

TELANGANA LEGISLATURE SECRETARIAT  
LEGISLATURE (RECEPTION & PROTOCOL) SECRETARIAT

**Circular Note No.73/R&P/2020**

**Dated :19.05.2020**

Sub : TELANGANA LEGISLATURE SECRETARIAT – Preventive measures to contain the spread of 'COVID-19' in Telangana Legislature – Instructions – Issued.

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All the Officers and Staff including Class-IV employees of Legislature Secretariat and Peshi Staff are required to take note of the following precautionary measures in furtherance of the orders issued by the Government of India and the Government of Telangana from time to time with a view to contain the spread of dreadful disease coronavirus COVID-19 at the work place:

1. Face mask should invariably be used at all times in the Office. Wearing of face cover is compulsory in all public places and also at work places. (As per the instructions of the Government of Telangana, if anybody is found without wearing mask, he/she will be liable to pay a fine of Rs.1,000/-).
2. Every employee has mandatorily to undergo Thermal Scanning while entering the Office and at the time of exiting. (The employees entering into Assembly premises shall undergo Thermal Scanning at Gate-II or Gate-IV and the employees entering into Council premises shall undergo Thermal Scanning at Gate-V, earmarked for the purpose).
3. Use of Gutkha & Tobacco and spitting in the open is strictly prohibited in the precincts of the Office. If any employee or his/her guests/associates is found to be indulged in such activities, necessary action would be taken against the concerned employee including imposing the fine against the individual.
4. The unwanted guests/visitors will be prevented from entering the Office premises to the extent possible.
5. The community Lunch or gatherings of more persons is strictly prohibited in the precincts of Legislature Secretariat.
6. If any employee is found to be loitering at the places other than the one designated for discharge of his/her official duties, the same would be viewed seriously.
7. Personal hygiene, social and physical distancing of at least 1 meter to be followed invariably at all times.
8. Practice frequent hand washing with soap/liquid hand-wash (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol based hand sanitizers (for at least 20 seconds).

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9. 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.
10. Any staff reportedly suffering from flu-like illness should not attend office and seek medical advice from local health authorities. Such persons, if diagnosed as a suspect/confirmed case of COVID-19 should immediately inform the office authorities. The State helpline Number **104** may also be contacted for any medical emergency.
11. Strictly avoid shaking the hands or giving hug to the fellow-being and also avoid touching your eyes, nose and mouth with hands.
12. Ensure to keep the workplace and surroundings in clean, neat and hygienic condition.
13. Do not spread rumours or misinformation leading to chaotic situation or triggering panic among the co-employees.

All the Officers and Staff including Class-IV employees of Legislature Secretariat and Peshi Staff are required to follow the above guidelines scrupulously.

DR V. NARASIMHA CHARYULU  
SECRETARY TO STATE LEGISLATURE

To  
All Officers, Staff including Class-IV employees  
of Legislature Secretariat and Peshies staff.

// FORWARDED :: BY ORDER //

  
SECTION OFFICER.