

No. Ft. E-II/2017/General Correspondence/Misc
Forest Department Himachal Pradesh.

Dated Shimla-1, the **18 MAR 2020**

From: Pr. CCF (HoFF), H.P. Shimla-1. To: 1. Pr. CCF (WL) H.P.
2. All APCCFs in H.P.
3. All CCFs/CFs (T & WL) in H.P.
4. Directors FTI Chail & Sundernagar
5. CPDs, KfW, IDP & JICA

Subject:- Regarding-Step to be taken regarding Coronavirus (COVID-19).

Memo:

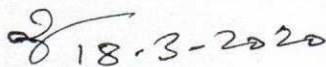
A copy of NDMS Ministry of Home Affairs, Government of India letter No. 1-137/2018-Mist-II (FTSS-10548) dated 05.03.2020 and Himachal Pradesh Government letter No. Rev (DMC) (F)-4/2016-II-NDMA, dated 07.03.2020 is enclosed for perusal.

2. The National Disaster Management Authority has issued guidelines for Management of Biological Disaster in the year 2019, which are available at NDMA website ([URL:https://ndma.gov.in/images/guidelines/biological disaster.pdf](https://ndma.gov.in/images/guidelines/biological%20disaster.pdf) for perusal.

3. The infection of Coronavirus (COVID-19) is wide spreading fast. It has thus become important to gear up efforts to contain the transmission of the infections for prevention/mitigation of Coronavirus (COVID-19). The Government of Himachal Pradesh has pin pointed the role and responsibility to be complied with by all the Department, Corporation, Boards and Commission such as:-

- If necessary, to issue the directive to avoid public gathering in confined spaces as much as possible. Mass gatherings may be rescheduled or postponed and held after adequate risk assessment.
- If the situation worsens, issue directives on work from home options for major corporate and offices. All inter-national/national work-related travel must be avoided unless absolutely necessary.

Your are requested to ensure to take these precautionary measures.


Pr. Chief Conservator of Forests (HoFF)
Himachal Pradesh Shimla-171001

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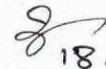
Subject: Preparedness for Coronavirus Pandemic- COVID-19.

Memo:

As you are all aware that COVID-19's infection has been declared as pandemic by the WHO. It is therefore advised that all possible preventive measures need to be taken for personal hygiene and while conducting ourselves in our offices and home places. Most people who become infected experience mild illness and recover, but it can be more severe for others. Take care of your health and protect others by doing the following:

1. **Wash your hands frequently:** Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
2. **Avoid touching eyes, nose and mouth:** Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.
3. **Practice respiratory hygiene:** Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
4. **Stay home if you feel unwell:** If you have a fever, cough and difficulty breathing, seek medical attention immediately. Follow the directions of your local health authority. You may call 104 for further advice.
5. **Stay informed on the latest developments about COVID-19 as provided by the Government:** Follow advice given by your healthcare provider, your national and local public health authority or your employer on how to protect yourself and others from COVID-19.
6. **Disinfection of office premises:** It is further advised that all the door/window handles/latches, switch-boards and other areas of common interaction are adequately disinfected at least six times a day using spirit/bleaching powder 6% solution. Floors should be mopped using commercially available disinfectants like Lysol.

It is to be ensured that adequate hand-wash facilities including soap and alcohol-based hand sanitizers are made available to the staff.


18.3.2020

**Pr. Chief Conservator of Forests (HoFF)
Himachal Pradesh.**