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OFFICE MEMORANDUM HOCKEY INDIA

**As on 08 May 2020*



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Minimum Recommended Preventive Measures to be taken to contain the spread of COVID-19 at Hockey India Office by its Staff.

Preamble

This advisory is in respect to as much as possible containing the spread of COVID-19 in a working environment of the Hockey India Office with acceptable medical risk and all the recommendations are based on the premise of the following principles

- **Principle of Precaution:** Everyone must take the responsibility of own personal protection.
- **Principle of Solidarity:** Everyone is Responsible and can protect themselves, family and colleagues.

Accordingly, precautionary measures are required to be taken by all the employees of Hockey India. In this regard, it has been decided that the following preventive measures are to be taken:

1. Before leaving from home

With reference to the directive issued by the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India dated 29.04.2020 the following directions may strictly be followed to improve the safety of all officials:

(I) All the staff members should download 'Aarogyasetu' App on their mobile phones immediately.

(II) Before starting for office, they must review their status on 'Aarogyasetu' and commute only when the app shows 'safe' or 'low risk' status.

(III) The staff members are advised that in case the App shows a message that he/she has a 'moderate' or 'high risk' calculated on the basis of Bluetooth proximity (“recent contact with infected person”), he/she should not come to office and self isolate for 14 days or till the status become 'safe' or 'low risk'.





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2. Traveling to the office

(I) While traveling on motorbike only single staff member is allowed.

(II) If traveling by car maximum two staff members are allowed. One is on the driver seat and another on the back seat.

(III) Staff Member traveling by public transport are required to follow the necessary preventive instructions issued by the Government for travel in Metro / public transport which mainly includes social distancing, wearing of mask & gloves.

3. On arrival at the office

(I) Before entering the office the temperature of each staff members is be taken with thermal scanning gun.

- If temperature is normal, staff member would proceed to his/her working place
- If temperature is high then staff member should return home and self isolate until they are permitted to return to the office



(II) Before entering the office, staff must ensure that they use the hand sanitizer at the entrance of the work place.

(III) Mask remains on while entering workspace and thereafter throughout during stay in work place.

(IV) Staff are required to make sure workplace is clean and hygienic.

(V) Surfaces (e.g. desks and tables) and objects (e.g. telephone, keyboard, and mouse) need to be wiped with disinfectant regularly.



(VI) For regular use Hand Sanitizer is placed on the entrance of the office and also on working desks inside the office.

(VII) Air conditioners should not be operated below the temperature of 26 degree and work place should be well ventilated to keep the humidity level below 50%.





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4. Seating at office

(I) Maximum of only two staff members are allowed to sit in a single row to maintain a distance of at least 2 meters between them.

(II) If required, some of the staff members can be shifted to first floor to ensure proper physical distancing norms.



5. Lunch at office

(I) Cafeteria is to be used for having lunch/food.

(II) Staff Member has to use separate dining table for each individual in cafeteria.

(III) Staff members to have different set of timings to have lunch, not all will have together.

(IV) After having food, all are individually responsible to keep their used plates/glasses in the washbasin and waste to be discarded in the closed dustbins.

(V) Office to ensure that cafeteria is cleaned after each round of lunch.

6. Meeting in office

(I) No meetings are to be conducted in office until & unless it is very necessary.

(II) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.

(III) Communication can be done through intercom and restrict to visit staff member on his / her desk.



7. Visitors in office

(I) Visitors are not allowed inside the office.

(II) Delivery and receipt of courier/dak/letter are restricted at reception of the office only.



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8. Servicing refreshments in the office

- (I) Staff members are to bring their own drinking water bottles & to fill it up themselves.
- (II) Staff members to prepare tea / coffee individually in a staggered manner in their respective cups/mugs or to use disposable cups which have to be discarded themselves.
- (III) Guests to be served Tea / coffee in disposable cups which have to be discarded themselves.
- (IV) Biscuits to be served to guests in small individual packets.
- (V) Guests to be served the 250 ml of water bottles which they have to discard themselves after consumption.

