

From

Director General Higher Education, Haryana
Shiksha Sadan, Sector-5, Panchkula

To

1. The Vice Chancellors of All State & Private Universities in the State of Haryana
2. All the Principals of Govt. Colleges in the State of Haryana
3. All the Principals of Govt. Aided Colleges in the State of Haryana
4. All the Principals of Self-Financing Colleges in the State of Haryana

Memo No. DHE-010019/5/2020-Coordination-DHE

Date, Panchkula, the 16.04.2021

Subject: SOP regarding Closure of Colleges and Universities.

Kindly find enclosed herewith detailed SOP issued by Financial Commissioner and Additional Chief Secretary to Government of Haryana, Revenue and Disaster Management Department-cum Member for Haryana State Disaster Management Authority. I have been directed to request you to kindly adhere to this SOP. All the Higher Educational Institutions under the ambit of Higher Education Department shall remain closed till 30th April, 2021.



Deputy Director Coordination
for Director General Higher Education,
Haryana, Panchkula.

Government of Haryana
Haryana State Disaster Management Authority

No. DMC-SPO-2020/ 4584

Dated: 16/04/2021

It is in reference to Order no. DMC-PO-I-2021/332 dated 12.04.2021 and DMC-SPO-2020/2474 dated 13.04.2021, in following consolidated guidelines are hereby issued for containment of COVID-19 Epidemic in the State with immediate effect:-

1. Imposition of ‘Corona Curfew’ and Section 144

There shall be prohibition on movement of individuals for all non essential activities between 10:00 PM to 5:00 AM in the State of Haryana. No person shall leave their homes or shall move on foot or by vehicle or travel or stand or roam around on any road or public places during the above said hours. Deputy Commissioners, wherever necessary, may further impose Section 144 for enforcement of ‘Corona Curfew’ and for other restrictions as are required locally.

The movement of following persons and services shall be exempted:-

- a. Those tasked with law and order/emergencies and municipal services/duties including Executive Magistrates, Police personnel, Military/ C.A.P.F. personnel in uniform, health, electricity, fire, media persons with accreditation and Government machinery tasked with Covid-19 related duties (all on production of Identity Card).
- b. There shall be no curbs on manufacture of essential goods. (Essential goods shall be as defined by MHA guidelines from March 2020 onwards).
- c. There shall be no curbs on movement (inter-State and intra-State) of essential and non-essential goods. All Vehicles/persons in bonafide transit (inter- State/intra-State) shall be allowed to pass, but only after verification of point of origin and destination.
- d. Hospitals, Veterinary Hospitals and all related medical establishments, including their manufacturing and distribution units, both in public and private sector, such as dispensaries, chemist, Pharmacies (including Jan Aushadhi Kendra) and medical equipment shops, laboratories, Pharmaceutical research labs, clinics, nursing homes, ambulance etc. will continue to remain functional. The transportation for all medical personnel, nurses, para-medical staff, other hospital support services be permitted.
- e. Commercial and private establishments
 - i. Telecommunications, internet services, broadcasting and cable services. IT and IT enabled Services.

- ii. Delivery of all essential goods including food, pharmaceuticals, medical equipment etc. through E-commerce.
 - iii. Petrol pumps, LPG, Petroleum and gas retail and storage outlets.
 - iv. Power generation, transmission and distribution units and services.
 - v. Cold storage and warehousing services.
 - vi. Private security services.
 - vii. Farming operations by farmers and farm workers in the field.
 - viii. A.T.M.
- f. Intra and inter-state movement of harvesting and sowing related machines like combined harvester and other agriculture/horticulture implements.
 - g. Passengers going to or returning from airport or railway station or I.S.B.T/bus stations shall be exempted.

Wherever exceptions to above containment measures have been allowed, the organizations/employers must ensure necessary precautions against COVID-19 virus, as well as social distance measures, as advised by the Health Department from time to time.

All enforcing authorities to note that these strict restrictions fundamentally relate to movement of people, but not to that of essential goods.

