

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DISTRICT MAGISTRATE : : EAST KHASI HILLS DISTRICT
::: SHILLONG :::

PROHIBITORY ORDER UNDER SECTION 144 CrPC
(No.C&S.3/2009/PT.II/237, Dated Shillong, the 11th July, 2020)

Whereas, in view of the prevailing situation concerning COVID-19 in the state, country and globally;

Whereas, to put in place preventive measures and awareness, to identify and take more stringent steps to ensure social distancing so the pandemic of COVID – 19 is contained, reduced and eliminated in East Khasi Hills District and Meghalaya, by way of ensuring observance of strict protocols of the Advisories issued by Government of Meghalaya in the Health & Family Welfare Department;

Now, therefore, I Smti. M. War Nongbri, IAS, District Magistrate, East Khasi Hills District, Shillong in exercise of the powers conferred upon me under section 144 Cr. P.C. read together with Regulation 3 of the Meghalaya Epidemic Diseases, COVID-19 Regulations, 2020 **do hereby prohibit as under, with effect from 13th of July, 2020 (Monday) upto 20th of July, 2020 (Monday) only for timings falling between 5:00 AM to 10:00 PM each day in all of Rural Areas of East Khasi Hills District including Civil Sub-Division of Sohra & Pynursla and in all the C&RD Blocks:**

1. Inter-State movement.
2. Any assembly whatsoever and while enforcing this, every individual to mandatorily maintain social distancing of at least 6 feet, wearing of masks, respiratory etiquette and to strictly follow without fail, the various protocols and advisories of the Government in the Health and Welfare Department at all times.
3. Operation of **UNREGULATED** major markets (iew heh/ iew die lang) and **UNREGULATED** shopping complexes.
4. Border Haats and markets located in the Inter-State Borders.
5. Operation of all cinema halls, gymnasium, swimming pools, entertainment parks, theatres, bars and auditorium, assembly halls and similar recreational places.
6. All forms of contact sports and spectators in Sports grounds and stadia.
7. Operation of Educational Institutions, training centers and coaching classes (tuitions) barring online/distance learning.
8. Opening of religious places/places of worship of all faiths to the public including religious gatherings and congregation. However, Marriage Rituals in places of worship is permitted only after obtaining due permission from the Undersigned.
9. All forms of large public gathering and congregation including social, political, entertainment, academic, cultural, religious functions, etc.
10. Moving in public, work places and during transport without a Mask.
11. Spitting in public places.
12. Consumption of liquor, paan, gutka, tobacco, etc in public places.



13. Operation of Cyber Café, Gaming Parlours, Jackpot Parlours and Lottery Counter.
14. Incoming additional workforce from outside the District **EXCEPT** for skilled highly, skilled, specialized professionals & technicians regulated by SOP of Labour Department, Meghalaya vide Notification No. LBG.23/2020/PT.III/13, Dated 09/06/2020 read together with Order No.Health.140/2020/4, Dated Shillong the 2nd June, 2020 issued by Government of Meghalaya in Health & Family Welfare Department. **Due permission with Undertaking to be taken from this Office. (Annexure-A and Annexure-B respectively)**

