

म.प्र. राज्य कृषि विपणन बोर्ड,
26, किसान भवन, अरेरा हिल्स, भोपाल

कं./बोर्ड कार्मिक/ख/635

भोपाल, दिनांक 21/04/2020

प्रति,

1. समस्त अधिकारी/कर्मचारी,
म.प्र. राज्य कृषि विपणन बोर्ड,
मुख्यालय भोपाल।
2. समस्त संयुक्त/उप संचालक/कार्यपालन यंत्री
म.प्र. राज्य कृषि विपणन बोर्ड,
ऑपरेटिव कार्यालय/तकनीकी कार्यालय,
3. समस्त भारसाधक अधिकारी/सचिव,
कृषि उपज मंडी समिति,

विषय: कार्यालयों में कोरोना संक्रमण से बचाव के लिये आवश्यक उपाय।

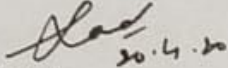
म.प्र. राज्य कृषि विपणन बोर्ड एवं कृषि उपज मंडी समितियों के कार्यालय कोरोना संक्रमण के चलते लॉकडाउन अवधि के बाद दिनांक 15.04.2020 से प्रारंभ हो चुके हैं। अतः शासन द्वारा कोरोना संक्रमण (कोविड-19) से बचाव के लिये समय-समय पर प्रसारित मार्गदर्शी निर्देश के आलोक में कार्यालय अन्तर्गत निम्नानुसार एहतियातन उपाय किये जायें—

1. सभी अधिकारियों/कर्मचारियों द्वारा चेहरे पर मास्क अनिवार्य रूप से लगाया जाये जिससे नाक और मुंह ठीक ढंग से ढंके हुये हों।
2. कार्य स्थल की समुचित साफ-सफाई तथा अधिक उपयोग/छूने वाले स्थानों का निरंतर सेनेटाईजेशन।
3. सर्दी/जुकाम/छींक के समय नाम और मुंह को रुमाल/टिशू पेपर द्वारा ठीक तरीके से ढका जाए।
4. व्यक्तिगत साफ-सफाई तथा सोशल डिस्टेंसिंग का पालन।
5. कार्यालय भवन/कमरो/अन्य स्थानों के डिस्इंफेक्शन के लिये प्रसारित गाईड लाईन का सख्ती से पालन।
6. हाथों की निरंतर साबुन और पानी अथवा अल्कोहल आधारित सेनेटाईजर से सफाई।
7. कार्यालयीन कमरो/शाखाओं में बैठने की ऐसी व्यवस्था जिसमें दो व्यक्तियों के बीच पर्याप्त दूरी बनी रहे।
8. एक स्थान पर 5 या उससे अधिक व्यक्ति एकत्रित न हो।
9. कार्यालय भवन में आगन्तुकों का यथासंभव सीमित प्रवेश तथा आवश्यक होने पर संबंधित अधिकारी की अनुमति से ही आगन्तुकों का कार्यालय में समुचित स्क्रीनिंग के पश्चात प्रवेश।
10. आवश्यक बैठके वीडियो कांफ्रेंस से की जाये।
11. अन्य कार्यालय को नस्तियां या दस्तावेजों की हार्ड कापी के स्थान पर ई-मेल का अधिकाधिक उपयोग।
12. कार्यालय भवन के प्रवेश द्वार पर डाक की आवक जावक सुनिश्चित की जाये।

