ORDER

(Under Section 34 and 51 to 60 of Disaster Management Act, 2005)

WHEREAS, Corona Virus (COVID-19) has been declared as pandemic by World Health Organization, urgent public Health measures are required to be taken to control the transmission of the Corona Virus;

AND WHEREAS, UT Administration has extended the lockdown in containment zone, if so declared upto 30-06-2020 and has permitted re-opening of the prohibited activities in a phased manner in the entire territorial jurisdiction of the U.T and issued guidelines for the same as referred above;

AND WHEREAS, Order No. DMHS/COVID-19/2020/ 4999 dated 08/06/2020 has been issued by Secretary(Health & Family Welfare), Dadra & Nagar Haveli and Daman & Diu, Secretariat, Daman, SOP’s detailing corresponding SOPs for observance while allowing such activities.

Therefore, I, Saloni Rai, IAS, District Magistrate, Diu, in exercise of the powers conferred under section 34 and 51 to 60 of Disaster Management Act, 2005, hereby order as follows:-

a. All Religious places are allowed to open for public for worship and SOPs as enclosed with this order are to be mandatorily observed.

b. All Hotels, Motels, Lodges and other hospitality services excluding Bars and Spas shall be allowed to function and SOPs as enclosed with this order are to be mandatorily observed.

c. All Restaurants are allowed to function in strict compliance of the SOPs as enclosed with this order are to be mandatorily observed. **Bars are not allowed to function and shall remain effectively sealed.**

To implement the above SOPs in Diu District, the Incident Commanders of the respective area shall ensure strict compliance of the above said SOPs.

This Order shall come into force immediately from the date of issue and shall remain in force until 30th June, 2020 till 11:59 p.m.
Public at large is also informed that Section 51 to 60 of the Disaster Management Act, 2005 provides for penalties in case a person obstructs any officer or employee in discharge of his functions or refuses to comply with any direction given under this Act. Any violation of the above directions will, therefore, lead to prosecution under section 51 to 60 of the Disaster Management Act, 2005 also any person contravening this order shall be punishable under section 188 of the Indian Penal Code.

(SALONI RAI) IAS
DISTRICT MAGISTRATE,
DIU

To,

All Concerned.

Copy to:

1. The PS to Hon'ble Administrator, Secretariat, D&NH and DD.
2. The PS to Advisor to Administrator, Secretariat, D&NH and DD.
3. The Secretary (Health), Secretariat, D&NH and DD, Daman.
4. The Superintendent of Police, Diu for necessary action please.
5. The Dy. Collector, Diu....for information please.
6. The SDPO, Diu for necessary action please.
8. The CEO, District Panchayat, Diu for wide publicity.
9. The Health officer, CHC, Ghoghla for kind information.
11. The Field Publicity Officer, Diu to publish in the local newspapers.
12. The DIO, NIC, Diu with a request to upload the same on the official website.
13. The Head of all the religious establishments and Samaj Presidents.
14. All Hoteliers through Tourism Department, Diu.
ORDER

In continuation to the Order No. DMHS/COVID-19/2020/4618 Dated 31st May, 2020 w.r.t. extension of Lockdown period/Phased reopening of activities till 30th June, 2020, the following activities are hereby allowed subject to strict compliance of the SOPs annexed with this order:

1) All Religious places are allowed to open for public for worship. SOPs to be followed at religious places is enclosed as Annexure-A.

2) All Hotels, Motels, Lodges and other hospitality services excluding Bars and Spas shall be allowed to function. SOPs annexed at Annexure-B.

3) All Restaurants are allowed to function in strict compliance of the SOPs annexed at Annexure-C. However, Bars are not allowed to function and shall remain effectively sealed.

In addition to the above, the Schedule of Operations (SOPs) w.r.t offices (Annexure-D) is issued herewith for strict implementation.

