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18 FEB 2021



GOVERNMENT OF KERALA

Abstract

Election Department—Guidelines for conduct of Kerala Legislative Assembly Elections 2021 during Covid 19 - orders issued

Election (Equipment) Department

GO(Rt) No.85/2021/Elec.

Dated, Thiruvananthapuram, 11.02.2021

- Read:-
1. Document No.324.6.EPS.OT.001.2020 Election Commission of India.
 2. Letter No. 52/2021/SDR/VOL.I dated 02.02.2021 of the Election Commission of India.
 3. Minutes of the meeting held by Chief Electoral Officer on 08.01.2021 and 09.02.2021.
 4. E-mail dated 10.02.2021 from Director of Health Services

ORDER

In view of the ongoing covid-19 pandemic, Election Commission of India as per the broad guide lines read as 1st paper above has directed to prepare a detailed comprehensive Covid 19 Plan at State level taking local conditions in to account. Accordingly, Chief Electoral Officer along with Covid 19 Nodal Officer held detailed discussions with Principal Secretary (Health), Director of Health Services and other senior officers on 08.01.2021 and 09.02.2021. Based on the detailed discussions and decisions taken in these meetings, Director of Health Services, as per the e-mail read as 4th paper above has furnished Covid 19 Guidelines for the conduct of Kerala Legislative Assembly Election 2021. Government have examined the guidelines with reference to the extant instructions of Election Commission of India and State specific COVID-19 protocols. Consequently, to ensure holding of safe Kerala Legislative Assembly Elections 2021, the following guidelines are issued. These guidelines are to be followed through all the phases of Kerala Legislative Assembly Elections 2021.

A. GENERAL GUIDELINES TO BE FOLLOWED IN THE ENTIRE ELECTION PROCESS FOR ALL

PERSONS

- 1) Every person shall wear a face mask during all election related activities.
- 2) At the entry of hall/ room/ premises used for election purposes:
 - a. Thermal Scanning of all persons shall be carried out.

Thermal scanning shall be done either by Asha workers, paramedical staff or trained volunteers from NSS/ Student Police cadets, wearing appropriate Personal Protective Equipment (PPE), using a thermal scanner by holding it 3 cm to 15 cm away from the person's forehead. Any person found having fever ($\geq 37.5^{\circ}\text{C}/\geq 99.5^{\circ}\text{F}$) must be isolated. In

case of electors, if temperature is above the set norms of MoHFW at first reading, then it will be checked twice and if it remains, the elector shall be provided with a token/certificate and will be asked to come for voting at the last hour of poll. At the last hour of poll, such electors shall have a facilitated voting, strictly following COVID-19 related preventive measures.

- a. Sanitizer, liquid soap and water shall be made available at appropriate places.
- 3) Physical distancing shall be maintained throughout. Everyone shall be required to ensure and maintain physical distancing of at least 2 M (6 Ft.). Seating arrangement shall be organized in such a way that physical distancing is maintained.
- 4) Wherever possible, large halls should be identified and utilized, and windows kept open for proper air circulation and without Air conditioning. The R.O.'s Room, Polling Room, Counting Room and all other rooms, including waiting areas used for the election activities shall be thoroughly sanitized as per existing guideline (Annexure 1)
- 5) Toilets and washrooms in the premises shall be disinfected based on existing guidelines.

Liquid Soap dispenser shall also be made available in all washrooms/ rest rooms/ Toilets
(Annexure 1)

B. CO-ORDINATION AND IMPLEMENTATION

For overall co-ordination of activities and effective implementation of Covid protocols during the election process, there shall be a State Nodal Officer for Covid 19 in the Chief Electoral Officer's Office, appointed by the Chief Secretary as per directions of the Election Commission. The State Nodal officer shall ensure compliance of COVID guidelines during the whole Election process.

There shall further be Health coordination teams at the State, District and Constituency level as under :

State level Health Coordination Team

Chair: Principal Secretary Health

Convenor: Director of Health Services (Nodal Health Officer for the State)

Members: Managing Director Kerala Medical Services Corporation Ltd (KMSCL),
Additional Chief Election Officer, Additional Directors Planning & Vigilance

District level Health Coordination Team

Chair: District Election Officer (DEO)

Convenor: District Medical Officer (DMO)

Members: Deputy DMO, Technical Assistant Grade1, District Drug warehouse managers (KMSCL)

Constituency level Health Coordination Team

Chair: Returning Officer (RO)

Convenor: Designated Nodal Officer

Members: Health Supervisor/Health Inspector

NODAL HEALTH OFFICERS

Nodal Health Officers will be convenors of the Health coordination teams that will execute COVID-19 related arrangements and other preventive measures during entire electoral process.

NODAL HEALTH OFFICERS AT VARIOUS LEVELS ARE :

No	LEVEL	Nodal Officer	Procurement and Supply
1	State	Director of Health Services	KMSCL – Nodal Agency GM (KMSCL) Nodal Officer
2	District	District Medical Officer	Officer
3	Constituency	As per Annexure	
4	Booth	As per Annexure	

C. PHASES OF ELECTION

The whole election related process shall be divided into

- a. Pre-Poll Phase including Postal Ballot.
- b. Election Phase
- c. Post-Election Phase

a. *PRE -POLL PHASE*

Pre-Poll Phase starts from notification of election and includes Nomination submission, Campaigning by Political Parties, Randomization of EVM, preparing Election materials, delivery and collection of Postal Ballots.

1. TRAINING AND CAPACITY BUILDING

Preparation & dissemination of Health Advisories detailing the COVID protocols should be coordinated at all levels.

- i. Training of election officials shall be organized wherever possible through online platform.
- ii. If physical training is planned for election officials, the same may be organized in decentralized manner at large halls maintaining social distancing and infection

control practices.

- iii. All relevant training materials and documents shall be uploaded in app/ portal. All COVID -19 Protocol training materials will be available in the LMS portal of Health and Family Welfare Department

2. NOMINATION PROCESS

- Number of persons to accompany candidate for submission of nomination is restricted to two (2). (This is in supersession of existing Para 5.8.1 of Returning Officer's Handbook 2019)
- Number of vehicles for the purposes of nomination is restricted to two (2). (This is in supersession of existing Para 5.8.1 of Returning Officer's Handbook 2019)
- Returning Officer's chamber should have sufficient space to perform the functions of nomination, scrutiny and symbol allocation following social distancing norms.* (schematic diagram1)
- Large space for waiting for candidate(s) should be arranged.
- All steps for maintaining COVID 19 protocol during entire process of nomination should be ensured including the thermal scanning of Candidates and accompanying persons.
- Strict physical distancing as per COVID 19 protocols shall be ensured.
- Use of masks, gloves and face shields by the candidate & the persons accompanying shall be insisted.
- Sanitizers shall be provided in sufficient quantity during the process.
- N95 masks & Face shields shall be provided to the DEOs/ROs during the nomination.

3. CAMPAIGN BY THE POLITICAL PARTIES/CONTESTING CANDIDATES

- i. **Door to Door Campaign-**
 - a. Subject to any other restriction(s) including COVID-19 guidelines, a group of 5 (five) persons including candidates, excluding security personnel, if any, is allowed to do door to door campaigning.
- ii. **Road Shows –**
 - a. The convoy of vehicles should be broken after every 5 (five) vehicles instead of 10 vehicles (excluding the security vehicles, if any). The interval between two sets of convoys of vehicles should be half an hour instead of gap of 100 meters. (In supersession of Para 5.8.1 of Returning Officer's Handbook 2019)

iii. **Election Meetings - Public gatherings/rallies**

Public gatherings/rallies may be conducted subject to adherence to COVID-19 guidelines. District Election Officer should take following steps for this purpose:

(a) District Election Officer should, in advance, identify dedicated grounds for public gathering with clearly marked Entry/Exit points.

(b) In all such identified grounds, the District Election Officer should, in advance, put markers to ensure social distancing norms by the attendees.

(c) Nodal District Health Officer should be involved in the process to ensure that all COVID-19 related guidelines are adhered by all concerned in the district.

(d) The Nodal Health Officer should oversee that COVID-19 instructions/guidelines are being followed during these meetings.

(e) The political parties and candidates concerned should ensure that all COVID-19 related requirement like face masks, sanitizers, thermal scanning etc. are fulfilled during each of these activities.

