



कार्यालय: रक्षालेखाप्रधाननियंत्रक

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS

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AN/I/GEN/CORR

MOST IMPORTANT CIRCULAR

.....Dated 15.07.2020

(Through Website)

To

All GO (MO), Officer In- Charge of Sub offices

All SAOs and Sections of MO

Sub : Preventive Measures to contain spread of Novel Coronavirus (COVID-19)

The Pandemic is at its peak in India at present. It is important that all of us adhere to the instructions/guidelines issued by Govt. from time to time in order to stay safe and keep our families also protected. Foremost, it is the responsibility of the individual to remain disciplined and follow instructions. It is also expected from each head of the sub-offices to take necessary steps to educate and take necessary precautions to ensure safety of the DAD employees. Gist of the instructions/guidelines issued by various Ministries under GOI and Karnataka Govt. is reproduced below for strict compliance of all concerned.

Dos and Don't for officials and their family

- All officials must use face mask in office and in public places.
- Maintain social distancing at office and sanitize/wash their hands frequently.
- 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.
- Maintain hygiene at their residence and family members should avoid moving out of their residence unless there is an emergency.
- In case an official or any member of his/her family is having symptoms of COVID-19 i.e. cough, cold, fever, respiratory issues etc, shall not come to office and inform regarding the same to the immediate superior over phone. The competent authority shall sanction leave to the official as per his/her request. Isolate the individual in a separate room even before the Covid-19 test is carried out.
- All officials must get confined to their own section and refrain from moving to other section unless it is very essential.
- Group lunch/sharing of food should be avoided in office.
- All officials should install Arogya Setu App in their mobile phones and before starting to office they must review their status on Arogya Setu App and commute only when the App shows **Safe or Low Risk status**. The officers/staff are advised that in case the App shows he/she has moderate or high risk calculated on the basis of Bluetooth proximity, he/she should not come to office and self isolate for 14 days or till status becomes safe or low risk.
- It is desirable that each family should purchase a pulse oxymeter and measure their blood oxygen saturation level (SpO2) at least once every day and in case the level is below 90% they may consult the doctor immediately.

- Officials after returning to home from office shall take action to sanitise themselves first and change outfit before meeting family members.

INSTRUCTIONS FOR OFFICES

- Entrance to have mandatory hand hygiene and thermal screening provisions
- Only asymptomatic staff shall be allowed
- **Visitors/employees from other office/contractors should not be allowed** without permission from the in-charge.
- All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions.
- Meetings should be through Video conferencing.
- Proper cleaning and frequent sanitization of the work place particularly of the frequently touched surfaces must be ensured twice daily.
- Seating arrangement to be made in such a way that adequate social distancing is maintained.
- Cleaning and regular disinfecting (using 1% sodium hydrochloride) of frequently touched surfaces (door knobs, hand rails, benches, washroom fixtures, etc) shall be done in office premises and in common areas.

MEASURES ON OCCURANCE OF CASE(S)

- When official in the office is found to be suffering from symptoms suggestive of Covid-19:
 - a) Place the ill person in a room or area so that they are isolated from others at the workplace.
 - b) Inform the nearest medical facility (hospital/clinic) or call the state or district helpline and follow their advice.
 - c) Necessary action for contact tracing and disinfection of work place will start once the report of the patient is received as positive.
 - d) The high risk exposure contacts shall be quarantined for 14 days.
 - e) The low risk exposure contacts shall continue to work and closely monitored.

CLOSURE OF WORKPLACE:

- If there are one or two cases reported, the disinfection procedure will be limited to places/areas by the patient in past 48 hours. Work can be resumed after disinfection as per laid down protocol and consulting main office. The matter will be reported to the Main Office to **ACDA/DCDA Admn. over phone by the in-charge.**
- However, if there is a larger outbreak/contact traces, 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.

IMPORTANT CONTACTS/HELP LINE NUMBERS FOR BANGALORE

- In case tested positive, first inform your District Surveillance Officer (DSO)/BBMP local ward officials and call one of the following helpline:
14410
104
080-1077
080-22967200
In case of emergency call 108 for Aarogya Kavach Ambulance (no charges).
In case of non-availability of beds in nearby Government or Private hospital, call 1912.

➤ In case of emergency, BBMP Zonal Health Officers can be contacted. Details as under:

Zone	Name of the Officer	Contact No.
East	Dr. Siddappa	9480684214
West	Dr. Hegde	9480683928
South	Dr. Shivakumar	9480973395
R R Nagar	Dr. Balasundar	9480685435
Dasarahalli	Dr. Balasundar	9480685435
Bommanahalli	Dr. Suresh	9480683473
Yelahanka	Dr. Savitha	9480684570
Mahadevapura	Dr. Surendra	9801750539

Relevant websites for more information are:

GOI, Ministry of Health and Family Welfare - <https://www.mohfw.gov.in>

Govt of Karnataka, Health and Family Welfare - <https://karunadu.karnataka.gov.in/>

Practice Yoga every day, drink warm water frequently, keep your hands sanitised and stay safe.

The above guidelines may be brought to the notice of all officers and staff.


Joint Controller