13. समस्त अधिकारियों/कर्मचारियों द्वारा अपने स्वास्थ्य का ध्यान रखे तथा बुखार, सांस लेने में तकलीफ या इससे संबंधित तकलीफ होने पर प्रभारी अधिकारी को सूचित करते हुये तत्काल कार्यालय छोड़ें और अधिकृत स्वास्थ्य केन्द्र से संपर्क करें।
14. ऐसे अधिकारी भारत शासन के मंत्रालय स्वास्थ्य एवं परिवार कल्याण द्वारा स्वयं को होम क्वारंटाईन किया जाये जैसा कि URL:<https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf> में दी गई गाईड लाईन का पालन किया जाये।
15. ऐसे सेल्फ क्वारंटाईन अधिकारी/कर्मचारी का आवेदन प्राप्त होने पर अवकाश स्वीकृत किया जाएगा।
16. ऐसे कर्मचारी जो कि संक्रमण के लिये हाई रिस्क पर है यथा उम्रदराज कर्मचारी, गर्भस्थ कर्मचारी अथवा जिन कर्मियों की गंभीर बीमारी का रिकार्ड है उनके द्वारा अधिक सावधानी बरती जाये और ऐसे कर्मचारियों को इस प्रकार के कार्य न दिये जाये जिससे की वह जन सामान्य से सीधे संपर्क में आयें।
17. जो कर्मचारी अधिसूचित कन्टेनमेंट जोन में निवासरत है वह स्थानीय प्राधिकारी द्वारा जारी दिशा निर्देश अनुसार तब कार्यालय में उपस्थित होंगे जब स्थानीय प्राधिकारी द्वारा उस क्षेत्र की परिस्थिति अनुसार आवागमन हेतु छूट प्रदान की जाये।
18. इसके अतिरिक्त स्वास्थ्य मंत्रालय, भारत शासन के द्वारा अपने कर्मचारियों के लिये कार्यालय के समय और कार्यालय से निवास स्थान जाने के संबंध में एडवाईजरी जारी की गयी है, तत्संबंधी जन उपयोगी पत्र दिनांक 07.04.2020 की प्रति संलग्न है।

सभी अधिकारी/कर्मचारी उपरोक्त सावधानियों एवं एतियातन उपायों का पालन कर स्वयं तथा सहकर्मियों की कोरोना संक्रमण से सुरक्षा सुनिश्चित करें।

संलग्न :- उपरोक्तानुसार।


(संदीप यादव)
प्रबंध संचालक,
म. प्र. राज्य कृषि विपणन बोर्ड
भोपाल

मध्यप्रदेश शासन
सामान्य प्रशासन विभाग
मंत्रालय, वल्लभ भवन भोपाल

भोपाल, दि. 20 अप्रैल 2020

क्रमांक/साप्रवि/कोविड/65/2020

प्रति,

1. समस्त संभागायुक्त।
 2. समस्त कलेक्टर।
- मध्यप्रदेश।

विषय:-शासकीय कार्यालयों में कामकाज प्रारंभ किए जाने के संबंध में।

- संदर्भ:-1. सामान्य प्रशासन विभाग का परिपत्र दिनांक 03 मार्च 2020, 19 मार्च 2020 ,
20 मार्च 2020 एवं 22 मार्च 2020
2. मुख्य सचिव कार्यालय के निर्देश दि. 23 मार्च 2020

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मुख्य सचिव कार्यालय सामान्य प्रशासन विभाग के संदर्भित आदेशों के माध्यम से कोरोना वायरस (COVID-19) के रोकथाम के लिये आवश्यक निरोधक उपाय संबंधी निर्देश जारी किये गये थे। भारत सरकार गृह मंत्रालय के संदर्भित पत्र द्वारा सम्पूर्ण देश में कोरोना के प्रभाव को रोकने के उद्देश्य से प्रदेश में कोरोना के प्रभाव को रोकने के उद्देश्य से 03 मई 2020 तक का लॉकडाउन घोषित किया गया है। जिलों में लॉकडाउन को जारी रखते हुए कुछ गतिविधियां 20 अप्रैल 2020 से प्रारंभ भी की गई है। इन जिलों में शासकीय कार्यालय प्रारंभ करने के संबंध में निम्नलिखित निर्देशों के अनुसार कार्यवाही की जाए:-