(f) Non-compliance of Instructions – Anybody violating instructions on COVID-19 measures will be liable to 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, as specified in Order No.40-3/2020-DM-I(A) dated 29th July, 2020 of Ministry of Home Affairs. District Election Officer should bring this to the notice of all concerned.

iv. Allocation of public spaces must be done using Suvidha app in the manner already prescribed by Election Commission.

4. FIRST & SECOND RANDOMIZATION OF EVMS/VVPATS

- i. First & Second randomization and preparation of EVMs/VVPATs shall be done in large halls abiding by existing COVID 19 guidelines
- ii. Sanitizers shall be provided in sufficient quantity for use during the process.
- iii. Gloves shall be made available to each official handling EVM/VVPAT.
- iv. Triple layer Masks shall also be ensured for the officers.

5. ELECTION MATERIAL

Election Material Kit shall be prepared in a spacious and sufficiently large hall following all safety, sanitation and social distancing measures.

6. POSTAL BALLOT (PB) (Ref. Letter No. 52/202/SDR/VOL.I Dtd. 02.02.2021 of ECI

1) Option for Postal Ballot

Option of Postal Ballot facility has been extended to the electors of following categories:

- a. Electors above the age of 80 years (AVSC)
- b. Electors, who are marked as Persons with Disabilities (PwD) in the electoral roll (AVPD)
- c. Electors who are COVID- 19 positive/suspect* and in quarantine (home/ institutional) (AVCO)

****suspect is a person who meets the clinical AND epidemiological criteria: as per WHO COVID19 Case definitions as indicated in Annexure 6.***

The above categories of electors who opt to vote through postal ballot will hence forth be called absentee voters in each of the following categories :

- (a) 'AVSC', (b) 'AVPD' and (c) AVCO

2) Process of applying for PB

(2.1) An Absentee Voter wishing to vote by postal ballot has to make application to the Returning Officer (RO) of the constituency concerned, in Form-12D, giving all requisite particulars. Such application seeking postal ballot facility should reach to the RO during the period from date of announcement of election to five days following the date of notification of the election concerned.

(2.2) As per the amended provisions under Rule 27E and 27-I of CER, 1961 the issue of Postal ballot paper to the absentee voter and return of the ballot paper after voting shall be in such manner as the Commission may direct. Accordingly, the Commission has laid down the following procedure/guidelines for facilitating voting through postal ballot by the absentee voters of senior citizen category (AVSC), absentee voters belonging to PWD category (AVPD) and absentee voters belonging to COVID 19 category (AVCO).

(2.3) If any elector at the time of election is hospitalized on account of COVID-19, in a hospital within the State or is in Home/ Institutional Quarantine on account of COVID-19 and hence not be in a position to cast vote personally at the polling station as per medical advice and if such elector makes request for issue of Postal Ballot, the RO concerned, on being satisfied about the genuineness of the application, shall provide the postal ballot to the elector. The RO shall make arrangement to start deliver Postal Ballots and to get the same collected back

from the said elector before the date fixed for poll in the Constituency. This arrangement shall be made in coordination with the Nodal Officer for COVID- 19, designated by the Chief Secretary, on the directions of the Commission. Application for postal ballot paper from such electors (Form 12D) should be accompanied by copy of certificate/ instructions from competent health authorities which show that the applicant is hospitalized in the State or is in quarantine within the State (Home or Institutional) on account of COVID 19.

(2.4) In case of absentee voters belonging to PWD category (AVPD), who opt for postal ballot, application (Form 12D) should be accompanied by a copy of benchmark disability certificate specified by the concerned appropriate Government, under the Rights of Persons with Disabilities Act, 2016.

3. ACTION BY RO

(3.1) Distribution of Form 12 D by BLO:

- (a) BLO will visit to the houses of the absentee voters in category of AVSC, AVPD and AVCO, as per details provided by the RO, in the Polling Station area and deliver Form 12D to the concerned electors and obtain acknowledgements from them.
- (b) BLO shall deposit all the Acknowledgements obtained from the electors with the RO.
- (c) If an elector is not available, BLO will share his/her contact details and revisit to collect it within five days of the notification.
- (d) The elector may or may not opt for Postal Ballot. If he/she opts for Postal Ballot, then the BLO will collect the filled-in-Form 12D from the house of the elector within five days of the notification and deposit with the RO forthwith.
- (e) Sector Officer shall supervise the process of distribution and collection of Form 12D by BLOs under the overall supervision of RO.

(3.2) On receipt of application in Form-12D, the RO will draw a list (format as annexure-1) of all Absentee Voters in the 3 categories, i.e. (a) 'AVSC', (b) 'AVPD' and (c) AVCO, whose applications have been received in time and are in order.

(3.3) On the last date for making nominations for the election, the electoral roll is frozen for that election and no further addition or deletion can be carried out in the roll till the completion of the election. At this stage, RO shall verify and ensure that the applicants for postal ballots are registered as elector and their electoral particulars given in Form 12-D are correct with reference to the existing electoral roll. All the electors, whose particulars with reference to the electoral roll

have been found to be correct, shall be issued postal ballot paper as Absentee Voters in the category of AVSC and AVPD. In case of Absentee Voters belonging to the category of COVID-19 (AVCO), before issuing FORM 12D, the RO shall check certificate of competent authority, duly appointed by the State Government/UT administration to the effect that the elector is under home quarantine or institutional quarantine due to COVID-19.

The RO shall make arrangements to start dispatch of Postal Ballots not later than the fourth day of the last day of withdrawal nominations

(3.4) The RO shall indicate entry '**PB**' in the marked copy of the electoral roll against the names of such electors, to show that a postal ballot paper has been issued to them, without however recording therein the sl. no. of the ballot papers issued to them.

(3.5) The RO shall also ensure that elector who has been issued postal ballot is not allowed to vote at a polling station.

(3.6) The RO shall share list of all such PWD and 80+ electors, whose applications in Form 12D for availing Postal Ballot facility have been approved by him, with the Contesting Candidates of recognized political parties in printed hardcopy.

4. FORM AND DESIGN OF POSTAL BALLOT PAPER

The postal ballot paper for Absentee Voters shall be of the same form and language as the postal ballot paper for the voters on election duty. In this connection, reference is invited to the Commission's Directions No. 52/2015/SDR/Vol.I dated 18th September, 2015 and 52/2016/SDR/Vol.I dated 24th February, 2016, regarding the form of postal ballot paper for voters on election duty

5. VISITS OF POLLING OFFICIALS, BRIEFING OF ELECTORS AND COLLECTION OF MARKED BALLOT PAPERS

(5.1) Separate teams of poll officers, comprising two officials out of which at least one should be not below the rank/level of the official appointed as polling officer for Polling Station in the State, should be appointed for the purpose.

(5.2) Number of teams of Polling Officials to be appointed would depend on the number of Absentee Voters to whom postal ballot papers have been issued.

(5.3) The team of polling officials shall visit the electors at the address mentioned in their application in Form 12D for facilitating their voting by postal ballot paper.

(5.4) The electors will be intimated, in advance, about the date and approximate time of visit of poll officials. Such intimation may be given through SMS on the mobile phone number wherever the same has been mentioned in the application in Form-12D. In other cases, the intimation may be given by post and /or through the BLO.

(5.5) If the elector is not present at the given address at the first visit, the team shall pay a second visit after leaving intimation about the time of second visit. If the elector is not present even at the second visit, no further visit or action is required in his/her case.

(5.6) The candidates shall be informed about the schedule of visit for the delivery and collection of postal ballots for this category. They may, if desired, depute their authorized representatives (including BLAs), with prior intimation to the Returning Officer, to watch the process.

(5.7) The list of AVSCs, AVPDs and AVCOs shall be divided for distribution among the different teams of Polling Officials in such manner that each team gets a list of persons in geographically compact area.

(5.8) The visiting polling official shall ascertain the identity of the elector before issuing postal ballot paper.

(5.9) Name of elector and the document produced for identification shall also be entered in a register (annexed as annexure-2) to be maintained for the purpose, and signature/thumb impression of the elector obtained therein. Further, a tick mark shall be placed against the name of the elector in the list of AVSC, AVPD and AVCO to indicate that the person has voted. The counterfoil with the serial number and part number of elector duly filled up shall be got detached and kept in safe custody by the team.

(5.10) It shall be the responsibility of each team of polling officials to (a) issue postal ballot to each of the Absentee Voters assigned to it, (b) brief the elector about the procedure to be followed for voting through postal ballot, (c) make sure that the elector votes without anyone influencing his/her choice, and ensuring the secrecy of voting, all activities at the address of the elector concerned. However, if any elector is not able to cast vote by himself due to blindness or physical infirmity,

he/she shall be allowed to take the assistance of any adult person for casting vote.