9. Cleaning and sanitization of work place and washroom

- (I) Before the staff resume in the office, the premises to be thoroughly cleaned and sanitized (both inside and outside).
- (II) Laminated hygiene and reminder posters to be installed at the appropriate locations in the office.
- (III) Thorough cleaning of work place including doorknobs, handles etc. using strong disinfectant at least twice a day.
- (IV) Wash rooms to be maintained with good hygiene, particularly the frequently touched surfaces.
- (V) Ensure regular supply of napkin, hand wash, soap and running water in the washrooms.
- (VI) Tissues, if used to be discarded themselves.



10. Usages of washrooms

- (I) Proper use of flush before and after use of washroom.
- (II) Regular use of napkin, hand wash, soap.
- (III) Each person to ensure that they wash hands completely as per guidelines.
- (IV) Tissues, if used to be discarded themselves.

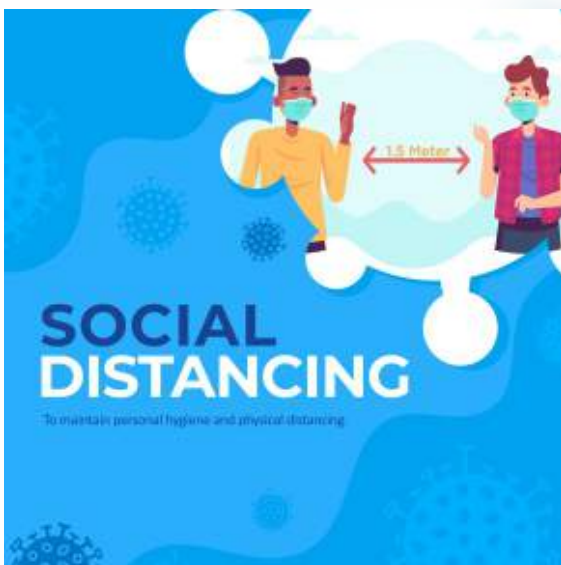
11. Leaving from office

- (I) Employees to ensure all belongings (e.g. files, papers) are required to be kept properly in their respective places.
- (II) Desk should be cleared before leaving from office.
- (III) Employees are required to use a facemask during travelling.



12. General Do's

- To maintain personal hygiene and physical distancing
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing
- To throw used tissues into closed bins immediately after use
- To maintain a safe distance from Co-employee/visitors during interaction, especially with those having flu-like symptoms
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose
- For any fever/flu-like signs/symptoms, please call State helpline number. or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046





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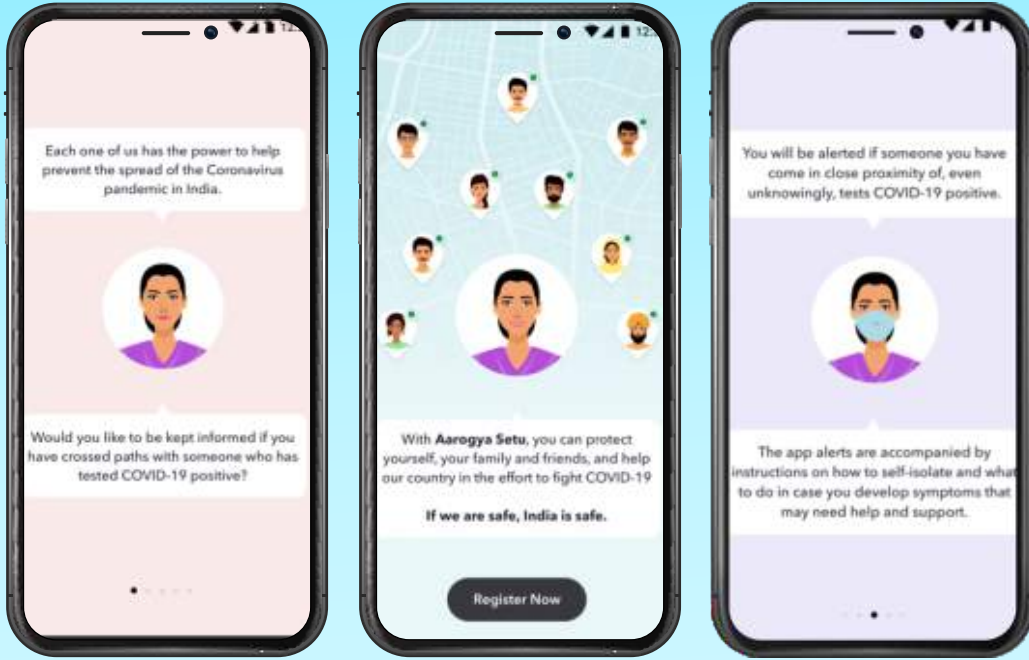
13. General Don'ts