General Instructions

1. This order will not apply to Shillong Urban Agglomeration, all Census towns areas under Mawlai Block, all Census towns areas under Mawpat Block, areas under Myllem Block from Umshyrpi Bridge upto 7th Mile, Upper Shillong, Madanrting, Mawblei, Laitkor, Nongkseh, Umlyngka, Lawsohtun and Mawdiangdiang.
2. Individuals must maintain a minimum distance of 6 feet/2 metres in public places.
3. Marriage related gatherings: Number of guest not to exceed 50 (fifty).
4. Weddings and/or receptions in Hotel Halls will be allowed via reviewing on a case to case basis within the overall maximum ceiling of 50 persons as per the guidelines of Ministry of Home Affairs, Government of India and subject to observance of social distancing norms. Due permission to be obtained from the Undersigned via Applications to be submitted well in advanced.
5. Funeral/Last rites related gatherings: Number of guest not to exceed 20 (twenty).
6. Persons above 65 years of age, person with co-morbidities, pregnant women and children below the age of 10 years in public places are advised to stay at home, except for meeting essential requirements and for health purposes.
7. Operation of SUPPLY CHAINS/WHOLESALE AND RETAIL OUTLETS, SHOPS, SERVICES AND OTHER ESTABLISHMENTS in **Rural Areas of East Khasi Hills District including Civil Sub-Division of Sohra & Pynursla and in all the C&RD Blocks will be regulated as per scheduled timings and dates which shall be released in advance from time to time by the Undersigned.**
8. Operation of PERMITTED SHOPS, SERVICES, ESTABLISHMENTS, AGRICULTURAL, INDUSTRIAL AND COMMERCIAL ACTIVITIES shall strictly adhere to the prescribed Standard Operating Procedures (SOPs) and National Directives of Government for COVID-19 Management in Public Places and Work Places including mandatory compliance to the Advisories of Health and Family Welfare Department. without fail.
9. Employers for all form of activities including SHOPS, SERVICES, ESTABLISHMENTS, AGRICULTURAL, INDUSTRIAL, ETC shall ensure that Aarogya Setu Application is installed by all their employees having compatible mobile phone, without fail.
10. All residents to install Aarogya Setu Application on compatible mobile phones and regularly update their health status on the app for containment of COVID-19 pandemic.



11. SOP dated 4th June, 2020 issued by Ministry of Health & Family Welfare on preventive measures to contain spread of COVID-19 in Office (Public and Private) shall be duly complied. (Annexure-C)
12. Designated Sub Divisional Officer (C) Sohra/ Pynursla, Block Development Officers and District Heads of Office located in Rural Areas of East Khasi Hills will issue vehicle passes only to their respective Officers and staff specifically for official purposes.
13. The designated Sub Divisional Officer (C) Sohra/ Pynursla, Block Development Officers and District Heads of Office located in Rural Areas will ensure that the passes are utilized strictly for the specified purpose (Official) and any deviation will render the Issuing Authority and the employee/staff/pass holder liable to legal action. Name, Address, contact details, timings and purpose of the pass to be clearly reflected.
14. HOWEVER, PASSES FOR ALL FORMS OF OUTWARD INTER-STATE MOVEMENT FROM EAST KHASI HILLS DISTRICT SHALL ONLY BE ISSUED BY THE UNDERSIGNED.

In view of the urgency of the matter, this Order has been made ex parte.

Given under my hand and seal this the 11th of July 2020.

(M. War Nongbri, IAS)
District Magistrate,
East Khasi Hills District,
Shillong.



Copy to:-

1. The Chief Secretary to the Govt. of Meghalaya, Shillong.
2. The Additional Chief Secretary to the Govt. of Meghalaya, Home (Police) Department, Shillong.
3. The Additional Chief Secretary to the Govt. of Meghalaya, Political Department, Shillong.
4. The Commissioner of Divisions for East/West/South West Khasi Hills/East/West Jaintia Hills & Ri Bhoi District, Meghalaya, Shillong.
5. The Commissioner & Secretary to the Govt. of Meghalaya, Health & Family Welfare Department, Meghalaya, Shillong.
6. Commissioner of Transport, Meghalaya, Shillong for information and necessary action.
7. The Director, Information & Public Relation, Meghalaya for favour of causing wide circulation, press release and giving wide publicity through Fixed Loud Speakers.
8. The Superintendent of Police, East Khasi Hills District, Shillong for information and to ensure strict enforcement of the Order above by all concerned.
9. The Sub-Divisional Officers (C), Pynursla/Sohra Civil Sub Division, Pynursla/Sohra for information and necessary action to ensure strict enforcement of the Order above by all concerned.
10. The Additional Deputy Commissioner & CEO, DDMA, East Khasi Hills District, Shillong for information and necessary action.
11. The Incident Commanders and Block Development Officers, East Khasi Hills District, for information and necessary action to ensure strict enforcement of the Order above by all concerned.
12. The District Medical & Health Officer, East Khasi Hills District, Shillong for information and necessary action.
13. The District Transport Officer, East Khasi Hills, Shillong for information and strict necessary action to enforce this Office Order No.C&S.7/2020/Vol.VII/78 Dated 2nd June, 2020, Order No.C&S.7/2020/Vol.VII/91 Dated 3rd June, 2020 and Order No.C&S.7/2020/Vol.VII/205 Dated 4th June, 2020.
14. The Station Director, All India Radio, Shillong for announcement in the news bulletin in English & Khasi.
15. The permitted Services and Economic Activities are to strictly limit their personnel on ground to the barest minimum.

