

**GOVERNMENT OF ASSAM**  
**ASSAM STATE DISASTER MANAGEMENT AUTHORITY**  
Ancillary Block, Janata Bhawan, Dispur, Guwahati-781006  
Phone: 0361-2237221 (O); E-mail: asdmaghy@gmail.com

**ORDER**

No. ASDMA.28/2021/334

Dated 25<sup>th</sup> December, 2021

Whereas, the Assam State Disaster Management Authority (ASDMA) has issued vide order of October 27, 2021 directives for containment of COVID-19 for both rural and urban areas across the state until further orders;

Whereas, the Ministry of Home Affairs (MHA) vide order dated 30<sup>th</sup> November, 2021 has directed the States/ UTs to consider implementation of prompt and effective containment measures for COVID-19 management as conveyed vide MoHFW advisory dated 21<sup>st</sup> September, 2021 until 31<sup>st</sup> December, 2021 and also directed to ensure strict compliance to the MoHFW advisory dated 27<sup>th</sup> November, 2021 on the highly mutant SARS-CoV-2 variant (B.1.1.529; named Omicron) (**Annexure-I**);

Whereas, the Health & Family Welfare Department, Government of Assam has issued vide order of December 05, 2021 detailed guidelines for international travellers coming to Assam to contain the spread of the highly mutant SARS-CoV-2 variant (**Annexure-II**);

Whereas, the status of COVID-19 in the State has again been reviewed and it has been observed that though the overall number of COVID-19 patients & positivity rate has declined considerably and the overall situation has improved, strict vigil needs to be continued so that adequate standards of COVID Appropriate Behavior continues to be followed with the emergence of the new variant of concern, B.1.1.529; named Omicron.;

Now, therefore, in exercise of the powers, conferred under Section 22(2) (h) of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee of the State Disaster Management Authority, Assam, do hereby issues the following guidelines, which are to be strictly adhered across the State for public safety and possible outbreak of COVID with variant forms of the virus which will come into force with effect from **6 AM of 26<sup>th</sup> December, 2021** and will remain in force until further orders:

**A. Containment Zones:**

In case the test positivity of COVID-19 in any area reaches **more than 10 cases in the last seven days**, the jurisdictional District Magistrate will notify such areas as total containment zones in consultation with MD, NHM and ensure necessary containment measures for COVID-19.

However, in such zones, emergency services will continue round the clock and essential services including shops dealing with groceries, fruits and vegetables, dairy and milk booths, animal fodder, etc. will remain open upto usual time of closure.



Delivery of all essential goods including food, pharmaceuticals, medical equipment through e-commerce in such areas will continue round the clock.

**B. Restrictions imposed:**

Except for exemptions given in Annexure - III,

SI No	Restrictions imposed for all districts	Restriction time for all districts
(1)	(2)	(3)
1	Curfew Time	11.30 PM – 6 AM (except on 31 <sup>st</sup> December, 2021)
2	Opening of workplace and business/ commercial establishments	Not beyond 10.30 PM
3	Functioning of Government and Private Offices/ Establishments.	As per usual working hours but not beyond 10.30 PM
4	Opening of shops and commercial establishments	Upto 10.30 PM
5	Shops dealing with groceries, fruits and vegetables, dairy and milk booths, animal fodder	Upto 10.30 PM
6	Dine in restaurants, dhabas and other eateries (Upto 50% of seating capacity)	Upto 10.30 PM
7	Takeaway of food items from restaurants, dhabas and other eateries	Upto 10.30 PM
8	Opening of Sale counters, showrooms etc. of cold storages and warehouses	Upto 10.30 PM

**C. Other restrictions and relaxations:**

1. All Government servants (including contractual and fixed pay) who have taken at least one dose of COVID-19 vaccine shall attend office. However, all other employees except those in whose case vaccination is contra-indicated as per guidelines issued by the Health Department of Government of Assam and /or such claim is certified by a registered medical practitioner will have to get themselves vaccinated and attend office.
2. Employees engaged in emergency / essential services shall attend their duty without any restrictions at any place.



3. The organizations (Government / Private) rendering Essential/Emergency Services, Law Enforcement Services and Election work will continue working without any restrictions in all districts.
4. Pregnant women employees and women employees with children of 3 years or below working under any Government / PSU / Financial Institutions / Private Organizations irrespective of their grade shall attend office.
5. Persons with disabilities (PwDs) working in any Government/PSU/ Financial Institutions/Private organizations shall be allowed to attend duties.

**D. Public Transport (Government and private)**

1. Goods transport shall continue unhindered.
2. All Public transport authorities shall enforce COVID-19 appropriate behavior and seating inside the vehicles, carriers, containers etc.
3. Auto Rickshaws, cycle rickshaws and taxis shall operate for passengers with 100% seating capacity and observance of COVID-19 appropriate behavior for passengers having at least a single dose of vaccine.
4. Pillion riding on motorcycles may be allowed with at least single vaccinated persons and compulsory wearing of mask.
5. Intra-district transport, with 100% seating capacity subject to observance of COVID-19 appropriate behaviour, shall be allowed for passengers having at least single dose of vaccine.
6. No standing passenger shall be allowed. Heavy fine will be imposed on such passengers and driving license of the driver/ registration of the vehicle will also be cancelled in the event of carrying standing passengers.
7. All inter-district passenger transport and movement shall be allowed with 100% passengers having at least single dose of vaccine subject to observance of COVID-19 appropriate behaviour.
8. No standing passenger shall be allowed. Heavy fine will be imposed on such passengers and driving license of the driver/ registration of the vehicle will also be cancelled in the event of carrying standing passengers.
9. Wearing of face mask is mandatory even for a single person driving a vehicle. In case of persons traveling in any private car, up to 100 % of its seating capacity, wearing of face mask is mandatory for all the persons.

**E. Educational Institutions (Government and Private):**

The guidelines issued by Education Department vide Order No.ASE.01/2020/Pt-II/169 dated 28<sup>th</sup> September,2021 for Elementary, Upper Primary, Secondary Schools and Degree Colleges/Engineering Colleges/Polytechnics/Teacher training colleges/Universities will be applicable for both government, non-government and private educational institutions(**Annexure-IV**).



**F. Gatherings:**

Sl No	Restrictions imposed	Details of restriction imposed
(1)	(2)	(3)
1	Name of the district	All districts
2	Meeting/gathering at any open or closed spaces	<ul style="list-style-type: none"><li>• In case of open spaces jurisdictional DDMA's shall fix the limit of gatherings depending on Covid situation in their respective districts</li><li>• In closed venues gathering is allowed upto 50% of the seating capacity of hall, auditorium etc.</li></ul>
3	Marriages/Religious functions	Allowed with not more than 200 single vaccinated persons subject to sl 2 above.
4	Religious Places/Social	Allowed up to 60 fully vaccinated persons per hour for iconic places and 40 fully vaccinated persons per hour for other religious places. Only fully vaccinated pilgrims to be allowed entry by Puja Committees/organizers.
5	Funeral/last rites	Allowed with not more than 100 persons subject to sl 2 above.
6	Hotels/resorts	Upto 10.30 PM
7	Delivery of essential goods through e-Commerce	Round the clock
8	Weekly Haats / bazaars	Allowed to open in shift of maximum 6 hours
9	Pharmacies, Hospitals, Animal Care Centres and Veterinary clinics	Round the clock
10	Cinema/Theatre Hall	Allowed with 50% of seating capacity of fully vaccinated viewers and observance of COVID-19 appropriate behaviour

**G. Omicron specific regulation**

1. All District Magistrates, Superintendent of Police, and all other authorities concerned shall be responsible for ensuring COVID Appropriate Behaviour viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer, maintaining health hygiene, no spitting etc. in all shops, malls, markets,






market complexes, weekly markets, restaurants, ISBTs, railway platforms / stations, cinemas /theatres / multiplexes, auditoriums / assembly halls, banquet halls / marriage halls, schools, colleges, educational / coaching institutes, religious places etc. for containment of COVID-19 virus.

