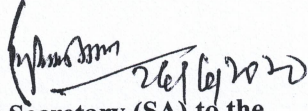
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26/6/2020

- viii. Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the officer, who they want to meet, should be allowed after being properly screened.
- ix. Meetings, as far as feasible, should be done through video conferencing.
- x. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- xi. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured.
- xii. Shops, Stalls, Canteen Hall etc., outside and within the H.P. Secretariat premises shall follow social distancing norms at all times.
- xiii. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- xiv. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces must be ensured.
- xv. Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
- xvi. Required precautions while handling supplies, inventories and goods in the office shall be ensured.
- xvii. Seating arrangement to be made in such a way that adequate social distancing is maintained.
- xviii. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- xix. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30 ° C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xx. Large gathering continue to remain prohibited.
- xxi. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.



- xxii. Cleaning and regular disinfection (using 1 % sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas.
- xxiii. Proper disposal of face covers/mask/gloves left over by visitors and/or employees shall be ensured.
- xxiv. In the cafeteria/canteen:
- Adequate crowd and queue management to be ensured to ensure social distancing norms.
  - Staff/waiters to wear mask and hand gloves and take other required precautionary measures.
  - The seating arrangement to ensure a distance of at least 1 meter between patrons as far as feasible.
  - In the kitchen, the Staff to follow social distancing norms.

  
Under Secretary (SA) to the  
Government of Himachal Pradesh

All the Branch Officers/  
Pr. Private Secretary/  
All the Sr. Spl. PS/ Spl. PS/Sr. PS/  
Section Officers, Manager (Canteen)  
in H.P. Secretariat.