

PrasarBharati
(India's Public Service Broadcaster)
PrasarBharati Secretariat
Prasar Bharat House : Copernicus Marg,
Mandi House, New Delhi - 110 001

No. D-13023/02/2020-21/GA-I
e-12026

Dated:26.08.2020

Office Memorandum

Subject: Preventive measures to be taken to contain the spread of Coronavirus (COVID-19) reg.

This is in continuation of PB OM dated 14.08.2020 regarding preventive measures to contain the spread of Coronavirus(COVID-19).

2. Reference to advisory of Ministry of Health & Family Welfare dated 20.07.2020 regarding inappropriate use of the N-95 Mask with valve (particular with respirator) by the public other than designated health workers. Vide the aforesaid advisory, it has been stated that the use of valved respirator N-95 Mask is detrimental to the measures adopted for preventing the spread of Corona Virus, as it does not prevent the virus from escaping out of the mask.
3. In this regard, the attention is drawn to all concerned to the Advisory on the use of home-made protective cover for face and mouth (copy enclosed) and all the employees of Prasar Bharati are advised not to use N-95 Masks in the office.
4. All the concerned offices/ field establishments of Prasar Bharati are again advised to ensure strict compliance / adherence to the practices of social distancing norms, health & hygiene practices and to follow Advisory's/SOP's issued time to time by the DoPT, MHA and MoH&FW to contain the spread of Corona virus COVID-19.

This issues with the approval of competent authority.



(Rajesh Kumar Vashishtha)
Director(Admin)

- Encl: - 1. DOPT order dated 05.06.2020
2. SOP of MHFW dated 04.06.2020

To

1. Principal DG:NSD :AIR, DG:AIR, DG: DDn, DG:DD News
2. E-in-C (Broadcast Operations) AIR and DD
3. All Zonal/ Regional ADG(E)/ ADG(P) AIR and DD .
4. ADG (NABM),
5. All HOO/HOD
6. CVO, Prasar Bharati
7. DDG (T) for circulation in E-office/PB web site

Copy for information to:

1. PS to Chairman, PB
2. Staff Officer to CEO, PB
3. PS to Member (F), PB
4. PS to E-in-C (SI & CS), PB
5. ADGs (Admin.)/ (HR)/ (IT)/(B&A)/ (Fin.)/ (Tech.) PBS
6. ADG (Economic Research),ADG(IR/ Marketing), ADG(Procurement), ADG(Content Operations) Prasar Bharati
7. DDGs (Admin.) / (Fin.)/(Tech.)/ (Tech.& Coordination)/ (Ops.)/ (LM&HR-C)/ (Corporate Gov.), PBS
8. Dir(GA) for further necessary action.
9. AE (GA-I) PBS
10. Notice Board, PBS.

F.No.11013/9/2014-Estt.A.III
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi
Dated the 5th June, 2020

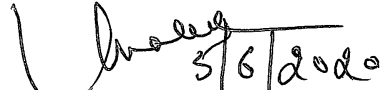
OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus(COVID-19) – Attendance regarding.

The undersigned is directed to refer to OM of even number dated the 17th March, 2020, 18th May, 2020 and 19th May, 2020 whereby advisory for well-being of Government employees and attendance in Government offices with staggered timings were issued by Department of Personnel & Training (DoPT).

2. Kind attention is also drawn to Ministry of Home Affairs' Order dated 30.05.2020 whereby 'Additional Directives for Work Places' have been prescribed. Further, the Ministry of Health & Family Welfare (MoH&FW) on 4th June, 2020 has issued Standard Operating Procedure on preventive measures to contain spread of COVID-19 in workplace settings (copy enclosed).

3. It is emphasized that strict adherence to the practices of social distancing norms and health & hygiene practices, as enunciated in these guidelines, is of paramount importance and the Government servants as responsible employees should abide by these practices so that the Government offices function in the most efficient manner in the given situation. All the Ministries/Departments/offices as well as the Central Government employees are, therefore, directed to ensure strict compliance of instructions issued by DoPT as well as MHA and MoH&FW.


