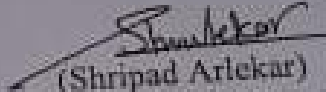




CIRCULAR

1. More than 100 Countries across the world has now reported cases of COVID-19 and it has been declared as pandemic by WHO. There are cases reported from different parts of the Country, and therefore, it is essential to take up precautionary steps to prevent the State from the effect of the epidemic.
2. It is, therefore, advised that all Government Departments may ensure workplace cleanliness:
 - i. surfaces (Desks, Tables and lift key pads) and objects (Telephones and keyboard, etc.) needs to be cleaned with disinfectants with 70+% alcohol content,
 - ii. hand sanitizers be made available at entry point, proper hand wash be made available at wash basin and water supply be ensured, as frequent hand washing helps in preventing the spread of virus,
 - iii. posters be displayed prompting respiratory hygiene and other do's and don't's at prominent points to create maximum awareness,
 - iv. masks, if necessary, should be made available to employees.

All the Secretaries to Government and the HODs are requested to ensure strict compliance of the above.


(Shripad Arlekar)
Under Secretary(GA-1)

To,

- 1) The Office of Chief Minister/Ministers, Ministerial Block, Secretariat.
- 2) The Office of Speaker/ Dy. Speaker and Leader of Opposition.
- 3) All the Secretaries in the Secretariat.
- 4) The Secretary (Health), with a request to provide awareness material to be displayed in all Offices.
- 5) All the Addl. Secretaries/ Joint Secretaries/ Under Secretaries.
- 6) All the Departments inside Secretariat.
- 7) All the Head of Departments/Offices/ Corporations/ Autonomous Bodies etc. for wide circulation to the employees.
- 8) Guard file.
- 9) O/c.