Government of Jharkhand
Home, Prison & Disaster Management Department
(Disaster Management Division)

ORDER

Whereas, the Ministry of Home Affairs has issued lockdown/Unlock orders vide Order dated 24.03.2020, Order dated 15.04.2020, Order dated 01.05.2020, Order dated 17.05.2020, Order dated 30.05.2020, Order dated 29.06.2020, Order dated 29.07.2020, Order dated 29.08.2020,Order dated 30.09.2020, Order dated 27.10.2020,Order dated 25.11.2020, Order dated 28.12.2020, Order dated 27.01.2021,Order dated 26.02.2021, Order dated 23.03.2021, Order dated 29.04.2021, Order dated 27.05.2021 and Order dated 29.06.2021 due to the prevailing COVID 19 situation;

Whereas, in exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act 2005, the Union Home Secretary and Chairman, National Executive Committee has issued an order dated 28.07.2021 directing to consider implementation of targeted and prompt actions for COVID-19 management as communicated vide Ministry of Health and Family Welfare DO Number Z 28015/85/2021-DM Cell dated 28.06.2021 and directing to implement the National Directives for COVID-19 management;

Whereas, in exercise of the power conferred under section 22(2)(h) of the Disaster Management Act, 2005,Secretary Disaster Management Division Jharkhand in his capacity as Member Secretary , State Executive Committee has issued directions to all the Departments of Government of Jharkhand and all the District Administrations for the strict implementation of Guidelines and State Directives vide Order number 375 dated 30.06.2021;

Whereas the situation of COVID-19 has been reviewed and it has been observed that there has been a fall in the number of new COVID-19 cases as well as fall in positivity but at the same time it is anticipated that gatherings and congregations may pose a considerable threat of spread of COVID-19;

Whereas, in exercise of the powers under section 18(2)(d) of the Disaster Management Act, 2005, the State Disaster Management Authority has directed the undersigned to issue an order with guidelines for the containment of COVID 19;

Now therefore, in exercise of the power conferred under section 22(2)(h) of the Disaster Management Act, 2005 the undersigned, in his capacity as Chairperson ,State Executive Committee, hereby directs all the Departments of Government of Jharkhand and all the

District Administrations to ensure that the following guidelines are observed by all **from immediate effect till next order;**

1. All shops are permitted to open till 8 PM in all districts.

2. Restaurants and Bars are permitted to operate sit in dining at 50% capacity on all days including Sunday till 10 PM.

3. All shops shall remain closed from 8 PM on Saturday to 6 AM on Monday. Bars, restaurants, shops and street vendors selling fruits, vegetables, grocery items, sweets, poultry, milk outlets and shops selling eatables are permitted to open on Sunday.

4. Above mentioned restrictions shall not be applicable to medicine shops/ diagnostic centres/clinics/hospitals/ petrol pumps/LPG outlets/CNG outlets/dhabas located on national/state highways /cold storages/warehouses/ unloading of goods.

5. Movie halls/ multiplexes / theatres are permitted to operate at 50 % capacity on all days excluding Sunday till 8 PM.

6. Clubs are permitted to open on all days including Sunday till 10 PM.

7. All Government of India, State Government and private offices are permitted to function with 100%strength of Human Resources.

8. Unhindered transportation/logistics of all goods is permitted.

9. All activities previously permitted shall continue to be permitted.

10. All religious places/places of worship are permitted to open but visitors are prohibited.

11. All outdoor congregations of more than 100 persons are prohibited in the state including marriage and last rites related functions.

12. All indoor congregations of more than 100 persons or 50% of hall capacity, whichever is less, are prohibited.

13. Banquet halls and community halls are permitted to hold congregation of 50 % of hall capacity or up to 100 persons, whichever is less, on all days, including Sunday, till 10 PM.

14. All processions are prohibited.

15. Schools , including residential schools, are permitted to operate offline classes for class 9,10,11 and 12.

i.   The SOP/guidelines for health and safety protocol for reopening of schools and learning with social distancing (annexed) issued by Department of School Education and Literacy, Ministry of Education, Government of India shall be complied with.

ii.   All students, teachers and personnel shall wear mask properly at all time covering the mouth and nostrils.

iii.   Digital content/ online education shall continue to be provided to students.

iv.   Attendance shall not be mandatory. It shall be optional for students to attend offline classes.

v.   Prior consent of guardian shall be mandatory for students to attend offline classes.

vi.   Group cultural activities are prohibited.

vii.   Offline tests and examinations are prohibited.

viii.   Teachers shall be compulsorily vaccinated for COVID-19 with both doses before coming to schools for offline classes.

ix.   District administration shall randomly test the teachers, students and other school personnel for COVID-19 from time to time.

x.   Schools may use air conditioning to the minimum possible extent and instead avail of fresh air ventilation in indoor spaces.

16. Colleges and Universities are permitted to operate offline classes for final year of undergraduate courses and final year of postgraduate courses.

i.   Guidelines issued by University Grants Commission for reopening the colleges and universities post lockdown due to COVID-19 (annexed)shall be complied with.

ii.   All students, teachers and personnel shall wear mask properly at all time covering the mouth and nostrils.

iii.   Digital content/ online education shall continue to be provided to students.

iv.   Attendance shall not be mandatory. It shall be optional for students to attend offline classes.

v.   Group cultural activities are prohibited.

vi.   Teachers shall be compulsorily vaccinated for COVID-19 with both doses before coming to college for offline classes.

    vii.   Students shall be compulsorily vaccinated for COVID-19 with at least one dose before coming to college for offline classes.

    viii.   District administration shall randomly test the teachers, students and other personnel for COVID-19 from time to time.

    ix.   Colleges and Universities may use air conditioning to the minimum possible extent and instead avail of fresh air ventilation in indoor spaces.

17. Attendance of teachers and non teaching personnel is permitted in schools, colleges and Universities for administrative purposes.

18. ITI, skill development centres and polytechnics are permitted to operate offline classes.

    i.   SOP for resumption of academic work in Industrial Training Institutes issued by Directorate General of Training, Ministry of Skill Development and Entrepreneurship, Government of India (annexed)shall be complied with.

    ii.   All students, teachers and personnel shall wear mask properly at all time covering the mouth and nostrils.

    iii.   Digital content/ online education shall continue to be provided to students.

    iv.   Attendance shall not be mandatory. It shall be optional for students to attend offline classes.

    v.   Group cultural activities are prohibited.

    vi.   Teachers shall be compulsorily vaccinated for COVID-19 with both doses before coming for offline classes.

    vii.   Students shall be compulsorily vaccinated for COVID-19 with at least one dose before coming for offline classes.

    viii.   District administration shall randomly test the teachers, students and other personnel for COVID-19 from time to time.

19. Coaching institutions are permitted to operate offline classes only for students above the age of 18 years..

    i.   The SOP/guidelines for health and safety protocol for health and safety protocol for reopening of schools and learning with social distancing issued by Department of School Education and Literacy, Ministry of Education, Government of India shall be complied with.

    ii.   All students, teachers and personnel shall wear mask properly at all time covering the mouth and nostrils

iii. Digital content/ online education shall continue to be provided to students.

iv. Attendance shall not be mandatory. It shall be optional for students to attend offline classes.

v. Group cultural activities are prohibited.

vi. Teachers shall be compulsorily vaccinated for COVID-19 with both doses before coming to college for offline classes.

vii. Students shall be compulsorily vaccinated for COVID-19 with at least one dose before coming to coaching institute for offline classes.

viii. District administration shall randomly test the teachers, students and other personnel for COVID-19 from time to time.

20. Training institutions of Government of India and state government are permitted to function in accordance with SOP (annexed)issued by Department of Personnel and Training, Ministry of Personnel , Public Grievances and Pensions, Government of India.

21. All examinations to be conducted by various authorities of Government of India, Government of Jharkhand and national examinations conducted by private authorities/ institutions are permitted subject to compliance of SOP dated 10.09.2020 (annexed)issued by Ministry of Health and Family Welfare, Government of India in this regard.

i. All examinations of final year in undergraduate course and final year in postgraduate course are permitted.

22. All ICDS centres shall remain closed. Home delivery of National Food Security Act entitlements shall be ensured.

23. All fairs and exhibitions are prohibited.

24. All stadiums and gymnasiums are permitted on all days including Sunday. Parks are permitted on all days excluding Sunday.

25. All swimming pools shall remain closed.

26. Bus transport is permitted for interstate movement.

27. Movement of persons is permitted from 11PM to 6 AM only with respect to activities permitted beyond 10PM, air/rail related travel, attending last rites and for discharge of any duty related to control of COVID-19.

28. No person without mask/face cover covering the mouth and nostrils shall be permitted entry in any government office/ railway station/ airport/ bus/ taxi/ auto rickshaw / any other public place like shop etc.

29. The guidelines and state directives annexed shall be followed.

30. Any person violating these guidelines or the attached state directives will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act 2005, besides legal action under Section 188 of the IPC and other legal provisions as applicable.

31/07/2021

(Sukhdev Singh)
Chief Secretary
Jharkhand.

Memo no. 429 /cs /Res   Ranchi, Dated: 31. 07. 2021

Copy to – Principal Secretary to Chief Minister/PS to all Ministers/DS to Chief Secretary/All Additional Chief Secretary/Principal Secretary/Secretary/Director General of Police/All Divisional commissioner/DIG/DC/SSP/SP, Jharkhand for information and necessary action.

Copy to –Secretary, Ministry of Home Affairs, Government of India/Secretary, Ministry of Health and Family Welfare, Government of India.

31/07/2021

Chief Secretary
Jharkhand.

Guidelines on the measures to be taken by Departments of Government of Jharkhand/District Administrations for containment of COVID-19.

1. The directions and national directives communicated vide Order dated 28.07.2021 (annexed) of Ministry of Home Affairs; Government of India shall be implemented.

2. The targeted and prompt actions for COVID-19 management as communicated vide Ministry of Health and Family Welfare DO Number Z 28015/85/2021-DM Cell dated 28.06.2021 (annexed) shall be implemented.

3. The examinees of all examinations permitted shall be exempted from restrictions related to movement out of Containment zone(s) for the purpose of examinations and their admit card shall be treated as entry pass for this purpose. SOP dated 10.09.2020 (annexed) issued by Ministry of Health and Family Welfare shall be complied with.

4. Hotels, Restaurants and other hospitality units such as guest house/Dharamshala/lodge etc shall comply with the SOP on preventive measures laid down by Ministry of Health and Family Welfare, Government of India in this regard on 04.06.2020(annexed).

5. Shopping Malls shall comply with SOP on preventive measures issued by Ministry of Health and Family Welfare, Government of India on 01.03.2021 (annexed)in this regard.

6. Movie halls and multiplexes shall comply with SOP dated 31.01.2021 (annexed) issued by Ministry of Information and Broadcasting, Government of India in this regard.

7. All domestic travellers shall comply with the guidelines for domestic travel (air/train/inter-state bus travel) issued by Ministry of Health and Family Welfare Government of India, on 24.05.2020 in this regard (annexed).

8. All international travellers on Vande Bharat and Air Transport Bubble flights shall comply with the SOP issued by Ministry of Home Affairs, Government of India on 22.08.2020 in this regard (annexed).

9. All domestic air travel shall be in accordance with guidelines issued by Ministry of Civil Aviation, Government of India on 25.05.2020(annexed).

10. Haats in rural/urban areas shall be permitted only on the condition that adequate arrangements for ensuring social distancing is ensured. Marking of circles on ground shall be done to ensure social distancing.

11. Offices shall comply with the SOP on preventive measures laid down by Ministry of Health and Family Welfare, Government of India in this regard on 04.06.2020 (annexed).

12. Public transport shall be in compliance with SOP issued by Department of Transport, Government of Jharkhand.

13. The state directives as annexed shall be adhered to while carrying out the permitted activities.
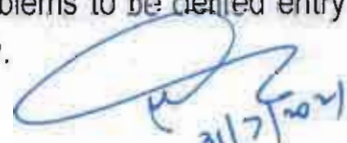
(Sukhdev Singh)
Chief Secretary
Jharkhand.

State Directives for COVID-19 Management

1. Wearing of face cover/mask properly covering the mouth and nostrils is compulsory in public places, in work places, and during transport.
2. Individuals shall maintain social distance of do gaz ki doori in public places.
3. Spitting in public places is prohibited.
4. Persons above 65 years, persons with co-morbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes.
5. District authorities may advise individuals to install the Aarogya Setu application on compatible mobile phones and regularly update their health status on the app.

   Shops

6. Provision for sanitizer will be made at all entry point.

7. All persons in charge of shops will ensure that the number of persons entering the shop shall not exceed the number required to maintain social distance.

8. Wearing of face cover/mask is compulsory by workers and customers.

9. Hand gloves may be worn by all the workers.

10. Shops would ensure frequent sanitisation throughout the day of all points which frequently come into human contact eg. door handles, surface of table/counter etc.

11. Shops would ensure sanitisation of entire workplace and common facilities at the beginning of the day and end of the day.

12. Shops to ensure that any worker suffering from fever/cough/breathing problem does not attend the shop and is referred to nearest health facility.

13. Any customer apparently having cough/breathing problems to be denied entry and may be asked to immediately contact health facility.

(Sukhdev Singh)
Chief Secretary
Jharkhand.

ORDER

In exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act 2005, the undersigned hereby directs that the Order of Ministry of Home Affairs of even number dated 29th June, 2021, to ensure compliance to the containment measures for COVID-19, as conveyed vide Ministry of Health & Family Welfare (MoHFW) DO No. Z.28015/85/2021-DM Cell dated 28th June 2021, will remain in force upto 31st August, 2021.

28/07/2021

Union Home Secretary

and, Chairman, National Executive Committee (NEC)

To:

1. The Secretaries of Ministries/ Departments of Government of India

2. The Chief Secretaries/Administrators of States/Union Territories

   (As per list attached)

Copy to:

i. All Members of the National Executive Committee

ii. Member Secretary, National Disaster Management Authority

राजेश भूषण, आईएएस
सचिव

RAJESH BHUSHAN, IAS
SECRETARY

This is in reference to my earlier DO letter of even number dated 25th April, 2021 wherein Ministry of Health and Family Welfare had shared with all States/UTs an implementation framework for intensive action and local containment in specific and well defined geographic units, to break and suppress the chain of transmission of SARS COV-2. This was also later reiterated by the Ministry of Home Affairs and orders regarding the same were issued under the DM Act 205 vide letter no. 40-3/2020-DM-I(A) dated 29th April 2021.

2.   With a rise in COVID 19 trajectory across the country in April and May 2021, many States and UTs have undertaken restrictions and containment measures as per the aforesaid implementation framework. As a result, the trajectory of COVID 19 pandemic in the country is presently showing a steady decline.

3.   In view of the declining number of cases being reported many States have initiated the implementation of relaxation measures. In this context it is critical that the lifting of restrictions/providing relaxations be carefully calibrated with continued focus on containment efforts to curb the spread of infection.

4.   In order to bring uniformity in implementing graded restriction/relaxation measures for COVID 19, the need for following the framework earlier shared with the States for either imposition of restrictions or allowing relaxations based on the burden of disease and strain on healthcare infrastructure still remain important. Prompt and targeted actions need to be implemented by the States as detailed below:

A. Guiding Principles

*   Monitoring of cases with districts as administrative units be done on a regular basis. Necessary action for containment and health infrastructure upgradation be done, by further micro analysis based on clusters of cases at the district level

*   Case positivity calculated based on total positive cases vis-a-vis samples tested during the week is one of the prime indicators of the spread of infection in a district. Higher case positivity would imply the need for stringent containment and restrictions so as to control the spread of infection

*   Similarly, each district needs to analyze bed occupancy oxygen and ICU beds) vs-a-vis the available health infrastructure to ensure that it doesn't get overwhelmed and seamless patient admission and follow up can be done. Higher bed occupancy is an indicator that the district needs to undertake specific measures to upgrade the available beds while focusing on containment activities equally vigorously. It is important to emphasize that a lead time is required to upgrade health infrastructure (a month or more) and hence districts need to plan such upgrades after having duly analyzed the case trajectory on a regular basis

- In view of the above, for prioritizing districts which need intensive follow up, States may continue to utilize the classification of risk profile of districts as already communicated by Ministry of Health and Family Welfare on 25th April 2021. Accordingly:

  i) States/UTs may identify districts which require highest level of restrictions

  ii) Remaining districts may be allowed higher degree of relaxations based on **lower weekly case positivity or a relatively low Bed occupancy (Oxygen and ICU beds) rates.**

  iii) District with **high weekly case positivity or a high Bed occupancy (Oxygen and ICU beds) as detailed above,** would need intensive monitoring and hence State may consider appointing a senior officer from State headquarter as the Nodal Officer for these districts.

  iv) **District Nodal Officer** will work in coordination with District Collector /Municipal Commissioner to identify cluster of new cases and ensure implementation of required containment activities including intensive action in areas reporting higher cases

  v) Restrictions once imposed will remain in force for a minimum period of 14 days

  vi) In remaining areas of the district not under containment action, clearly defined relaxations/restrictions may be provided.

B. Monitoring mechanism

  o State government may consider monitoring the status of classification parameters on a weekly basis and ensure their wide publicity so as to inform community at large and obtain their support in management of Covid-19 while restrictions are imposed or relaxations are allowed.

  o While positivity rates and bed occupancy rates are vital criteria that need to be monitored for selection of high focus districts requiring intensive public health action, States/UTs shall also regularly monitor districts with higher numbers of active cases per million population as it is an important indicator to predict need for upgrading health infrastructure and logistics so as to manage the cases.

C. Continued focus on 5-fold strategy for effective management of COVID-19

  o COVID-19 is an ongoing challenge and hence it is important that States continue working on five pillars of COVID-19 Management i.e. **"Test-Track-Treat-Vaccinate and adherence to COVID Appropriate Behavior".**

  o Early identification of cases is important for curbing the spread, and for this **adequate testing is crucial.** RT-PCR machines and sufficient kits to ensure required level of testing should accordingly be maintained (both RT-PCR and RAT) in all districts.

- **Tracking and tracing** through active case search by special teams and contact tracing and screening should be undertaken proactively.

- In addition to **following Clinical Management Protocol**, States should focus on **upgradation of health infrastructure, timely commissioning of PSA Plants in hospitals, adequate planning for availability of medical oxygen, availability of logistics, maintaining buffer stock of drugs** and taking up necessary action for **creation /redesigning of appropriate COVID dedicated healthcare infrastructure**, especially in peri-urban, rural, and tribal areas.

- There is need for **upskilling/reskilling of human resources** on latest Clinical Management Protocol.

- Furthermore, **effective planning for vaccination focusing on prompt coverage of priority groups and hubs of economic activity should be prioritized.**

- COVID-19 management can succeed only through a whole of government & whole of society approach. Community engagement is critical & **adherence to Covid appropriate behavior** is crucial to guard against any surge in infection. This involves diligent use of masks/face covers, following physical distancing (2 gaj ki doori) and practicing respiratory & hand hygiene.

5. This normative advisory will aid the States/UTs to clearly define their policies and streamline their approaches for implementing graded restrictions/calibrated relaxation for management of Covid-19.

6. States/UTs can also plan additional public health measures as deemed necessary, based on their local context and situational analysis at the field level.

7. I am sure under your able leadership; we will be able to keep the momentum going and build on the progress made so far to bring the pandemic situation under control. Ministry of Health & Family Welfare will continue to provide requisite support to the States/UTs in this ongoing and collective effort

Yours sincerely

(Rajesh Bhushan)

Additional Chief Secretary/Principal Secretary/Secretary (Health) of all States/UTs

Copy to : Chief Secretary/Administrator of all States and UTs

(Rajesh Bhushan)

Copy for information to : Cabinet Secretary, Cabinet Secretariat, New Delhi
Home Secretary, Ministry of Home Affairs, New Delhi

(Rajesh Bhushan)

NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.

2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (*2 gaz ki doori*) in public places.

    Shops will ensure physical distancing among customers.

3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

Additional directives for Work Places

4. **Work from home (WfH):** As far as possible the practice of WfH should be followed.

5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.

6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.

7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.

8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers and other staff.

North Block, New Delhi-110001

Dated 27th May, 2021

ORDER

In exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act 2005, the undersigned hereby directs that Ministry of Home Affairs' Order of even number dated 29th April 2021, to ensure compliance to the containment measures for COVID-19, as conveyed vide Ministry of Health & Family Welfare (MoHFW) DO No. Z.28015/85/2021-DM Cell dated 25th April 2021, will remain in force upto 30th June 2021.

27|05|2021

Union Home Secretary

and, Chairman, National Executive Committee (NEC)

To:

1. The Secretaries of Ministries/ Departments of Government of India

2. The Chief Secretaries/Administrators of States/Union Territories

   (As per list attached)

Copy to:

i. All Members of the National Executive Committee

ii. Member Secretary, National Disaster Management Authority

No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001
Dated 29th April, 2021

ORDER

Whereas, an Order of even number dated 23.03.2021 was issued for effective control of COVID-19 in the country, for a period upto 30.04.2021;

And whereas, considering the unprecedented surge in COVID-19 cases across the country, Ministry of Health & Family Welfare (MoHFW) vide DO No. Z.28015/85/2021-DM Cell dated 25th April 2021, has issued an advisory to all States and Union Territories (UTs), for implementing intensive, local and focused containment framework, in specific districts/ cities/ areas, identified based on a prescribed criterion;

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, National Disaster Management Authority (NDMA) has directed the undersigned to issue an order, for ensuring compliance on the focused containment measures, as mentioned in the aforesaid MoHFW letter dated 25.04.2021, for containment of COVID-19 in the country;

Now, therefore, in exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act 2005, the undersigned, hereby directs the State/ Union Territory Governments and State/ Union Territory Authorities to consider the containment measures for COVID-19, as conveyed vide aforesaid MoHFW advisory dated 25.04.2021, as per **Annexure-I**, for immediate implementation in their State/ UT, based on the assessment of the situation, until 31.05.2021. States/ UTs, will take the necessary containment measures, under the relevant provisions of the Disaster Management Act 2005. It is further directed that:

(i)   The National Directives for COVID-19 Management, as specified in **Annexure-II**, shall continue to be strictly followed throughout the country.

(ii)   All the District Magistrates shall strictly enforce the containment measures taken by States/ UTs and the National Directives.

(iii)   Any person violating these measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section188 of the IPC, and other legal provisions as applicable.

29/04/2021

Union Home Secretary

and, Chairman, National Executive Committee (NEC)

To:
1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories
   (As per list attached)

Copy to:
i.   All Members of the National Executive Committee
ii. Member Secretary, National Disaster Management Authority

Annexure – A

Implementation Framework for community containment/large containment areas

Understanding the virus transmission dynamics:

The virus transmits through the human host. It is imperative to understand that in order to contain the transmission of the virus, the strategies involve not just containing the virus but also the human host.

Broadly, the strategies are:

1. **Individual actions** such as wearing of masks, maintaining a distance of 6 feet from others, sanitizing one's hands frequently and not attending any mass gathering; and

2. **Public Health measures** to contain the virus by:

   - **quarantining** and testing individuals suspected to be positive including contacts of SARS-CoV-2 positive persons, SARI cases, persons with flu like symptoms etc. and ensuring that they are not mobile and thus able to spread the infection
   - **isolating** all those who are positive, tracing their contacts, quarantining and testing them.
   - where there are clusters of cases, simply quarantining individuals or families will not help. In that case, containment zones with clear boundaries and stringent controls will be required to ensure that the infection does not spread outside. This is in line with the containment strategy followed worldwide and also already enumerated in SOPs of the Ministry of Health. This would mean a large geographical area like a city or district or well defined parts thereof, where cases are high and spiraling up, gets contained physically. However, regulated movement of public transport would be permitted.

3. **Evidence Based Decision:** The decision on where and when to go for large Containment Zone (CZ) has to be evidence based and done at the State/UT level after proper analysis of the situation, such as; the population affected, the geographical spread, the hospital infrastructure, manpower, the ease of enforcing boundaries etc.

4. However, in order to facilitate objective, transparent, and epidemiologically sound decision making, the following broad-based framework is provided to aid States UTs in selection of districts/areas:

S. No.	Parameter	Thresholds
1	Test positivity	Test positivity of 10% or more in the last one week
OR		
2	Bed occupancy	Bed occupancy of more than 60% on either oxygen supported or ICU beds

5. The areas requiring **Intensive action and local containment** connotes specific and well defined geographical units such as cities/town/part of the towns/district headquarters/semi-urban localities/municipal wards/*panchayat areas* etc.

6. The areas so identified for intensive action and local containment will primarily focus on **the following strategic areas of intervention**:

A. **Containment**

    i. Focus will be on **containment** as a **major approach to** flatten the current curve of the epidemic.

    ii. **Night curfew:** Movement of individuals shall be strictly prohibited during night hours, except for essential activities. Local administration shall decide the duration of the night curfew hours and issue orders, in the entire area of their jurisdiction, under appropriate provisions of law, such as under Section 144 of CrPC, and ensure strict compliance.

    iii. The spread of the infection has to be controlled through **restricting the intermingling amongst people**, the only known host for the COVID-19 virus.

    iv. Social/ political / sports / entertainment / academic / cultural / religious / festival-related and other **gathering and congregations shall be prohibited.**

    v. **Marriages (attended by up to 50 persons) and funerals/ last rites (attended by up to 20 persons) may be allowed.**

    vi. All shopping complexes, cinema halls, restaurants & bars, sports complexes, gym, spas, swimming pool and religious places should remain closed.

    vii. **Essential services and activities** such as healthcare services, police, fire, banks, electricity, water and sanitation, regulated movement of public transport including all **incidental services and activities** needed for a smooth functioning of these activities shall continue. Such services shall continue in both public and private sector.

    viii. **Public transport** (railways, metros, buses, cabs) to operate at a maximum capacity of 50%.

    ix. There shall be no restrictions on inter-state and intra-state movement including transportation of essential goods.

    x. All offices, both government and private, to function with a maximum staff strength of 50%.

    xi. All industrial and scientific establishments, both government and private may be allowed subject to the workforce following physical distancing norms. They shall also be tested through RAT (in case of individuals identified with flu like symptoms) from time to time.

    xii. The SOPs already issued by MoHFW, including training manuals for surveillance teams and supervisors are available on the website & must be followed.

    xiii. However, these are indicative activities, and States/ UTs should make a careful analysis of the local situation, areas to be covered, and probability of transmission and then take a decision.

xiv.   The restrictions as above shall continue for a period of **14 days**.

xv.   **Before declaring a containment area, make a public announcement,** outlining the rationale for the same and the kind of restrictions that will be in place (a leaflet in local language may be distributed highlighting the gravity of the situation and restrictions to be followed)

xvi.   Community volunteers, civil society organizations, ex- servicemen, and members of the local NYK/NSS centers etc. should be involved for sustainable management of containment activities, translating the aforementioned leaflets and for encouraging people in the community for sustained behavior change as well as vaccination.

B. Testing and Surveillance

Districts will continue with the strategy of **'Test-Track-Treat-Vaccinate'** and **implementation of Covid Appropriate Behavior across the district** as the ongoing strategy for the management of COVID-19.

i.   Ensure **adequate testing and door to door case search** in the area through adequate number of teams formed for such purpose.

ii.   Plan for **testing of all clinically resembling** cases of Influenza like Illness (ILI) & SARI through **RAT.** All symptomatic individuals turning out to be negative for SARS-CoV-2 infection with RAT need to be **retested through RT PCR.**

iii.   Ensuring **compliance of COVID Appropriate Behaviour** aggressively both through creation of awareness through involvement of the community based organizations and through stringent regulatory framework.