(Umesh Kumar Bhatia)

Deputy Secretary to the Govt. of India

To,

1. All the Ministries/Departments, Government of India
 2. PMO/Cabinet Secretariat
 3. PS to Hon'ble MOS(PP)
 4. PSO to Secretary(Personnel)
 5. Sr. Tech. Dir., NIC, DoP&T
- } For Information

**Government of India
Ministry of Health & Family Welfare**

SOP on preventive measures to contain spread of COVID-19 in offices

1. Background

Offices and other workplaces are relatively close settings, with shared spaces like work stations, corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc. and COVID-19 infection can spread relatively fast among officials, staffs and visitors.

There is a need to prevent spread of infection and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in office settings. The document is divided into the following sub-sections

- (i) Generic preventive measures to be followed at all times
- (ii) Measures specific to offices
- (iii) Measures to be taken on occurrence of case(s)
- (iv) Disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

Offices in containment zones shall remain closed except for medical & essential services. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women are advised to stay at home, except for essential and health purposes. Office management to facilitate the process.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.

- ii. Use of face covers/masks to be mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App by employees.

4. Specific preventive measures for offices:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff/visitors shall be allowed.
- iii. Any officer 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. 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. Office management to facilitate work from home wherever feasible.
- 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.
- 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. Staggering of office hours, lunch hours/coffee breaks to be done, as far as feasible.
- xii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured.
- xiii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of vehicles should be taken up.
- xiv. Any shops, stalls, cafeteria etc., outside and within the office premises shall follow social distancing norms at all times.
- xv. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- xvi. Preferably separate entry and exit for officers, staff and visitors shall be organised.
- xvii. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
- xviii. Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- xix. Required precautions while handling supplies, inventories and goods in the office shall be ensured.
- xx. Seating arrangement to be made in such a way that adequate social distancing is maintained.
- xxi. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- xxii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which *inter alia* emphasises 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.
- xxiii. Large gatherings continue to remain prohibited.
- xxiv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxv. 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
- xxvi. Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.
- xxvii. In the cafeteria/canteen/dining halls:
 - a. Adequate crowd and queue management to be ensured to ensure social distancing norms.
 - b. Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
 - c. The seating arrangement to ensure a distance of at least 1 meter between patrons as far as feasible.
 - d. In the kitchen, the staff to follow social distancing norms.

5. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

i. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

- a. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
- b. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- c. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
- d. The suspect case if reporting very mild/mild symptoms on assessment by the health authorities would be placed under home isolation.
- e. Suspect case, if assessed by health authorities as moderate to severe, will be treated as per health protocol in appropriate health facility.
- f. The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.
- g. The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.

ii. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

iii. Management of contacts:

- a. The contacts will be categorised into high and low risk contacts by the District RRT as detailed in the Annexure I.
- b. The high-risk exposure contacts shall be quarantined for 14 days.

- c. These persons shall undergo testing as per ICMR protocol.
- d. The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.
- e. The flowchart for management of contact/ cases is placed at **Annexure - II**.

6. Closure of workplace

- i. If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.
- ii. However, if there is a larger outbreak, the building/block will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building/block is adequately disinfected and is declared fit for re-occupation.

7. Disinfection Procedures in Offices

Detailed guidelines on the disinfection as already issued by Ministry of Health & Family Welfare as available on their website shall be followed.