(5.11) While briefing the electors about the procedure of voting and formalities to be observed on their part, the polling official shall clearly explain the following points to them: -

1. Making the declaration in Form 13A and getting it attested by the poll officer himself,
2. Entering the serial number of postal ballot paper, both on Form 13A and on the smaller envelope (Form 13B)
3. Manner of marking vote, i.e by placing either cross mark or tick mark against the name of the candidate of choice.
4. Folding and placing the marked ballot in the smaller envelope and closing the envelope,
5. Placing the declaration in Form 13A, duly filled up, signed and attested along with closed envelope (Form 13B) containing the marked ballot paper inside the larger envelope (Form 13C),
6. Closing the larger envelope and handing over the same to the poll officer.

(5.12) Poll officer is authorized to attest the declaration in Form 13A of AVSC, AVPD and AVCO. While attesting the declaration, the poll officer shall write his full name and also the designation 'poll officer'. In the case of a COVID affected person on treatment in Hospital, the Medical Officer attending to the person also authorized to attest the declaration.

(5.13) After vote is cast on postal ballot and the envelope in Form 13C is ready, the Poll Officials will collect the same.

(5.14) Each team of polling officials should be provided with the list of AVSC, AVPD and AVCO electors, adequate number of postal ballot papers, envelopes, pen, ink-pad (for thumb impression wherever required), glue stick for closing the envelopes, a sufficiently big canvas bag for keeping the envelopes of polled ballots and the counterfoils safely and other essential stationeries that may be considered necessary.

(5.15) Police Security cover shall be provided to the poll officers for their visits. Arrangement for videography of the proceedings at the address of AVSC/ AVPD/AVCO should also be made. For this purpose, a videographer should

accompany the poll officers. It shall be ensured that the secrecy of vote is not violated while carrying out the videography exercise.

(5.16) Visits by teams of poll officers to the address of AVSC, AVPD and AVCO electors should be planned in such a way that the same is completed one day prior to the date fixed for poll in the constituency. For instance, if poll is scheduled for 10th of Month, the postal voting for AVSC, AVPD and AVCO should be completed by 9th of that Month.

(5.17) For the poll officers deputed to AVCO electors, appropriate protection equipment including PPE kit shall be provided. This should be done in consultation with the Nodal Health Officer for AVCOs.

6. DEPOSIT OF ENVELOPES CONTAINING MARKED BALLOT PAPERS AND COUNTERFOILS

At the end of each day of visit by poll officers to the address of **AVSC/AVPD/AVCO** electors, the envelopes in Form-13C containing postal ballot paper etc. and the counterfoils of ballot papers containing the signature/thumb impression of electors and other particulars, shall be collected by the ARO designated of postal voting by the absentee voters. The ARO shall make arrangements to have the same delivered at the headquarters of the RO for keeping them in safe custody. The ARO shall maintain the record indicating the number of ballots sent on each day. This should also be shared with the RO daily.

b. ELECTION PHASE

1. DISTRIBUTION AND COLLECTION OF ELECTION MATERIAL

- 1) Large halls/spaces should be identified for distribution/collection of election material.
- 2) As far as possible, it should be organized in decentralized manner.
- 3) Prior staggered time should be allocated to the polling teams for distribution/ collection of election material.
- 4) Large space for waiting for officers should be arranged.
 - All steps for maintaining COVID 19 Protocol during entire process of distribution and collection of election materials should be ensured.
 - Strict social Distancing as per COVID 19 protocols shall be ensured through District Coordination Team during the entire process.
 - Use of masks by the officials and accompanying personnel shall be insisted.
 - Sanitizers shall be provided in sufficient quantity during the process.

2. ARRANGEMENTS AT THE POLLING STATION

a. NO. OF ELECTORS IN POLLING STATION

The number of electors shall be limited to 1000 instead of 1500 electors in a polling station. (Election Commission's Instruction No.23/SEC/2020-ERS, dated 23rd July 2020)

b. POLLING STATION ARRANGEMENTS

Election Commission has issued detailed instructions for assured minimum facilities at each polling station.

Polling day booth requirements

1. Thermal scanning devices should be ensured in all Booths on the day of polling. They will be provided with 03 numbers PPE kits for changing every 04 hrs.
2. Each booth should have Break the Chain kit containing 10 numbers each of 200 ml Hand wash & 500 ml Hand sanitizer for ensuring the "Break the Chain"
3. Each booth will be having a MASK CORNER with signage provided with 200 numbers of Triple layer masks for the electors if at all someone missed the masks while visiting the polling booth.
4. Each booth shall be provided with 2000 numbers of Disposable plastic gloves for the usage of Electors.
5. Each Booths shall be provided with 10 numbers of COVID 19 Protection kits for the polling officers, Police personal & Volunteers which contain 03 N95 masks, 03 pair Sterile gloves, a face shield (Disposable) & 200 ml Hand sanitizer.
6. The PPE Kits will be worn by all polling personnel during the last hour of polling which is reserved for Covid positive/suspect voters.

Now, in view of COVID-19 situation, following additional facilities/steps should be taken ensuring the Break the chain campaign. (Ref. Schematic diagram 2)

1. Mandatory sanitization of Polling Station, preferably, a day before the poll.
2. Thermal Scanner at the entry point of every polling station location.
3. Thermal Checking of voters at entry point of polling station by trained ASHA worker, paramedical staff or Volunteers from NSS, NCC or Student Police cadets with appropriate PPE.
4. If temperature is above the set norms (≥ 37.5 °C/ ≥ 99.5 °F) at first reading, then it will be checked twice and if it remains, then the elector shall be provided with token/certificate and will be asked to come for voting at the last hour of poll. At the last hour of poll, such electors shall be facilitated voting, strictly following COVID-19 related preventive measures.
5. Help Desk for distribution of token to the voters of first come first basis so that they do not wait in the queue.
6. Marker to demonstrate social distancing for queue.

7. Earmarking circle for 15-20 persons of 2 yards (6 feet) distance for voters standing in the queue depending on the availability of space. There shall be three queues each, for male, female, and PwD/ Senior citizen voters.
 8. The services of BLOs, volunteers etc. may be engaged to monitor and regulate social distancing norms strictly.
 9. One shaded waiting area with appropriate seating arrangements should be provided, for male and female separately, within the polling station premises so that voters can participate in voting without safety concerns.
 10. Soap and Water shall be provided at the entry/exit point of every polling station.
 11. Sanitizer should be provided at the entry/exit point of every polling station.
 12. Face Masks in reserves for those electors who are not carrying the mask will be kept.
 13. Awareness posters on COVID-19 should be displayed at visible locations.
 14. Sitting arrangement in polling station for the polling personnel and polling agents shall be made as per the norms of social distancing.
 15. If polling agent or counting agent is found to have temperature above the prescribed limit, then their reliever shall be allowed by the Presiding Officer, who will keep a record accordingly.
 16. During the process of identification of voter, the voters will require to lower the facemask for identification, when required.
 17. Hand gloves shall be provided to the voter, for signing on the voter register and pressing button of EVM for voting.
 18. Sanitizers shall be kept inside the booth at appropriate locations with clear direction for the use by voters.
 19. COVID-19 patients who are quarantined will be allowed to cast their vote in the last hour of the poll day at their respective Polling Stations, under the supervision of health authorities, strictly following COVID-19 related preventive measures. All Covid -19 suspect/ Covid-19 positive patients shall be allowed to vote only if they wear full PPE, hand gloves and N-95 masks.
 20. In case of those voters residing in areas notified as containment/ micro containment zones, the latest Covid protocols indicated by the Ministry of Home Affairs, Government of India shall be scrupulously followed.
- PPE kit will be provided to sector officers & assistants for collecting the voted ballots by COVID-19 positive electors.

3. BIO MEDICAL WASTE MANAGEMENT (COLLECTION AND DISPOSAL)

Collection and Disposal of Bio-Medical waste should be done through CBWTF (Common Bio- Medical Waste Treatment Facilities) across the state managed by IMAGE. The

arrangements should be available at the polling Booths for the safe disposal of used Gloves & masks. The materials collected in the Bags shall be handed over to nearby Health facilities from where the materials will be taken by the IMAGE for disposal as per the BMWM protocols. Unused gloves, PPE, masks, face shields should be handed over to the representative of the Nodal Health Officer.

