



दक्षिण रेलवे / SOUTHERN RAILWAY

No.P(R)436 / P / Misc / Vol IV

प्रधान कार्यालय: Headquarters Office
कार्मिक शाखा / Personnel Branch
चेन्नै / Chennai - 600 003
दि. / Dated: 23-09-2020

पी बी सी सं / PBC No: 162 / 2020

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units.
etc..

(As per mailing list -'A')

Sub : Preventive measures to control the spread of COVID-19 –
Exemption of employees with disabilities from roster duty due
to COVID-19 situation.

A copy of Railway Board's letter No.2020/E(LL)/HER/3 dated
22-09-2020 alongwith Office Memorandum No.34-06/2020-DD-III dated
14-09-2020 issued by the Department of Empowerment of Persons with
Disabilities and other enclosures on the above subject is enclosed for
information, guidance and necessary action.

संलग्न / Encl: as above

(B.Indumathy)
Senior Personnel Officer/EMS
For Principal Chief Personnel Officer

प्रतिलिपि / Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA
The Genl Secy / NFIR
Ch.S&WI / System to upload in the website

भारत सरकार/ GOVERNMENT OF INDIA
रेल मंत्रालय/ MINISTRY OF RAILWAYS
(रेलवे बोर्ड)/ (RAILWAY BOARD)

No.2020/E(LL)/HER/3.

New Delhi, dated 22 .09.2020

The General Managers
All Zonal Railways, Pus and
Metro Railway Kolkata.

Sub : Preventive measures to control the spread of COVID-19---Exemption of employees with disabilities from roster duty due to COVID-19 situation.


Ref : i) Railway Board's letters of even no. dated 22.3.2020 and 27.03.2020; and

ii) DoPT's OMs. No. 11013/9/2014-Estt.A.III dated 19.5.2020 & 18.5.2020.

In continuation of Railway Board's letters referred to above, please find enclosed a copy of an OM No. 34-06/2020-DD-III dated 14.09.2020 received from Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment regarding a clarification issued by DOPT vide their OM dated 28.8.2020 that their OM No. 11013/9/2014-Estt.A.III dated 05.06.2020 regarding exempting employees with disabilities from roster duty during COVID -19 pandemic is still in force till further orders.

2. All Railway Administrations may please ensure compliance of DOPT's OM dated 05.06.2020 and draw up roster of staff who are required to attend essential services accordingly exempting the 'Persons with Disabilities'(Divyangjan) i.e. those covered under 'Rights of Persons with Disabilities Act,2016' from such duty.

DA: As above.


(Ms. Manju)
Director, Estt. E(LL)
Railway Board

Copy to :

1. Shri K.V.S.Rao, Director, Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Pt.Deendayal Antyodaya Bhawan, CGO Complex, New Delhi.
2. National Federation of Blind, email : nfbsec.g@gmail.com
3. National Association of Blind, email : advocacy@nabindia.info
4. Deaf Employees Welfare Association, email : rajavardhan55565@gmail.com

No.34-06/2020-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities

Pt. Deendayal Antyodaya Bhawan
CGO Complex, New Delhi
Dated the 14th Sep, 2020

OFFICE MEMORANDUM

Sub: - Exemption of Employees with Disabilities from roster duty due to COVID 19 situation- reg.

The undersigned is directed to say that D/o Personnel and Training has earlier issued circulars from time to time exempting employees with disabilities from roster duty during COVID 19 pandemic. They had last issued a circular in this regard on 05.06.2020 (copy enclosed). Now, DoPT vide their OM No. 1427850/20/Secy (P) (Copy enclosed) dated 28.08.2020 has clarified to this Department that their OM No. 11013/9/2014 - Estt.A.III dated 05.06.2020 in this regard is still in force till further orders.

2. D/o Financial Services, D/o of Public Enterprises and Railway Board are requested to issue appropriate instructions to the organizations under their control for compliance of DOPT's instructions.


(K.V.S. Rao)
Director
Tel: 24362054

Encl: As Above

D/o Financial Services
[Secretary (FS), email: secy-fs@nic.in]

D/o Public Enterprises
[Secretary, email: secy-dpe@nic.in]

Railway Board
[Chairman, email: crb@rb.railnet.gov.in]

Copy to :

1. National Federation of Blind, email : nfbsec.g@gmail.com
2. National Association of Blind, email : advocacy@nabindia.info
3. Deaf Employees Welfare Association, email : rajavardhan55565@gmail.com

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

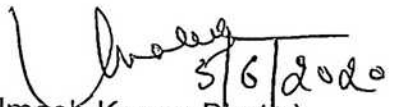
OFFICE MEMORANDUM

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 Bhatra)

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

4th June, 2020

**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

Contacts are persons who have been exposed to a confirmed case anytime between 2 days prior to onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).