District Magistrate,
East Khasi Hills District,
Shillong.



**GOVERNMENT OF MEGHALAYA
LABOUR DEPARTMENT**

NOTIFICATION

No. LBG.23/2020/Pt.III/13

Dated: Shillong the 9th June, 2020

**STRANDARD OPERATING PROCEDURES FOR ENGAGING SKILLED/HIGHLY
SKILLED LABOURERS / WORKERS FROM OUTSIDE THE STATE.**

The Standard Operating Procedures (SOPs) aim to provide general guidance and information to employers in order to enable workers to return to work safely while keeping the risk of contamination as low as possible.

The following Standard Operating Procedures (SOPs) are issued for employers who intend to bring skilled / highly skilled workers from outside the State:

1. Employers shall obtain permission from the respective Deputy Commissioners prior to bringing in the workers from outside the State and provide complete details of the workers including their permanent address, current location and contact details.
2. Employers shall submit an undertaking to the Deputy Labour Commissioner of the district confirming adherence to the guidelines of Ministry of Home Affairs and protocols issued by the Health and Family Welfare Department, Government of Meghalaya before the commencement of operations.
3. After permission is obtained, Employers shall register such workers with the Deputy Labour Commissioner of the respective Districts providing complete details of the workers including their permanent address, current location, and contact details.
4. Employers shall ensure that the workers are well aware of "return to work" plans and procedures before they move from their current location.
5. Upon arrival, all workers will be screened and tested for COVID-19 as per the protocols issued by the Health and Family Welfare Department, Government of Meghalaya and shall be transported by the Employer to the paid quarantine facilities where they shall undergo quarantine till the test results are known. Payment for the quarantine facilities will be made by the Employers. Anyone tested positive, shall follow the protocols issued by the Health and Family Welfare Department, Government of Meghalaya.
6. Persons who are tested negative may be transported to the quarantine facility to be arranged by the employer and placed in quarantine for 14 days.

7. Post-quarantine, employers to ensure workers stay within the premises. The employers will also be responsible ensuring that all social distancing norms are strictly followed and workers wear masks at all times. Employers shall ensure that workplace is sufficiently stocked with the necessary sanitization materials including soap, hand sanitizer and masks. Employers shall ensure availability of water-stations in the site and direct workers to frequently and regularly wash their hands.
8. Employers shall put in place a plan for systematic cleaning and disinfection of tools as well as stocking up on cleaning supplies and any protective equipment that may be needed.
9. Employers shall inform and sensitise workers about COVID-19 which should include topics such as what the symptoms are, how each individual can protect themselves, current restrictions (e.g. travel bans), and the rationale behind physical distancing.
10. Employers to ensure that each worker is covered under Health Insurance Scheme at their cost.

Sd/-

D.P. Wahlang, IAS,
Principal Secretary to the Government of Meghalaya,
Labour Department.