2. All District Magistrates, Superintendent of Police should ensure that the people who visit the above mentioned places strictly follow COVID Appropriate Behaviour and are wearing masks, maintaining social distancing etc. without fail. If the aforesaid norms of COVID Appropriate Behaviour are not maintained at any establishment/ business premises/weekly market/ schools, colleges, educational / coaching institutes, libraries, religious places etc, then such premises/ weekly market shall be liable to be closed for containing the spread of COVID-19 virus and the defaulter shall also be liable for criminal prosecution under the relevant laws.
3. All District Magistrates and Superintendent of Police shall deploy sufficient number of teams for keeping utmost vigil at public places and for enforcing COVID Appropriate Behaviour so as to avoid any possibility of surge in COVID-19 cases.

#### **H. Miscellaneous**

1. Wearing of face mask is compulsory in all public places.
2. Shop owners shall ensure minimum six feet distance among customers and shall not allow more than 5 persons inside the shop at any time. In addition, shop owners should compulsorily keep sanitizers and hand wash in their shops.
3. Shopkeepers and customers shall have to wear masks and maintain social distancing. Responsibility of maintenance of social distancing will be on the shop owner and failure to do so will be viewed very seriously and may entail summary closure of defaulting shops.
4. Industrial units and Tea gardens may function subject to observance of COVID appropriate behaviour. Head of the unit/tea garden shall be responsible for ensuring social distancing, mask wearing by workers and staff, sanitization of industrial premises, thermal scanning etc.
5. Excise authority will continue taking strong action against illegal production and sale of country liquor in all the districts as a COVID containment measure.

  
(Jishnu Barua, IAS)  
Chief Secretary, Assam.

Copy forwarded to:

1. All Additional Chief Secretaries to the Govt. of Assam, Dispur, Guwahati-6
2. The Director General of Police, Assam
3. All Principal Secretaries/Commissioner & Secretaries to the Govt. of Assam, Dispur, Guwahati-6
4. Commissioner of Police, Guwahati-6
5. The Principal Secretaries of BTC, NCHAC, KAAC.
6. All Deputy Commissioners
7. The Director, Directorate of Information and Public Relations, Assam
8. All Superintendent of Police
9. S.O to the Chief Secretary, Assam, Guwahati-6
10. PPS to Hon'ble Chief Minister, Assam
11. All P.S to Hon'ble Minister, Assam, Dispur, Guwahati-6

*Chinmoy Nath*  
25/12/21

(Chinmoy Nath)  
Deputy Chief Executive Officer  
Assam State Disaster Management Authority



राजेश भूषण, आईएएस  
सचिव

**RAJESH BHUSHAN, IAS**  
SECRETARY



भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण विभाग  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Government of India  
Department of Health and Family Welfare  
Ministry of Health and Family Welfare

DO No. Z.28015/185/2021-DMCell  
27<sup>th</sup> November, 2021

*Dear Chief Secretary,*

Please refer to this Ministry's letter dated 25<sup>th</sup> November regarding the mutation of SARS-CoV-2 variant (B.1.1.529; named Omicron), reported from South Africa on 24<sup>th</sup> November 2021. WHO has designated this variant as a new Variant of Concern (VoC).

2. As a proactive step, Government has already placed countries where this VoC has been found in the category of 'At-Risk' countries for additional follow up measures of international travelers coming into India from these countries.

3. In view of the possible threat that this VoC can pose to the nation, it is imperative that the intensive containment, active surveillance, increased coverage of vaccination and Covid Appropriate Behaviour must be enforced in the field in a very proactive manner to effectively manage this VoC.

#### **Rigorous surveillance of International Passengers**

4. It is essential that the disease surveillance network in the country is geared up for rigorous follow up of all international travelers from all countries especially countries **designated as "At Risk"**. There is already a reporting mechanism for obtaining past travel details of passengers coming through international flights this should be reviewed at your level and the protocol provided by this Ministry should be strictly ensured including testing on disembarkation of international travelers coming from "At Risk" Countries and sending all positive samples for genome sequencing to INSACOG Labs in a prompt manner.

#### **Enhanced Testing**

5. Ample testing infrastructure need to be operationalized to tackle any surge due to this mutated virus. It has been observed that the overall testing as well as the proportion of RT-PCR tests have declined in some States. In the absence of sufficient testing, it is extremely difficult to determine the true level of infection spread. States must strengthen the testing infrastructure and strictly implement the testing guidelines.

#### **Monitoring of Hotspots**

6. Continued monitoring of "Hotspots" (areas where recent cluster of positive cases have emerged). In all such "hotspots", saturation testing and sending of positive samples quickly for genome sequencing to designated INSACOG Labs must be ensured in collaboration with Department of Biotechnology (DBT), Govt. of India and National Centre for Disease Control (NCDC). States should keep a close check on the emerging trend of cases and the positivity in an area and quickly delineate hotspots for effective containment



of Covid-19. States should aim at achieving positivity rate below 5% while focusing on increasing the number of tests and share of RT-PCR tests to aid in early identification.

**Ensuring augmentation of Health Infrastructure**

7. Having adequate availability of health facilities across the state is essential to ensure that there are no delays in providing care. Trained human resources, infrastructure, logistics and procurement should be planned & strengthened considering the geographical spread of the pandemic and there shall be no compromise in providing prompt quality treatment to the patients. States are requested to optimally utilize the financial support provided by Govt. of India under ECRP-I&II diligently.

**Ensuring prompt dispatch of samples for Genome Sequencing**

8. INSACOG has been established to monitor the circulating variants in the country. It is important at this juncture that States must significantly increase sampling from the general population/community for genome sequencing by sending these samples to INSACOG Lab network as per the policy.

**Regular Press Briefings by State for promoting Covid Appropriate Behavior & Vaccination**

9. We have seen in the last surges in the country that discourse on COVID is often influenced by misinformation leading to anxiety in the masses. To address this, all States should proactively & regularly address the concerns of community through press briefings & State bulletins providing evidence based information. States may also ensure that community is well informed regarding the measures undertaken and advised to follow measures like Covid Appropriate Behaviour & getting vaccinated.

10. It is critical for the State/UTs to adhere to the overarching 'Test-Track-Treat-Vaccinate and Covid Appropriate Behaviour' principle to ensure stringent implementation of containment measures as per MoHFW guidelines.

11. I am sure that under your continued leadership we will be able to maintain the momentum and build on the progress made so far to address the latest threat of the pandemic. Ministry of Health and Family Welfare assures of all requisite support to the States/UTs.

Yours sincerely,

(Rajesh Bhushan)

**Chief Secretary / Administrator (Separate letters)**  
**All States / UTs**

✓ **Copy to :** Principal Secretary to Prime Minister, South Block, New Delhi  
Cabinet Secretary, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi  
Home Secretary, Ministry of Home Affairs, North Block, New Delhi  
Secretary, Department of Health Research, Govt. of India, New Delhi  
Secretary, Department of Biotechnology, Govt. of India, New Delhi

(Rajesh Bhushan)



No. HLA.270/2020/436

Dated Dispur the 5<sup>th</sup> December, 2021

**NOTIFICATION**

**Standard Operating Protocol for International travellers Coming to Assam**

Whereas, the continuously changing nature of virus and evolution of SARS-Cov-2 variant of concern (VOCs) is well recognised and after the discovery of Variant of Concern, B.1.1.529; named Omicron, various guidelines and instructions have been issued by Ministry of Health & Family Welfare Government of India, especially for International Travellers,

Whereas, there is a need for formulating state specific protocol for follow up of not only international travellers, but also the contacts of such people, who may turn positive and detected to have the variant COVID-19;

The following SoP is issued for ensuring public safety and prevention of possible outbreak of COVID with variant forms of the virus:

**1. Planning for Travel:**

- a. All International travellers of the state going out or coming into Assam should
  - i. Submit self –declaration form on the online Air Subidha portal (<http://www.newdelhialrport.in/airsubidha/apfo-registration>) before the scheduled travel, including last 14 days travel details.
  - ii. Upload a negative COVID-19 RT-PCR report\*. This test should have been conducted within 72 hrs prior to the undertaking of the journey.
  - iii. Each passenger shall also submit a declaration with respect to authenticity of the report and will be liable for criminal prosecution, if found otherwise.
- b. They should also give an undertaking on the portal or otherwise to Ministry of Civil Aviation, Government of India, through concerned airlines before they are allowed to undertake the journey that they would abide by the decision of the appropriate government authority to undergo home/ institutional quarantine/ self –health monitoring, as warranted.
- c. Continuing with the earlier approach, travellers from certain specified Countries (based on epidemiological situation of COVID-19 in those Countries at annexure A) are identified for additional follow up. The listing of such specified Countries is a dynamic exercise based on evolving situation of COVID-19 across the world and will be made available on the websites of Ministry of Health & Family Welfare, ([mohfw.gov.in](http://mohfw.gov.in)) and the link of the same will be available at website of Ministry of External Affairs and Air Suvidha Portal.



