CIRCULAR

Sub:- Preventive Measures and Advisory for COVID-19 (Novel Coronavirus) Disease and Deputing Nodal Officers.

We are aware that the COVID-19 (Novel Coronavirus) is reported from China & other countries and there are a few travel related positive cases in India. Preventive measures are important to stop the spread of this disease.

In continuation to Circular No. DE.23(386)/Sch.Br./2019/227 dated 20.02.2020, all the Heads of Govt., Govt. Aided & Unaided Recognized Schools under DoE are, once again, directed to ensure the following:

- Sensitize the students and staff members for creating awareness about preventive interventions such as frequent hand wash, respiratory etiquettes (using handkerchief over mouth while coughing/sneezing, use of tissue paper or using the sleeve of shirt covering upper arm, staying away from school when sick, avoiding public gathering etc.) will help in preventing / reducing transmission of not only this disease, but also large number of other communicable diseases, notably flu like illnesses.

- Display relevant Information, Education and Communication (IEC) material and Do's and Don'ts at the notice boards and other prominent places (Do's and Don'ts in English and Hindi are enclosed).

- Not to hold school assembly.

- Nominate one Nodal Officer at School level for the implementation of Govt's decisions with respect to COVID-19.
Withhold the biometric attendance in all Delhi Govt. Schools and Offices till further order.

Further, Nodal Officer is also to be deputed at Zonal, District and Headquarters level for implementation of Govt’s decisions with respect to COVID-19.

A detailed list of all such Nodal Officers (with contact details) is to be maintained at each level.

Encl: As above.

Addl. DE (School)

DE.23 (386)/Sch.Br./2019-20/292

Heads of all concerned Govt., Govt. Aided and Unaided Recognised Schools under Directorate of Education, GNCTD.

Copy for information with a request to take necessary action please:-

1. Secretary to Hon’ble Dy. CM / Minister of Education.
2. PA to Secretary (Education).
3. PA to Director (Education).
4. All RDEs, DDEs (District/Zone) to ensure immediate and urgent compliance.
5. System Analyst (MIS) for uploading on MIS.

DDE (School)
SCHOOL ADVISORY

• Schools are advised to avoid any large gathering of students during the course of the day in the school.

• Any student/staff with travel history to any COVID-19 affected country or in contact with such persons in last 28 days, should be monitored and home quarantined for 14 days.

• Class teachers should be alert to any child with signs and symptoms i.e. fever, cough and difficulty in breathing, and should immediately inform the parents to have the child tested.

• Ask parents not to send child back to school till advised so by the treating doctor.

• Teachers, school staff and students should also be advised about simple public health measures of hand and respiratory hygiene.
  Hand hygiene: Wash hands frequently and thoroughly with soap & water or use alcohol based hand sanitizer, even when hands are visibly clean.
  Respiratory hygiene:
  1. Everyone should cover their mouth with a tissue/handkerchief (or their sleeve if there are no tissues available) when they cough or sneeze and wash their hands afterwards.
  2. Do not touch your eyes, nose and mouth.
  3. Everyone should throw away used tissues in a bin and wash their hands after contact with coughing/sneezing.

• Frequently touched surfaces - door knobs, switches, desk tops, hand railings etc. should be disinfected.

• Provide alcohol based hand cleaners/sanitizers in frequented spots of the school.

• Ensure availability of soap and water in rest rooms at all times.

• Foot operated pedal bins lined with plastic bag should be provided in each classroom & rest room.

• In hostels, health status of students as well as the other ancillary staff, should be monitored on regular basis. In case there are suspected cases, the authorized local medical authority should be called for examination.

• Anybody with signs & symptoms (cough, fever or difficulty in breathing) should call State/UT helpline number or Ministry of Health & Family Welfare’s 24X7 helpline at 011-23978046 or visit public health facility with a mask or mouth covered.

For further information
Call at Ministry of Health, Govt. of India’s 24X7 control room number +91-11-2397 8046
Email at ncv2019@gmail.com
Novel Coronavirus (2019-nCoV)-General Advisory for Public

The 2019 novel coronavirus (2019-nCoV), Wuhan coronavirus, is a contagious virus that causes respiratory infection and can easily transfer from human to human.