2. COVID Appropriate Behaviour

- a. Public should be encouraged to follow COVID Appropriate Behaviour.
- b. In the interest of public safety during the prevailing of epidemic, wearing of Face cover whether a mask, an improvised mask, a homemade mask or a face cover using clean clothes shall be mandatory for every person while being in public places and a workplace also and also there needs to be strict prohibition of spitting in public places. Therefore, as ordered vide Health department notification no. 32/3-IDSP-020/3318-24 dated 27/05/2020 (**Annexure 'A'**), every violation of these prohibitions will be punished by imposing fine of Rs. 500/-. Non-payment of fine by the violator will attract proceedings under Section 188 of IPC also. However, while challaning the violators, the Police personnel will also provide a mask to the violator for inducing good behaviour.
- c. In place of public gatherings such as sabzi mandis, markets etc., norms of social distancing, wearing of face masks shall be strictly followed. District administration concerned shall arrange COVID testing centers in such areas and ensure daily sanitisation.
- d. Banks shall ensure observance of COVID appropriate behaviour in their banks as well as at ATMs. Sanitisation shall be done on regular intervals of 2 hours.

3. COVID vaccination

People shall be encouraged to get vaccinated. A special Vaccination Drive shall be organized by all Departments in conjunction with the Department of Health and Family Welfare for at least a week commencing from 20th April, 2021. Health and Family Welfare department will make necessary logistic arrangements and availability of vaccine vials.

4. All Schools, Colleges, Coaching Institutions, ITIs, Libraries and Training Institutes whether Government or Private shall remain closed in the State upto 30.04.2021.

5. Social/ academic/sports/ entertainment /cultural/ religious/ political functions and other congregation

In supersession of Government's earlier letter dated 04/04/2021, Social/academic/sports/entertainment/cultural/religious/political functions and other congregations in the State will be allowed in areas outside the Containment zones only with strict adherence to the appropriate COVID-19 behaviour such as social distancing norms, wearing of face masks, sanitisation, hand hygiene and provision for thermal scanning, etc., as follows:-

- i. In indoor spaces, a maximum of 50% of the hall capacity will be allowed with a ceiling of 50 persons. This would also include all Cinemas/Theaters/Multiplexes/Bars/ Restaurants/ Hotels/Clubs/Gyms. The capacity of indoor places will be specified by the Urban Local Bodies/Department concerned keeping in mind a calculated correlation between the number of chairs/seating or standing capacity and the covered area in sq. yards/sq. feet.
- ii. In open spaces, gatherings will be allowed with the ceiling of 200 persons.
- iii. For Funerals and cremations participation will be limited to a maximum 20 persons.

It has further directed that the organisers of social/ academic/ sports/ entertainment/ cultural/ religious/ political functions and other congregation gatherings shall take prior permission of District Magistrates. The District Magistrates will issue permissions after obtaining necessary NOCs from the Departments concerned including police.

The public shall be motivated to conduct marriages and other functions during day time only to avoid rush/traffic congestions at the time of commencement of 'Corona Curfew'.

6. Religious places/places of worship

In all districts of the State, such activities are allowed in areas outside the Containment zones only subject to the following restrictions:-

- (i) COVID- appropriate behaviour including simple public health measures, social distancing (2 gaz ki doori), wearing of face covers/masks, hand hygiene with soap and sanitisers needs to be observed by all (workers and visitors) in these places at all times.
- (ii) Physical offerings like Prasad/langars etc., distribution or sprinkling of holy water etc. inside the religious place should not be allowed. However, Community kitchens already running should continue to operate by following physical distancing norms while preparing and distributing food.
- (iii) Sanitisation should be done at regular intervals.
- (iv) All workers should wear masks.

All the provisions of SOPs issued vide letter dated 01st March,2021 by the Ministry of Health and Family Welfare (MoHFW), Government of India on the preventive measures to contain spread of COVID-19 in religious places/places of worship (**Annexure-B**) shall be followed in letter and in spirit.