## **2. Before Boarding:**

- a. Passengers originating or transiting from at-risk countries shall be informed by the airlines that they will undergo post arrival testing, quarantine if tested negative, stringent isolation protocols if tested positive etc. as mentioned in para(xv).
- b. Do's and Don'ts shall be provided along with ticket to the travellers by the airlines/agencies concerned.
- c. Airlines to allow boarding by only those passengers who have filled in the Self Declaration Form on the Air Suvidha Portal, uploaded the negative RT\_PCR test report.
- d. At the time of boarding the flight, only asymptomatic travellers will be allowed to board after thermal screening.
- e. All passengers shall be advised to download Aarogya Setu app on their mobile devices.

## **3. During travel**

- a. In-flight announcement about COVID-19 including precautionary measures to be followed shall be made at airports and in flight and during transit.
- b. During in-flight crew shall ensure that COVID appropriate behaviour is followed at all times.
- c. If any passenger reports symptoms of COVID-19 during flight, he/she shall be isolated as per protocol.

## **4. On Arrival:**

- a. De boarding should be done ensuring physical distancing.
- b. Thermal screening would be carried out in respect of all the passengers by the health officials present at the airport. The self declaration form filled online shall be shown to the airport health staff.
- c. The passengers found to be symptomatic during screening shall be immediately isolated and taken to medical facility as per health protocol. If tested positive, their contacts shall be identified and managed as per laid down protocol.
- d. Travellers from specified Countries at risk (as mentioned in above) will follow the protocol as detailed below:
  - I. Submission of sample for post-arrival COVID-19 test\* at the point of arrival (self-paid). Such travellers will be required to wait for their test results at the arrival airport before leaving or taking connecting flight.
  - II. The untested passengers and those turning negative and therefore must be followed up by the District Surveillance Units concerned on Day 2 and Day 5, and their RT-PCR test must be conducted, if found symptomatic.
  - III. If tested negative, they will follow, home quarantine for 7 days. Re -test on the 8<sup>th</sup> day of arrival in India\* and if negative, further self -monitor of their health for next 7 days.
- e. However, if such travellers are tested positive, their samples should be sent for genomic testing at INSACOG laboratory network.





- f. They shall be managed at separate isolation facility and treated as per laid down standard protocol including contact tracing mentioned in para (xiv).
  - g. The contacts of such positive cases should be kept under institutional quarantine or at home quarantine monitored strictly by the concerned District Surveillance Officer as per laid down protocol.
  - h. They will also be monitored for symptoms on 2nd and 5th day and tested for COVID positivity if found symptomatic. If asymptomatic, they will be tested on 8th day by RTPCR and if found positive, they will undergo treatment as mentioned above and if negative, after another 7 days of isolation, shall be released on 15th day.
  - i. Travellers from Countries excluding those Countries at risk, will be allowed to leave the airport and shall self-monitor their health for 14 days post arrival.
  - j. A sub-section (2% of the total flight passengers) in each flight as identified by the concerned airlines (preferably from different countries) shall undergo post-arrival testing at random at the airport on arrival. Such traveller shall be escorted by the concerned airlines/ MoCA to testing area on arrival.
  - k. Laboratories shall prioritize testing of samples from such travellers.
  - l. If such travellers are tested positive, they shall be managed as per laid down standard protocol and samples would further send for genomic testing.
  - m. If travellers under home quarantine or self health monitoring, develop signs and symptoms suggestive of COVID-19 or test positive for COVID-19 on re testing, they will immediately self isolate and report to their nearest health facility or call National helpline number (1075)/ State Helpline Number.
- 5. International travellers arriving at land ports**
- a. International traveller arriving through land ports will also have to undergo the same protocol as above, except the facility for online registration is not available for such passengers currently.
  - b. Such travellers shall submit the self declaration form to the concerned authorities of Government of India at land ports on arrival.
6. Children under 5 years of age are exempted from both pre- and post-arrival testing. However, if found symptomatic for COVID-19 on arrival or during home quarantine period, they shall undergo testing and treated as per laid down protocol.
7. Contacts of the suspected case are the co-passengers seated in the same row, 3 rows in front and 3 rows behind along with Identified Cabin Crew.
8. Also, all the community contacts of those travellers who have tested positive (during home quarantine period) would be subjected to quarantine for 14 days and tested as per ICMR protocol.
- 9. Responsibilities of District Surveillance Officers IDSP:**
- a. As the international travellers are likely to land in Assam through air ports, DSOs of the districts with airports shall take special measures to follow up each such traveller by maintaining continuous contact with State Surveillance Officer of IDSP.

(N)



- b. Once the International traveller becomes negative on RTPCR testing at the airport, he will be allowed to go for self isolation. However, his monitoring and 2nd/5th/8th day testing as per the above protocol will be the responsibility of the DSO.
- c. Any development of positivity and confirmation of negativity of testing must be reported to SSO IDSP by each DSO on daily basis.
- d. For positive persons with COVID Variant, contact tracing and subsequent testing of the contacts shall also be the responsibility of the DSOs.
- e. The DSOs shall also ensure that all the RTPCR samples such sent for testing shall be kept separately for easy and early identification and follow up.
- f. Considering the fact that GoI is insisting for Whole Genomic Sequencing, all such samples shall be collected without delay and sent to GMCH/SSO IDSP for further testing in NIV Pune or NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS (NIBMG) P.O.: N.S.S., Kalyani 741251, West-Bengal, INDIA.

**10. Responsibilities of State Surveillance Officer:**

- a. SSO IDSP shall maintain daily records of International travellers arriving in the state and coordinate with the districts for their timely testing, and genomic sequencing of positive cases.
- b. SSO IDSP shall maintain daily communications with GoI- MoHFW for reporting of such positive cases.
- c. SSO IDSP shall coordinate with all RTPCR Testing laboratories in Assam for early identification of COVID Positivity in such International travellers under surveillance and their contacts (where applicable) and sending such samples to NIV Pune/NIBG, collecting reports from these institutes and for subsequent surveillance Measures.

**11. Responsibilities of all RTPCR Lab In charges:**

- a. Priority testing and timely completion of RTPCR samples of International travellers (either first sample at airport or subsequent samples from isolation) and timely reporting to SSO IDSP on daily basis.
- b. Sending positive sample specimen for Whole Genome Sequencing to the concerned Virology Institute without delay.

These SoPs shall come into force with immediate effect and are liable to modification with evolving COVID situation and Government of India guidelines.

