

**OFFICE OF THE DIRECTOR GENERAL OF POLICE  
PUDUCHERRY**

No. 07/SP(HQ)/OW/2020-190,

Dated: 09.06.2020.

**Sub: SOP on preventive measures to contain spread of COVID-19 in  
Office premises & other Police establishments – Reg.**

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The Ministry of Health & Family Welfare, Govt. of India and Department of Personnel and Training, have issued the 'Standard Operating Procedure on preventive measures to contain spread of COVID-19 in Office premises' and the relevant points have been culled out and reproduced hereunder for strict implementation :

**1. Generic preventive measures :**

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- a) Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.
- b) Use of face covers/masks to be mandatory.
- c) Practice frequent hand washing with soap (for atleast 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for atleast 20 seconds) can be made wherever feasible.
- d) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- e) Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- f) Spitting shall be strictly prohibited.
- g) Installation & use of Aarogya Setu App by employees.

## **2. Specific preventive measures for Offices:**

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff/visitors shall be allowed.
- iii. Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff should be permitted to work from home and it will not be counted as leave period.
- iv. Facilitate delivery and receipt of dak at the entry point itself or the Office building, as far as practicable.
- v. Drivers shall maintain social distancing and shall follow required do's and don'ts related to COVID-19. It shall be ensured that the drivers residing in containment zones shall not be allowed to drive vehicles.
- vi. There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/spray. A proper disinfection of steering, door handles, keys, etc. should be taken up.
- vii. Advise all employees who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Office management to facilitate work from home wherever feasible.
- viii. All officers and staff / visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
- ix. Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened.
- x. Meetings, as far as feasible, should be done through video conferencing.
- xi. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- xii. Staggering of office hours, lunch hours/coffee breaks to be done, as far as feasible.

- xiii. Preferably separate entry and exit for officers, staff and visitors shall be organized.
- xiv. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
- xv. Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
- xvi. Required precautions while handling supplies, inventories and goods in the office shall be ensured.
- xvii. Seating arrangement to be made in such a way that adequate social distancing is maintained.
- xviii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which *inter alia* emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xix. Large gatherings continue to remain prohibited.
- xx. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxi. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas.
- xxii. Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.

#### **DO's**

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.



- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

### **Don'ts**

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit Gyms, Clubs and crowded places, etc.
- Spread rumours or panic.

**Apart from the above, various instructions have been given by the DGP during the meeting, held on 06.06.2020, in view of the increasing trend of COVID-19 positive cases in Puducherry. These instructions are as follows :**

### **At the Office and Police Station premises :**

- a) Thermal Screening procedure has to be adopted for the staff, while entering the Office and Police Station. Thermal Screening Devices would be supplied by the Chief Stores shortly.
- b) Foot Pedal Sanitizers should be installed at the entrance of the Office and Police Station.
- c) The staff should wear Face Mask compulsorily; otherwise, necessary penal action would be taken against them.

- d) Disinfectant Box should be made after seeing the YouTube and it shall be effectively utilized in all the Police Stations. The Tapals, received outside should be properly disinfected and then only it should be handled.
- e) The Office and Police Station premises should be disinfected regularly through the Municipal authorities.

**At the PAP Campus, Gorimedu :**

- a) No mass PET & sports activities shall be organized and no training session shall be conducted in the Police Training School and PAP Grounds, Gorimedu.
- b) The Gymnasium shall also be kept non-functional.
- c) The staff, working in the Police Canteen, should wear Face Mask and Hand Gloves.
- d) The persons, who are coming to the Canteen, should be insisted to use Hand Sanitizer.
- e) Tables to be sanitized each time the customer leaves.
- f) In the kitchen, the staff should follow social distancing norms at work place. The kitchen area must be sanitized at regular intervals.
- g) The Temple in the PAP Campus should be maintained as per the SOP, issued by the Ministry of Health & Family Welfare, Govt. of India. No mass gathering should be allowed.
- h) The Line Officer of PAP should be instructed to advise the family members of the Police Personnel to avoid celebrations involving mass gathering (not exceeding 50 persons) in the Police Quarters and also to inform the Line Officer regarding the symptomatic cases reported in the Police Quarters as well as the arrival of any outsider to the Police Quarters.
- i) The Riot Control Helmets should be issued to the individual concerned and it should be properly sanitized after its utilization.
- j) The PAP Campus should be disinfected regularly through the Municipal authorities.
- k) The Barber Shed in PAP Campus, Gorimedu, should be maintained in a hygienic manner. The implements utilized should be properly sanitized and sterilized.

