

# Shillong Cantonment Board

Due to the prevailing pandemic situation of Covid-19 precautionary measures are required to be taken in the office for safety of the staff by adopting the following guidelines strictly as under:

1. To maintain personal hand hygiene and physical distancing of atleast 1 metre.
2. 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.
3. To cover your nose and mouth with cloth mask only. **Use of N95 mask with valve is prohibited.**
4. To cover your nose and mouth with cloth mask and maintain a safe distance from persons during interaction, especially with the public visiting the office.
5. Do not Shake hands or remove mask during interaction with any person.
6. Maintain physical distancing while sitting in groups during lunch break.
7. Public not wearing mask or mask not fully covering their mouth and nose will not be allowed entry into the office building.
8. All staff to get their body temperature checked and to note down their daily temperature in the attendance register against their own name. Staff that are showing high temperature in the scanner should not attend office with intimation to the undersigned.
9. Public visiting the office that are showing high temperature in the scanner will not be allowed inside the office.

  
D. Kyndiah, IDES  
Chief Executive Officer  
Cantonment Board Shillong

No. SHG/2/CORONA/2020/  
Dated 23<sup>rd</sup> July, 2020

Copy to:

1. All staff to note.
2. Notice Board
3. Website.