C. Clinical Management

i.   Analysis to be undertaken with respect to **requirement of health infrastructure** so as to manage the present and projected cases (next one month) and necessary action initiated to ensure sufficient oxygen-supported beds, ICU beds, ventilators, ambulances including creation of makeshift hospitals, as needed. Sufficient quarantine facilities shall also be re-activated.

ii.   **Leverage government, private health facilities** including hospital facilities available with **central ministries, railway coaches, temporary field hospitals** etc.

iii.   Ensure that people satisfying protocol for home isolation only are allowed under **home isolation.** Create a **mechanism for their regular monitoring** through Call Centres along with **regular visit of surveillance teams** to such houses.

iv.   Provision of a **customized kit** for all patients under home isolation, **including detailed dos and don'ts** to be followed by them.

v.   Specific monitoring shall be done for **high risk cases** and their timely shifting to the health facility. Similarly, **elderly and co-morbid contacts** of positive cases shall be **shifted to quarantine centres** and monitored.

vi. Appoint senior district officials as in-charge for all Covid dedicated hospitals and create a mechanism for seamless shifting of patients (including home isolation cases) as per their symptom to the relevant facilities.

vii. Ensure availability of sufficient ambulances for such purpose.

viii. Coordinate availability of oxygen, other related logistics, drugs etc. in collaboration with state officials and ensure their rational use.

ix. Oxygen therapy for the admitted cases shall follow the guidelines issued by Ministry of Health on the rational use of oxygen

x. Use of investigative drugs (Remdesivir / Tocilizumab etc.) shall also strictly follow the clinical management protocol/advisories issued by Ministry of Health.

xi. Facility wise cases and deaths shall be analyzed on daily basis by the Incident Commander/District Collector/Municipal Commissioner. Death-audit shall be undertaken for all deaths in the hospitals and in the community to provide supportive supervision to field staff/hospitals.

D. Vaccination

100% vaccination for the eligible age-groups shall be undertaken duly creating additional vaccination centres and optimal capacity utilization of existing Centres.

E. Community Engagement

i. Ensure adequate advance information to community, also highlighting the need for stringent containment actions so as to win their involvement and support.

ii. Provide enough time for people movement for essential requirements etc. before announcing the large scale containment

iii. Take necessary actions to avoid misinformation & panic in the community.

iv. Involve local level NGOs/CBOs/CSOs, Opinion Makers and subject experts to create a positive environment and for sustained dialogue with the community.

v. Create wide publicity on early warning signals and self-reporting so as to identify cases early and to prevent avoidable deaths among home isolation patients.

vi. Give wide publicity on the mechanism whereby people can get themselves tested, details of available health facilities, requisitioning an ambulance etc (community based organizations should be encouraged to create WhatsApp groups for quick dissemination of information so that the individuals in need of prevention and/or care services do not suffer delay).

vii. Ensure that details of hospital beds and their vacancy status is made available on-line and also released to media on a daily basis.

viii. Details on availability of oxygen, drugs, vaccine and vaccination centres; including the guidelines related with use of Remdesivir/Tocilizumab etc. be also widely publicized so as to create confidence in the community.

ix. Community should be oriented about the feasibility of managing mild COVID-19 cases at home with appropriate monitoring of vital parameters such as temperature and oxygen saturation with the help of pulse oxymeter.

x. **Need for COVID Appropriate Behaviour** including **regulatory framework for enforcement** should be **widely publicized.**

xi. **Build confidence** in community duly highlighting the nature of disease, the fact **that early identification** helps in early recovery and more than 98% people recover to **remove fear as well as stigma** related with Covid-19. Involvement of civil society organizations to hold such orientations go a long way in this regard.

NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.

2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (*2 gaz ki doori*) in public places.

   Shops will ensure physical distancing among customers.

3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

Additional directives for Work Places

4. **Work from home (WfH):** As far as possible the practice of WfH should be followed.

5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.

6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.

7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.

8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers and other staff.

***

COVID-19

SOP/Guidelines for
Health and Safety protocols for
Reopening of Schools
and
Learning with Physical/Social Distancing

CONTENTS

Context	Page Number
Introduction	3
PART I – SOPs for Health, Hygiene and Safety	5
I. Standard Operating Procedures (SOPs)for Health, Hygiene and other Safety Protocols **before** opening of schools	6
II. Standard Operating Procedures (SOPs) for Health, Hygiene and other Safety Protocols **after** opening of schools.	12
III. SOPs for serving Mid-day meal in schools	18
PART II Learning with Physical/social distancing	23
IV. Redefining Teaching, Learning and Assessment to achieve desired Learning Outcomes	24
V. Ensuring smooth transition of students from home-based schooling during lockdown to formal schooling	34
VI. Ensuring emotional well-being of students and teachers	35
VII. Specific roles and responsibilities of State/UT Education Department	36
VIII. Checklist for Safe school Environment	41
IX. Capacity building of stakeholders	42
ANNEXURES	
Annexure A- Promoting Emotional Well-Being of students and teach	44
Annexure B -Roles and Responsibilities of Different Stakeholders	48
Annexure C - Checklists for Safe School Environment	52
References	54

INTRODUCTION

The Ministry of Home Affairs vide Order no. 40-3/2020-DM-I (A) dated 30th September, 2020 , has issued guidelines for re-opening, following lockdown measures put in place for containment of COVID-19 in the country under the under the Disaster Management Act, 2005. Among the activities permitted outside the Containment Zones is the **re-opening of schools and coaching institutions** , **after 15th October, 2020, in a graded manner , for which the State/UT Government may take a decision in consultation with the respective school/institution management, based on their assessment of the situation and subject to the following conditions:**

   a. Online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged
   b. Where schools are conducting online classes, and some students prefer to attend online classes rather than physically attend school, they may be permitted to do so.
   c. Students may attend schools/institutions only with the written consent of parents.
   d. Attendance must not be enforced, and must depend entirely on parental consent
   e. States/ UTs will prepare their own Standard Operating Procedure (SOP) regarding health and safety precautions for reopening of schools/institutions based on SOP to be issued by Department of School Education and Literacy (DoSEL), Ministry of Education, Government of India, keeping local requirements in view.
   f. Schools which are allowed to open, will have to mandatorily follow the SOP to be issued by Education Departments of States/UTs prepared as above.

Accordingly, the Department of School Education and Literacy , Ministry of Education, has prepared the following guidelines/SOP for re-opening of schools. The guidelines are divided into two parts:

   a) **Part I refers to the health and safety aspects for reopening schools**. These **are based on the prevailing instructions of Ministry of Home Affairs and Ministry of Health and Family Welfare with regard to health and safety protocols, and maybe implemented by adopting/adapting in accordance with the local situation in all states/UTs.**

Part II refers to learning with physical/social distancing and the academic aspects related to the delivery of education, such as, curriculum transactions, instructional load, timetables, assessment, etc. These **are advisory in nature. States &UTs may use these in the manner deemed fit to prepare their own guidelines**

> Based on these SOP/guidelines, State / UT Governments need to develop their own Standard Operating Procedures for reopening schools and for training different stakeholders as and when the State/Union Territory Governments declare it safe for schools to operate.

> The extent and severity of COVID-19 is evolving and changing with time and also varies spatially from region to region. The response and safety protocols will accordingly need to be adjusted to these dynamics by the States/UTs from time to time. States/UTs while adopting the measures suggested may plan additional measures depending on the local situation.

> All states/UTs are expected to comply with the COVID-19 related directions issued by Ministry of Home Affairs and Ministry of Health and Family Welfare, Government of India, from time to time.

> It is pertinent to note that many schools have been used as quarantine centres, therefore, it is of utmost importance to properly sanitize/deep clean all of these schools before reopening them. School re-opening must be safe and consistent and aligned with India's overall COVID-19 health response, with adequate measures taken to protect students, teachers, other staff, cook-cum-helpers and their families. Teachers and other staff may be encouraged to use Arogya Setu Application for their own as well as others safety.

PART- I

SOPs FOR HEALTH,

HYGIENE

AND

SAFETY

I. STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS BEFORE OPENING OF SCHOOLS

a) **Ensure proper cleaning and sanitation facilities in the school**
- Arrange for thorough cleaning and disinfecting of all areas, furniture, equipment, stationery, storage places, water tanks, kitchens, canteen, washrooms, laboratories, libraries, etc. on school campus and ensure air flow in indoor space.
- Ensure working hand washing facilities in the school.
- Ensure availability of key supplies like thermometers, disinfectants, soaps, etc., and arrange for availability of these essentials. The thermometer to be used should be a calibrated contact-less infrared digital thermometer.
- Ensure sanitization of school transport before they start plying.
- Guidelines issued by the Ministry of Health and Family Welfare on Disinfection of Common Public Places available at http/www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf may be referred to for suitable follow-up.

b) **Form different Task Teams**
- Task Teams such as, Emergency Care Support/Response Team, General Support Team for all stakeholders, Commodity Support Team, Hygiene Inspection Team, etc. with earmarked responsibilities will be helpful.
- Teachers, students and other stakeholders deemed fit for being the members of these task forces may be identified to be the members of these task forces who will work collaboratively to take strategic and immediate actions.

c) **Seating plan**
- As suggested by the Ministry of Health, there must be at least 6 feet distance between students in the revised seating plan. It is advisable to mark the seating that students should occupy.
- If there are single-seater desks, simply providing space between the desks in the classrooms to maintain physical/social distancing of 6 feet will be effective. If benches are used,' one child one bench norm' may be considered.
- Similarly, physical/social distancing shall also be maintained in the staff rooms, office area, and other places of public interaction.
- If available, temporary space or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes, keeping 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 at least 6 feet distance between them.

d) Ensure Physical / social distancing at the Entry and Exit Points of the School
- Staggering the timing of entry and exit for students of different classes.
- Earmarking different lanes for coming and going.
- Opening all the gates at the time of entry and exit, in case school has more than one gate and earmarking classes for each gate to avoid crowding.
- Making announcements through Public Announcement System to guide parents/guardians and students to maintain physical/social distancing.

e) School SOPs based on guidelines from States/UTs
- Schools may be encouraged to make their own SOPs based on the guidelines issued by States/UTs for the following, keeping in view the safety and physical/social distancing norms, and ensuring that the notices/posters/messages/communication to parents in this regard are prominently displayed/disseminated:

  ➢ Use of Playground, Library and Laboratory
  ➢ Break Time
  ➢ Regular Cleaning and Disinfection of school infrastructure
  ➢ Use of School Transport
  ➢ Private pick up and drop off facility
  ➢ Monitor and Plan for Absenteeism of both staff and students
  ➢ Information Sharing System with partners
  ➢ Dealing with emergency situation
  ➢ Visit of service providers, parents and other visitors to school

f) Display Signages and markings for enforcing physical/social distancing and safety protocols -
- Displaying posters/messages/stickers and signage at appropriate places in the school reminding students about maintaining physical/social distancing such as inside the classroom, libraries, outside washrooms, hand washing stations, drinking water areas, school kitchen, halls, classrooms, buses/ cabs parking, entry and exits.
- Ban on spitting shall be strictly enforced.
- Marking circles on ground at different places like reception, water facility stations, hand washing stations, area outside washrooms, and other areas.
- Marking separate lanes with arrows for coming and going at all possible places in school to avoid physical contact.

g) Staggering timetables – some alternatives:
- One way of ensuring physical/social distancing is to have flexible, staggered and reduced timings planned for different classes in such a way that physical /social distancing is maintained along with other guidelines.

- Asking only a certain percentage of the students to attend the school depending on the enrolment, rotationally on alternate days, or every two days in a week and combining with home assignments could be another mechanism.

- Alternatively, there could be a weekly class-wise timetable for attendance. All classes need not attend school every day.

- Odd-Even Formula for classes can also be considered.

- Running school in two shifts in case of high enrolment schools can also be considered by reducing time duration of school hours per shift, such that the school is able to manage with the same set of teachers in the overall school hours.

- In case size of classroom is small, classes may be held in rooms having larger area such as computer room, library, laboratory etc. with physical distance of 6 feet between the students.

h) School events, congregations, meetings, etc.
- Schools should not undertake school events where physical/social distancing is not possible.

- Functions and celebration of festivals should be avoided in schools

- However, school assembly may be conducted by the students in their respective classrooms or outdoor spaces or other available spaces and halls under the guidance of the class teacher.

- Likewise, if possible, virtual parent teacher meetings can be arranged.

- During the process of admission to new classes, only parents/guardians may be consulted. Children need not accompany parents as far as possible.

- Efforts may be made to conduct admissions online wherever possible.

i) Parent's/Guardian's consent
- States/UTs should take the consent t of parents/guardians before their child/ward begins attending schools.

- Students willing to study from home with the consent of the parents may be allowed to do so.

- Follow-up on the progress of the learning outcomes of all such students may be planned appropriately.

j) Sensitize students, parents, teachers, community members and hostel staff on COVID-19 related challenges and their role:

- Schools may share the guidelines issued by the Ministry of Human Resource Development, Ministry of Home Affairs and the Ministry of Health and Family Welfare with all the stakeholders. **Suggestive strategies for sensitizing the stakeholders are given in Annexure B**

- Prior to reopening of schools, arrangements may be made for sensitization of teachers, parents, staff, and members of School Management Committee through online/offline modes such as pamphlets , letters, public announcement systems in villages, urban wards etc. on COVID appropriate behavior such as:

  ➢ Required do's and don'ts including maintenance of hand hygiene, respiratory hygiene and disinfection of frequently touched surfaces
  ➢ Maintaining physical distance
  ➢ Hygienic practices necessary for the prevention of COVID-19
  ➢ Stigmas attached to COVID-19
  ➢ Thermal screening for fever detection
  ➢ Avoiding attending school if having symptoms and seeking medical care

- Staff and students belonging to containment zones shall not attend the school and other educational institutions until the containment zone is denotified.

- Students and staff shall be advised not to visit areas falling within containment zone.

- The recommendations of MoHFW are to be followed, i.e, "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 frontline work requiring direct contact with the students."

k) Ensure availability of medical support
- Ensure availability in school or at contactable distance full-time trained health care attendant/nurse/doctor and counsellor to take care of physical and mental health of the students.

- Regular health check-up of students and teachers may be organized.

l) Redefine the school attendance and sick leave policies:
- Attendance must not be enforced, and must depend entirely on parental consent.

- Flexible attendance and sick leave policies may be developed to encourage students and staff to stay at home when sick.

- Awards and incentives for perfect attendance may be discouraged.
- Alternate staff for critical school jobs/roles may be identified and given orientation for their new job roles.

m) Academic Calendar:
- Plan for academic calendar changes for all classes, particularly in relation to breaks and exams.
- See section on Learning with physical/ social distancing for greater detail.

n) Access to Textbooks:
- Ensure all students have access to prescribed textbooks before school reopens.

o) Collect information:
- From students, parents and teachers:

  In the form of self-declaration regarding their health condition, Arogya Setu health assessment, recent travels abroad or inter-state, and decide if the person will require additional time away from school.
- From local administration:

  About the State and district help lines and the nearest COVID Centre and other contact details for dealing with emergency.

p) Ensure Safe Residential Stay at Hostel:
- Temporary partitions may be erected to separate inmates/boarders. Adequate distance between beds may be ensured.
- Physical/social distancing must be maintained all the times in hostels. Signage and messaging at prominent places will be important.
- Alternative space may be arranged to accommodate students to enable physical/social distancing.
- 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 on-line education.
- Students of higher classes may be called first as per accommodation facility of the school.
- Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join.
- 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.

- Arrangement for a regular visit of Counselor teacher or a Counselor needs to be ensured to take care of any mental or emotional health issue of the students.

- Hostel should be out of bound for all persons except essential staff with known health status.

- Visiting medical team may inspect kitchen and mess at least once a week to ensure maintenance of hygiene.

- Capacity building of hostel staff should be done on physical/social distancing norms, health, and hygiene, clean and nutritious food, etc., for the hostellers.

- Availability of good quality Wi-Fi connection, cable connection for Television and Radio may be ensured. These facilities should be used as per norms of physical/social distancing.

II. STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS TO BE FOLLOWED AFTER OPENING OF SCHOOLS

a) **Ensure continuous maintenance and monitoring of cleanliness and hygienic conditions in and around school premises**

- School campus should be cleaned daily and a daily record of areas cleaned may be maintained.

- Note that students should not be involved in any of the cleaning activities for health and safety reasons.

- Water, sanitation and waste management facilities may be ensured along with compliance of environmental cleaning and decontamination procedures. Waste management (with regards to bio-medical waste including masks, used tissues ,etc.) needs to follow CPCB guidelines (available at https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)

- Frequent cleaning and sanitization of commonly touched surfaces like doorknobs and latches etc., inside and outside the classrooms may be carried out.

- Disinfecting all teaching learning material such as learning materials, teaching aid, sports materials, swings, desks, chairs, computers, printers, laptops, tablets etc. focusing particularly on frequently touched surfaces/object.

- All garbage should be disposed in dustbins and must not be allowed to pile up anywhere else in the school premises.

- All dustbins must be cleaned and covered properly. Protocols must be in place for the final safe disposal of waste.

- Availability of soap and clean water at all hand washing facility may be ensured. This can be monitored by the identified or designated staff/students.

- If possible, alcohol-based hand sanitizer may be placed at prominent places like reception and entrance of the school.

- Frequent cleaning and disinfecting of washrooms during the school hours may be ensured.

- Mandatory hand washing for all students and staff at regular intervals as per the planned protocol following physical/social distancing norms may be ensured. Hand washing time should be a minimum of 40 seconds

- Availability of safe and clean drinking water for students may be ensured. Bringing of water bottles by students may be encouraged.

- Cleanliness and hygiene should be maintained during midday meal preparation, serving, eating, and after eating the place and utensils, etc., should be properly cleaned.

- Sanitization may be done before school and after the students leave classroom and school premises.

b) Making students' stay safe in school

- All students and staff to arrive at school wearing a face cover/mask and continue wearing it all through, especially when in class, or doing any activity in groups, such as eating in the mess, working in the laboratories or reading in the libraries.

- Ensure and educate children not to exchange masks with others.

- To the extent possible schools may adopt contactless process for attendance, classroom participation, assessment and learning including online submissions etc. for both students and staff members.

- Simple health screening of students and staff may be carried out daily, and updates be maintained.

- Every child needs to learn how to cough or sneeze into a tissue or elbow and avoid touching face, eyes, mouth, and nose.

- Sensitize all stakeholders in school about the ban on spitting.

- Availability of necessary equipment like gloves, face cover/ masks, hand washing soaps for sanitation staff/workers.

- Encourage students (to whom mid-day meals are not served) to bring and eat home cooked and nutritious food and avoid sharing food and utensils with others.

- No outside vendor should be allowed to sell any eatables inside the school premises or at the entry gate/point.

- The tender age of children may be kept in mind while giving these instructions and advice, which may be explained gently in a way that they can understand.

- In case some children are not following instructions, parents may be taken into confidence to assist teachers.

- Give responsibility to teachers and willing students (with parental consent from class VI onwards) on a rotation basis to monitor observing of physical /social distancing norms at different places and also students' behavior like frequently touching own face or handshake with other students, etc.

c) Ensure Safe Commuting of Students

- Sanitization of school transportation on regular basis at least twice a day – once before children board the transport and once after.

- School Driver and conductor should maintain physical distance at all times and ensure physical/social distancing among students in the bus/cab.

- A minimum physical distance of 6 feet should be maintained during seating. Staggering of school timings/days/shifts may be essential for ensuring this. Wherever possible, more buses may be arranged.

- If possible, thermal screening of students may be done by the bus conductor at the time of their boarding the bus.

- All commuters to wear face cover/masks in the bus/cab. School transport should not permit children without masks to board buses.

- No curtains on windows in the bus/cab.

- Preferably keep all windows open.

- For air-conditioned buses/cabs, the guidelines issued by CPWD shall be followed which include temperature setting at 24-30°C, relative humidity at 40-70% with provision for intake of fresh air (available at: https://cpwd.gov.in/WriteReadData/other_cir/45567.pdf.)

- Students may be oriented not to touch surfaces unnecessarily. If possible, hand sanitizer may be kept in the bus/cab.

- Students may be advised to patiently wait for their turn to board or alight from the vehicle keeping a safe distance.

- As far as possible, parents may be encouraged to use their personal transport to drop their children to school.

- Students commuting through public transport should be adequately guided by schools to take all precautions such as – physical/social distancing, covering nose and mouth with up face cloth/masks, sanitizing hands when touching any surface etc.

- As far as possible, parents of students of classes I- V may be encouraged to drop and pick up their children.

- Private cabs or carpooling may be discouraged as far as possible.

d) Implement Safe School Practices for safe arrival and departure of staff and students

- Physical/social distancing norms should be followed, both, during arrival and departure time, to and from school. Minimum 6 feet physical distance should be maintained when queuing up for entry and inside the school.

- Students to attend schools on rotation basis or on alternate days or as per the schedule prepared by the school, as already mentioned.

- Have staggered arrival and departure timings for different classes.

- If the school has more than one gate, then all the gates be used for entry and exit.

- Assistance of Traffic Police or Volunteers from the community may be taken to regulate traffic outside schools to avoid congestion of vehicles.

- Screening of all including staff members before entering the school without fail for fever/cough and breathlessness.

- Self-monitoring of health by all and disclosure about any illness at the earliest to State and district helpline and school authorities.

- School heads to allow staff who want to remain on leave due to sickness, with the advice that they resume duties as soon as they are recovered as the school needs their services in this tough time for children who have started coming to school for education. However , MoHFW recommendations as mentioned at Chapter I (j) for employees at higher risk should be followed.

- Parents may be sensitized about personal hygiene, personal health, and cleanliness of uniform and this information may be circulated well in advance through letters, emails, or any other social media.

- Parents to be sensitized that they must not send their wards to school if the child or any family member living in the same household suffers from fever/cough/breathlessness etc. Similarly, children with underlying medical conditions are to take appropriate precautions as advised by their respective medical practitioners.

- States may also consider obtaining declaration forms from the parents saying that no one in the family is suffering from COVID-19 or from fever/cough/breathlessness etc., before their wards start coming to school.

- Children, parents and staff members having mobile phone may be advised to download the **Arogya Setu App.**

- Announcements may be made to sensitize students and accompanying parents to follow all safety norms.

- School attendance may be monitored to keep track of student and teacher absence and to compare against usual absenteeism patterns. Close track to be kept of absence due to respiratory illnesses.

e) **Ensure safety norms in classrooms and other places**
  - A proper crowd management in the school as well as in outside premises shall be ensured.

  - Teachers may ensure students sit at marked/allocated seats maintaining physical/social distancing and wearing face covers /masks in the classes, laboratories, libraries, playground or any other part of school premise.

  - Group activities in games, sports, music, dance or other performing art classes may be allowed only if it is feasible to maintain physical distance and following health safety norms.

  - Practical work should be done in small groups maintaining physical distance.

  - Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottles, etc.) with each other.

- If possible, school bag for students of lower primary classes (I to V) may be discouraged. All the necessary learning material may be kept in the classroom.

- Different break times may be provided for different classes.

- No sharing of food among students should be allowed.

- Teachers to wear face covers/ masks while correcting written assignments of students. As far as possible online assignments may be encouraged.

- Windows and doors of the classrooms and other rooms to be kept open for ventilation.

- Number of people in the elevators and passages shall be restricted. Use of stairs with one person on alternate steps may be encouraged.

- Specific focus on avoiding over-crowding in washrooms should be encouraged.

- Students to sanitize hands before and after lunch/snacks, each time they use the washroom and any other outdoor activities. Hand sanitizers with 70% alcohol can be an alternative.

- For air conditioning within the school, CPWD norms shall be followed which prescribes temperature setting in the range of 24-30°C, relative humidity in the range of 40-70% and provision for intake of fresh air and cross-ventilation.

- All physical/social distancing norms are to be implemented as per the defined protocols/SOPs.

f) **Protocol to be followed in case of detection of a suspected case of COVID-19**
- Place the ill student or staff in a room or area where they are isolated from others

- Provide a mask/face cover till such time as he/she is examined by a doctor.

- Immediately inform the nearest medical facility (hospital/clinic) or call the State or district helpline.

- 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 contacts and need for disinfection.

- Disinfection of the premises to be taken up if the person is found positive.

- 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 to suitable follow-up.

- All protocols as advised by Ministry of Health and Family Welfare should be followed.

g) Physical/social distancing during distribution of Mid-Day Meal

- Methods of safe distribution can be employed by the schools which may include staggered distribution.

- 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.

- Staggered timing for having midday meals to avoid crowding.

- Detailed guidelines for Mid-Day Meal in schools are given in the following section of these guidelines.

III. SOPs FOR SERVING MID- DAY MEAL IN SCHOOLS

a) **Background:**
- To meet the nutritional requirements of children and safeguard their immunity during the COVID-19 outbreak, States / UTs were advised to provide hot cooked Mid-Day Meal or its equivalent Food Security Allowance to eligible children during closure of schools and summer vacations.

- These broad guidelines are aimed at helping State/district/block authorities to prepare for resuming the normal cooking and serving of Mid-Day Meal in schools with focus on food safety, health, and hygiene along with physical/social distancing.

b) **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 also give a self-declaration with regard to the wellness of self and family members before starting their work in school.

- Thermal scanning of the CCH may be carried out at the entry of the school to check the temperature. The temperature may be recorded on daily basis.

- The CCH must sanitize/ wash their hands for minimum 40 seconds upon entering in the school following the prescribed methods (https://covid.aiims.edu/steps-of-handwash/).

- Wearing face cover/mask will be mandatory during cleaning, washing cutting, cooking and serving of meals. If handmade face covers are used, it should be ensured they are washed daily.

- Nail polish or artificial nails should not be worn because they can become foreign bodies and may compromise on food safety.

- No watches, rings, jewelry and bangles should be worn during cooking, serving and distribution as there is a danger of contamination of product.

- Spitting and nose blowing should be strictly prohibited within the premises by CCH or any other person during school hours and especially while handling food.

- The CCHs should be provided adequate and suitable clean protective apron, and head gear for covering hair and gloves. It must be ensured that the CCHs at work wear only clean protective apron and head covering.

- The CCHs should wash their hands at least each time work is resumed and whenever contamination of their hands has occurred; e.g. after coughing / sneezing, visiting toilet, using telephone. Hand washing time should be a minimum of 40 seconds.

- CCH must be cautious to avoid certain hand habits - e.g. scratching nose, running finger through hair, rubbing eyes, ears and mouth, scratching beard, scratching parts of bodies etc.- that are potentially hazardous when associated

with handling food products, and might lead to food contamination through the transfer of microbes. When unavoidable, hands should be effectively washed before resuming work after such actions. Soap must be available at all times at the wash basin/handpump/tap water for frequent hand cleaning by CCH.

- Capacity building of CCH and teachers through digital mode can be used to update them on hygiene, safety and physical/social distancing in schools.

c) **Cleaning Kitchen cum Store or the place of cooking:**
- The kitchen cum store/place of cooking must be deep cleaned and sanitized before 24 hours of actual cooking after reopening of schools.

- The kitchen should be cleaned before the actual preparation and cooking of MDM on daily basis.

- The floors of kitchen and the cooking top should be cleaned every day before and after the food is cooked.

- Special attention should be paid to the cleaning of difficult to reach areas including cooking areas and at the junction of floors and walls.

- It is important that surfaces in direct contact with food must be both clean and dry before use.