- Shake hands
- Have a close contact with anyone, if you're experiencing cough and fever
- Touch your eyes, nose and mouth
- Sneeze or cough into palms of your hands
- Spit in Public
- Travel unnecessarily, particularly to any affected region
- Participate in large gatherings, including sitting in groups at cafeteria
- Visit gyms, clubs and crowded places etc





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Prevention is always better than cure

1. How to wash hands

While we have generally learned to wash our hands, the Corona epidemic has placed intense importance on the act of washing hands. WHO has defined the approved method of washing hands.

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

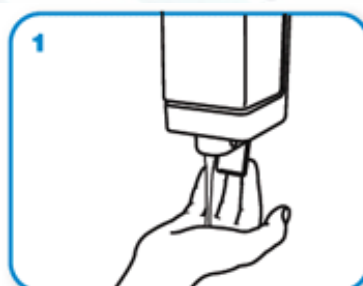
Key Times to Wash Hands

You can help yourself and your co-workers stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

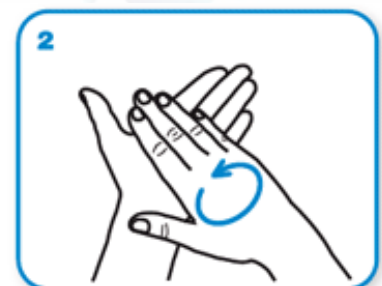
- After reaching the workplace, and before touching the workstation. Repeat every hour.
- After touching any outside items like couriers received, post etc.
- After touching printers, shredders, or any other commonly used items.
- Before and after eating food
- After using the toilet
- After blowing your nose, coughing, or sneezing



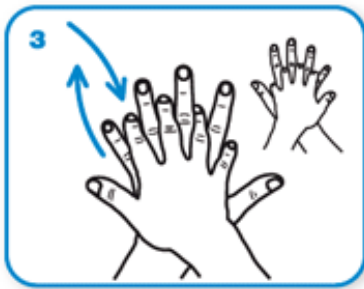
Wet hands with water



apply enough soap to cover all hand surfaces.



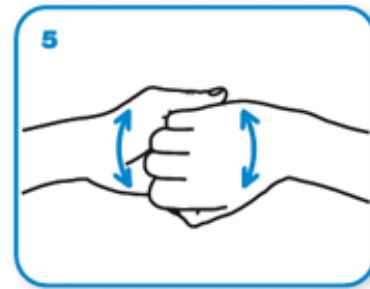
Rub hands palm to palm



3
right palm over left dorsum
with interlaced fingers
and vice versa



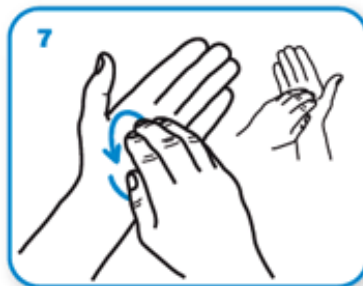
4
palm to palm with fingers
interlaced



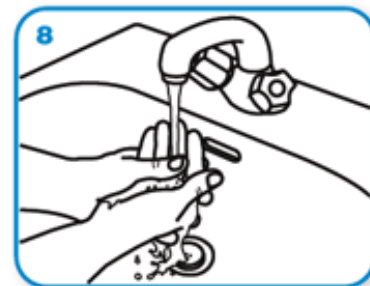
5
backs of fingers to opposing
palms with fingers interlocked



6
rotational rubbing of left thumb
clasped in right palm
and vice versa



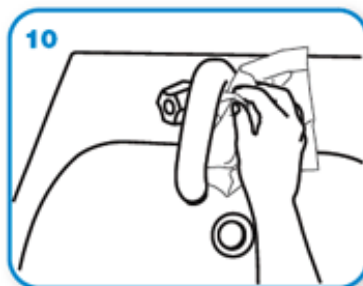
7
rotational rubbing, backwards
and forwards with clasped
fingers of right hand in left
palm and vice versa.



