



**Employees / Officers / Support Staff in offices providing essential services (Ref: NDMA advisories: COVID Do's & Don'ts)**

1. **Workforce Education on COVID-19:** Educate workforce on COVID appropriate behaviour and Govt. advisories and communicate regularly with employees.
2. **Government Advisories:** Know about the latest instructions/advisories/ orders/ directives issued by government on a daily basis.

(website links:

MHA	<a href="https://www.mha.gov.in/notifications/circulars-covid-19">https://www.mha.gov.in/notifications/circulars-covid-19</a>
NDMA	<a href="https://ndma.gov.in/index.php/covid/NDMA-Orders_Advisories">https://ndma.gov.in/index.php/covid/NDMA-Orders_Advisories</a>
MoHFW	<a href="https://www.mohfw.gov.in/">https://www.mohfw.gov.in/</a>
ASDMA	<a href="http://asdma.gov.in/covid/home.html">http://asdma.gov.in/covid/home.html</a>
H&FW	<a href="https://covid19.assam.gov.in/advisories-notifications-issued-by-government-of-assam/">https://covid19.assam.gov.in/advisories-notifications-issued-by-government-of-assam/</a>

3. **Appoint COVID management Team:** Appoint a COVID-19 emergency management team to handle any emergency situation.
4. **Hygiene practices:** Reinforce good hygiene practices and take related safety precautions.
5. **Hand Sanitization:** Frequently wash your hands thoroughly with soap and water for at least 20 seconds or use 70% alcohol-based hand sanitizer.
6. **COVID Etiquettes:** Avoid touching your eyes, nose and mouth. Always wear a face mask in your workplace and in public spaces. Cover sneezes or coughs with tissues, if possible, or else with a sleeve or shoulder.
7. **Stay away from sick:** Avoid close contact with people who are sick.
8. **Stay Home:** Stay home when sick.
9. **Workplace Hygiene:** Clean and disinfect frequently touched surfaces and objects. Maintain good hygiene and cleanliness of the workplace.
10. **Social distancing:** Implement social distancing (6 feet) – keep everyone at the workplace physically apart. Make seating arrangements accordingly.

11. **Business Context:** Actively consider the context of your business, that is, the workplace, the work carried out there, your workers and others who come into the workplace.
12. **Workplace safety:** Take precautions to eliminate or minimise the risk of the people at your workplace contracting COVID-19.
13. **Encourage Contactless meetings:** Limit contact with others, including through shaking hands, meeting in person, group lunches, etc. Encourage online meetings.
14. **Adopt Virtual working:** As far as practicable, encourage employees to work from home with efficient use of technology.
15. **Avoid Gatherings:** Avoid crowding in common spaces, such as the reception, canteens, tea/coffee point, bathrooms, etc.
16. **Reduce Psychological risk:** Employers must try to reduce the psychological risks to workers and others at the workplace, periodical psychological counselling for vulnerable employees.
17. **Stay Updated:** Be updated with information from official sources.
18. **Appoint Point of Contact:** Provide workers with a point of contact to discuss their concerns and to find workplace information in a central place.

**For any Feedback / Queries, please contact:**

**1070 (SEOC Toll Free No.)**

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**Or write an email to: [sdma-assam@gov.in](mailto:sdma-assam@gov.in)**

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