- Cracks, rough surfaces, open joints etc. must be repaired as soon as possible.

- There should be efficient drainage system with adequate provisions for disposal of refuse. Potential sources of contamination like rubbish, waste water, toilet facilities, open drains and stray animals should be kept away from kitchen.

- Ventilation systems 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.

d) **Cleaning of utensils for cooking and serving of MDM**
- Cleaning accessories such as cloths, mops and brushes carry a very high risk of cross contamination. They must therefore be thoroughly washed, cleaned and dried after use.

- Cleaning accessories used in the cooking area should not be used in other parts of the kitchen.

- Sun drying of the cleaning accessories in a clean and tidy place should be done.

- Tables, benches and boxes, cupboards, glass cases, etc. should be clean and tidy. Cooking utensils and crockery should be clean and in good condition. These should not be broken/ chipped. All kitchen utensils and devices should be washed and sun-dried before using. Preferably use hot water (above 60 degrees Celsius) for washing and sanitizing.

- Clean cloths should be used for wiping utensils, wiping hands and for clearing surfaces. Cloth used for floor cleaning should not be used for cleaning surfaces of tables and working areas and for wiping utensils.
- Leftovers or crumbs from plates or utensils should be removed into dustbin by using cloth or wiper. Every utensil or container containing any food or ingredient of food should at all times be either provided with a properly fitted cover/lid or with a clean gauze net or other material of texture sufficiently fine to protect the food completely from dust, dirt and flies and other insects.

e) Checking of old stock of food grains, oil & fat and condiments before use:
- Use of left out food grains, oil & fat and condiments should only be done after careful inspection of quality and shelf life if any, as they are left in schools for the last few months due to closure of schools.
- Use of ingredients should be subject to FEFO (First Expire First Out) or FIFO (First in, First Out) stock rotation system as applicable.

f) Washing & cutting of vegetables and cleaning of food-grains and pulses etc.
- Vegetable, fruits and perishable food commodities should be procured fresh and storing for long time/duration should be avoided.
- The vegetables once procured should be thoroughly cleaned with water before use. Vegetables may be washed thoroughly with a combination of salt and haldi (turmeric) / 50 ppm chlorine (or equivalent solution) and clean potable water to remove the dirt and other contaminants.
- The food grains, pulses need to be washed properly before using.
- Outer sealed package /cover of condiments, pulses etc., should be thoroughly washed with soap solution and sun dried before transferring the material to the jars followed by washing of hands with soap for a minimum of 40 seconds.
- No raw material or ingredient should be accepted if it is known to contain vermin, undesirable micro-organisms, pesticides, veterinary drugs or toxic items, decomposed or extraneous substances, in other words, material which cannot be reduced to an acceptable level by normal sorting and/or processing.

g) Cooking of the Mid-Day Meals
- Wherever possible, kitchen activities may be performed maintaining appropriate distance between activities e.g., there should be defined separations for raw material procurement area, cutting of vegetables and cleaning of grains/ pulses, cooking area, cooked food area.
- The cooks cum helpers may work with their faces in the opposite direction to maintain physical distance.

h) Serving of Mid-Day Meals

- The serving and dining area should also be well sanitized before and after food consumption.

- The serving of MDM to the school children may be done in a spread-out manner in batches to follow physical/ social distancing norms.

- In case staggering the distribution is not possible, children could be served the Mid-day meal in their respective class rooms.

- However, in case the meals are served in school verandah/dining halls, clear markings should guide the children to the seating arrangement.

- The CCH, while distributing the food should wear personal protective equipment such as hand gloves, face mask, head cover and shall maintain appropriate distance from the school children.

- The school children should also wear face cloth/ masks while the food is being served and at all times in the dining area except while eating/drinking.

- Temperature of the mid-day meal when served should be maintained at least at 65°C. Therefore, food should be served to children immediately after being cooked.

i) Hand washing by School Children before and after having MDM

- Hand wash with soap for a minimum of 40 seconds before and after eating MDM should be vigorously promoted.

- The schools should define an area for hand washing where children can wash their hands while maintaining physical/social distancing. For this purpose, empty plastic bottles can be filled with liquid soap and diluted with water.

- Children should wash their hands for minimum 40 seconds.

- The teachers need to monitor the process of hand washing carefully.

- Wherever proper hand washing facilities are either not available or inadequate for all children, buckets and mugs can be used to supplement the available facilities.

j) Drinking Water supply

- Continuous supply of potable water should be ensured in the school premises. In case of intermittent water supply, adequate storage arrangement for water used in food or washing should be made. Water used for cleaning, washing and preparing food should be potable in nature.

- Water storage tanks, if available, should be thoroughly cleaned before the reopening of schools and further periodical cleaning should be done.

- Non potable water pipes should be clearly distinguished from those in use for potable water.

k) Management of waste

- Adequate waste disposal systems and facilities should be provided and they should be designed and constructed in such manner that the risk of contaminating food or the potable water supply is eliminated.

- Waste storage/tanks should be located in such manner that it does not contaminate the food process, storage areas, the environment inside and outside the kitchen and waste should be kept in covered containers and removed at regular intervals.

- Periodic disposal of the refuse/waste may be made compulsory.

- Eco friendly measures like vermi-composting may be encouraged for food waste management.

- Applicable food waste management rules of respective States / UTs shall be adhered to by all schools.

l) Involving stakeholders

- Under the prevailing circumstances, active positive involvement of parents, community, SMC members and teachers is of crucial importance in providing nutritious meals to children in a safe and hygienic manner.

In order to effectively implement these guidelines, State and UTs are advised to prepare their own detailed Standard Operating Procedures (SoPs) in local language based on these guidelines, and carry out training of teachers and Cook cum-Helpers before resumption of hot cooked mid-day meal in schools.

PART – II

LEARNING WITH PHYSICAL/SOCIAL DISTANCING

IV. REDEFINING TEACHING, LEARNING AND ASSESSMENT TO ACHIEVE DESIRED LEARNING OUTCOMES

Online / distance learning shall continue to be the preferred mode of teaching and should be encouraged. However, the following SOPs may be followed for face to face classes in schools and online learning:

A. BEFORE SCHOOL REOPENING

a) Preparation of Teaching-Learning: Making a Comprehensive Alternative Calendar of Activities for the Whole Year with focus on learning outcomes

- States may consider dividing the total school hours between school and home. It is suggested that broad categories such as the following could be considered.

    (i)   Number of hours at school
    (ii)   Number of hours spent at Home School Hours (active learning)
    (iii)   Number of hours spent on keeping physically and mentally healthy
    (iv)   Number of hours spent on creative activities related to art, and art-integration.

- States/UTs may like to consider rationalizing the curriculum into 3 components:

    (i)   Classroom lessons – which could include, essential topics that are conceptually difficult to understand
    (ii)   Self-learning lessons – which could include essential but conceptually easier to understand
    (iii)   Not a part of the core area of curriculum or learning Outcomes – which could be kept aside this year

    For Elementary level, flexibility may be given at school level depending on the number of academic days available. For secondary and senior secondary level, the respective boards maybe advised to consider revisiting their curriculum.

- Academic calendar may be realigned for the whole year in accordance with the emerging situation. Comprehensive academic plan can be prepared as per the guidelines received from the concerned Directorate of Education.
- School calendar needs to make syllabus learning outcome-based rather than theme-based; decentralized planning may be at the school level for blended/diverse mode learning, and also a clear policy on assessment of children.

- The comprehensive academic plan should clearly depict the topics to be covered at school and activities to be covered at home by the students along with the proper methods and rubrics of assessment.
- This plan may follow guidelines of **Alternative Academic Calendar** prepared by the NCERT.

> **Looking at the current pandemic situation, inequitable access to infrastructure for online teaching and internet connectivity and non-availability of smart phones with all parents, NCERT has come out with ALTERNATIVE ACADEMIC CALENDAR which only expects a basic mobile to make a connection between child or parent with a school teacher, so that teacher can initially guide parent or student. Later, students can do self-study with the help of parents or siblings.**
>
> **The Alternative Academic Calendar is based on multiple pedagogies-guided learning followed by self-study and are available on the web link http://ncert.nic.in/aac.html**

- Fun activities may be planned for each class as students might not be going out for playing.

- Pedagogical interventions may be included which emphasize linking classroom activities with the experience children are undergoing or have gained in their day-to-day life in COVID-19 situation. For example, prepare age appropriate awareness posters relating to COVID-19 precautions, to be displayed in every classroom. These posters may be in local language/Hindi/English or all these languages. Some posters involving graphs, data on how corona spreads may not only be useful for awareness but also serve as a teaching tool in higher classes. This will help the teachers to link the students' day to day experiences with the subject areas like environmental studies, languages, mathematics and science.

- Arrangements may be made for community radio and audio classes by the teachers on this medium through schools whenever possible.

- Receive-only-Terminals (ROT), Television, Projectors, Computer, etc., if available, may be repaired and functional before reopening of the school. Students can be engaged with these gadgets in case of shortage of teachers.

- Assessment plans may be prepared along with rubrics.

- The formats for periodic tests, mid-term and final exams may be designed as per the demand of the situation and keeping in view number of days and adjusted curriculum.

- It is advisable that the school should not plan any assessment of student learning in the first two-three weeks of reopening of schools in order to ensure emotional well-being of the students.

- Moreover, non-stressing assessments may be planned to identify the learning gaps, i.e., to find out how much the students have learned during home-based schooling.

- Assessments in the form of role plays, choreography, class quiz, puzzles and games, brochure designing, presentations, journals, portfolios, etc., may be preferred over routine pen-paper testing.

B. AFTER SCHOOL REOPENING

a) Teaching Learning Process: Create Learner-friendly School and Classroom Environment

- Reintegration of students into school may be taken on priority after reopening.
- Teachers must talk and sensitize all students about COVID-19 and related myths, social stigma, and fears.
- There can be flexibility with attendance until such time that the situation eased. As one of the important activities in each class, students themselves may be asked to prepare and take an innovative pledge focusing on Dos and Don'ts for school entry/exit/duration, and for following at their homes. Time may be allocated during the school schedule daily to reflect on it.
- Care should be taken to ensure health, social, and emotional bonding despite having to maintain physical/physical/social distancing.
- Children may be discouraged from sharing books, copies, etc., and how they will help each other in this way to reduce risk of spreading the disease may be explained to them. Mock safety drills may be conducted on how to keep safe from COVID-19 on regular basis (for a few days) to ensure complete sensitization and awareness.
- Some yogic exercises may be practiced in the classroom to make children comfortable. For example:
  - ➢ Micro yogic practices like the rotation of the head and shoulder, touching toes and stretching for primary children.
  - ➢ Some simple asanas like Tadasana, Vrikshasanafor children in classes 6 onwards-)
  - ➢ If sitting place is available Swastikasana, Vajrasana, etc. can be organized for children in classes 6 onward)
  - ➢ Other breathing practices like Kapalbhati, Anuloma-Viloma, Pranayama can also be organized

- Children can also be sensitized about the pandemic by integrating various concepts into the teaching of various subject areas such as EVS, languages, science and social science, arts; here are a few examples:

  - Use posters, visuals, video or other media to show how to protect themselves from being infected and teach them about the value of media and how to distinguish true news from fake news.

  - promote good hand washing practices of minimum 40 seconds judiciously (wash hands with soap after reaching school, after going to the toilet, before taking food, handling garbage, touching pets and other animals, caring for sick people coughing and sneezing) and make them aware of the composition of soap and how it is able to disinfect from the virus.

  - eating healthy food, fruits, and doing regular yoga to boost immunity and the role these have in reducing immune-suppressants in the body

  - proper and hygienic use of the toilet, and how it aids in the spread of illness of not used properly.

  - share their experience of the lockdown period and understand the importance of physical/social distancing.

  - Provide children with all important information to protect themselves and their families. This may require discussing with children about work their parents do, and discussion on this aspect may lead to the theme- 'Work People Around Us Do'- this theme is inbuilt from classes 3 to 8in EVS and Social Sciences.

An Example

- ❖ With children at the primary stage, the discussion can happen in the following manner:
- ❖ Can anyone show how we cough? (or teacher can demonstrate)
- ❖ Has he/she done it rightly?
- ❖ Yes! Do all of you cough like this?
- ❖ No, why is it wrong?
- ❖ Why do we keep our mouth covered while coughing?
- ❖ While sneezing, what should we do?
- ❖ Why are we using masks nowadays? Or Why do we use masks every day?
- ❖ Do you have any queries regarding the present situation?

(Teachers may start discussions and observe children's participation, interest, and also the information they have already collected from outside. The teacher must observe every student on the following rubric-
  1. Participation in discussion
  2. Interest level
  3. Fear/anxiety
  4. Alertness about Corona Virus spread
  5. Feeling the need to work to save corona infected people

> 6. Actions they take at their level
>
> Creating some subject-specific rubric will help teachers to make the class engaging and also help in assessing children on their learning outcomes

- When students start feeling comfortable in schools with the present situation and also with teachers and peers, teachers may start teaching-learning process based on syllabus focusing on learning outcomes.

b) Teaching-Learning when students are in School

- Teachers must polish their skills for integrating ICT in class as far as possible. Training modules may be prepared for the same.

- It is possible that all students may not attend school regularly, until the pandemic situation is over. Therefore, teachers should be prepared for teaching in classroom as well as following up with students at home, and also for adapting their teaching mechanisms accordingly.

- Right in the beginning, teachers must discuss with the students the clear roadmap of the curriculum, the modes of learning to be adopted (through face to face instruction/individual assignments or portfolios/group-based project work/group presentations, etc.) to be covered, the time to be taken for the same, dates of school based assessments, breaks, etc.

- Teachers must also clarify those topics and themes, which are required to be explained by the teacher through classroom transactions/activities and those that are to be covered by the students at home, though assessed at school.

- Divergent use of teaching resources shall have to be relied upon keeping physical/social distancing and other safety norms in mind. Resources could include peer teaching and learning, use of workbooks and worksheets, use of technology-based resources in class, empowering parents/grandparents/older sibling to teach, using the services of volunteers from the community, etc.

- There should be greater emphasis on collaborative learning in class. This will also impact positively on the mental well-being of children.

- Mechanisms should be put in place to get constant feedback from parents.

- Life skills must be integrated with all teaching and learning processes, as now, more than ever, these will be required in learners. Life skills, such as communication and collaboration can be developed through group presentations as a method for learning. Creativity and critical thinking skills can be developed in specific home-assignments, project work, etc.

- Routine homework assigning should be discouraged; instead work that will develop curiosity and problem-solving abilities in the child should be encouraged. For example, diversity is a theme, which cuts across the subject areas and classes. Homework can be interdisciplinary in such a case.

Similarly, the concepts of chemical reactions, gravitational laws, etc. can be introduced as a concept by the teacher and later on projects and assignment related to it can be done at home.

c) **Address Concerns of Children with Special Needs along with other Children**

- Focus on the most vulnerable students (homeless/migrated students, students with disabilities, and students directly affected by Covid-19 through a family death or hospitalization) to prioritize their needs.

- Ensure provision of assistive devices and learning content as per the needs of the CwSN.

- Ensure that safety guidelines are available as far as possible in multiple and accessible formats to meet the needs of all children, such as:

  ➢ JAWS software, large print and high contrast for children who are blind or have low vision;
  ➢ Easy-to-read version for children who have intellectual disabilities;
  ➢ Digital formats with text captioning
  ➢ Sign language for Children with hearing impairment
  ➢ Accessible web content for those using assistive technologies such as screen readers
  ➢ Useful Apps related to COVID 19 such as AarogyaSetu are usable with assistive technologies such as the screen reading software.
  ➢ Ensure Content Accessibility Guidelines 2.1 (WCAG 2.1) for the web pages, digital documents, and apps user interface.

- **Make use of free online resources on the NCERT website under "Accessibility" (http://www.ncert.nic.in/accesstoedu.html) in the school curriculum icon:**

  ➢ Barkhaa: A Reading Series for All based on UDL& IE principle. These stories can be linked with the content of textbooks at Primary and Upper Primary Level
  ➢ E-pathshala Digital Textbooks (Class 1- 12) in all subjects
  ➢ E-pathshala Mobile App- "Text To Speech (TTS)" for children with Visual Impairments
  ➢ The E-Pathshala mobile scanner app
  ➢ E-Pathshala AR/VR programs through the dedicated app
  ➢ Tactile Map Book with Audio programs
  ➢ Audio Books

- **Make use of the NIOS prepared material for visually-impaired and hearing-impaired students in secondary and senior secondary level.**

- Introduce strict preventive measures for children who are more susceptible to infection due to the respiratory or other health complications caused by their impairment.

- Train teachers and other school staff on signs of distress to enable them to identify and refer children who may have specific psychosocial support needs, or for signs of violence who may require protection and assistance.

d) Prepare Students for Learning at Home

- As only a fraction of students on roll might attend school on rotational basis as per the decision of the State/UT, it is important that all students have their textbooks as well as details of the curriculum to be covered in the given time.

- Teachers and parents/students must have some form of communication at least 2 to 3 times a week.

- In case blended approach is to be used, students will require various technological tools to support the blended model.

- PRAGYATA Guidelines on digital and online education can be used to orient teachers and students in this regard.

- If the State/UT has Energized Textbooks, inform students and parents how to download the e-content behind the QR on DIKSHA, codes and use the same in offline mode, thereon.

> **NCERT has also developed PRAGYATA, the guidelines for digital and online education for teachers and students containing useful information on how to switch over to online education. These guidelines also compile numerous links of online resources available in India and abroad. These will be made available on MHRD and NCERT website.**

- Project-based assignments, portfolios, creative work, etc. are the best ways to continue effective learning from home. More details are given in the next para.

- Audio-visual e-content may can be loaded onto pen-drives, CDs etc and taken to far-flung and interior areas where there is neither any internet / mobile / TV network.

e) Project-work, Assignments to be done at home under the guidance of teachers and parents

- Teachers may select various themes on which interdisciplinary and multidisciplinary project work and assignment are done by students at home with the support of the parents

- Very creative methods could be used to ensure learning. For example,

- ➢ Record interview of your mother of her experiences at the workplace or home. Listen to this recording and write its highlights (for class VI-VIII students). This can be done under subject areas Hindi, Urdu, English, Social Sciences, etc.

- ➢ Make an expenditure chart of your home for last one month. Make a summary of the money spent on different categories of items and savings, Also, write how can this be improved in the next month (Upper- Primary- Mathematics, Languages, Social Sciences).

- ➢ Collect different materials such as toys, pen, pencils, empty small medicine containers, etc. Immerse them in water and write your observations (EVS, Science, languages, for class V-VIII).

- ➢ Children of classes 1 and 2 can undertake projects related to drawing and painting.

- ➢ For children of classes 3 to 5, projects and assignments may focus around family, work and food, etc.

f) Promote Learner-Friendly Assessment

- Teachers, parents, and administrators need to focus on formative assessment to ensure achievement of learning goals by all learners.

- However, the format of assessment must undergo change. Typical pen-paper tests must be discouraged at all levels.

- In school, assessment can take different formats, such as, role plays, choreography, class quiz, puzzles and games, brochure designing, presentations, journals, portfolios, etc.

- At home, multiple modes of assessments such as individual projects/reflections/ experimentation/portfolios should be promoted.

- The assessment should not focus on what students have memorized, but instead it should focus on application of learning and critical and creative thinking in situations relating to daily life. It is not important whether they have solved a problem, it is more important what steps they take to solve it, or how they have tried to solve it.

- For students studying from home, explore low-cost or no-cost options for students to be able to submit responses/ tasks on which they get feedback to teachers, perhaps benefitting from collective if not individual feedback once the teacher has a chance to review all responses. For example, empower the learners to self-check and peer review whether their responses are correct.

- Guidelines of SCERT/NCERT may be used to sensitize parents to improve their understanding of and appreciation for formative assessment.

- Teachers may use text-or audio-based messages to send brief quizzes to parents/caregivers to use for informally assessing their progress against the curricular contents for their grade, or even their emotional and mental well-being.

- Open book examination system may be introduced for a few selected subjects / topics

g) **Customizing assessment practices**

Keeping the availability of infrastructural facilities, schools/teachers can customize assessment practices in line with the strategies suggested below: -

---

1.Schools, where reasonably good ICT enabled environment is existing and students are undertaking online classes through desktop, laptops, and smart phone

- Replace Pen-paper test by alternative methods of assessment like individual assignments, project work, and portfolios.
- Credit to these assessments needs to be shared with the students in advance. Students may be involved in framing the assessment criteria.
- Teachers may encourage using peer assessment and self-assessment through class wise/subject wise groups.
- Students after learning a few concepts/subtopics may reflect on their learning and keep it as a record.
- Teachers may use ICT enabled assessment using existing tools, analyse the responses and share it with students.
- Assessment based on discussion forums may be practiced.

2.Schools having partial facilities for conducting online classes and students are occasionally engaged in online classes

- Teachers may use tools to develop quizzes and seek responses of students through social media or mobile platforms.
- Teachers may create peer groups and encourage them to give appropriate feedback.
- Students may keep a record of their work like composing a poem, copy of the notes, small drawings, self-framed questions, and creative answers. This material can be shared in the group to seek appropriate feedback.
- A quick review of the concepts/topics may be carried out. Quiz and MCQs for each topic may be administered to know the readiness of students for the forthcoming concepts/topics.

---

3. Schools, where there is no ICT, enabled environment and there is no engagement of students in the learning process

- Teachers may interact with students and parents telephonically about the on-going learning in the class and keep track of students through interview mode.
- Teachers and children together can also suggest ways to go for other alternative modes that suit them better such as sending worksheets to the homes of students, answers to which can be provided in the next round.
- Children may be asked to reflect on their lockdown days and narrate stories/ write memoirs/ write poems, share their experiences, etc. This can be part of assessment especially in the areas of languages.
- Students may interact with the parents/elders on various topics and can record their observations. This may also be part of the assessment.
- Students may be encouraged to conduct small experiments at home with the help of parents.
- Schools may rationalize their syllabus and prioritize learning outcomes. Suitable strategies need to be adopted for assessment to avoid physical/environmental shortcomings being considered as shortcomings in learning.

V. ENSURING SMOOTH TRANSITION OF STUDENTS FROM HOME-BASED SCHOOLING DURING LOCKDOWN TO FORMAL SCHOOLING

- In order to ensure smooth transition of students from home-based schooling during lockdown to formal schooling and ensuring emotional well-being of students, the schools may consider taking the following actions:

  - ➢ Implement re-adjusted school calendar and redesigned Annual Curriculum Plan (ACP) to make up for the lost instructional time.

  - ➢ Assess each student upon return to school, by adopting informal methods to enable teachers to adjust their teaching plans accordingly.

  - ➢ Plan and implement remedial actions like individualized instructional plans for the students with special needs and also those students who were not able to access online classes during lockdown in order to help them catch up and mitigate learning loss. Activities may also be planned/designed to fill the learning gaps as per individual student's needs.

  - ➢ It is advisable that during the first two-three weeks after the resumption of classes, students are to be allowed gradually get used to school life again, either by focusing on review of lessons which have been taught online, or through any other activity.

  - ➢ "Back to School" campaign may be may be initiated, with particular focus on the out of school and marginalized children especially girls, children with disabilities, children of migrant workers and children belonging to SC/ST communities.

  - ➢ Vocational Educational and career guidance programs may be expanded to facilitate the school to work transition of adolescents upon completion of school, keeping in mind the economic fall-out of the COVID-19 pandemic.

  - ➢ Open learning programs may be supported for over-aged out of school children.

VI. ENSURING EMOTIONAL WELLBEING OF STUDENTS AND TEACHERS

- It is natural to feel stress, anxiety, grief, and worry during and after a disaster/pandemic and children are indeed the most vulnerable ones at such times.

- Therefore, the schools are advised to take note of any symptoms of stress in their students and take appropriate action in collaboration with parents.

- It is advisable that the teachers, school counselor and school health workers should work in unison to ensure emotional safety of their students.

- Moreover, these tough times might have also impacted the well-being of the teachers which in turn might affect their ability to lead and manage their students along with responding to the change when schools reopen. So, it is of paramount importance that the mental well-being of teachers should also be taken care of in equal measure. Teachers can be guided to take proactive steps to promote their own mental wellbeing.

- Online training modules can be developed for teachers with special emphasis on counseling competency of general teachers

- Similarly, concise module on counseling can be developed to ensure emotional stability, removal of anxiety and building up self-confidence of children once they come back to school after a long gap.

- **Suggestive guidelines for promoting emotional wellbeing of the students and**

The Ministry of Human Resource Development, Government of India has initiated a programme called 'MANODARPAN' covering a wide range of activities to provide psychosocial support to students, teachers and families for Mental Health and Emotional Wellbeing during the COVID outbreak and beyond.

The services include:

- **A webpage https://mhrd.gov.in/covid-19 on the website of MHRD containing advisories and motivational posters, and**

- **A National Toll-free helpline 8448440632 to provide tele-counselling for students, parents and teachers to help cope with the situation.**

---

teachers are given in Annexure- A.

VII. SPECIFIC ROLES AND RESPONSIBILITIES OF STATE/UT EDUCATION DEPARTMENT

Before the announcement of reopening of schools, it is very important to define the roles and responsibilities of all the organizations and stakeholders, i.e. **State/UT Education Department, School Principal, Teachers, Students and Parents** to ensure safe and smooth functioning of the schools after reopening.

The complete list of the roles and responsibilities of the above-mentioned stakeholders is given in **Annexure-B.** The roles and responsibilities of the state/UT education department are briefly as follows (for detailing, this document may be read in its entirety):

a) **State/UT SOPs or guidelines:**
   - States/UTs may proactively take note of all the guidelines/SOPs issued from time to time at the National level, including this one, and adopt/adapt them and issue their own SOPs/guidelines and inform District and School Administration in a timely manner.

   - **State/UT SOPs for school reopening**: States/UTs may prepare a comprehensive set of SOPs before the opening of schools, which may include:

     ➢ **Phase-wise opening of schools**: as per the directions issued by the Ministry of Home Affairs and the Ministry of Health and Family Welfare and State Health Departments and a detailed health risk assessment in consultation with the local health authorities. No school shall be allowed to resume operations if they fall in containment zones. Restriction of movement of staff and students from contained zones shall be adhered to.
     ➢ **Suggest staggered timetables/shifts**: for attending schools by different classes, alternate days of schooling (if required) and also double shifts in school (if required) with reduced school hours.
     ➢ **Staggering timetables – some alternatives:**

       - One way of ensuring physical/social distancing is to have flexible, staggered and reduced timings planned for different classes in such a way that physical/social distancing is maintained along with other guidelines.

       - Asking only a certain percentage of the students to attend the school depending on the enrolment, rotationally on alternate days, or every two days in a week and combining with home assignments could be another mechanism.

       - Alternatively, there could be a weekly class-wise timetable for attendance. All classes need not attend school every day.

- Odd-Even Formula for classes can also be considered.
- Running school in two shifts in case of high enrolment schools can also be considered by reducing time duration of school hours per shift, such that the school is able to manage with the same set of teachers in the overall school hours.

➤ **Database of teachers**: belonging to different zones may be prepared by the State Department with the information of every teacher residing in containment zones particularly.

➤ **Children of migrant labourers**: Directions to all government and government-aided schools to give automatic admissions to children of migrant labourers.

➤ **Suspension of activities**: that require the gathering of children such as science fair, book fair, annual function of the school, extended remedial teaching classes, excursion, field trips, etc., till the COVID-19 situation normalizes.