Risk profiling of contacts

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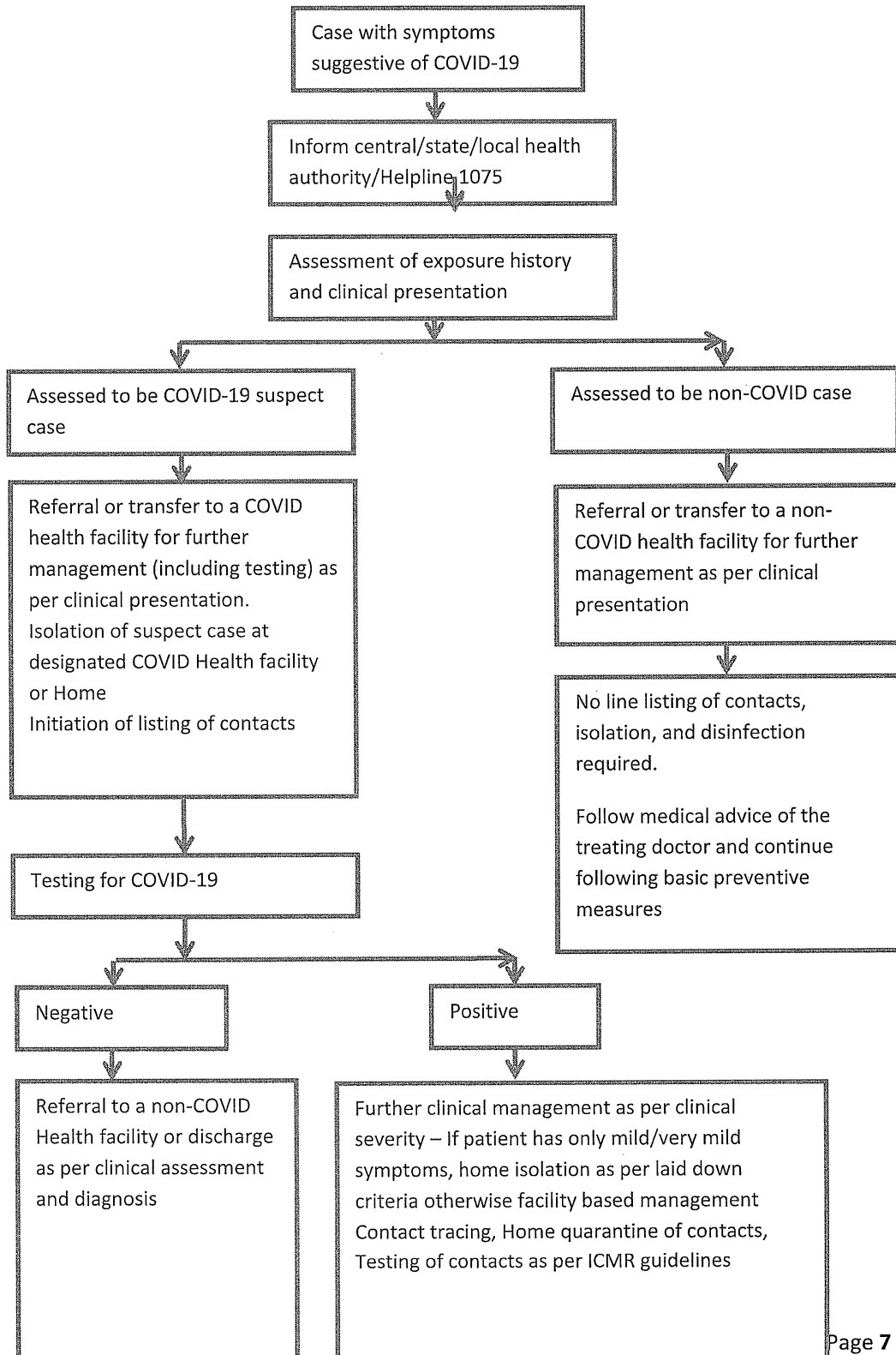
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- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces; e.g. being coughed on, touching used paper tissues with a bare hand)
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- Lives in the same household as the patient.
- Anyone in close proximity (within 1 meter) of the confirmed case without precautions.
- Passengers in close proximity (within 1 meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

Low-risk contact

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

Management of the case(s) and contacts



4th June, 2020

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Ministry of Health & Family Welfare**

