

**GOVERNMENT OF ANDHRA PRADESH
MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o. the Commissioner & Director of
Municipal Administration,
Andhra Pradesh, GUNTUR.

Roc.No.12046/2/2020/M3,

dated 04/05/2020

CIRCULAR

Sub: - COVID-19 – MA&UD Dept. – Measures to be implemented by all Offices, Factories and other establishments – COVID-19 Standard Operating Procedure for Offices and Workplaces - Issued by Govt. – Communicated Reg.

Ref: - This office Circular Roc No. Roc.No.12046/2/2020-M3, dated 01.05.2020.

The attention of the Commissioners of all the Urban Local Bodies and all the Regional Director-cum-Appellate Commissioners of Municipal Administration in the State is invited to the reference cited, wherein COVID-19: Guidelines on disinfection of common public places including offices issued by the GoI were communicated and directed to follow the said Guidelines scrupulously.

2. In continuation to the guidelines issued in the reference cited, the following instructions are issued for taking further action in the matter.

SANITATION:

- All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums between every shift of the grouped employees:
 - a. Entrance Gate of budding, office etc.
 - b. Cafeteria and canteens.
 - c. Meeting room, Conferee halls/open areas available/verandah/entrance gate of site, bunkers, porta cabins, building etc.
 - d. Equipment and lifts.
 - e. Washroom, toilet, sink, water points etc.
 - f. Walls/ all other surfaces.

2. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
3. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Hand wash to be prioritized over sanitizer.
4. High contact surfaces such elevator buttons, handrails/handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth Soaked in 1% Sodium Hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned
5. For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not possible.
6. Start cleaning from cleaner areas and proceed towards dirtier areas.
7. Guidelines for Preparation of 1% Sodium Hypochlorite solution.

Product	Available Chlorine	1 percent
Sodium Hypochlorite – Liquid bleach	3.50%	1 part bleach to 2.5 parts water
Sodium Hypochlorite – Liquid	5%	1 part bleach to 4 parts water
NaDCC (Sodium Dichloroisocyanurate) Powder	60%	17 grams to 1 litre water
NaDCC (1.5g/tablet) –Tablets	60%	11 tablets to 1 litre water
Chloramine – Powder	25%	80 g to 1 litre water
Bleaching Powder	70%	7 g to 1 litre water
Any other	As per manufacturer’s Instructions	

8. Used Masks and Gloves to be safely disposed and wash hands with soap and water.

EMPLOYEES AND WORKING CONDITIONS:

1. Employees should be made in to groups with suitable size based on the office capacity ensuring social distance. Employees shall have a considerable time gaps during entry in to office, lunch break of staff, and leaving the office.
2. Employees should wear triple layer masks and gloves.
3. Hands should be washed with soap and water immediately after each

piece of Mask and gloves is removed.

4. For workers coming from outside, special transportation facility shall be arranged by the department. These vehicles should be allowed to work only with 40% passenger capacity.
5. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
6. Intercoms and office chats to be used for communication between employees to avoid frequent gatherings.
7. All communications received in paper to be placed separate trays for at least 24 hours before processing.
8. To avoid papers soft copies to be encouraged for safety.
9. Large gatherings or meetings of 10 or more people to be discouraged. Seating at large 6 feet away from others on job sites and in gatherings, meetings and training sessions.
10. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
11. Use of staircase for climbing should be encouraged.
12. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
13. There should be total ban non-essential visitors at sites.
14. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should identified and list should be available at work place all the times.

2. The Commissioners of all the Urban Local Bodies in the State are requested to take immediate action for communication to all the Offices, Factories & other Establishments located in their respective ULBs with directions to take up and implement the above said Measures.

3. All the Regional Director-cum-Appellate Commissioners of Municipal Administration in the State are requested to follow the above instructions in their office and also requested to pursue the matter and ensure that the said Measures are taken up and implemented in the ULBs of their regions without fail.

for Commissioner & Director

Encl: As above.

To

The Commissioners of all the Urban Local Bodies in the State.
All the Regional Director-cum-Appellate Commissioners of Municipal Administration in the State.

Copy to

The Mission Director, MEPMA, AP, Guntur, for information and taking necessary action in the matter.

The Managing Director, APUFIDC Ltd., Vijayawada, for information and taking necessary action in the matter.

The Director of Town & Country Planning, AP, Mangaligiri, for information and taking necessary action in the matter.

The Engineer-in-Chief, PH, AP, Tadepalli, for information and taking necessary action in the matter.

Copy submitted to the Secretary to Government,
MA & UD Department, A.P. Secretariat, Velagapudi
for favour of information.

Signature Not Verified

Digitally signed by Gottipati
Srinivasa Rao
Date: 2020.05.04 20:10:11 IST
Reason: Approved



COVID 19 Standard Operating Procedure for Offices and Workplaces

Municipal Administration and Urban Development Department Government of Andhra Pradesh

The following measures shall be implemented by all offices, factories and other establishments:

Sanitation:

- All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums between every shift of the grouped employees:
 - Entrance Gate of building, office etc.
 - Cafeteria and canteens.
 - Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
 - Equipment and lifts.
 - Washroom, toilet, sink; water points etc.
 - Walls/ all other surfaces
- All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
- Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Hand wash to be prioritized over sanitizer.
- High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Start cleaning from cleaner areas and proceed towards dirtier areas.
- Guidelines for Preparation of 1% sodium hypochlorite solution

Product	Available chlorine	1percent
Sodium hypochlorite – liquid bleach	3.50%	1 part bleach to 2.5 parts water
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Bleaching powder	70%	7g g to 1 litre water
Any other	As per manufacturer's Instructions	

- Used Masks and Gloves to be safely disposed and wash hands with soap and water.

*AD
all stamp
for all
offices
11/05/20*

Employees and Working Conditions:

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2. Employees should wear triple layer masks and gloves
3. Hands should be washed with soap and water immediately after each piece of Mask and gloves is removed.
4. For workers coming from outside, special transportation facility shall be arranged by the department. These vehicles should be allowed to work only with 40% passenger capacity.
5. Mandatory thermal scanning of everyone entering and exiting the work place to be done
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HAND WASH PICTORIAL REPRESENTATION



Wet hands with water



apply enough soap to cover all hand surfaces.



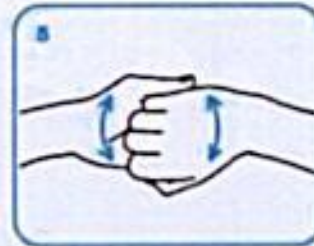
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



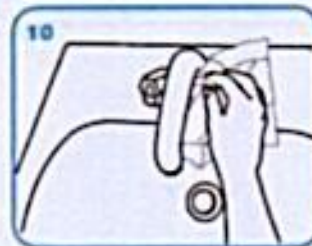
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

Source : https://www.who.int/gpsc/clean_hands_protection/en/

SANITIZER USE – PICTORIAL REPRESENTATION



Apply a squirt of sanitizer in the palm of your hand.



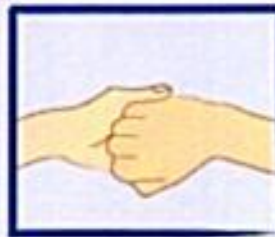
Rub your hands palm to palm.



Rub the back of each hands with the palm of the other hand.



Rub your palms together with your finger interlaced.



Rub the back of your fingers with the opposite palms.



Rotate your thumbs in the other hand.



Do a circle on your palm with your fingers clasped.



Once dry, your hands are safe.

Source: World Health Organization

MASK – PICTORIAL REPRESENTATION



CORONAVIRUS