No. LBG.23/2020/Pt.III/13-A

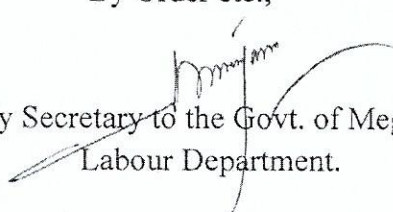
Dated: Shillong the 9th June, 2020

Copy to:

1. P.S.to the Hon'ble Chief Minister to the Govt. of Meghalaya for kind information of the Chief Minister.
2. P.S.to the Deputy Chief Minister i/c Labour Department for kind information of the Deputy Chief Minister.
3. P.S. to all Ministers to the Govt of Meghalaya for kind information of the Minister.
4. P.S. to the Chief Secretary to the Govt. of Meghalaya for kind information of the Chief Secretary.
5. P.S. to the Additional Chief Secretary to the Govt. of Meghalaya for kind information of Additional Chief Secretary.
6. All Administrative Departments
7. The Labour Commissioner, Meghalaya, Shillong.
8. The Deputy Commissioners. Shillong/Jowai/Khliehriat/
Nongstoin/Mawkyrwat/Nongpoh/Tura/Williamnagar/
Ampati/Resubelpara/Baghmara.
9. The Director, Printing & Stationery for publication in the Meghalaya Gazette.
10. The Director, Information and Public Relations for information with a request to generate publicity.

} For kind information and
necessary action.

By Order etc.,


Deputy Secretary to the Govt. of Meghalaya,
Labour Department.

**GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT**

No.Health.140/2020/4

Dated Shillong, the 2nd June,2020.

ORDER

In view of the gradual easing of the lockdown that was imposed to tackle the COVID-19 Situation in the State, the following health protocol is notified based on the inputs from the State Response Team meeting held on 29.5.2020:-

HEALTH PROTOCOL POST RELAXATION OF THE LOCKDOWN FOR ENTRY INTO MEGHALAYA

As the State is slowly easing the lockdown and essential economic activities are being opened in a phased manner and with people returning to the State from different zones, the State needs to gear up and prepare itself for the increased risk of transmission. It is to be noted that *community transmission* has begun in almost all countries that took the major hit from this pandemic. Therefore to prevent the threat of community transmission, the State should take a proactive approach of preparing itself by *acting as though community transmission is happening* and thus take necessary precautions and preventive measures for containment and reducing the adverse impact on the lives of people. Furthermore, it has been observed that 80% of the positive cases of Covid-19 are asymptomatic and cannot be ascertained without testing. Therefore, as a proactive approach, it would be apt to assume that everybody by default is an asymptomatic person. This will make people exercise adaptive leadership to be more cautious and responsible for their actions and also reduce stigmatization.

The Four Cardinal Principles

- 1. Behavioural Change:** Everyone in the State shall be treated as Category 'A' patients unless they are tested on a continuous basis. This implies living with the assumption that every person could be an asymptomatic, mobile carrier of the Covid-19 virus, with a probability of transmitting the virus to others unknowingly. By assuming that everybody is an asymptomatic person, people will be more cautious and responsible for their actions and thus help in reducing the risk of community transmission. This will also mean that everyone shall follow the three commandments (non-negotiables) of health protocol for prevention of Covid-19: (i) compulsorily wearing a mask, (ii) practicing hand-hygiene (frequently washing hands with soap and water and/or using hand sanitizer) and (iii) maintaining physical social distancing at all times *both in their personal space and work environment*. A gradual but mandatory change in behaviour is required in this regard. The aim is for every person in the State to be able to combat the virus effectively.
- 2. Testing:** Everyone coming from outside the State shall be tested at the entry points/designated facilities with gold standard RT-PCR test. Those who are symptomatic will be tested by both RTK and RT-PCR at the entry point.
- 3. Isolation:** Everyone coming from outside the State shall undergo quarantine for 14 days. Quarantine can be at home, at community quarantine centres, institutional quarantine centre of the Government or paid quarantine facilities in identified hotels. Quarantine is the only way to reduce the spread of the disease and to make the virus less virulent.

