

No. 28/65-IH(7)-2020/4081
Chandigarh Administration
Department of Personnel

Chandigarh dated the 18/03/2020

To

All the Administrative Secretaries/
Heads of Departments/ Offices/ Boards/ Corporations
Chandigarh Administration.

**Subject: Preventive measures to be taken to against the spread of
Novel Coronavirus (COVID-19) – regarding**

Sir/Madam

In continuation of this Administration's letter No. 28/65-IH(7)-2020/4080 dated 18.03.2020, I am directed to address you on the subject noted above and to say that the employers and employees of the Chandigarh Administration should follow the following guidelines on COVID-19 to tackle the epidemic like situation being faced in the country:-

- a) The visit of general public/citizens to the offices during usual visiting hours from 12.00 noon to 01.00 pm is hereby kept in abeyance.
- b) The public dealing departments/offices are advised to dispose of public work quickly so that public may not be forced to visit offices. The public may be advised not to visit public offices for their work till further order and can contact officers through email/telephone.
- c) All the staff and visitors (if any) in the departments/offices will be subjected to thermal scanning in order to diagnose any symptoms of the virus.
- d) All the departments/offices are requested not to convene meetings unless it is very urgent.
- e) All departments/offices are requested to instruct their staff to remain at home if they have symptoms like cold, fever, cough, shortness of breath/breathing difficulties etc. in order to stop the spread of virus and advised to take appropriate medical care through doctors.
- f) All staff members are advised to frequently wash their hands with soap atleast for 20 seconds as a precaution against the spread of the virus and also advised to use hot water for drinking.

Yours faithfully



Superintendent Personnel
for Secretary Personnel
Chandigarh Administration