

TELANGANA LEGISLATURE SECRETARIAT
LEGISLATURE (O.P.I) SECRETARIAT

Circular Note No.5/O.P.I/2020

Dated : 20.03.2020

Sub : Telangana Legislature Secretariat – Instructions to follow certain restraints/ precautionary measures to combat the dreadful pandemic – Corona Virus 'COVID-19' – Regarding.

All the Officers and Staff of the Legislature Secretariat are aware that the entire globe is grappled with the dreadful pandemic – Corona Virus 'COVID-19'.

In this regard, as responsible and cautious citizens, all the Officers and Staff of Legislature Secretariat are required to follow the minimum/basic precautionary measures, a few of them are listed below:

- The advisory measures/ guidelines issued by the Government of India as well as by the Government of Telangana from time to time in this regard have to be scrupulously followed.
- To register the daily attendance by signing in the Attendance Register (manual) instead of marking the attendance through Bio-metric Finger print machine.
- Avoid **to the extent possible**, meeting the Officers/superiors in person and instead communicate through phone or by electronic mode such as e-mail, sms, WhatsApp etc., in order to seek advise if, any
- Maintain personal hygiene and physical distancing.
- Wash the hands at frequent intervals using soap/hand-wash/alcohol-based hand rub. Continue this practice for few more days even though the hands appear to be visibly clean.
- Not to sneeze or cough in open and cover the nose and mouth by using handkerchief/ tissue for this purpose.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- The used tissues to be thrown in the closed bins immediately after its use.
- Maintain safe distance from the persons while interacting, especially with those having flu-like symptoms.
- The employees who are at higher risk i.e. old employees, pregnant employees and employees with underlying medical conditions, to take extra precautions.

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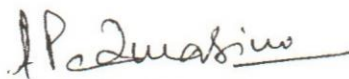
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- To see a Doctor in case of unwell feeling (fever, running nose or difficulty in breathing & coughing etc).
- Strictly avoid shaking the hands with fellow-beings and also avoid touching your eyes, nose and mouth with hands.
- Do not spit in the public.
- Ensure to keep the workplace and surroundings in clean, neat and hygienic condition.
- Avoid travel unnecessarily and particularly in the affected region.
- Do not take part in social gatherings/ get together or join any groups for lunch etc.
- Do not spread rumours or misinformation leading to chaotic situation or triggering panic among the people.
- For any fever/flu-like signs/symptoms, please call State helpline number i.e. **104.**

DR V. NARASIMHA CHARYULU
SECRETARY TO STATE LEGISLATURE

To
All Officers, Staff members of Legislature Secretariat
including Hostels, Class-IV, Temporary, Outsourcing and Peshies staff.

// FORWARDED :: BY ORDER //


SECTION OFFICER.