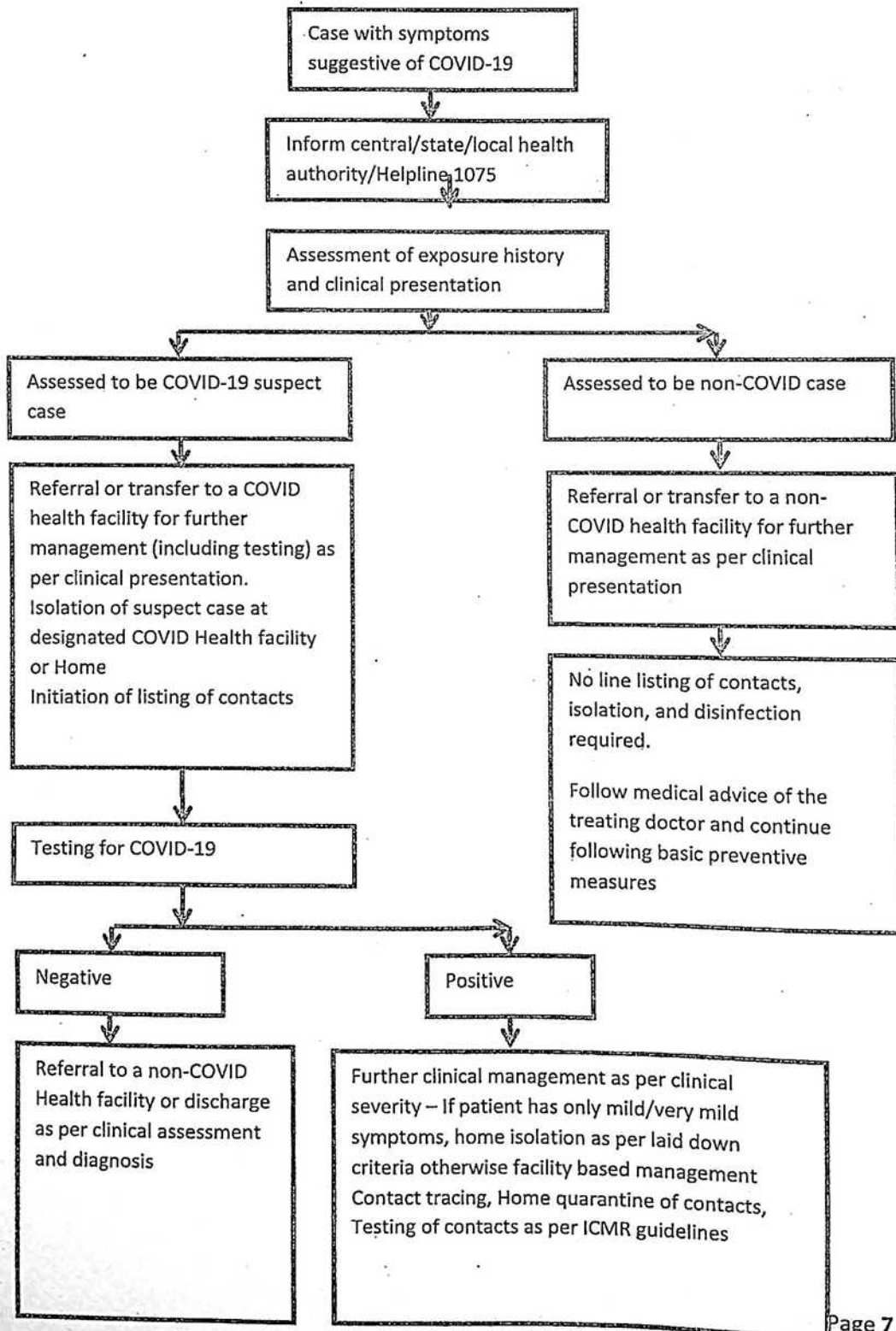
High-risk contact

- 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)
- Had direct physical contact with the body of the patient including physical examination without PPE
- Touched or cleaned the linens, clothes, or dishes of the patient.
- 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




No.1427850/20/Secy(P)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment-A-III Desk

North Block, New Delhi
Dated the 28th August, 2020

OFFICE MEMORANDUM

Subject:- Exemption of Employees with Disabilities from roaster duty due to COVID 19 situation- regarding



The undersigned is directed to refer to D/o Empowerment of Persons with Disabilities' OM No. 34-06/2020-DD-III dated 13th August, 2020 on the subject cited above and to say that this Department vide OM No.11013/9/2014-Estt.A.III dated 19th May, 2020 read with OM of even number dated 18th May, 2020 had exempted Persons with Disabilities from roaster duty due to outbreak of COVID-19. This has been reiterated vide OM dated 5th June, 2020, which is still in force till further orders.


(Satish Kumar)

Under Secretary to the Govt. of India

To

D/o Empowerment of Persons with Disabilities,
(Shri K.V.S. Rao, Director),
Pt. Deendayal Antyodaya Bhawan,
CGO Complex,
Lodhi Road,
New Delhi.