- ऐसे जिले जहाँ विगत 14 दिनों से कोई भी व्यक्ति कोरोना पॉजिटिव नहीं हुआ है, ऐसे जिले अपने शासकीय कार्यालयों को 33 प्रतिशत स्टाफ के साथ प्रारंभ कर सकते हैं।
- यह स्पष्ट किया जाता है कि अन्य जिले भी शासकीय कार्यालयों को प्रारंभ करने तथा अपने (अधिकतम 33 प्रतिशत) स्टाफ को कार्यालय बुलाने के संबंध में जिला क्राइसिस मैनेजमेंट ग्रुप की बैठक में निर्णय लेने कि कौन-कौन से कार्यालय किस-किस क्षमता के साथ प्रारंभ किए जाने हैं।
- इंदौर, भोपाल, उज्जैन, धार एवं खरगौन जिलों में शासकीय कार्यालय खोलने के लिए 15 अप्रैल 2020 के पहले की स्थिति, 03 मई 2020 तक निरंतर रखा जाए।
- चूंकि, हर जिले की स्थिति निरंतर परिवर्तित हो रही है अतः शासकीय कार्यालय शुरू करने के संबंध में जिला स्तर पर यथोचित निर्णय लिये जा सकेंगे।

जिन जिलों में शासकीय कार्यालय आरंभ होना है वहाँ नीचे लिखे अनुसार सुरक्षात्मक कदम भी उठाए जाए:-

- जिलों में अनावश्यक बैठकें आयोजित न की जाएं।
- जनसुनवाई जैसे कार्यक्रम न किए जाए ताकि कार्यालयों में अनावश्यक भीड़ न हो।
- कार्यालयों में सोशल डिस्टेंसिंग का पालन किया जाए तथा मास्क का अनिवार्यतः उपयोग किया जाए।

निरंतर....2/

- कार्यालयों में नियमित सैनिटाईजेशन एवं दूधमिश्रण कराया जाए।
- भारत सरकार गृह मंत्रालय के द्वारा 15 अप्रैल 2020 के लोकडाउन के पुनरीक्षित निर्देशों निर्देशों में परिशिष्ट-1 एवं 2 में उल्लेखित स्टैंडर्ड ऑपरेटिंग प्रोसीजर्स का भी जिले में कड़ाई से पालन सुनिश्चित हो।

(धरमेश कुमार जैन)
उप सचिव
मध्यप्रदेश शासन
सामान्य प्रशासन विभाग

भोपाल, दि. 20 अप्रैल 2020

पृष्ठांकन क्रमांक /साप्रवि/कोविड/166/2020
प्रतिलिपि:-

- 1.अपर मुख्य सचिव, लोक स्वास्थ्य एवं परिवार कल्याण विभाग।
- 2.प्रमुख सचिव, माननीय मुख्यमंत्री कार्यालय ।
- 3.प्रमुख सचिव/गृह विभाग।

(उप सचिव)
मध्यप्रदेश शासन
सामान्य प्रशासन विभाग



Detail Question and Answers on COVID-19 for Public

What is corona virus

Corona viruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.

What is COVID-19

COVID-19 is the infectious disease caused by the most recently discovered corona virus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

What are the symptoms of COVID-19

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.

How does COVID-19 spread

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. This is why it is important to stay more than 1 meter (3 feet) away from a person who is sick.

Can the virus that causes COVID-19 be transmitted through the air?

Studies to date suggest that the virus that causes COVID-19 is mainly transmitted through contact with respiratory droplets rather than through the air. See previous answer on “How does COVID-19 spread?”

Can COVID-19 be caught from a person who has no symptoms?

The main way the disease spreads is through respiratory droplets expelled by someone who is coughing. The risk of catching COVID-19 from someone with no symptoms at all is very low. However, many people with COVID-19 experience only mild symptoms. This is particularly true at the early stages of the disease. It is therefore possible to catch COVID-19 from someone who has, for example, just a mild cough and does not feel ill.

Can I catch COVID-19 from the feces of someone with the disease?

The risk of catching COVID-19 from the feces of an infected person appears to be low. While initial investigations suggest the virus may be present in feces in some cases, spread through this route is not a

main feature of the outbreak. The ongoing research on the ways COVID-19 is spread and will continue to share new findings. Because this is a risk, however, it is another reason to clean hands regularly, after using the bathroom and before eating.

