



दक्षिणरेलवे/SOUTHERN RAILWAY

NO. P(A)436/P/01/IV

प्रधानकार्यालय/ Headquarters Office
कार्मिकशाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./Dated: 26.05.2020

PBC No.82/ 2020

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units, etc.,
(As per mailing list -'A')

**Sub:- Guidelines on preventive measures to contain spread of COVID-19
in workplace over Southern Railway.**

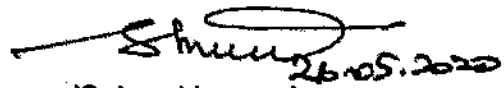
Detailed instructions/guidelines are issued from time to time based on MHA Orders/ Board/GM's instructions on preventive measures to be taken in all the workplaces over Southern Railway to contain spread of COVID-19.

As the spread of the virus is increasing day-by-day, General Manager desires that the enclosed guidelines on preventive measures to contain COVID-19 and action to be taken by:

- Individual officer/employee, and
- By the units in which the employee is affected and tested positive for COVID -19 should scrupulously follow the Guidelines on Preventive Measures to contain spread of COVID-19 in workplace over Southern Railway, which is enclosed as Annexure.

Also, it is reiterated that officers and employees who are above 55 years of age and if they or their wards or relatives staying with them are suffering from co-morbid conditions like severe diabetics, heart diseases, cancer and who are under immuno suppressive medication, pregnant employees and 'Persons with Disabilities' (Divyangjan) can be asked to work from home during the entire lockdown period, to avoid any possibility of them being infected with COVID-19.

Encl: as Above


(S. Janakiraman)
SPO/Rules & Secy to PCPO
for PCPO

प्रतिलिपि/Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA
The Genl Secy / NFIR
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Guidelines on preventive measures to contain spread of COVID-19 in workplace

(Adapted from guidelines released by Government of India, Ministry of Health & Family Welfare, Directorate General of Health Services on 18th May, 2020)

1. Background

Offices and other workplaces are relatively close setting, with shared spaces like (corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc.) and thus COVID-19 infection can spread relatively fast among officials, staffs and visitors. Thus there is a need to prevent importation of infection in workplace settings and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in workplace settings.

Basic preventive measures

The basic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- Physical distancing of at least one meter to be followed at all times.
- Use of face covers/masks to be mandatory. No staff should be allowed to enter into the office without face mask or cover.
- Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol based hand sanitizers (for at least 20 seconds).
- Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest.
- All the offices and workplaces should be sanitised after 5 pm every working day.
- Employees working in administrative office complexes should not venture out for any outside food and prefer to bring their own to avoid any further risk.

All the Departments are advised to take all necessary measures such as :-

- Install thermal scanners at the entry of Railway buildings and ensuring 100% scanning of all the people entering the building. Mandatory placing of hand sanitizers at the entry of Railway buildings is needed. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- Discourage, to the maximum extent, entry of visitors in the office complex. Only those visitors who have prior proper permission of the officer whom they want to meet, should be allowed after being properly screened.
- Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- Avoid non-essential official travel.

- Undertake essential correspondence on official email or eOffice and avoid sending files and documents to other offices.
- Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable. Prefer using e-office.
- Close all gyms/recreation centres/crèches located in Railway buildings.
- Ensure proper cleaning and sanitization of the work-place, particularly of the frequently touched surfaces like handrails, doorknobs, tables, chairs, lift buttons, vehicle handles, etc., atleast once a day.
- Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- **All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. In that case, they should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India URL mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf,**
- The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- **Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. The Departments may take care not to expose such employees to any front-line work requiring direct contact with the public.**
- Any staff reportedly suffering from flu-like illness should not attend office and seek medical advice from nearby Railway health unit/ Hospital. Such persons, if diagnosed as a suspect/confirmed case of COVID-19 should immediately inform the office authorities.
- Any staff requesting home quarantine based on the containment zone activities in their residential areas should be permitted to work from home.
- DOPT guidelines with respect to organising meetings, co-ordinating visitors shall be scrupulously followed.
- **PHODs & DRMs should form a Rapid Response Team consisting of one nodal officer to monitor and implement COVID-19 guidelines which are being issued from time to time and to co-ordinate with the medical department. Names of the Nodal Officer and Team may be forwarded to PCPO by PHODs and DRMs by 27.05.2020**

Situation No: 1:- COVID- 19 positive - in Work place (in Administrative Offices and shop floors on Workshops)

1. If an employee develops symptoms of COVID-19 (dry cough, fever) in his workplace after he resumes his duty, he shall report to the respective supervisor JE/SSE/Ch.OS/CDMS/ SSO immediately. This may arise when one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:
2. The employee should not be allowed to continue to attend the duties allotted to him.

