



**Government of West Bengal**  
**Panchayats & Rural Development Department**

**Joint Administrative Building, Block – HC-7, Sector – III, Bidhan Nagar, Kolkata - 700106**

Memo No.74 (44) – SPHC/1M-1/19

Dated Kolkata the 19<sup>th</sup> March, 2020

From: Smt Suktisita Bhattacharya,  
Special Secretary to the Government of West Bengal,

To: 1) Honorable Sabhadhipati,  
All Zilla Parishads/ Siliguri Mahakuma Parishad  
  
2) Principal Secretary,  
GTA  
&  
3) The District Magistrates,  
All Districts

**Sub: Preventive Measures and enhancing awareness regarding Novel Corona Virus Diseases**

**Ref: Notification No. H & FW/118/20 dated 16<sup>th</sup> March, 2020 issued by the Principal Secretary, Health & Family Welfare Department, Government of West Bengal**

Madam/Sir,

I am directed to refer the abovementioned Notification (copy enclosed) regarding “**The West Bengal Epidemic Diseases, COVID-19 Regulations, 2020**” and to request you to kindly take necessary actions, where or when required, as per said regulations.

In this context, Government of West Bengal has strengthened the surveillance and control measures against the **COVID-19**. In the background of the present COVID-19 outbreak, the general public is advised to adhere to health advisories issued by the State Government.

I am further directed to request you to take necessary steps for strengthening the following preventive actions for awareness generation of rural population of the State-

1. ***Observation of Cleanliness Fortnight focusing on health and hygiene practices in all Gram Panchayats during the period 23.03.2020 to 03.04.2020.***
2. *All the guidelines for health and hygiene practices alongwith the cough etiquette by covering the nose and mouth using handkerchief/ towel while sneezing/ coughing and do frequent hand-washing with soap and water, should reach every rural household.*
3. *Village Health Sanitation and Nutrition Committee (VHSNC) has a special role in championing all health issues in their own villages; they may be activated to carry the messages from door to door and ensuring implementation.*

4. *The members of VHSNC, especially the Vector Survey Workers/ volunteers of Control of Vector Borne Diseases Programme may be entrusted to spread the awareness during their regular household visits, on the following issues -*
- a) *To share the State Government's messages on not to panic and against spreading rumors regarding COVID-19.*
  - b) *Demonstration of the proper Hand-washing techniques (advisory enclosed).*
  - c) *Demonstration of techniques for preparation of low-cost liquid hand wash by mixing half liter of water with two table spoon of locally available detergent powder.*
  - d) *Do's and Don'ts for prevention of COVID -19.*
  - e) *Role of social distance and home isolation for prevention of COVID -19.*
5. *The SHGs, especially representatives of Upa-Sangha may also be requested to assist VHSNC during the home visit activities in a small group (not more than two members).*

*The Gram Panchayats may please be approached about taking the responsibility to support the VHSNCs during the Cleanliness Fortnight and make the drive successful.*

Yours faithfully,



Special Secretary,  
P & RD Department

[Enclosure: As stated above]

Copy forwarded for information to the:

- (1) The Director of Health Services, H & FW Department, Government of West Bengal.
- (2) The Secretary, H & FW Department, Government of West Bengal.
- (3) The State Mission Director, NHM, H & FW Department, Government of West Bengal.
- (4) Shri Sharad Kumar Dwivedi, Additional Secretary, H & FW Department.
- (5) Shri Dibyendu Das, Special Secretary, P & RD Department
- (6) Smt. Sonali Datta Ray, Joint Secretary, P & RD Department
- (7) The Director, BRAIPRD, Kalyani, Nadia
- (8) Karmadhyaksha, JSOPSS, ..... ZP/ Siliguri MP
- (9) Additional Executive Officer, ..... ZP/ Siliguri MP
- (10) PD, DRDC, ..... ZP/ Siliguri MP
- (11) Secretary, ..... ZP/ Siliguri MP
- (12) DPRDO, ..... District
- (13) P. S. to the ACS, P & RD Department for kind appraisal of ACS, P & RD Department
- (14) P. S. to the Principal Secretary, H & FW Department for kind appraisal of Principal Secretary, H & FW Department
- (15) P. S. to the Secretary, Department of WCD & SW for kind appraisal of Secretary, Department of WCD & SW
- (16) P. A. to the Secretary, P & RD Department for kind appraisal of Secretary, P & RD Department
- (17) Nodal Medical Officer, ..... ZP/ Siliguri MP
- (18) Public Health Programme Coordinator, ..... ZP/ Siliguri MP



Special Secretary,  
P & RD Department

Government of West Bengal  
Health & Family Welfare Department  
Swasthya Bhawan  
GN-29, Sector-V, Salt Lake City, Kolkata-700091

**Notification**

No: H&FW/118/20

The 16<sup>th</sup> March, 2020

In exercise of the powers conferred under section 2, 3 & 4 of the Epidemic Disease Act, 1897, the Governor of West Bengal is pleased to issue following regulations regarding COVID-19.