By order and in the name of the
Hon’ble Administrator,
UT of Dadra and Nagar Haveli and Daman and Diu

Secretary (Health & Family Welfare)

Copy for information and necessary action to:
1. PS to Hon’ble Administrator, Secretariat, Daman.
2. PS to Advisor to the Administrator, Secretariat, Daman.
3. The Secretary (I&P), Secretariat, Daman for wide publicity.
4. All the Administrative Secretaries, DNH&DD for information and necessary action please.
5. The Deputy Inspector General of Police, DNH&DD.
6. All the Collectors of the UT of Dadra and Nagar Haveli and Daman and Diu.
7. All the Superintendents of Police, DNH&DD.
8. The Director of Medical and Health Services, DNH&DD.
9. The State Informatics Officer, NIC, Secretariat, Daman.
10. All the Head of Offices for information and necessary action please.
STANDARD OPERATING PROCEDURES (SOPs) ON PREVENTIVE MEASURES TO CONTAIN SPREAD OF COVID-19 IN RELIGIOUS PLACES/PLACES OF WORSHIP

1. Background

Religious places/places of worship get frequented by large number of people. To prevent spread of COVID-19 infection, it is important that required social distancing and other preventive measures are followed in such premises.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at particular places to prevent spread of COVID-19.

- Religious places/places of worship for public in containment zones shall remain closed. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Person above 65 years of age, persons with co-morbidities, pregnant woman and children below the age of 10 years are advised to stay at home. Organizations managing the religious institutions shall advise accordingly.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (workers and visitors) in these places at all times.

These include:

i. Individuals must maintain a minimum distance of 6 feet as part of social distancing norms.

ii. Use of face covers/masks is mandatory.

iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.

iv. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.

v. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one’s mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.

vi. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
vii. Spitting is strictly prohibited.
viii. Installation & use of Aarogya Setu App is mandatory and 112++ app of CDAC is advisable.

4. **All religious places shall also ensure:**

i. The religious places shall be kept open for worship between 07:00 AM to 07:00 PM only.

ii. At any religious place, not more than 10 persons shall be present at any point of time and Social Distancing norms of 2 guz ki doori is strictly followed. In case of smaller places, the number shall be restricted to the extent to which Social Distancing norms can be followed.

iii. A record of entry of persons shall be maintained by the management/trustee.

iv. Trustee/Management should ensure mandatory hand hygiene and thermal screening provisions. However, hand washing within the premises will not be allowed.

v. Only asymptomatic persons shall be allowed in the premises and asymptomatic individuals shall abstain from attending religious place. The management shall ensure that symptomatic individuals are not allowed within the premises.

vi. All persons to be allowed entry only if using face cover/masks.

vii. Posters/standees on preventive measures about COVID-19 to be displayed prominently. Audio and Video clips to spread awareness on preventive measures for COVID-19 should be regularly played.

viii. Staggering of visitors to be done.

ix. Shoes/footwear to be preferably taken off inside own vehicle/outside the premises.

x. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms shall be organized.

xi. Any shops, stalls, cafeteria etc., outside and within the premises shall follow social distancing norms/relevant instructions and SOPs issued by this Administration from time to time.

xii. Permanent and specific markings using paints shall be made with sufficient distance to manage the queue and ensure social distancing in the premises.

xiii. Preferably separate entry and exits for visitors shall be organized.

xiv. Maintain physical distancing of a minimum of 6 feet at all times when queuing up for entry.

xv. People should wash their hands and feet with liquid soap dispensers and water at their residences itself immediately before visiting the religious places.

xvi. Seating arrangement to be made in such a way that adequate social
xvii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.

xviii. Touching of statues/idols/holy books etc. not to be allowed.

xix. Large gatherings/congregation continue to remain prohibited.

xx. In view of potential threat of spread of infection, as far as feasible recorded devotional music/songs may be played and choir or singing groups should not be allowed.

xxi. Avoid physical contact while greeting each other.

xxii. Common prayer mats should be avoided and devotees should bring their own prayer mat or piece of cloth which they may take back with them.

xxiii. No physical offerings like Prasad/distribution or sprinkling of holy water, etc. to be allowed inside the religious place.

xxiv. Community kitchens/langars/“Ann-даан”, etc. are not allowed.

