

प्रेषक,

अमित मोहन प्रसाद
प्रमुख सचिव,
उ०प्र० शासन।

सेवा में,

1. समस्त जिलाधिकारी, उत्तर प्रदेश।
2. समस्त मुख्य चिकित्साधिकारी, उत्तर प्रदेश

चिकित्सा अनुभाग-5

लखनऊ:: दिनांक: 23 अप्रैल, 2020

विषय: कोविड-19 बीमारी के सापेक्ष सार्वजनिक स्थलों के साथ कार्यालय के विसंक्रमण किये जाने के लिए व्यापक प्रचार-प्रसार के सम्बन्ध में।

महोदय,

उपर्युक्त विषयक विश्व स्वास्थ्य संगठन की "Guideline on disinfection of common public places including offices" की छाया प्रति संलग्न कर प्रेषित करते हुए मुझे यह कहने का निदेश हुआ है कि कोविड-19 की रोकथाम एवं बचाव हेतु सार्वजनिक स्थलों के साथ कार्यालय को भी विसंक्रमित किए जाने के सम्बन्ध में जन-जागरूकता/प्रचार-प्रसार किए जाने की आवश्यकता के दृष्टिगत निम्नलिखित कार्यवाहियाँ प्राथमिकता के आधार पर सुनिश्चित करायें :-

- (1) प्रत्येक दिन शाम को अथवा कार्यालय प्रारम्भ होने से पूर्व की सफाई की नियमित व्यवस्था की जाय।
- (2) होटल, रेस्टोरेंट, जिम, मॉल के प्रत्येक आंतरिक भाग जैसे लॉबी, कॉरीडोर, स्टेयर केस, एस्केलेटर, एलेवेटर्स, सिक्योरिटी गार्ड बूथ, कार्यालय कक्ष, सभाकक्ष का एक प्रतिशत सोडियम हाइपोक्लोराइड अथवा फिनोलिक विसंक्रमण के माध्यम से प्रत्येक दिन साफ-सफाई की जाए।
- (3) अत्यधिक प्रयोग किये जाने वाले कार्यालय क्षेत्र जैसे एलेवेटर बटन, हैंडिल्स, कॉल बटन/काउन्टर्स, इंटरकॉम सिस्टम, टेलीफोन, प्रिंटर्स, स्कैनर के साथ अन्य मशीन की सफाई प्रत्येक दिन में दो बार एक प्रतिशत सोडियम हाइपोक्लोराइड से करायी जाए।
- (4) कार्यालय के धातु उपकरण जैसे दरवाजे, हैंडिल, सेक्योरिटी लॉक एवं चाबी इत्यादि का 70 प्रतिशत एल्कोहल/ब्लीच के प्रयोग से सतह की नियमित सफाई करायी जाए।
- (5) कार्यालय परिसर के प्रवेश द्वार तथा अन्य महत्वपूर्ण स्थल पर हैंड सेनिटाइजर/लिविड सोप का प्रबन्ध किया जाए।
- (6) मीटिंग के दौरान सभाकक्ष में यदि किसी व्यक्ति द्वारा बिना मास्क प्रयोग किए हुए खांसी होती है तो उस जगह को खाली कराते हुए एक प्रतिशत सोडियम हाइपोक्लोराइड से सफाई करायी जाए।
- (7) कार्यालय के उपकरणों की सफाई सावधानीपूर्वक किया जाए।
- (8) कार्यालय में निष्प्रयोज्य मास्क एवं अन्य सामग्री का निस्तारण पीले बैग में करते हुए हाथ को साबुन से धोया जाए।

2- उक्त के अतिरिक्त वाहय स्थल जैसे बस स्टाप, रेलवे प्लेटफार्म, पार्क, रोड का नियमित विसंक्रमण सोडियम हाइपोक्लोराइड/ब्लीचिंग के माध्यम से कराया जाए। सफाईकर्मी द्वारा नायलॉन स्क्रबर एवं पोछा का प्रयोग प्रत्येक सार्वजनिक शौचालय हेतु अलग-अलग किया जाए। एक प्रतिशत सोडियम हाइपोक्लोराइड के प्रयोग से सदैव सफाई की जाए। सफाई के दौरान प्रयोग किये गये बाल्टी एवं अन्य उपकरणों को ब्लीचिंग घोल के माध्यम से विसंक्रमित किया जाए। सार्वजनिक शौचालय के सफाई के दौरान सफाईकर्मी द्वारा समुचित सुरक्षा कवच

