

A. Guidelines for Running of Air Circulation, Air cooling and Air Conditioning equipment in the workspaces/Offices during COVID-19 :

1. The temperature setting of all air conditioning devices in the range of 24-30 degree C and Relative Humidity in the range of 40-70% should be maintained.
2. Intake of Fresh Air through open windows or openings of doors should be to the greatest extent possible.
3. Cross Ventilation should be adequate.
4. Air circulation through Ceiling fans may also be adopted.
5. Exhaust Fan should run continuously for exhausting the hot air.
6. Recirculation of air should be avoided.
7. Cleaning and sanitization of Air filters should be undertaken on a periodic basis and at least once every two months.

B. Guidelines on basic preventive measures to contain spread of COVID-19 in workplace settings:

1. Physical distancing of at least 6 feet to be followed at all times.
2. Use of face covers/masks to be mandatory for all employees and staff. Face masks are to be used only once unless these are re-usable and washable. Adequate care to be taken in wearing the face masks and in disposing of them.
3. Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty. While soap and water is best, in other instances use of alcohol based hand sanitizers (for at least 20 seconds) may be incorporated in the self-sanitizing regimen.
4. Respiratory etiquette to be strictly followed. This involves the strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly and safely.
5. Self-monitoring of health by all employees and reporting of any illness (respiratory or non-respiratory) to the Sr. AO Administration at the earliest.
6. Spitting in open areas is strictly prohibited. Use of tobacco products and smoking are already prohibited on the RTI premises.
7. If any staff are reportedly suffering from flu-like illness, they should not attend office and should immediately seek medical advice from the local health authorities. Such persons, if diagnosed as a suspect/confirmed case of COVID-19 should immediately inform the office administration so that steps may be taken to protect their co-workers and sanitize the office premises.
8. Any staff requesting home quarantine based on the containment zone activities in their residential areas would be permitted to work from home.

9. If someone is found to be suffering from symptoms suggestive of COVID-19 while working in the office, the person needs to be isolated from others at the workplace and will be provided a mask till such time as she/he is examined by a doctor. Sr. AO Administration is to be informed immediately in any such instance and the officer will in turn, inform the the concerned central/state health authorities about the ill person with COVID-19 symptoms/prospective COVID-19 patient.

10. The suspect case if reporting very mild/mild symptoms on assessment by the health authorities would be placed under home isolation, subject to fulfilment of criteria laid down in MoHFW guidelines (available at <https://www.mohfw.gov.in/pdf/RevisedguidelinesforHomelsofationofverymildpresymptomaticCOVID19cases10May2020.pdf>) and keeping in mind local/UT guidelines and directions

11. If a suspect case is assessed by health authorities as suffering from a moderate to severe infection of COVID-19, she/he will follow the guidelines issued by the Ministry of Health & Family Welfare at <https://www.mohfw.gov.in/pdf/FinalGuidanceonManagementofCovidcasesversion2.pdf> (copy enclosed with this order) and also abide by the current directions of the local/UT administration.

12. The high risk exposure contracts shall be quarantined for 14 days. They will follow the guidelines on home quarantine (available on: <http://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf> and copy enclosed with this order) and also abide by the current directions of the local/UT administration

13. The low risk exposure contracts shall continue to work from home and closely monitor their health for the next 14 days at the least and keep the office informed.

14. If there are **one or two cases reported in a workplace**, the disinfection procedure will be limited to places visited by the COVID-19 patient in the past 48 hours. As per the directions of the Ministry of Health and Family Welfare, there will be no need to close the entire office building. Sr. AO Administration will be responsible for immediately ensuring the adequate sanitization of the room and common areas used by the staff member diagnosed with COVID-19 infection. Cleaning staff undertaking the disinfecting of the related areas will wear adequate protective clothing and undertake all safeguards necessary.

If however, there is **larger outbreak**, the entire office building shall have to be closed for 48 hours after thorough disinfection and all the staff shall work from home, till the building is adequately disinfected and is declared fit for reoccupation. Sr. AO Administration will coordinate with the local administration in this regard.

It shall be the duty of Administration section to maintain a check list of steps to be taken in the event of a minor or major outbreak and also maintain a contact list of phone numbers and individuals with whom coordination shall be necessary in the event of an outbreak.

15. If any staff who has come to office from any other station and in respect of which the Government has prescribed some quarantine period, that staff should immediately report telephonically and on email to the Sr. AO Administration regarding travel history and should

follow proper protocol and adhere to all rules and directions given by the local and state administration.

This protocol comes into immediate effect and is in addition to the orders dated 20.5.2020 issued regarding sanitizing and safety measures to be followed by all officers and staff at the RTI.

Sr. Administrative Officer (A)
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