

No.F.8(13)HR-I/2007-
Government of Pakistan
Finance Division
(HRM Wing)

Islamabad, the 17th March, 2020

Health Advisory


Subject: **PRECAUTIONARY MEASURES TO AVOID CORONA VIRUS (COVID-19)
IN FINANCE DIVISION**

In backdrop of the prevailing situation of Corona Virus (Covid-19) in the country and in continuation of this Division's earlier advisory issued on 28th February, 2020 following precautionary measures should be observed in the premises of Finance Division:-

- i. Handshakes and Physical Contact should be avoided.
- ii. Masks should be used by employees in case of having symptoms of Flu, Cough, and Fever etc to avoid spreading germs. They are being provided in the dispensary. If necessary, such employees may be given sometime off to regain health.
- iii. It is to be kept in mind that this is the Peak Pollen season in Islamabad and symptoms of Flu, Cough and Sneezing are common in the months of March and April. Therefore it is imperative to not get panicked and adopt precautionary measure to recover from such symptoms.
- iv. However, any person suffering from persistent Fever, Dry Cough or infection of throat, chest and respiratory system must seek medical treatment immediately for appropriate treatment without delay.
- v. Unnecessary meetings/gatherings may be avoided and consultations may be made on telephone where possible for official purposes.
- vi. Use of lifts may be kept to a bare minimum and stairs may be used for movement within the building.
- vii. Disinfectants are being sprayed on all places of physical contact like Door Knobs, Railings, Lift Buttons etc, however, it is strongly advised to avoid touching them wherever possible.

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- viii. Precautions may also be taken while using office equipment like Computer Keyboards, Fax-Machines, Telephones etc and gloves may be used by personnel using them.
- ix. It is strongly advised to regularly wash hands with liquid soap while avoiding the use of solid soap. Hand Sanitizers may be applied regularly on hands while at work which have been installed in all corridors and have been provided in every office of this Division already.
- x. It is advised to keep good personal hygiene both at workplace and home and avoid habits of spitting, sneezing and coughing in public spaces.
- xi. Drinking plenty of fluids and keeping sufficiently hydrated is very beneficial in keeping the immune system strong.
- xii. Going to public places with or without family may be avoided for the time being unless it is imminent/necessary to do so.
- xiii. It is very important for all to show collective social responsibility and good hygiene at this crucial juncture to keep ourselves and our loved ones safe from the hazards/illness of Corona Virus.


(DR. UMAR JAWAID)
Section Officer (HR-I)

All Officers/Officials of Finance Division.

→ Webmaster