4. **Training:** All communities and mobile workforce shall be trained on measures to reduce the risk of transmission of Covid-19. This implies following a Covid-19 Self Help Principle where Individualized training shall be provided to the high-risk group (the elderly and people with co-morbid conditions) and all mobile workforce through Village Dorbars and Associations. Training shall be organized by the Health Department with the help of identified Master Trainers. A certificate will be provided to all those who have successfully completed training.

Exceptions to manage essential services and to allow movement of skilled and technical manpower and professionals

While following the above cardinal principles, exceptions may be made for the **skilled workforce and the professionals** coming from outside the State as well as for those who go outside the State for a brief period of time and return. Keeping in mind that their stay in the State can vary from a few days to several weeks, the following guidelines have been devised:

1. All the Departments and the respective Agencies shall identify skilled, highly skilled workforce and professionals from their respective sectors and devise mechanisms suitable for their sectors based on the above cardinal principles.
2. The skilled workforce and professionals, who will be allowed to come and reside in the State for relatively long duration, will be tested with RT-PCR and quarantined on entering the State as per the existing protocols. The respective Agencies should also take responsibility for arranging paid quarantine upon their entry. If they have already been tested at the place of origin, they will need to produce a certificate to prove that they have been tested negative for Covid-19.
3. Persons who come for a short visit of upto 3 days for important Government related works and any other emergency works as approved by the Government will be tested with RTK test upon entering the State. Their movement will be restricted to their work space and living space during the period of stay by strictly following the health protocols.
4. Persons working for Covid-19 Management and other urgent Government duties visiting other States on duty would also be tested with RT-PCR and if tested negative, they will be allowed to proceed to work, while taking all due necessary precautions.
5. Drivers of vehicles carrying essential goods and other economic goods with inter-State/country movement will have to be tested once in every 10 days. It will be ensured that their movement is restricted from place of stay to their work place and vice-versa.

Note: Advisory for the persons travelling into Meghalaya State for official purposes is annexed.

Sd/-

(Sampath Kumar, IAS)

Commissioner & Secretary to the Government of Meghalaya,
Health & Family Welfare Department

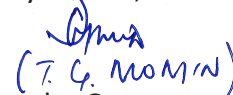
Memo No.Health.140/2020/4-A,

Dated Shillong, the 2nd June ,2020.

Copy to :-

1. The Secretary to the Governor of Meghalaya, Shillong for kind information of Governor
2. The Private Secretary to Chief Minister, Meghalaya, Shillong for kind information of Chief Minister.
3. The Private Secretary to Deputy Chief Minister, Meghalaya, Shillong for kind information of Deputy Chief Minister.
4. The Private Secretary to Health Minister, Meghalaya, Shillong for kind information of Minister.
5. Private Secretaries to all Ministers, Meghalaya, Shillong for kind of Minister.
6. Private Secretary to Chief Secretary for kind information of the Chief Secretary.
7. The Additional Chief Secretaries/ Principal Secretaries/ Commissioners & Secretaries/ Secretaries of all the Department, Government of Meghalaya.
8. Director of Health Services (MI)/(MCH &FW)/(Research),Meghalaya, Shillong.
9. Director of Information & Public Relation for wide circulation in the Print/Electronic media of the State.
10. The Director General of Police, Meghalaya, Shillong
11. Deputy Commissioners, East Khasi Hills, Shillong/ West Khasi Hills, Nongstoin/Ri Bhoi District, Nongpoh / West Jaintia Hills District, Jowai / West Garo Hills District, Tura / East Garo Hills District, Williamnagar / South Garo Hills District, Baghmara/North Garo Hills, Resubelpara/South West Garo Hills, Ampati/East Jaintia Hills, Khliehriat/ South West Khasi Hills, Mawkyrwat.
12. Joint Director of Health Services (MCH & FW) I/c IDSP, Meghalaya, Shillong.
13. District Medical & Health Officer, East Khasi Hills, Shillong/ West Khasi Hills, Nongstoin/Ri Bhoi District, Nongpoh / West Jaintia Hills District, Jowai / West Garo Hills District, Tura / East Garo Hills District, Williamnagar / South Garo Hills District, Baghmara/North Garo Hills, Resubelpara/South West Garo Hills, Ampati/East Jaintia Hills, Khliehriat/ South West Khasi Hills, Mawkyrwat.
14. All Administrative Department/Heads of Department.