8
Rinse hands with water



9
dry thoroughly with a single
use towel



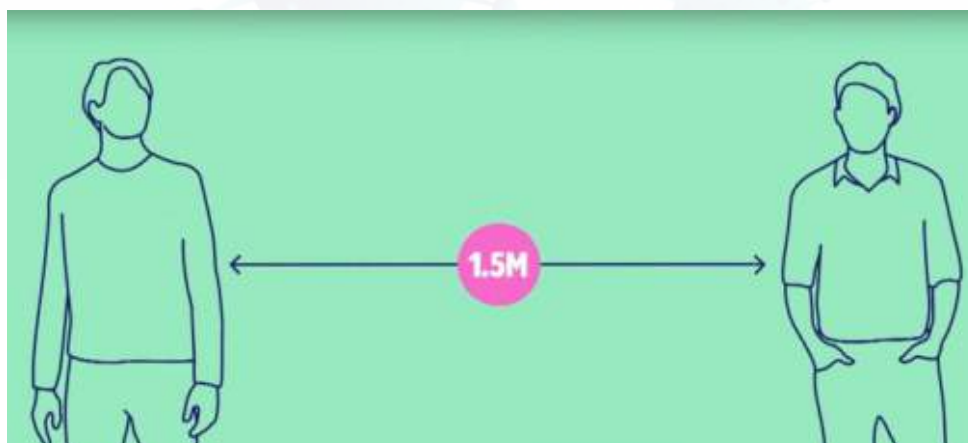
10
use towel to turn off faucet



11
...and your hands are safe.

2. Social Distancing

It would be legally required to keep social distance. Social distancing means keeping a gap of approximately 1.5 meters from others.





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3. How to wear a mask

Wearing a good quality mask is already compulsory in public spaces. It would also be mandated in many work environments.

However, wearing a mask incorrectly provides little or no protection and can actually be a hazard.

HOW TO WEAR A MASK?

Use surgical masks instead of N95 masks.



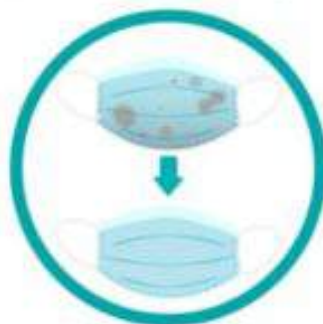
It should **COVER YOUR MOUTH, NOSE AND CHIN**, with the coloured side facing outwards.



PINCH THE METAL EDGE OF THE MASK so that it presses gently on your nose bridge.



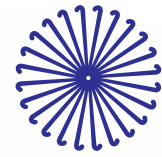
Remove a used mask **HOLDING ONLY THE EAR LOOPS.**