What can I do to protect myself and prevent the spread of disease

Protection measures for everyone

Stay aware of the latest information on the COVID-19 outbreak, available on the national, state and local public health authority. Many countries around the world have seen cases of COVID-19 and several have seen outbreaks. Authorities in China and some other countries have succeeded in slowing or stopping their outbreaks. However, the situation is unpredictable so check regularly for the latest news.

You can reduce your chances of being infected or spreading COVID-19 by taking some simple precautions:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
- Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing. Why? When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.
- Avoid touching eyes, nose and mouth. Why? 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.
- 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. Why? Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19.

- Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority. Why? National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.
- Keep up to date on the latest COVID-19 hotspots (cities or local areas where COVID-19 is spreading widely). If possible, avoid traveling to places – especially if you are an older person or have diabetes, heart or lung disease. Why? You have a higher chance of catching COVID-19 in one of these areas.

Protection measures for persons who are in or have recently visited (past 14 days) areas where COVID-19 is spreading

- Follow the guidance outlined above (Protection measures for everyone)
- Self-isolate by staying at home if you begin to feel unwell, even with mild symptoms such as headache, low grade fever (37.3 C or above) and slight runny nose, until you recover. If it is essential for you to have someone bring you supplies or to go out, e.g. to buy food, then wear a mask to avoid infecting other people.
Why? Avoiding contact with others and visits to medical facilities will allow these facilities to operate more effectively and help protect you and others from possible COVID-19 and other viruses.
- If you develop fever, cough and difficulty breathing, seek medical advice promptly as this may be due to a respiratory infection or other serious condition. Call in advance and tell your provider of any recent travel or contact with travelers. Why? Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also help to prevent possible spread of COVID-19 and other viruses.

How likely am I to catch COVID-19?

The risk depends on where you are - and more specifically, whether there is a COVID-19 outbreak unfolding there.

For most people in most locations the risk of catching COVID-19 is still low. However, there are now places around the world (cities or areas) where the disease is spreading. For people living in, or visiting, these areas the risk of catching COVID-19 is higher. Governments and health authorities are taking vigorous action every time a new case of COVID-19 is identified. Be sure to comply with any local restrictions on travel, movement or large gatherings. Cooperating with disease control efforts will reduce your risk of catching or spreading COVID-19.

COVID-19 outbreaks can be contained and transmission stopped, as has been shown in China and some other countries. Unfortunately, new outbreaks can emerge rapidly. It's important to be aware of the situation where you are or intend to go.

Should I worry about COVID-19?

Illness due to COVID-19 infection is generally mild, especially for children and young adults. However, it can cause serious illness: about 1 in every 5 people who catch it need hospital care. It is therefore quite normal for people to worry about how the COVID-19 outbreak will affect them and their loved ones.

We can channel our concerns into actions to protect ourselves, our loved ones and our communities. First and foremost among these actions is regular and thorough hand-washing and good respiratory hygiene. Secondly, keep informed and follow the advice of the local health authorities including any restrictions put in place on travel, movement and gatherings.

Who is at risk of developing severe illness

While we are still learning about how COVID-2019 affects people, older persons and persons with pre-existing medical conditions (such as high blood pressure, heart disease, lung disease, cancer or diabetes) appear to develop serious illness more often than others.

Are antibiotics effective in preventing or treating the COVID-19?

No. Antibiotics do not work against viruses, they only work on bacterial infections. COVID-19 is caused by a virus, so antibiotics do not work. Antibiotics should not be used as a means of prevention or treatment of COVID-19. They should only be used as directed by a physician to treat a bacterial infection.

Are there any medicines or therapies that can prevent or cure COVID-19

While some western, traditional or home remedies may provide comfort and alleviate symptoms of COVID-19, there is no evidence that current medicine can prevent or cure the disease. We does not recommend self-medication with any medicines, including antibiotics, as a prevention or cure for COVID-19. However, there are several ongoing clinical trials that include both western and traditional medicines. We will continue to provide updated information as soon as clinical findings are available.