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High-risk contact

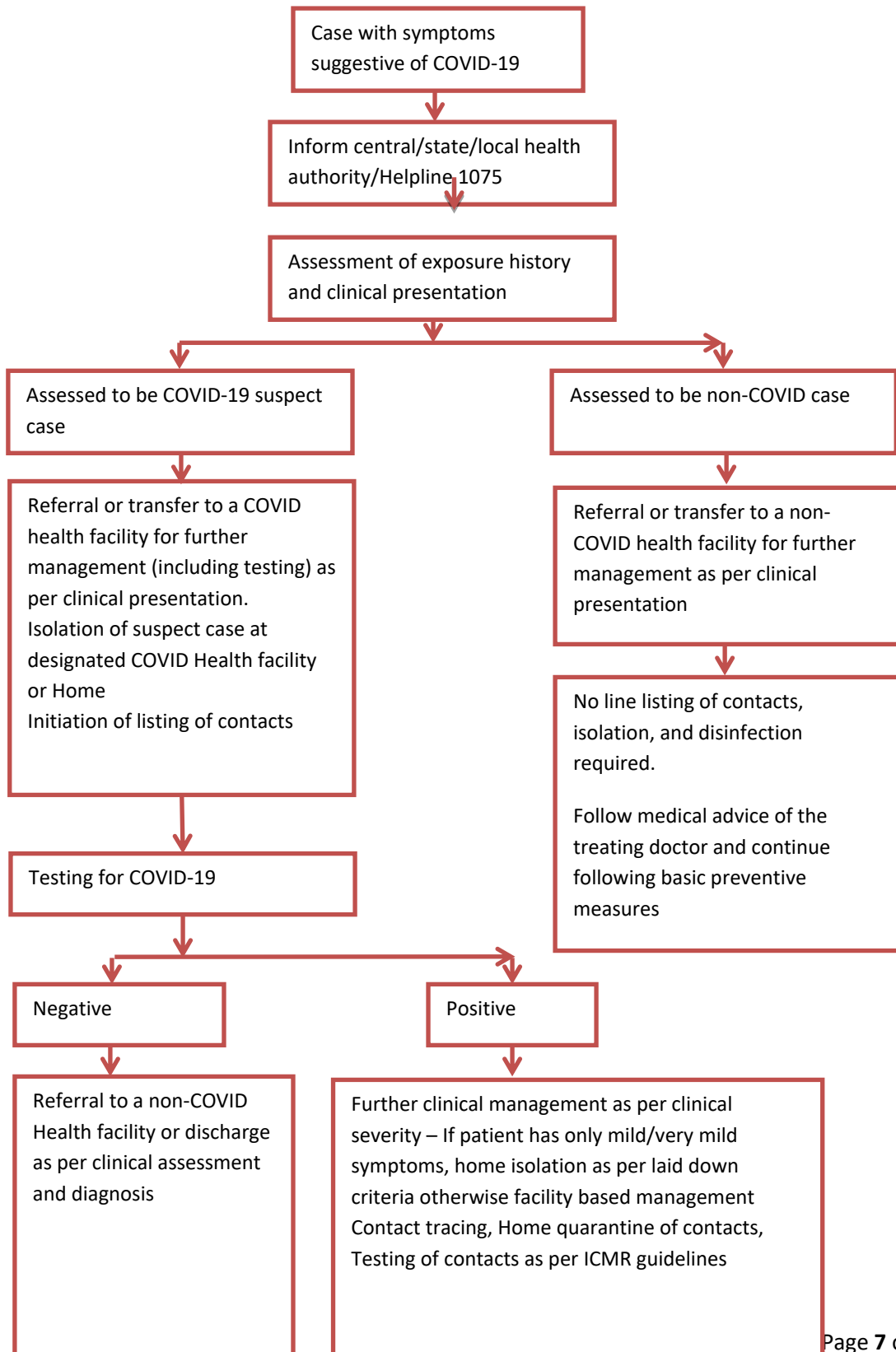
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- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

Annexure II

Management of the case(s) and contacts



Advisory on use of Homemade Protective Cover for Face & Mouth

1. We are aware that social distancing and personal hygiene are keys to prevent COVID 19 infections. Certain countries have claimed benefits of homemade face cover for the general public. Such homemade face cover is a good method for maintaining personal hygiene. Such usage certainly will help in maintaining overall hygienic health conditions.
2. Therefore, it is suggested that such people who are not suffering from medical conditions or having breathing difficulties may use the handmade reusable face cover, particularly when they step out of their house. This will help in protecting the community at large.
3. This face cover is not recommended for either health workers or those working with or in contact with COVID 19 patients or are patients themselves as these categories of people are required to wear specified protective gear.
4. It is advised that two sets of such face covers be made so that one can be washed while the other is used. Hand washing would still remain essential criteria and hand should be washed before wearing the face cover. Such face covers should also not be thrown anywhere but kept safely, washed properly with soap and hot water and dried properly before they are used.
5. These face covers could be made out of clean cloth available at home, which needs to be thoroughly cleaned and washed before a face cover is stitched/made. The face cover should be prepared in such a manner that it can cover the mouth and nose completely and can be tied over the face easily.

