

CENTRAL POLLUTION CONTROL BOARD
[Building Division]

F.No. : C-4-1(9)/Bldg./2019


Dated: 17.03.2020

CIRCULAR

As you all are aware that the WHO (World Health Organization) has declared Covid-19 a pandemic at Regional and Global level. To prevent the spreading of Covid-19, Central Pollution Control Board, Head Office has prepared the measures taken at Head Office (Annexure-I) and advisory for all RDs (Annexure-II).

All the officials of CPCB, Head Office, Delhi as well as Regional Directorates are hereby advised to take all the precautions and immediate necessary actions to prevent further spreading of the virus.

We hope your co-operation will definitely help to bring situation under control of the Global alarming Covid-19.


(D.Gouda)
Div. Head (Bldg.)

Copy to:-

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|----------------------------------------------------------------|---|-----------------------------------------------------------------------------|
| 1. PS to CCB | - | for kind information of CCB please. |
| 2. PS to MS | - | for kind information of MS please. |
| 3. All Notice Boards | | |
| 4. All Divisional Heads | | |
| 5. All Regional Directorates,
CPCB | | |
| ✓ 6. IT Division <i>D.D.H. W.M.I.</i>
<i>Sh. Vinod Babu</i> | | for uploading on CPCB Intra Portal and forwarding to individual e-mail IDs. |

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Preparedness of CPCB, Head Office to prevent COVID-19

- Disinfection with Ultra Low Volume (ULV) Fogging has been carried out for complete closed areas (rooms, laboratories, washrooms, stores etc.) of the building and it is planned on every Saturday/Sunday.
- The Bio metric attendance has been discontinued to prevent spreading of any contamination. Attendance register is maintained at the Divisional level.
- Sanitizer has been provided at security counter with instruction that every employee/ visitor sanitize their hands before entering into the office.
- Adequate liquid hand wash has been provided in the washrooms and frequently checking their availability in the container.
- The doors and handles of the entrance, rooms, toilets, reception are being cleaned at the interval of 02 hours.
- All the lifts and its switches/buttons, handrails are being cleaned after every hour.
- The urgent meetings or related to court matters are only being organized or being arranged through Video Conferencing.
- All the training programs/workshops has been postponed.
- All the field visits are proposed to postpone and in case of any emergency field visit, the staff will use mask and sanitizers during visit.
- DO's and DON'Ts has been displayed at notice board (at all floors), entrance etc.
- Regular fumigation/sanitization of building premises have already initiated.

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General Instructions/Advisory for All RDs to prevent COVID-19

- The office premises should be clean regularly and hygiene should be maintained.
- The surfaces (e.g. office tables, computer tables, almirah, cabinet, doors and windows pans including handles etc.) and objects (e.g. telephones, keyboards, mouse, printers etc.) need to be wiped with disinfectant regularly. The contamination on surfaces, touched by employees and visitors may be one of the main ways for spreading COVID-19.
- Exemption to employees to mark Biometric Attendance. Attendance register should be maintained.
- Regular fumigation/sanitization of the Building premises.
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled.
- Make sure that staff, visitors and contractors may sanitize their hands before entering to CPCB and there should be facility on their access places, where they can wash their hands with soap and water.
- Ensure that face masks and / or paper tissues are available at your workplace, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.
- Display posters explaining DO's and DON'Ts to prevent COVID – 19.
- Advise employees to consult national travel advice before going on official trips. They should also be advised to travel only in case of extremely unavoidable/essential matters.
- Avoid gathering/meeting/workshop, if not very essential. Prepare a plan to prevent infection at your urgent meetings or events where face-to-face is needed. Otherwise, try to organise video conferencing or online event.
- Advise participants in advance that if they have any symptoms or feel unwell, they should not attend the meeting. Please arrange seats in such a manner that participants are at least one meter apart.
- The officials, having any type of infections such as cold, dry cough, fever, body ache, breathing discomfort etc. are advised to seek immediate medical assistance/treatment and do not come to office to avoid further spreading of the infection.
- Every official should wash their hands with soap and water when hands are visibly dirty.