xxv. Frequent cleaning and disinfection to be maintained by the management of the religious place.

xxvi. The floors should particularly be cleaned and disinfected frequently the premises.

xxvii. Proper disposal system for face covers/masks/gloves left over by visitors and/or employees shall be put in place by the management.

xxviii. Arrangements for online darshan shall be made wherever possible.

xxix. In case of a suspect or confirmed case in the premises:
   a. Place the ill person in a room or area where they are isolated from others.
   b. Provide a mask/face cover till such time he/she is examined by a doctor.
   c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
   d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
   e. Disinfection of the premises to be taken up if the person is found positive.

xxx. Any violation of the SOPs issued will attract action as per legal provisions against the management of the religious place and individuals/devotees violating the same.

xxxi. If trustee/management decides to not to open the religious place to public for worship as a matter of abundant precaution, for prevention of the spread of COVID-19, they are allowed to do so.

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STANDARD OPERATING PROCEDURES (SOPs) ON PREVENTIVE MEASURES IN HOTELS TO CONTAIN SPREAD OF COVID-19

1. Background

Given the current COVID-19 outbreak in India, it is important that hotels and other hospitality units take suitable measures to contain the transmission of the virus while providing restaurant services.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at particular places to prevent spread of COVID-19.

- Hotels in containment zones shall remain closed unless used for quarantine purposes. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes. They are advised to avoid unnecessary travel and stay at hotels.

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff and patrons) in these places at all times.

These include:

i. Physical distancing of at least 6 feet to be followed as part of social distancing norms.
ii. Use of face covers/masks to be made mandatory.
iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.
iv. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
v. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one’s mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.

vi. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.

vii. Spitting is strictly prohibited.

viii. Installation & use of Aarogya Setu App is mandatory and 112++ app of CDAC is advisable.

4. All Hotels and other hospitality units shall ensure the following arrangements:

i. Online booking of rooms with pre-payment is mandatory. The details of guests along with their originating state/district shall be shared to the District Administration at least 2 days before the arrival of the guest. Thereafter, the District Administration shall issue passes for the guests. The checkout details regarding the guests shall also be shared with the District Administration.

ii. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.

iii. Only asymptomatic staff and guests shall be allowed.

iv. Symptomatic guests shall abstain from travel.

v. Room delivery of food shall preferably be done to the guests and the food delivery personnel should leave the packet at the guest’s door and should NOT handover the food packet directly to the guest. The food, water and other items shall be kept outside the room on a tray placed on a chair or table kept outside each room. And the door shall be knocked/door bell shall be rung to intimate the guest.

vi. The food shall be served only in disposable (non-plastic) plates/cups/ spoons/bowls/glasses/etc., to the guests.

vii. The staff of the hotel shall be screened thermally on daily basis by the hotel authorities.

viii. All staff and guests to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the hotels.

ix. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.

x. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
xi. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms shall be ensured.

xii. Guests to be seated in a designated waiting area with norms of social distancing.

xiii. A proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up.

xiv. Preferably separate entry and exits for guests, staff and goods/supplies shall be organized.

xv. Required precautions while handling supplies, inventories, linens, and goods in the hotels shall be ensured. The bed sheets, pillow covers and other type of linen used in Hotels shall be daily washed and disinfected.

xvi. Disposable menu cards shall be used.

xvii. Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged. Proposal disposal system of napkins shall be put in place.

xviii. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.

xix. Frequent disinfection of escalator shall be done.

xx. Use of escalators with one person on alternate steps may be encouraged.

xxi. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.

xxii. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.

xxiii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.

xxiv. Equipments including all utensils and dish wares are washed, rinsed, and sanitized after each use to ensure the safety of food served to customers. It is advised that, the utensils are immersed for 10 minutes in a disinfecting solution of two table spoon of chlorine bleach per gallon of hot water and then to be air dried.

xxv. Proper disposal of face covers/masks/gloves left over by guests and/or staff should be ensured.