1. These Regulations may be called '**The West Bengal Epidemic Disease, COVID-19 Regulations, 2020**'.
2. 'Epidemic Disease' in these regulations means COVID-19.
3. 'Authorized' persons under this Act are the Director of Health Services, the Director of Medical Education at the State Level, and the District Magistrate, Chief Medical Officer of Health, Sub Divisional Officer and Block Medical Officer of Health in the districts and any other officer who may be authorized by the Department of Health & Family Welfare, Government of West Bengal.
4. All hospitals (Government and Private) shall have Influenza Like Illness(ILI) corners /Flu corners for screening of suspected cases of COVID-19.
5. It shall be mandatory for all hospitals (Government and Private), Nursing Homes, Medical Officers in Government health institutions, Registered Medical Practitioners to notify such person(s) who, within their knowledge, are having travel history of COVID-19 affected countries as per the extant guidelines and are having symptoms of fever or cough or respiratory infection/difficulty or without any signs or symptoms of COVID-19, to the concerned District Surveillance Unit, along with duly filled up Self Reporting Form(s). In addition, the history of coming in contact with a suspected or confirmed case of COVID-19 shall be recorded.
  - I. In case the person has any such history in the last 14 days and the person is asymptomatic then the person must be kept in home quarantine for 14 days from the day of exposure or as may be notified by the State.
  - II. In case the person has any such history in last 14 days and the person is symptomatic, as per case definition of COVID-19, the person must be isolated in a hospital as per protocol or as may be notified by the State Government and the person will be tested for COVID-19 as per protocol.
  - III. Information of all such cases should be given to Director of Health services in Kolkata and to Chief Medical Officer of Health of the respective district immediately.

6. The Health & Family Welfare Department and the respective District Magistrates have been authorized for making emergency procurement of necessary drugs and consumables, equipment and other required services etc as are necessary to prevent /contain COVID-19.
7. The Authorized Officers may impose required restriction on assemblies, congregations etc. aiming at 'social distancing' to contain the spread of the disease.
8. Only laboratories authorized by the Government of India/ State Government shall test samples for COVID-19 in the State of West Bengal. All such samples will be collected as per guidelines of the Government of India/ State Government and these will be sent to designated laboratories as may be notified by the Health & Family Welfare Department, West Bengal.
9. Any person with a history of travel, in the last 14 days to a country or area from where COVID-19 has been reported, must report to the nearest Government Hospital or call at 24x7 Call Centre number: 1800 313 444 222 / 033 2341 2600 or any another number notified by the State Government so that necessary action may be taken by the Health & Family Welfare Department.
10. All persons with a history of travel to a country or area from where COVID-19 has been reported in last 14 days, but who do not have any symptoms of cough, fever, difficulty in breathing, should isolate themselves at home or as may be prescribed by the Government of India/ State Government. Such persons must take precautions to avoid contact with any person, including family members for 14 days from the date of arrival from such country or area.
11. Authorized Persons as per section 3 of these Regulations can isolate a person if he/ she is symptomatic of COVID-19 and has a history of visit to a country/ area as notified by the Government of India from time to time.
12. If a suspected person of COVID-19 refuses admission or isolation, the Officers authorized in section 3 of these Regulations will have the powers to forcefully admit and isolate such person(s) for a period of 14 days from the onset of symptoms or till the reports of laboratory tests are received or such period as may be necessary.
13. If cases of COVID-19 are reported from a defined geographic area such as village, town, ward, colony, settlement, the District Administration of the concerned district may implement any or all of the following containment measures but not limited to these, in order to prevent the spread of the disease.
  - I. Sealing of the geographical area,
  - II. Barring entry and exit of population from the containment area,
  - III. Closure of schools, offices and banning public gatherings,
  - IV. Banning vehicular movement in the area,
  - V. Initiating active and passive surveillance of COVID-19 cases,
  - VI. Hospital isolation of all suspected cases,