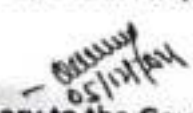
  
(Anurag Goel IAS)

Principal Secretary to Government of Assam  
Health & Family Welfare Department

**Copy to:-**

1. The Chief Secretary, Assam, Dispur.
2. Additional Chief Secretary, Home & Political/Social Welfare Department.
3. The Principal Secretary to Hon'ble Chief Minister, Assam.
4. The DGP, Assam.
5. The Addl. DGP (Law and Order).
6. The Addl. DGP(S).
7. The Chief Executive Officer Assam State Disaster Management Authority.
8. The Mission Director, National Health Mission, Assam, Guwahati-5.
9. The Deputy Commissioner/ Sub-Divisional Officer (all districts).
10. The Principal Secretary of All Autonomous Council
11. The Superintendent of Police (all district).
12. The Director, Airport Authority of India, LGBI Airport, Guwahati/ The Commandant, CISF, LGBI Airport, Guwahati.
13. The Director of Health Services, Assam, Hengerabari, Guwahati-36.
14. The Director of Health Services (FW), Assam, Hengerabari, Guwahati-36.
15. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22.
16. The Director Information & Public Relation, Dispur, Guwahati for information and necessary action.
17. The Commissioner, Gauhati Municipal Corporation/EO, Municipality Boards (all)
18. The Principal-cum-Chief Superintendent all Medical Colleges of Assam.
19. The Superintendent all Medical College & Hospital, Assam.
20. The Joint Director of Health Services (all districts).
21. The Addl. Chief Medical Officer (all districts)
22. The District Surveillance Officer (all district)
23. All Superintendent of District Hospitals.
24. The SO to Chief Secretary, Assam, Dispur, Guwahati-6.
25. PS to Hon'ble Minister, Health & Family Welfare, Assam, Dispur.

By order etc.,

  
Joint Secretary to the Govt. of Assam,  
Health & Family Welfare Department,

## ANNEXURE-A

List of Countries from where travellers would need to follow additional measures on arrival in India,  
including post-arrival testing (Countries at-risk)

(Updated as on 30<sup>th</sup> November 2021)

### Countries in Europe including The United Kingdom

1. South Africa
2. Brazil
3. Botswana
4. China
5. Mauritius
6. New Zealand
7. Zimbabwe
8. Singapore
9. Hong Kong
10. Israel
- 11.



### **Annexure-III**

- A. Following categories of persons are exempted from the purview of **restriction on movement** (as notified by jurisdictional DDMA) during curfew hours:
1. All Officials and persons, both government and private involved in **emergency services** such as Health and Family Welfare and all related medical establishments, Police, Prisons, Home Guards, Civil Defence, Fire and emergency services, District Administration, Pay & Account Office, Electricity, Water and Sanitation, Public Transport (Air/Railways/Buses) including all incidental services/activities that are essential for smooth functioning of all modes of public transport (such as handling of cargo, ticketing, air freight station, CFS, ICD etc.), Disaster Management and related services, IMD, CWC, Water Resources Department, PHE, NIC, NCC, Indian Red Cross Society, Postal Department and Municipal services, and all **other essential services** on production of valid Identity card. The uninterrupted delivery of public services shall be ensured by the concerned departments/agencies.
  2. All Judicial officers / officials of courts of Assam on production of valid Identity card.
  3. All private medical personnel such as doctors, nursing staff, paramedical staff etc. and other hospital services (such as hospitals, diagnostic centres, clinics, pharmacies, pharmaceutical companies and other medical & health services),
  4. Pregnant women and patients for getting medical /health services.
  5. Person coming from/going to Airports/Railway stations/ISBTs allowed to travel on production of valid ticket.
  6. Officers/officials related to functioning of offices of Diplomats of various countries as well as persons holding any constitutional post on production of valid Identity card.
  7. Electronic and print Media on production of valid Identity card.
  8. There shall be no restriction on inter-state and intra-state movement / transportation of essential / non-essential goods. No separate permission / e-pass will be required for such movements.
  9. Movement of persons related to commercial and private establishments providing following essential services/commodities shall be allowed:
    - a. Shops dealing with food, groceries, fruits & vegetables, dairy & milk booths, meat & fish, animal fodder, pharmaceuticals, medicines and medical equipment.
    - b. Banks, Insurance offices and ATMs.
    - c. Telecommunications, Internet services, Broadcasting and Cable services, IT and IT enabled services.
    - d. Delivery of all essential goods including food, pharmaceuticals, medical equipments through e-commerce.
    - e. Petrol pumps, LPG, CNG, petroleum and gas retail and storage outlets.
    - f. Power generation, transmission and distribution units and services.
    - g. Cold storage and warehousing services.
    - h. Private security services.

- i. Manufacturing units of essential commodities.
  - j. Production units or services, which require continuous process.
  - k. Persons who are going for COVID-19 vaccination.
10. All the officials/persons entrusted with election related works either by Government authorities or by private enterprises or by the authorities of any political party or contesting candidate on production of a valid Identity card/ engagement letter / appointment order / work order.
  11. All the employees / persons involved in operations related to forestry under the Environment & Forest department on production of valid Identity card.
  12. Organizations involved in humanitarian / philanthropic works such as supply of cooked food to the COVID patients, feeding of stray animals subject to obtaining prior permission from the jurisdictional DC.
- B. Following activities are allowed during curfew hours:
1. All Agricultural implement supply and maintenance activities may be allowed.
  2. Hotels which are accommodating quarantined persons, medical and emergency staff, air crew may be allowed to operate with skeletal service.
  3. Continuous process industries may be allowed to function, subject to workforce staying in the premises without outwards/inwards movement during the curfew timing.
  4. Agricultural and Tea Garden activities shall continue with strict observance of COVID-19 appropriate behaviour.
  5. Activities relating to supply of essential goods from and to FCI establishments shall continue.
  6. Hospitals and other related medical establishment including their manufacturing and distribution units both in public and private sector such as dispensaries, chemist and medical equipment shops, laboratories, clinics, nursing homes, ambulances etc. will continue to remain functional. The transportation of all medical personnel, nurses, paramedical staff, other hospital support services be permitted;
  7. Private security services shall continue;
  8. Manufacturing units of essential commodities shall continue.
  9. Railway offices and persons directly linked with operation of passenger and goods trains shall continue to operate.
  10. Bank, Insurance Company and other financial institutions are allowed to work with skeletal staff. ATMs shall continue to operate 24x7.
  11. Medicine Distributors and C&F can operate round the clock with optimum workforce for maintaining supply chain of medicines.



GOVERNMENT OF ASSAM  
EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-06



ANNEXURE-IV

No. ASE.01/2020/Pt.-II/185

Dated, Dispur the 28<sup>th</sup> September, 2021

**ORDER**

In continuation of Education Department earlier supplementary Standard Operating Procedure issued vide Memo No. ASE.01/2020/Pt.-III/151, Dated, Dispur the 3<sup>rd</sup> September, 2021, and Memo No. ASE.01/2020/Pt.-II/169, dated 16<sup>th</sup> September, 2021 the Govt. in Education Department is pleased to notify the re-opening of physical classes from Class I to Class VIII and Class XI w.e.f 19<sup>th</sup> October, 2021, Class IX w.e.f 1<sup>st</sup> October, 2021, all Degree and Post Graduate Classes, all classes in Technical institutions/ Universities, B.Ed. Colleges both Govt. and private in the State of Assam w.e.f 1<sup>st</sup> October, 2021 maintaining all the protocols of safety guidelines under COVID-19 protocol and the detailed Standard Operating Procedure is given as follows.

In this connection it may be mentioned that Class XII and final year/semesters of degree colleges, final year PG Classes/ Semesters in Universities and Engineering Institutions have already reopened w.e.f. 6/9/2021 and Class X has re-opened w.e.f. 20<sup>th</sup> September 2021 respectively.

**STANDARD OPERATING PROCEDURE (SOP)**

**Background**

Considering the fact that the COVID-19 positivity rate in the State of Assam is less than 1% during the last 15 days and also due to the fact that the Education Department has already given permission for reopening of Class XII, and final year/semesters of degree colleges, final year PG Classes/ Semesters in Universities and Engineering Institutions and subsequently Class X w.e.f. 6<sup>th</sup> September, 2021 and 20<sup>th</sup> September 2021 respectively and therefore considering the improved scenario, the Govt. in Education Department has decided for the re-opening of physical classes from Class I to Class VIII and Class XI w.e.f 19<sup>th</sup> October, 2021, Class IX w.e.f 1<sup>st</sup> October, 2021, all Degree and Post Graduate Classes, all classes in Technical institutions/ Universities, B.Ed. Colleges both Govt. and private in the State of Assam w.e.f 1<sup>st</sup> October, 2021 maintaining all the protocols of safety guidelines under COVID-19 protocol. However, online mode of education will continue for students who prefer to attend online classes rather than physically attend school. Physical attendance in schools is optional and not mandatory.