xxvi. Deep cleaning of all washrooms shall be ensured at regular intervals.

xxvii. Adequate crowd and queue management to be ensured to ensure social distancing norms.
xxviii. Staff/waiters should wear mask and hand gloves and take other required precautionary measures.

xxix. Contactless mode of ordering and digital mode of payment (using e-wallets) shall be done.

xxx. In the kitchen, the staff should follow social distancing norms at work place. Kitchens area must be sanitized at regular intervals.

xxxi. Gaming Arcades/Children play areas (wherever applicable)/Swimming pools/Spas shall remain closed.

xxxii. Random sampling of the staff working in the hotels shall be undertaken.

xxxiii. In case of a suspect or confirmed case in the premises:
   a. Place the ill person in a room or area where they are isolated from others.
   b. Provide a mask/face cover till such time he/she is examined by a doctor.
   c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
   d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
   e. Disinfection of the premises to be taken up if the person is found positive.

xxxiv. Any violation of the SOPs issued will attract action as per legal provisions against the management of the hotel and individuals/violating the same.

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STANDARD OPERATING PROCEDURES (SOPs) ON PREVENTIVE MEASURES IN RESTAURANTS TO CONTAIN SPREAD OF COVID-19

1. Background

Given the current COVID-19 outbreak in India, it is important that restaurants and other hospitality units take suitable measures to contain the transmission of the virus while providing restaurant services.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at particular places to prevent spread of COVID-19.

- Restaurants in containment zones shall remain closed. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes. Restaurant management shall advise accordingly.

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff and patrons) in these places at all times.

These include:

i. Physical distancing of at least 6 feet to be followed as part of social distancing norms.

ii. Use of face covers/masks to be made mandatory.

iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.

iv. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.

v. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one’s mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
vi. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.

vii. Spitting is strictly prohibited.

viii. Installation & use of Aarogya Setu App is mandatory and 112++ app of CDAC is advisable.

4. All Restaurants shall ensure the following arrangements:

i. All restaurants shall remain open only between 07:00 AM to 07:00 PM.

ii. Take-away to be encouraged, instead of Dine-In. Food delivery personnel should leave the packet at customer’s door. DO NOT handover the food packet directly to the customer.

iii. The staff for home deliveries shall be screened thermally on daily basis by the restaurant authorities prior to allowing home deliveries.

iv. In case of Dine-In, not more than 50% of seating capacity is permitted. Seating arrangement is to be made in such a way that adequate social distancing is maintained.

v. Tables shall be arranged with one meter distance apart.

vi. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.

vii. Only asymptomatic staff and patrons shall be allowed.

viii. All staff and patrons to be allowed entry only if using face cover/masks. The face cover/masks has to be worn at all times inside the restaurant.

ix. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.

x. Staggering of patrons to be done, if possible.

xi. Adequate manpower shall be deployed by restaurant management for ensuring social distancing norms.

xii. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.

xiii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms shall be ensured.

xiv. Additional patrons to be seated in a designated waiting area with norms of social distancing.

xv. A proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up.

xvi. Permanent and specific markings shall be made with paint in order to maintain sufficient distance to manage the queue and ensure social distancing in the premises.

xvii. Preferably separate entry and exits for patrons, staff and goods/supplies shall be organized.
xviii. Required precautions while handling supplies, inventories and goods in the restaurant shall be ensured. Proper queue management and disinfection shall be organized.

xix. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the restaurant.

xx. Menu shall be displayed prominently in the form of standees/boards/electronic screens.

xxi. Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged. Proposal disposal system of napkins shall be put in place.

xxii. Record of entry of patrons shall be maintained and shared with the District Administration, when asked for.

xxiii. Buffet service is not allowed.

xxiv. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.

xxv. Frequent disinfection of escalator shall be done.

xxvi. Use of escalators with one person on alternate steps may be encouraged.

xxvii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.

xxviii. Large gatherings/congregations continue to remain prohibited.

xxix. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.

xxx. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.

xxxii. The food shall be served only in disposable (non-plastic) plates/cups/spoons/bowls/glasses/etc., to the patrons.