- VII. Designating any Government/Private Building as containment unit for isolation of the cases,
- VIII. Staff of all Government Department will be at disposal of district administration of the concerned area for discharging the duty of containment measures,
- IX. Any other measure as directed by the Health & Family Welfare Department, West Bengal.
14. The District Disaster Management Committee is authorized for planning the strategy regarding containment measures for COVID-19 in respective districts. The committee may co-opt more officers from different departments as may be required.
15. Any person/institution/organization found violating any provision of these regulations shall be deemed to have committed an offence punishable under section 188 of Indian Penal Code (45 of 1860). The Director of Health Services or the District Magistrate of a district may take penal action against any person/institution/organization found violating these Regulations or any other orders issued by the Government under these Regulations.
16. No suit or legal proceeding shall lie against any Authorized Person for anything done or intended to be done in good faith under these Regulations.
17. These Regulations shall come into force immediately and shall remain valid until further orders.



(Vivek Kumar)  
Principal Secretary,  
Health & Family Welfare Department  
Government of West Bengal

পরিস্কারভাবে হাত ধোঁয়ার জন্য নিম্নলিখিত নিয়মগুলি মেনে চলুন -



প্রথমে হাত দুটি জলে  
ভিজিয়ে, সাবান লাগাতে হবে।



1  
দুই হাতের তালু ঘষে  
পরিস্কার করুন



2  
আঙ্গুলের মধ্যবর্তী অংশ  
পরিস্কার করুন



3  
দুই হাতের তালুর বাইরের  
দিক ঘষে পরিস্কার করুন



4  
দুই হাতের বুড়ো আঙ্গুলের  
নিচের অংশ পরিস্কার করুন



5  
আঙ্গুলের পিছনের অংশ  
পরিস্কার করুন



দুই হাতের আঙ্গুলের নখ পরিস্কার  
করুন



দুই হাতের কব্জি পরিস্কার করুন



পরিস্কার শুকনো কাপড় দিয়ে হাত মুছে  
নিন



# করোনা ভাইরাস (COVID-১৯)

নিয়ে অযথা আতঙ্কিত হবেন না বা গুজব ছড়াবেন না।  
পশ্চিমবঙ্গ সরকার এই ভাইরাস মোকাবিলায় তৎপর

নোভেল করোনা ভাইরাস ২০১৯ (COVID-১৯) সংক্রমণের উপসর্গ

এই ভাইরাস সংক্রমণে ফ্লু-এর মতো লক্ষণ দেখা দেয় যেমন-



নিজেকে এবং অন্যদেরও সুরক্ষিত রাখতে নিম্নলিখিত বিষয়গুলি মেনে চলুন

## কী করবেন



১ বারবার হাত ধোয়া অভ্যাস করুন। হাত সাবান এবং জল দিয়ে ধোবেন কিংবা অ্যালকোহল আছে এমন হ্যান্ড রাব ব্যবহার করুন। আপাত ভাবে হাত পরিষ্কার মনে হলেও হাত ধুয়ে নিন।



২ হাঁচি কিংবা কাশির সময় আপনার জামার হাতের উপরের অংশ দিয়ে বা কমাল অথবা টিসু দিয়ে নাক ও মুখ ঢেকে রাখুন।



৩ ব্যবহার করা হয়ে গেলে সঙ্গে সঙ্গে টিসু ঢাকনা দেওয়া ময়লা ফেলার পাশে ফেলে নিন।



৪ অনেক লোক উপস্থিত আছে এমন কোথাও অংশগ্রহণ করা থেকে দূরে থাকুন।



৫ যদি অসুস্থ বোধ করেন (জ্বর, শ্বাসকষ্ট এবং কাশি) তাহলে ডাক্তার দেখান। ডাক্তার দেখাতে গিয়ে মাস্ক কিংবা কাপড় দিয়ে নাক-মুখ ঢেকে রাখুন।



৬ যদি অসুস্থ বোধ করেন, আগামী ১৪ দিনের জন্য সবার সঙ্গে মেলোমেশা সীমিত রাখুন এবং একটি আলান ঘরে থাকুন। (Home isolation)

## কী করবেন না



১ যদি আপনার কাশি এবং জ্বর হয়ে থাকে তাহলে কারও খুব কাছাকাছি যাবেন না।



২ নিজের মুখ, চোখ এবং নাক স্পর্শ করবেন না।



৩ প্রকাশ্যে খুঁচু ফেলবেন না।



বিশদ পরামর্শের জন্য রাজ্য সরকারের হেল্প লাইন  
০৩৩২৩৪১২৬০০, ১৮০০৩১৩৪৪৪২২২ নম্বরে যোগাযোগ করুন

স্বাস্থ্য ও পরিবার কল্যাণ দপ্তর, পশ্চিমবঙ্গ সরকার