

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

Office Order No. 45 of 2020

Sub : Preventive Measures to contain the spread of COVID-19

The number of Officials testing COVID positive, is on the rise. Therefore, there is a need for utmost precaution in safeguarding officials from getting infected while working in Office. Attention in this connection is invited to instructions contained in Office Order Nos. 44, 40, 39, 38 & 33 of 2020 to contain the spread of COVID-19 in Board's Office. **Relevant important aspects of these instructions have been consolidated and indicated at Annexure-I** for information/guidance along with copy of DOP&T's OM dated 29.4.2020, 18.5.2020, 19.5.2020 & 05.06.2020.

2. In addition to above, further **following instructions may also be kept in view by the Controlling Officers** while preparing roster/calling officials to office:

- a) In sections/cells where due to space constraint it is not feasible to ensure minimum distance of at least one meter between two officials, the controlling officer may take this aspect into account while approving/preparing roster for officials. Maximum number of staff to be called shall be determined by the space available to ensure social distancing;
- b) Only minimum essential category of officials/staff be called to office to ensure smooth working. Wherever feasible, officials may be asked to work from home;
- c) MTS and other supporting staff may be called only where it is absolutely essential;
- d) Officials travelling in public transport be discouraged from attending office, as such while preparing roster this aspect may be kept in view;
- e) Wherever, officers are sharing room or cabin, they may come, every alternate day to enforce social distancing (in case cabin is small and physical distancing of atleast one meter is not possible).

2.1 Further, use of physical movement of receipt/file be discouraged to the maximum. Instead use of e-office and other electronics means of communication be resorted to.

3. Subordinate officials may suitably be advised for ensuring strict compliance of above instructions. Strict cooperation of all officials is solicited in this regard.

**E. No.2020/O&M/9/1
Dated: 11/06/2020**



**(B. Majumdar)
Joint Secretary/Railway Board**

All Officers and Branches in Board's office, Metro Bhawan, Pragati Maidan and at Dayabasti, New Delhi.

Precautionary Measures to contain the spread of COVID-19 in Board's Office

1. **Detail Guidelines on preventive measures to contain the spread of COVID-19 in work place is available at**
<https://www.mohfw.gov.in/pdf/GuidelinesonpreventivemeasurestocontainspreadofCOVID19inworkplacesettings.pdf> and at <https://www.mohfw.gov.in/pdf/1SoPstobefollowedinOffices.pdf>. The same is to be noted and adhered to by all Officials.
2. Maximum use of e-file be made. Physical receipt/issue of document be avoided and be discouraged so as to avoid infection through touching of papers which has passed through multiple hands. Instead, maximum use of electronic means of communication (e-receipt/email etc) be made.
3. All discussions/consultation in office be made to the extent possible through telephone or other electronic gadgets instead of physical interaction in officer's chamber or in the cell/branch. While working in Office, one should confine himself to his own room/cell. If requirement arises for physical meeting, proper physical distancing of at least one meter be maintained. Face to face discussion/query be discouraged to the maximum.
4. Gossiping, loitering and crowding in corridors should be avoided and physical distance of one meter be strictly maintained at all times. Avoid unnecessary meeting with colleagues/Officials. MTS/other staff attached with Senior Officials who sit in corridors are also to adhere strictly to these guidelines of physical distancing.
5. Lunch be taken individually. Group lunch with colleagues/friends be discouraged.
6. Hands be washed frequently with soap and water (atleast every half an hour even if not dirty or touched anything) or be sanitized with sanitizers immediately on touching any physical surface or physical document or any common area.
7. As much as possible, one should avoid using other official's phones, desktop, key board, or other office equipment. If required, they should themselves first sanitize their hands before and after using such equipments. Such equipment should also be disinfected (surface or common area being touched) before and after use. Officers/staff may also clean such equipment themselves to avoid getting infection.
8. Face masks/cover be worn at all times. Used mask or gloves be discarded carefully and not in open dustbin.
9. Spitting & smoking is strictly prohibited.
10. AC be operated at 25-30 degree with exhaust open. Wherever there is no exhaust fan, entry door may be opened so that intake of fresh air is maintained.
11. In case, any Official is having symptoms of COVID-19 or has come in direct or indirect contact with COVID-19 positive patient during last 14 days or has any COVID-19 positive patient/relative in self quarantine at his residence, then such official may invariably opt out from reporting to office and self quarantine for 14 days duly informing the controlling officer with details/supporting document of the case. Such officials should work from home.
12. For home quarantine, SOP of M/o HF&W available at <https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf> may be complied with.

