



**HP STATE DISASTER MANAGEMENT AUTHORITY
STATE EMERGENCY OPERATION CENTER**

Toll Free No. 1070; Email ID: sdma-hp@nic.in

**STANDARD OPERATING PROCEDURES FOR ALL STAFF DEPLOYED IN EOCs/HELPLINES FOR
COVID-19 PANDEMIC INFORMATION MANAGEMENT FOR SAFETY**

A. Duties of DMC

- i. Periodically disinfection of SEOC and CM Helpline Hall, vehicles and other active working areas (At least once in every 3 days)
- ii. Provision of sanitizers for work places including making available them and entry/exit points (Wall mounted type)
- iii. Provision of masks to the staff
- iv. Disinfection of door knobs, handles of all workplaces (At least 2-3 times a day)
- v. Display of Do's and Don'ts at SEOC and office space

B. Personal Hygiene by Staff

- i. The staff will regularly wash their hands (3-4 times during the duty)
- ii. Will regularly sanitize their hands

C. Protective Measure by Staff

- i. Disinfecting workstation – telephone, key board, table space, etc. and “high touch surfaces” and mobile phones at regular intervals during the day.
- ii. Social distancing – keeping a distance of at least one meter from each other
- iii. Always wearing mask in works place
- iv. Notify officer-in-charge if one develops cold, cough or fever

D. Education and Awareness about COVID-19

- i. Knowing Do's and Don'ts about COVID 19 (Copy enclosed)
- ii. Reducing crowding

E. Safety at Home

- i. Cleaning yourself or taking shower
- ii. Keeping clothes and shoes for few hours at some isolated location at home
- iii. Disinfect your belongs regularly
- iv. Stay at home and self-isolate from others in the household if you feel unwell

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DC Rana
State Nodal Officer
COVID-19 Control Room
09.4.20

1. Copy to all for information and necessary action.
2. Copy to All DEOCs for similar necessary action.



Ministry of Health & Family Welfare
Government of India



Help us to
help you



NOVEL CORONAVIRUS (COVID-19)

Protect yourself and others! Follow these Do's and Don'ts

Do's



Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean



Cover your nose and mouth with handkerchief/tissue while sneezing and coughing



Throw used tissues into closed bins immediately after use



See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose



If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046



Avoid participating in large gatherings



Have a close contact with anyone, if you're experiencing cough and fever



Touch your eyes, nose and mouth



Don'ts

Spit in public

Together we can fight Coronavirus

For further information :

Call at Ministry of Health, Govt. of India's 24X7 control room number
+91-11-2397 8046

Email at ncov2019@gmail.com



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