Is there a vaccine drug or treatment for COVID-19

Not yet. To date, there is no vaccine and no specific antiviral medicine to prevent or treat COVID-2019. However, those affected should receive care to relieve symptoms. People with serious illness should be hospitalized. Most patients recover thanks to supportive care.

Possible vaccines and some specific drug treatments are under investigation. They are being tested through clinical trials.

The most effective ways to protect yourself and others against COVID-19 are to frequently clean your hands, cover your cough with the bend of elbow or tissue, and maintain a distance of at least 1 meter (3 feet) from people who are coughing or sneezing

Is COVID-19 the same as SARS?

No. The virus that causes COVID-19 and the one that caused the outbreak of Severe Acute Respiratory Syndrome (SARS) in 2003 are related to each other genetically, but the diseases they cause are quite different.

SARS was more deadly but much less infectious than COVID-19. There have been no outbreaks of SARS anywhere in the world since 2003.

Should I wear mask to protect myself

Only wear a mask if you are ill with COVID-19 symptoms (especially coughing) or looking after someone who may have COVID-19. Disposable face mask can only be used once. If you are not ill or looking after someone who is ill then you are wasting a mask. There is a world-wide shortage of masks, so We urge people to use masks wisely.

We advises rational use of medical masks to avoid unnecessary wastage of precious resources and mis-use of masks The most effective ways to protect yourself and others against COVID-19 are to frequently clean your hands, cover your cough with the bend of elbow or tissue and maintain a distance of at least 1 meter (3 feet) from people who are coughing or sneezing.

How to put on use take off and dispose of a mask?

1. Remember, a mask should only be used by health workers, care takers, and individuals with respiratory symptoms, such as fever and cough.
2. Before touching the mask, clean hands with an alcohol-based hand rub or soap and water
3. Take the mask and inspect it for tears or holes.
4. Orient which side is the top side (where the metal strip is).
5. Ensure the proper side of the mask faces outwards (the coloured side).
6. Place the mask to your face. Pinch the metal strip or stiff edge of the mask so it moulds to the shape of your nose.
7. Pull down the mask's bottom so it covers your mouth and your chin.
8. After use, take off the mask; remove the elastic loops from behind the ears while keeping the mask away from your face and clothes, to avoid touching potentially contaminated surfaces of the mask.
9. Discard the mask in a closed bin immediately after use.
10. Perform hand hygiene after touching or discarding the mask – Use alcohol-based hand rub or, if visibly soiled, wash your hands with soap and water.

How long is the incubation period for COVID-19?

The “incubation period” means the time between catching the virus and beginning to have symptoms of the disease. Most estimates of the incubation period for COVID-19 range from 1-14 days, most commonly around five days. These estimates will be updated as more data become available.

Can humans become infected with the COVID-19 from an animal source?

Coronaviruses are a large family of viruses that are common in animals. Occasionally, people get infected with these viruses which

may then spread to other people. For example, SARS-CoV was associated with civet cats and MERS-CoV is transmitted by dromedary camels. Possible animal sources of COVID-19 have not yet been confirmed.

To protect yourself, such as when visiting live animal markets, avoid direct contact with animals and surfaces in contact with animals. Ensure good food safety practices at all times. Handle raw meat, milk or animal organs with care to avoid contamination of uncooked foods and avoid consuming raw or undercooked animal products.

Can I catch COVID-19 from my pet?

While there has been one instance of a dog being infected in Hong Kong, to date, there is no evidence that a dog, cat or any pet can transmit COVID-19. COVID-19 is mainly spread through droplets produced when an infected person coughs, sneezes, or speaks. To protect yourself, clean your hands frequently and thoroughly.

We continue to monitor the latest research on this and other COVID-19 topics and will update as new findings are available.

How long does the virus survive on surfaces?

It is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other corona viruses. Studies suggest that corona viruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment).