C. POST ELECTION PHASE

1. STRONG-ROOM ARRANGEMENT

- 1) Strong room should be sanitized before completion of poll day.
- 2) Social Distancing and other safety norms shall be followed for each activity.

2. COUNTING OF VOTES

1. Not more than 7 counting tables should be allowed in a counting hall. Hence, counting of votes of a constituency may be considered at 3-4 halls by appointing additional Assistant Returning Officers. (In supersession of instructions dated 30th April 2014)
2. Carrying cases of CUs/VVPATs should be sanitized before placing over counting tables.
3. Display of result from the Control Units may be displayed on a large screen to avoid accommodation of large number of counting agents.
4. The counting centers shall be disinfected before, during and after the counting.
5. All counting officers will be provided with disposable face shield, N95 mask and gloves.
6. Wearing of triple layer medical masks and gloves shall be mandatory for all the persons in the counting room other than officers.
7. Social distancing should be maintained throughout.
8. Hand sanitizers/Liquid soap shall be provided in the counting centre at appropriate places (ENTRY/EXIT Points/Waiting areas).

(By Order of the Governor)

Teeka Ram Meena

Additional Chief Secretary &
Chief Electoral Officer

To

All Additional Chief Secretaries, Principal Secretaries, Secretaries and
Special Secretaries
Secretary, Kerala Niyama Sabha, Thiruvananthapuram
Advocate General, Ernakulam
State Police Chief, Thiruvananthapuram
All District Election Officers and All Head of Departments
Director of Health Services
Director of Medical Education
Principal Accountant General (Audit/A&E), Kerala, Thiruvananthapuram

Private Secretaries of Chief Minister/Ministers/Opposition
Leader/Speaker/Deputy Speaker/
Special Secretary to Chief Secretary
Web & News Media, I&PRD (wide publication)
Stock File/Office Copy

Forwarded/By Order



Section Officer

Copy to:-

1. Personal Assistant to Chief Electoral Officer.
2. Personal Assistant to State Nodal Officer for Covid-19 compliance.

ANNEXURE 1

A. **COVID-19: Guidelines on disinfection of common public places including offices.**

Scope: This document aims to provide interim guidance about the environmental cleaning /decontamination of common public places including offices in areas reporting COVID-19.

Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through Respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants.

In view of the above, the following guidelines are to be followed, especially in areas reporting COVID-19. For ease of implementation the guideline divided these areas into (i) indoor areas, (ii) outdoor areas and (iii) public toilets.

1. Indoor areas including office spaces.

Office spaces, including conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.

- Start cleaning from the inside of the room to outside.
- First clean the area with plain water.
- All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants. The guidelines for preparing fresh 1 % sodium hypochlorite solution is at **Annexure 1.B**
- High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned thrice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like tabletops, chair handles, pens, diary files, keyboards, mouse. mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- After cleaning the area with the disinfectant, leave the surface to get dry (contact

period – for the action of disinfectant) almost 15 minutes; then clean those areas with plain water.

- Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
- In a meeting/conference/office room if someone is coughing. without following respiratory etiquettes or mask, the areas (2 metre circumference) around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- Ensure thorough cleaning and disinfection of the cleaning materials especially mop head ideally place in 0.5 % hypochlorite solution for 20 minutes and wash in soap and water and keep for drying.
- Remove the PPE and place the mask, tissues, toiletries in yellow bag; plastic gloves if disposable, plastic apron and other plastic items in red bag. The heavy duty gloves used must be thoroughly cleaned with soap solution and water. (Wash the hands/sanitise in between removal (doffing) of each PPE.)

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others

2. Outdoor areas

Outdoor areas have less risk than indoor areas due to air currents and exposure to sunlight. These include bus stops, railway platforms, parks, roads, etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.

3. Public toilets

Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet.

Areas	Agents/Toilet cleaner	Procedure
Toilet pot/commode	Sodium hypochlorite 1%/detergent Soap powder/long handle angular brush	Inside of toilet pot commode Scrub with the recommended agents and the long handle angular brush
Lid/commode	Nylon scrubber and soap powder/detergent 1% Sodium hypochlorite	Wet and scrub with soap powder and the nylon scrubber inside and outside Wipe with 1% sodium hypochlorite. After 10 minutes wipe with plain water.
Toilet floor	Soap powder/detergent and scrubbing brush/nylon broom.	Scrub floor with soap powder and the scrubbing brush

	1% sodium hypochlorite	Wash with water. Use sodium hypochlorite 1% dilution After 10 minutes wipe with plain water.
Sink	Soap powder/detergent and scrubbing brush/nylon broom. 1% sodium hypochlorite	Scrub with the nylon scrubber Wipe with 1% sodium hypochlorite After 10 minutes wipe with plain water.
Showers area/Taps and fitting	Warm water detergent powder, Nylon scrubber 1%, Sodium hypochlorite/70% alcohol	Thoroughly scrub the floors/tiles with warm water and detergent Wipe over taps and fittings with a damp cloth and detergent Care should be taken to clean the underside of taps and fittings. Wipe with 1% sodium hypochlorite/70% alcohol After 10 minutes wipe with plain water.
Soap dispensers	Detergent and water	Should be cleaned daily with detergent and water and dried

- 70% Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g., metal. (Chloroxylenol (4.5-5.5%) Benzalkonium Chloride or any other disinfectants found to be effective against coronavirus may be used as per manufacturer's instructions)

- Always use freshly prepared 1% sodium hypochlorite.

Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces), as the disinfection may not be obtained in all areas thus ideally wipe the areas with disinfectants.

To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.

Disinfect all cleaning equipment after use and before using in other area.

Disinfect buckets by soaking in bleach solution or rinse in hot water.

Personal Protective Equipment (PPE): Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.

Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.

Gloves should be removed and discarded if damaged, and a new pair should be worn.

All disposable PPE should be removed and discarded after cleaning activities are completed.

Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning. (Refer to Annexure 1.C.: Steps of Hand Hygiene)

Masks are effective if worn according to instructions and properly fitted. Masks should be discarded and changed if they become physically damaged or soaked. (Annexure-1.D: Guidelines for use of mask)

B. Guidelines for Preparation of 1 % sodium hypochlorite solution

Product	Available Chlorine	Percent
Sodium hypochlorite — liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite — liquid	5%	1 part bleach to 4 parts water
Bleaching powder	30%	30g to 1 litre water
Any other	As per manufacturer's Instructions	

Requirements

- Utility gloves
- Disposable plastic apron
- Goggles
- Mask
- Bucket
- Container
- Bleaching Powder
- 30 gm measuring cup

Steps

- Don appropriate PPE.
- Take adequate amount of water in a bucket.
- Take sufficient quantity of bleaching powder (30 gm for 1 litre) in a container
- Pour small quantity of water and make it into a paste and transfer it to a bucket.
- Add more water to make it 1% hypochlorite solution, appears as a milky white solution.
- Wait for sedimentation.
- Colourless, highly disinfectant 1% hypochlorite solution is ready to use.

C. Steps of Hand Hygiene

Hand-washing technique with soap and water

- 

1 Wet hands with water
- 

2 Apply enough soap to cover all hand surfaces
- 

3 Rub hands palm to palm
- 

4 Rub back of each hand with palm of other hand with fingers interlaced
- 

5 Rub palm to palm with fingers interlaced
- 

6 Rub with back of fingers to opposing palms with fingers interlocked
- 

7 Rub each thumb clasped in opposite hand using a rotational movement
- 

8 Rub tips of fingers in opposite palms in a circular motion
- 

9 Rub each wrist with opposite hand
- 

10 Rinse hands with water
- 

11 Use elbow to turn off tap
- 

12 Dry thoroughly with a single-use towel

12 Hand washing should take 15-30 seconds

D. Guidelines for use of mask

The correct procedure of wearing triple layer surgical mask.

1. Perform hand hygiene.
2. Unfold the pleats; make sure that they are facing down.
3. Place over nose, mouth, and chin.
4. Fit flexible nose piece over nose bridge.
5. Secure with tie strings (upper string to be tied on top of head above the ears —lower string at the back of the neck.)
6. Ensure there are no gaps on either side of the mask, adjust to fit.
7. Do not let the mask hanging front the neck.
8. Change the mask after six hours or as soon as they become wet.
9. Disposable masks are never to be reused and should be disposed of.
10. While removing the mask great care must be taken not to touch the potentially infected outer surface of the mask
11. To remove mask first untie the string below and then the string above and handle the mask using the upper strings.
12. Disposal of used masks: Used mask should be considered as potentially infected medical waste. Discard the mask in a closed bin immediately after use.

