



Health and Family Welfare Department

Letter No.02/CS/Health - P /2020, dated 17.3.2020

From

The Chief Secretary to Government,
Government of Tamil Nadu.

To

All Secretaries to Government,
The Director General of Police,
All Commissioners of Police,
All Heads of Departments,
All District Collectors,

Sir/Madam,

Sub: COVID 19 – Preventive Strategies – General Instructions for
Government Offices – Reg.

Ref: 1) Hon'ble Chief Ministers Press Release dated 14.3.2020.
2) Government Letter No.01/CS/2020, Health and Family
Welfare Department, dated 15.3.2020

In continuation to the instructions issued in the Government letter second cited, wherein various measures on social distancing as a preventive strategy was outlined, the following further instructions are issued for strict compliance in Government offices throughout the State to prevent the spread of COVID-19 disease in the State.

- a) All the staff shall be subjected to thermal scanning in order to diagnose any symptoms of the COVID-19. Staff, who are having any symptom like cold, fever, cough, shortness of breath / breathing

difficulties, shall remain at home, in order to stop the spread of the virus and advised to take appropriate medical care through Doctors.

- b) All Government servants are requested to keep the personal and respiratory hygiene at the highest level as per protocol and advised to frequently wash their hands with soap for at least 20 seconds, as a precaution against the spread of the virus, and are also advised to use hot water for drinking purposes.
- c) General public may be advised to avoid visiting any Government offices, unless it is absolutely necessary and may communicate with Government offices through email / telephone for ordinary purposes.
- d) General public who visit Government offices should be screened with thermal scanner for any symptoms and action should be taken as per protocol, if any person is detected with infection and should be directed to go to hospital for immediate treatment. Where there are, no facilities for thermal scanning, visitors must be checked for symptoms like fever, cough, breathlessness etc., and advised accordingly.
- e) Meetings should not be convened unless it is very essential and officers and staff should not be asked to visit Head Offices unless it is very essential. If meeting is already planned, it can be rescheduled, unless it is urgent.
- f) General public and staff, who visit office be asked to wash their hands with hand sanitizers or soap water. Hand sanitizer should be kept at the entrance of all offices for this purpose.
- g) In all the offices, sanitizers should be provided at appropriate places and soap must be made available in restrooms for frequent hand washing.
- h) Cleaning and disinfection of surfaces frequently touched by hands are essential strategies for the prevention of transmission of COVID-19. Disinfection of floors and surfaces frequently touched by hands such as door handles, lifts, hand rails, chairs, tables, should be carried out regularly.

- i) Government offices may be sprayed with 2.5% Lysol (1 litre of Lysol in 19 litres of water) at regular interval as per medical protocol.
- j) Floors may be disinfected with 1% Hypochlorite solution. Different kinds of sprayers including power sprayers and water wash pumps can be used for spraying, and cleaning can be done by wet mopping.
- k) Gathering of people in groups inside office premises should be prevented.
- l) The filters in air conditioning units in offices be frequently cleaned.
- m) Canteens to ensure hand washing protocol and cleanliness of frequently touched surfaces. Ensure physical distancing (minimum one metre) between tables.
- n) Hygiene and physical distancing has to be maintained. Shaking hands and hugging as a matter of greeting to be avoided.

o) **Local Production of Disinfectants and Hand Sanitizers:**

I. Disinfectant:

Lysol spray can be used for disinfection. Due to high demand for disinfectants. Collectors have reported shortage of Lysol. Alternatively, 1% hypochlorite solution can be used (instead of Lysol) in public places and for cleaning floors.

1% Hypochlorite Solution: 1% Hypochlorite solution can be easily prepared from Bleaching powder

- i. 320 grams of bleaching powder (with 33% available chlorine) can be dissolved in 10 litres of water (or) 1 kg bleaching powder in 30 litres of water.
- ii. Clear supernatant fluid can be used for spraying.
Depending on the liquid chlorine content 1% solution can be prepared using Liquid Chlorine as well.

Metal sprayers should not be used to spray hypochlorite solution. Use only non-corrosive material sprayers in such cases. (Metal sprayers can be used for Lysol spray).

II. Hand Sanitizers will have Isopropyl alcohol (75%), Glycerol (1.45%) and Hydrogen peroxide (0.125%). Collectors have reported shortage of hand sanitizers. Hence, WHO guidelines can be followed for local production which have, already been circulated to Deputy Director Health Services and to Collectors.

Alternatively, Surgical Spirit can also be used to prepare hand sanitizers. Surgical spirit (available in TNMSC) with 95% alcohol content can be diluted to about 75% alcohol content, and used for hand sanitizers. Approximately 100 ml clean water can be added to 500 ml surgical spirit and utilised as hand sanitizer in offices.

The head of the office, should strictly follow the above preventive measures and seek the co-operation of all staff and public in the interest of preventing the spread of COVID-19 and co-ordinate closely with the officials of the health department.

Yours faithfully,

S. P. Indira

Chief Secretary

Copy to:

The Secretary to Governor. Raj Bhavan, Chennai.
The Registrar General, High Court of Madras, Chennai-104.
Registrars of All Universities
Government of India Institutions in Tamil Nadu.



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Director, DC

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Registrar
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