➤ **Continuation of certain activities:** safe procurement of books for the school library, sports equipment, sanitization material, stationery items, e-content related equipment, mid-day meal, scholarship, etc., which do not involve a gathering of children or teachers.

➤ **Flexible time- tables of the school:** Rather than a period of 45 minutes, there could be short 30 minutes periods or there could be long periods of one hour each for every subject area with the integration of arts and health activities so that children should not feel tired and stressed.

➤ **Classroom arrangements**: In view of physical/social distancing measures, flexibility in conducting classes must be introduced. This will require a policy to be spelled out clearly by the States/UTs which would take into consideration the following:

➤ **Number of students per class** keeping in view the physical size of the classroom following physical/social distancing norm of 6 feet in all four directions.

➤ **Seating arrangement** in the class and sanitization of walls, floors, and furniture.

b) **Instructional load**
- States may consider dividing the total school hours between school and home and rationalization of syllabus.

c) **School Academic Calendar**
- School Academic Calendar needs to be overhauled, making syllabus learning outcome-based rather than theme-based, providing for decentralized planning at the school level for blended/diverse mode learning, and also a clear policy on

assessment of children. States &UTs may encourage pedagogies that promote socio-emotional and foundational learning skills among children.

d) **Volunteer parents/community members:**
   - Those having adequate qualifications may also be involved in the teaching-learning of students with proper verification from the school side, particularly, regarding health and safety aspects.

e) **Safe transport**
   - Wherever possible, safe transport facilities may also be made available for teachers and students, in case students and teachers are coming from far off places to school.

f) **District level task force**
   - A District Level Task Force may be created involving DIETs, DEOs and other identified stakeholders for making random visits to schools for observing their preparedness and safe operations. This task force can also prepare a database on the requirements of schools for safe functioning and adequate learning achievements.

g) **Dialogue with school education boards**
   - This may be initiated on conduct and assessment of board examinations.

h) **Capacity building of teachers for digital education**
   - Arrangements may be made for online/digital education capacity building through television channel, radio and other online and social media tools, on COVID-19 infection, preventive measures, tackling students and parents in this situation, teaching-learning with new perspectives limitations of physical distance, etc., with modules and videos.

i) **Checklists**
   Make role and responsibility charts for SCERT, DIETs, DEOs, BEOS, Schools, and other education related functionaries

j) **Responsibility of States/UTs with regard to children of migrant labourers:**
   - While the States/UTs prepare for schools' reopening, many will also have to prepare for certain special circumstances.
   - In view of the lockdown due to COVID 19 a large number of migrant labourers are returning to their homes and are likely to stay there for varying periods. Along with the migrant workers, their families and children are also returning to their homes. For these children this will lead to a disruption in their studies and learning.

- As a result, some states may see a reduction in numbers of children enrolled in their schools or they will be reported as absent, while others will see a surge in children requiring admissions.

- In order to ensure that there is no loss of learning or academic year for all such children, it is suggested to that the following steps may be carefully implemented by all states/UTs.

- In the States where there is out/reverse migration, a database may be prepared of children who have left the local area for their homes in other States/UTs or other parts of the same State/UT. Such a database may be prepared by each school by personally contacting parents/guardians of all children studying in their school, through phone/WhatsApp/neighbor /peer group, etc. Their tentative place of stay during this period may also be noted. Such children, who have left, may be shown separately in enrolment as temporarily unavailable/migrated. While all care must be taken to ensure that their names are not struck off the rolls (as the possibility of their return anytime is always there), their numbers may be reported class-wise to Directorate of Education to compensate for any input costs to be incurred by the school such as mid-day meals, distribution of textbooks and uniforms if not already completed, etc.

- For States/UTs where there is more in-migration/influx, the State government may direct all schools to give admission to any child who has recently returned back to the village without asking for any other documents, except some identity proof. They should not ask for transfer certificates or proof of class attended earlier. The information provided by the child's parents may be assumed to be correct and taken as such for giving admission to the child in the relevant class in his/her neighbourhood government/government-aided school.

- State/UT government should facilitate the above process by giving adequate publicity and involving the district administration and local gram panchayats. The State/UT will also prepare a database preferably in digitized form for such children who are thus admitted in schools, and share it with the states from where they have come.

- Children who are thus admitted may be facilitated to continue their learning by providing remedial learning support through the school and allowed to adjust to the new school environment. They may be provided books from the book banks/ libraries maintained by the schools. Peer learning may also be encouraged for such children. They may also be provided Mid-day Meals along with the other children of their school.

- For States maintaining a digitized child wise data, the same may be updated for every in-migrated or every out-migrated child's detail. For every out-migrated child, data maybe shared with the States where the children have migrated to.

k) **State/UT to arrange for documentation of the pandemic experience:**
- States/UTs may encourage innovative documentation of the pandemic experience at all levels of schooling/administration and governance, through the eyes of the children, teachers, education administrators and functionaries, for posterity.

- These documentations can be compiled at the school, CRC/BRC, district and State levels.

- Schools can undertake this exercise with their students not only to inculcate a sense of history, but also to understand the science behind it, the geography, the mental-emotional responses, how the pandemic has brought in all-around changes in the way we live, interact, learn, travel and how there has been a resurgence of values of empathy, compassion and minimalism.

- Block/District and State level offices may document their initiatives/responses/stakeholders/changed attitudes/changes in workplace, etc., related to school education. The State/UT may compile a mix of documentation at all levels and the same may also be shared with DoSEL, MHRD. Virtual field support call center to receive , record and manage COVID-related queries from the field may be set up by the States/ UTs.

VIII. CHECKLISTS FOR SAFE SCHOOL ENVIRONMENT

a) For different stakeholders

- **Checklists** can be prepared by the states/UTsfor each of the different personnel/stakeholders on the basis of planning done to ensure proper implementation and monitoring of the plans.

- Suggestive 'Checklists on Safe School Environments' for Schools, Parents and Students to contain the spread of COVID-19 adopted from UNICEF guidelines, are placed at **Annexure-C.** The schools can contextualize them as per their needs/plans/procedures.

- State MIS systems need to be updated with COVID-related checklists

b) For building resilience

- Since the outbreak of COVID-19, much change in the functions and roles of traditional schools and education has been witnessed.

- The schools can see this crisis as a challenge which can help them establish a **resilient and sustainable education system** which can prepare us for any change of any scale in future.

c) For academic planning and school operations

- Meticulous academic planning and its implementation will be the key for continuing learning effectively. States/UTs are encouraged to develop checklists for schools, teachers, DIETs, etc. in this regard.

- With defined and established roles and responsibilities, clear guidelines and standard operating procedures; and customized plans in accordance with local conditions, the schools will be able to function safely after reopening. Checklists may be devised for these by the states/UTs.

- Measures taken by schools can effectively reduce the chances transmission of COVID-19 by students and staff that might have been exposed to it, while minimizing disruption and protecting students and staff from discrimination.

IX. CAPACITY BUILDING OF STAKEHOLDERS

In order to sensitize all the stakeholders on COVID -19 and build their capacity to ensure safety of all the stakeholders, the State/UT Education Departments may conduct awareness and capacity building programmes for DIET faculty members, School Heads, Teachers, and Parents before the opening of the schools.

A) Awareness Programme for SCERT and DIET faculty member, School Heads, Teachers, SMC members, Parents, and Students

1. **Objective:**
   a. To provide information in the local language with contextual examples about the virus, disease, its spread, etc.
   b. To interact with them on taking preventive measures for its spread and also to improve mental health.

2. **Process:**

   Step I: Awareness module may be prepared by NCERT/SCERT/SIE on the following aspects:

   a. Information about the virus in the state/regional language in simple form.
   b. Information about the symptoms of the COVID-19 disease
   c. How the disease spreads
   d. How strong immunity helps make us less vulnerable
   e. Why we should not panic, based on half information
   f. How to keep ourselves mentally healthy in this situation
   g. How to maintain health and hygiene in homes and schools
   h. Why physical/social distancing is important
   i. How to convince small children about physical/social distancing
   j. Why COVID-19 is declared as a pandemic
   k. What is Epidemic Diseases Act and National Disaster Management Act
   l. What precautions all schools need to take before reopening in and during school hours.
   m. What is ArogyaSetuApp. How to download and use it
   n. Interaction on FAQs

   Step -2 Selecting mode of transaction suitable for different target groups
   Suggestive modes of transaction for this awareness programme:

   a. DTH channel – (SWAYAMPRABHA) or local channel in the State/UT

   b. Radio- Community Radio

   c. Podcasts

d. Recorded video/audio to be sent to all the school heads, teachers and parents who can send questions through email.

e. Videos on SOPs may be prepared for training and IEC

f. On-line using Google meet, hangout, Skype, etc. for webinars and broadcasts

Step 3: Conduct of the Programme

a. SCERTs may conduct the programme for DIETs and School Heads
b. DIETs and School Heads may conduct the program for Teachers and Parents

B) Capacity Building Programme for School Heads, Teachers, Hostel Staff and SMC members

1. **Objectives:**
a. To develop an understanding of various aspects of the school which need preparation before it's reopening –such as physical/social distancing at the entry, in the class, etc.
b. To empower them to operate the schools safely and provide each child and staff safe stay.
c. To equip them with multiple pedagogies for making learning happen in a conducive and stress-free environment so that children learn in a joyful manner with progress on learning outcomes.
d. To empower them to handle an emergency if any arises during school operation.

2. **Process**

Step 1: Preparation of module, containing guidelines for taking actions for preparation before reopening of schools, safe school operation, learning and assessment, roles and responsibilities of key stakeholders, etc., by SCERT/SIE.

Step 2: Selection of appropriate online medium for the transaction of module like DTH, Radio, etc., based on the accessibility of these mediums with the target group.

Step 3:
a. SCERT/SIE will conduct programmes for faculty members of DIETs and School Heads
b. School Heads and DIET faculty members will conduct a capacity building programme for teachers, SMC members, and parents.
c.

Step4: Online certification for teachers' training programmes may be considered.

PROMOTING EMOTIONAL WELL-BEING OF STUDENTS ANDTEACHERS
(Guidelines for Students at Elementary and Higher Stages)

A. SUGGESTIONS FOR STUDENTS

1. Mental well-being Activities for Elementary Stage Students

Students may:

a. Share their feelings and emotions with parents, teachers and other family members, respecting others' emotions

b. Engage in activities that help to feel positive

c. Communicate with teachers and friends

.

d. Spend time with parents, siblings and other family members by involving in activities like indoor games, antakshari, reading stories together, solving puzzles and crosswords, dancing etc.

2. Activities for Coping with Stress and Anxiety: Strategies for Students at Secondary Stage

a. **Acknowledge feelings:** It is important to recognize one's feelings and acknowledge that it is okay to have such feelings.

b. **Reflection**: Give time to self to reflect on what one has been doing during the phase of lockdown for self and for others, which aspects one would like to change, what kind of effort/thinking/action it would require to bring that desired change. Becoming aware of one's sensations and expressions may help to understand one's feelings.

c. **Positive thinking:** The key to avoid, manage, and reduce stress is a positive mindset and a positive attitude. Never lose hope, begin from yourself and pass it around to all. Be persistent in keeping positive thoughts.

d. **Schedule your routine and manage time:** Scheduling a routine helps to create discipline and can have a positive effect on one's thoughts and feelings. Students may modify their time table by reducing the time spent on daily activities that they were engaging in during the lockdown. This will help to transit to normalcy.

e. **Take care of your mind and body**: Make sure to eat a healthy and well-balanced diet, practice meditation, yoga, or breathing exercises after school hours to calm the mind and for building better mental and physical health. Also, get enough sleep every day.

f. **Become aware** of your thoughts, feelings, and actions.

g. **Maintain a diary.** Every day write down how you could follow your plan of action. Note down changes in your feelings every day and share with your best friend.

B. GUIDELINES FOR TEACHERS FOR PROMOTING EMOTIONAL HEALTH OF THEIR STUDENTS

   a. **Initiate conversational activities in the classroom:** It is important to focus on bringing back the normalcy in the classroom environment again. Teachers may start a conversation with the students on what they did during the Lockdown period to engage themselves in interactive sessions.

   b. **Indoor individual games:** Mental maths games, word antakshari, make words, etc. and music and dance activities may be conducted in the classroom linking these with subject areas under proper guidance. This will help in keeping children happy and stress-free besides being healthy.

   c. **Make students feel safe:** Teachers need to make their students feel safe and be able to share anything and everything with them. They may emphasize the fact that child fatalities due to Covid-19 are negligible but children can get it and transmit it if they behave unsafely.

2. **Help students to engage in collaborative activities in the classroom:** Conduct and encourage students to participate in various deep breathing exercises, activities that will help the students to be mindful. Teachers have to create an environment of emotional togetherness among students by

   i. precluding of social out casting of anybody recovered from COVID-19

   ii. Encouraging students to make small gifts for their friends as a token of love and appreciation.

   iii. Assigning caring activities to students like keeping water for birds, helping to keep the premises clean etc., to build positive feelings of sharing and being responsible.

3. **Acknowledge the change and offer help**: Accept and help the students to accept that the present times are difficult. Make sure that the students know that you are there for them if they require any assistance or have any concerns to share.

4. **Conduct reflective activities in the classroom**: Reflective activities have huge benefits in increasing self-awareness in an individual and in developing a better understanding of others as well. Reflective practice can also help us to develop creative thinking skills and encourages active engagement in the classroom.

5. **Tell Life stories**: This activity will help the students get to know something significant about each other in a very short time. Students rarely get a chance to talk about themselves without interruption, (and without advice or judgment). Each student may speak without interruption for 5 minutes about his/her experiences during lockdown that has shaped her/him in significant ways.

6. **Three-Minute Pause**: The Three-Minute Pause activity can be used in the classroom at the end of the day. It provides a chance for students to stop, reflect on the concepts

and ideas that they have learned, make connections to prior knowledge or experience, and seek clarification. Students have to ask themselves: 'I empathized with…'; 'I changed my attitude about…'; 'I am more aware of …'; 'I was surprised about…'; 'I felt…etc'.

C. GUIDELINES FOR PARENTS FOR PROMOTING EMOTIONAL HEALTH OF THEIR CHILDREN

1. **Get the child mentally ready for a new routine:** Point out the positive aspects of starting school. Reassure children that if any problems arise at school, parents will be there to help resolve them.

2. **Be patient:** Exercise patience and refrain from using punishment as transitioning once again from home to school may be challenging for the students.

3. **Encourage children to extend Positive offerings:** Children may be asked to draw and colour cards for their friends, teachers, and also family members as preparation for school reopening thus setting a positive tone and hope.

4. **Collect Motivational resources:** Students can be asked to collate good audio(podcasts) songs developed for and during the Covid-19 that they find motivating for sharing with school mates

5. **Ensure their emotional safety:** Parents need to make children feel safe and wanted by giving them the feeling that they can share anything and everything with them as they prepare to go to school as well their concerns while they are in school.

6. **Acknowledge their emotions:** Stay calm especially when the children are anxious. Pay attention to their feelings and give them space to share their fears, if any. Ensure that there is adequate time for sitting together and talking freely at different times.

7. **Encouragement:** Parents also need to encourage and guide their children to plan their daily schedule for school, studies at home, play, sleep, activities to maintain good health and hygiene, etc.

8. **Appreciate your child:** Recognize and praise even small accomplishments and efforts made by children. This not only develops confidence and self-esteem but will lead to the formation of good habits and better performance in different tasks. □

9. **Set a good example:** Before expecting children to be disciplined, empathetic, healthy, and hygienic, parents need to practice such things. Parents need to manage their stress by getting good sleep, exercise, healthy diet, connected with friends and family.

10. **Acknowledge your feelings:** Understanding and recognizing one's own emotions is vital for one's well-being. As a parent one can help himself/herself and their children to navigate each one of their emotions and responses.

11. **Focus on the things that can be controlled:** Focusing on things that are out of one's control can make one feel drained, overwhelmed, and anxious. So, focus on what can be controlled.

12. **Taking care of the self:** Make sure to indulge in physical exercises like yoga. Have a healthy diet and take care of your body.

D. SUGGESTIVE ACTIVITIES FOR TEACHERS TO TAKE CARE OF THEIR MENTAL HEALTH

1. **Maintain a reflective diary:** Make a habit of writing your experiences every day before going to bed.

2. Take time to engage in observing your surroundings by identifying the smells, textures, and visuals.

3. Perform any activity which helps you to connect with your own self - meditation, yoga, walking, reading, etc.

4. Think of the small changes which you can bring in your life.

5. Make sure to take care of your physical health as well by sticking to regular meals with the correct nutritional variety, maintain healthy sleep habits, and engage in pleasant and relaxing activities.

6. Engage yourself in such activities which challenge your creativity and make you feel productive like writing, drawing, or something else of your interest.

7. Attend such online courses which enhance your professional abilities.

8. Ask for help from a colleague or expert when needed.

In order to promote the mental health of students and teachers, the schools can develop well-being policy or plan with a specific focus on promoting resilience among them. Students, teachers and schools may also be encouraged to visit the website https://mhrd.gov.in/covid-19 of MHRD and avail of the tele-counselling services to be provided on National Toll-free helpline 8448440632 under the MANODARPAN initiative of MHRD to provide psychosocial support for mental health and emotional wellbeing of students, teachers and families during the COVID-19 outbreak and beyond.

ROLES AND RESPONSIBILITIES OF DIFFERENT STAKEHOLDERS

I. State Education Department

II. School Heads

1. The Head of the Institution needs to create a preparedness plan for reopening of the school including physical/social distancing, health and hygiene, and teaching-learning based on the guidelines issued at the National and State levels. This detailed plan should be worked out with SMC members, local health authorities, and community leaders and depending on the availability of space, weather and Teacher Pupil ratio, etc. The plan may include the following:

   a. The comprehensive academic calendar for conducting classes in the school as well at home.

   b. Assessment and Examination plan for all the classes and subject areas.

   c. A detailed plan for safe operation and safe stay of students and teachers in the school.

   d. Sharing of this plan through Whatsapp or email or sanitized hard copy with teachers before reopening of school. Their feedback should also be sought.

   e. Making a duty chart for every teacher besides their routine teaching-learning activities as follows:

      • One teacher can be assigned duty at the entry point of the school in the morning.

      • One teacher can stay at the exit point of the school during the closing of the school.

      • One teacher along with some selected senior class students on rotation can take continuous rounds for observing physical distance among children, their health, their sanitization, etc.

      • One teacher to observe mid-day meal cooking and distribution.

      • One teacher to talk to students on their queries on corona and to keep an eye on their mental health likewise- other teachers need also to be given other duties as per school requirement.

2. Calling every teacher on the mobile phone asking them, to prepare a new time-table based on the guidelines – for the execution of an alternative comprehensive calendar mentioned in an earlier section.

3. Collecting all the essential emergency contacts.

4. In case of most marginalized children having no technological tool at home for connecting to school, school heads can plan some innovative way to reach out to them to reduce the gap in their education with those who are using technological tools and can come to school.

5. Schools can create a dedicated task team and ensure adequate manpower is deployed for managing COVID related issues with teachers, members of the SMC, volunteers from the community for the implementation of a comprehensive plan for the reopening of the school.

6. Before reopening the school, the head needs to work with local health officials to execute the plan including actions for prevention and control of COVID 19.

7. All teachers and school heads must be made aware and sensitized of all aspects mentioned above through briefing, visuals, and ICT resources.

8. Maintaining cleanliness and hygiene in school premises and in school transport facility. Sarpanch (in rural areas) and NGOs or some corporate houses (in urban areas) can be roped into this endeavour.

9. It is advised that schools have greater collaboration with parents and enhance communication to obtain their support

III. TEACHERS

Teacher may take the following steps:

1. **Before reopening of the school**

    a. Prepare a comprehensive plan for subjects and classes he/she teaches and time-table as well as interesting activities for the execution of this plan. While preparing this plan, teachers need to keep in mind the arrangement being made by schools related to physical/social distancing and maintaining health and hygiene, as these need to be linked with the syllabus and learning outcomes.

    b. Prepare posters on precautions related to COVID-19, on physical/social distancing, about COVID-19, etc.

    c. Survey availability of technological tools(smartphone with the internet, television, radio, laptop, tablets, etc.) at the home of the students and their accessibility to students; parents'/guardian's or sibling's educational details, etc.,and make a database of the same for the students of every class (this will help them make a plan of their study at school and home).

    d. Develop flexible attendance and sick leave policies; discourage awards for perfect attendance.

2. **On re-opening of schools:**

    a. Allow children to attend school with written consent of their parents.

b. Advise, instruct, suggest, explain about the COVID-19, precautions to be taken, safe stay at home, commuting, etc., repeatedly by conducting fun activities involving students and focusing on learning outcomes even if they are awareness activities.

c. Study alternative academic calendar by NCERT/SCERTfor making classroom plans and also giving home tasks.

d. In case of availability of technological equipment in the school, utilize the following resources:

- e-contents and e-textbooks for students learning and for the professional development of teachers link: https://ciet.nic.in/ict-initiatives.php?&ln=en
- Energized Textbooks and e-content through Diksha app and portal
- DTH - TV channel of NCERT #31 Kishore Manch under SWAYAMPrabha network telecast video programmes based on Alternative Academic Calendar (AAC)
- Local Radio and TV stations for the development and delivery of e-contents and sensitizing stakeholders on prevention of COVID-19.

Capacity building of teachers on use of these resources should be done through online modes like MOOCs, TV Channels, Web portals, and Apps.

e. Make use of Flipped learning pedagogy where students have access to TV at home. The upcoming dedicated class wise TV channels can be used for that wherein students attend the TV programs at home and only discussions and formative assessment happens in class.

f. Observe every child in the class continuously for physical health and mental health issues. In case of any symptom of this kind, parents may be informed and seek medical help for the child.

g. Prepare and disseminate posters, banners, brochures, infographics, etc., on cyber safety and security to keep students safe in cyberspace. Cyber safety is an international concern.

h. Maintain students' medical record including a history of infection of the disease in the family/community.

IV. PARENTS / GUARDIANS

Parents /guardians may take the following steps:

1. Provide written consent for their children to attend school if they wish to send to school.

2. Ensure that their ward goes to school wearing a maskand sensitise them not to exchange masks with others. Masks can be made at home also. Face masks made of cloth may be reused after thorough washing with soap. Disposal face masks are to be disposed safely.

3. Encourage their ward to wear full-sleeved clothes to minimize the interaction with any public surface.

4. Parents may take care not to send their ward to school if the child is not feeling well.

5. Drop and pick children from school, as far as possible. If sent by school bus then maintain physical/social distancing and ensure that everyone is wearing a mask.

6. Ask their ward to practice physical/social distancing at all times once she/he leaves home.

7. Clean and sanitize their ward's uniform and other belongings daily.

8. Ensure that their ward maintains personal hygiene such as bathing, brushing teeth properly twice a day (in the morning and before sleeping) and trimming of nails.

9. Provide two clean small napkins/clean cloth daily with their ward for wiping hands.

10. Give healthy food, fresh fruits, and clean water in their lunch box or send a tiffin box for mid-day meal and advise their ward not to share their tiffin and water bottle with others.

11. It is advisable that parents/guardians download the AAROGYASETU APP and let their ward commute only when the App shows safe and low-risk status.

CHECKLIST FOR SAFE SCHOOL ENVIRONMENT

1. Checklist for School Administrators, Teachers and other Staff

S. No.	Task	Yes/No
A	**Healthy Hygiene Practices are promoted and ensured**	
1	Students and Staff have been sensitized on good personal hygiene practices and proper hand washing technique (minimum 40 seconds)	
2	Signages on Healthy Hygiene Practices have been displayed at prominent places in the school like classrooms, corridors, washrooms, reception area, etc. • Stop handshaking – use other noncontact methods of greeting • Wash hands at regular intervals (wash for at least 40 seconds) • Avoid touching face cover coughs and sneezes	
3	Adequate, clean and separate toilets for girls and boys	
4	Soap and safe water are available at age appropriate hand washing stations	
5	Key supplies like thermometers (calibrated contact-less infrared digital thermometer), disinfectants, soaps, hand sanitizers, masks, etc., are available in adequate quantity in the school	
6	Health and hygiene lessons are integrated in every day teaching	
7	School building, classrooms, kitchen, water and sanitation facilities, school transport facilities, surfaces that are touched by many people (desks, railings, door handles, switches, lunch tables, sports equipment, window handles, toys, teaching learning material etc. are cleaned and disinfected at least once a day	
8	Adequate cleaning staff is available in the school	
9	There is enough air flow and ventilation in the school premises	
10	Regular health screening of all staff and students in the school	
11	Trash is removed daily and disposed of safely	
12	There is full time nurse or doctor and counsellor available in the school.	
13	The school has tie up with the nearby hospital for dealing with emergency.	

B	Physical / Social distancing Measures have been implemented	
1	School arrangements have been adjusted to avoid crowded conditions.	
2	Enough space has been created between the desks of the students.	

2. Checklist for Parents

S. No.	Task	Yes/No
1	Regular monitoring of child's health.	
2	Keeping of child at home if s/he is ill or has any specific medical condition that may make them more at risk.	
3	Teach and model good hygiene practices at home. • Wash your hands with soap and water frequently or use an alcohol-based hand sanitizer with at least 70% alcohol • Ensure availability of safe drinking water • Ensure clean and safe toilets at home • Ensure safe collection, storage and disposal of waste • Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose	
4	Ensure emotional safety of your child through different means.	
5	Prevent stigma by using facts and teach your children to be considerate of one another.	
6	Coordinate with school to receive information.	
7	Offer support to the school to strengthen school safety efforts.	

3. Checklist for Students

S. No.	Task	Yes/No
1	You avoid stressful situation by talking and sharing with others and help keep yourself and your school safe and healthy.	
2	You protect yourself and others by: • Washing hands frequently, always with soap and safe water for at least 40 seconds	

	• Not touching face • Not sharing cups, eating utensils, food or drinks with others	
3	You act as a leader in keeping yourself, your school, family and community healthy by: • Sharing what you have learnt about preventing disease with your family and friends, especially with younger children • Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members.	_____
4	You don't stigmatize your peers or tease anyone about being sick.	_____
5	You tell your parents, another family member, or a caregiver, if you feel sick, and ask to stay home.	_____

REFERENCES:

1. https://www.mha.gov.in/sites/default/files/MHAOrderDt_30092020.pdf
2. https://www.mohfw.gov.in/pdf/ImmunityBoostingAYUSHAdvisory.pdf
3. https://nroer.gov.in/welcome
4. http://epathshala.nic.in/https://diksha.gov.in/
5. https://www.india.gov.in/spotlight/fight-against-covid-19https://www.mygov.in/
6. http://ncert.nic.in/aac.html
7. https://www.youtube.com/playlist?list=PLUgLcpnv1YieVe-Epsww-engrBFlntgBh

****

UGC GUIDELINES
FOR
RE-OPENING THE UNIVERSITIES AND COLLEGES
POST LOCKDOWN DUE TO COVID-19 PANDEMIC

ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI

NOVEMBER 2020

Table of Contents

Generic Preventive Measures/COVID-19 Appropriate Behaviour

The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) in these places at all times:

i. **Physical distancing of at least 6 feet to be followed as far as feasible.**

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

iii. **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 done 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 of used tissues properly.**

v. **Self-monitoring of health by all and reporting any illness at the earliest.**

vi. **Spitting shall be strictly prohibited.**

vii. **Installation & use of Aarogya Setu App shall be advised wherever feasible.**

1. Introduction

Universities and other educational institutions across the country have been closed since 16th March, 2020 when the Government of India announced a countrywide lockdown as one of the measures to contain the COVID-19 outbreak. The Government of India through its Ministries, *viz.,* Ministry of Home Affairs, Ministry of Health, Ministry of Ayush and Ministry of Education took several initiatives to contain the spread of the virus and issued directives and advisories to educate the people about the gravity of the infection from Coronavirus and the measures to protect from it. Specific instructions were also issued to the universities and colleges by the Ministry of Education and the UGC in this regard.