6. There must not be a sharing of face covers and a face cover must be used by only one individual. So, in a family of several members, each member should have a separate face cover.

* * * * *

Issued **by** the Office of the Principal
Scientific Advisor to the Government
of India_ April 3, 2020



Face Covers for Curbing the Spread of SARS-CoV-2 Coronavirus

Manual on Homemade Protective Cover
for Face and Mouth.

Proposed guide is meant to provide a simple outline of best practices to make, use and reuse face covers to enable NGOs and individuals to make face protection themselves.

The key criteria for proposed designs are Ease of Access to Materials, Ease of Making at Home, Ease of Use and Reuse.

The homemade face cover should be prepared in such a manner that it can cover the mouth and nose completely and can be tied over the face easily.


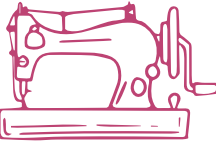
This face cover is not recommended for either health workers or those working with or in contact with COVID 19 patients or are patients themselves as these categories of people are required to wear specified protective gear.

Wearing of face covers is especially recommended for people living in densely populated areas across India.

You can easily make a face cover at home to protect yourself.

Option 1. Make a Face Cover using a Sewing Machine*

Things you will need:

- | | | |
|---|--|--|
| <p>1. </p> <p>100% cotton material</p> | <p>Any used cotton cloth can be used to make this face cover. The colour of the fabric does NOT matter but you must ensure that you wash the fabric well in boiling water for 5 minutes and dry it well before making the face cover. Adding salt to this water is recommended.</p> | |
| <p>2. </p> <p>Four pieces of cloth strips</p> | <p>3. </p> <p>Scissors</p> | <p>4. </p> <p>Sewing Machine</p> |

Begin with

1.a Cutting Fabric – Cut cloth for the face cover at the following sizes as required:

- Adult: 9 inch x 7 inch
- Child: 7 inch x 5 inch

For Adult Size Face Cover



1.b Cutting Strips– Cut 4 strips for tying and piping from cloth: **Two pieces at 1.5”x 5” and Two pieces at 1.5”x 40”**



Illustration by MoHFW

*You can also make this face cover without a sewing machine



Inch(“)=2.5cms

Process demonstrated below is for Adult Size Face Cover



Take the cut fabric, attach the 1.5x5" strip to be used as piping to the fabric on one end as shown.



Create three downward facing pleats of approximately 1.5" each folding cloth as shown.



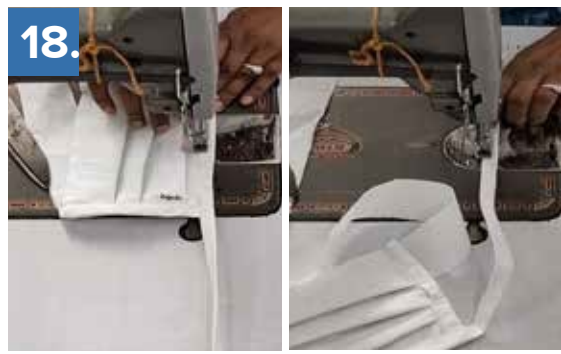
Turn the pleated cloth to the other side and repeat steps for pleating on this side as shown above. Once the pleats have been made, the height of the pleated cloth will be reduced from 9" to 5".



