

Government of Rajasthan
National Health Mission
Directorate of Medical Health & Family Welfare Services
Swasthya Bhawan, Tilak Marg, Jaipur-302005

F.20 (271) /NHM/HRD/COVID-19/2020/ 895

Dated : 17/04/2020

CIRCULAR

In the wake of spurt in cases of the COVID-19 across the country, the Central Government on 14-03-2020 has decided to treat the deadly virus as a "notified disaster". As a precautionary measure, the following measures in NHM/DMHS have been decided to put into force with immediate effect.

Health Measures

- i. All Officer and Staff including outsourced manpower may ensure personal hygiene, practice frequent hand washing with soap. For this purpose soap is made available in the wash Rooms, hand sanitizers are made available in different floors of NHM/DMHS HQ.
- ii. Thermal scanner (non-contact thermometer) to be provided to the security personnel who are directed to screen and measure temperature of every person entering the NHM/DMHS HQ. If anyone is found to be having fever and ILI Symptoms, he/she would not be allowed to enter the building, without proper medical checkup, as a safety measure.
- iii. Maintain proper physical distancing of at least One meter. Shaking hands or hugging as matter of greeting may be done away with.
- iv. If any officer/staff shows flu like symptoms such as cold, cough, shortness of breath, they may immediately take leave for further medical attention intervention.
- v. ID card would be compulsory for the staff entering into NHM/DMHS HQ.
- vi. All Officer and Staff including outsourced manpower are required to wear mask, as per govt. direction.
- vii. Spitting and Smoking is strictly prohibited in premises of NHM/DMHS HQ.

Social Distancing Measures:

- i. No Visitor would be allowed inside the building without prior appointment. Discussions may be carried through emails/VCs/telephones etc.
- ii. Avoid unnecessary meeting. Discussions may be preferably done through intercom/VC/emails etc.
- iii. Officers/Staff may avoid non-essential visits to others section. All discussions/queries/interactions may be made through email, telephone, intercom, VC and other modes of communication.
- iv. The number of persons allowed to gather at a time in the Meeting Rooms, etc would preferably be restricted to less than 20, maintaining social distancing. All Officers and Staff including Outsourced manpower are directed to cooperate accordingly.
- v. All the entrance gate will be closed except one main entrance gate of DMHS building and one main entrance gate of NHM building. The Public Health department will ensure proper supply of sanitizers at both the entry gates.

NHM

- vi. The caretaker NHM/Supervisor will ensure proper sanitization at entry gates for every staff member entering the building.
- vii. It is advisable to use stairs Instead of Lifts.
- viii. Cleaning Staff may be directed to ensure proper sanitizing and cleanliness of the overall building from time to time using Sodium Hyper chloride. However, all Officers and staff are advised not to litter in the premises.
- ix. All Officers and Staff are directed to avoid non-essential physical movements in and out of the Office premises during the office hours including lunch hours.
- x. Those Officers and Staff, who are at higher risk, i.e., older employees, pregnant employees and employees, who have underlying medical conditions, are advised to take extra precautions. Care may be taken by their Controlling Officers not to expose such employees to any front-line work requiring direct contact with the public.

All the Cells/Section of Department may take action according to above measures ensuring strict compliance.



(Naresh Kumar Thakral)
Special Secretary MH&FW &
Mission Director-NHM

Copy for information & necessary action to:-

1. PS to Additional Chief Secretary, Medical & Health and Family Welfare Department, Rajasthan, Jaipur.
2. PS to Spl.Secretary, MH&FW & Mission Director, NHM, Jaipur.
3. PS to CEO, SHAA, Jaipur.
4. PA to Project Director, NHM, Jaipur.
5. PA to OSD NHM, Jaipur.
6. PA to Director (PH/RCH/IEC/AIDS) DMHS, Jaipur
7. Director (Fin.) NHM/Financial Advisor, DMHS, Jaipur.
8. Add. Director (NG/GAZ./HA/RH) DMHS, Jaipur.
9. SPM, NHM, Jaipur.
10. All Project Director/State Nodal Officer, NHM, Jaipur.
11. SO (HR), NHM, Jaipur.
12. All Consultant/Program Officer & Other Contractual Staff NHM, Jaipur.
13. All Outsourced Manpower, NHM/DMHS, Jaipur.
14. Incharge server Room for E-mail to above all concern.
15. Guard File.


Director (Public Health)