xxxii. Cooking equipments including all utensils are washed, rinsed, and sanitized after each use to ensure the safety of food served to customers. It is advised that, the utensils are immersed for 10 minutes in a disinfecting solution of two table spoon of chlorine bleach per gallon of hot water and then to be air dried. If dish washers are issued then proper disinfection process shall be ensured.

xxxiii. Proper disposal of face covers/masks/gloves left over by patrons and/or staff should be ensured.

xxxiv. Deep cleaning of all washrooms shall be ensured at regular intervals.
xxxv. Adequate crowd and queue management to be ensured to ensure social distancing norms.

xxxvi. Staff/waiters should wear mask and hand gloves and take other required precautionary measures. The staff shall be discouraged to wear jewellery and watches.

xxxvii. Contactless mode of ordering and digital mode of payment (using e-wallets) to be ensured.

xxxviii. Tables to be sanitized each time customer leaves.

xxxix. In the kitchen, the staff should follow social distancing norms at work place. Kitchens area must be sanitized at regular intervals.

xl. Gaming Arcades/Children play areas (wherever applicable) shall remain closed.

xli. Random sampling of the staff working in the restaurants shall be undertaken.

xlII. In case of a suspect or confirmed case in the premises:
   a. Place the ill person in a room or area where they are isolated from others.
   b. Provide a mask/face cover till such time he/she is examined by a doctor.
   c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
   d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
   e. Disinfection of the premises to be taken up if the person is found positive.

xlIII. Any violation of the SOPs issued will attract action as per legal provisions against the management of the restaurant and individuals/individuals violating the same.

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STANDARD OPERATING PROCEDURES (SOPS) ON PREVENTIVE MEASURES TO CONTAIN SPREAD OF COVID-19 IN OFFICES

1. Background

Offices and other workplaces are relatively close settings, with shared spaces like work stations, corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc. and COVID-19 infection can spread relatively fast among officials, staff and visitors.

There is a need to prevent the spread of infection and to respond in a timely and an effective manner in case, suspect case of COVID-19 is detected in these settings.

2. Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in office settings. The document is divided into the following sub-sections:

(i) Generic preventive measures to be followed at all times.
(ii) Measures specific to offices.
(iii) Measures to be taken on occurrence of case(s).
(iv) Disinfection procedures to be followed in case a positive patient is detected.

- Offices in containment zones shall remain closed except for medical & essential services. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with co-morbidities, pregnant women are advised to stay at home, except for essential and health purposes. The Office management shall facilitate the process.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

i. Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.
ii. Use of face covers/masks to be mandatory.
iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.
iv. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
v. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one’s mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
vi. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
vii. Spitting shall be strictly prohibited.
viii. Installation & use of Aarogya Setu App and 112++ app by employees.

4. Specific preventive measures for offices:

i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
ii. Only asymptomatic staff/visitors shall be allowed.
iii. Any officer and staff residing in containment zone should inform the same to supervisory officer and shall not attend the office till containment zone is de-notified. Such staff should be permitted to work from home and shall not be counted as leave.
iv. Drivers shall maintain social distancing and shall follow required Do’s and Don’ts related to COVID-19. It shall be ensured by the service providers/ officers/ staff that drivers residing in containment zones shall not be allowed to drive vehicles.
v. There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite/Alcohol based surface disinfectant solution/spray. A proper disinfection of steering, door handles, keys, etc. should be taken up.
vi. Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Office management to facilitate work from home wherever feasible.
vii. All officers and staff/visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
viii. Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened.
ix. Meetings, as far as feasible, should be done through video conferencing.

x. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.

xi. Staggering of office hours, lunch hours/coffee breaks to be done, as far as feasible.

xii. Proper crowd management in the parking lots and outside the premises – duly social distancing norms to be ensured.

xiii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of vehicles should be taken up.

xiv. Any shops, stalls, cafeteria etc., outside and within the office premises shall follow social distancing norms at all times.

xv. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.