13. Status of Aarogya Setu App may be checked at regular intervals and particularly before starting for Office. If it indicates Yellow/Orange/Red, they should not come to Office and self isolate for 14 days duly informing their controlling officer with necessary details (Ref:-DOP&T OM No.11013/9/2014/-Estt(A3) dated 29.04.2020 at **Annexure-1/1**).
14. Only asymptomatic officials are to report to office. Any official with flue like illness (mild cold/cough or fever) /COVID related symptoms are not to attend office. Such Official should seek medical advice. In case the symptoms prolongs, for a longer period than medically prescribed, they should get themselves tested.
15. Officials who are residing in containment zones shall not come to office. Such Officials are to submit a '**self declaration**' to this effect to their reporting Officers concerned and G/Acc branch. All Controlling Officers are to ensure and closely monitor the status of Officials working in their respective Directorates on daily basis as precautionary measures to prevent the spread of Corona virus in Board's Office. Further, the Controlling Officers may also inform the administration immediately upon coming to know about any of their Officials suffering from COVID related symptoms or are reporting to office from containment zones. Suitable directive may be issued to subordinate officials in this regard.
16. Those residing in areas adjacent to/very close to containment zone or sharing common area in a block or tower (like entrance, staircase, lift) leading to a particular flat wherein one or more COVID positive patient is residing may also work from home and monitor their health for atleast seven days.
17. Officials residing in Containment Zone/ adjacement to Containment Zone/not being called for duty as per roster or sent on quarantine are to work from home and are to be available at all times on phone and other electronic means of communication.
18. Though 50 % of the official below Deputy Secretary level are to report office on every alternate day. However, while preparing roster, only minimum essential category of officials/staff be called to office to ensure smooth working. Wherever feasible, officials may be asked to work from home, MTS or such other category of helping hands be called only where it is essentially required. Officials travelling in public transport be discouraged as such while preparing roster this aspect may also be kept in view in respect of officials who are using public transport to report to office.
19. While preparing roster, such officials be exempted who are undergoing treatment for co-morbidities (Diabetics, Renal disease, Respiratory problem or any other life threatening illness) and employees with disabilities/ any female employee in family way.
20. Despite precaution, in case any official is reported as COVID positive as per test report, the list of officials who had come in contact with the said official tested as COVID positive may be sent on email (vibhuti.singh@gov.in) in prescribed proforma as per **Annexure-II** duly indicating the complete Official/Residential address of the COVID positive official as early as possible.
21. While preparing list of officials who had come in contact with COVID positive official, M/o Health & Family Welfare guideline circulated vide DOP&T's OM dated 5.6.2020 at Annexure-I & II regarding risk profiling (High Risk Contact & Low Risk contact) may be adhered to. As per extant instructions High Risk Contacts are to quarantine for 14 days while Low Risk Contacts are to monitor their health closely and incase any COVID related symptoms is observed Doctor at CGHS or at any Government hospital be consulted for further advice and action.

IMMEDIATE

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

North Block, New Delhi.

Dated: 29.04.2020

OFFICE MEMORANDUM

Subject: Effective use of 'Aarogyasetu' App for breaking the chain of transmission of COVID-19.

With reference to the subject mentioned above, the following directions may strictly be followed to improve the safety of all Government officials:

- (i) All the officers, staff (including outsourced staff) working in Central Government should download 'Aarogyasetu' App on their mobile phones, immediately.
- (ii) Before starting for office, they must review their status on 'Aarogyasetu' and commute only when the app shows 'safe' or 'low risk' status.
- (iii) The officers/staff are advised that in case the App shows a message that he/she has a 'moderate' or 'high risk' calculated on the basis of Bluetooth proximity ("recent contact with infected person"), he/she should not come to office and self isolate for 14 days or till the status becomes 'safe' or 'low risk'.
- (iv) Joint Secretary (Administration) should ensure that above directions are strictly followed in the respective Ministry/Department.
- (v) Ministries/Departments may issue similar instructions to all autonomous/statutory bodies, PSUs etc. attached to them.
- (vi) Report on the action taken may be sent to the undersigned.

G. Jayanthi.

(G. Jayanthi)

Joint Secretary to the Government of India

To:

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

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 18th May, 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 23rd April, 2020 on the above-mentioned subject. Ministry of Home Affairs, vide its Order dated 17.5.2020, has since directed that lockdown measures to contain the spread of COVID-19 shall continue for a period up to 31.5.2020 and has prescribed guidelines on the measures to be taken by various authorities for containment of COVID -19 in the country.

