



**C.S DIRECTIVE
MOST IMPORTANT
COVID-19 MATTER**

No. SO (C-IV)/SGA&CD/3-1/20

GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION &
COORDINATION DEPARTMENT

Karachi dated the 3rd June, 2020.

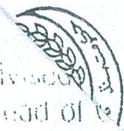
To,

1. The Chairman P&D Board, P&D Department, Government of Sindh, Karachi.
2. The Senior Member, Board of Revenue, Sindh, Karachi
3. The Additional Chief Secretary (all) to Government of Sindh.
4. The Principal Secretary to Governor Sindh, Governor's Secretariat, Karachi
5. The Principal Secretary to Chief Minister Sindh, Chief Minister's Secretariat, Karachi
6. The Administrative Secretaries (all) to Government of Sindh
(including all Members Board of Revenue Sindh).
7. The Chairman, Enquires & Anti-Corruption Establishment, SGA&CD, Karachi
8. The Chairman, Chief Minister's Inspection, Enquires & Implementation Team, Karachi
9. The Chairman, Sindh Public Service Commission, Hyderabad
10. The Chairman, Sindh Revenue Board, Karachi
11. The Secretary, Provincial Assembly Secretariat, Karachi.
12. The Secretary to Provincial Ombudsman Sindh, Karachi
13. The Commissioners (all) in Sindh.
14. The Deputy Commissioners (all) in Sindh.

Subject: **ADVISORY FOR GOVERNMENT DEPARTMENTS / ATTACHED DEPARTMENTS /
SUB-ORDINATE OFFICES / AUTONOMOUS BODIES REGARDING COVID-19
(CORONA VIRUS).**

I am directed to convey that it has been decided that in view of recent wave of pandemic of COVID-19 (Corona Virus); following instructions are required to be adhered to, while maintaining office routine and protocols:-

- a) Nobody shall be allowed to enter, **WITHOUT WEARING FACE MASK**, into the premises of all departments/attached departments/subordinate offices/autonomous bodies under the Government of Sindh.
- b) Social distancing of at least 3 feet should be maintained by all the officers/officials, at all times in every workplace.
- c) General Administration shall ensure effective disinfection of all the offices thrice in a week, especially of surface of installations, chairs, tables and doors.
- d) General Administration shall ensure that all staff is provided with face masks to wear.
- e) General Administration shall ensure that the thermal guns are provided at the entrance of department/office for screening of body temperature of officers/officials.
- f) No person having fever, flu, cough, shortness of breath and body pain shall be allowed to enter into the premises of department/office.
- g) It shall be ensured that there is no crowding / gatherings strictly at any place.
- h) Messages / posters / signs of social distancing shall be displayed at every workplace.
- i) All persons including staff with cough, flu, body ache or shortness of breath and elderly people of 50 years & above with co-morbidities like diabetes, hypertension, kidney diseases, allergic, asthmatic and immune-compromised state shall be advised to remain at home and perform function from their home (where applicable/feasible).
- j) All staff of essential services and designated/notified offices from time to time remains on duty or on call during the span of pandemic COVID-19.



ORDER
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- k) All employees with travel history abroad within last one month are advised self-quarantine at home and further social distancing to prevent the spread of COVID-19.
- l) All persons at office must perform hand hygiene frequently with soap and water or hand sanitizer. Hand Sanitizers should be installed within office premises with proper disposal on daily basis.
- m) All departments / offices shall be declared NO SMOKING ZONE and all employees be advised for no smoking.
- n) Public shall not be allowed to visit departments/offices during COVID-19 emergency. Online Complaint Portal for registering complaints shall be widely publicized for facilitation of the general public.
- o) 1/3rd of the total staff shall be allowed to attend departments/offices on rotation basis by ensuring all security/safety protocols including social distancing, infection prevention and disinfection. All the employees shall be screened for COVID-19 symptoms before calling for duty. Other staff shall be assigned home based work through telecommunication channels/means.
- p) Every department / office shall install a health desk at the entry point to instill health education, screening and awareness regarding COVID-19.
- q) The cleanliness of toilets at all workplaces shall be ensured through disinfecting liquid. General Administration shall ensure to deploy sufficient number of janitorial staff for the purpose.
- r) All symptomatic and suspected employees must be screened and tested for COVID-19 immediately. The administrative head of the departments/offices shall ensure this aspect personally by emailing the list of such employees at sindh.covid19@gmail.com after specifying their names, designations, age and contact numbers.
- s) Educational/training institutes shall remain closed by 30th June, 2020 or till next order of the Government.

2. Any officer / official / individual found violating any instructions contained in this SOP shall be liable for action in accordance with applicable law and rules accordingly.

3. Keeping in view the sensitivity of the matter, I am directed to request you again to ensure maximum adherence of aforementioned policy instructions, in letter and spirit, to restrain the spread of COVID-19.

(Handwritten Signature)

(ALI AHMED BIJARANI)
SECTION OFFICER (C-IV)

C.C. to:-

- Deputy Secretary (Staff) to Chief Secretary, Sindh.
- PS to Chief Secretary Sindh, Karachi.
- PS to Secretary (I&C), SGA&CD, Karachi.
- Master file.