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रक्षा मंत्रालय
MINISTRY OF DEFENCE
सं स एवं मुख्य प्रशासन अधिकारी
(Office of the JS & CAO)

Subject:- Preventive measures to contain the spread of Novel Coronavirus (COVID-19)-Opening of Departmental Canteens regarding.

Reference DoP&T letter F. No. 11013/9/2014-Estt.A.III dated 13th Feb 2021(copy enclosed) and this office Note of even No. dated 21 Apr 2020 on the above subject.

2. As per the DoP&T OM above, all the Departmental Canteens may be opened with immediate effect. Canteen employees are to strictly follow hygiene & safety protocols to avoid crowding. A copy of Standard Operating Procedure (SOP), issued by the Ministry of Health & Family Welfare on 13.2.2021 is also enclosed herewith for strict compliance specifically para 4(xxiii) in respect of cafeteria/canteen/dining halls.


(Tarun Kumar Singh)
Dy Dir, CAO/Coord

Encl: As stated above

Chairman, All Departmental Canteens

General Manager/Manager, All Departmental Canteens

MoD JS & CAO ID No. A/16506/Misc/CAO/Coord dated 15 Feb 2021

Copy to :-

CAO/EDP - For uploading on CAO's official website.

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

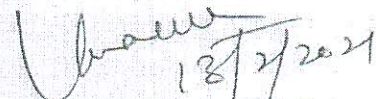
North Block, New Delhi
Dated the 13th February, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Opening of Departmental Canteens regarding.

The undersigned is directed to refer to OMs of even number dated the 20th April, 2020 and 1st September, 2020 whereby Departmental Canteens in Central Government Ministries/Departments/Offices were directed to be closed.

2. The matter has been reviewed and it has been decided that all Departmental Canteens may be opened. The Canteen employees are to strictly follow hygiene & safety protocols to avoid crowding, especially at the distribution/sale counters. A Standard Operating Procedure (SoP) on preventive measures to contain spread of COVID-19 in offices, containing provisions specifically in para 4(xxiii) in respect of cafeteria/canteen/dining halls, issued by the Ministry of Health & Family Welfare on 13.2.2021 is also available at <https://www.mohfw.gov.in/pdf/SOPonpreventivemeasurestocontainspreadofCOVID19inoffices.pdf> for strict compliance.


13/2/2021
(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

13th February, 2021

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 workstations, corridors, elevators & stairs, parking places, cafeteria/canteens, 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

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 (*2 gaj ki doori*) in common places as far as feasible.
- ii. Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided.
- 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.