2. In Annexure II of the guidelines, specific measures, in the form of National Directives for COVID-19 management and Additional directives for Work Places have been prescribed (copy enclosed). In accordance with these guidelines, and with a view to enabling implementation of social distancing norms, it has been decided that the attendance in Central Government offices shall be regulated as follows:

- (a) All officers of the level of Deputy Secretary and above shall attend office on all working days.
- (b) For regulating the attendance of officers and staff below the level of Deputy Secretary, all Heads of the Department shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.

(C) All Heads of the Department shall also ensure that the 50 percent of officers and staff who attend office observe staggered timings, as under:-

1st shift: 9 AM to 5.30 PM

2nd shift: 9.30 AM to 6 PM

3rd shift: 10 AM to 6.30 PM

3. The above instructions shall be in force with immediate effect and until further orders. Bio-metric attendance shall continue to be suspended until further orders. The Heads of the Department may kindly ensure strict compliance of these instructions as well as the directives of Ministry of Home Affairs.

Encl.: As above.


18/07/2020

(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, DoPT

} For Information

Annexure II

National Directives for COVID 19 Management

- i. Wearing of face cover is compulsory in all public and work places.
- ii. Spitting in public & work places shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/ UT local authority.
- iii. Social distancing shall be followed by all persons in public places and in transport.
- iv. Marriage related gathering shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
- v. Funeral/ last rites related gathering shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
- vi. Consumption of liquor, *paan*, *gutka*, tobacco etc. in public places is not allowed.
- vii. Shops will ensure minimum six feet distance (2 gaz ki doori) among customers and shall not allow more than 5 persons at the shop.

Additional directives for Work Places

- viii. As far as possible, the practice of work from home should be followed.
- ix. Staggering of work/ business hours shall be followed in offices, work places, shops, markets and industrial & commercial establishments.
- x. Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas.
- xi. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
- xii. All persons in charge of work places shall ensure social distancing through adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.

 13/5/2020

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

North Block, New Delhi.
Dated the 23 April, 2020

OFFICE MEMORANDUM

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

The undersigned is directed to refer to O.M of even number dated 17th March, 2020 on the above-mentioned subject. The Ministry of Home Affairs (MHA) vide its Order dated 15.4.2020 has now extended the nationwide lockdown till 3rd May, 2020 to contain spread of Coronavirus in the country and has issued the consolidated revised guidelines for strict compliance. Para 18(ii) of these consolidated revised guidelines, inter-alia, provide that all officers of the level of Deputy Secretaries & above are to function with 100% attendance while 33% of the remaining officers/staff are to attend offices as per requirement.

2. The spirit of the guidelines is that crowding in the offices may be avoided and safe social distancing norms may be maintained. It is, however, seen that in some Ministries/ Departments, more than 1/3rd of officials /staff below Deputy Secretary level are being called to offices. This might lead to undesirable crowding in the office jeopardizing the preventive measures in place for containing the spread of COVID-19.

3. It is reiterated that guidelines for attendance for officers/staff at levels below Deputy Secretary, be strictly followed. Heads of Departments (HoDs) may also direct their officers/staff to attend office in staggered timings to further avoid crowding in offices/work spaces. As suggested vide O.M. of even number dated 19th March, 2020, the staggered timings may be as follows :-

- (a) 9.00 a.m. to 5.30 p.m.
- (b) 9.30 a.m. to 6.00 p.m.
- (c) 10 a.m. to 6.30 p.m.

Suitable Roster may, accordingly, be drawn up by the Heads of Department. Needless to say that officials/staff working from home on a particular day should be available on telephone and electronic means of communications at all times. They should attend office, if called for any exigencies of work.


23/4/2020

(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

To

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


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 19th May, 2020

OFFICE MEMORANDUM

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

In continuation of this Ministry's O.M. of even number dated the 18th May, 2020, it has been decided that the Government servants who have underlying conditions (co-morbidities) and were undergoing treatment for these ailments before lockdown, may, as far as possible, be exempted from roster duty upon production of medical prescription from treating physician under CGHS/CS(MA) Rules, as applicable. Similarly, Persons with Disabilities and Pregnant Women may also not be included in the roster to be prepared.


 19/5/20

(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

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

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.

Annexure I

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).

