

**GOVERNMENT OF ASSAM
HEALTH & FAMILY WELFARE DEPARTMENT
ASSAM SECRETARIAT: DISPUR**

No. HLA.280/2020/95

Dated Dispur the 20th April, 2020.

OFFICE MEMORANDUM

Subject: Preventive measures to be taken by the Departments of Govt of Assam.

Ministry of Home Affairs, Govt. of India has issued directions vide No.40—3/2020-DM-I (A) dated 15/4/2020 regarding continuation of the lock down measures upto 3rd May, 2020 and has given instructions allowing functioning of offices under State Governments w.e.f. 21st April, 2020 and advised to take following precautionary measures in order to contain spread of COVID-19 :

- (i) Must use reusable/cloth face cover
- (ii) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
- (iii) Cover your nose and mouth with handkerchief / tissue while sneezing and coughing.
- (iv) Maintain personal hygiene and physical distancing
- (v) Strict disinfection protocols should be followed in the building/room as per guidelines.
- (vi) Practice frequent hand washing with soap and water or use alcohol-based hand rub/sanitizers.
- (vii) Seating arrangement in Sections/rooms may be made to ensure adequate distance between officials in the rooms.
- (viii) Gathering especially in canteens must be avoided.
- (ix) Gathering of 5 or more persons at any place in the office should be avoided.
- (x) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes has already been suspended. Only

[Signature]
20/4/20


those visitors who have proper permission of the officer, whom they want to meet, should be allowed after being properly screened.

- (xi) Meetings should be done through video conferencing only.
- (xii) Undertake essential correspondence on official email and avoid sending physical files and documents to other offices, to the extent possible.
- (xiii) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as possible.
- (xiv) All officials 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.
- (xv) Such employees should immediately inform at number #104 and observe home-quarantine as per guidelines issued by MoHFW, Government of India available at <https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>
- (xiii) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xiv) 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.

The employees who are residing in notified containment zones are advised to follow the guidelines issued vide order No.HLA 270/2020/139 dated 18th April, 2020 (copy enclosed) by Department of Health & Family Welfare regarding movement in these zones and should join office only when such conditions are relaxed by the concerned district administrations .

All employees are advised to strictly follow the above mentioned precautionary measures.

Enclosures: As stated above.


20/4/20

(Samir K. Sinha, IAS)
Principal Secretary to Govt of Assam
Health & Family Welfare Department

Copy to:

1. The Chairman, Assam Administrative Tribunal.
2. The Chairman, Assam Board of Revenue.
3. The Chief Secretary, Govt. of Assam.
4. The Director General of Police, Assam.
5. Principal Secretary to Hon'ble Chief Minister, Assam.
6. All Divisional Commissioners, Assam.
7. Mission Director, National Health Mission, Assam.
8. All Deputy Commissioners / Sub-Divisional Officers for information.
9. State Informatics Officer, NIC, Assam State Center.
10. DIPR, Assam with a request for wide publicity.
11. All Departmental Heads, Govt. of Assam.
12. P.S. to Hon'ble Minister, Health & F.W. Department, Dispur.
13. P.S. to Hon'ble Minister of State, Health & F.W. Department, Dispur.
14. P.S. to Principal Secretary, Health & F.W. Department, Dispur.
15. Office Copy.

By order etc.



Commissioner & Secretary to Govt of Assam
Health & Family Welfare Department

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GOVERNMENT OF ASSAM
HEALTH & FAMILY WELFARE DEPARTMENT
DISPUR :: GUWAHATI

Dated Dispur the 18th April, 2020

ORDER

HLA 270/2020/139: Ministry of Home Affairs, Govt of India has issued directions vide No. 40-3/2020-DM-I(A) dated 15th April, 2020, regarding continuation of the lock down measures upto 3rd May, 2020 to contain the spread of COVID-19 in the country.

General Administration Department, Govt. of Assam has issued order vide No.GAG(B).122/2020/24 dated 18/4/2020, allowing selected additional activities in districts where COVID-19 Containment Zones/Hotspots (Red and Orange Zone) have not yet been declared.

For those Deputy Commissioners who have declared Containment Zones/ Hotspots (Red and Orange Zone) and Buffer Zones in their districts, the guidelines issued by General Administration Department dated 18/4/2020 shall not be applicable in the declared Containment Zones/Hotspot (Red and Orange Zones) and Buffer Zones.

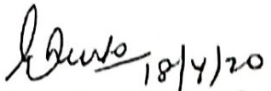
Deputy Commissioners of such districts are to ensure the following:

1. In the containment zone, no unchecked inward/outward movement of population except for maintaining essential services (including medical emergencies and law and order related duties) and Government business continuity, shall be allowed. Thermal Screening shall be carried out at all entry and exit points of these Zones. Sufficient information & education campaign shall be carried out in containment zones & buffer zones.
2. All vehicular movement, movement of public transport and personnel movement will be restricted in these zones.
3. The District administration will post signs and create awareness informing public about the perimeter control. Health workers posted at the exit point will perform screening (e.g. interview of travelers, measure temperature, record the place and duration of intended visit and keep complete record of intended place of stay).

S. Datta
18/4/20

4. All roads including rural roads connecting the containment zone will be guarded by Police. For personnel and vehicles requiring regular movement, a pass/ID card may be issued by the District Administration with details recorded and communicated.
5. Details of all persons moving out of perimeter zone for essential/emergency services will be recorded and they will be followed up through IDSP. All vehicles moving out of the perimeter control will be decontaminated with sodium hypochlorite (1%) solution.

Deputy Commissioners with support of Superintendent of Police are to ensure strict implementation of these guidelines. This order will be in force in such zones until the Deputy Commissioners relaxes such orders as per the guidelines of MoHFW, Govt of India.



Principal Secretary to the Govt. of Assam,
Health & F.W. Department

Memo No. HLA 270/2020/139-A
Copy to :

Dated Dispur the 18th April, 2020

1. The Chairman, Assam Administrative Tribunal.
2. The Chairman, Assam Board of Revenue.
3. The Chief Secretary, Govt. of Assam.
4. The Director General of Police, Assam.
5. Principal Secretary to Hon'ble Chief Minister, Assam.
6. All Divisional Commissioners, Assam.
7. Mission Director, National Health Mission, Assam.
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Commissioner & Secretary to Govt of Assam
Health & Family Welfare Department