

# DIRECTORATE OF PUBLIC HEALTH, ODISHA

Letter No. 229/SSU (State Surveillance Unit)

Dated. 03/03/20

To

The Director of Capital Hospital, Bhubaneswar / RGH, Rourkela  
All the Chief District Medical & Public Health Officers

Sub:

Regarding wide circulation of workplace advisory on COVID-19

Sir / Madam,

I am to inform you that COVID-19 has spread to more than 75 countries world wide. As the nos. of cases are increasing daily and till date there is neither medicines nor any vaccine available so prevention is the best option. In this regard, please find enclosed herewith the workplace advisory for wider circulation among all the offices of Govt./ Public Sector as well as Private, Educational Institutes and other institutions.

This matter may be treated as Top Most Priority.

Yours faithfully,

Director of Public Health, Odisha

Memo No. 230/SSU/Dt. 03/03/2020

Copy forwarded to the Mission Director, NHM, Odisha for information & necessary action.

Director of Public Health, Odisha

Memo No. 231/SSU/Dt. 03/03/2020

Copy forwarded to the Principal Secretary to Govt., Health & F.W Deptt. for favour of kind information.

Director of Public Health, Odisha

State Surveillance Unit, IDSP

Directorate of Health Services, Odisha, 2<sup>nd</sup> Floor, Heads of the Deptt. Building, Bhubaneswar - 751001  
Telephone No.: 0674-2390466/9439994859. E. Mail ID :- dirhealtho@gmail.com / ssuodisha@gmail.com

OFFICE OF CHIEF DISTRICT MEDICAL AND PUBLIC HEALTH OFFICER,  
CUTTACK

Memo No 3485

Date 04/03/2020

Copy forwarded to DMO cum Superintendent (MS), DHH Cuttack, /City Health Officer, CMC/ ADUPHO (NUHM), Cuttack / Superintendent ,LHH, Cuttack / Superintendent SDH Banki & Athagarh/ Superintendent of all block CHCs/ All wing officers O/o CDM & PHO Cuttack/ DPM,NHM Cuttack for information and take necessary action and precaution measure at their level to avoid contamination of COVID-19 at work place and follow the attached workplace advisory for COVID-19 (Circulated by DPH(O)). Any staffs of your concern area suffering/develop flu like symptoms should use triple layer mask at work place to avoid any public hazard.

*OBK*  
*4.3.20*  
Chief District Medical & Public Health Officer

Cuttack

## WORKPLACE ADVISORY FOR COVID – 19

It is known that, WHO has declared the Corona Virus disease 2019 (COVID-19) is a Public Health Emergency of International Concern. COVID -19 is also spreading to several other countries around the world. Till date more than 75 countries affected. It is a fact that till date there is no medicine & vaccine available for the disease. So prevention is the best option need to be adhered to.

COVID -19 spreads through droplets & fomites when someone with COVID – 19 symptoms coughs & exhales release droplets. These droplets fall on nearby surfaces and objects such as desks, tables, or telephones etc. People can catch the infection by touching the contaminated surface / objects & touching their eyes, nose, mouth etc. COVID – 19 spreads in a similar way to flu. Most persons infected with COVID – 19 experience mild symptoms and recover. Elderly people over are more vulnerable. A person can also directly inhale the droplets from a coughing infected person if he is too close. (Within 1 meter)

In view of the above facts simple ways enumerated below can be adopted for prevention in workplace / institute as

- Make sure your workplace is clean & hygienic
  - Surfaces ( e.g. desks & tables) and objects (telephone, keyboards) need to be wiped with disinfectant like 70% alcohol regularly
- Promote regular & thorough hand washing by employees
  - Make available soap/ sanitizing hand rub etc. near the wash basin. Make available running water as frequent hand washing kills the virus and prevents spread of COVID - 19
  - Display posters promoting steps of hand washing
- Promote good respiratory hygiene in work place

- Display posters promoting respiratory hygiene i.e. cough etiquette with other communication measures
- Ensure availability of tissue papers / masks along with closed bins for hygienic disposal
- Advise employees for self isolation at home whenever they develop flu like symptoms because COVID – 19 spreads in community even with mild cough & low grade fever.
- Avoid hand-shaking, hugging and maintain a safe distance (1 meter)
- Employees may be addressed to avoid crowded places like malls, markets, stations, melas etc. unless required
- Maintain a safe distance from any person having the symptoms of cough running nose etc.
- Avoid sending employees to affected countries, unless highly required.

**Please remember simple precautions and planning can make a big difference for containment of COVID – 19. So it is right time to prepare and protect all our country men.**