7. Hotels, Restaurants and other Hospitality units/services

Hotels, Restaurants and other Hospitality units/services in all the districts of the State will be opened in areas outside the Containment zones only, with the strict observance of the appropriate COVID-19 behaviour such as social distancing norms, wearing of face masks, sanitisation, hand hygiene and provision for thermal scanning, etc., by all (workers and visitors) in these places at all times with the following conditions:-

- (i) Room service or take away for dining in rooms shall be allowed.
- (ii) All workers should wear masks and gloves.
- (iii) Sanitisation should be done at regular intervals.
- (iv) The staff for home deliveries shall be screened thermally by the restaurant authorities prior to allowing home deliveries.
- (v) The restrictions on persons in indoor spaces as mentioned at 5(i), will be applicable.

All the provisions of the SOPs issued vide letter dated 01st March,2021 by the Ministry of Health and Family Welfare (MoHFW), Government of India on preventive measures to contain spread of COVID-19 in hotels, restaurants and other hospitality services (**Annexure-C & D**) shall be followed in letter & in spirit.

8. Shopping Malls

Such activities are allowed in areas outside the Containment zones only subject to the following:-

- (i) Appropriate COVID-19 behaviour such as social distancing norms (2 gaz ki doori), wearing of face masks, sanitisation, hand hygiene and provision for thermal scanning, etc., need to be observed by all (workers and visitors) in these places at all times.
- (ii) Bars and Restaurants in Shopping Malls shall be allowed to operate as per the restrictions for gatherings as mentioned at 5(i) above.
- (iii) All workers should wear masks & gloves.
- (iv) Sanitisation should be done at regular intervals.

All the provisions of the SOPs issued vide letter dated 01st March, 2021 by the Ministry of Health and Family Welfare (MoHFW), Government of India on preventive measures to contain spread of COVID-19 in Shopping Malls (**Annexure-E**) shall be followed in letter & in spirit.

9. Cinemas/ Theatres/ Multiplexes

Cinemas/theatres/multiplexes will be permitted to operate in areas outside the Containment zones only as per the restrictions for gatherings as mentioned at 5(i) above. Appropriate COVID-19 behaviour such as social distancing norms (2 gaz ki doori), wearing of face masks, sanitisation, hand hygiene and provision for thermal scanning, etc., need to be observed by all (workers and visitors) in these places at all times. All the provisions of the SOPs (except provision mentioned at 3.3) issued vide letter dated 31st January, 2021 by the Ministry of Information & Broadcasting, Government of India for Exhibition of Films on preventive measures to contain spread of COVID-19 in Cinemas/ theatres/ multiplexes (**Annexure-F**) shall be followed in letter & in spirit.

10. Entertainment parks and similar places

Entertainment parks and similar places will be opened in areas outside the Containment zones only as per the restrictions for gatherings as mentioned at 5(i) and (ii) above. The appropriate COVID-19 behaviour such as social distancing norms (2 gaz ki doori), wearing of face masks, sanitisation, hand hygiene and provision for thermal scanning, etc., need to be observed by all (workers and visitors) in these places at all times. All the provisions of the SOPs issued vide letter dated 01st March, 2021 by the Ministry of Health and Family Welfare, Government of India on preventive measures to contain spread of COVID-19 in Entertainment Parks and similar places (**Annexure-G**) shall be followed in letter & in spirit.

11. Yoga Institutes and Gymnasiums

Such activities are allowed as per guidelines on preventive measures to contain spread of COVID-19 in Yoga Institutes & Gymnasiums dated 01.03.2021 (**Annexure-H**) issued by the Ministry of Health and Family Welfare, Government of India. However, the ceiling gatherings will be applicable as mentioned at 5(i) and (ii) above.