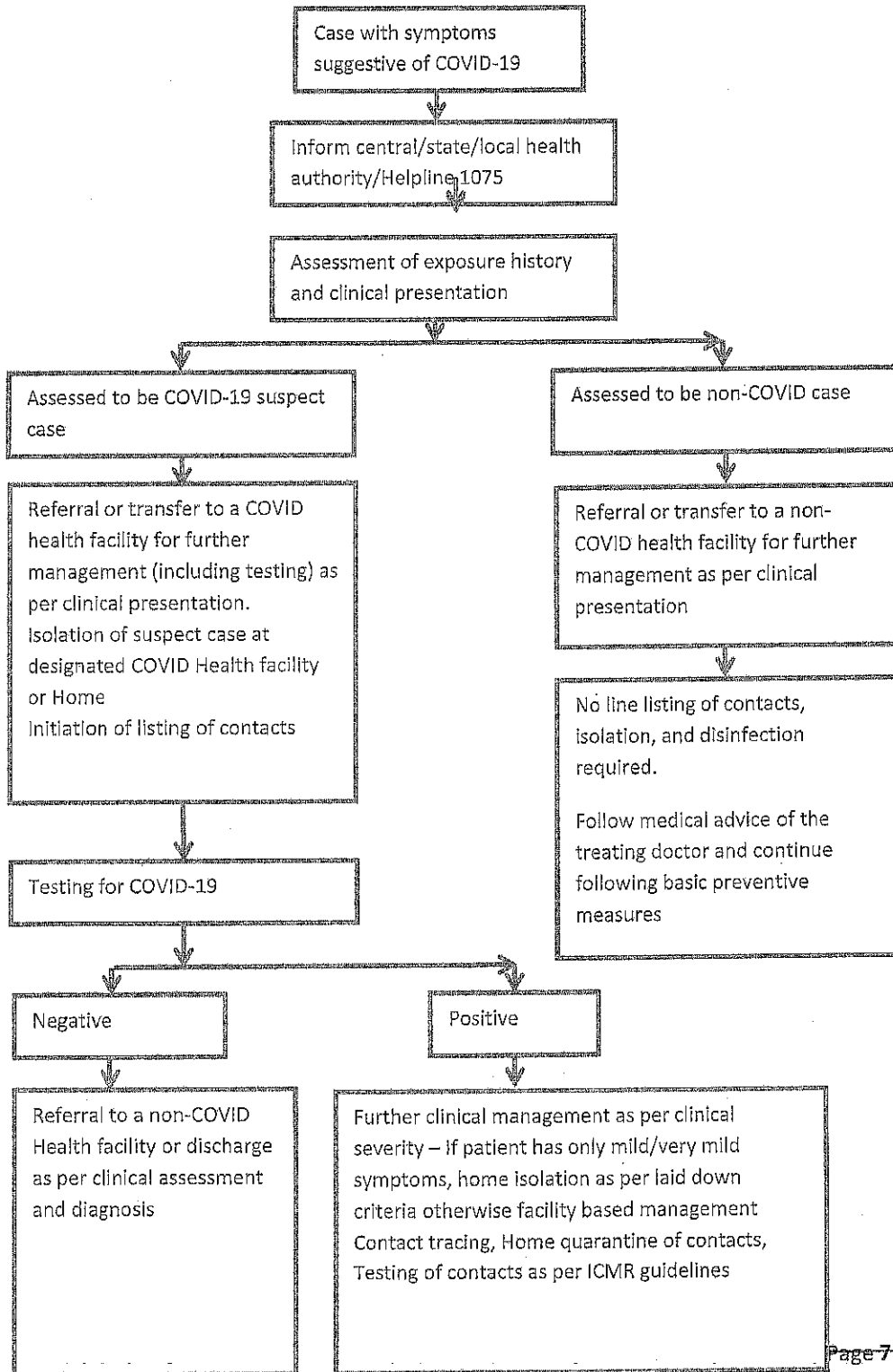
High-risk contact

- 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





ANNEXURE-II

Format for sending the list of Officials requiring self isolation (home quarantine) on account of having coming in contact with COVID-19 positive official while working in Board's Office.

Name of Official whose test report is COVID Positive:

Date of Test Report:

Last Attended Office on:

Room No and CUG/Mobile No. of Official tested COVID Positive:

Residential Address :

List of Officials requiring Home Quarantine:

S.No.	Name of Official	Designation	R.No.	Contact No. CUG /any other mobile number	Remarks (why requiring quarantine)

The above has the approval of _____ (ED/JS or AM/PED)

The list be approved by concerned ED/JS (for officials below SAG level or by AM/PED in case official requiring home quarantine is of the level of SAG and above.

The list be emailed at vibhuti.singh@gov.in and be addressed to Joint Secretary/Railway Board