### **At the Police Officers Mess :**

- a) The entrance should have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- b) Only asymptomatic guests shall be allowed.
- c) All guests to be allowed only if they wear Face Mask.
- d) Details of the guest (travel history, medical condition, etc.) along with ID and self declaration form must be obtained from the guests.
- e) Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- f) Luggage should be disinfected before sending the luggage to rooms.
- g) Guests, who are at higher risk, i.e., those who are older, pregnant or those who have underlying medical conditions, have to be advised to take extra precautions.
- h) Guests should be advised not to visit areas falling within the containment zones.
- i) Required precautions while handling supplies, inventories and goods shall be ensured.
- j) For air-conditioning/ventilation, the guidelines of CPWD shall be followed which *inter alia* emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- k) Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing areas.
- l) Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.
- m) Proper disposal of face covers / masks / gloves left over by guests and/or staff should be ensured.
- n) Deep cleaning of all washrooms shall be ensured at regular intervals. Rooms and other service areas shall be sanitized each time a guest leaves.



- o) In the kitchen, the staff should follow social distancing norms at work place. Kitchens area must be sanitized at regular intervals.

**At the M.T. Unit (Local Police and IRBn.) :**

- a) Social distancing should be maintained by the Police Personnel while travelling in the Police vehicles.
- b) The Police Personnel should wear Face Mask.
- c) The Police vehicles should be properly sanitized. Hand Sanitizer should be kept in all the Police vehicles for using the same by the Driver and Police Personnel.
- d) The Driver should wear Face Mask and Hand Gloves compulsorily.

**At the Police Canteen (PHQ), Chief Stores, Police Wireless Branch and General Instructions :**

- a) The staff, working in the Police Canteen, should wear Face Mask and Hand Gloves.
- b) The persons, who are coming to the Canteen, should be insisted to use Hand Sanitizer.
- c) Tables to be sanitized each time customer leaves.
- d) In the kitchen, the staff should follow social distancing norms at work place. The kitchen area must be sanitized at regular intervals.
- e) The staff, engaged in issuing the Kit items in the Chief Stores to the Police Personnel, should wear Face Mask and Hand Gloves compulsorily.
- f) Proper sanitization should be made in the Chief Stores frequently.
- g) The wireless equipment including walkie-talkie sets should be sanitized regularly.
- h) The Police Personnel and staff have to be advised that they should not invite their relatives and friends from the containment areas or hot-spots to their houses. Similarly, they should also be advised to refrain in reaching such areas.
- i) The Police Personnel, who are on stress, should be heard properly and they should be counseled. Leave or rest should be given to them on priority.

- j) The Police Personnel, posted in Containment Zones, should wear N.95 Face Mask. This type of Face Mask will be procured and supplied by the Chief Stores.
- k) The SOP should be properly displayed at conspicuous place of the Office premises.

*// By order //*

*New 9/6/2020*  
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Superintendent of Police (HQ)  
Puducherry

To

1. The OSD, Police Dept., Puducherry.
2. The Dy. Commandant, IRBn., Puducherry.
3. All SPs, CIs & SHOs in Puducherry UT.

**Copy submitted for info. to :**

1. The Director General of Police, Puducherry.
2. The Inspector General of Police, Puducherry.
3. The Senior Supdts. of Police (L&O), (HQ), (C&I) and Karaikal.
4. The Commandant, IRBn., Puducherry.