This SOP is applicable for both Government and non-Government Educational Institutions and the Private Educational Institutions has also to follow the Guidelines as cited in the following paragraphs.

The re-opening of physical classes in Educational Institutions as stated above (both Govt. and private) is based on the criteria that COVID positivity rate is below 2% in the Districts and in case in any District, the positivity rate goes above 2% on a particular day, the Deputy Commissioner of the concerned District, as Chairman of the DDMA in consultation with MD, NHM, will close the Educational Institutions till the positivity rate goes below 2%.

**General Guidelines**

**1. Lower Primary (Elementary) Schools (Class I to V) :**

- (a) Physical classes will re-open from 19<sup>th</sup> October, 2021.
- (b) Classes will be held for 3(three) days in a week for all the classes from Class I to Class V.
- (c) In respect of Class I, II & III, formal classes will be conducted on every Monday, Wednesday and Friday.
- (d) In respect of class IV & V formal classes will be conducted on every Tuesday, Thursday and Saturday.
- (e) The In-Charge Headmaster/Headmistress of the Lower Primary School shall supervise and ensure that the timing of classes, serving of Mid Day Meal, maintenance of all safety Protocol relating to COVID-19 Pandemic shall be strictly done and monitored.
- (f) The Residential Hostels will not function until further orders in respect of Lower Primary (Elementary) Schools.
- (g) In respect of attendance of Students of Lower Primary (Elementary) Schools attendance is not compulsory and will be based purely on parental consent.
- (h) In addition to formal classes online classes will also continue if found necessary.

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- (i) Meetings in schools (formal and informal) will not be allowed in the Educational Institution premises.
- (j) There will be no cultural function, meetings etc., until further orders.
- (k) There should not be more than 30 (thirty) students in a section. Head of the Institution will assess the required number of sections and open more sections accordingly if required.

**2. Upper Primary Schools (Class VI to VIII)**

- a. Physical classes will re-open from 19<sup>th</sup> October, 2021.
- b. Classes will be held 3(three) days in a week for all the classes from Class VI to Class VIII.
- c. In respect of Class VI formal classes will be conducted on every Monday, Wednesday and Friday.
- d. In respect of class VII formal classes will be conducted on every Tuesday, Thursday and Saturday.
- e. In respect of class VIII formal classes will be conducted on every Wednesday, Friday and Saturday.
- f. The In-Charge Headmaster/Headmistress of the Upper Primary School shall supervise and ensure that the timing of classes, serving of Mid Day Meal, maintenance of all safety Protocol relating to COVID-19 Pandemic shall be strictly done and monitored.
- g. The Residential Hostels will not function until further orders in respect of Upper Primary (Elementary) Schools.
- h. In respect of attendance of Students of Upper Primary (Elementary) Schools attendance is not compulsory and will be based purely on parental consent.
- i. In addition to formal classes online classes will also continue if found necessary.
- j. Meetings in schools (formal and informal) will not be allowed in the Educational Institution premises.
- k. There will be no cultural function, meetings etc., until further orders.
- l. There should not be more than 30 (thirty) students in a section. Head of the Institution will assess the required number of sections and open more sections accordingly if required.

**3. Secondary Schools (Class-IX and X) and Sr. Secondary Schools (Class- XI and XII) :**

- i) In respect of Class IX physical classes will start from 1<sup>st</sup> October, 2021 and for class XI it will start from 19<sup>th</sup> October on day to day basis.
- ii) In respect of class XII and X classes have already started from 6<sup>th</sup> October, 2021 and 20<sup>th</sup> October, 2021 and it will continue until further orders on day to day basis.
- iii) The Residential Hostels will not function except final year students of Class X and XII.
- iv) In respect of attendance of Students of Secondary Schools (Class-IX and X) and Sr. Secondary Schools (Class- XI and XII) the same is not compulsory and will be based on parental consent.
- v) In addition to formal classes online classes will also continue if found necessary.
- vi) Meetings (formal and informal) will not be allowed in the Educational Institution premises.
- vii) There will be no cultural function, meetings etc., until further orders.

**4. Degree Colleges/Engineering Colleges/Polytechnics/Teacher Training Colleges/ Universities:**

- a) In respect of Degree Colleges/Engineering Colleges/Polytechnics/Teacher Training Colleges/ Universities etc., the same shall function normally on day to day basis as per academic calendar w.e.f. 1/10/2021 guidelines issued by UGC/AICTE. However the Head of the Institution will ensure that all safety COVID-19 protocols are strictly followed.
- b) The Residential Hostels will function only for final year students.
- c) In respect of attending Degree Colleges /Engineering Colleges/Polytechnics/Teacher Training Colleges/ Universities attendance of Students is not compulsory.
- d) In addition to formal classes online classes will also continue if found necessary.
- e) Meetings in the Educational Institution premises (formal and informal) will not be allowed.
- f) There will be no cultural function, meetings etc., until further orders.

**5.**

- (a) The Hostels of the educational institutions (both Residential Schools and Day Boarding Schools) are allowed to open only for Class X, Class XII, Final year degree colleges, final year PG Classes of Universities and Engineering Institutions.
- (b) There should not be more than 30 students in a section. The Head of the institution will assess the required number of sections and open more sections accordingly, if required.

*B. Kodiyani*



- (c) The Educational Institutions are allowed to open for the first three days only for vaccination of the teachers and staff etc. and the physical classes shall start from 1<sup>st</sup> October, 2021 onwards.
- (d) All Educational Institutions shall continue to provide quality virtual/online classes in addition to physical classes.
- (e) The Schools/Educational Institutions shall have to be sanitized on every weekend (preferably on every Sunday).
- (f) COVID appropriate behaviour should be followed by every Educational Institution.
- (g) The school authorities shall dedicate one class period every day during the first week of reopening of schools to sensitise the students about the COVID-19 appropriate behaviour and protocols.
- (h) Similar sensitization of all the teachers and non-teaching staff may be done prior to re-opening of the schools.
- (i) Compulsory use of Masks/Sanitizers by all shall be ensured.
- (j) Social distancing in classes shall be ensured. Maintenance of physical distance of minimum 6ft both inside and outside the classroom should be ensured.
- (k) Temperature check of all students/teachers etc. shall be done every day through thermal screening during entry of the teachers/students/ and non-teaching staff.
- (l) Every school/college or Educational Institution authority should co-ordinate with the nearest Health Centre (PHC/CHC etc.) in case of fever, cough, difficulty in breathing/ medical emergency.
- (m) Whenever any COVID-19 positive case is detected in the school premises immediate information should be shared with the nearest Government Health Institution/ Circle Officer of the concerned Revenue Circle. And thereafter the school should be opened next day only for COVID 19 testing (RAT & RTPCR) of the students, teaching, non-teaching staff etc.
- (n) Hand washing facilities in the schools/colleges shall be arranged at prominent locations inside the premises. A separate room shall be identified and be kept ready to keep any student/teacher/non-teaching staff under isolation in the event of any positive symptoms being observed during their stay in the institution till such time Health Department officials arrive for testing.
- (o) Students should not share any material (Textbooks, notebooks, pen, pencil, eraser, Tiffin box, water bottle etc.) with each other.
- (p) The health, hygiene and safety protocols of COVID -19 as issued by the Health & Family Welfare Department from time to time should be followed.
- (q) Regarding sanitization of schools/Educational Institutions, it will be the joint responsibility of the SMDC of the schools, Deputy Commissioner of the District, Joint Director of Health Services and Inspector of Schools.
- (r) Students should be made aware about proper and scientific use of Mask, frequent change of Mask, sanitization, maintenance of physical distance of minimum 6 ft. both inside and outside the classroom.
- (s) Regular cleaning and disinfection of the classrooms toilets corridor etc., shall have to be done.
- (t) Arrangements for potable water for hand washing with soaps. Install hand washing station, hygienic drinking water points, toilets and urinals to allow physical distancing of atleast 2 meters and ensure these facilities are accessible to children with disabilities.
- (u) Social distancing in classes/ assembly etc. space will be created in the classroom to ensure that the children desk stands one meter apart and responsibility for such arrangement would lie on the Head of the institution.
- (v) A District level task force Chaired by Deputy Commissioner of the District and consisting of District Heads of the concerned line Department as members will be responsible for ensuring enforcement of the SOP. Notification has already been issued earlier by Education Department.
- (w) The Schools used as quarantine centres should be properly sanitized before re-opening. Those educational institutions where quarantine centres were/are setup are to be thoroughly sanitized. Sanitization should not merely be limited to the school building and it should include the entire premises, desks and benches, toilets etc. it should be an extensive sanitization.
- (x) Schools/Educational Institutions shall not be opened in containment zones till further instructions from the Govt.