By Orders, etc.


(T. G. Momin)

Joint Secretary to the Government of Meghalaya,
Health & Family Welfare Department

Advisory for the persons travelling into Meghalaya State for official purposes:

- Get yourself registered with the competent authority/ Department before your entry into the state.
- Report any symptoms/ disease you are suffering from at the entry point. Any false information provided by you will lead to penalty/ legal action(s).
- Avoid going to crowded areas, gatherings where large number of people are congested together as far as possible.
- Person must avoid direct physical contact with any other person (like handshake/ hug) and try to maintain at least 2 metres physical distance from other people.
- If you are to stand in a line/ queue, stand in a single file (straight line) pattern, keeping at least 2 metres distance from each other.
- Person should use triple layer (3-ply) medical mask in place of work or in public places at all times. Discard the mask after 6 hours of continuous use or earlier if it becomes moist/ wet or gets visibly soiled. Never re-use the disposable masks. Cloth masks can be re-used after washing with soap and warm water and drying in the sun.
- Masks should be discarded only after cutting and disinfecting it. Masks should be stored in a zip lock plastic pouch till it can be safely disposed.
- Hands must be washed often with soap and water for at least 40 seconds or cleaned with alcohol based sanitizer (containing $\geq 70\%$ absolute alcohol content). This is mandatory before/ after eating, use of washrooms, use of elevators, touching of railings, visiting public places, etc.
- Avoid touching your eyes, nose or mouth as much as possible. If needed, ensure proper hand hygiene before touching your face.
- Follow respiratory etiquettes all the time. This includes covering your mouth with tissue/ handkerchief/ covered part of the crook of your elbow when coughing/sneezing. Disposal of the used tissues must be done in a covered bin only. Avoid coughing/ sneezing at or being coughed/ sneezed at by any person near or around you.
- Don't share your personal items with other people like clothes, towels, mobile phone, pen, etc.
- Don't borrow/ share bidis/cigarettes, betel nut/ leaf, chewing tobacco, etc. with others.
- In the place of stay, ensure that you are staying in single room with separate toilet facility. If sharing the room, there should be at least 2 metres distance from your bed with other beds.
- If sharing the same toilet facility, keep your own bucket and mug. Avoid using the toilet for 30 minutes after it has been used by other person. Clean toilet with bleaching solution (30 grams dissolved in a litre of water, prepared freshly and daily).
- The person will self-monitor his/her health with daily temperature monitoring and report to the nearest health facility promptly if they develop any symptoms like fever, uneasiness, weakness, sore throat, cough, or difficulty in breathing, etc.

4th June, 2020

**Government of India
Ministry of Health & Family Welfare**

SOP 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, staffs and visitors.

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

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 implemented in case of occurrence of suspect/confirmed case.

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 comorbidities, pregnant women are advised to stay at home, except for essential and health purposes. Office management to 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. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. 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.
- v. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu 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 not attend the office till containment zone is denotified. Such staff should be permitted to work from home and it will not be counted as leave period.
- iv. Drivers shall maintain social distancing and shall follow required dos 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 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 following social distancing norms 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 organised.
- xvii. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
- xviii. Ensure regular supply of hand sanitisers, 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* emphasises 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) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas
- xxvi. Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.
- xxvii. 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 will 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 state or 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. The suspect case if reporting very mild/mild symptoms on assessment by the health authorities would be placed under home isolation.
 - 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 actions for contact tracing and disinfection of work place 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 categorised into high and low risk contacts by the District RRTs detailed in the Annexure 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 **Annexure - 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.

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.

Management of the case(s) and contacts