The University Grants Commission issued "Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-I9 Pandemic and Subsequent Lockdown" on 29th April, 2020 and then, on 6th July, 2020. These Guidelines covered important dimensions related to examinations, academic calendar, admissions, online teaching-learning and provided flexibility for adoption by the universities. Later "UGC Guidelines on Academic Calendar for the First Year of Under-Graduate and Post-Graduate Students of the Universities for the Session 2020-21 in View of COVID-19 Pandemic" were issued on 24th September, 2020.

In order to contain the spread of COVID-19 pandemic in the educational institutions and to ensure continuity in teaching- learning process, Ministry of Education and UGC issued several directives/ advisories/ guidelines to the universities and colleges, including the one to impart online education by making the best use of e-resources. Through all the communications made by Ministry of Education and UGC, it was emphasized to continue with teaching-learning processes using online modes such as Google Classroom, Cisco Webex Meeting, You Tube streaming, OERs, SWAYAM platform (www.swayam.gov.in), Swayam Prabha (www.swayamprabha.gov.in) (available on Doordarshan (Free dish) and Dish TV), e-yantra (www.e-yantra.org), Virtual Labs (www.vlab.co.in), FOSSEE (https://fossee.in), application of spoken tutorials (www.spoken-tutorial.org), National Digital Library (NDL) (https://ndl.iitkgp.ac.in), electronic journals (https://ess.inflibnet.ac.in) etc.

The new academic session is going on and the universities and colleges need a customized plan, as per the local conditions where they are located, to deal with any eventuality arising due the COVID -19 before resuming activities on campuses. Besides above, reopening of universities and colleges will relieve the students from uncertainties regarding their career, mode of functioning of universities and colleges, including the conduct of physical classes. Also, it will relieve teaching and other staff from any uncertainty regarding the continuity of their services and salary etc.

It is felt that even after the spread of Coronavirus is contained, certain preventive measures will be required to be followed for quite some time to avoid its recurrence. This will be all the more necessary for educational institutions as large numbers of students gather on the campuses. Keeping all these factors in view, the University Grants Commission has framed Guidelines for the universities and colleges which they may follow, while reopening their campuses after lockdown and the summer vacations. These Guidelines have been vetted by the Ministry of Health & Family Welfare and approved by the Ministry of Home Affairs and the Ministry of Education. The Guidelines may be adopted by the institutions as per the local conditions and directives of the Government authorities.

2. Re-Opening the Campuses - Issues and Challenges

Indian higher education system is very large and diverse. There are various types of universities, colleges and institutions offering programmes ranging from engineering, technical, medical, sciences, humanities and social sciences at undergraduate, postgraduate, and doctoral level, besides research and extension activities. Also, they vary in their geographical conditions, size, infrastructural capacity, types and duration of programmes etc. Therefore, the issues and challenges faced by them in reopening their campus also vary considerably.

Keeping in view the uncertainties of future due to COVID-19 pandemic and its impact on the functioning of universities and colleges, they may plan to reopen their campuses in a phased manner, ensuring safety, health and well-being of all students and staff. They should be flexible in their plan and should be ready to handle any eventuality arising due to COVID-19.

It may be difficult to comprehend all the challenges/ situations which the higher education institutions may be required to handle while they plan to reopen. However, some of the issues which they may be required to handle instantly are given below:

i. To follow the advisories/guidelines/directions issued by the Central/State Government, Ministry of Education and UGC from time to time to prevent the spread of COVID-19.

ii. Uncertainty among students regarding admissions, modes of teaching-learning, completion of courses, examinations, evaluation, declaration of results and the academic calendar, etc.

iii. Anxiety, mental health and psychological issues of students developed during the lockdown period and fear of infection after the opening of campuses.

iv. Safety measures including sanitisation of premises, thermal screening, ensuring physical distancing, face-cover/mask wearing, respiratory hygiene and hand-hygiene etc.

v. Preparation for risk assessment and subsequent actions which may be required depending upon the residential status of the institution - whether fully residential, partially residential or non-residential.

vi. Varied conditions of the pandemic in the state, area and environment where the students mainly live while making risk assessment and planning to address these challenges.

vii. Besides students, a serious risk of infection will also be faced by the faculty, counsellors and other technical and non-teaching staff also who face/ interact with the students and also among themselves regularly.

3. Measures Required before Re-Opening of Campuses

As the universities and colleges are likely to face a number of issues at the time of reopening, they will be required to plan in advance. Some of the measures, which the institutions may have to take prior to reopening, are given below:

3.1 Pre-requisites

i.   Before reopening of any campus, the Central or the concerned State Government must have declared the area safe for reopening of educational institutions. The directions, instructions, guidelines and orders issued by the Central and State Government concerned regarding safety and health in view of COVID-19 must be fully abided by the higher education institutions.

ii.   However, they may develop stricter provisions and guidelines, if they feel it necessary. The universities and colleges have to make adequate arrangements to ensure the safety and health of students, faculty and staff.

iii.   The universities and colleges shall be allowed to open only if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the colleges. Students and staff shall also be advised not to visit areas falling within containment zones.

iv.   The faculty, staff and students of the university and college should be encouraged to download 'Aarogya Setu App'.

v.   The institutions should be ready with a plan for handling the inflow of students, faculty and staff in the campus, monitoring disinfecting measures, safety and health conditions, screening and detecting the infected persons, containment measures to prevent the spread of the virus in the campus, and also alternative plan(s), in case the campus needs to be closed again due to spread of the virus in campus or in the surrounding area(s) in near future.

3.2 Modalities for Physical Opening of Colleges/Higher Education Institutions

The following modalities regarding the physical opening of Colleges/Higher Education Institutions, in a graded manner, may be adopted:

The Colleges/Higher Education Institutions outside the containment zones may be opened in a graded manner after consultations with concerned State/UT Governments and subject to adherence to the guidelines/SOP for safety and health protocol prepared by UGC, duly incorporating the view/comments of the Ministry of Health & Family Welfare, as under:

i.   For Centrally Funded Higher Education Institutions, the Head of the Institution should satisfy herself/himself regarding the feasibility of the opening of physical classes and decide accordingly.

ii. For all other Higher Educational Institutions, e.g., State Universities, Private Universities etc., opening of physical classes to be done as per the decision of the respective State/UT Governments.

3.3 Measures

i. Universities and colleges may plan opening the campuses in phases, with such activities where they can easily adhere to social distancing, use of face masks and other protective measures. This may include administrative offices, research laboratories and libraries etc.

ii. Thereafter, students of all research programmes and post-graduate students in science & technology programmes may join as the number of such students is comparatively less and norms of physical distancing and preventive measures can be easily enforced.

iii. Further, final year students may also be allowed to join for academic and placement purposes, as per the decision of the head of the institution.

However, for (i), (ii) and (iii) above, it should be ensured that not more than 50% of the total students should be present at any point of time and necessary guidelines/protocols to prevent the spread of COVID-19 are observed.

iv. For the programmes, other than those mentioned in paras 3.3 (ii) and (iii) above, online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged.

v. However, if required, students may visit their respective departments in a small number for consultation with the faculty members, after seeking prior appointments to avoid crowding, while maintaining physical distancing norms and other safety protocols.

vi. Some students may opt not to attend classes and prefer to study online while staying at home. Institutions may provide online study material and access to e-resources to such students for teaching-learning.

vii. Institutions should have a plan ready for such international students who could not join the programme due to international travel restrictions or visa-related issues. Online teaching-learning arrangements should also be made for them.

3.4 Safety concerns

i. The institutions should train their staff and students to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in their campuses. Non-resident students should be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face masks and gloves. Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.

ii. Regular visits of a counsellor may be arranged so that students can talk with the counsellor about their anxiety, stress or fear.

iii. To avoid the risk of transmission, the students, faculty and staff should be screened and symptomatic ones be advised to get clinically assessed before allowing them entry into the campus.

iv. Isolation facilities for symptomatic persons and quarantine facilities for those who were in contact with the positively tested persons should be there on campus or a tie-up may be made in advance with some Government hospital or approved premises or as advised by the local authorities so that, in case of necessity, prompt action may be taken. Proper arrangement of safety, health, food, water etc. should be ensured for those in quarantine and isolation facilities.

v. For those who have tested positive, isolation facilities should be in place either on campus itself or as a prior arrangement with some nearby hospital(s) or as advised by the local authorities.

vi. Universities and colleges should prepare a policy for restricting the outside experts on campuses, study tours, field works etc., keeping in mind the COVID-19 situation.

vii. All such programmes and extracurricular activities should be avoided where physical distancing is not possible.

viii. Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, are to be maintained at all places, including hostel kitchens, mess, washrooms, libraries, class rooms etc.

ix. Proper signages, symbols, posters etc. should be prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing. The details of COVID-19 cell established by the institution be prominently displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the institution.

x. Ensure the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, *viz.*, Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, Parking Area etc.

4.   Institutional Planning

Institutional planning is the key for the successful reopening of the campuses and smooth conduct of the teaching-learning process during these difficult times. The universities and colleges will, therefore, be required to develop their plans very cautiously for reopening of their campuses and this planning has to be done well in advance. The plan may, inter-alia include the following points:

i.   Institutions should prepare details of opening the campus in a phased manner with a complete roster for all departments and batches of students in different programmes. Para 3.2 (i) & (ii) of the Guidelines may be referred.

ii.   The institutions must ensure appropriate sanitization and disinfection process and procedures.

iii.   It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.

iv.   The faculty, student, staff should be screened regularly to protect and avoid infecting one another.

v.   All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases should be monitored and reported to local authorities on a day to day basis.

vi.   Teaching hours in a day may be extended, as per requirements of the institution.

vii.   Six-day schedule may be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.

viii.   Universities and colleges may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.

ix.   Depending on the availability of space in class rooms or learning sites, up to 50% students may be allowed on a rotation basis to attend the classes.

x.   Faculty should be trained for online teaching-learning practices.

xi.   The visitors should either not be allowed at all or their entry should be drastically restricted. The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors be maintained along with the names of persons whom he/ she meets.

xii.   There should be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19 (however the two need to be kept separately), either at the level of the institution or in collaboration with the Government authorities.

4.1   Safety Measures at Entry/ Exit Point(s)

i.   Adequate arrangements of thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.

ii.   Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.

iii.   For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.

iv.   In case the institution has more than one gate for entry/ exit, all the gates should be used, with adequate care, to avoid crowding.

v.   Monitoring of the entry and exit of the students should be done.

vi.   Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.

vii.   Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

4.2   Safety Measures during Working Hours

4.2.1   Classrooms and other Learning Sites

i.   Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.

ii.   Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.

iii.   Wearing face cover/ mask is a must at all times and at all places inside the campus.

4.2.2   Inside the Campus

i.   Cultural activities, meeting etc. may be avoided. However, such extra-curricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time

ii. Adequate arrangements for safe drinking water should be made on the campus.

iii. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.

iv. Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers should be ensured.

v. Wearing of face cover/ mask by all students and staff should be ensured.

vi. Proper cleanliness should be maintained inside the entire campus.

vii. Adequate arrangements should be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.

viii. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.

ix. An adequate supply of water in toilets and for hand- washing should be ensured.

x. Proper sanitization of buses, other transport and official vehicles of the institution should be done.

xi. Spitting in the campus must be made a punishable offence.

xii. Dustbins must be cleaned and covered properly.

xiii. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms. Provision for proper disposal of used personal protection items and general waste should be followed in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf).

xiv. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30ºC, 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 there.

xv. Gymnasiums shall follow MoHFW guidelines (available at: https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf).

xvi. Swimming Pool (wherever applicable) shall remain closed.

xvii. 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 students.

4.2.3 Hostels

i. Hostels may be opened only in such cases where it is necessary while strictly observing the safety and health preventive measures. However, the sharing of rooms may not be allowed in hostels. Symptomatic students should not be permitted to stay in the hostels under any circumstances.

ii. Since residential students may be coming from different locations, they shall remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine (even if they bring a negative test report or the university/college plan to test them on arrival).

iii. There should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers need to be limited appropriately to avoid crowding. Also, hostel students should be called in phases.

iv. Thermal Screening of all resident students should be ensured.

v. They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.

vi. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.

vii. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.

viii. Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options should be available for students and staff.

ix. It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.

x.   Utensils should be properly cleaned.

xi.   Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.

xii.   Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.

xiii. Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

4.2.4   Regular Monitoring of Health

i.   Every institution should regularly monitor the health of its students, faculty, and staff.

ii.   Faculty, staff and students should also be sensitized on self-monitoring of their health.

iii.   Faculty, Staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

4.2.5   Counselling & Guidance for Mental Health

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation *vis-a-vis* their studies, health and related issues, Universities and Colleges should take the following measures for the mental health, psychological aspects and well-being of the students:

i.   All the faculty members, students and staff should be made aware of the Web page named "Manodarpan" – created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID – 19 outbreak and beyond. The web page contains advisory, practical tips, posters, videos, do's and don'ts for Psychosocial support, FAQ and online query system. Also, a National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities has also been set up which will provide tele-counselling to address their mental health and psychosocial issues.

ii.   Set up helplines for mental health, psychological concerns and well-being of students in Universities/ Colleges which need to be regularly monitored by Counsellors and other identified faculty.

iii. Regular mentoring of students through interactions, and appeals/letters by the Universities/ Colleges to remain calm and stress-free. This can be achieved through telephones, e-mails, digital and social media platforms.

iv. Form COVID-19 help groups of students headed by hostel wardens / senior faculty who can identify friends/ classmates in need of help and provide the immediate necessary help.

v. Share the following video links of Ministry of Health & Family Welfare https://www.mohfw.gov.in/on the University/ College website and with students and faculty via e-mail, through social media like Facebook, WhatsApp and twitter etc.

Practical tips to take care of your Mental Health during the Stay In
https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be

Minding our minds during the COVID-19
https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf

Various Health Experts on how to manage Mental health & Well Being during COVID-19 outbreak
https://www.youtube.com/watch?v=iuKhtSehp24&feature=youtu.be

Behavioural Health: Psycho-Social toll free helpline - 0804611007

4.2.6 Measures for Containment

i. As soon as a student, faculty or staff is detected COVID-19 positive, such person should be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts should be quarantined and symptomatic ones to be immediately tested.

ii. Universities and colleges should have a ready plan to provide healthcare support to those resident students and staff who test positive and are isolated.

iii. The guidelines restricting social and physical contacts and mobility in such parts of residential places in the campus, where positive cases have been found, should be strictly enforced. Measures like holding no class, not leaving the rooms for hostellers, if applicable, no take away arrangement of food from mess etc. may be enforced, depending upon the severity of the situation.

iv. Universities and colleges should also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

4.2.7 Sensitization of Students, Teachers and Staff

i. Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread may be launched.

ii. Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose should be regularly told to the students and the staff.

iii. The necessity of physical distancing, wearing face covers/ masks, hygiene etc. should be brought home to all.

iv. Activities to stay fit, physically and mentally, should be encouraged like doing exercises, yoga, breathing exercises, meditation, etc.

v. To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.

vi. Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc. should be encouraged.

vii. Students should be told to regularly sanitize their laptops, audio, video and other media accessories.

viii. Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.

ix. Posters and stickers should be pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.

x. All support and facilities should be provided to persons with disabilities (*Divyangjan*).

xi. No discrimination based on caste, creed or gender should be allowed to take place.

xii. Sharing of books, other learning material and eatables be discouraged.

5.   Role of Stakeholders

5.1   Central/ State Government(s)

i.   The Government should help educational institutions to prepare an effective plan for reopening their campuses. The plan may vary from institution to institution, keeping in view the situation regarding spread of COVID-19 pandemic in a particular area/region/zone.

ii.   The Governments may issue clear instructions to the universities and colleges to ensure the safety and health of all concerned. This may include instructions for wearing of face masks, physical distancing, and the number of students in a class, library, hostels, and dining halls etc.

iii.   State governments, in consultations with higher education institutions, should prepare an estimate of requirement in each of their districts and zones, of disinfectants, facemasks and prepare a plan in advance for their procurement and distribution. Universities and colleges should ensure sufficient supplies of these items to their students, faculty and staff.

iv.   Keeping in view the varying conditions in any state at district and zonal levels, the Government concerned should prepare a region-specific plan, instead of a uniform plan for the entire state.

v.   State health departments should remain in touch with the universities and colleges and work to ensure that the campuses are well prepared to maintain the safe and healthy conditions and also to deal with the COVID-19 related unexpected situations.

vi.   The Governments should keep a constant touch with the universities and colleges regarding the status of COVID-19. The government may call information regarding COVID-19 related condition in the campuses and also call meetings at appropriate intervals with the Head of institutions through video conferencing.

5.2   Head of the Institution

i.   Vice- Chancellors/ Principals may get Standard Operating Procedures(SOPs) worked out in view of COVID-19 outbreak, in accordance with the Government orders and guidelines.

ii.   A detailed institutional plan which may, inter alia, include sanitization, safety and health measures should be prepared and kept ready, before reopening of campus. Proper implementation of the institutional plan should be ensured and regular monitoring should be done with the help of faculty and the staff.

iii.   Tie-ups may be established with nearby hospitals, health centres, NGOs, health experts for help and support in fighting COVID-19.

iv. A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation etc. should be kept ready well in advance.

v. A Task Group should be created to handle varied situations and issues related to the COVID-19 pandemic. Such Task Group may consist of senior persons from faculty and staff, students, volunteers from communities, NGOs, health organisations and Government officials etc. as the case may be.

vi. Teachers, students and staff should be made aware of all relevant plans and activities on the campus.

5.3 Teachers

i. Teachers should make themselves fully aware of institutional plans and Standard Operating Procedures.

ii. Every teacher should prepare a detailed teaching plan for the subjects taught by him/her, including time table, class size, modes of delivery, assignments, theory, practical, continuous evaluation, end- semester evaluation etc.

iii. Teachers should keep themselves updated with the latest teaching- learning methods and availability of e-resources.

iv. Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.

v. Teachers should monitor and keep track of the physical and mental health of their students.

5.4 Parents

i. The parents should ensure that their children observe safety norms at home and whenever they go out.

ii. Parents should not allow their children to go out, if they are not feeling well.

iii. Parents may be advised that the 'Aarogya Setu App' has been downloaded by their children.

iv. Parents should sensitize them of healthy food habits and measures to increase immunity.

v. Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

5.5. Students

i. Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.

ii. All students should wear face covers/ masks and take all preventive measures.

iii. May consider installing 'Aarogya Setu App' in the mobile.

iv. It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.

v. The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely.

vi. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.

vii. Give support to your friends under stress due to COVID-19 pandemic.

viii. Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the universities and colleges regarding health and safety measures in view of COVID-19 pandemic.

6. In view of the present scenario and future uncertainties:

i. The universities may adopt and implement these Guidelines in a transparent manner by making alterations/ additions/ modifications/ amendments to deal with particular situation(s) in the best interest of students, educational institution and the entire education system, except in respect of those guidelines that are mandatory.

ii. In case of educational institutions located at places where the Government (Centre/ State) have imposed restrictions on gathering of public, the institutions may plan accordingly. In any case, the above recommendations shall not cause any restrictions on the guidelines/directions issued by the appropriate Government/ competent authority.

Notwithstanding the above Guidelines, every university/ college has to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, Ministry of Education (earlier referred to as MHRD) or UGC from time to time to prevent the spread of COVID-19.

Draft

Standard Operating Procedure for resumption of academic work in Industrial Training Institute (ITI).

Directorate General of Training
Ministry of Skill Development and Entrepreneurship
Government of India

Table of content

1. **Purpose of the document: -**

SoP to resuming training activities in ITIs/NSTIs/IToTs are as per the MHA order no. 40-3/2020-DM-I(A) dt. 29.08.2020 (1(i)(d)) will resume from 21.09.2020.

    1.1 The purpose of this Standard Operating Procedure (SOP) is to provide guidelines the State Government and other stakeholders to resume the training session in Industrial Training Institutes (ITIs) and NSTIs/IToTs after lifting of lockdown due to COVID-19 outbreak has been permitted by the Ministry of Home Affairs. This SOP would be enabling safe resumption of the academic and training process. All precautionary measures are to be ensured at the Institutions so that trainees and staff feel safe and secure at the institute.

    1.2 In the present circumstances, the major concerns are as follows:

a. Ensuring the health, safety and security of the trainees, faculty and staff and also to continue the academic activities;

b. Conducting the examinations in a safe manner;

c. Facilitating the trainees to participate in further admissions, placement, apprenticeships and on the job training etc; and

d. Charting out a plan for the next academic session.

    1.3 This SOP covers all stakeholders engaged with ITIs and NSTIs

a. Central Government Staff of DGT including NSTIs and RDSDES;

b. State Government Staff (State / UTs / NSTIs) dealing with ITIs;

c. ITI Principal;

d. Teachers and Support Staff;

e. Parents of the trainees; and

f. Trainees.

2. **Proposed Academic Calendar**

Proposed Academic calendar 2019-20: - Most of the institutions had completed 60% to 70% of teaching-learning process for ongoing academic year before the suspension of classes in March 2020. The detailed schedule for completion of training activities and examination will be issued by DGT in due course of time.

3. **Steps to be taken to resume training in ITIs/NSTIs at State level:-**

   3.1 The State Government will form a Risk Mitigation and Quick Response Team at the State Directorate dealing with ITI and also at each Institute.

   3.2 The State Government in adherence to other MHA guidelines would issue an order for opening of each Institution in a gradual manner after making an assessment/consultation through the local district administration on the following:-

   (i)   Capacity of the Institution to maintain safe training operations to mitigate risks, such as social/physical distancing (i.e. size of classroom compared to number of trainees); and water, sanitation, and hygiene facilities and practice;

   (ii) Preparedness of the management for academic instructions while adhering to social/physical distancing and good hygiene practices; and

   (iii) Proper Availability/arrangement of travel and commute facility to and from Institute as per MHA Guideline.

   3.3 The State Government will Disseminate the Protocols of Health and Hygiene, as per the guidelines of MHA and take following steps: –

   (i)   Orient and train faculty and staff in personal and community hygiene; **COVID-19: Guidelines on disinfection of common public places including offices;**

   https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf

   (ii) Establish parameters and protocols for social distancing to mitigate spread of disease; and

   (iii) Monitor official sources of information and inform campus community as status changes.

   3.4 The State Government will Orient Principals and key academic staff on various safety measures and follow essential protocols of MoFHW.

   i.   What is COVID?

   Corona viruses are a large family of viruses that cause illness ranging from the common cold to more severe disease. The virus spreads by coming in direct contact with the affected person, getting in contact with the mucus of cough or sneeze of the affected person, or by touching your nose, ears or mouth after touching the instrument that was in contact with the affected person.

The coronavirus infection can cause mild upper-respiratory tract illnesses, like the common cold. However, these conditions are pretty common and can occur even if one is not infected with the coronavirus. Below is the entire cycle:

ii. SOCIAL distancing

iii. What to do when somebody reports ill

Ref:https://www.mohfw.gov.in/pdf/GuidelinesforHomeIsolationofverymildpresymptomaticCOVID19cases.pdf

3.5 The State Government through its Directorate will plan for departmental resilience and personnel succession within each Institute:-

i. Determine critical faculty/staff needs and prepare plans to work with partial faculty or staff;

ii. Make succession lists through identification of guest faculty etc, if regular faculty gets indisposed;

iii. Cross training of personnel - at least two faculty/employees trained to cover every position plus managerial back up;

iv.   Preparation of lesson plans, and class diaries for ease of use and continuity, if key faculty is absent;

v.   Prepare and periodically review personal contact information and emergency call   lists of all faculty, staff, trainee and other important district and medical facilities;

vi.   Prepare digital lesson plans for some practical training; and

vii.   Communicate any good ideas with others

3.6   The plan for hygiene and sanitary management within each Institute will include following:-

(i)   Prepare advocacy material and represent good hygiene practices in the campus;
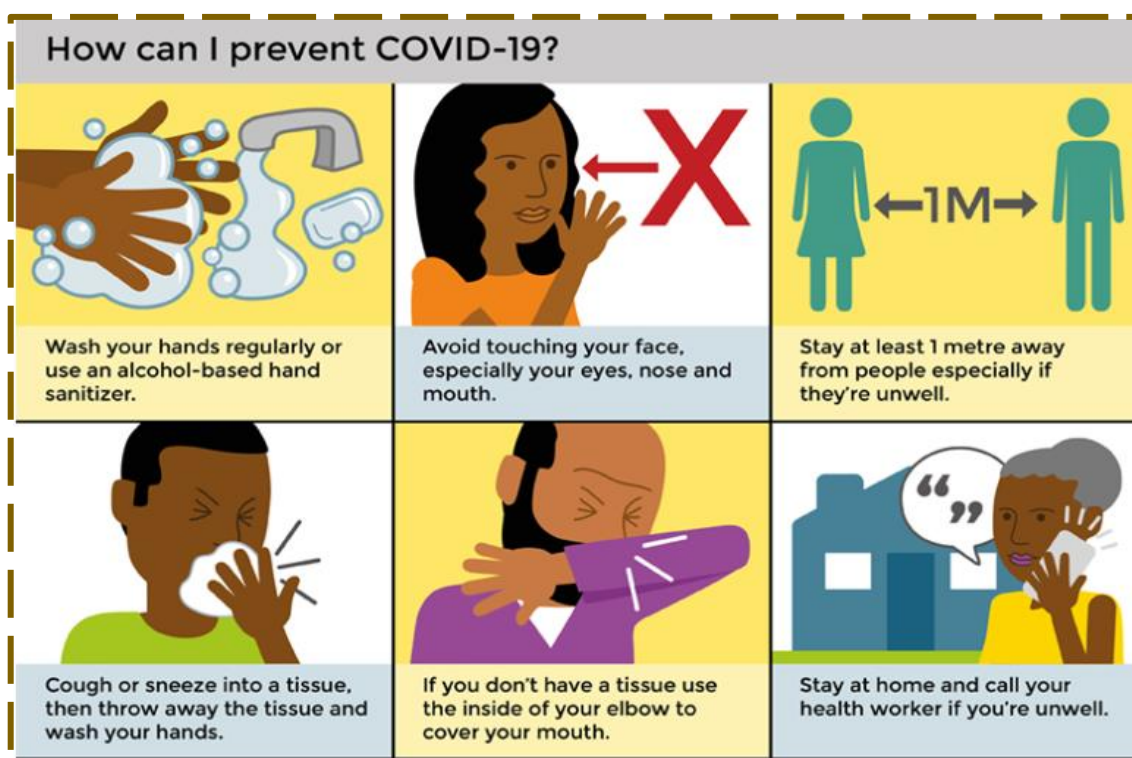
(ii)   Procure and prepare to use supplies to clean and sterilize working areas to prevent transmission of disease;

(iii)   Compulsory screening of all persons (including principal, faculty, staff, trainees) entering through entry point at each and every building with thermal scanners;

(iv)   Provision and readiness of contactless hand sanitisers in sufficient quantity at entry toilets and other common areas.

(v)   Restrict visitors and new vehicles and provide for sanitisation of parking areas.

(vi)   Parcel and other provision should be collected from gate by the concerned person.

(vii)   Advise trainees & staff keep separate water bottles and avoid usage of common water bottle /mug /glass and manage canteens with all precautions as given in guidelines for establishment.

