



F. No. 1-50/CDC/NIH/2022
National Command & Operation Center
CDC-National Institute of Health
Islamabad, Pakistan



Ph: (92-051) 9255237

Fax (92-051) 9255099

E-mail eic.nih@gmail.com


30 June, 2022

Subject: SOPs for the Government Offices

Reference NCOC (CDC-NIH) session 30 June 2022

NCOC (CDC-NIH) during its above-referred session deliberated the implementation of SOPs for the Government offices

2. SOPs for Government Offices is attached as annexure 'A'


Major General
Asim Ikram, HI(M)
National Coordinator
NCOC (CDC-NIH)

To:

- Secretary, Ministry of National Health Services, Regulations & Coordination, Islamabad
- Chairman, National Disaster Management Authority (NDMA), Islamabad
- Secretary, Ministry of Planning, Development and Special Initiatives, Islamabad
- Secretary, Ministry of National Food Security and Research, Islamabad
- Secretary, Ministry of Economic Affairs, Islamabad
- Secretary, Ministry of Interior, Islamabad
- Secretary, Ministry of Energy Power Division, Islamabad
- Secretary, Ministry of Industries and Production, Islamabad
- Secretary, Ministry of Information and Broadcasting (MoIB), Islamabad
- Secretary, Ministry of Commerce and Industries, Islamabad
- Secretary, Ministry of Finance and Revenue, Islamabad
- Director (Hajj), Ministry of Religious Affairs & Interfaith Harmony, Islamabad
- National Coordinator, Center for Disease Control, CDC-NIH, Islamabad
- National Coordinator, National Emergency Operation Centre (NEOC), Polio, Islamabad
- Director General, Civil Aviation Authority (CAA), Karachi
- Dr. Shahzad Ali Khan, VC Health Services Academy, Islamabad
- Mr. Asim Rauf CEO, Drug Regulatory Authority of Pakistan (DRAP), Islamabad
- Chief Secretary Punjab
- Chief Secretary KPK
- Chief Secretary Sindh
- Chief Secretary Baluchistan
- Chief Secretary Gilgit Baltistan
- Chief Secretary Azad Jammu Kashmir
- Chief Commissioner ICT
- SPS to Secretary Health, M/o NHR&C, Islamabad
- SPS to Secretary Health, Punjab
- SPS to Secretary Health, Balochistan
- SPS to Secretary Health, Khyber Pakhtunkhwa
- SPS to Secretary Health, Gilgit-Baltistan
- SPS to Secretary Health, Azad Jammu & Kashmir
- Director General Health, M/o NHR&C, Islamabad
- Director General Health Services, Punjab
- Director General Health Services, Sindh
- Director General Health Services, Balochistan
- Director General Health Services, Khyber Pakhtunkhwa
- Director General Health Services, Gilgit-Baltistan
- Director General Health Services, Azad Jammu & Kashmir

SOPs for the Government Offices

General

1. Awareness campaigns for staff must be arranged; they must also be guided for taking care of the family members as well. They must also be guided to avoid overcrowded places.
2. Mask wearing is mandatory.
3. Social distancing must be part of seating plan including office.
4. Social distancing must be ensured during prayers.
5. Hand sanitizers at all entrances and wash rooms should be made available.
6. Officer responsible must ensure strict adherence to all COVID-19 protocols issued by the NCOC like fully vaccinated, mandatory mask wearing, social distancing and hand sanitization.
7. Vaccination status may be checked.
8. Avoid hand shaking.

At entry

9. Temperature checking.
10. Don't allow anyone with symptoms.
11. Mask wearing must be ensured.

Staff

12. Staff with any symptoms of fever, cough or sneezing must report to hospital.
13. Any person / staff with symptoms like fever, cough, sneezing and shortness of breath must be tested through COVID-19 PCR or Antigen testing.
14. All staff coming back from leave must get negative PCR before joining.
15. Vaccination / booster status must be ensured.
16. Mask wearing, social distancing, and hand sanitization must be adhered by all staff.

Visitors

17. Must be pre-vaccinated.
18. No symptoms.
19. Avoid hand shaking.