



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



No. Admin/COVID-19/2020

Dt. 17/03/2020

**Sub: Preventive measures to be taken against spread of Coronavirus (COVID-19), getting workplace ready-reg.**

The COVID-19 is a contagious virus that causes respiratory infection, which can be transferred from human to human. Following advisory is regarding preventive measures to be taken by each employee and precautionary measures to be taken by each office of the Board:

**A. Preventive measures to be taken by employees:**

Employees can reduce their chances of being infected or spreading COVID-19 by taking some simple precautions:

- Regular and thorough cleaning of hands with an alcohol-based hand rub or washing them with soap and water.
- Maintain at least 1 metre (3 feet) distance with others.
- Do not touch your eyes, nose and mouth.
- Make sure you, and the people around you, follow good respiratory hygiene. This means covering mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately in a closed waste bin.
- Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.
- Keep yourself updated about the latest COVID-19 guidelines being issued by the State and Central Government.
- If you have diabetes, heart or lung disease, be extra careful.
- Ensure you have closed waste bins in office, that are lined with garbage bags. Ensure disposal of these garbage bags is done in a safe manner.
- Avoid crowding in one room for seating arrangements. Maintain adequate distance with others.
- Drink plenty of water and fluids. Remember to always keep your throat moist.

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*Anurag Upadhyay*



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"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092



- Staff may be advised to voluntarily disclose, if they, or any members of their family or people in contact with them socially have visited any COVID-19 affected countries in February and March, 2020. Necessary steps may be taken as per State/Central Government Advisories thereafter.

**B. Standards Operating Procedure to be followed and action to be taken for getting workplace ready for prevention of the COVID-19 in the offices of the Board:**

**(a) Simple ways to prevent spread of COVID-19 at workplace:**

1. Heads of Office may make sure that the workplaces are clean and hygienic.
2. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.
3. Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled.
4. Make sure that staff and visitors have access to places where they can wash their hands with soap and water.
5. Display posters promoting respiratory hygiene.
6. Ensure that face masks and / or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing them.
7. Employees may be advised to avoid unnecessary journey and if necessary may follow the travel advisories /guidelines issued by MOHFW, GoI.
8. If holding meeting ensure availabilities of tissues and hand sanitizer for all participants and arrange seats so that participants are at least one meter apart. Open windows and doors whenever possible to make sure the venue is well ventilated.
9. Avoid sending employees who may be at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease) to areas where COVID-19 is spreading.
10. Place closed waste bins lined with garbage bags at requisite locations. Dispose garbage bags safely everyday.

**(b) Action plan for Board's Offices:**

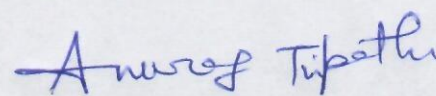
1. Provide hand held "**Thermometer Guns**" for reception area of the office, which will be used for screening of the visitors through security guard at all entry points. Visitor detected with high fever and symptoms of coronavirus may be advised to seek medical assistance and contact CBSE for work on phone.

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*Anurag Tripathi*

2. Security Guards may be provided with surgical mask who will use the Thermometer Guns at the entry gate/reception area for screening of the visitors.
3. Provision of alcohol based automatic sanitizers dispensers may be made available at the entry of the reception areas and visitors be requested to use sanitizers before entering into in the building.
4. Ensure two sides open-able doors at the entry gate of the office and toilets, so that individuals can enter by using their arm/elbow without touching the doorknobs. In case that is not possible structurally, the doors of entry gate of office and toilets may be kept open for users to prevent spread of any infection.
5. Ensure that automatic sanitizer dispenser machines are installed and there is availability of soaps in the toilets.
6. All common and work areas, and reception may be mopped twice a day with disinfectant to contain spreading of the coronavirus in the office premises.
7. Ensure hygienic conditions in the toilets with working exhaust, automatic sanitizer dispenser machines, soaps, etc. and surface area of the toilets be kept dry for entire duration.
8. Lifts/elevator/switches/telephones/Keyboards may be sanitised on regular interval and presence of lift operator ensured during office hours.
9. Unnecessary crowding in the premises/reception and common areas should be avoided.
10. Use Sponge Damper in the offices while working on the files.

All the HoDs of Units/Regional Directors/ ROs and CoEs may ensure strict compliance of the SOPs and action plan to contain the spreading of Coronavirus and give wide publicity.

  
(Anurag Tripathi)  
Secretary

Copy to:

1. PPS to Chairperson, CBSE.
2. SPSs to Secretary / Controller of Examinations / Directors/Regional Directors, CBSE.
3. PS/PA to Joint Secretary (IT) / Senior PRO/IAFA, CBSE.
4. All the Regional Officers/Head CoEs of the Board.
5. All EEs/AE/JEs/In-charge Maintenance Section/Reception in Board offices.
6. All officers of the Board upto the level of Section Officer.
7. Assistant Secretary (OL) for Hindi translation.
8. President, Shiksha Board Staff Welfare Association.
9. Scrap & Guard file/Notice Board