

GOVERNMENT MEDICAL COLLEGE, CHANDIGARH

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(ESTABLISHMENT BRANCH-III)

2 JUN 2020

Endst. No. GMCH-E-III/EA-3/2020/

21721

Dated, Chandigarh the,

✓ A copy of letter No. 856/(F-2071)/F-II(GMSH)/2020/6236 dated 14.05.2020 received from the Principal Secretary Health, Chandigarh Administration, is forwarded to the System Analyst, IT Centre, GMCH to e-circulate/email the same to all the HODs/Branch Incharges of GMCH Chandigarh for information and to comply the same, please.

Encls. As above.


Superintendent (Estt.-III),
GMCH-32, Chandigarh.

From

The Principal Secretary Health,
Chandigarh Administration.

To

1. The Director Principal,
Govt. Medical College & Hospital,
Sec. 32, Chandigarh.
2. The Director Health & Family Welfare,
Chandigarh Administration.

No. 856/(F-2071)/F-II(GMSH)/2020/ 6286

Dated, Chandigarh the 14/5/2020

Subject:-

**COVID-19 Guidelines for employers and employees of
Chandigarh Administration.**

Enclosed please find herewith a copy of **letter No. 28/65-IH(7)-
2020/4005 dt 17-3-2020** received from Special Secretary Personnel, Chandigarh
Administration, on the subject cited above for taking necessary action in the matter.

DA: As above

For

W Singh
21/5/2020
Superintendent Health,
Principal Secretary Health,
Chandigarh Administration

JDA
15 MAY 2020
2795/9

OK (E.H.)

20/5/20

GA-3

No. 28/65-IH(7)-2020/ 4005
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

PA/PSH/275646
Dated: 19/03/2020

Dated, Chandigarh: 17/3/2020

All the Administrative Secretaries,
Heads of Departments/ Offices/ Boards/ Corporations
Chandigarh Administration

Subject: COVID-19 Guidelines for employers and employees of Chandigarh Administration.

PAVASH 275646

Dated 19/3/2020

Sir/Madam,

I have been directed to invite your attention to the subject cited above and to say that the employers and employees of the Chandigarh Administration should follow the following guidelines on COVID-19 to tackle the epidemic like situation being faced in the country:-

- No Government employees is allowed to avail Ex-India leave except in case of extreme exigency.

Those Government employees who have returned from any country to India shall self-quarantine themselves at home for 14 days.

(i) What to do if an employee has returned from Ex-India leave?

Employees of Chandigarh Administration who return from any country to India since March 1, 2020 should not attend work for at least 14 days. They should self-quarantine at home and follow Health Department Guidelines for home quarantine.

(ii) Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19.

Corona virus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. When any such symptoms are observed in a person, all surfaces that the person has come into contact with, must be cleaned including:

- All surfaces and objects which are visibly contaminated with body fluids.

(v) What to do if a confirmed COVID-19 person has recently been to your Office.

The senior officials should contact the Health Department Team to discuss the identify people who have been in contact with the affected person and seek advice on any actions or precautions that should be taken. The following may have to be isolated, as per medical advice:

- Any employee in close face-to-face or touching contact of the confirmed case
- Anyone who has cleaned up any bodily fluids of the confirmed case without wearing protective equipment such as gloves and face mask.

Cleaning of surfaces, floors, door knobs and railings should be done and home quarantine should be advised to persons coming in close contact.

(vi) What to do if an employee at the workplace has been confirmed to be suffering from COVID-19.

Close office portion for sanitation in consultation with the Health Department Team and all employees who came in contact with confirm case, in that office be home quarantined and those showing symptoms of infection be screened. The office closed portion be reopened after consulting the Health Department Team.

The aforesaid guidelines should be meticulously followed in all the Departments/Offices/ Boards/ Corporations of Chandigarh Administration.


Special Secretary Personnel
Chandigarh Administration