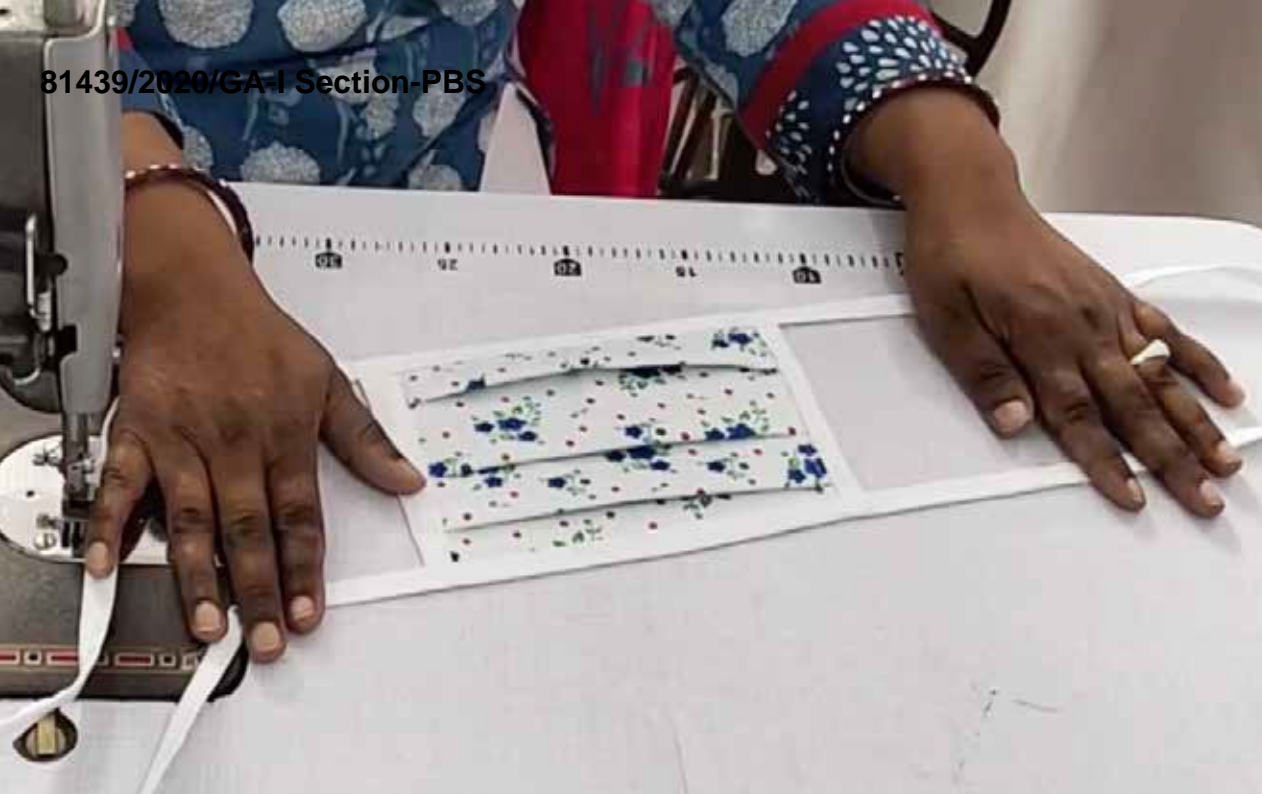
10. Secure the pleats with piping on both sides as shown above. *Take extra care to keep all pleats facing downward as shown.*




13. Now begin attaching the long 40" strips used for tying the face cover to the top and bottom as shown.




16. Once again fold both these strips three times and stitch as shown above.



 **Your face cover is now ready**

 **Ensure that the face cover fits around your mouth and nose** and there is no gap between it and your face. When wearing the face cover, the side facing you should show the pleats as facing downwards.

 **You must never reverse the face cover for reuse. Always thoroughly wash it after every use** following process shown further.

This face cover is currently being used by community health workers of organizations in South Rajasthan including, Amrit Clinic, Arth Hospital, and Shreyas Hospital. Images and process courtesy: Jatan Sansthan, Udaipur

Make sure the face cover fits your face well and there are no gaps on the sides...



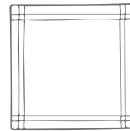
Remember to still maintain up to 2 meter distance from others at all times, wash your hands thoroughly when back home and do not touch your face or eyes!

Demonstrated by Dr. Gargi Goel, Pediatrician, Rajasthan

Option 2: Making a Face Cover at Home Without a Sewing Machine

Things you will need:

1.



100% Cotton material or a Men's cotton handkerchief

2.



