



General points for clinics regarding COVID 19

- Issue one circular that if anyone or in his or her family is having with fever and cough, he or she should immediately notify the management
- All with cough and fever should take tele consultation with doctor without delay
- De-contaminate all surfaces of the office in the night with 0.1% bleach as done in any hospitals or washrooms at home
- All persons should enter the office after cleaning the hands with soap and water or 70% alcohol-based sanitiser
- Make sanitisers in your office (70% isopropyl alcohol and 30% PEG or aloe vera gel)
- Wash hands after lunch break, and joining after lunch break, and at signing off
- No biometric attendance
- No touching of papers and currency with oral saliva
- No international visitors in the office without prior risk assessment
- No leave to be given for people to visit their state and come back
- All employees are directed to inform if they have met anyone with fever and cough visiting from affected countries or Indian states
- 50+ people in any organisation with comorbid conditions needs special precautions. People with comorbid conditions should immediately disclose their illnesses to the management
- Follow and greet with only corona namaste, no contact policy, no elbow touch- no shake hands
- Doctors at high risk with comorbid conditions should not see patients with fever and cough or wear N 95 masks
- All should disinfect mobile phones before entering the office
- Disinfects office and personal cars daily
- Eligible people should get flu and pneumonia vaccination done, so that they do not end up with preventable illnesses
- Safai karamcharis should wear gloves and take special precautions
- Surgical masks should be available at the reception desk, entry of labs, imaging centers for anyone who develops fever and or cough
- Separate line in hospital reception, labs, imaging centers for people with cough, Fever. They all should be on surgical masks.
- All visitors should be checked for fever, made to wash hands and undertaking that they do not have fever and or cough
- Even one bout of cough and feverish feeling cannot be ignored
- Enough tissue papers to be made available
- Send circulars of how to wash hands, cough etiquettes and respiratory hygiene
- Doorknobs, handles, toilet seats, to be cleaned after every use
- The employee and his close contacts should follow the clinical protocol to be quarantined/isolated.