xvi. Preferably separate entry and exit for officers, staff and visitors shall be organized.

xvii. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.

xviii. Ensure regular supply of hand sanitizers, soap and running water in the washrooms.

xix. Required precautions while handling supplies, inventories and goods in the office shall be ensured.

xx. Seating arrangement to be made in such a way that adequate social distancing is maintained.

xxi. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.

xxii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.

xxiii. Large gatherings continue to remain prohibited.

xxiv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.

xxv. Cleaning and regular disinfection (using 1% sodium hypochlorite/Alcohol based surface disinfectant) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom
fixtures, etc.) shall be done in office premises and in common areas.

xvi. Proper disposal of face covers/masks/gloves left over by visitors and/or employees shall be ensured.

xvii. In the cafeteria/canteen/dining halls:

a. Adequate crowd and queue management to be ensured to ensure social distancing norms.

b. Staff/waiters to wear mask and hand gloves and take other required precautionary measures.

c. The seating arrangement to ensure a distance of at least 1 meter between patrons as far as feasible.

d. In the kitchen, the staff to follow social distancing norms.

5. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures shall be taken in such circumstances:

i. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

a. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.

b. Immediately inform the nearest medical facility (hospital/clinic) or call the District helpline.

c. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.

d. In case of person suspected for COVID-19 immediate reporting to the Health Authorities shall be done and necessary protocol of the Department of Health and Family Welfare will ensue

e. Suspect case, if assessed by Health authorities as moderate to severe, will be treated as per health protocol in appropriate health facility.

f. The rapid response team of the concerned District shall be requisitioned and will undertake the listing of contacts.

g. The necessary action for contact tracing and disinfection of workplace will start once the report of the patient is received as positive. The report will be expedited for this purpose.
ii. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

iii. Management of contacts:

a. The contacts will be categorized into high and low risk contacts by the District RRT as detailed in the Exhibit-I.

b. The high-risk exposure contacts shall be quarantined for 14 days.

c. These persons shall undergo testing as per ICMR protocol.

d. The low-risk exposure contacts shall continue to work and closely monitor their health for next 14 days.

e. The flowchart for management of contact/cases is placed at Exhibit-II.

6. Closure of workplace

i. If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.

ii. However, if there is a larger outbreak, the building/block will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building/block is adequately disinfected and is declared fit for re-occupation.

7. Disinfection Procedures in Offices

Detailed guidelines on the disinfection as already issued by Ministry of Health & Family Welfare as available on their website shall be followed.

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RISK PROFILING OF CONTACTS

Contacts are persons who have been exposed to a confirmed case anytime between 2 days prior to onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).

High-risk contact

- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces; e.g. being coughed on, touching used paper tissues with a bare hand)

- Had direct physical contact with the body of the patient including physical examination without PPE

- Touched or cleaned the linens, clothes, or dishes of the patient.

- Lives in the same household as the patient.

- Anyone in close proximity (within 1 meter) of the confirmed case without precautions.

- Passengers in close proximity (within 1 meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

Low-risk contact

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.

- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

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Management of the case(s) and contacts

Case with symptoms suggestive of COVID-19

- Inform local health authority/ Helpline 1075 / 104
- Assessment of exposure history and clinical presentation

Assessed to be COVID-19 suspect case

- Referral or transfer to a COVID health facility for further management (including testing) as per clinical presentation.
- Isolation of suspect case at designated COVID Health facility or Home
- Initiation of listing of contacts

Testing for COVID-19

- Negative
  - Referral to a non-COVID Health facility or discharge as per clinical assessment and diagnosis.

- Positive
  - Further clinical management as per clinical severity – If patient has only mild/very mild symptoms, home isolation as per laid down criteria otherwise facility based management Contact tracing, Home quarantine of contacts, Testing of contacts as per ICMR guidelines.

Assessed to be non-COVID case

- Referral or transfer to a non-COVID health facility for further management as per clinical presentation

- No line listing of contacts, isolation, and disinfection required.
- Follow medical advice of the treating doctor and continue following basic preventive measures.