(रबर बूट्स, ग्लब्स, मास्क) का प्रयोग किया जाए। सफाई कार्य समाप्त होने के उपरान्त प्रयोग किये गये सुरक्षा कवच को निष्प्रयोज्य किया जाए।

कृपया उपरोक्त निर्देशों पर प्रभावी कार्यवाही सुनिश्चित करते हुए सतत अनुश्रवण करने का कष्ट करें।

संलग्नक: यथोपरि।

भवदीय,
Amit Mohan Prasad
23.4.20
(अमित मोहन प्रसाद)
प्रमुख सचिव।

संख्या-926 (1)/पांच-5-2020 तद्दिनांक।

प्रतिलिपि: निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव, उ0प्र0 शासन।
2. मुख्य स्टाफ आफिसर, मुख्य सचिव, उ0प्र0 शासन, लखनऊ।
3. निजी सचिव, प्रमुख सचिव, मुख्य मंत्री, उ0प्र0 शासन, लखनऊ।
4. निदेशक, संचारी रोग/निदेशक-प्रशासन, चिकित्सा एवं स्वास्थ्य सेवाए, उ0प्र0।
5. समस्त मण्डलायुक्त, उ0प्र0।
6. समस्त अपर निदेशक, चिकित्सा एवं स्वास्थ्य, उ0प्र0।
7. गार्ड फाइल।

आज्ञा से,
V. P. Singh
23/4/2020
(वेद प्रकाश राय)
अनु सचिव।

118
3/04/2020
3/04/2020

COVID-19: Guidelines on disinfection of common public places including offices

Scope: This document aims to provide interim guidance about the environmental cleaning /decontamination of common public places including offices in areas reporting COVID-19.

Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants.

In view of the above, the following guidelines are to be followed, especially in areas reporting COVID-19. For ease of implementation the guideline divided these areas into (i) indoor areas, (ii) outdoor areas and (iii) public toilets.

1. Indoor areas including office spaces

Office spaces, including conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants. The guidelines for preparing fresh 1% sodium hypochlorite solution is at **Annexure I**
- High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
- In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible

2/2/19.
21.04.2020

2. Outdoor areas

Outdoor areas have less risk than indoor areas due to air currents and exposure to sunlight. These include bus stops, railway platforms, parks, roads, etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.

3. Public toilets

Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet.

Areas	Agents / Toilet cleaner	Procedure
Toilet pot/ commode	Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	<ul style="list-style-type: none"> • Inside of toilet pot/commode: • Scrub with the recommended agents and the long handle angular brush. • Outside: clean with recommended agents; use a scrubber.
Lid/ commode	Nylon scrubber and soap powder/detergent 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Wet and scrub with soap powder and the nylon scrubber inside and outside. • Wipe with 1% Sodium Hypochlorite
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Scrub floor with soap powder and the scrubbing brush • Wash with water • Use sodium hypochlorite 1% dilution
Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Scrub with the nylon scrubber. • Wipe with 1% sodium hypochlorite
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	<ul style="list-style-type: none"> • Thoroughly scrub the floors/tiles with warm water and detergent • Wipe over taps and fittings with a damp cloth and detergent. • Care should be taken to clean the underside of taps and fittings. • Wipe with 1% sodium hypochlorite/ 70% alcohol
Soap dispensers	Detergent and water	<ul style="list-style-type: none"> • Should be cleaned daily with detergent and water and dried.

- 70% Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxyleneol (4.5-5.5%) / Benzalkonium Chloride or any other disinfectants found to be effective against coronavirus may be used as per manufacturer's instructions)
- Always use freshly prepared 1% sodium hypochlorite.

- Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.
 - To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.
 - Disinfect all cleaning equipment after use and before using in other area
 - Disinfect buckets by soaking in bleach solution or rinse in hot water
4. **Personal Protective Equipment (PPE):** Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.
- Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask
 - Gloves should be removed and discarded damaged, and a new pair worn.
 - All disposable PPE should be removed and discarded after cleaning activities are completed.
 - Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning. (Refer to **Annexure II: Steps of Hand Hygiene**)

Masks are effective if worn according to instructions and properly fitted. Masks should be discarded and changed if they become physically damaged or soaked. (**Annexure-III: Guidelines for use of mask**)

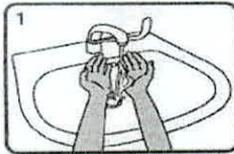
Annexure-I

Guidelines for Preparation of 1% sodium hypochlorite solution

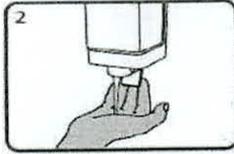
Product	Available chlorine	1percent
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/ tablet) – tablets	60%	11 tablets to 1 litre water
Chloramine – powder	25%	80 g to 1 litre water
Bleaching powder	70%	7g g to 1 litre water
Any other	As per manufacturer's Instructions	

Steps of Hand Hygiene

Hand-washing technique with soap and water



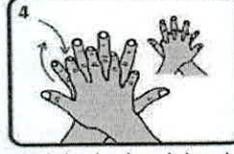
1 Wet hands with water



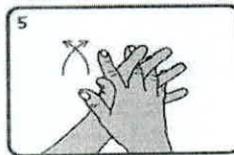
2 Apply enough soap to cover all hand surfaces



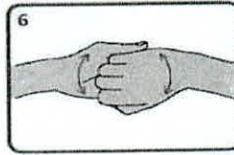
3 Rub hands palm to palm



4 Rub back of each hand with palm of other hand with fingers interlaced



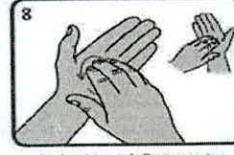
5 Rub palm to palm with fingers interlaced



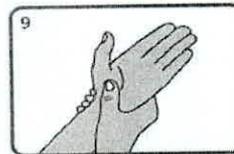
6 Rub with back of fingers to opposing palms with fingers interlocked



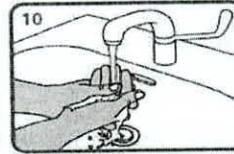
7 Rub each thumb clasped in opposite hand using a rotational movement



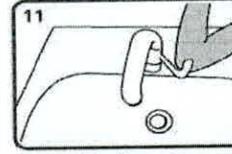
8 Rub tips of fingers in opposite palm in a circular motion



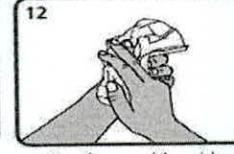
9 Rub each wrist with opposite hand



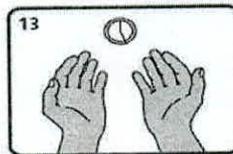
10 Rinse hands with water



11 Use elbow to turn off tap



12 Dry thoroughly with a single-use towel



13 Hand washing should take 15-30 seconds

Guidelines for use of mask

The correct procedure of wearing triple layer surgical mask

1. Perform hand hygiene
2. Unfold the pleats; make sure that they are facing down.
3. Place over nose, mouth and chin.
4. Fit flexible nose piece over nose bridge.
5. Secure with tie strings (upper string to be tied on top of head above the ears –lower string at the back of the neck.)
6. Ensure there are no gaps on either side of the mask, adjust to fit.
7. Do not let the mask hanging from the neck.
8. Change the mask after six hours or as soon as they become wet.
9. Disposable masks are never to be reused and should be disposed off.
10. While removing the mask great care must be taken not to touch the potentially infected outer surface of the mask
11. To remove mask first untie the string below and then the string above and handle the mask using the upper strings.
12. Disposal of used masks: Used mask should be considered as potentially infected medical waste. Discard the mask in a closed bin immediately after use.