To be effective, **CHANGE YOUR MASKS REGULARLY OR IF SOILED OR WET.**



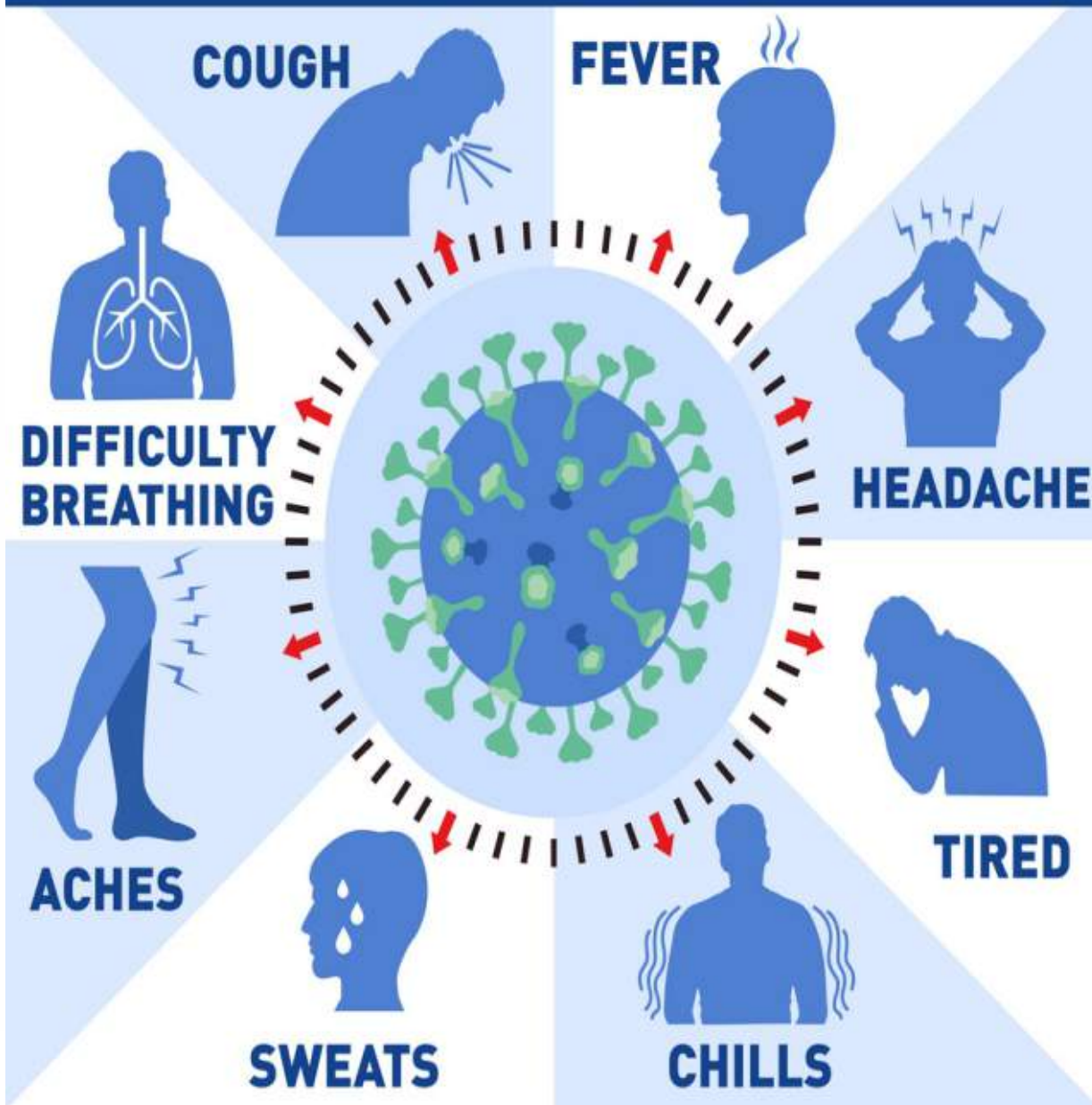
WASH YOUR HANDS WITH SOAP AND WATER after disposing the soiled mask properly into a bin.



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4. Symptoms of Corona Virus

SYMPTOMS OF CORONAVIRUS 2019-nCoV (coronavirus)





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5. How to dispose of a mask

While wearing a mask is essential – correct disposal is critical. Disposing of a mask incorrectly could result in the infection being spread.

HOW TO DISPOSE YOUR MASK CORRECTLY



WASH YOUR
HANDS.



TAKE OFF
YOUR MASK.



FOLD YOUR USED
MASK INTO HALF
(SO YOUR GERMS/DROPLETS
ARE CONTAINED INSIDE)



...THEN ANOTHER
HALF...



...AND HALF...
UNTIL IT IS
LIKE A ROLL.



YOU CAN EVEN WRAP
IT WITH THE EAR
LOOPS.



WRAP IT WITH A
TISSUE PAPER
BEFORE YOU THROW...



...SO THE GERMS WILL NOT
BE EXPOSED TO THE AIR
AND INFECT OTHERS.

How to stay informed:

WHO Links:

- Find the latest information from WHO on where COVID-19 is spreading:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>
- Advice and guidance from WHO on COVID-19
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- WHO information network for epidemics
<https://www.epi-win.com>

GOI Links:

- Find the latest information from Ministry of Health and Family Welfare, GOI on COVID-19
<https://www.mohfw.gov.in>
- Find the latest information from GOI on COVID-19
<https://www.mygov.in/covid-19/?target=webview&type=campaign&nid=0>
- Link to download the AarogyaSetu Mobile App
<https://www.mygov.in/aarogya-setu-app/>

This document is issued as at 8 May 2020 and staff are requested to regularly review the various guidelines issues by the Government of India and State Governments.



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