**Symptom**
- Fever
- Difficulty in Breathing
- Coughing
- Tightness of Chest
- Running Nose
- Head Ache
- Feeling of being Unwell
- Pneumonia
- Kidney Failure

**Incubation Period:** 14 days asymptomatic

**Mode of transmission**
Human Coronavirus (2019-nCoV) is most commonly spread from an infected person to other through:
- The air by coughing and sneezing
- Close personal contact, such as touching or shaking hand
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

**How to reduce risk of Coronavirus infection (2019-nCoV)**
- Clean hands with soap and water or alcohol based hand rub for, at least, 20 seconds.
- Cover nose and mouth when coughing & sneezing with tissue or flexed elbow
- Avoid close contact with anyone with cold or flu like symptoms
- Avoid frozen meet
- Isolation of symptomatic patients for at least 14 days.

**DO's and DON'T's**

<table>
<thead>
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<td>• Frequently wash your hands with soap and water for, at least, 20 seconds.</td>
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<td>• Avoid crowded places.</td>
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<td>• Person suffering from Influenza like illness must be confined at home.</td>
<td>• Taking medicines without consulting doctor.</td>
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<td>• Stay at more than one arm's length distance from persons sick with flu.</td>
<td>• Excessive physical exercise.</td>
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<td>• Take adequate sleep and rest.</td>
<td>• Disposal of used napkin or tissue paper in open areas.</td>
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<td>• Drink plenty of water/liquids and eat nutritious food.</td>
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<td></td>
<td>• Unnecessary testing.</td>
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24*7 Control Room has been established at DGHS (HQ), may be contacted for any query related to nCoV-2020
Ph: 011-22307145, 22300012, 22300036

Steps for Hand washing

0. Wet hands with water;

1. Apply enough soap to cover all hand surfaces;

2. 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 hands thoroughly with a single use towel;

10. Use towel to turn off faucet;

11. Your hands are now safe.
**कोरोना वायरस**

कोरोना वायरस एक तरह का संक्रमित वायरस है। यह वायरस एक व्यक्ति से दूसरे व्यक्ति में संक्रमण के जरिए फैलता है। इस वायरस के लक्षण निम्नलिखित की तरह है।

**कोरोना वायरस के लक्षण :-**

- सिर दर्द।
- साँस लेने में तकलीफ।
- दीवार।
- खांसी।
- बुखार।
- किनारी फेल।

**कोरोना वायरस से बचाव :-**

- अपने हाथ साफ़ और पानी या अल्कोहल युक्त हैंडरब से कम से कम 20 सेकंड तक साफ़ करे।
- खांसते और दीवार व अपनी नाक और मुंह की रुंगल या टिस्यू या गुड़ी हुई कोहनी से ढक।
- जिन्हें सदीय एवं व्यूज जैसे लक्षण हों तो उनके साथ करीबी संपर्क बनाने से बचें।

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<td>इलेमेंट किए हुए नेपरिक, टिस्यू पेपर इल्यादि खुले में फेंकना।</td>
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<td>प्पू से संक्रमण का संदेह होने तो चिकित्सक से तुरंत सलाह अवश्य लें।</td>
<td>अनावश्यक एक 1 एन 1 की जांच करवाना।</td>
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सम्बन्धित जानकारी के लिए 24x7 कंट्रोल रूम के निम्नलिखित नम्बरों पर संपर्क करें -

22307145, 22300012, 22300036
GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054

No. DE.23 (68)/Sch.Br./2019-20/293
Dated: 05.03.2020

CIRCULAR

Sub: Closure of Schools upto Primary Classes as a Precautionary Measure.

We are aware that the COVID-19 (Novel Coronavirus) is reported from China & other countries and there are a few travel related positive cases in Delhi also. Preventive measures are important to stop the spread of this disease. There is no need to panic.

