



भारत सरकार,  
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग  
विकास आयुक्त का कार्यालय  
नौएडा विशेष आर्थिक क्षेत्र  
नौएडा दादरी रोड, फेस. 2, नौएडा .201305, जिला गौतम बुद्ध नगर  
Government of India, Min. of Commerce & Industry, Deptt. of Commerce,  
Office of the Development Commissioner  
NOIDA SPECIAL ECONOMIC ZONE  
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

F.No. A-23011/01/2020-Admn.

Dated: 13.04.2021

**Office Memorandum**

**Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) -reg.**

The undersigned is directed to say that recently, four employees working in this office have been tested positive for COVID-19 and few more are having symptoms of COVID-19 and their test reports are awaiting. In view of surge of COVID cases, all employees of this office are advised to follow following DO's and DON'ts to avoid contracting COVID-19 and its spread in the office:

**DO's**

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hand even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain safe distance from persons during interaction, especially with those having flu-like symptoms.
- To take their temperature regularly and check for respiratory symptoms. To see doctor if you feel unwell (Fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, contact Doctor immediately.
- Convene meetings through video conferencing.
- Avoid visitors and attend them through video conferencing only

**DON'ts**

- Attend office, if you are having fever/flu-like signs/ symptoms
- Have a close contact with anyone, if you're experiencing cough and fever.
- Shake hands.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hand (if unavoidable, in the inner side of elbow)
- Spit in public
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteen.
- Visit gyms, clubs and crowded places etc.
- Spread rumors or panic.

(नितिन गुप्ता )

उप विकास आयुक्त



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To

1. All the Officers/employees of Noida SEZ
2. All Specified Officers/Authorized Officers/Preventive Officers under jurisdiction of Development Commissioner, NSEZ, Noida
3. ADC, Moradabad SEZ
4. ADC, Jaipur SEZ
5. ADC, Quarkcity SEZ
6. Notice Board
7. NSEZ website

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