(viii) Screen & Stop the entry of any person found with fever, cough or breathing problem. In such cases, they should not be allowed to enter the premises and it would be mandatory to inform concerned department / principal. Such person should be taken to nearest quarantine facility and later to govt hospital immediately. Further, contact tracing and adequate checks regarding quarantine and reporting as per state guidelines should be ensured.

3.7 Disseminate protocols for essential operations to ensure 'social distancing' policies which would also mean following: -

(i) Configure classes, labs and other work areas to provide minimum distance of 1 metre between individuals;

(ii) With hostels and residential areas within the campus, establish parameters and protocols for social distancing;

(iii) Implement personal hygiene, cleaning, sanitizing regimens in offices, computer labs and encourage all individuals to practice hand and cough hygiene;

(iv) Ensure that individual and common work areas are frequently cleaned and disinfected regularly;

(v) Ensure essential individuals are equipped with tissues, respirator/mask, latex or nitrile gloves, face shields etc. as needed for maintain sanitising conditions for machine contact;

(vi) Institute should display precautions measures do's and don'ts at prominent places in all languages spoken by the trainees; and

(vii) The institute should display State helpline numbers and also numbers of local health supervisors etc. to faculty /trainees / staff to contact in case of any emergency.
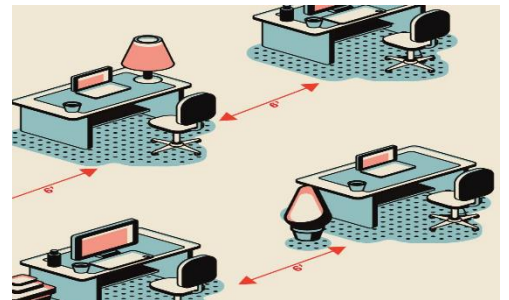
3.8 Guidelines with respect to preventive measures specific to offices have been issued by DoPT, and these guidelines are available at:

https://www.mohfw.gov.in/pdf/PreventivemeasuresDOPT.pdf

4. Social Distancing and safety Norms:-

(i) Use of face mask and hand sanitizers: All the staff and trainees should strictly follow wearing of face masks throughout the time in the institute as well as outside institute no one should be allowed inside the institute without face masks they should also wash their

hands   frequently   with   soap   /   sanitizer;

How to wear a mask correctly ?

Note: The part with the metal strip should be above the mask

Distinguish the front and back of the mask and up and down, then wash your hands

After wearing the mask, squeeze the metal strips on both sides of the bridge of the nose.

Then stretch the mask down to cover the nose and mouth so that the mask does not leave wrinkles.

(ii) Attendance of ITI Staff: Not more than 50% (non-academic) staff at any given point of time. Staff to be divided in shifts and alternate day rosters. Additionally, there should be staggered shift start and end timings.

(iii) Social Distancing Markings: To ensure a minimum distance of 1 m at all crowded areas like Entry Gate, Bus Stops, Water Coolers, Canteens circles be made etc.

(iv) Seating arrangement: Strictly adhere to the social distance of minimum 1 meter. This may require seating on alternative seats and leaving an empty seat in between. To maximum possible discussions, interactions, meetings are to be avoided as far as possible and VC / Conference calls / phones - intercom, other modes may be encouraged for staff.. Similarly, classes, Labs would need to have safe seating arrangement.

5. Area disinfection and entry point management: -

(i) Ensure regular sanitisation of the premises through a periodic routine of every two-three hours especially in the common areas like include lunch rooms, library etc. There should be wiped clean with disinfectants at least 2-3 times a day;

(ii) For residential buildings also sanitisation needs to be performed regularly to ensure safety and reduce spread of contamination;

(iii) Entrance health checks would include temperature checks of all through thermal screening at entry point;

6. Conducting classes and lab work: -

(i) Classrooms: Implement social distancing practices that may include:
- ➤ Staggering the beginning and end of the day at the ITI;
- ➤ Cancelling assemblies, sports and events that can create crowded conditions;
- ➤ Create space for trainee desks to be at least one metre apart; and

6

> ➢ All desk, classroom should be cleaned and sanitised at least twice / thrice in a day and during the time when the shift changes.

(ii) Class Schedule**:** All the institutes may follow a 6-day week pattern to compensate the loss for the remaining session of 2019-20 and the next session 2020-21. Additionally, the faculty should be adequately trained for the use of ICT and online teaching tools.

(iii) Labs and Production areas: Shorter shifts for staff/trainees engaged in lab and productions. There will be no overlap between shifts providing a cushion for disinfection and sanitisation to take place. Create physical barriers to ensure the physical distance within the work floor. Provide face protection shields along with masks and gloves. In view of the importance of "social distancing", institutes may also take necessary steps to ensure that the trainees are given exposure to laboratory assignments/ practical experiments through virtual laboratories, sharing of the recorded visuals of laboratory work and digital resources available for the purpose.

(iv) Counselling Facilities: The institutes should strengthen the mechanism of mentor-mentee counselling through a dedicated portal on institute website to impart timely guidance and counselling to the trainees. Besides, the faculty advisor and supervisor assigned to each trainee should maintain regular communication with the trainees.

7. Guidelines for Common Facilities: -

(i) Biometric attendance: Bio-metric (Finger touch) swiping for attendance should be temporarily discontinued and alternate arrangements for contactless attendance (Swiping with bar code or register) or manual be made.

(ii) Lifts and staircase: Lift/staircase should be cleaned and sanitized frequently. It should be ensured that lifts are not crowded and social distancing should be ensured inside lift. Hand sanitizers should always be kept at the entry/exit of Lift/staircase.

(iii) Canteen: There should be staggering lunch timings for batches- the beginning and end of the lunch time so that there is adequate 1 m social distance among seated staff and trainees. All vendors / shop keepers must wear all protective gears like Mask, Gloves, Cover all, etc Vendors should avoid preferably cash transactions and use e-money modes. Wearing of masks, Social distancing and queue system should be strictly adhered.

8. Communication & Information Sharing in case of any one is not well :-

a. Establish procedures if trainees or staff become unwell**:** Trainee, faculty and staff showing symptoms should not come to the institute and inform the same to the faculty/Principal and plan ahead with local health authorities, school health staff and update emergency contact lists. Ensure a procedure for separating sick trainees and staff from those who are well – without creating stigma – and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible. Trainees/staff may need to be referred directly to a health facility, depending on the situation/context, or sent home. Share procedures with staff, parents and trainees ahead of time.

b. Promote information sharing: Coordinate and follow guidelines from the national health and education authorities. Share known information with staff, caregivers and trainees, providing updated information on the disease situation, including prevention and control efforts at school. Reinforce that parents should alert the school and health care authorities if someone in their home has been diagnosed with COVID-19 and keep their child at home.

(i) Utilize parent-teacher committees and other mechanisms to promote information sharing: Institute should address trainees' questions and concerns, including through the development of trainee-friendly materials such as posters which can be placed on notice boards, in restrooms, and other central locations;

(ii) It should be ensured that parents are also kept in loop and their anxiety regarding trainee safety and security is continuously address at all times by leveraging various modes of communication such as SMS, WhatsApp, social media etc; and

(iii) Inform parents about the measures the Institute is putting in place and ask for cooperation to report any cases of COVID-19 that occur in the household. If someone in the household is suspected to have COVID-19, keep the trainee at home and inform the institute.

9. **Travel & Transportation: -**

   (i) Travel History Record: The institutes may devise a proforma to record the Travel/ Stay history of the staff and trainees for the period when they were away from the institute due to lockdown, so that necessary precautions may be taken in specific cases, if required. In addition, the institutes will strictly comply with all precautions and preventive measures to curb the spread of COVID - 19.
   (ii) Transportation Facilities: As far as possible, usage of public transport should be avoided. All are advised to use own vehicle for commuting to institute as far as possible.

10. **Responsibilities of various stakeholders in order to maintain business continuity :-**
    A successful implementation and resumption of training in ITIs shall be a collective responsibility to be shouldered by all respective stakeholders. While every state and district shall have their own set of guidelines and directives, additionally each stakeholder has an onus of ensuring safety upon recommencement.

    ### 10.1 ITI Principal:

    ITI Principals shall play the pivotal role in commencing the training and education in the respective ITIs They are responsible for managing the states and centres policy and guidelines in the system. They shall be responsible for creating a safe and disease-free learning environment for ensuring continuity in education. The responsibilities of ITI principal for recommencing classes post lock down are:

    I. Ensure orientation of trainees, faculty and staff (without calling in assembly)

       (i) Educate about COVID-19 prevention, this includes appropriate and frequent hand hygiene, respiratory hygiene, mask use etc;
       (ii) Symptoms of COVID-19 and what to do if someone feels sick. (follow resource material placed by MOFHW at URL

(iii)   Non-contact greetings should also be advised;

(iv)   Create awareness to ensure the trainees do not gather and socialize when leaving the institute and in their free time;

(v)   Offer regular updates as the pandemic evolves and guidelines are recalled;

(vi) Counsel the trainees and their parents / guardians for following social distancing and inculcating hygiene habits (such as frequent washing of hands etc.); and

(vii) If a trainee, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard;

II.   Create healthy and sanitary environment: -

i.   Develop a policy on wearing a mask or a face covering in line with national guidance. Ensure everybody wears masks, and uses gloves when on machine, on shared machines and shared machines provide face shields and maintain social distances;and

ii.   Ensure no sharing of tools or workstations to the extent possible. Provide additional sets of tools if needed.

III.   Assess what can be done to limit risk of exposure, or direct physical contact, in labs, classes, sports etc:-

     (i)   Rework classroom and teaching timetable fore-fronting social distancing requirement, Shared or common lunchbreaks, recess to be avoided;

     (ii)   Limit mixing of classes i.e trainees in a class may stay in laboratory throughout the day, while teachers of employability, theory, engineering drawing etc move between lab to another, or classes could use different entrances, if available, or establish an order for each class to enter and leave the building/classroom;

     (iii)   Expand timetable, with some trainees and teachers attending in the morning, others in the afternoon, others in the evening;

     (iv)   Consider increasing the number of teachers, if possible, to allow for fewer trainees per classroom (if space is available);

     (v)   Advise against crowding during morning, recess, and closure, stagger class wise opening and closing time; and

     (vi)   Minimize shared break times, i.e. alternate when and where classes take lunch.

IV.   Manage Social distancing in classrooms, labs and other areas:-

i.   Create physical barriers to ensure the physical distance within the work floor;

ii.   Provide face protection shields along with masks and PPEs, on the machine if they are shared; and

iii. Working in shifts – Institute that work in shifts should consider one hour gap between shifts.

iv. Facilitating online access to Bharat skills portal for the trainees to cover for the lost time and also encourage faculty to have own digital systems;

v.   Ensure adequate practice of trainees on CBT mock tests on Bharat skill for trainees;

vi.   Meeting with IMC partners and industry for candidate OJT and placements; and

V.   Screening and management of sick trainees, faculty and other staff:-

    (vii)   Enforce the policy of "staying at home if unwell" for trainees, teachers or staff with symptoms;

    (viii)   Ensuring no sick staff or sick trainee attends classroom or practical training;

    (ix)   Immediately inform the concerned public health authorities in case of identification of any probable case;

    (x)   Connect with local organizations, administration to provide home care support and ensure communication between home and institute. Support and facilitate hospitalisation and medical facilities, as far as possible;

    (xi)   Facilitate contact tracing in case of a positive case;

    (xii)   Ensure trainees who have been in contact with a COVID-19 case stay home for 14 days; and

    (xiii)   Ensuring installation of Arogya Setu app by all trainees, faculty, etc

VI.   Communication with parents and trainees: -

    (i)   Inform parents about the measures the Institute is putting in place and ask for cooperation to report any cases of COVID-19 that occur in the household; and

    (ii)   If someone in the household is suspected to have COVID-19, keep the trainee at home and inform the institute.

VII.   Reporting of daily attendance

Daily attendance shall be reported to the competent authority ie Nodal ITI/Regional Officer/State directorate through email/WhatsApp within 30 minutes of attendance closing time

10.2 Responsibility of Instructors and Support Staff:-

Teachers and other support staff regularly meet with trainees and assist in day to day operations of the institute. Their responsibilities are similar to that of the principal in commencing operations in the institute. Some of their responsibilities are:-

    (i)   Prevent stigma by using facts and reminding trainees to be considerate of one another;

    (ii)   Regular temperature check for trainees using infrared thermometers;

    (iii)   Create awareness encouraging trainees to encourage good hygiene practices;

    (iv)   Clean and disinfect institute, classroom and labs, encouraging frequent and thorough washing of hands;

    (v)   Early identification of potentially sick candidates and ensuring safety for others;

    (vi)   Ensuring adherence to social distancing in the institute during the training; and

    (vii)   Ensuring installation of Aarogya Setu app by all trainees having smart phones;

10.3   Responsibility of Parents:-

Successful commencement of Training and education at the institutes are also highly dependent on the conditions at which the trainees reside at. Parents play a necessary role in ensuring trainees safety and thereby preventing the spread of the epidemic and may be sensitised for following:-

i.   Creating a healthy and hygienic environment at home;
ii.   Counselling their children to follow social distancing norms and inculcating healthy hygiene habits;
iii. Understanding the symptoms of the disease, report any symptoms to the authorities as well as the institute so that other potential patients be identified in a timely manner;
iv. Prevent stigma against the disease and encouraging their wards to be more welcoming towards recovered patients;
v.   Coordinate with the institute and its staff to receive information and providing   assistance in incorporating institutes safety efforts;
vi. Ensuring sanitization of trainee's belongings upon return from institute; and
vii. Ensuring installation of Aarogya Setu app by them and their wards.

10.4   Responsibility of Trainees: -

Trainees need to understand the basic nuances of the disease including its symptoms and about how it gets transmitted for early identification and recovery. Some of the responsibilities of the trainees are:-

(i)   Following social distancing norms and good hygiene practices at institute and at home (regular hand washing and avoiding touching face in public);

(ii) Avoid going to public places and go out only when necessary;

(iii) Report any discomfort or any symptom to their parents and teachers immediately;

(iv) Be welcoming towards recovered friends and teachers. Take regular counselling sessions with the counsellor and notify them of any pressing issues;

(v) Avoid sharing of eating utensils, foods and drinks;

(vi) Sharing the best practices learnt about preventing disease with family and friends; and

(vii) Downloading Aarogya Setu app.

11 . Checklist for different Stake holders **(as per Annexure**)

11.1 Checklist for State and Centre:-

(i) Gradual opening of ITIs across India, those ITIs which are in a hotspot should remain closed for elongated period;

(ii) Providing online access to trainee through Bharat Skills portals etc. for them to cover the theory portion of the course;

(iii) Installation of Aarogya Setu application to be made mandatory;

(iv) Increasing the use of IT platform across trainees and trainers in order to ensure business continuity in time of crisis;

(v) Planning for the FY in order to ensure that the loss of learning hours is minimized across the ecosystem; and

(vi) Conduct training program for ITI principals and trainers on Covid 19 and the measures taken in order to minimize future cases and its likely impact.

11.2 Checklist for ITIs:-

(i) Re-initiate discussion with the industry partners for OJT, DST, placements etc. as the case maybe;

(ii) Gather feedback from the industry on the impact of COVID 19 and how it can be minimized in order not to affect the placement of the trainees;

(iii) Sanitization of classrooms and labs. Ensure social distancing by initiating seating arrangement and prevent over-crowding of classroom;

(iv) Avoid large gathering and trainee events/ sports event for the time being; and

(v) Counselling session for the trainees in order to address issues owing to loss of learning hours and placements.

11.3 Checklist for Parents: -

(i) Maintenance of hygiene at home and surroundings;

(ii) Monitoring the health of their wards and teaching children about maintaining hygiene;

(iii) Regular temperature checks and reporting any symptoms in a timely manner; and

(iv) Ensure that regular discussions are done their ward to identify any cases of anxiety and depression.

11.4 Checklist for Trainees: -

(i) Maintaining hygiene practices, adherence to guidelines and following social distancing norms;

(ii) Reporting any symptoms to parents and teachers; and

(iii) Teach and implement social distancing and hygiene practices amongst friends and family;

11.5 Checklist for various important advisories

11.5.1 **Guidelines for home quarantine**

https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf

11.5.2 **Advisory for social distancing**

https://www.mohfw.gov.in/pdf/SocialDistancingAdvisorybyMOHFW.pdf

11.5.3 Disinfection of common public places

https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf

11.5.4 Manual on use of Home Made protective Corer for Face & Mouth

https://www.mohfw.gov.in/pdf/Advisory&ManualonuseofHomemadeProtectiveCoverforFace&Mouth.pdf

11.5.5 Guidelines for protective measures to contain spread of COVID-19 in workplace setting

https://www.mohfw.gov.in/pdf/GuidelinesonpreventivemeasurestocontainspreadofCOVID19inworkplacesettings.pdf

Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
(EMR Division)

SOP on preventive measures to contain spread of COVID-19 in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

1.   Background

Government of India is following a phase-wise unlocking of activities. In days to come, this would also involve resumption of activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

2.   Scope

This SOP aims to enable safe resumption of teaching/ training activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

As far as **skill or entrepreneurship training** is concerned the same shall be permitted in national skill training institutes, industrial training institutes, short term training centres registered with National Skill Development Corporation or State Skill Development Missions or other Ministries of Government of India or State government, National Institute for Entrepreneurship and Small Business Development (NIESBUD), Indian Institute of Entrepreneurship (IIE), and their training providers.

Similarly, for Higher Educational Institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with Ministry of Home Affairs (MHA).

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at these institutes to prevent spread of COVID-19.

3.   Generic Preventive Measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (faculty, employees, students and visitors) in these places at all times.
These include:
  i. Physical distancing of at least 6 feet to be followed as far as feasible.
  ii. Use of face covers/masks to be made mandatory.
  iii. 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 done 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.

vi. Spitting shall be strictly prohibited.

vii. Installation & use of Aarogya Setu App shall be advised wherever feasible.

4. All Institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall specifically ensure the following arrangements

i. Online/distance learning shall continue to be permitted and shall be encouraged.

ii. Skill or entrepreneurship training will be permitted with effect from 21st September 2020

iii. Higher educational institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with MHA strictly following guidelines as indicated in the SOP.

4.1 Before opening up of the institution

a) Planning of reopening of institutions

i. The institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall only be allowed to open if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and staff shall also be advised not to visit areas falling within containment zones.

ii. Prior to resumption of activities, all work areas intended for conduct of skill or entrepreneurship training, doctoral courses and post graduate studies including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.

iii. Wherever skill based training on equipments are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.

iv. Instead of biometric attendance alternate arrangements for contactless attendance may be made.

v. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.

vi. The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty /trainees / staff to contact in case of any emergency.

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

viii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.

ix. Gymnasiums shall follow MoHFW guidelines (available at: (https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf).

x. Swimming Pool (wherever applicable) shall remain closed.

xi. Prominently display signages, posters and standees must indicate the dos and don'ts for the staff and students.

b) Planning and scheduling of activities

  i. The academic calendar shall be planned with a view to avoid overcrowding, congregation etc. As far as possible, the academic calendar should promote a mix of regular classes and online teaching/ training, assessments

  ii. The day-wise, time-wise scheduling of teaching/training activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.

  iii. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.

  iv. 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 students.

c) Availability and management of supplies

  i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.

  ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.

  iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.

  iv. Ensure availability of sufficient covered dustbins and trash cans

  v. Provision for proper disposal of used personal protection items and general waste in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)

  vi. Housekeeping staff to be informed & trained about norms for waste management & disposal

4.2   After opening of the teaching/training institutions

a)   At the entry point

  i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.

  ii. Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/employee/student/visitor is found to be symptomatic, he/she should be referred to nearest health center.

  iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.

  iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.

  v. Entry of visitors should be strictly regulated/restricted.

b)   Conduct of teaching activities in the classrooms

  i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.

ii. Staggering of classroom activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises

iii. Academic scheduling should have intermix of regular classroom teaching and online teaching/ assessments

iv. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities

v. Sharing of items like laptops, notebook, stationary etc. amongst students should not be allowed.

c) Conduct of skill based training in workshops/laboratories

i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use

ii. Ensure a floor area of $4m^2$ per person is available for working on equipment/work station

iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation labs etc.

d) Activities in common area – library, canteen, common rooms, gymnasium, etc.

i. Physical distancing of 6 feet needs to be maintained

ii. Person using the common areas need to use mask/face cover all the time

iii. Canteens may remain closed as far as possible.

iv. Wherever applicable, avoid cash transactions and e-wallets etc may be promoted.

e) Transportation to and from the institution

If transportation facility is being managed by the institution, proper physical distancing, sanitization of buses/ other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

5. Hygiene and Sanitation

i. Daily cleaning of the floors shall be taken up.

ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.

iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.

iv. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.

v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.

vi. Students and staff should be advised to dispose of used face covers / masks in separate covered bins placed in class rooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.

vii. Residential buildings, if any, also needs to be sanitized regularly.

6. Risk Communication

i. Create awareness to ensure the students do not gather when leaving the institute and in their free time

ii. Create awareness among the students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.

iii. Ensure regular counselling is done for students reporting mental health issues such as anxiety and depression

iv. If a student, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard

7. **Additional considerations for medical post-graduate students needs to be ensured.**

Post-graduate medical students involved in COVID patient care and in essential non-COVID work shall familiarize themselves with the Infection Prevention and Control protocol guidelines available at: (https://www.mohfw.gov.in/pdf//National%20Guidelines%20for%20IPC%20in%20HCF%20-%20final%281%29.pdf) besides guidelines on rational use of Personal Protective Equipment available at :
(https://www.mohfw.gov.in/pdf/GuidelinesonrationaluseofPersonalProtectiveEquipment.pdf and https://www.mohfw.gov.in/pdf/UpdatedAdditionalguidelinesonrationaluseofPersonalProtectiveEquipmentsettingapproachforHealthfunctionariesworkinginnonCOVID19areas.pdf)

8. **Ensure Safe Stay at Hostels, guest houses and other residential complexes**

The measures as proposed above related to use of mask/face cover, hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation will apply to hostels and other residential buildings.

Further, the following specific points for Hostels/guest houses/other residential complexes shall also be followed:

i. Students who are not local residents of the city/town, or do not have any support at home, or do not have facility for on-line education may be prioritized for allotment of hostel rooms.

ii. Since students may be coming from different locations, they shall remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine.

iii. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join. Symptomatic boarders shall be isolated in the designated isolation facility at the institute, till such time, they are seen by a doctor.

iv. Proper crowd management in the hostel as well as in outside premises like parking lots – duly following physical distancing norms shall be ensured. Gatherings/congregations shall continue to remain prohibited.

v. In shared rooms/dormitories, the beds should be placed at a distance of 6 feet from each other. Temporary partitions may be considered, if feasible. Any symptomatic student should be immediately given a single room and then provided requisite medical care.

vi. Mess facility, if any within the premises, shall follow physical distancing norms at all times. Staggering of meal timings may be done to prevent overcrowding.

vii. Hostel should be out of bound for all persons except essential staff with known health status.

9.   SOP to be followed in case a student/faculty/staff develops symptoms (fever, cough, difficulty in breathing)

  i.   Place the ill person in a room or area where they are isolated from others.
 ii.   Inform parents/guardians as the case may be
iii.   Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
iv.   Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 v.   A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
vi.   Disinfection of the premises to be taken up if the person is found positive.
vii.   If there is clustering of cases in hostel/residential building, inform local health authorities immediately.

No.19011/1/2020-TFA
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

****

Old JNU Campus, New Delhi
Dated the 3rd July, 2020
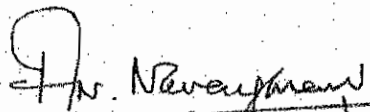
OFFICE MEMORANDUM

Sub: Containment of Covid-19 - Standard Operating Procedure (SOP) for functioning of Training Institutes of the Central and State / UT Governments w.e.f. 15th July, 2020 – reg.

The undersigned is directed to refer to Ministry of Home Affairs' Order No.40-3/2020-DM-I(A) dated 29th June, 2020 vide which guidelines for Phased Reopening (Unlock 2), outside Containment Zones, as part of measures for containment of Covid-19 have been issued. As per these guidelines, Training Institutes of Central and State Governments will be allowed to function w.e.f. 15th July, 2020 in accordance with the SOP to be issued by DoP&T.

2. Accordingly, the SOP finalized in consultation with the Central Training Institutes is at Annexure.

Encl: As above.

(A.N. Narayanan) 3/7/2020
Deputy Secretary to the Govt. of India

Distribution as per Standard Lists to

1. Secretaries to the Government of India
2. Chief Secretaries / Administrators of State / UT Governments
3. Cadre Controlling Authorities of All India/Central Services
4. Heads of Central Training Institutes
5. Heads of Training Institutes functioning under Central Ministries / Departments / Autonomous organizations
6. Heads of State / UT Administrative Training Institutes
7. NIC, DoPT – for uploading on Department's website.

Sub: Reopening of Training Institutions of Central / State Governments – Framing of Standard Operating Procedure (SOP) – reg.

Ref: Guidelines on Unlock 2 annexed to Ministry of Home Affairs' Order dated 29.06.2020

The Central and State Training Institutes shall observe the procedure outlined below and ensure that all the necessary steps are taken to avoid spread of Covid-19 while carrying out their activities with effect from 15.07.2020:

I. General Guidelines

- As far as possible training programs should be conducted in digital/online/virtual mode. Where it is necessary to conduct training in physical mode, the duration of the training program should be reviewed carefully to make it more compact by separating the training curriculum into digital and physical mode.

- Observance of all social distancing, wearing of masks and other COVID related protocols, as prescribed by Central and State / District Health authorities from time to time should be ensured by the Training Institute.

- All Class rooms, Staff Rooms, offices, hostels, Corridors, Lobbies, Common areas and washrooms etc. should be thoroughly cleaned/sanitised as per procedure prescribed by the Ministry of Health and Family Welfare.

- With a view to ensure safety, on best effort basis, the Training Institutes should ensure that the *Arogya Setu* app is downloaded and installed by all trainees/other staff and faculty having compatible phones.

- Training Institutes should notify Nodal Officers for COVID related administrative responsibilities and also constitute Committees with clear demarcation of roles especially for COVID related matters.

- All the trainees and personnel of the Training Institutes should be encouraged to proactively disclose their health status including fever/cough/sore throat/influenza like symptoms, to the Institute medical authorities.

- A functional medical clinic/centre with the presence of qualified doctor(s) and nursing staff may be made available in each Training Institute with a protocol in place for treating of staff/faculty/trainees with flu like symptoms. SOPs should be developed in consultation with local Public Health Authorities to ensure quick response for testing and isolation/quarantine of symptomatic patients etc.

- Separate quarantine/isolation facility for COVID 19 positive / suspect cases should be created, in consultation with local Public Health Authorities, by the Training Institutes.

- Liaising should be established with local laboratories / hospitals/Ambulance services and District Health Authorities for providing prompt Covid 19 testing / treatment facilities.

