
	<p style="text-align: center;">GOVERNMENT OF INDIA MINISTRY OF DEFENCE ORDNANCE FACTORY BOARD 10A, S. K. BOSE ROAD KOLKATA – 700 001</p> <p style="text-align: center;">MEDICAL DIVISION</p>	
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<p>No. 020/OHC/CD/COVID-19/Per/M</p>		<p>Dated: – 06-03-2020</p>

Sub: WORK PLACE ADVISORIES FOR COVID-19 (Novel Corona Virus)

As we are all aware, the world is currently in the grip of a novel Corona virus(COVID-19) outbreak which has now been declared to be a “Public Health Emergency of International Concern” by the W.H.O. Also the Ministry of Health & Family Welfare, Govt. of India has been issuing press releases from time to time regarding the outbreak & status updates regarding the spread of the virus in India. It is also noted that due to the wide penetration of electronic and social media, not only is a lot of attention being given to the outbreak but also loads of misinformation and canards (which have absolutely no scientific basis) are being spread (especially through social media).

In view of the above, the following facts may be noted:

- A. COVID-19 is a novel/new/mutant form of the Corona virus which has just emerged. Corona virus is a family of RNA viruses which normally cause cough/cold like illness in humans. The previous outbreaks of SARS and MERS were also caused by such Corona viruses. Since this is a new mutant, it is but expected that in the initial phases of the outbreak some fatalities will occur. On date the documented mortality rates range from between 0.4 to 3.8%. It is also now becoming evident that the mortality rate in China has fallen from the initial high of almost 5.8% to less than 0.7% now. Such trends can be construed to be indicative of good development of herd immunity and augurs well for arresting global/localised virus spread.
- B. On date, neither is a vaccine available nor have any medicines been approved/established to cure disease that may result from infection with COVID-19. Nevertheless, there is absolutely no reason to panic as in an overwhelming majority of the patients the illness is self-limited and resolves on its own without any medical intervention/minimal medical assistance.

In view of (A) and (B) above, the following general advisories are hereby issued for consideration by all concerned and required action as deemed appropriate at Unit level.

1. Covid-19, like any other influenza/common cold virus spreads through nasal & oral discharges/droplets/aerosols. It is thus imperative that all individuals practice high standards of personal hygiene and etiquette and motivate/demonstrate the same to all in and around him/her in the work

place/school/gatherings/societies/home. To achieve the same, the following is recommended:

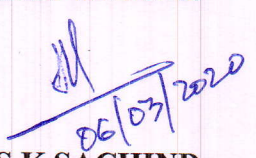
- i) Frequent handwashing with soap & running water.
 - ii) Handwashing with soap between handling raw & cooked food.
 - iii) Use of handkerchief, tissue paper etc. while sneezing coughing etc.
 - iv) Strictly NO spitting/blowing nose in open areas like roads, footpaths, shop floors, playground etc.
 - v) Frequent/daily cleaning and dusting of all surfaces & daily use items like phones etc. with a mild alcohol based disinfectant.
 - vi) Avoid handshakes, hugging etc, the Indian Namaskar is the safest and most hygienic form of greeting each other at this point in time.
 - vii) Avoid non-essential travel by all modes. The aeroplane/train/bus seat, in the present circumstances is potentially one of the most probable sources of viral contamination.
 - viii) Sr. GMs/GMs are requested to consider instructions issued vide DOP&T OM No. C-13014/1/2020-Vig dated 06-03-2020 and consider necessary action in this regard.
 - ix) Medical Officers I/C may ensure sufficient stocks of PPE as required for by the Hospital Staff and consider suitable mechanism to segregate fever/cough/cold patients from other patients reporting to OPD if deemed necessary as per local conditions.
 - x) All admitted patients with provisional diagnosis of PUO/LRTI/URTI will be kept well isolated from other Indoor patients. Doctors/Nurses and all categories of Paramedics will strictly observe all guidelines pertaining to Infection Control Manual of the Hospital. MO I/Cs to ensure that all are well versed and updated regarding handwashing/disinfecting techniques etc. as laid down in the Hospital Infection Control Manual.
2. Any Individual with fever/cold/running nose etc. and with travel history to an affected area/history of contact with a suspected case is well advised to observe strict personal hygiene and etiquette and always use the best available mask/tissue/handkerchief etc. whilst seeking medical attention.
 3. On date the best way to avoid contracting any viral infection that spreads through the respiratory pathway is to avoid crowds and overcrowding. Accordingly, it is advisable that social and other gatherings be avoided and minimised to the extent possible.
 4. Being well hydrated and medically fit is always a positive attribute in combating any type of viral infection.
 5. Not touching ones and others face (mouth, eyes, nose) with own/others hands has been established to bring down transmission of the virus.

The information as at 2-5 above may be disseminated to the entire dependant population through suitable means. Special emphasis may be given to schools.

6. Medical Officers I/C and all other concerned are requested to peruse the websites of WHO, CDC, Ministry of Health & Family Welfare at least twice a day so as to be well versed and keep abreast with the evolving situation.

7. The Medical/Nursing and Paramedical professionals also have an important and leading role to play in educating and sensitizing the masses regarding dos and don'ts especially in light of the loads of misinformation available in social media.

Sr. GMs/GMs are requested to give wide publicity to the above general advisories through suitable means in all possible fora.


06/07/2020
Dr. S.K.SACHIND
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FOR DGOF & CHAIRMAN

To:

The Senior General Manager/General Manager
All Factories

Copy to:

The Medical Officers In-Charge
All Hospitals & Independent Health Clinics

{For kind information & ACTION please}

