

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI – 110029**

No.F.79/COVID-19/2021-Estt. (H.)

Dated: 24.05.2025

MEMORANDUM

Subject:- Preventive measures be taken by the staff of the AIIMS for prevention of COVID-19 outbreak.

In view of the reported increase in the global cases of COVID-19 and in order to prevent a fresh outbreak of the disease, all hospital staff are hereby advised to follow COVID appropriate behavior as follows:

- (i) Must use reusable/cloth face cover/surgical mask in the work place.
- (ii) Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequent touched surfaces.
- (iii) Cover your nose and mouth with elbow/handkerchief/tissue while sneezing and coughing.
- (iv) Maintain personal hygiene and physical distancing.
- (v) Strict disinfection protocols should be followed in the building/room as per guidelines.
- (vi) Practice frequent hand washing with soap and water or use alcohol-based hand rub/sanitizers.
- (vii) Seating arrangement in sections/rooms may be made to ensure adequate distance between officials in the rooms.
- (viii) Gathering especially in canteens must be avoided.
- (ix) Gathering of 5 or more persons at any place in the office should be avoided.
- (x) Discourage, to the maximum extent, entry of visitors in the office complex. Only those visitors who have proper permission of the office, whom they want to meet, should be allowed after being properly screened.
- (xi) All officials are advised to take care of their own health and look out for symptoms such as fever, respiratory problem and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. Such employees should observe home-quarantine with the advice of the doctor and should get tested for COVID.
- (xii) All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions.

Contd...2/-

All employees are advised to strictly follow the above mentioned precautionary measures.

Sayu Kalew
24/5/20
MEDICAL SUPERINTENDENT

Distribution:

1. Chief(s) of all centres.
2. Head of all departments/units/sections/areas.
3. Medical Supdt. (Dr. RPC)/ Addl. M.S of all Centres.
4. Officer In-charge, of all Blocks.
5. All faculty of Hospital Administration & Hospital Officers.
6. C.A.O, F.A., S.E., C.S.O.
7. Officer In-charge EHS / CMO's, EHS
8. Sr. Stores Officers/Store Officers/ASO(s)- Main hospital/all centres.
9. Chief Nursing Officer.

C.C.:

1. Director/Dean(s)/Addl. Director (Admn.)/President's Office/Sr. FA/Dy. Secretary AIIMS- for kind information please.