*B. Kalyan*





- (y) Students/teachers/school administrators who have been quarantined (home/institutional) can attend school provided they produce medical fitness certificate relating to COVID-19 issued by competent medical authority. Care must also be taken to avoid stigmatizing of students and staff who have been exposed to COVID-19.
- (z) Whenever multiple COVID-19 positive cases are detected in the school premises and thereafter immediately the school/Educational Institution will be closed for a period of 7(seven) days. Subsequently after closure of the school/ educational institution the school building including the entire premises desk and benches, toilet stations/ drinking water station etc., should be thoroughly sanitized. Thereafter, after 7(seven) days the school will be re-opened with due permission from Deputy Commissioner of the District.
- (aa) In respect of private educational institutions social/physical distancing shall be maintained and buses will carry 1/3 intake of the students in the bus. The school buses should be properly sanitized twice daily.
- (bb) In respect of those educational institutions which do not have potable water/drinking water facilities/stations, the school shall not be re-opened on 1<sup>st</sup> October, 2021 and 19<sup>th</sup> October, 2021 and decision in this connection will be taken by Deputy Commissioner of the District.
- (cc) Pregnant Women employees and women employees with children of 3 years or below both teaching and non-teaching irrespective of their grade shall be eligible to work from home.
- (dd) 1<sup>st</sup> dose of Covid 19 vaccination is made mandatory for teaching and non-teaching staff of Educational Institutions and they must get vaccinated before they join duty. In case 2<sup>nd</sup> dose of Covid 19 vaccine is due they will ensure that they will take 2<sup>nd</sup> dose within the stipulated time frame.
- (ee) Both 1<sup>st</sup> and 2<sup>nd</sup> dose of Covid 19 vaccine is mandatory for the boarders and other staff of Hostels, Boarding House, Residential Schools excluding students inmates who are below 18 years of age.
- (ff) A Register shall be prepared with records of vaccination status of all the students/teaching and non-teaching staff. The Register shall be submitted to the Revenue Circle Officer every 14 days alternately.

**6. THE STANDARD OPERATING PROCEDURE FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS ARE AS FOLLOWS**

**A. Proper cleaning and sanitation facilities.**

- Use of face covers/masks by students, teachers, staff and all stakeholders is mandatory.
- There should be arrangement for thorough cleaning and disinfecting of all areas, furniture equipment, stationary, storage space, water tanks, kitchen, canteen, washroom, laboratories, libraries, etc., on School/College campus.
- Working hand washing facilities in the School/College should be arranged.
- There should be availability of key supplies like thermometers, disinfectants, soaps, etc., and the thermometer to be used should be a calibrated contactless infrared digital thermometer.
- Ban on spitting shall be strictly enforced.
- All garbage should be disposed in dustbins and must not be allowed to be piled up anywhere in the School/College premises.
- Frequent cleaning and disinfecting of washrooms during the School/College hours should be ensured.
- Mandatory hand washing for all students and staff at regular intervals must be ensured. Hand washing time should be minimum of 40 seconds as health protocol.
- Availability of safe and clean drinking water for students must be ensured. Drinking from water bottles by students maybe encouraged.
- Cleanliness and hygiene should be maintained during mid-day meal preparation, serving, during eating and after eating. Utensils should be properly cleaned.
- Each Educational Institute will constitute a Multi stakeholder Committee to address the Covid-19 related issues within the Institute, as Institutional Disaster Management Plan. Representative from DTE, Health & Family Welfare Department and District administration should also be included in the Multi-stakeholder Committee in addition to students, parents, guardians, faculties. The minutes and meeting of the Committee shall be uploaded in the public domain.

*[Signature]*



- A sub Committee for Hostel Management may be formed from the members of the stakeholder Committee to address the hostel matters as and when permission is granted by the Govt. in due course for re-opening of Hostels.

**B. Seating plan/Schools/Degree Colleges/Universities/Engineering Colleges/ Polytechnics/Teacher Training Institutions/Coaching Institutions(both Govt. and Non-Govt.).**

- Physical distancing of atleast 6 feet has to be strictly followed.
- Physical and social distancing shall be maintained in the staff rooms, office area and other places of public interaction.
- Wherever available, temporary spaces or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes in view the safety and security of the children and physical distance protocols.
- Seats may be designated with adequate distance for teachers in the staff room and other available rooms/halls.
- The number of seats in the reception area may be limited with atleast 6 feet distance between them.

**C. Ensure physical/social distancing in the entry and exit points of the Schools/Colleges/Universities.**

- Earmarking different lanes for entry and exit of students/teachers/non-teaching staff. Visit of outsiders should be strictly prohibited.
- Opening of all the gates at the time of entry and exit in case of Schools/Colleges which have multiple gates shall be done to avoid overcrowding.
- Displaying posters/signage/stickers at appropriate places reminding students about maintaining physical/social distancing must be ensured.
- Display communication materials (info-graphics) etc. on COVID-19 prevention in different areas within the School/College premises and the community.
- No outside vendors should be allowed to sell any eatables inside the School/College premises or at the entry/exit gate points.
- Ensure Soap (Liquid) is available at each hand washing station, near every door of toilets, in the Mid-Day-Meal distribution areas/ school Canteens and school entrance points.
- The Headmaster of the respective school will assign one teacher to stand at the entry point of the school during entry of the students and one teacher at the exit point during the exit of the students.

**D. Parents/Guardians consent**

- Students will come to the schools/Colleges provided their parents have no objection and as such written undertaking/confirmation from the parents should be produced in the schools/Colleges.
- Parents should ensure that their ward goes to schools/Colleges wearing a mask and sensitize them not to exchange mask with others.
- Parents may take care not to send their ward to school if the child is not feeling well.
- Students willing to study from home through online mode may be allowed to do so.
- Attendance must not be enforced and must depend entirely on parental consent.

**E. Schools/Colleges/Universities events, meetings, etc.**

- Schools/Colleges/Universities should not undertake any school events/College events /Universities events.
- Functions and celebration of festivals should be avoided in schools/Colleges.
- School assembly may be conducted by the students in the respective classrooms/outdoor spaces/other available spaces and halls under the guidance of the class teachers and maintaining physical distancing of atleast 6ft.

**F. Formation of different Task teams.**

The schools/Colleges will ensure formation of different Task teams such as Emergency care support/Response team/General support team for all stakeholders, hygiene inspection team, etc. The members of such teams may be identified from amongst the Teachers, Professors, Associate Professors, students and other stakeholders who will work collaboratively to take strategic and immediate action.

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**G. Health checkup**

- Regular health checkup of students and teachers may be organized.

**H. Ensure safe commuting of students who avail school/college transport.**

- Sanitization of school/College transport should be done on regular basis atleast twice a day- once before children board the transport and once after.
- Driver and conductor should ensure physical distance at all times alongwith students.
- If possible, thermal screening of students may be done by the bus conductor at the time of their boarding.
- All commuters are to wear face cover/masks. School/College transport authority should not permit students without masks and as per as possible provide them with masks.
- No curtains should be there in the windows of the school/College bus. Preferably all windows should be kept open.
- For air conditioned buses, the guidelines issued by CPWD will be followed which include temperature setting at 24-30 degree Celsius, relative humidity at 40-70% with provision for intake of fresh air.
- Students should be oriented not to touch surfaces unnecessarily.