K. Narayanan
3/7/2020

- Entry of visitors to training institute should be restricted. Such visitors, if permitted, should be allowed only after proper screening as per the prescribed protocols. Thermal scanner should be installed at the entry points.
- Entry and exit to Training Institutions may be regulated to ensure that no outside visitors are allowed to enter; staff, employees (including contract employees, vendors and vehicles who / which are deployed for material procurement and logistical duties maybe sanitized, screened, and thermally scanned before each entry into the Training Institutions as appropriate.
- Touch-free hand liquid hand sanitizers should be placed at the entry and all prominent places in the Institute such as reception, conference rooms, lecture halls etc. and every person-faculty member/staff member/visitor/trainee-entering the premises should sanitize their hands before entering the enclosed spaces.
- All the vendors, suppliers, housekeeping staff, workers etc. should preferably be accommodated in staff quarters to the extent feasible. Where it is difficult to accommodate all of such staff, they should be carefully screened before permitting entry into the campus and should not be deputed for duty in proximity to officer trainees.
- Certain categories of people with co-morbid conditions are at high risk as identified by the MoHFW. It will be desirable for such trainees to attend courses online from their place of current posting /ATI. Such High-Risk individuals could include:

    i. Pregnant women, lactating mothers
    ii. People with the following medical conditions
        1. Severe Asthma or chronic lung disease
        2. High BP.
        3. People with chronic kidney disease undergoing dialysis
        4. Serious heart condition
        5. Any other medical condition that has potential high risk in the COVID environment in the opinion of a medical expert.
        6. Any other category / symptom as notified.

- The Training Institutes can consider methods of determining the fitness of trainees, before joining, depending on local conditions. They could consider for e.g. obtaining an online declaration from all the trainee officers that they are not at 'higher risk' in terms of instructions of Ministry of Health and Family Welfare, or in terms of status available on *Aarogya Setu* App etc

II. Arrival of trainee officers in Training Institutes

- As far as possible, Training Institutes should arrange for transportation of trainees from the Airport / the Railway Station to avoid the exposure to trainee officers in unidentified public transport.

N. Narayan
3/7/2020

- The Training Institutes should check the status of trainee officers on *Arogya Setu* App upon their arrival in the Institute.
- On arrival in the Training Institute, the Institute will ensure compliance with the quarantine requirement as per the concerned State Government guidelines.
- The rooms allotted to the trainees can serve as place for their quarantine.
- Basic screening of trainees should be done on their arrival at the designated locations and only then be allowed to proceed to their allotted rooms in secured and sanitised hostels.
- Separate hostel room should be allotted to each trainee to the extent possible. In no case, more than 2 trainees should be accommodated in one room. Training programmes should be so staggered so that all trainees have sufficient space in the hostel and there is no overcrowding.
- It should be ensured that minimal numbers of trainees are accommodated in dormitories. Special emphasis should be placed on frequent sanitisation of such common washrooms/facilities/rooms.
- Movement of trainees within the campus should be restricted and it should be ensured that trainees stay in their allotted rooms and avoid common areas such as lounges etc.
- The trainees may be encouraged to take up self-cleaning of their rooms/use washing machines / laundromats so as to avoid contact with others.
- Trainees should always maintain strict and complete isolation during the quarantine period. The food and other essentials should be provided in the hostel room of the trainee during this period.
- It should be ensured that nobody is allowed to visit the trainees in quarantine.
- Training Institutes should provide thermometers to trainees in quarantine to regularly check their temperature levels. Tele-consultation with medical staff can be arranged, if possible, by the medical Institute.
- In case, any trainee develops flu like symptoms or is tested positive for COVID19, he / she should be immediately shifted to a separate quarantine facility / designated hospital in terms of the protocols issued by the local health authorities.
- All the trainees should be asked to maintain a note of their contacts on a daily basis from the date of their arrival in the Institute.
- There will be no outdoor physical activities during the quarantine period.

III. Classroom Sessions

- During the period of quarantine of trainees, the classes should be conducted online and the trainees will access online classes from their respective hostel rooms.
- After the period of quarantine is over, the trainees can attend the classroom while maintaining social distancing, using face masks and other safety measures as prescribed.

N. Narayanan
3/7/2020

- Sufficient ventilation should be ensured in the lecture halls/classrooms. Air Conditioners should be sanitized / cleaned as per prescribed guidelines. There should be sufficient time gaps between the consecutive sessions. Lengthy class room sessions should be avoided.
- Reading Materials and case studies etc. should be made available in advance to the trainees so as to reduce the classroom session time.
- Tea/coffee and water etc. should be served in disposable cups/glasses, as far as possible.
- Basic screening including temperature scan may be carried out daily for all the officer Trainees attending classes. Trainees found to have temperature above the normal range (that could be because of any kind of flu) may self-isolate themselves till such time the COVID 19 infection is ruled out.
- Group exercises or group meetings may be encouraged to be held in online/virtual format only.

IV. Physical activities and Outdoors

- All the indoor facilities for physical exercise like Gym, swimming pool etc. should remain closed and should be operated as per the directions of the Central/State Government. The trainees may be encouraged to do Yoga in the room while maintaining social distancing.
- Decision on limited physical activities inside the campus especially during morning while following protocols may be taken by the Institution depending upon the availability of space, based on the guidelines from the Central / State Government.
- Social /cultural events or gathering or functions should be avoided during the training period.
- Outstation visits may be undertaken only after assessing the COVID 19 situation and travel related restrictions

V. Mess and Dining:

- Meal timings may be staggered appropriately with adequate intervals. A suitable time table may be disseminated to all concerned with a view to minimize the time spent in the mess/dining hall with other trainee officers.
- Mess supervisors should ensure that all trainees and mess staff wash hands properly before entry into mess/kitchen. Touchless hand sanitizers may be installed outside the mess/dining halls.
- Sufficient distance should be observed by all while inside the mess/dining hall. Seating should be so organized that the trainees do not face each other while having their meals.
- Sharing of utensils-dishes, cups, soaps, towels etc. should not be allowed.

VI. General

- The officer trainees may be discouraged to go out of the campus or stay outside the campus unless it is essential to do so. Such visits should exceptional and made with the prior approval of the Director of the Institute.
- Efforts may be made to make available all the essential items such as stationery, snacks, toiletries, eatables, tea/coffee etc. within the campus.
- Immunity boosting products as recommended by the Medical Authorities and M/o AYUSH should be encouraged for use.
- Use of lifts should be discouraged. In case of using lift, the relevant etiquettes for social distancing should be strictly followed.
- In case a trainee tests positive, disinfection/sanitization/closing of the area/Institution may be done as per protocols ofCentral and State / District Health authorities

*****

Government of India
Ministry of Health & Family Welfare

Revised SOP on preventive measures to be followed while conducting examinations to contain spread of COVID-19

Examination centres are frequented by large number of students (as well as their parents) and staff till the entire duration of the exam and therefore, it's vital to plan and conduct these examinations, while following specific preventive measures, as detailed in the paragraphs below.

1. Generic preventive measures

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

These include:
  i.   Physical distancing of at least 6 feet to be followed as far as feasible.

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

  iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.

  iv.   Respiratory etiquette 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.

  vi.   Spitting shall be strictly prohibited.

  vii. Installation & use of Aarogya Setu App shall be advised to all, as far as feasible.

2.   All   Universities/Educational   Institutions/Examination   Conducting Authorities/Examination centers shall specifically ensure the following arrangements:

a) Planning of examinations
  i.   Only those examination centers which are outside the containment zone shall be allowed to function. Staff/examinees from containment zones shall not be permitted. Such examinees shall be given an opportunity to undertake the examination through other means or the Universities/Educational Institution/ Agency may consider appropriate measures in this regard.

  ii.   Universities/ Educational Institutions/ Examination Conducting Authorities/ Examination centers may plan out the examination schedule in a staggered manner so as to avoid overcrowding at any examination center on any day.

iii. Keeping in view the physical distancing norms, institutions should have adequate room capacity to ensure proper seating arrangement for examination.

iv. Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available by Universities/ Educational Institutions/Examination Conducting Authorities/Examination centers to the staff as well as students as per requirements.

v. Exam functionary and examinees may also submit self-declaration about health status at the time of entrance to the examination center. Such self-declaration form may be circulated at the time of issue of admit tickets. A simple do's and dont's/ Advisory may also be circulated at the time of issue of admit tickets.

vi. Students should also be given prior information on what they should carry,which includes exam related documents (Admit card, ID card etc) , face mask, water bottle, hand sanitizer etc.

vii. Adequate manpower shall be deployed by the Institution for maintaining discipline (to ensure observance to distancing norms and other preventive measures at all times) during conduct of the examination.

viii. Adequate number of registration rooms and manpower for document verification and recording of attendance shall be planned duly ensuring social distancing norms.

ix. Invigilators and supervisory staff need to be briefed on the code of conduct in the context of COVID.

x. Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently at the examination center (outside and inside).

xi. The examination center should have a designated isolation room for isolating any person who is found symptomatic at the time of screening or during examination, till such time medical advice may be sought. A clear policy on allowing/disallowing symptomatic candidates to undertake examinations shall be delineated by the Examination Conducting Authorities in advance.

b) <u>Transportation to and from the examination center</u>

If any transportation is arranged by educational institutions conducting examinations, proper sanitization of buses/other transport vehicles shall be ensured.

c) <u>Entry and exit to the examination center</u>
   i. Entrances to have mandatory hand hygiene and thermal screening provisions. If any examination functionary/examinee fails to meet the self-declaration criteria, they shall not be allowed entry.

   ii. Only asymptomatic staff and students shall be allowed inside the examination hall.

   iii. In regular course, a symptomatic candidate should be referred to the nearest health center and given an opportunity to undertake the examination through other means or the Universities/Educational Institution shall arrange for taking exam at a later date when the student is declared physically fit. However, if a student is found to be symptomatic, the permission or denial thereof, in such cases shall be granted as per the policy already enunciated on the issue by the Examination Conducting Authorities.

iv. All staff and students to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the examination center by all.

v. Enough entry & exits gates for students and staff shall be ensured to avoid overcrowding.

vi. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the center as far as feasible.

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

viii. Proper crowd management in the examination center as well as outside premises like parking lots, waiting areas — duly following physical distancing norms shall be ensured.

ix. Bags/books/mobiles should not be allowed in the examination center.

x. The examinees will be taken to a registration room in batches maintaining adequate physical distancing norms for document verification and recording of attendance. Thereafter they will be escorted in batches to the allotted examination hall.

xi. Frisking of examinees, if needed, shall be undertaken after thermal screening. Personnel involved in frisking shall wear triple layer medical mask in addition to gloves. Proper hand hygiene shall be maintained by such personnel every time they change their gloves.

xii. On completion of exam, the candidates should be permitted to move out in an orderly manner

d) <u>Special precautions for high risk individuals</u>

i. All staff that is at high risk (older employees, pregnant employees and employees who have underlying medical conditions) shall not be deployed for invigilation/conduct of examination.

ii. Such staff should preferably be deployed in tasks not requiring direct contact with the students.

e) <u>Movement within the examination center, seating arrangement including conduct of examination</u>

i. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.

ii. Provision of wheelchairs, if warranted, should be ensured and these should be disinfected regularly.

iii. In case of PwD candidate availing a scribe, both the candidate and scribe must wear the masks and be made to sit with adequate physical distancing.

iv. Institutions may adopt contact less processes like OR code, online forms, digital signatures for the examination.

v. Adequate arrangements for safe drinking water (preferably with disposable cups/glasses) be made in the examination hall.

vi. Seating arrangement in the examination hall to be made in such a way that adequate social distancing is maintained.

vii. For pen & paper based tests, the invigilator will sanitize his hands prior to distribution of question papers/answer sheets. The examinees will also sanitize their hands before receiving such papers and handing them back to invigilators. The collection and packing of the answer sheets, at every stage will involve sanitization of the hands. The answer sheets will preferably be opened up after 72 hours have elapsed post collection of papers.

viii. Use of spit/saliva for counting/distributing sheets shall not be allowed.

ix. Sharing of personal belongings/stationery shall not be allowed.

x. For online/computer based examination, the systems shall be disinfected using alcohol wipes before and after conduct of examination.

xi. Record of all exam functionaries/examinees shall be maintained in the system for future reference and traceability.

xii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasize that the (i) temperature setting of all air conditioning devices should be in the range of 24-30°C, (ii) relative humidity should be in the range of 40- 70%, (iii) re-circulation of air to be avoided to the extent possible, (iv) intake of fresh air should be as much as possible and (v) cross ventilation should be adequate.

f) Sanitation and Hygiene

i. Examination hall and other common areas shall be sanitized each time before and after examination.

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

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

iv. Students and staff should be advised to dispose of used face covers / masks in covered bins available at the center. The waste thus generated may be disposed off in accordance with the hazardous waste disposal guidelines.

g) SOP to be followed in case of a suspect case or person who develops symptoms during the conduct of examination

i. Place the ill person in a room or area where they are isolated from others.

ii. The person will remain isolated while wearing a mask/face cover till such time he/she is examined by a doctor.

iii. If symptoms deteriorate, inform the nearest medical facility (hospital/clinic) or call the state or district helpline.

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

v. Disinfection of the premises to be taken up if the person is found positive.

It may be noted that the SOP detailed above provides for minimum precautions to be followed during planning and conduct of examinations. Universities/ Educational Institutions/ Examination Conducting Authorities/ Examination centers may put additional measures in place as per their local assessment and in line with activities permitted by Ministry of Home Affairs (MHA) as per MHA orders issued under Disaster Management Act, 2005 from time to time.

Government of India
Ministry of Health and Family Welfare

SOP on preventive measures in Restaurants to contain spread of COVID-19

1. **Background**

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

2. **Scope**

   This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at particular places to prevent spread of COVID-19.
   Restaurants in containment zones shall remain closed. Only those outside containment zones will be allowed to open up.

3. **Generic preventive measures**

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

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

   These include:
   i.   Physical distancing of at least 6 feet to be followed as far as feasible.
   ii.   Use of face covers/masks to be made mandatory.
   iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. 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 state and district helpline.
   vi.   Spitting shall be strictly prohibited.
   vii. Installation & use of Aarogya Setu App shall be advised to all.

viii.

4. **All Restaurants shall ensure the following arrangements:**

    i. Takeaways to be encouraged, instead of Dine-In. Food delivery personnel should leave the packet at customer's door. DO NOT handover the food packet directly to the customer.

    ii. The staff for home deliveries shall be screened thermally by the restaurant authorities prior to allowing home deliveries.

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

    iv. Only asymptomatic staff and patrons shall be allowed.

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

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

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

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

    ix. 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. Restaurant management to facilitate work from home wherever feasible.

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

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

    xii. 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 the vehicles should be taken up.

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

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

    xv. Required precautions while handling supplies, inventories and goods in the restaurant shall be ensured. Proper queue management and disinfection shall be organized.

    xvi. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the restaurant as far as feasible.

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

    xviii. Disposable menus are advised to be used.

    xix. Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged.

    xx. Buffet service should also follow social distancing norms among patrons.

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

xxii.	Use of escalators with one person on alternate steps may be encouraged.
xxiii.	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.
xxiv.	Large gatherings/congregations continue to remain prohibited.
xxv.	Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
xxvi.	Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.
xxvii.	Proper disposal of face covers / masks / gloves left over by patrons and/or staff should be ensured.
xxviii.	Deep cleaning of all washrooms shall be ensured at regular intervals.
xxix.	Adequate crowd and queue management to be ensured to ensure social distancing norms.
xxx.	Staff / waiters should wear mask and hand gloves and take other required precautionary measures.
xxxi.	Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
xxxii.	Tables to be sanitized each time customer leaves.
xxxiii.	In the kitchen, the staff should follow social distancing norms at work place. Kitchens area must be sanitized at regular intervals.
xxxiv.	Gaming Arcades/Children play areas (wherever applicable) shall remain closed.
xxxv.	In case of a suspect or confirmed case in the premises:

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

Government of India
Ministry of Health and Family Welfare

SOP on preventive measures in shopping malls to contain spread of COVID-19
(In supersession of guidelines issued earlier on 04.06.2020)

1. **Background**

   Shopping malls get frequented by large number of people for shopping, entertainment and food. To prevent spread of COVID-19 infection, it is important that required physical distancing and other preventive measures are followed.

2. **Scope**

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

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

3. **Generic preventive measures**

   Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to take necessary precautions in terms of maintaining physical distancing, wearing mask properly etc. Shopping mall management to advise accordingly.

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

   These include:
   i. Physical distancing of at least 6 feet (2 gaj ki doori) to be followed as far as feasible.
   ii. Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of mask/face covers to be avoided.
   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 state and district helpline.
   vi. Spitting shall be strictly prohibited.
   vii. Installation & use of Aarogya Setu App shall be advised to all.

4. All shopping malls shall ensure the following arrangements:

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

    ii.   Only asymptomatic customers/visitors shall be allowed.

    iii.   All workers/customers/visitors to be allowed entry only if using face cover/masks. The face cover/masks has to be worn at all times inside the shopping mall.

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

    v.   Staggering of visitors to be done, if possible.

    vi.   Adequate manpower shall be deployed by mall management for ensuring physical distancing norms.

    vii.   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.

    viii.   Proper crowd management in the parking lots and outside the premises – duly following physical distancing norms shall be ensured by the management/ any out-sourced agencies.

    ix.   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 the vehicles should be taken up.

    x.   Any shops, stalls, cafeteria etc., outside and within the premises shall follow physical distancing norms at all times.

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

    xii.   Preferably separate entry and exits for visitors, workers and goods/supplies shall be organized.

    xiii.   The staff for home deliveries shall be screened thermally by the shopping mall authorities prior to allowing home deliveries.

    xiv.   Required precautions while handling supplies, inventories and goods in the shopping mall shall be ensured. Proper queue management and disinfection shall be organized.

    xv.   Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the shopping mall as far as feasible.

    xvi.   Number of customers inside the shop to be kept at a minimum, so as to maintain the physical distancing norms.

    xvii.   Seating arrangement, if any, to be made in such a way that adequate physical distancing is maintained.

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

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

    xx.   For air-conditioning/ventilation, the guidelines of CPWD shall be followed which mentions that the temperature setting of all air conditioning devices should be in the range of 24-30$^\text{O}$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.

xxi. Large gatherings/congregations should be in accordance with the SOPs of the State/UT concerned.

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

xxiii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, handrails, benches, washroom fixtures, etc.) to be made mandatory in all malls in common areas as well as inside shops, elevators, escalators etc.

xxiv. Proper disposal of face covers / masks / gloves left over by visitors and/or employees in covered bins should be ensured.

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

xxvi. In the food-courts:
   a. Adequate crowd and queue management to be ensured to ensure physical distancing norms.
   b. In food courts and restaurants, physical distancing norms amongst patrons shall be followed while organizing seating arrangements.
   c. Food court staff / waiters should wear mask and hand gloves and take other required precautionary measures.
   d. The seating arrangement should ensure adequate physical distancing between patrons as far as feasible.
   e. Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
   f. Tables to be sanitized each time customer leaves.
   g. In the kitchen, the staff should follow physical distancing norms at work place.

xxvii. Gaming Arcades/Children play areas (wherever applicable) shall function in accordance with the SOPs of the State/UT concerned.

xxviii. Cinema halls inside shopping malls shall function in accordance with the SOPs issued by Ministry of Information and Broadcasting and Ministry of Home Affairs.

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

M-35020/8/2020-US(FILMS)
Government of India
Ministry of Information & Broadcasting
******

Date: 31 January, 2021

SOPs for cinema halls and theatres on preventive measures to contain spread of COVID-19

1. **Background**

   The Ministry of Home Affairs, Government of India has permitted the opening of cinema halls and theatres vide their order No. 40-3/2020-DM-I(A) dated 27th January, 2021.

2. **Scope**

2.1 This document outlines the Standard Operating Procedures (SOPs) in terms of various generic precautionary measures to be adopted in addition to specific measures to be ensured in cinema halls and theatres to prevent spread of COVID-19.

2.2 No Exhibition of Film shall be allowed in containment zones.

2.3 Further, States/UTs may consider proposing additional measures as per their field assessment.

3. **SOPs related to cinema halls and theatres**

3.1 **General Guidelines**

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

   These include:

   i.   Adequate physical distancing of at least 6 feet to be followed outside the auditoriums, common areas and waiting areas at all times.
   ii.   Use of face covers/masks to be made mandatory at all times.

iii.   Availability of hand sanitizers, preferably in the touch-free mode, at entry and exit points as well as common areas within the premises.

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 state and district helpline.

vi.   Spitting shall be strictly prohibited.

vii.   Installation & use of *Aarogya Setu* App shall be advised to all.

3.2   Entry & Exit points

a.   Thermal screening of visitors/staff is to be carried out at entry points. Only asymptomatic individuals shall be allowed to enter the premises.

b.   Provisions for hand sanitization should be made available at all entry points and in work areas.

c.   Designated queue markers shall be made available for entry and exit of the audience from the auditorium and the premises.

d.   The Exit should be done in a staggered row-wise manner to avoid crowding.

e.   Sufficient time interval between successive screenings on a single screen as well as on various screens in a multiplex shall be provided to ensure row-wise staggered entry and exit of the audience.

3.3   Seating Arrangements

Seating arrangement inside the auditorium of the cinemas/theatres/multiplexes is to be allowed upto 100% seating capacity.

3.4   Physical Distancing Norms

a.   Proper crowd management in the parking lots and outside the premises— duly following physical distancing norms shall be ensured.

b.   Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.

c.   Efforts shall be made to avoid overcrowding in the common areas, lobbies and washrooms during the intermission. Audience may be encouraged to avoid movement during the intermission. Longer intermissions may be used to allow audience seated in different rows of the auditorium to move in a staggered manner.

3.5   **Staggered Show Timings at Multiplexes**

a. Staggered show timings shall be followed for multiple screens to avoid crowding.

b. The show commencement time, intermission period and finish time of a show at any screen shall not overlap with the commencement time, intermission period or finish time of a show at any other screen in a multiplex.

3.6   Booking and Payments

a. Digital no-contact transactions should be the most preferred mode for issue/verification/payments for tickets, food, and beverages, etc. by using online bookings, use of e-wallets, QR code scanners, etc.

b. Contact number shall be taken at the time of booking of tickets to facilitate contact tracing.

c. The purchase of tickets at the box office shall be open throughout the day and advance booking shall be allowed to avoid crowding at the sale counters.

d. Sufficient number of counters at the box office shall be opened with adequate physical distancing norms, to prevent crowding during physical booking of tickets.

e. Floor markers shall be used for physical distancing during queue management at the box office.

3.7   Sanitization of the Premises

a. Frequent sanitization of the entire premises, common facilities, and all points which come into human contact, e.g. handles, railings, etc. shall be ensured.

b. The cinemas/theatres/multiplexes auditorium shall be sanitized after every screening.

c. Regular cleaning and disinfection of the box office, food and beverage areas, employee and staff lockers, toilets, public areas, and back office areas shall be ensured.

d. Measures for the safety of sanitization staff such as adequate provisions for rational use of gloves, boots, masks, PPE, etc. shall be undertaken.

e. Disinfection of the premises to be taken up if any person is found positive.

3.8   Staff Related Measures

a. Wearing of face cover for staff is mandatory at all workplaces and adequate stock of such face covers should be made available.

b. All employees who are at higher risk, i.e., older employees, pregnant employees, 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.

c. With a view to ensure safety at the workplace, employers on best effort basis should ensure that Aarogya Setu is installed and updated by all employees their mobile phones.

d. Communication and training of the staff on precautions related to COVID-19, respiratory hygiene, hand hygiene, etc. shall be carried out.

e. Self-monitoring of health by all employees/staff and reporting any illness at the earliest shall be ensured.

3.9   Public Awareness

a. Do's and Don'ts shall be communicated at prominent access points: Online sale points, digital tickets, public areas like lobbies, washrooms, etc.

b. Public Service Announcements on wearing mask, observing physical distancing and maintaining hand hygiene as well as specific announcements on the precautions and measures to be followed within and outside the premises shall be made before the screening, during intermission and at the end of the screening.

c. Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently outside and inside of the venues.

3.10   Air-Conditioning/Cooling

For air-conditioning/ventilation, the guidelines of CPWD shall be followed which, inter alia, emphasizes the following:

a. Temperature Setting of all air conditioning devices should be in the range of 24-30°C.

b. Relative humidity should be in the range of 40-70%.
c. Re-circulation of air to be avoided to the extent possible.
d. Intake of fresh air should be as much as possible.
e. Cross ventilation should be adequate.

3.11 Anti-stigma Behaviour

COVID-19 related stigmatization or unruly behaviour shall be dealt with strictly by coordination between the auditorium manager(s) and the local authorities.

3.12 Food and Beverage Area

a. Show timings in the cinema halls to be staggered to ensure that intervals of different shows do not occur simultaneously.
b. Customers shall be encouraged to use cinema apps/QR codes, etc. for ordering food as much as possible.
c. Multiple sale counters in food and beverage area be made available wherever possible.
d. One line systems to be followed using floor stickers to maintain physical distancing at every sale counter.
e. Management shall ensure observance of physical distancing and preventing crowds in the food and beverages area.
f. Safe disposal of the food and beverage waste shall be ensured by the management of the premises.

4. The National Directives for COVID-19 Management and the relevant guidelines issued by the Ministry of Home Affairs, Ministry of Health & Family Welfare, state governments, etc. shall be strictly complied with during all activities and operations.

■■■

Government of India
Ministry of Health and Family Welfare

Guidelines for domestic travel (air/train/inter-state bus travel)

1) Dos and Don'ts shall be provided along with tickets to the travellers by the agencies concerned.
2) All passengers shall be advised to download Arogya Setu app on their mobile devices.
3) Suitable announcement about COVID-19 including precautionary measures to be followed shall be made at airports/railway station/bus terminals and in flights/trains/bus.
4) The States/UTs shall ensure that all passengers shall undergo thermal screening at the point of departure and only asymptomatic passengers are allowed to board the flight/train/bus.
5) During boarding and travel, all passengers shall use face covers/mask. They will also follow hand hygiene, respiratory hygiene and maintain environmental hygiene.
6) At airports/railway stations/ bus terminals required measures to ensure social distancing shall be taken.
7) Airports/railway stations/bus terminals should be regularly sanitized/disinfected and availability of soaps and sanitizers shall be ensured.
8) Thermal screening at exit point shall be arranged.
9) Asymptomatic passengers will be permitted to go with the advice that they shall self-monitor their health for 14 days. In case, they develop any symptoms, they shall inform the district surveillance officer or the state/national call center (1075).
10) Those found symptomatic will be isolated and taken to the nearest health facility. They will be assessed for clinical severity at the health facility.
11) Those having moderate or severe symptoms will be admitted to dedicated COVID Health facilities and managed accordingly.
12) Those having mild symptoms will be given the option of home isolation or isolated in the Covid Care Centre (both public & private facilities) as appropriate and tested as per ICMR protocol available at https://www.mohfw.gov.in/pdf/Revisedtestingguidelines.pdf.
    If positive, they will continue in COVID Care Centre and will be managed as per clinical protocol.
    If negative, the passenger may be allowed to go home, isolate himself/herself and self-monitor his/her health for further 7 days. In case, any symptoms develop they shall inform the district surveillance officer or the state/national call center (1075).

NOTE: States can also develop their own protocol with regards to quarantine and isolation as per their assessment.

No.40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001
Dated 22 August, 2020

ORDER

In continuation of Ministry of Home Affairs' Order No.40-3/2020-DM-I(A) dated 29th July, 2020 and in exercise of the powers, conferred under Section 10(2)(I) of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, National Executive Committee, hereby issue Standard Operating Protocol (SOP), for *international travel on non-scheduled commercial flights under Vande Bharat Scheme and Air Transport Bubble arrangement,* in supersession of MHA order of even number dated 24th May, 2020 to Ministries/Departments of Government of India, State/Union Territory Governments and State/Union Territory Authorities with the directions for its strict implementation.

