



GOVERNMENT OF GOA
GENERAL ADMINISTRATION DEPARTMENT
SECRETARIAT, PORVORIM, GOA- 403 521, FAX- 2419753


No.37/2/2020-GAD-III/5510

Dated:- 03/05/2020
13 Vaisakha, Saka 1942

Read :- Office Memorandum No.37/2/2020-GAD-III dated 18/04/2020.

OFFICE MEMORANDUM


- 1) In supersession to the Office Memorandum dated 18/04/2020 read in preamble, all the Offices of State Government, their Autonomous Bodies will remain open w.e.f. 04/05/2020 in view of the guidelines issued by the Ministry of Home Affairs, Government of India, vide Order No.40-3/2020-DM-I(A) dated 01/05/2020.
- 2) Wearing of face cover is compulsory in all work places.
- 3) All persons in charge of work places shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work places and in public transport.
- 4) Social distancing at work places shall be ensured through adequate gaps between shifts, staggering the lunch breaks of staff, etc.
- 5) Provision for thermal scanning, hand wash and sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. In addition, sufficient quantities of handwash and sanitizer shall be made available in the work places.
- 6) Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
- 7) Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years shall stay at home, except for meeting essential requirements and for health purposes.
- 8) Use of Arogya Setu app shall be made mandatory for all employees, both private and public. It shall be the responsibility of the Head of the respective Organizations to ensure 100% coverage of this app among the employees.

 P.T.O.

- 9) Large physical meetings to be avoided.
- 10) Hospitals/ clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities. In this regard detailed instructions are being issued by Directorate of Health Services.
- 11) Arrangements for transport facilities shall be ensured with social distancing, wherever personal/ public transport is not feasible.
- 12) Intensive communication and training on good hygiene practices shall be taken up.
- 13) Departments are requested to instruct their staff to remain at home if they have symptoms like cough, cold, fever, or if they are short of breath, etc. and advised to take appropriate medical care through Govt. doctors. The doctor's advice and prescription be made available to the Head of Department digitally for information.
- 14) All Head of Departments to comply with the above instructions and issue similar instructions to their Attached/Subordinate Offices, Autonomous/Statutory Bodies, and shall further ensure that the employees maintain proper social distancing in the Office and the use of masks and sanitizers be encouraged.

These orders shall remain in force for a further period of two weeks with effect from 04/05/2020.

This issues with the approval of the competent authority.


(Shripad Arlekar)
Under Secretary (GA)

To :-

- 1) All Secretaries to Government, Secretariat, Porvorim.
- 2) All Head of Departments/Offices/Corporations/Autonomous Bodies, etc.
- 3) All Offices of Ministers/Speaker/Deputy Speaker/Leader of Opposition.
- 4) Guard File.
- 5) Office copy.