12. Plying of passenger vehicles

Such activities are allowed subject to following:

- (i) The COVID-19 appropriate behaviour social distancing (2 gaz ki doori), wearing of face covers/masks, hand hygiene need to be observed by all (drivers and passengers) at all times.
- (ii) Taxi and cab aggregator will be allowed to ply with a maximum of three passengers in addition to the driver.
- (iii) Auto/E-rickshaws are allowed to ply with two persons in addition to Auto/E-rickshaw driver.
- (iv) One pillion rider will be allowed on a two-wheeler and it shall be mandatory for both the persons to wear the helmets, masks and gloves.
- (v) Manually driven rickshaws shall carry not more than two passengers.
- (vi) Movement in the containment zones shall be allowed only for emergency and essential goods/services vehicles.
- (vii) All the driver and passengers are advised to install the 'Aarogya Setu' App on compatible mobile phones and regularly update their health status on the app.
- (viii) Motor vehicles should be regularly sanitized and the driver and passengers should regularly use sanitizers.
- (ix) Social distancing shall be followed by all persons at all times.
- (x) Provision of hand wash and sanitizer will be made available at all taxis and auto stands.

13. Plying of Inter-State and Intra-state buses

Such activities are allowed subject to following:

- (i) The generic preventive measures including simple public health measures, social distancing (2 gaz ki doori), wearing of face covers/masks need to be observed by all (workers and passengers) in buses and bus stands at all times.
- (ii) Buses will ply with 50% capacity with seats where passengers should not sit marked clearly.
- (iii) Sanitizer bottles must be kept inside the buses at all times and must be used by the bus staff from time to time at regular intervals.

- (iv) Wearing of masks by everyone aboard the bus and on bus stands shall be adhered strictly by all.
- (v) Passengers intending to undertake the said interstate travel must carry their identity proofs and tickets, in physical form alongwith a photocopy of each.
- (vi) Bus staff as well as passengers must have 'Aarogya Setu' App on compatible mobile phones and regularly update their health status on the app.
- (vii) Thermal scanning of all passengers boarding must be ensured by the staff deployed thereon.
- (viii) Any passenger, who is running high temperature shall not be allowed to board the bus.
- (ix) Number of passengers aboard one bus shall be as such after observing social distancing norms.
- (x) Passengers shall ensure Covid-19 protocol and shall maintain physical distancing at bus stands and do not spit inside the bus or at the bus stands and shall cover their faces while sneezing and coughing.

14. Offices and other work places

All the provisions of SOPs issued vide letter dated 13th February, 2021 by the Ministry of Health and Family Welfare (MoHFW), Government of India on preventive measures to contain spread of COVID-19 in Offices (**Annexure-I**) shall be followed in letter & spirit. All Government meetings should be encouraged through Video Conferencing. Public can fix appointment through Saral-App for video conferencing with officers to discourage official visits in the offices of Secretariats at State and District level.

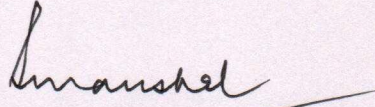
15. Procurement of Rabi Crops

All procurement agencies engaged in the procurement activities will ensure sanitisation and enforcement of hygiene in the Anaj Mandis for the remaining procurement season. Adequate number of masks should also be provided to all farmers and representatives of agencies and Arhtias in the Anaj Mandi.

16. District Administration will effectively take steps for establishment of Micro Containment Zones. District Administration will take necessary steps to enhance contact tracing to be increased upto 30. Every Deputy Commissioners will constitute a Monitoring committee comprising Police, Revenue, Public Health and Health & Family Welfare officials to monitor all the steps taken for Covid Management. The Deputy Commissioners should constitute a committee chaired by the Chief Medical Officer and comprising representatives/management of private hospitals for streamlining and enabling admission of Covid patients to the facilities based on need. Fixation of rates may be decided by the Department of Health & Family

Welfare for treatment in private hospitals. District Administration and the Department of Health & Family Welfare needs to ensure that no black-marketing of medicines used in Covid treatment occurs in their respective jurisdiction.

