



ଓଡ଼ିଶା ସରକାର  
ରାଜସ୍ୱ ଓ ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା ବିଭାଗ  
(ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା)  
**GOVERNMENT OF ODISHA**  
**REVENUE & DISASTER MANAGEMENT DEPARTMENT**  
**(DISASTER MANAGEMENT)**

By Fax/e-mail/Post

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No. 2332 /R&DM(DM)

Date: 27.04.2020

From

Pradeep Jena, IAS  
Special Relief Commissioner &  
Principal Secretary to Government  
(Disaster Management)

To

The Principal Secretary to Government,  
Panchayati Raj & DW Department/ Housing and UD Department

**Sub: Approval of unit cost for running of Temporary Medical Camps (TMCs) for the people stranded outside the State who intend to come back to Odisha after the lockdown period**

Ref: PR&DW Department letter No.7767/ dated 24.4.2020

Sir,

The Government has approved the following expenditure for Temporary Medical Camps (TMCs) for the people stranded outside the State who intend to come back to Odisha after the lockdown period: -

1. Food expenditure: **Rs.120/-** per Adult Per day and **Rs.100/-** per Child below 14 years per day for the period of 14 days from the date of report in the GP/ ULB.
2. Personal Hygiene Kit (for the 14 Day period): **Rs.300/-** per person (tooth brush, paste, tongue cleaner, soaps, oil, razor, masks, sanitary pad, mug, bottle, bucket, etc )
3. Two bed sheets and two pillow covers may be procured for each bed (Where not available on hire or not procured out of other fund).
4. Cleaning, Sanitation, Security: Cost as per actual not exceeding **Rs.2000/-** per day per facility.

Procurement of Beds (cots and mattresses, pillows) may be made through hiring and hiring cost can be charged to SDRF. If these have to be procured, funds under other schemes of the concerned Department may be utilized.


Detailed account of persons kept in the TMC shall be maintained in a register. The data of such people shall be uploaded in the official website of the concerned district.

Details of people engaged for cleaning and maintenance of the facilities shall also be maintained for record.

This norm shall also be applicable to H & UD Dept for all ULBs.

The Guidelines for Management of Temporary Medical Camps / Quarantine Centres is attached, which may be followed in letter and spirit for smooth management of the camps.

Yours faithfully,


  
27.04.2020

Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

**Memo No. 2333 /R&DM(DM)**

**Date: 27-04-2020**

Copy along with copy of Guidelines forwarded to the Private Secretary to Hon'ble Chief Minister/ Private Secretary to all Ministers/ Chief Secretary/ Development Commissioner/ Agriculture Production Commissioner for kind information.


  
27.04.2020

Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

**Memo No. 2334 /R&DM(DM)**

**Date: 27-04-2020**

Copy along with copy of Guidelines forwarded to the Addl. Chief Secretary/ Principal Secretary/ Commissioner-cum-Secretary of all Departments/ Director General of Police/ Director General of Police Fire Services/ Police Commissioner, Bhubaneswar-Cuttack/ All RDCs/ All Collectors/ All Superintendents of Police/ All Municipal Commissioners for kind information and immediate necessary action.

  
27.04.2020

Special Relief Commissioner &  
Additional Chief Secretary to Govt.  
(Disaster Management)

## **Guidelines for Management of Temporary Medical Camps / Quarantine Centres**

Government has ordered the Panchayati Raj Department and Housing & Urban Development Department to maintain Medical Centres where people from outside the State on their return to their villages or towns shall be quarantined mandatorily for a period of fourteen (14) days before being allowed to go to their homes, if found otherwise fit. The task of managing these centres in turn has been assigned to Gram Panchayats (GPs) & Urban Local Bodies (ULBs), who have also been instructed to register all such people intending to return to the State mandatorily. No one from outside the State shall go to their homes / houses without being subjected to and satisfactorily completing the mandatory quarantine in a place so ordered / allowed by the concerned Gram Panchayat or ULB.

It is, therefore, important that GPs/ ULBs, select and prepare such number and with such bed capacity of Medical / Quarantine facilities with provision for accommodation along with facilities for bath and toilets, etc. While preparing such facilities, it must be kept in mind that people who may be required to be quarantined may comprise of men, women and children and people of all ages - old to children and infants and people with sickness, physically and mentally challenged. Among women, there may be some pregnant and lactating women and adolescent girls. While organizing such facilities, needs of each of these category of people must be taken into consideration. The three sacred principles that must be kept in mind and must be followed are **(a) Privacy (b) Safety and (c) Dignity**. As far as **Privacy** is concerned separate rooms, baths and toilets must be arranged for men and women. In case there are people from LGBT community, separate provisions should be made. Special needs of differently abled people must also be addressed. When it comes to **Safety**, all persons so accommodated should never have a feeling of being under threats of any kind. **Safety** of women and children and their security concerns need to be addressed specially. **Dignity** of individuals must be respected by all concerned - those managing the facilities and those who stay there. **Respect** for individuals – their religion, caste, and faith and beliefs must be respected. No **discrimination** of any sort shall be practised, promoted or tolerated.

**Social distancing** and **personal hygiene** being the only known method to break the chain of spread of COVID-19 infection from person to person, it needs to be meticulously observed especially in camps both by the inmates and service personnel. Camp manager will ensure this in letter and spirit.

The following guidelines shall be followed for smooth management of TMCs and quarantine centres.