Shankar

भारत सरकार (GOVERNMENT OF INDIA)
रेल मंत्रालय (MINISTRY OF RAILWAYS)
रेलवे बोर्ड (RAILWAY BOARD)

No. 2020 E(LL)/HER/3

New Delhi, Dated 22.03.2020

General Managers
All Zonal Railways, PUs etc
including Metro Railway,
Kolkata

Sub: Preventive measures to contain the spread of COVID-19.


Ref: Railway Board's letter of even no. dt. 19.03.2020, Ministry of Personnel, Public Grievances & Pensions' OM No. 11013/9/2014- Estt(A-III) dated 20.03.2020(Not yet circulated) and OM No. 11013/9/2014- Estt(A-III) dated 22.03.2020.

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In supersession of Board's letter referred above, please find enclosed a copy of OM dated 22.03.2020 of Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions regarding preventive measures to be taken to contain the spread of COVID-19.

All Railway Administrations are directed to implement these instructions in letter and spirit.

DA: As above


24/3/2020

(Alok Kumar)
Executive Director Estt(IR)
Railway Board

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 22.03.2020

OFFICE MEMORANDUM

SUB: Preventive measures to contain the spread of COVID -19

In supersession of this Department's OM of even no dated 19.03.2020 and 20.03.2020 the following further instructions are issued:


(i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23rd March until 31st March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.

(ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies

(iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings

(iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19

2. These instructions shall be applicable with immediate effect.


22/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

- 1 All the Ministries and Departments of Government of India
- 2 PMO/Cabinet Secretariat
- 3 PS to MoS(PP)
- 4 PSO to Secretary (Personnel)
- 5 Sr Technical Director, NIC, DoPT

भारत सरकार (GOVERNMENT OF INDIA)
रेल मंत्रालय (MINISTRY OF RAILWAYS)
रेलवे बोर्ड (RAILWAY BOARD)

No. 2020/E(LL)/HER/3

New Delhi, Dated 27.03.2020

General Managers
All Zonal Railways, PUs etc
including Metro Railway,
Kolkata

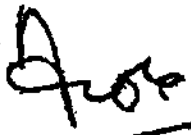
Sub.: Preventive measures to contain the spread of COVID-19 & Guidelines for protection and safety of 'Persons with Disabilities'(Divyangjan).

Ref: Railway Board's letters of even No. dated 22.03.2020; No. 2020/Safety(DM)/6/14 dated 25.03.2020(alongwith its addendum dated 25.03.2020) and Ministry of Personnel, Public Grievances & Pensions' OMs No. 11013/9/2014-Estt(A-III) dated 25.03.2020 and dated 27.03.2020(Copies of OMs enclosed).

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In continuation to Railway Board's letter of even no. dated 22.03.2020 and two referred letters issued by Safety Directorate, please find enclosed two OMs dated 25.03.2020 and 27.03.2020 issued by Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions regarding preventive measures to be taken to contain the spread of COVID-19 and ensuring safety of 'Persons with Disabilities'(Divyangjan).

2. It is directed to ensure strict compliance of aforementioned OMs duly keeping in view the directive that while drawing up roster of staff who are required to attend essential services, it should be kept in mind that 'Persons with Disabilities'(Divyangjan), i.e. those covered under 'Rights of Persons with Disabilities Act, 2016', are exempted from such duty.


27/3/20.

(Alok Kumar)
Executive Director Estt(IR)
Railway Board

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

North Block, New Delhi
Dated 25.03.2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19

Guidelines have been issued by the Ministry of Home Affairs pursuant to a decision to impose a complete lock-down in view of the threat posed by the spread of COVID 19. Certain Offices have been given exemption from the lock-down. Keeping in view the exigencies that have arisen in various Departments not exempted under the guidelines, and in partial modification of this Department OM of even no. 22nd March, 2020, the following instructions are issued:

- (i) Heads of Department may draw up a list of staff that are **absolutely necessary** to carry out additional essential services within the Department.
- (ii) The list of such employees may be communicated by email to Sh Eish Singal, Deputy Commissioner of Police (DCP), New Delhi District at the following mail id
dcp.nd@delhipolice.gov.in
dcp-newdelhi-dl@nic.in
- (iii) Authorization letter will be issued by the DCP by return mail.
- (iv) Print-out of this authorization letter should be made available to the staff concerned.
- (v) The staff should be instructed to carry a copy of this print-out along with their official ID Cards while coming to the Office.
- (vi) The remaining staff should be asked to work from home.
- (vii) These instructions shall be applicable with immediate effect.


(R.Jaya)

Joint Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr.Technical Director, NIC, DoPT

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

North Block, New Delhi
27th March, 2020

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of COVID19 - Guidelines for protection and safety of Persons with Disabilities (Divyangjan) during COVID-19.

In continuation of this Department's OM of even no. dated 25.03.2020, all the concerned Ministries/ Departments, while drawing up roaster of staff who are required to attend essential services within their respective Ministry/ Department may keep in mind that employees, who are persons with disabilities (PwD) are exempted.

G. Jayanthi
(G. Jayanthi)
Joint Secretary

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary(Personnel)
5. Sr.Technical Director, NIC, DoPT