17. Revenue and Disaster Management Department will ensure the release of an advance of Rs.10 Lakh for every Deputy Commissioner in the State for enabling them to take urgent measures for Covid Management. District Administration will ensure the establishment of adequate number of Covid Care Centres and quarantine centers for those patients who do not need hospitalization but are not capable of maintaining home isolation. District Administration may provide sufficient number of Oximeters for use of patients during home isolation.
16. **Penal provisions-** Any person violating these containment 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 Sec. 188 of the IPC and other legal provisions as applicable. Extracts of these penal provisions are at '**Annexure-J**'.



Financial Commissioner & Additional Chief Secretary to Government
of Haryana, Revenue & Disaster Management Department- cum
Member for Haryana State Disaster Management Authority

To

1. All Administrative Secretaries in the State of Haryana;
2. The Director General of Police;
3. All Deputy Commissioners in the State of Haryana.

**GOVERNMENT OF HARYANA
HEALTH DEPARTMENT
Notification**

No.: 32/3 - IDSP - 020/3318-24

Dated: 27/5/20

IN EXERCISE OF THE POWERS CONFERRED UNDER RULE 12.9 OF THE EPIDEMIC DISEASE ACT 1897 (AS AMENDED FROM TIME TO TIME). I DOCTOR SURAJ BHAN KAMBOJ IN HIS CAPACITY AS DIRECTOR GENERAL HEALTH SERVICES HARYANA HEREBY ISSUE THIS NOTIFICATION.

1. The Central Government and the State Government have made it very clear that in the interest of public safety during the prevailing of pandemic, wearing of a Face Cover whether a mask, an improvised mask, a home-made mask or a face cover using clean clothes shall be mandatory for every person while being in public places and a workplace also.
2. Also there needs to be strict prohibition of spitting in public places.
3. Now, therefore, it is ordered that every violation of the above these prohibitions will be punished by imposing fine of Rs. 500/-. Non-payment of fine by the violator will attract proceedings under section 188 of IPC.

Every officer designated below shall be responsible for implementation of these directions:-

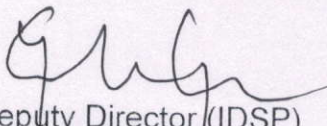
- a) BDPO, Tehsildar and Naib Tehsildar.
- b) Executive Officers of Municipal Committees/Corporations.
- c) Station House Officers.
- d) Medical officers as designated by concerned Civil Surgeon for concerned Hospital/CHC/PHC premises.
- e) Any other Officer/Official/ specifically designated by concerned Deputy Commissioner/SDM from time to time.

DR. SURAJ BHAN KAMBOJ
Director General Health Services, Haryana

Copy of the same is forwarded to the followings for information and necessary action.

- (1) O/o Chief Secretary, Haryana
- (2) Additional Chief Secretary to Govt. of Haryana Deptt of Revenue and Disaster Management.
- (3) Additional Chief Secretary to Govt. of Haryana, Deptt. of Home.
- (4) Additional Chief Secretary to Govt. of Haryana, Urban Local Bodies.
- (5) Principal Secretary to Govt. of Haryana, Development and Panchayats Deptt.
- (6) All the Divisional Commissioners and Deputy Commissioners.
- (7) All the Civil Surgeons of the State of Haryana.

o/c


Deputy Director (IDSP)
For Director General Health Services, Haryana

Dated the 1st March, 2021

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

**SOP on preventive measures to contain spread of COVID-19 in religious places/ places of worship
(In supersession of guidelines issued earlier dated 04.06.2020)**

1. Background

Religious places / places of worship get frequented by large number of people for spiritual solace. To prevent spread of COVID-19 infection, it is important that required social distancing and other preventive measures are followed in such premises.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at particular places to prevent spread of COVID-19.

**Religious places/ places of worship for public in containment zones shall remain closed.
Only those outside containment zones will be allowed to open up.**

3. Generic preventive measures

Person above 65 years of age, persons with comorbidities, pregnant woman and children below the age of 10 years are advised to take necessary precautions in terms of maintaining physical distancing, wearing mask properly etc. Organisations managing the religious institutions to advise accordingly.