Two rubber bands

Step 1



Fold the handkerchief from one side to little above the middle of the cloth

Step 2



Now fold over the other edge to go above the first fold

Step 3



Fold this again evenly from the middle as shown

Step 4

Take a rubber band and tie it on left side of the cloth as shown

Step 5

Now tie the other side with another rubber band
Ensure that the area in the middle of the two rubber bands is big enough to cover your mouth and nose

Step 6

Take one edge of the cloth on the side of the rubber band and fold over it. Do this for both sides

Step 7

Now take one fold and insert in to the other fold



1. Your face cover is now ready



2. Please ensure that the face cover fits around your mouth and nose comfortably but that there is no gap left between the face cover and the mouth.



3. To wear this face cover just wrap each rubber band around your ears



4. You must follow all precautions and instructions outlined above when using the face cover

IMPORTANT PRECAUTIONS:**Before using the handmade face cover remember:**

1. Thoroughly wash and clean the face cover (as shown in next page) before wearing it.
2. Wash your hands thoroughly before wearing the face cover.
3. As soon as the face cover becomes damp or humid, switch to another face cover and clean the used face cover.
4. Never reuse a face cover after single use without cleaning it.
5. Never share the face cover with anyone. Every member in a family should have separate face cover.

**When removing the face cover:**

- **Do not touch the front or any other surface of the face cover**, remove it only with strings behind
- **For string face cover, always untie the string** below and then the string above
- **After removal, immediately clean your hands** with 65% alcohol-based hand sanitizer or with soap and water for 40 seconds
- **Drop it directly into a soap solution or boiling water** to which salt has been added

Wash and sanitize this mask in next page.

How to Clean and Sanitize your Homemade Face Cover Everyday

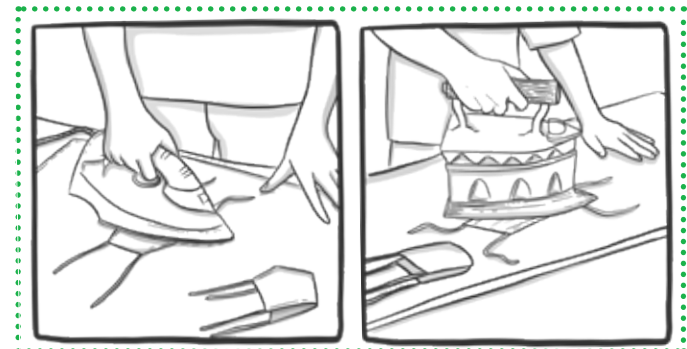
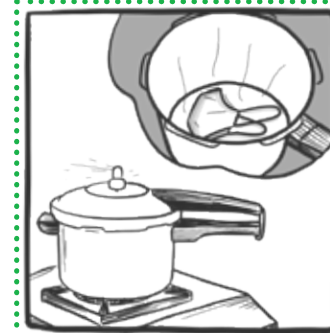
1. Thoroughly wash the face cover in soap and warm water and leave it to dry in hot sun for at least 5 hours.

If you do not have access to the sun, follow Option 2:

2. Place the face cover in water in a pressure cooker and pressure boil it for at least 10 minutes and leave it to dry. Adding salt to the water is recommended. **In the absence of a pressure cooker, you may boil the cloth face cover in hot water for 15 minutes.**

If you do not have access to a pressure cooker/boiling water, follow Option 3:

3. Wash and clean with soap and apply heat on the face cover for up to five minutes. (You may use an iron).



How to Store your Clean Face Cover

It is recommended that you make two face covers so you can wear one, while the other is washed and dried



1. *Take any plastic bag at home*



2. *Clean it thoroughly with soap and water*



3. *Let it dry well on both sides*



4. *Keep your extra clean face cover in this clean bag*



5. *Keep it sealed well*



6. *Now you can rotate your face covers for daily use*

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Issued by the Office of the Principal
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India_ April 3, 2020

Homemade reusable face covers only reduce the chances of inhaling droplets still in the air from an infected person, they do not give full protection. Homemade reusable face covers must be washed and cleaned each day, as instructed. Reuse without washing should **NEVER** be done. **Never share your face cover with anyone. Social distancing must still be maintained.**

**Remember to wash your hands frequently
with soap for 20 seconds.**

Images from public sources



Wearing of face covers is particularly useful in crowded areas.

Design by Vertiver