E. BIOMEDICAL WASTE MANAGEMENT

(As Per Biomedical Waste Management Rules,2016 Published Vide Notification No. G.S.R.343€, Dated 28th March 2016; Last Updated 23rd February,2019(Act2899))

- All items contaminated with blood or body fluids, routine masks, non plastic gowns which can be incinerated should be placed in yellow bag.
- All contaminated recyclable waste like disposable gloves, plastic apron, goggles etc must be placed in red bucket.
- Those must be collected and send to nearest IMAGE facility for transport & treatment.
-

ANNEXURE 2

List of AVSC, AVPD and AVCO electors entitled to vote through postal ballot

Name of Election: _____

Name of Constituency: _____

Sl.no.	Name of Elector	Part Number	Sl. Number in the Part	EPIC number

Signature of RO

Date:

ANNEXURE 3

List of AVSC/AVPD/AVCO electors issued with postal ballot

Name of Election: _____

Name of Constituency: _____

Sl.no.	Name of Elector	Sl. No. in the list of AVSC/AVPD electors	Document produced for identification	Date on which voted	Signature/Thumb impression of elector

Signature of Poll Officer

Name : _____

ANNEXURE 4:**STATE NODAL OFFICER FOR COVID 19 COMPLIANCE FOR KLA ELECTIONS 2021**

SI. No	Name	Designation	Phone No.	E-mail ID
1	Sanjay M. Kaul IAS	Secretary, Home & Vigilance	9447011901	smksecy@gmail.com secy.home@kerala.gov.in

A. DETAILS OF STATE NODAL HEALTH OFFICER

SI. No	Name of Nodal Officer	Designation	Phone No.	E-mail ID	Other Information
1	Dr Sarita R L	Director of Health Services	9447139266	dhsKERALA@gmail.com dhsKERALA.hlth@kerala.gov.in	

DETAILS OF STAND -BY STATE NODAL HEALTH OFFICERS

SI. No	Name of Stand by Nodal Officer	Designation	Phone No.	E-mail ID	Other Information
1	Dr Raju.V.R	Additional Director (Planning)	9037761719	drvrraju@gmail.com	
2	Dr Muraleedharan Pillai.C	Additional Director (Vigilance)	9447136608	vigilancedhs@gmail.com	

DETAILS OF STATE BACK UP TEAM

Sl. No	Name of Stand by Nodal Officer	Designation	Phone No.	E-mail ID	Other Information
P.O	Dr Suja.S.R	Junior Administrative Medical Officer	9443118113	sujaedwin2@gmail.com	
2	Dr Sindhu Sreedharan	Junior Administrative Medical Officer	9747853036	drsindhusreedharan@gmail.com	
3	Smt Maya.K.S	Junior Superintendent	9497617919	niyamasabhadhs@gmail.com	
4	Shri Pradeep.S	Senior Clerk	9544303030	niyamasabhadhs@gmail.com	
5	Shri Renjith.D	Senior Clerk	9288183971	niyamasabhadhs@gmail.com	
6	Shri Sai Varghese	Senior Clerk	9744649654	niyamasabhadhs@gmail.com	
7	Shri Baiju.R	Office Attendant	9846305123	niyamasabhadhs@gmail.com	

B. DETAILS OF CONSTITUENCY WISE NODAL HEALTH OFFICERS

Sl No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID
P.O	KASARGODE	MANJESHWAR	Dr.Shanty.K.K	Deputy.DMO(H)DMO(H), Kasaragodu	9495678679	shantyjaideep@gmail.com
2		KASARGODE	Dr.ShameemaThanveer	Medical Officer, Primary Health Centre Chengala	9446401551	shameematnwr@gmail.com
3		UDUMA	Dr.Muhammed.M	Medical Officer,Family Health Centre, Udma	9447285735	mohameddrmaliga@yahoo.co.in
4		KANHANGAD	Dr.Muralidharan Nalluraya	Dr. CH Officer DMO(H), Kasaragodu	7907694789	rchkrsd@gmail.com
5		TRIKKARIPUR	Dr.Suresan.V	Jr.Medical Consultant-Pediatrics	8590289568	v.sureshan@yahoo.com
6	KANNUR	PAYYANNUR	Dr.Anitha.M.N.	Superintednent,Taluk Hospital, Peringome.	9847973261	bphcperingome@gmail.com
7		KALLIASSERI	Dr.AnishBabu.T.	Superintednent,Taluk Hospital, Pazhayangadi	9447372672	chcpayangadi@gmail.com
8		TALIPARAMBA	Dr.Karthyayani.K	MedicalOfficer, Community Health Centre, Mayyil.	9961483710	mochcmayyil@gmail.com
9		IRIKKUR	Dr.ManuMathew	MedicalOfficer,CommunityHealth Centre, Irikkur.	9447690467	phcirikkur@gmail.com
10		AZHIKKODE	Dr.Sindhukala	Medical Officer, Community Health Centre, Azhikode	9447133015	bphcazhikode@gmail.com
11		KANNUR	Dr.Ashraf.K.P	Medical Officer, Family Health Centre, Munderi.	9400521852	phcmunderi@gmail.com

SI No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID
12		DHARMADAM	Dr.Shina.V.P.	Medical Officer, Community Health Centre, Pinarayi.	9447947097	chcpinarayi@gmail.com
13		THALASSERY	Dr.Bijoy.C.P.	Medical Officer, Family Health Centre, Eranholi.	9846899833	phceranholi@gmail.com
14		KUTHUPARAMBA	Dr.VineethaJanardhanan	Medical Officer, Family Health Ce ntr e, Kottayam Malabar.	9846812014	phckottayammalabar@gm ail .com
15		MATTANNUR	Dr.Sushama.	Medical Officer, Community Health Centre, Mattannur	9446382278	ghmtnr@gmail.com
16		PERAVOOR	Dr.GriffinSurendran	Superintednent, Taluk Hospital, Peravoor.	9744700001	thperavoor@gmail.com
17	WAYANAD	MANANTHAVADY	Dr Noona Marja KM	Deputy Superintendent, District Hospital, Mananthavady	8111970336	noonu28@yahoo.in
18		SULTHANBATHERY	Dr. Sethulakshmi S	Superintendent, Taluk Head Quarters Hospital, Bathery	8547839512	thqh.bathery@gmail.com
19		KALPETTA	Dr Navya J Thykkattil	Deputy Superintendent, General Hospital, Kalpetta	7012261285	gh.kalpeta@gmail.com
20	KOZ HIK ODE	VADAKARA	Dr Usman KK	Medical Officer, CHC Orkkattery	9447311675	kakkatusman@gmail.com
21		KUTTIADI	Dr. Pradosh Kumar. M	Medical Officer, PHC Puramery	8589825543	phcpuramery@gmail.com

SI No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID	
22		NADAPURAM	Dr.Saseendran. P K	MedicalOfficer, CHC Valayam	9846464668	chcvalavam@email.com	
23		QUILANDY	Dr. Prathibha.P	Superintendent, THQH, Koyilandy	9446304259	drprathibhp@yahoo.co.in	
24		PERAMBRA	Dr.Shamin	Superintendent, TH Perambra	9447475480	shaminpr@gmail.com	
25		BALUSSERI	Dr. Suresan.K K	Superintendent, TH Balussery	9447279338	sureshianika@gmail.com	
26		ELATHUR	Dr. Baby Preetha	MedicalOfficer,C HC Thalakkulathur	9496422243	drpreethasuresh@gmail.com	
27		KOZHIKKODE NORTH	Dr. Sachin Babu	Deputy Superintendent, GGH Kozhikode	9447276170	drsachinbabu@gmail.com	
28		KOZHIKKODE SOUTH	Dr. Abass. K	Deputy Superintendent, Govt W&C Hospital, Kozhikode	9961997700	Abass9961@gmail.com	
29		BEYPORE	Dr. Lalu Johnes. R	Superintendent, TH Feroke	9447342962	drlaluionesr@gmail.com	
30		KUNNAMANGALAM	Dr.Sunil Kumar. P S	MedicalOfficer, PHC Choolur	9846145709	drsunilps@gmail.com	
31		KODUVALLY	Dr.Kesavanunni. M	Superintendent, TH Thamarassery	9447541664	mkesavanunnv@gmail.com	
32		THIRUVAMBADI	Dr. Shaji.C K	Medical Officer,CHC Mukkam	9447385449	drshaiick@gmail.com	
33		MALAPPURAM	KONDOTTY	Sri. Anilkumar.M	Health Supervisor, Kondotti	9946473861	mochckondotty@gmail.com
34			ERNAD	Sri. Thomas. O.K	Health Supervisory, Edavanna	9497305072	mochcedavanna@gmail.com
35			NILAMBUR	Sri. Sabarisan. P	Health Supervisor, Chunkathara	9447679000	mochcchungathara@gmail.com
36	WANDOOD		Sri. Jaganeevasan.V	Health Supervisor, Vandoor	9495487545	chcwandoor@gmail.com	
37	MANJERI		Sri. Dinesh. V.V	Health Inspector, Keezhattur	9447677265	keezhatturphc@gmail.com	