Elaborate guidelines have already been issued in this regard vide Circular No. DE.23(386)/Sch.Br./2019/227 dated 20.02.2020 and No. DE.23(386)/Sch.Br./2019/292/ dated 05.03.2020. However, the students of Nursery and Primary classes are too young to understand the risks associated with COVID-19. Thus, they are more prone to infectious diseases and mingle around with their classfellows more often. It will be good that, they must be trained in the do's and don'ts of prevention from COVID-19 under the care and supervision of their parents at their home.

Therefore, in the interest of the health and safety of students of Primary Classes, as a precautionary measure, all the Government, Government Aided, Private Recognised (Unaided) Schools of Directorate of Education and those run by local bodies (MCDs, NDMC & Delhi Cantonment Board) will remain closed with immediate effect for students up to Primary Classes till 31st March 2020.

However, students of Classes other than Primary shall continue to come to schools / examination centres for writing their examinations as per schedule. Also, all staff members of the school (teaching and non-teaching) shall attend the School as usual.

This issues with approval of Competent Authority.

DDE (School)

DE.23 (08)/Sch.Br./2019-20/293
Dated: 05.03.2020

Heads of All Govt/Aided/Recognised Private Schools (including those of local bodies) of Delhi through DEL-E.

Copy to:-
1. OSD to Hon’ble Dy. CM / MoE.
2. PS to Secretary (Education).
3. PA to Director (Education).
4. All Director (Education) of MCDs, NDMC and CEO, DCB.
5. All RDEs and DDEs (District/Zone) to ensure compliance.
6. System Analyst (MIS) for uploading on MIS.
7. Guard File.

DDE (School)
CIRCULAR

Sub:- Regarding Preventive measures and Advisory for Novel Coronavirus Disease.

We are aware that the Novel Coronavirus is reported from China & 24 other countries and there are a few positive travel related cases in India also. Though much is not known about the disease dynamics, it is evident that there is human to human transmission. As of now, there is no drug or vaccine available to manage this disease. Hence preventive measures become crucial to stop spread of this disease.

Therefore, all the Heads of Govt., Govt. Aided & Unaided Recognized schools under DoE are directed to sensitize the students and staff members during the morning assembly for creating awareness about preventive interventions such as frequent handwash, respiratory etiquettes (using handkerchief over mouth while coughing/sneezing, use of tissue paper or using the sleeve of shirt covering upper arm, staying away from school when sick, avoiding public gathering etc.) will help in preventing/reducing transmission of not only this disease, but also large number of other communicable diseases, notably flu like illnesses.

In this regard, the D.O. letter No.Secy(HFW)/IMP/Cornavirus/2020 dated 05.02.2020 of Secretary, Department of Health and Family Welfare, Ministry of Health and Family Welfare, Government of India and advisory received from Directorate General of Health Services, Govt. of NCT of Delhi are enclosed for imparting valuable information contained therein.

This issues with approval of the Competent Authority.

Encls: As above

DDE (SCHOOL)

All Heads of Govt., Govt. Aided & Unaided Recognized Schools under Directorate of Education through DEL-E

Copy to:-
1. PA to Secretary (Education).
2. PA to Director (Education).
3. All RDEs/DDEs (District/Zone) to ensure compliance.
4. System Analyst (MIS) for uploading on the website.
5. Guard file.

OSD (SCHOOL)
Dear [Name],

You may be aware of the Novel Coronavirus reported from China and 24 other countries, 3 travel related case in India. Though much is not known about the disease dynamics, it is evident that there is human to human transmission. As of now, there is no drug or vaccine available to manage this disease. Hence preventive measures become crucial to stop spread of this disease.

Creating awareness among university/college students about preventive interventions such as frequent hand wash, respiratory etiquettes (using handkerchief over mouth while coughing/ sneezing, use of tissue paper or using the sleeve of shirt covering upper arm, staying away from college when sick, avoiding public gatherings etc) will help in preventing/ reducing transmission of not only this disease, but also large number of other communicable diseases, notably flu like illnesses. Further, such informed youth can be agents of change for their family, community and beyond.

In view of the above, you are requested to take up with State Education Departments, central universities and other autonomous teaching institutions under your ministry to sensitize their students these simple public health measures that will go a long way in preventing spread of Novel Coronavirus disease. An information pamphlet is enclosed which would come handy for the teachers to sensitize the students.

