



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE  
TAMILNADU & PUDUCHERRY ZONE  
GST BHAWAN, No.26/1, MAHATMA GANDHI ROAD, CHENNAI – 600034

C.No. IV/11/64/2018-Pr.CCO (Stat)

Dated: 17.03.2020

To

The Principal Commissioner/Commissioner of GST & C Ex.,  
Chennai - North/South/Outer/Puducherry/Salem/Coimbatore/Trichy/Madurai,  
Appeals-I/Appeals-II/Coimbatore Appeals/ Audit-I/Audit-II/Coimbatore Audit  
Tamilnadu & Puducherry Zone.

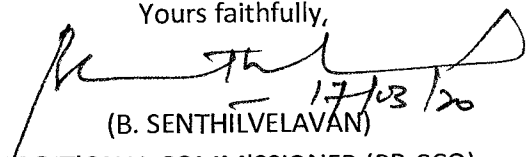
Madam/Sir,

Sub: Advisory & Guidelines in view of spread of COVID-19 disease– Reg.

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Please find attached Advisory & Guidelines issued by the Ministry of Health and Family Welfare, Government of India, on “Advisory on social distancing measure in view of spread of COVID-19 disease” and “Guidelines for Workplace of COVID-19 case”. Commissionerates are requested to circulate these guidelines to all the officers for their safety and well being.

Yours faithfully,

  
- 17/03/20  
(B. SENTHILVELAVAN)  
ADDITIONAL COMMISSIONER (PR.CCO)

Encl: As above.

Copy to: Pr.CCO (all Sections)

2. The Suptt (computers), Chennai North - with a request to upload the letter in the Deptt. Zone website.

### Guidelines for Workplace of COVID-19 case

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth.

If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu.

#### Simple ways to prevent the spread of COVID-19 in your workplace

- Make sure your workplaces are clean and hygienic
  - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
- Promote regular and thorough hand-washing by employees, employers and customers.
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
- Promote good respiratory hygiene in the workplace
- Ensure that face masks(surgical mask) and / or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Refrain from unnecessary travel both local and international.
- In case of unavoidable travel to locations reporting COVID-19,
  - Make sure your organization and its employees have the latest information on areas reporting COVID-19 available at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>.
  - Regularly check travel advisories of MoHFW and accordingly share it with employees.
  - Make sure all persons travelling are briefed by a qualified professional (e.g. staff health services, health care provider or local public health partner) and know what to do and who to contact if they feel ill while traveling.
  - Avoid sending employees at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease)
  - Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing
  - Ensure that your employees comply with instructions from local authorities where they are traveling.
  - Employees who have returned should monitor themselves for symptoms for 14 days and take their temperature twice a day.
  - If they develop even a mild cough or low grade fever (i.e. a temperature of 37.3 C or more) they should **stay at home and self-isolate and report to the nearest designated health facility (information can be taken from 01123978046) and inform workplace**. This means avoiding close contact (one meter or nearer) with other people, including family members.

### **Advisory on Social Distancing Measure in view of spread of COVID-19 disease**

Social distancing is a non-pharmaceutical infection prevention and control intervention implemented to avoid/decrease contact between those who are infected with a disease causing pathogen and those who are not, so as to stop or slow down the rate and extent of disease transmission in a community. This eventually leads to decrease in spread, morbidity and mortality due to the disease.

In addition to the proposed interventions, the State/UT Governments may prescribe such other measures as they consider necessary.

All these proposed interventions shall be in force till 31<sup>st</sup> of March, 2020. They will be reviewed as per the evolving situation.

#### **The following interventions are proposed:**

1. Closure of all educational establishments (schools, universities etc), gyms, museums, cultural and social centres, swimming pools and theatres. Students should be advised to stay at home. Online education to be promoted.
2. Possibility of postponing exams may be explored. Ongoing exams to be conducted only after ensuring physical distance of one meter amongst students.
3. Encourage private sector organizations/employers to allow employees to work from home wherever feasible.
4. Meetings, as far as feasible, shall be done through video conferences. Minimize or reschedule meetings involving large number of people unless necessary.
5. Restaurants to ensure handwashing protocol and proper cleanliness of frequently touched surfaces. Ensure physical distancing (minimum 1metre) between tables; encourage open air seating where practical with adequate distancing.
6. Keep already planned weddings to a limited gathering, postpone all non-essential social and cultural gatherings.
7. Local authorities to have a dialogue with organizers of sporting events and competitions involving large gatherings and they may be advised to postpone such events.
8. Local authorities to have a dialogue with opinion leaders and religious leaders to regulate mass gatherings and should ensure no overcrowding/at least one metre distance between people.

9. Local authorities to have meeting with traders associations and other stakeholders to regulate hours, exhibit Do's and Don'ts and take up a communication drive in market places like sabzi mandi, anaj mandi, bus depots, railway stations, post-offices etc., where essential services are provided.
10. All commercial activities must keep a distance of one meter between customers. Measures to reduce peak hour crowding in markets.
11. Non-essential travel should be avoided. Buses, Trains and aeroplanes to maximize social distancing in public transport besides ensuring regular and proper disinfection of surfaces.
12. Hospitals to follow necessary protocol related with COVID-19 management as prescribed and restrict family/friends/children visiting patients in hospitals.
13. Hygiene and physical distancing has to be maintained. Shaking hands and hugging as a matter of greeting to be avoided.
14. Special protective measures for delivery men/ women working in online ordering services.
15. Keep communities informed consistently and constantly.

**Ministry of Health & Family Welfare**