



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: 03-09-2020

पी बी सी सं/ PBC No: 148 / 2020

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

(As per mailing list -'A' )

Sub : Standard Operating Procedure to be followed at all workplaces  
across Southern Railway to contain the spread of COVID - 19.  
Ref : PB Circular No. 144 / 2020 dated 01-09-2020.

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Further to PB Circular No. 82 / 2020 on the above subject, the important  
guidelines to be followed are reiterated and enclosed as ANNEXURE for  
containing the spread of COVID-19.

संलग्न/Encl: as above

  
03.09.2020  
(S.JANAKIRAMAN)

वरिष्ठ कार्मिक अधिकारी/नियम  
Senior Personnel Officer/Rules  
For Principal Chief Personnel Officer

प्रतिलिपि - Copy to : The Genl Secy / SRMU  
The Genl Secy / AISCSTREA  
The Genl Secy / AIOBCREA  
The Genl Secy / NFIR  
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**Standard Operating Procedure - COVID 2019**

As per the recent orders of the Government of Tamil Nadu GO(MS) No.447 dt 31/05/2020 and PBC No. 144/2020 dt:01/09/2020, Government offices shall work with 100% attendance of staff and this will commence from 02.09.2020. It is necessary that some basic precautionary measures as under are taken by all the Departments, Divisions and other Units to enable safe working.

**AT ALL THE WORKING PLACES:**

- 1) Other than the controlling officers who are responsible for overseeing the implementation of the following procedures for their respective sections / offices, all Departments, Divisions and other Units may nominate a Nodal Officer who should ensure that overall sufficient precautions are taken to prevent the spread of COVID-19 in the office premises as detailed below.
- 2) All the officials should compulsorily wear face masks while in office and also during travel to and from office.
- 3) **Screening & hygiene:** Provision for thermal scanning, hand wash and sanitizer will be made at all entry point and exit points and common areas. Officers should keep one hand sanitizer at their table so that staff who open the door of their chamber to enter can immediately sanitize it. Staff to be advised to sanitize their hands / wash hands frequently.
- 4) Social distancing should be observed.
- 5) Persons suffering due to co-morbidities viz. Diabetes, High BP, Cancer and those under immuno suppressive medication, pregnant employees and persons with disabilities etc., may be permitted to work from home. A certificate to this effect may be submitted to the concerned office by the employees.
- 6) Medical department to take up sanitization of key points every day and complete disinfection work of offices at least weekly. All common use areas like toilets may be sanitized every day. Commonly used areas like door handles, etc. may be identified and sprayed with surface sanitizers.
- 7) **Except for confidential, Court Cases, D&AR and vigilance related cases as specified, all files should move only through e-office. Movement of hard files should strictly be avoided.**
- 8) All the offices may consider to have staggered attendance for staff in three shifts such as 09.00 – 17.30 hrs, 09.30 – 18 .00 hrs, 10.00 – 18.30 hrs to ease the pressure of travel by using public transport. Similarly, lunch timings should also be staggered to avoid crowding during lunch hours.

## **FOR ALL THE EMPLOYEES:**

1. Each employee is responsible for his own work space. Before commencing duty, he/she should ensure that the computer, keyboard, table, chair, etc. are cleaned.
2. Staff should be advised to sanitize hands before and after signing in Attendance Registers / Biometric System.
3. Staff having symptoms of COVID-19 or like fever, cough, blocked nose etc., should NOT attend office and should immediately report to the nearby Railway Hospital/ Health Unit/any Govt. Hospital.
4. If any official after coming to office suffers from symptoms he should immediately report to the nearby Railway Hospital/ Health Unit/any Govt. Hospital.
5. Staff who are primary high risk contacts of a person who has tested positive for COVID-19 should immediately self isolate himself and get in touch with Railway doctor to decide if there is need for testing for COVID-19.
6. Staff should be vigilant in office, however there is no need to panic even if they or anyone they have been in contact with, have been infected.
7. Use of hands to open doors should be avoided and instead try to use elbows. However, if it is unavoidable, please immediately use a sanitizer.
8. Spitting in office premises is strictly prohibited and stern action will be taken against erring staff.
9. Staff should strictly avoid crowding or meeting in groups inside the premises and also while commuting from / to their residences. Standing or loitering outside the offices should be avoided.
10. All staff should download the Aarogya Setu App on their mobile.