

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT(CENTRAL)CHENNAI,
LEKHA PARISHA BHAVAN, NO.361, ANNA SALAI, TEYNAMPET, CHENNAI-18**

No. DGA(C)/OM/IV/2020-21/ Le 2

Dated 20.04.2020.

CIRCULAR

In order to prevent spread of Novel Coronavirus (Covid-19), certain precautionary measures are being taken by the Office. All staff members are required to adhere to the precautionary measures and to follow the DOs and DONTs illustrated in this circular.

1. Thermal screening of the staff will be done at the time of entry and exit from the office premises.
2. Entry of visitors to the office premises is not allowed.
3. All officials may take care of their own health and look out for respiratory symptoms/fever and should leave the work place immediately after informing their reporting officers for medical consultation.
4. Hand Sanitizer will be provided at each Wing of every floor. Staff members are encouraged to bring their own sanitizer and hand gloves.

Dos

- Maintain personal hygiene and physical distancing of two meters while interacting with fellow person.
- Practice frequent hand washing with soap and water or use Hand Sanitizer every two hours.
- Cover your nose and mouth with handkerchief/self-made face mask/disposable face mask throughout the period of stay in office.
- Dispose the disposable face masks and used tissues immediately after use in the earmarked Closed Bins kept in each floor.
- Sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- Use staircase as far as possible or two to three persons in the lifts.
- Operate lift buttons with tissues paper instead of bare hands
- Hand Sanitizer may be used before and after operating the lift button
- Use of disposable gloves while operating the System and sanitizing them before and after use of the system to be followed.

DONTs

- Shake hands
- Touch your eyes, nose and mouth or the outer side of the face mask.
- To have the face mask hanging in the neck
- Spit in Public or on the walls in the Rest Rooms
- Sitting in groups at canteen.
- Visiting Recreation clubs and Gyms.

(Vide Orders of Director General)


Director/Admn.

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