3. The Supervisor will immediately identify a room or area & isolate the employee from others who is feeling unwell or has symptoms of covid19. Also provide a mask/face cover till such time he/she is examined by a doctor.
4. The respective supervisor should immediately report the same to his officer in charge.
5. The Officer in charge of the department/unit shall report to concerned CMS/ACMS of the nearby Health Unit/Railway Hospitals. The concerned supervisor should also arrange to book the ambulance to move the employee to nearby Railway Health Unit/Hospital duly informing the CMS/ACMS authorities in advance. If there is no Railway Hospital/ Health Unit available nearby, he/she may be sent to nearby State Govt. Hospital & thus minimising risk for infecting a large number of people.
6. At the Hospital a risk assessment is to be undertaken which will be handled by the designated public health authority / treating physician, and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
7. The concerned supervisor will inform the Shop Office & Time Office to regulate the employee's attendance accordingly, in case affected employee belongs to any workshops.
8. As a preliminary investigation (not waiting for the State Authorities to identify the Contacts), all other employees of high risk category (detailed later) who might have come into contact with the affected employees also should be identified and they should be taken 'off-duty', by the Supervisor and they should also be sent for medical examination in consultation with the controlling officer.
9. The area where the affected employee was working should be isolated with physical barriers duly preventing other employees entering this area.
10. Immediate arrangements should be made in consultation with CHI to disinfect the area, materials and tools handled by the affected employees.
11. The Toilets and wash area in the close proximity to the workplace be disinfected as per SDOP.
12. Disinfecting of all other areas close to his workplace will be done as per extant SDOP.
13. All works pertaining to that particular area to be suspended until further instruction.
14. The affected employee and other employees identified as having high risk contact with the affected employee should follow the instructions given by the Hospital Authorities.
15. Further, the Hospital Authorities will record the same in the 'Reports' of the Contact persons.
16. The Supervisor shall put the Contacts (Co-workers) on duty, only based on the report given by the hospital authorities wherein it will be clearly mentioned in writing in the report the reason for their admission and their fitness to resume duty.
17. The rapid response team of the concerned department shall be requisitioned and will undertake the listing of contacts.
18. The necessary actions for contact tracing and disinfection of work place will start (if not started), once the report of the patient is received as positive. The report will be expedited for this purpose.
19. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases). The

essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

20. **Closure of workplace:** If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. **There is no need to close the entire office building/halt work in other areas of the office** and work can be resumed after disinfection as per laid down protocol.
21. However, if there is a larger outbreak, the entire building will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building is adequately disinfected and is declared fit for re-occupation.
22. **These steps to be observed by all (employees and visitors).** :-
 - a) Physical distancing of at least one meter to be followed at all times. Use of face covers/masks to be mandatory.
 - b) Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol based hand sanitizers (for at least 20 seconds).
 - c) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
 - d) Self-monitoring of health by all and reporting any illness at the earliest

Measures to be taken on occurrence of case(s): Despite taking the above measures, the occurrence of cases among the employees working in any individual office/work place cannot be ruled out. The following measures will be taken in such circumstances:

Situation No 2 - HOME ISOLATION

1. The suspect case if reporting very mild / mild symptoms on assessment by the health authorities would be placed under **home isolation**, subject to fulfillment of criteria laid down in MoHFW guidelines. If need be and found eligible for home isolation, the following may be done:
 - a. The person should be clinically assigned as a very mild case/ pre-symptomatic case by the treating medical officer.
 - b. Such cases should have the requisite facility at their residence for self-isolation with toilet facility and also for quarantining the family contacts.
 - c. A Care-giver should be available to provide care on 24x7 basis. Communication link between the caregiver and hospital is a prerequisite for the entire duration of home isolation and should take medicines as prescribed in the protocol.
 - d. **Should Download Arogya Setu App on mobile (available at: <https://www.mygov.in/aarogya-setu-app/>) and it should remain active at all times (through Bluetooth and Wi-Fi)**
 - e. The patient shall agree to monitor his health and regularly inform his health status to the treating physician/ surveillance officer for further follow up by the surveillance teams.

Risk profiling of contacts

Contacts are persons who have been exposed to a confirmed case anytime between 2 days prior to onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).

High-risk contact

- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces; e.g. being coughed on, touching used paper tissues with a bare hand)
- Had direct physical contact with the body of the patient including physical examination without PPE
- Touched or cleaned the linens, clothes, or dishes of the patient.
- Lives in the same household as the patient.
- Anyone in close proximity (within 1 meter) of the confirmed case without precautions for more than 15 minutes.
- Passengers in close proximity (within 1 meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.
- The high risk exposure contacts shall be quarantined for 14 days.

Low-risk contact

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.
- The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days