<b>Camp arrangement</b>	<ol style="list-style-type: none"><li>1. A register will be maintained in the camp containing details about the people staying including information about pregnant women, infants, elderly, people with existing health condition and persons with disability.</li><li>2. There will be an information board containing the contact details of Sarpanch, GP Nodal Officer, Local Medical Officer, ASHA, Anganwadi Worker, and ANM.</li></ol>
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3. The beds should be arranged in such a way that at least one meter distance remains between 2 beds.
4. Appropriate planning & demarcations shall be made in advance to ensure social distancing in the camp. Required disabled-friendly arrangements shall also be made, wherever required, to the extent possible.
5. Separate rooms and separate toilet arrangement to be made for men and women.
6. Separate room for LGBT members, if any, may be arranged.
7. If possible, separate room for pregnant women/ lactating mothers may be arranged.
8. Appropriate arrangements for cleaning and drying of clothes by the inmates shall be made.
9. Proper light and fan arrangement to be made. Electrical safety must be adhered to.
10. Adequate number of plug points may be provided for mobile charging.
11. Local police shall be kept informed about the location of the camp and number of people staying in it. Police may be requested to make basic security arrangement or arrange for regular and periodic visit to such camps during day as well as at night.
12. Banners/ Posters containing information on Do's and Don'ts for prevention of spread of COVID-19 and social distancing should be displayed in appropriate places in the camp.
13. The camp manager may explore possibility of arranging story telling by the local teacher or AW Worker/ Health Worker for the children to keep them engaged. Similarly, 'Puraana Patha' or any other activity may be organized for others.
14. Voluntary support of NGOs, CSOs and other such local organizations/individuals may be taken for organizing yoga session, painting competition for children, Antakshyari, motivational talk, story telling, health care awareness discussions, etc. psycho-social counseling by trained personnel and other activities in the camp.
15. The services of trained personnel available with the District Legal Services Authority may also be utilized for above activities.

	<p>16. District Administration and camp managers may utilize the volunteers registered in the new COVID SANGRAMI volunteer portal created by OSDMA.</p>
<p><b>Items to be provided free of cost to each inmate in the camp</b></p>	<ol style="list-style-type: none"> <li>1. Tooth brush-1</li> <li>2. Tongue cleaner-1</li> <li>3. Small tooth paste-1</li> <li>4. Bathing soap (50-75 gm)-1</li> <li>5. Washing soap (150-200 gm)-1</li> <li>6. Bucket-1</li> <li>7. Plastic mug-1</li> <li>8. Coconut oil bottle (50 ml)-1</li> <li>9. Comb-1</li> <li>10. Water bottle (1 Ltr.)-1</li> <li>11. Razor (disposable) -1 (for men only)</li> <li>12. Mosquito repellent coil – 1 packet</li> <li>13. Double layer washable face mask- 2</li> </ol> <ul style="list-style-type: none"> <li>• Sanitary pads for the women and young girls as per requirement may be supplied from ASHA/ local WSHGs/ other local facility, as and when required.</li> </ul>
<p><b>Sanitation</b></p>	<ol style="list-style-type: none"> <li>1. Proper sanitation shall be maintained in the camp with minimum 3 time cleaning of common spaces.</li> <li>2. Spitting, smoking and chewing of tobacco are strictly prohibited.</li> <li>3. As far as possible, disposable plates are to be used for eating.</li> <li>4. The used plates shall be disposed off in a pit at a safe distance and covered with soil. The place is to be disinfected with bleaching powder from time to time.</li> <li>5. No one in the camp will be permitted to use personal items of others.</li> </ol>
<p><b>Food</b></p>	<ol style="list-style-type: none"> <li>1. Food should be cooked hygienically and served preferably as per the following timings: <ul style="list-style-type: none"> <li>○ Breakfast: 8.00 am to 9.00am</li> <li>○ Lunch: 12.30 noon to 2.00 pm</li> <li>○ Evening tea and snacks: 5.00 pm</li> <li>○ Dinner: 7.30 pm to 9.00 pm</li> </ul> </li> </ol>

	<ol style="list-style-type: none"> <li>2. Food should be palatable and meet the need of old, sick, children, pregnant and lactating women.</li> <li>3. Efforts will be made by the Camp Manager to arrange chhatua and any other foods such as milk, egg and biscuits for children as far as possible.</li> <li>4. Potable and safe drinking water to be provided, preferably, boiled, filtered and if required, treated with halazone tablets.</li> </ol>
<b>Health Care</b>	<ol style="list-style-type: none"> <li>1. People coming to the camp with fever and cold symptoms shall be immediately segregated from others and it shall be brought to the notice of the local medical officer for required screening and treatment.</li> <li>2. Daily monitoring of health condition of all inmates shall be done by the ASHA/AWW/ANM/ health personnel.</li> <li>3. Any suspected person with SARI (Severe Acute Respiratory Infection) and ILI (Influenza Like Infection) symptoms shall be immediately shifted to designated health facility.</li> <li>4. All inmates will wear their mask during the entire period of stay in the camp.</li> <li>5. Keen attention will be given for earliest detection of diseases like measles, diarrhoea, cholera and skin diseases in the camp and immediate steps shall be taken for their treatment.</li> <li>6. First Aid box and sufficient ORS packets are to be kept in the camp.</li> <li>7. Special care and attention should be given to the elderly, sick and differently abled.</li> <li>8. Local ASHA and Anganwadi Worker will pay regular visit to the camp to monitor the health of pregnant and lactating women and children and facilitate their special needs.</li> </ol>

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