SI No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID	
38		PERINTHALMANNA	Sri. Ramankutty.C	Health Supervisor, Melattur	9744969488	melatturphc@gmail.com	
39		MANKADA	Sri. Shaji. K.T	Health Supervisor, Mankada	9895218471	phcmankada@gmail.com	
40		MALAPPURAM	Sri. Subramanyan	Health Supervisory, Pookottur	9497631703	mophcpookkottur@gmail.com	
41		VENGARA	Sri. Syed.M Abdul Rehman	Health Supervisory, Vengara	9846254288	movengara@gmail.com	
42		VALLIKKUNNU	Sri. Dinesh. V. P	Health Inspector, Pallickal	9447393006	mophcpallikkal@gmail.com	
43		TIRURANGADI	Sri. Asharaf. K.K	Health Supervisor, Neduva	9946354889	mobphcneduva@gmail.com	
44		TANUR	Sri. Muhammed Abdul Latheef	Health Inspector, Thanur	8075743195	chctanur@gmail.com	
45		TIRUR	Sri. Prakash. P.S	Health Supervisory, Vettom	9747211582	mophcvettom@gmail.com	
46		KOTTAKKAL	Sri. Ranjith Gopinath	Health Inspector, Kottakal	9048051557	phckottakkal@gmail.com	
47		THAVANUR	Sri. Kensudeen	Health Inspector, Edappal	9946565859	mochcedappal@gmail.com	
48		PONNANNI	Sri. Pradeep. E	Health Supervisor i/c, Maranchery	9447669294	chcmaranchery@gmail.com	
49		PALAKKAD	THRITHALA	DR.SUSHAMA	Superintendent,Community Health Centre ,Chalissery	9946946122	chalisserychc@gmail.com
50			PATTAMBI	DR.ABDUL RAHIMAN	Superintendent, Taluk Head Qurters Hospital, Pattambi	9447238912	thqhpattambi@gmail.com
51			SHORNUR	DR.HANEEFA	Medical Officer, Community Health Centre ,Chalavara	9747681980	bphcchalavara@gmail.com

SI No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID
52	THRISSUR	OTTAPPALAM	DR.TAJ PAUL PANAKKAL	Superintendent, Taluk Head Qruters Hospital, Ottapalam	9847031197	thqhottapalam@gmail.com
53		KONGAD	DR.LEENAKUMARY	Medical Officer CHC Kongad	9447381567	mophckongad@yahoo.com
54		MANNARKKAD	DR.PAMEELI.N.	Superintendent, Taluk Head Qruters Hospital, MANNARKKAD	9947447961	thqhmankkad@gmail.com
55		MALAMPUZHA	DR.ARUN SREEDHAR	MO THQH Elappully	9496349209	chcelappully@gmail.com
56		PALAKKAD	MOHANAN	Technical Assistant GR II, DMO Palakkad	9495083913	palakkaddmo@gmail.com
57		TARUR	DR.JAYATH.V.R.	Medical Officer, Community Health Centre , VADAKKENCHERY	9447369322	chcvadakkencherry@gmail.com
58		CHITTUR	DR.RADHAKRISHNAN	Superintendent, Taluk Head Qruters Hospital, Chittur	9446531579	ghchittur@gmail.com
59		NENMARA	DR.HASEENA	Superintendent, Community Health Centre , Nemmara	9447304713	chcnenmara@gmail.com
60		ALATHUR	DR.FLEMY	Superintendent, Taluk Head Qruters Hospital, Alathur	7356325396	thqhhospitalalathur@gmail.com
61		THRISSUR	CHELAKKARA	Sri. Ramadas	Health Supervisor, Community Health Centre , Thiruvilwamala	9447323660

SI No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID	
62	KANNUR	KUNNAMKULAM	Sri. Unni Ahammed	Health Supervisor, Community Health Centre , Pazhanji	9495276937	unnivakkala@gmail.com	
63		GURUVAYOOR	Sri. Raju KR	Community Health Centre , Vadakkekkad	9745720999	rajuramtdpa@gmail.com	
64		MANALUR	Sri. Gopinathan	Community Health Centre , Mullassery	9446360682	gopichoorath@gmail.com	
65		WADAKKANCHERRY	Sri. Satheesan	Community Health Centre , Erumapetty	9496837377	psknmenon@gmail.com	
66		OLLUR	Sri. Raman	Community Health Centre , Ollur	9447385784	ramanks1969@gmail.com	
67		THRISSUR	Sri. Hariprasad	Community Health Centre , Tholur	9447242450	hsblockphctholur@gmail.com	
68		NATTIKA	Sri. Subramaniyan	Community Health Centre, Vadanappilly	9447940973	chcvatanappally@gmail.com	
69		KAIPAMANGALAM	Sri. Gopi	Community Health Centre, Perinjanam	9446670477	gopimannadiar@gmail.com	
70		IRINJALAKKUDA	Sri. Radhakrishnan	Community Health Centre, Anandapuram	9447745246	anandapuramphc@gmail.com	
71		PUTHUKKAD	Sri. Ramadasan TV	Community Health Centre, Mattathur	7907256337	ramadasthottahil@gmail.com	
72		CHALAKKUDY	Sri. Muhammed PM	Community Health Centre, Elinjipra	9747211522	bacmohammed@gmail.com	
73		KODUNGALLUR	Sri. Sibi	Community Health Centre, Vellangalloor	9496425329	sibymoovelil66@gmail.com	
74		KANNUR	PERUMBAVOOR	Dr Shani MM	Superintendent, THQH Perumbavoor	9447421852	thqhpvr@gmail.com
75			ANGAMALY	Dr Naseema Najeeb	Superintendent, DH Angamaly	9446478043	thangamaly@gmail.com
76	ALUVA		Dr. Prasanakumari	Superintendent, DH Aluva	9744841155	thqhoffice@gmail.com	

SI No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID	
77		KALAMASSERY	Dr Appu Cyriac	Medical Officer (I/C), Community Health Centre, Varappuzha	9447347405	chcvarappuzha@gmail.com	
78		PARAVUR	Dr Rosamma PS	Superintendent, THQH North Paravoor	9446040827	thqhnparur@yahoo.co.in	
79		VYPEEN	Dr Sreekumari BS	Superintendent, Taluk Hospital	9446449963	chcnjarakkal@gmail.com	
80		KOCHI	Dr Suma C	Superintendent, THQH Fort Kochi	9447001063	thqhhochi@gmail.com	
81		THRIPUNITHURA	Dr Catherine Susheel Peter	Superintendent, THQH Tripunithura	9388628670 3	thqhtpra@gmail.com	
82		ERNAKULAM	Dr Anitha A	Superintendent, GH Ernakulam	9447979777	ghekmooffice@gmail.com	
83		THRIKKAKKARA	Dr Dhanya KV	Medical Officer, Primary Health Centre Kakkanad	9947102486	phckakkanad@gmail.com	
84		KUNNATHUNAD	Dr Mohanachandran AP	Medical Officer(I/C), Community Health Centre, Malayidamthuruthu	9846322280	malayidamthuruthchc@gmail.com	
85		PIRAVOM	Dr Sunil J Elanthatt	Superintendent, TH Piravom	9447267365	chcpiravom@gmail.com	
86		MUVATTUPUZHA	Dr Asha Vijayan	Superintendent, GH Muvattupuzha	9544725544	suptthqhmuvattupuzha@gmail.com	
87		KOTHAMANGALAM	Dr Anjali	Superintendent, THQH Kothamangalam	9446543553	thqhktmOffice@gmail.com	
88		IDUKKI	DEVIKULAM	Sri. CG Baburaj	Health Supervisor, Community Health Centre, Chithirapuram	9447174383	phcchithirapuram@yahoo.com
89			UDUMBANCHOLA	Sri. Joy VV	Health Supervisor, BPHC Pampadumpara	9447826426	phcpampadumpara@gmail.com