Yours sincerely,

(Preeti Sudan)

Shri Amit Khare
Secretary
Department of Higher Education
Ministry of Human Resource Development,
Shastri Bhawan, New Delhi

Copy to: Chief Secretaries of all States/UTs for similar action.
Reduce the risk of Coronavirus infection by these important precautions

1. Remember to wash hands with soap frequently

4. After using toilet
Stay protected!

If you have returned from Wuhan, China after January 15, then get yourself tested for 2019-nCoV. To know about the centres for testing, call the Ministry of Health and Family Welfare Helpline.

If you develop fever, cough and difficulty in breathing within 28 days of return from China, immediately call the Ministry of Health and Family Welfare Helpline.

Stay safe from Coronavirus!

If you have returned from China in the last 15 days or have been in contact with any person affected by Coronavirus, then limit your contact with others and use a separate room for sleeping.

If you have cough, fever or difficulty in breathing, contact a doctor immediately.

Clean your hands before and after caring for sick person.

Before cooking, after cooking and before eating food.

If you have returned from Wuhan, China after January 15, then get yourself tested for 2019-nCoV. To know about the centres for testing, call the Ministry of Health and Family Welfare Helpline.

If you develop fever, cough and difficulty in breathing within 28 days of return from China, immediately call the Ministry of Health and Family Welfare Helpline.

If you have cough, fever or difficulty in breathing, contact a doctor immediately.
Noval Coronavirus (2019-nCoV)-General Advisory for Public

The 2019 novel coronavirus (2019-nCoV), Wuhan coronavirus, is a contagious virus that causes respiratory infection, can transfer from human to human.

Symptom

- Fever
- Difficulty in Breathing
- Coughing
- Tightness of Chest
- Running Nose
- Head Ache
- Feeling of being Unwell
- Pneumonia
- Kidney Failure

Incubation Period: 14 days asymptomatic

Mode of transmission

Human Coronavirus (2019-nCoV) most commonly spread from an infected person to other through:

- The air by coughing and sneezing
- Close personal contact, such as touching or shaking hand
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

How to reduce risk of Coronavirus infection (2019-nCoV)

- Clean hand with soap and water or alcohol based hand rub
- Cover nose and mouth when coughing & sneezing with tissue or flexed elbow
- Avoid close contact with anyone with cold or flu like symptoms
- Avoid frozen meet
- Isolation of symptomatic patients for at least 14 days.

DO’s and DON’T’s

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24*7 Control Room has been established at DGHS (HQ), may be contacted for any query related to nCoV-2020
Ph: 011-22307145, 22300012, 22300036
Steps for Hand washing

1. Wet hands with water;
2. Apply enough soap to cover all hand surfaces;
3. Rub hands palm to palm;
4. Wet hands with water;
5. Palm to palm with fingers interlaced;
6. Backs of fingers to opposing palms with fingers interlocked;
7. Right palm over left dorsum with interlaced fingers and vice versa;
8. Rinse hands with water;
9. Rotational rubbing of left thumb clasped in right palm and vice versa;
10. Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;
11. Use towel to turn off faucet;
12. Dry hands thoroughly with a single use towel;
13. Your hands are now safe.
कोरोना वायरस

कोरोना वायरस एक तरह का संक्रमित वायरस है। यह वायरस एक व्यक्ति से दूसरे व्यक्ति में संक्रमण के जरिए फैलता है। इस वायरस के लक्षण निम्नलिखित की तरह हैं।

कोरोना वायरस के लक्षण :-

• सिर दर्द।
• रासु होने में लक्जीफ।
• चीख।
• खासी।
• बुखार।
• किड्डी फेल।

कोरोना वायरस से बचाव :-

• अपने हाथ साबुन और पानी या अल्कोहल युक्त हैंडब्यूल से साफ करे।
• खांसते और छींकते वक्त अपनी नाक और मुंह को दिस्चुयू या मुह दुई कोहनी से ढके।
• जिन्हें सदीया या फलू जैसे लक्षण हो तो उनके साथ करीबी संपर्क बनाने से बचे।

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