22/08/2020

Home Secretary

To: **(As per list attached)**

1.   The Secretaries of Ministries/Departments of Government of India

2.   The Chief Secretaries/Administrators of States/Union Territories.

Copy to:

i)   All Members of the National Executive Committee.

ii)   Member Secretary, National Disaster Management Authority.

**Annexure to Ministry of Home Affairs' (MHA) Order No.40-3/2020-DM-I (A)
dated 22nd August, 2020**

Standard Operating Protocol (SOP) for travel on Vande Bharat and Air Transport Bubble flights

In order to contain the spread of COVID-19 pandemic, Central Government had taken a series of steps to curtail the inward/ outward movement of international passengers (both foreigners and Indians) in a calibrated manner. Further international air travel of passengers (except as permitted by MHA) has been prohibited under MHA's Orders related to lockdown/ Unlock guidelines. For bringing back Indian Nationals stranded abroad, Government of India has launched '*Vande Bharat*' mission. In addition, Ministry of Civil Aviation (MOCA) has entered into the '**Air Transport Bubbles**' arrangements with few countries to allow limited commercial passenger services on reciprocal basis, when regular international flights are suspended as a result of the COVID-19 pandemic.

2.   In order to facilitate the movement of persons on these limited international non-scheduled commercial flights, the following SoP is hereby laid down:

A. In-bound flights:

i.   The category of persons, who will be eligible to travel on these flights, will be as permitted by MHA from time to time.

ii.   Persons desirous to travel to India *on Vande Bharat* flights, will register themselves with the Indian Missions in the country where they are stranded/ residing, along with necessary details as prescribed by MEA. Such a registration may not be required on flights operating under Air Transport Bubbles arrangements.

iii.   They will travel to India by non-scheduled commercial flights as allowed by Ministry of Civil Aviation (MOCA); and ships as allowed by Department of Military Affairs (DMA)/ Ministry of Shipping (MOS). Only those crew and staff, who are tested COVID-19 negative, will be allowed to operate these flights/ ships.

iv.   SOP for the operations of these flights/ ships will be as issued by MOCA/ DMA or MOS from time to time.

v.   Priority will be given to compelling cases of in distress, including migrant workers/ labourers who have been laid off, short term visa holders faced with expiry of visas, persons with medical emergency/ pregnant women/ elderly persons or those required to return to India due to death of family member, and students.

vi.   The cost of travel, as specified by the carrier, will be borne by such travellers.

vii.   Based on the registrations received for Vande Bharat flights, MEA will prepare flight/ ship wise database of all such travellers, including details such as name, age, gender, mobile phone number, place of residence, place of final destination; and information on RT-PCR test taken and its result. This data base will be shared by MEA with the respective State/ UT in advance.

viii.   In case of flights operating under air transport bubbles, passenger manifest containing the same details as given above for Vande Bharat flights or in a revised format as may be finalised by MEA with the country concerned, will be submitted by the airlines to the Indian Mission in the country concerned

before operation of each flight with a copy to the State/ UT Government of the destination airport in India.

ix.   MEA/ MOCA will designate State/ UT wise nodal officers, who will coordinate with the nodal officers designated for this purpose by the respective State/ UT, both for the Vande Bharat flights as well as for the flights operated under air transport bubbles.

x.   MEA and MOCA will display with at least two days' notice, the schedule (day, place and time of arrival) of the incoming flight/ ship, on their online digital platform.

xi.   All travellers will also be required to give an undertaking that they are making the journey at their own risk.

xii.   While on board the flight, required precautions such as wearing of masks, environmental hygiene, respiratory hygiene, hand hygiene etc. are to be observed by airline staff, crew and all passengers.

xiii.   Passengers arriving through the land borders will also have to undergo the same protocol as above.

xiv.   The Guidelines on health protocols and quarantine for international arrivals, as issued by Ministry of Health & Family Welfare (MoHFW), from time to time, will be observed.

B. Out-bound flights:

i.   The category of persons, who will be eligible to travel on these flights, will be as permitted by MHA from time to time.

ii.   MOCA will display on its website the category of persons eligible to travel out of India.

iii.   Such persons will apply to MoCA or to an agency/ agencies designated by MoCA for this purpose, along with necessary details, including the places of departure and arrival.

iv.   The travel from India shall be on the non-scheduled commercial flights, as are allowed by MoCA.

v.   Indian seafarers/ crew seeking to accept contracts to serve on vessels abroad, can travel on the non-scheduled commercial flights as allowed by MOCA or the flights arranged by their employers subject to clearance given by the Ministry of Shipping.

vi.   Before the tickets of such persons are confirmed, the airline concerned will ensure that the destination country allows entry of such persons with valid visa in that country. The conditions, if any, imposed by the destination country, will have to be fulfilled by the person intending to travel.

vii.   The cost of travel, as specified by the carrier, will be borne by such travellers as prescribed.

viii.   At the time of boarding the flight, MoCA will ensure that all travellers undergo thermal screening as per health protocol. Only asymptomatic travellers would be allowed to board the flight.

ix.   While on board the flight, required precautions such as wearing of masks, environmental hygiene, respiratory hygiene, hand hygiene etc. are to be observed by airline staff, crew and all passengers.

Government of India
Ministry of Civil aviation

Rajiv Gandhi Bhawan,
New Delhi-110003
Dated 25th May, 2020

ORDER

The Government has decided for recommencement of domestic air travel of passengers with effect from 25th May 2020, which includes domestic air services by non-scheduled and Private (General Aviation) operators (Fixed Wing / Helicopters/ Micro light aircraft). In view of the need for precautionary measures to be taken by various stakeholders during COVID-19 pandemic, detailed General Instructions; Guidelines to be followed by passengers; and Specific Operating Guidelines for major stakeholders (Airlines, Airport Operators, Ground Handling Agencies, etc.) have already been issued by Ministry of Civil Aviation vide Order No. AV.29017/5/2020-DT dated 21.05.2020.

2.   Accordingly, guidelines have been prepared for above categories and are annexed herewith for compliance by all concerned.

3.   This is issued with the approval of Hon. Minister of State (I/C), Civil Aviation.

Usha Padhee 25/05/2020
Joint Secretary

Annexure I: General instructions for commencement of NSOP & Private Operations by Airlines.
Annexure II: The detailed guidelines to be followed by air passengers.
Annexure III: Specific operating guidelines for major stakeholders.

To:

1. The Secretaries of Ministries/Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

Copy to:

1. Secretary, Ministry of Civil Aviation
2. PS to Hon MOS (I/C), Civil Aviation
3. DG, DGCA
4. DG, BCAS
5. Other concerned officials and stakeholders (as per standard circulation).

General Instructions for commencement of NSOP & Private operations by Airlines

Air travel of passengers, both domestic and international, has been prohibited since 25th March 2020. Now it has been decided by Government that domestic air travel of passengers shall resume with effect from 25th May, 2020 (order of MHA dated 20th May, 2020), which includes domestic air services by non-scheduled and private operators (Fixed Wing / Helicopters/ Micro light aircraft). Accordingly, Ministry of Civil Aviation has developed general instructions and detailed guidelines for air travel of passengers and major stakeholders (Airlines, Airports, Security Agencies, Ground Handling Agencies and Health Authorities, etc.) by incorporating necessary safeguards in consultation with Experts and Stakeholders.

General Instructions:

a. Vulnerable persons, such as very elderly, pregnant ladies, passengers with health issues are advised to avoid air travel. However, this will not apply to air ambulance services.

b. No physical check-in at airport counters would be done. Only those passengers with confirmed web check-in shall be allowed to enter the airport. 'Passenger manifest' sent electronically to each passenger may be treated as 'boarding pass'.

c. In case of helicopter operations where the ticket bookings are manually done, the boarding pass will be issued at helipad/heliport with minimum contact and after following all the sanitization / self protection protocols issued by State govt./UT/local administration.

d. The charges for air travel to be as per mutually agreed terms between the operators and the travelers. Price cap on tickets, issued by DGCA for scheduled operations will not be applicable.

e. A self-declaration/ *Aarogya Setu* App status (for compatible device) would also be obtained that the passenger is free of COVID-19 symptoms. However, in case of Medical Ambulance Flights, medical certificate on the condition of the patient, that has necessitated air travel, should be carried for the passenger.

f. Passengers will be required to wear the protective gear (Face mask).

g. The airlines shall not provide meal services on board. Restrictions pertaining to serving of meal on health ground only, will not apply to Emergency Medical Service (EMS) flight.

h. The cabin crew are required to be in full protective suit.

i. Passengers should report at airport/heliport/helipad at least 45 minutes before the departure time.

j. Airlines shall furnish the passengers manifest of each flight in the prescribed format to the State / UT Governments. Accordingly, airlines may create a web portal/digital platform to provide information seamlessly to the State/UTs.

k. Ground handling agency engaged by the operators/ State Govts. to ensure its staff is fully briefed and regularly updated as per existing orders of Ministry of Civil Aviation (MoCA)/ Ministry of Home Affairs (MHA)/ Ministry of Health & Family Welfare (MoHFW) on COVID-19 precautions.

l. Rotary-wing (helicopter) operations to be conducted as per approved SOPs by DGCA, specifically for each Base. Helicopter operators to ensure all the COVID-19 precaution issued by the "MoHFW/Local/State/UT/Shrine Board" administration, are duly followed, before and during flight.

m. State Govts. / UT / Shrine Board administrations to ensure boarding / deboarding / thermal screening / sanitization protocols as per requirement at all helipads / heliports.

n. Any other extant safety/security guidelines by DGCA and BCAS are to be strictly complied with.

o. Self declaration to be given by passengers will be as contained in the detailed guidelines to be followed by air passengers clause 1(j) (Annexure -II), of this order.

p. The detailed guideline to be followed by passengers is at Annexure-II. For the sake of convenience of passengers, the guidelines have been divided into four parts:-
     1. Origin to airport.
     2. At the airport.
     3. In the aircraft.
     4. From airport to destination.

q. Specific operating guidelines to be communicated for major stakeholders (Airlines, Airports, Ground Handling Agencies, etc.) are at Annexure-III.

r. Applicability of these guidelines would be with reference to the operational requirement of the NSOP and private operations.

Usha Padhee 25/05/2020

The detailed guidelines to be followed by air passengers: Mentioning the movement of a passenger from the origin to the destination.

1. **From Origin to Airport**

   a. Passengers should familiarize themselves about the new procedures at the airport. Especially, about the norms of social distancing, minimum touch, baggage limitations, COVID-19 declaration, registering on *Aarogya Setu* App, digital payments, use of authorized taxis. Expect slower processes and hence avoid last minute reaching the airport.

   b. Passengers, before entering the terminal, to ensure wearing of protective gear, as per the prevailing requirement. He will continue to wear the mask throughout the journey.

   c. Passenger to report at the airport as per revised reporting time i.e. D - 45 minutes.

   d. Passenger should travel in an authorized taxi/personal vehicle following the norms specified by MHA.

   e. During transit to airport, the passenger should take all precautions to prevent infection.

   f. The passenger shall not travel if he/she is staying in a containment zone. Also, they should not travel if they have been tested positive for COVID-19. The passengers are expected to certify the status of their health through the Aarogya Setu app or a self-declaration form.

   g. If a passenger who is not permitted to fly, undertakes an air journey he/she shall be liable for penal action.

   h. The passenger shall give a declaration to the following effect:

      i. I/we am/are not residing in any containment zone.
      ii. I/we am/are not suffering from any fever/cough/any respiratory distress.
      iii. I/we am/ are not under quarantine.
      iv. If I/we develop any of the above-mentioned symptoms I shall contact the concerned health authorities, immediately.
      v. I/we have not tested COVID-19 positive in last two months.
      vi. I/we am eligible to travel as per the extant norms.
      vii. I/we make my mobile number / contact details available to the airlines whenever required by them.

viii.   I/we understand that if I/we undertake the air journey without meeting the eligibility criteria, I/we would be liable to penal action.

ix.   I/we undertake to adhere to the health protocol prescribed by the destination State / UT.

i. Passengers are advised to follow MoHFW guidelines in maintaining the hygiene and social distancing.

2.   **At the Airport:**

a.   **Entering the terminal building.**

i.   The passenger should get down from his/her vehicle with the face mask on and with the required documents/e-documents. Passenger should continue to wear mask throughout the journey.

ii.   He/she walk in the forecourt area and arrive at the thermal screening facility near the entry gate.

iii.   He should get himself/herself checked for temperature. This will be done by a designated staff of the Airport. The status of "Aarogya Setu" should be displayed to the staff.

iv.   In case of non-availability of Aarogya Setu, the passenger should be facilitated to go to a counter provided by the airport where Aarogya Setu can be downloaded. Children below fourteen years of age would be exempt from this requirement.

v.   The passenger shall, then, move to the CISF counter at the entry check-point. He/she shall display/show his identity card, the boarding pass/-e-boarding pass to the CISF staff. 'Passenger manifest' sent electronically to each passenger may be treated as 'boarding pass'. The CISF staff on confirming the identity of the person shall allow him/her in.

vi.   The baggage of the passengers should be dealt as per the security procedure available at the airport. Passengers to adhere to the social distancing which would be specified at the airports through markings like circle, square or tensor barrier as specified at the airport to be used by the passenger.

b.   **Security**

i.   Arrangements have been made at airports to guide passengers to walk through the pre-embarkation security screening. Passengers should follow the directions as announced by the authorities.

Usha Padhee 25/05/2020

ii. Passengers should divest of all metal on their body to facilitate the security screening. Also, bring only one hand luggage as per specified size allowed by the airlines.

iii. Security staff will practice 'minimum touch' concept to reduce physical contact with the passengers. Passengers to cooperate with security staff by following the instructions for their own safety and security.

c. **Security Hold Area including Lounge, Prayer Room, Kids play area etc.**

i. Passengers to proceed to security hold area after security screening.

ii. While waiting in the security hold area they should maintain social distancing and sanitization protocols. Chairs marked 'Not For Use' should not be occupied.

iii. While going around F&B, retail outlets, etc., passengers maintain hygiene and should be aware of the social distancing and locations where sanitizer would be available.

iv. Passengers should dispose of all the bio hazardous material like used masks, gloves, tissues etc. in the yellow colored disposable bins/bags placed at strategic locations at the airport.

d. **Boarding**

i. Passenger should give attention to the various communication materials displayed at the airport about various health advisories relating to pre-boarding and during the flight precautions.

ii. Airlines to provide safety kit before boarding of the passengers. Passengers to wear mask and sanitize their hands before proceeding to the boarding gate

iii. Passenger should give attention to boarding announcements and reach the boarding queue by following distancing.

iv. Passengers would be required to show their ID card to the airline staff at the boarding gate.

v. Passenger to board the aircraft in a sequential manner as per the announcement by the airlines.

3. **In the Aircraft**

   a. Throughout the flight, hygiene and sanitation to be maintained by the passengers. Face to face interaction to be minimized.

   b. If any passenger feels uncomfortable, fatigued or has cough, it should be brought to the notice of the crew for handling the passenger.

   c. The airlines shall not provide meal services on board. Restrictions pertaining to serving of meal on health ground only, will not apply to Emergency Medical Service (EMS) flight.

4. **From Airport to Destination**

   a. **Arrival**

      i. The disembarkation from the aircrafts would be sequential and passengers are advised to follow the instructions and not to rush to the exit gate.

      ii. Social distance / sanitation should be maintained at the arrival gate, aerobridges, coaches, jet ladders, ramps etc.

      iii. Trolleys in the arrival area to be used sparingly.

   b. **Baggage Collection**

      i. Passenger to wait at the baggage hold area till the baggage arrives in batches.

      ii. Transit passenger will not be allowed to come out of the transit area.

   c. **Exit from Airport**

      i. Passenger should use the authorized taxi maintaining the prescribed hygiene protocols.

      ii. Only authorized taxis are allowed for taking the passenger from the airport.

      iii. Passengers are advised to follow the social distancing and hygiene while travelling in any mode of transportation.

      iv. On arrival at their destination, the travelling passengers will have to adhere to such health protocols as are prescribed by the destination State/ UT.

Specific Operating Guidelines for Major Stakeholders (Airlines: NSOP and Private Operators)

Measures to be Taken by the Airlines

1. The Airlines shall make all arrangements so as to ensure that the risk of transmission of COVID-19 virus is minimized. Precautionary measures need to be taken within the aircraft as well at the time of check-in, boarding and arrival at the destination. The airlines shall ensure coordination among the other service providers such as the airports, security agencies, ground handling agencies etc. without comprising on the generality of the above, the airlines shall take the following measures:

2. **Pre-Departure Requirements**
   a. All airlines to disseminate the information regarding the precautionary measures to be taken by the passengers. Airlines to train/ educate their staff and the staff of the ground handlers about the various measures that need to be taken.
   b. Airlines to ensure that their aircraft are sanitized after every trip and at the end of the day, as per the protocol prescribed by the DGCA.
   c. Airlines should devise a system that web-check-in or tele check-in is possible only when the passenger certifies the status of their health through the *Aarogya Setu* App or a self-declaration form. The passenger shall give a declaration to the following effect:
   i. *I/we am/are not residing in any containment zone.*
   ii. *I/we am/are not suffering from any fever/cough/any respiratory distress.*
   iii. *I/we am/ are not under quarantine.*
   iv. *If I/we develop any of the above-mentioned symptoms I shall contact the concerned health authorities, immediately.*
   v. *I/we have not tested COVID-19 positive in last two months.*
   vi. *I/we am eligible to travel as per the extant norms.*
   vii. *I shall make my mobile number / contact details available to the airlines whenever required by them.*
   viii. *I understand that if I undertake the air journey without meeting the eligibility criteria, I would be liable to penal action*
   ix. *I/we undertake to adhere to the health protocol prescribed by the destination State / UT.*

d. The airlines shall keep a record of the aforesaid declaration and make it available to any Central Government or State Government agency, if required.

3. **Arrival at the Airport**
    a. Inform the passenger that the reporting time at the airport is 45 minutes before the scheduled time of departure. Provide adequate protective gear to all their staff.
    b. Ensure that all their staff is adequately trained about the various protective measures.
    c. Make adequate staff available at the entry to the airport to assist the passengers.
    d. The required protocol for screening the passengers should be followed.
    e. For passengers with special needs like wheel chair, unaccompanied minor etc., the handling staff to be in full protection gear with pre-sanitized wheelchairs.

4. **Baggage Drop Facilities**
    a. Airlines should provide enough number of counters to facilitate easy baggage drop by the passengers.
    b. Screening of the baggage to be done as per the security protocol of the airport.
    c. Frontline staff to wear mandatory Protective gear. Staff at counters and ensure safe distance while accepting baggage.
    d. The airline should prominently display the precautionary steps to be taken by the passenger.
    e. Any payment made on account of tickets / excess baggage etc. to be accepted through Digital Mode only.
    f. Airline to release passengers for security after check-in / baggage drop off in restricted numbers to ensure social distancing at the security gates.

5. **At the Boarding Gate**
    a. Airlines to make announcements at the waiting area and educate the passengers.
    b. The required protocol for screening the passengers should be followed and necessary follow up action to be taken.
    c. No passenger to be allowed to board without face mask.
    d. Ensure that the passengers board the aircraft in a sequential manner as per the announcement by the airlines.
    e. If a bus is being used for boarding, the airlines shall ensure that the bus is not crowded. Also, the bus should be sanitized continuously.
    f. Airlines should ensure that there is no crowding on the step ladder. The grab rails of the step ladder should be sanitized continuously

9

Usha Padhee
25/05/2020

6. **Inside the Aircraft**
   a. Throughout the flight, hygiene and sanitation shall be maintained by the passengers. Face to face interaction to be minimized.
   b. Cabin Crew must wear PPE and its type and its material to conform to the standards and specifications laid down by reputed organizations like ICAO / WHO / ICMR etc.
   c. All passengers shall wear face mask while in the aircraft.
   d. The airlines shall not provide meal services on board. Restrictions pertaining to serving of meal on health ground only, will not apply to Emergency Medical Service (EMS) flight.
   e. On arrival at the destination, the passengers should be allowed to exit in a sequence so as to avoid any bunching.
   f. Airplane lavatories to be cleaned / sanitized after every one hour of flight. Sprayed with disinfecting solution from time to time.

7. **General**
   a. Airlines to do health check-up of all crew regularly.
   b. All flying crew to be given full protective suits.
   c. All crew to be sufficiently educated and trained about preventive measures.
   d. As far as practically possible, the same set of cabin and cockpit crew to be rostered together to prevent possibility of cross-contamination.
   e. Strict norms to be put in place to ensure restricted entry of ground staff in the aircraft and particularly the cockpit.
   f. The entry of cabin crew in cockpit during flight to be restricted to minimum possible.
   g. In case of air ambulance and medical evacuation flights all procedures prescribed by DGCA/MoHFW/MHA needs to be followed.
   h. Cleaning and disinfection of frequently /recently touched surfaces after every flight with alcohol-based cleaning agent. Galley and Lavatories also to be sanitized and disinfected. Approved procedures for disinfection using OEM / DGCA approved chemicals reagents to be used.
   i. DGCA's order on COVID-19 specific detailed guidelines, in respect of technical issues, training of crew, and processes related to operations and maintenance including cleaning / sanitizing of aircraft etc. to be complied with.
   j. All aircraft to be sanitized after each trip as per the norms laid down by DGCA.
   k. At the end of the day each aircraft to be fully sanitized as per the norms of the DGCA.

l. Airlines to have guidelines in place for disinfection during transit flights having passengers for onward destination. Appropriate air-conditioning inside the aircraft be provided.

m. In case of COVID-19 related medical emergency on board, aircraft disinfection to be carried with special attention to the affected seats.

n. Airlines shall furnish the passengers manifest of each flight in the prescribed format to the State / UT Governments. Accordingly, airlines may create a web portal/digital platform to provide information seamlessly to the State/UTs.

o. Prescribed format of States/ UTs to be used wherever available. Suggestive format is as below:

Seat Number (In Sequence)	Name of the Passenger	Contact Number	Destination Address	Pin code of the Destination Address

Specific Operating Guidelines for Major Stakeholders (Airports/Heliports/Helipads)

Measures to be taken at the Airports

1. The Airport operators shall make all arrangements so as to ensure that the risk of transmission of COVID-19 virus is minimized. Social distancing measures shall be enforced for the passengers at the airports. The airport operators shall take adequate sanitization measures. The airports shall ensure coordination among the other service providers such as the airlines, security agencies, ground handling agencies etc. Similar arrangements shall be made at Helipads/Heliports appropriately. Without comprising on the generality of the above the airport operators shall take the following measures:

2. **At Airport Entry**

    a. Passengers to be allowed inside the airport, as per the departure schedule prescribed by the airlines

    b. Prominently display the precautionary measures that need to be taken by all staff and passengers.

    c. Ensure that no passenger without wearing a mask is allowed entry in the airport.

Usha Padhee
25/05/2020

11

d. Provide adequate disembarkation points for vehicles so as to avoid crowding.
e. Temperature screening of the passengers entering in the terminal area and at boarding point to be ensured by airports/airlines
f. Passengers & staff are advised to download *Aarogya Setu* App to monitor the health status..
g. Wherever possible, Mats / carpet soaked with bleach (Sodium Hypochlorite solution) to be placed at entrance for disinfecting shoes.
h. Use of trolleys to be minimized in departure and arrival area. However, select few passengers, requiring the same due to genuine reasons, to be provided on request basis only. All trolleys must be disinfected by suitable means like disinfecting spray etc.
i. Designated separate entry gates/terminal for NSOP and private operations to be used. (to the extent possible).

3. **Inside the Terminal Building**
   a. Ensure social distance markings and separated seating in the forecourt area.
   b. For passengers with special needs like wheel chair, unaccompanied minor etc., the handling staff to be in full protection gear with pre-sanitized wheelchairs.
   c. Prominently display the precautionary measures that need to be taken by all staff and passengers.
   d. Provide a clear transparent glass shield on a pedestal to act as a barrier between passenger / staff and CISF/ASG personnel at the entry gates.
   e. Social distancing norms for all queues to be strictly adhered to at the entry gate.
   f. Airports to earmark areas for isolation and COVID -19 testing for suspected passengers.
   g. Airports to earmark separate areas for change of PPE gear by the staff using it.
   h. Airports to ensure easy Availability of hand sanitizer at all entry points and also to be available at various touch points.
   i. Disinfect all surfaces / touch points appropriately.
   j. Keep Hand Sanitizer/ dispensers and social distance markings near self-check-in kiosks / counters.
   k. All wash rooms to be sanitized continuously.
   l. Social distance markings like circle, square or tensor barriers which are easily visible to be ensured in the check-in (baggage drop) area, as and when, the check-in from the counters is permitted.
   m. Ensure sanitization of checked-in baggage.
   n. Social distance markings, tensor barriers (queue managers) and separated seating in area before Security to avoid crowding and queuing,

to be provided by the airports. Ensure availability of hand sanitizer dispensers at the entry and exit of security check points.

o. Ensure Availability of adequate number of Personal Protective Equipment (PPE) for Security personnel on duty to be ensured.

p. Sanitization of trays at the security-check cabin baggage screening area to be done regularly.

q. Special bins to be placed for disposal of used material like masks etc. All such waste to be handled and disposed as per the prescribed procedures.

4. Security Hold Area (After Security Check)

a. The entry to lounges, Prayer room, Kids play room, smoking room etc. to be highly regulated. .

b. Prominently display the precautionary measures that need to be taken by all staff and passengers.

c. Passengers to be informed about the precautionary measures through displays, announcements and if required assistance by trained persons.

d. Social distance markings & continuous sanitization of all possible areas including F&B and retail outlets, boarding gate etc. to be done. Chairs to be marked "Not for Use" to ensure adequate separation. Sanitization of frequent touch point after every departure to be done.

e. All wash rooms to be sanitized continuously.

f. All F & B and Retail outlets to be opened with COVID-19 precautions. Take-away to be encouraged to prevent crowding.

g. Promote digital payments, self-ordering booths at F & B and Retail Outlets.

h. Safe distance markings to be made by the airport operator on Aerobridges as well as the boarding points.

i. Provide a clear transparent glass shield on a pedestal to act as a barrier between passenger / staff at the boarding counter.

j. Ensure sanitization of the buses used by passengers at regular intervals.

k. Ensure that there is no crowding on the step ladder while boarding the aircraft.

l. Ensure that the ground handling staff wears masks and other protective gear if the situation so demands.

5. Upon Arrival at Destination

a. Sequential passenger disembarkation in batches to be carried out to ensure social distancing.

b. Ensure social distance markings in arrival gates, aerobridges, coaches, step ladders, ramps. Availability of hand sanitizers at exit points of aerobridge before baggage collection area.

c. Put social distance markings like circle, square around the baggage collection carousel.
d. Take measures to avoid bunching of passengers on travellators.
e. Ensure staggered placement of baggage on the arrival carousel.
f. Provide additional separated seating in baggage collection area to avoid crowding.
g. Transit passengers not to be allowed to come out of transit area.

*****

Usha Padhee
25/05/2020

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 sevices. 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 RRTas 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

Case with symptoms suggestive of COVID-19

↓

Inform central/state/local health authority/Helpline 1075

↓

Assessment of exposure history and clinical presentation

↓ ↓

Left branch:

Assessed to be COVID-19 suspect case

↓

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

↓

Testing for COVID-19

↓ ↓

Negative | Positive

↓

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

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

Right branch:

Assessed to be non-COVID case

↓

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

↓

No line listing of contacts, isolation, and disinfection required.

Follow medical advice of the treating doctor and continue following basic preventive measures