SI No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID
90		THODUPUZHA	Sri. Minu MS	Health Inspector, Community Health Centre, Purapuzha	9496946686	chcpuraouzha@gmail.com
91		IDUKKI	Sri. Jojo Syriac	Health Supervisor, Community Health Centre, Muttom	9497027040	chcmuttom@gmail.com
92		PEERUMADE	Sri. Muhammed Shereef	Health Supervisor, Community Health Centre, Vandiperiyar	8606311553	chcvandiperiyar@gmail.com
93	K O T T A	PALA	Dr. Shammi Rajan	Superintendent, GH Pala	9447461355	suptpala@gmail.com
94		KADUTHURUTHY	Dr. Sam Paul.C	Superintendent, THQH Kuravilangad	9847716938	thkvld@gmail.com
95		VAIKOM	Dr. Anitha Babu ...	Superintendent, THQH, Vaikom	9605949521	thqhvaikom41@gmail.com
96		ETTUMANOOR	Dr. Roslin Joseph	Medical Officer, Community Health Centre, Athirampuzha	9447191870	phcathirampuzhal@gmail.com
97		KOTTAYAM	Dr. Bindu Kumari. R	Superintendent, GH Kottayam	9605408756	districthospitalktm@gmail.com
98		PUTHUPALLY	Dr. Manoj K.A	Superintendent, THQH, Pampady	9447288212	thqhpampady@gmail.com
99		CHANGANACHERRY	Dr. Ajithkumar .S.L	Superintendent GH Changanacherry	9496887427	thqhchry@gmail.com

SI No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID
100	Y A M	KANJIRAPALLY	Dr. Shanthi.M	Superintendent, GH Kanjirapally	9562685920	thqhkply@gmail.com
101		POONJAR	Dr. Nihal Muhamed B.J	Medical Officer, FHC Erattupetta	8075535511	mophcerattupetta@gmail.com
102	A L P P	AROOR	Dr. Roobi	Civil Surgeon, Taluk Hospital, Thuravoor	9447365568	thuravoorchc@yahoo.in
103		CHERTHALA	Dr. Jayanthy	Civil Surgeon, Community Health Centre, Muhamma	9446158930	mochcmuhamma@gmail.com
104		ALAPPUZHA	Dr. Sidharth	Deputy Superintendent, General Hospital, Alappuzha	9447575730	ghalappuzha@gmail.com
105		AMBALAPPUZHA	Dr. Preethy	Assistant Surgeon, Primary Health Centre, Purakkad	9447056493	phcpurakkad@gmail.com
106		KUTTANAD	Dr. Anilkumar	Civil Surgeon, Community Health Centre, Veliyanad	9447809555	chcveliyanad123@gmail.com
107		HARIPAD	Dr. Umesh	Assistant Surgeon, Family Health Centre, Cheruthana	8891267649	cheruthanaphc@gmail.com

SI No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID
108	UZHANA	KAYAMKULAM	Dr Thanuja	Civil Surgeon, Community Health Centre, Muthukulam	9447246199	chcmuthukulam@gmail.com
109		MAVELIKKARA	Dr Jithesh	Superintendent, District Hospital, Mavelikkara	9446979961	dhmvkoff@gmail.com
110		CHENGANNUR	Dr. Sabu Sugathan	Civil Surgeon, Community Health Centre, Mannar	9447700071	chcmannar@gmail.com
111	PANTHANA MTHITA	THIRUVALLA	Dr Sunithakumari R	Block Medical Officer, Community Health Centre Chathenkery	9447074671	drsunithavijayan@gmail.com
112		RANNI	Dr. Ashish Panicker	Block Medical Officer, Community Health Centre Vechoochira	9995453149	vechoochirachc@gmail.com
113		ARANMULA	Dr Maya R	Block Medical Officer, Community Health Centre Elanthoor	9447462745	r.maya57@gmail.com
114		KONNI	Dr. Jyothilal	Block Medical Officer, Community Health Centre Vallicode	9447793139	phcvallikode@gmail.com
115		ADOOR	Dr Sujith G	Block Medical Officer, Community Health Centre Enadimangalam	9895813637	sujithgemlest@mail.com

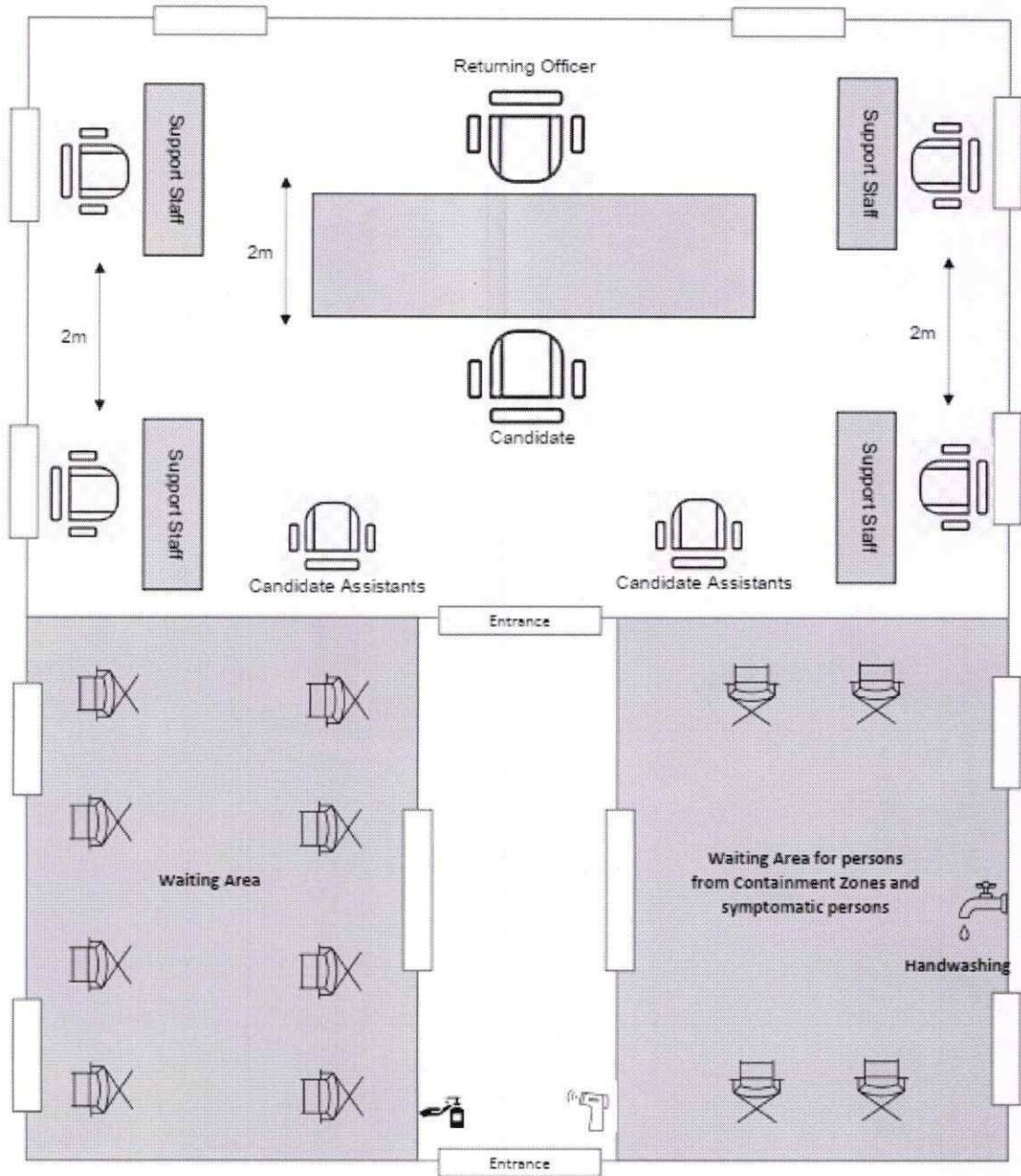
SI No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID
116	KOLLAM	KARUNAGAPALLY	Dr. Sunil Kumar	Medical Officer in charge, CHC Oachira	9495272898	chcoachira@gmail.com
117		CHAVARA	Dr. Neethu	Medical Officer in charge, CHC Chavara	9567195198	chchavara@gmail.com
118		KUNNATHUR	Dr. M.K Vimala	Medical Officer in charge, CHC Sooranad	9746400703	chcsooranad@gmail.com
119		KOTTARAKKARA	Dr. Jyothilal	Medical Officer in charge, CHC Nedumoncavu	9447075137	monedumoncavu@gmail.com
120		PATHANAPURAM	Dr. Hanies	Medical Officer in charge, CHC Pathanapuram	9447689704	mochcptpm@yahoo.in
121		PUNALUR	Dr. Shameer	Medical Officer in charge, CHC Anchal	9446528033	anchalchc@gmail.com
122		CHADAYAMANGALAM	Dr. Sasi K	Medical Officer in charge, CHC Nilamel	8086185004	chcnilamel@gmail.com
123		KUNDARA	Dr. Resmi S Pillai	Medical Officer in charge, PHC Kottamkara	9497849253	kottamkaranew@gmail.com
124		KOLLAM	Dr. Lesitha	Medical Officer in charge, CHC Thrikkadavoor	9847279693	mochckadavoor@gmail.com
125		ERAVIPURAM	Dr. Nadasha	Medical Officer in charge, CHC Palathara	9446905434	palatharaphc@gmail.com
126	CHATHANNOOR	Dr. Bincy	Medical Officer in charge, CHC Kalakkode	9846661335	chckalakkode@gmail.com	
127	VARKALA	Sri.Satheesan.P.K	Health Supervisor, CHC Manamboor	9446489653	mbrchc@gmail.com	
128	ATTINGAL	Sri.Ibrahim Korankun an	Health Supervisor, CHC Kesavapuram	9746363226	chcksvpm@gmail.com	
129	CHIRYINKEEZHU	Sri.Raghavan.A	Health Supervisor, RHC Vakkom	9447710295	movakkom@gmail.com	