If you think a surface may be infected, clean it with simple disinfectant to kill the virus and protect yourself and others. Clean your hands with

an alcohol-based hand rub or wash them with soap and water. Avoid touching your eyes, mouth, or nose.

Is it safe to receive a package from any area where COVID-19 has been reported?

Yes. The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also low.

Is there anything I should not do?

The following measures **ARE NOT** effective against COVID-2019 and can be harmful:

- Smoking
- Wearing multiple masks
- Taking antibiotics (See question 10 "*Are there any medicines of therapies that can prevent or cure COVID-19?*")

In any case, if you have fever, cough and difficulty breathing seek medical care early to reduce the risk of developing a more severe infection and be sure to share your recent travel history with your health care provider.

Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
(EMR Division)

Guidelines for home quarantine

Scope

Detection of a travel related/unrelated suspect case of novel Coronavirus Disease (COVID-19) will be followed by rapid isolation of such cases in designated health facilities and line listing of all contacts of such cases. Home quarantine is applicable to all such contacts of a suspect or confirmed case of COVID-19.

This intervention will be limited to the initial phase of India reporting only (i) travel related cases and (ii) focal clusters arising from a travel related/unrelated case where cluster containment strategy is adopted (iii) Persons coming from COVID-19 affected areas where local and community transmission is evident.

Definition of contact

A contact is defined as a healthy person that has been in such association with an infected person or a contaminated environment as to have exposed and is therefore at a higher risk of developing disease.

A contact in the context of COVID-19 is:

- A person living in the same household as a COVID-19 case;
- A person having had direct physical contact with a COVID-19 case or his/her infectious secretions without recommended personal protective equipment (PPE) or with a possible breach of PPE
- A person who was in a closed environment or had face to face contact with a COVID-19 case at a distance of within 1 metre including air travel;

The epidemiological link may have occurred within a 14-day period before the onset of illness in the case under consideration.

Instructions for contacts being home quarantined

The home quarantined person should:

Stay in a well-ventilated single-room preferably with an attached/separate toilet. If another family member needs to stay in the same room, it's advisable to maintain a distance of at least 1 meter between the two.

- Needs to stay away from elderly people, pregnant women, children and persons with co-morbidities within the household.

- Restrict his/her movement within the house.
- Under no circumstances attend any social/religious gathering e.g. wedding, condolences, etc.

He should also follow the under mentioned public health measures at all times:

- Wash hand as often thoroughly with soap and water or with alcohol-based hand sanitizer
- Avoid sharing household items e.g. dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people at home.
- Wear a surgical mask at all the time. The mask should be changed every 6-8 hours and disposed off. Disposable masks are never to be reused.
- Masks used by patients / care givers/ close contacts during home care should be disinfected using ordinary bleach solution (5%) or sodium hypochlorite solution (1%) and then disposed of either by burning or deep burial.
- Used mask should be considered as potentially infected.
- If symptoms appear (cough/fever/difficulty in breathing), he/she should immediately inform the nearest health centre or call 011-23978046.

Instructions for the family members of persons being home quarantined

- Only an assigned family member should be tasked with taking care of the such person
- Avoid shaking the soiled linen or direct contact with skin
- Use disposable gloves when cleaning the surfaces or handling soiled linen
- Wash hands after removing gloves
- Visitors should not be allowed
- In case the person being quarantined becomes symptomatic, all his close contacts will be home quarantined (for 14 days) and followed up for an additional 14days or till the report of such case turns out negative on lab testing

Environmental sanitation

- a) Clean and disinfect frequently touched surfaces in the quarantined person's room (e.g. bed frames, tables etc.) daily with 1% Sodium Hypochlorite Solution.
- b) Clean and disinfect toilet surfaces daily with regular household bleach solution/phenolic disinfectants
- c) Clean the clothes and other linen used by the person separately using common household detergent and dry.

Duration of home quarantine

- a) The home quarantine period is for 14 days from contact with a confirmed case or earlier if a suspect case (of whom the index person is a contact) turns out negative on laboratory testing