**I. Ensure safety norms in classrooms**

- Teacher must ensure that students sit at allocated seats maintaining physical distancing and wearing face covers/ masks. Teachers too wear face masks.
- In case of practical works, it should be done in small groups maintaining physical distance.
- Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottle, etc.) with each other.
- All the necessary learning material may be kept in the classroom.
- No sharing of food among students should be allowed.
- Overcrowding in washrooms should be discouraged.
- For air conditioning within the school, CPWD norms shall be followed which prescribes temperature setting in the range of 24-30 degree Celsius, relative humidity in the range of 40-70% and provision for intake of fresh air and cross ventilation.

**J. Protocol to be followed in case of detection of suspected case of COVID-19.**

- The sick student or the sick staff should be placed in a room or area where they are isolated from others.
- The nearest medical centre should be contacted.
- A risk assessment will be undertaken by the treating physician.
- Disinfection of the premises to be taken up if the person is found positive.
- The school authorities/College should coordinate with the nearest health centre/Joint Director of Health Services, in case of emergency.
- All protocols as advised by Health and Family Welfare Department/ NHM should be followed.

**K. STANDARD OPERATING PROCEDURE FOR SERVING MID-DAY MEALS IN SCHOOL.**

These Specific Guidelines have been framed to prepare for resuming the normal cooking and serving of midday meal in Elementary schools of Assam with focus on food safety, health and hygiene alongwith physical/social distancing. In respect of schools falling under Elementary Section (Class I to VIII) Midday-Meal will be served from 12.15 PM to 12.45 PM.

The specific Guidelines are as follows:

- Entry of cook cum helpers (CCH) in schools.**
  - It shall be the responsibility of District/Block Administration related to MDM to ensure that the CCH is not COVID positive.
  - All CCH to give self-declaration to the Headmaster of the respective schools with regard to the wellness of self and family members before starting their work in school.
  - Thermal scanning of the CCH must be carried out at the entry point of the school.
  - The CCH must sanitize/wash their hands for minimum 40 seconds upon entering the school.

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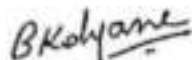


- Wearing face masks will be mandatory during cleaning, washing, cutting, serving of meals.
  - Handmade face covers should be washed daily.
  - Nail polish or artificial nails should not be worn because they can become foreign bodies and might compromise on food safety.
  - Spitting and nose blowing should be strictly prohibited within the premises by CCH or any other person during school hours.
  - The CCHs should wear head covers and gloves.
- b) Safety norms in kitchen and storage space.
- The kitchen cum store place of cooking must be thoroughly cleaned and sanitized before 24 hours of actual cooking after re-opening of schools. The Headmasters of the respective schools as well as the SMC are responsible for the purpose.
  - The floors of the kitchen and the cooking top should be cleaned every day before and after the food is cooked.
  - The drainage system should be efficient enough for disposal of refuse.
- c) Cleaning of utensils for cooking and serving.
- The utensils used for cooking and serving should be thoroughly washed, cleaned and dried after use.
  - Clean clothes should be used for wiping utensils, wiping hands and for cleaning surfaces.
  - Leftovers or crumbs from plates and utensils should be removed into dustbin and properly disposed.
  - Adequate waste disposal system should be arranged so that the risk of contaminating food or the potable water supply is eliminated.
- d) Checking of old stock of food grains, oil and fat and condiments before use/washing and cutting of vegetables and cleaning of food grains and pulses.
- Use of left out food grains, oil and fat and condiments should only be done after careful inspection of quality.
  - Vegetables, fruits and perishable food commodities should be thoroughly cleaned before use preferably with a combination of salt and haldi (turmeric).
- e) During cooking and serving of mid-day meals.
- Wherever possible, kitchen activities must be performed maintaining appropriate physical distance.
  - The cook cum helpers should use face covers, head covers during cooking and serving.
  - The serving and dining areas should be thoroughly sanitized before serving.
  - The CCH while distributing the food should wear hand gloves and maintain appropriate distance from the school children.
  - The school children should also wear masks while food is being served and at all times in the dining area except while eating/drinking.
  - Ensure that students wash their hands thoroughly before and after eating.

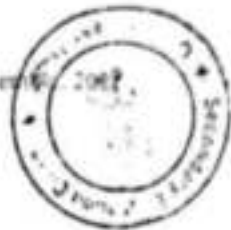
**L. SOP regarding re-opening of Hostels**

Residential hostels in Class X/Class XII and Final year degree classes, final year degree and PG Classes/Semesters in Universities and Engineering Colleges have started functioning w.e.f 6/9/2021 as per Govt. order No. ASE.01/2020/Pt-III/127, dated 4/9/2021 and the same will continue until further order. A copy of the said SOP is enclosed as Annexure-A.

This SOP will come into effect from 1/10/2021 and until further orders.

  
(Dr. B. Kalyan Chakravarty, IAS)  
Principal Secretary to the Govt. of Assam  
Education Department





Copy to:

1. All Registrars of Universities (State of Assam)
2. The PPS to Hon'ble CM, Assam.
3. The MD, NIEM, Assam.
4. The MD, SSA, Assam.
5. The Deputy Commissioner (All), Assam
6. The Director of Information and Public Relations, request for wide publicity
7. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
8. The Director of Secondary Education, Assam, Kahilipara, Guwahati-19.
9. The Director of Elementary Education, Assam, Kahilipara, Guwahati-19.
10. The Regional Director, CBSE, Panjabari, Guwahati-781037.
11. The Inspector of Schools (All), Assam.
12. The Secretary, Board of Secondary Education Assam (SEBA), Bamunimaidam, Guwahati-21
13. The Secretary, Assam Higher Secondary Education Council (AHSEC), Bamunimaidam, Guwahati-21.
14. Staff Officer to Chief Secretary, Assam for favour of kind information.
15. P.S. to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Minister.
16. P.S. to Hon'ble Advisor, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Advisor.
17. P.S. to Principal Secretary, Education Department, for kind appraisal of Principal Secretary.
18. P.S. to Principal Secretary, Health & Family Welfare Department, for kind appraisal of Principal Secretary.
19. P.S. to Special Commissioner, Elementary, Secondary and Higher Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Special Commissioner.

(Sri H. Choudhury)

Additional Secretary to the Government of Assam  
Secondary Education Department

Annexure A

**GOVERNMENT OF ASSAM  
EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-66**



No.ASL/01/2020/PA-III/127

Dated, Dispur the 4 September, 2021

**ORDER**

In respect of Para 2(a) of the General Guidelines pertaining to Supplementary SOP issued by the Education Department vide No. ASL/01/2020/PA-III/151, dated 3/9/2021, the Govt. in Secondary Education Department is hereby pleased to notify that the residential schools along with hostel facility is allowed to function only for Class XII in Senior Secondary Schools, final year students of Degree Colleges, final year PG students of Universities and Technical Institutions w.e.f. 6/9/2021 and the students of Class XII who will reside in the residential hostel/hostels and are aged 18 years and above should have atleast one dose of COVID-19 Vaccine before joining the hostel and the following Guidelines are to be followed in respect of residents of hostels.