SI No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID
130	T H I R U V A N A N T H A P U R A M	NEDUMANGAD	Sri. Chandran KK	Health Supervisor, Community Health Centre Kallara	8075695873	chckallara@gmail.com
131		VAMANAPURAM	Sri. Radhakrishnan	Health Supervisor, Family Health Centre Vamanapuram	9446546432	phcvamanapuram@gmail.com
132		KAZHAKOOTTAM	Sri. Sasi K	Health Supervisor, Community Health Centre Puthenthope	9645458269	chcputhenthope@gmail.com
133		VATTIYOORKAVU	Sri. Joseph Sartho PJ	Health Supervisor, DVC Unit Thiruvananthapuram	9747203572	dvcutvm@gmail.com
134		THIRUVANANTHAPURAM	Sri. Sreekrishnan PT	Health Supervisor, MCH Unit Pangappara	9495449068	mchunitpangappara@gmail.com
135		NEMOM	Sri. Sunil Kumar	Health Supervisor, General Hospital Thiruvananthapuram	9495730492	generalhospitaltrivandrum@gmail.com
136		ARUVIKKARA	Sri. Sojan Varghese	Health Supervisor, Community Health Centre, Velland	9447612581	vellanadchc@gmail.com

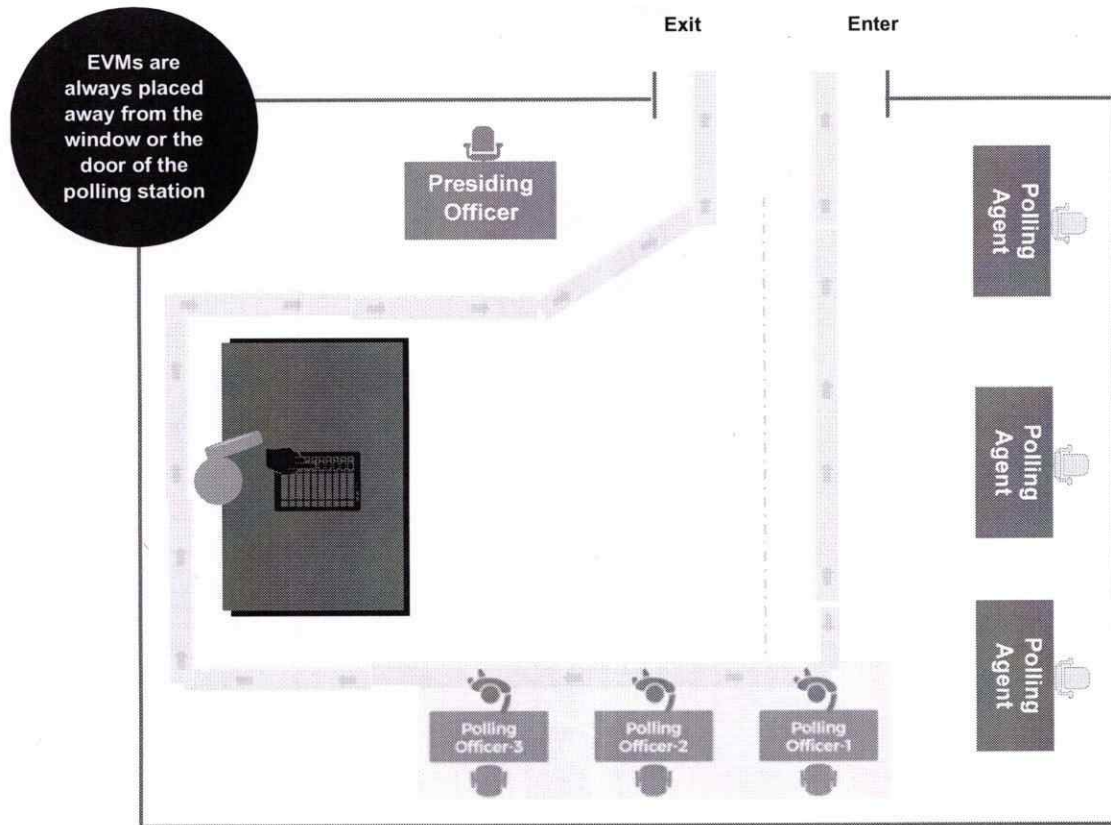
SI No	District	Name of Assembly Constituency	Name of Nodal Officer	Designation & Institution	Phone No.	Email ID
137	N T H A P U R A M	PARASSALA	Sri. Baijukumar T	Health Supervisor, Community Health Centre, Vellarada	9567444331	chcvellarada@gmail.com
138		KATTAKKADA	Sri. Sushilkumar	Health Supervisor, Community Health Centre, Vilappil	9447862807	chcvilappil@gmail.com
139		KOVALAM	Sri. Muraleedharan KU	Health Supervisor, Community Health Centre, Pulluvila	9745005886	pvlachc10@gmail.com
140		NEYATTINKARA	Sri. Joy Thomas	Health Supervisor, Community Health Centre, Perumkadavila	944631323	chcperumkadavila@gmail.com

ANNEXURE 5

Schematic 1. Nomination Process



Schematic 2. Voting Process



ANNEXURE 6

Covid suspect is a person who meets the clinical AND epidemiological criteria: as per WHO COVID19 Case definitions as indicated in Annexure 6.

Clinical Criteria:

- Acute onset of fever AND cough; OR
- Acute onset of **ANY THREE OR MORE** of the following signs or symptoms: Fever, cough, general weakness/fatigue¹, headache, myalgia, sore throat, coryza, dyspnoea, anorexia/nausea/vomiting¹, diarrhoea, altered mental status.

AND

Epidemiological Criteria:

- Residing or working in an **area with high risk of transmission of virus**: closed residential settings, humanitarian settings such as camp and camp-like settings for displaced persons; anytime within the 14 days prior to symptom onset; or
- Residing or travel to an **area with community transmission** anytime within the 14 days prior to symptom onset; or
- ***Working in any health care setting, including within health facilities or within the community; any time within the 14 days prior of symptom onset.***

A patient with **severe acute respiratory illness**:

(SARI: acute respiratory infection with history of fever or measured fever of ≥ 38 C°; and cough; with onset within the last 10 days; and requires hospitalization).

Asymptomatic person not meeting epidemiologic criteria with a **positive SARS-CoV-2 Antigen-RDT²**

(1 Signs separated with slash (/) are to be counted as one sign.

2 NAAT is required for confirmation, see Diagnostic testing for SARS-CoV-2

See Antigen detection in the diagnosis of SARS-CoV-2 infection using rapid immunoassays)