**(A) GENERAL GUIDELINES:**

1. The Hostels shall have to be fully sanitized including Kitchen, Toilets, Bedrooms, Dormitories, Dining halls, Seating halls etc., before re-opening of Hostels.
2. Regarding Sanitization of Hostels, R.A. Test among the Hostel Superintendents/ Wardens/Hostel Supervising Officers/Cooks/Helpers/Cleaners, etc., full responsibility will rest with the Head of the Institution.
3. In respect of students willing to come and stay in residential Hostels, consent will have to be obtained from the parents of the students in writing.
4. In respect of students of Class XII in residential Senior Secondary Schools, final year students of Degree Colleges, final year PG students of Universities and Technical Institutions who will stay in Hostels RAT shall have to be done among the Teachers and Students before entering the School/College/Universities/Technical institution hostels.
5. Students will report to Hostel in a phased manner (Group wise). Groups' entry will be fixed and finalized by the Head of the Institution.
6. Staying in hostel for students will not be compulsory and will depend entirely on parental consent. However, after joining in Hostel, attendance is to be regularly monitored.
7. Students will be accommodated in the dormitory in alternate beds i.e. by keeping one bed vacant between two students by reducing the number of inmates in each dormitory to 50% as per the requirement. Beds which are not to be occupied are to be properly labelled.
8. Temporary partitions may be erected to separate inmates/boarders, if required and feasible adequate distance between beds may be ensured.
9. Physical/social distancing must be maintained at all the times in hostels. Signage and messaging at prominent places should be ensured relating to COVID-19 precautions and protocols.
10. Alternative space may be arranged to accommodate students to enable physical/social distancing.
11. Initial preference for calling students to join back hostels may be given to students who do not have any support at home and also no facility for online education.
12. Screening of every hostel boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders shall be allowed to stay in the hostel.
13. Since students may be coming from different locations by using public transports such as buses, trains etc., it is important that they should minimize their contact and interaction with others on arrival at hostel, and effectively, maintain quarantine as per State/UT requirement. Their health status should be monitored during the period by the Head of the Institution through engagement of a Nodal Health Officer.
14. Hostel should be out of bound for all persons except essential staff with known and acceptable health status.
15. Medical team should inspect kitchen and mess at least once a week to ensure maintenance of hygiene.
16. Capacity building of hostel staff should be done on physical/social distancing norms, health and hygiene, clean and nutritious food, etc., for hostellers.

**(B) SPECIFIC GUIDELINES:**

**Protocol to be followed in case of detection of a suspected case of COVID-19**

1. Earmark a room beforehand for isolation with facilities for a bed and toilet, etc.
2. Place ill students or staff in this room or area where they are isolated from others.
3. Provide a mask/face cover till such time as he/she/they are examined by a doctor.
4. Immediately inform the nearest medical facility (hospital/clinic) or call the State or district helpline.
5. A risk assessment will be undertaken by the designated public health authority (District Rapid Response Team/treating physician) and accordingly further action be initiated regarding management of case, his/her/their contacts and need for disinfection.
6. Disinfection of the premises to be taken up if the person is/are found positive.

*On 21/9*



7. For a suspect or a case detected in hostel, the student/staff shall not be sent back to his/her home as it may lead to spread of the disease. He/She should be isolated and State/District health officials shall be informed for suitable follow-up action. His/Her parent/ guardian should be informed immediately.
8. All protocols as advised by Ministry of Health and Family Welfare should be followed.

**(C) Physical/Social distancing during distribution of Meal**

1. Methods of safe distribution can be employed by the Hostels which may include staggered distribution. Food may be provided in multiple batches.
2. Physical/social distancing norms may be observed in the kitchen as well. No other person may be allowed in the kitchen except minimum essential staff. Cleanliness of kitchen and its staff may be ensured.
3. Staggered timing for having meals is to be ensured to avoid crowding.

**(D) Entry of Cook & Mess/ Kitchen Helpers in Hostels**

1. It shall be the responsibility of Hostel administration related to Kitchen & Dining to ensure that the Mess/Kitchen staff is not COVID positive.
2. All Mess/Kitchen staff shall have to give a self-declaration with regard to the health wellness of self before starting their work in Hostel.
3. Thermal scanning of the Mess/Kitchen staff may be carried out at the entry of the Mess/Kitchen to check the temperature. The temperature may be recorded on daily basis.
4. The Mess/Kitchen staff must sanitize/wash their hands for minimum 40 seconds upon entering in the kitchen.
5. Wearing face cover/mask will be mandatory during cleaning, washing cutting, cooking and serving of meals. If re-usable/handmade face covers are used, it should be ensured that they are washed daily.
6. Spitting and nose blowing should be strictly prohibited within the premises by Mess/Kitchen staff or any other person during hostel hours and especially while handling food.
7. The Mess/Kitchen staff should be provided adequate and suitable clean protective apron, and head gear for covering hair and gloves. It must be ensured that the Mess/Kitchen staff at work, wear only clean protective apron and head covering.
8. The Mess/Kitchen staff should wash their hands at least each time work is resumed and whenever contamination of their hands could have occurred; e.g. after coughing/ sneezing, visiting toilet, using telephone. Hand washing time should be a minimum of 40 seconds.
9. The kitchen cum store/place of cooking must be deep cleaned and sanitized before 24 hours of actual cooking after reopening of Hostels.
10. The Kitchen should be cleaned before the actual preparation and cooking of food on daily basis.
11. The floors of Kitchen and the cooking top should be cleaned every day before and after the food is cooked.
12. Ventilation system natural and /or mechanical including windows, exhaust fans etc. wherever required, should be designed and constructed so that air does not flow from contaminated areas to clean areas.

**(E) Serving of Meals**

1. The serving and dining area should also be well sanitized before and after food consumption.
2. The serving of meals to the Hostel Students may be done in a spread-out manner in batches to follow physical/social distancing norms.
3. However, in case the meals are served in Hostel dining halls, clear markings should guide the Students to the seating arrangement.
4. The Cook and Helper, while distributing the food should wear personal protective equipment such as hand gloves, face mask, head cover and shall maintain appropriate distance from the Hostel Students.
5. The Hostel students should also wear face cloth/ masks while the food is being served and at all times in the dining area except while eating/drinking.

Sd/- (Dr. B. Kalyan Chakravarty, IAS)  
Principal Secretary to the Govt. of Assam  
Education Department


Dated, Dispur the 4<sup>th</sup> September, 2021

Memo No.ASE.01/2020/PL-III/127 -A

Copy to:

1. All Registrars of Universities (State of Assam)
2. The Deputy Commissioner (All), Assam
3. The Director of Information and Public Relations, request for wide publicity.
4. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
5. The Director of Secondary Education, Assam, Kahilipara, Guwahati-19.
6. The Director of Elementary Education, Assam, Kahilipara, Guwahati-19.

*[Handwritten signature]*

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7. The Regional Director, CBSE, Panjabari, Guwahati-781037.
  8. The Deputy Commissioner, Navodaya Vidyalaya Samiti, Regional Office, Shillong, Temple Road, Barik Point, Lachumiere, Shillong-793001.
  9. The Inspector of Schools (All), Assam.
  10. The Secretary, Board of Secondary Education Assam (SEBA), Bamunimaidam, Guwahati-21.
  11. The Secretary, Assam Higher Secondary Education Council (AHSEC), Bamunimaidam, Guwahati-21.
  12. PS to Addl. Chief Secretary to Chief Minister, Assam for kind appraisal of the Addl. CS.
  13. Staff Officer to Chief Secretary, Assam for favour of kind information.
  14. P.S. to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Minister.
  15. P.S. to Hon'ble Minister of State, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Minister of State.
  16. P.S. to Hon'ble Advisor, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Advisor.
  17. P.S. to Principal Secretary, Elementary and Secondary Education Department, for kind appraisal of Principal Secretary.
  18. P.S. to Principal Secretary, Health & Family Welfare Department, for kind appraisal of Principal Secretary.
  19. P.S. to Commissioner & Secretary, Health & Family Welfare Department, Assam, Dispur, Guwahati-06, for kind appraisal of the Commissioner & Secretary.
  20. P.S. to Commissioner & Secretary, Elementary, Secondary and Higher Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Commissioner & Secretary.
  21. P.S. to Chairman, Board of Secondary Education Assam (SEBA), Bamunimaidam, Guwahati-21.
  22. P.S. to Chairman, Assam Higher Secondary Education Council (AHSEC), Bamunimaidam, Guwahati-21.

By Order etc.

(F.H. Choudhury, ACS)  
Additional Secretary to the Govt. of Assam  
Secondary Education Department

4/9/21