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 (workers and visitors) in these places at all times.

These include:

- i. Individuals must maintain a minimum distance of 6 feet (2 gaj ki doori) in public places 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 should be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

4. All religious places shall also ensure:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic persons shall be allowed in the premises.
- iii. All persons to be allowed entry only if using face cover/masks.
- iv. Posters/standees on preventive measures about COVID-19 to be displayed prominently. Audio and Video clips to spread awareness on preventive measures for COVID-19 should be regularly played.
- v. Staggering of visitors to be done, if possible.
- vi. Shoes / footwear to be preferably taken off inside own vehicle. If needed they should be kept in separate slots for each individual / family by the persons themselves.
- vii. Proper crowd management in the parking lots and outside the premises– duly following physical distancing norms shall be organized by the management/ any out-sourced agencies.
- viii. Any shops, stalls, cafeteria etc., outside and within the premises shall follow physical distancing norms at all times.
- ix. Specific markings may be made with sufficient distant to manage the queue and ensure social distancing in the premises.
- x. Preferably separate entry and exits for visitors shall be organized
- xi. Maintain physical distancing of a minimum of 6 feet at all times when queuing up for entry.
- xii. People should wash their hand and feet with soap and water before entering the premises.
- xiii. Seating arrangement to be made in such a way that adequate physical distancing is maintained.
- xiv. 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° 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.
- xv. Touching of statues/idols / holy books etc. not to be allowed.
- xvi. Gatherings/congregation should be in accordance with the SOPs of the State/UT concerned.
- xvii. In view of potential threat of spread of infection, as far as feasible recorded devotional music/songs may be played and choir or singing groups should not be allowed.
- xviii. Avoid physical contact while greeting each other.
- xix. Common prayer mats should be avoided and devotees should bring their own prayer mat or piece of cloth which they may take back with them.
- xx. No physical offerings like prasad/distribution or sprinkling of holy water, etc. to be allowed inside the religious place.
- xxi. Community kitchens/langars / “Ann-daan”, etc. at religious places should follow physical distancing norms while preparing and distributing food.
- xxii. Effective sanitation within the premises shall be maintained with particular focus on lavatories, hand and foot-washing stations/areas.

- xxiii. Frequent cleaning and disinfection to be maintained by the management of the religious place.
- xxiv. Proper disposal of face covers / masks / gloves left over by visitors and/or employees in covered bins should be ensured.
- xxv. 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.

Dated the 1st March, 2021

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

**SOP on preventive measures in Hotels and other Hospitality Units
to contain spread of COVID-19
(In supersession of guidelines issued earlier on 04.06.2020)**

1. Background

All hotels and other hospitality units must take suitable measures to restrict any further transmission of COVID-19 while providing accommodation and other tourist services. The SOP aims to minimize all possible physical contacts between Staff and Guests and maintain physical distancing and other preventive and safety measures against COVID-19.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured in hotels and other hospitality units (*henceforth, 'hotels'*) to prevent spread of COVID-19.

Hotels in containment zones shall remain closed. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

- (A) Person above 65 years of age, persons with comorbidities, pregnant woman and children below the age of 10 years are advised to take necessary precautions in terms of maintaining physical distancing, wearing mask properly etc. Hotel management to advise accordingly.
- (B) 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 guests) 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 and use of Aarogya Setu app shall be advised to all.

4. All Hotels shall ensure the following arrangements:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff and guests shall be allowed.
- iii. All staff and guests to be allowed entry only if using face cover/masks. The face cover/masks has to be worn at all times inside the hotel.
- iv. Adequate manpower shall be deployed by hotel management for ensuring physical distancing norms.
- v. 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.
- vi. Proper crowd management in the hotel as well as in outside premises like parking lots—duly following physical distancing norms shall be ensured by the management/ any out-sourced agencies. Gatherings/congregation should be in accordance with the SOPs of the State/UT concerned.
- vii. 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.
- viii. Preferably separate entry and exits for guests, staff and goods/supplies shall be organized. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the hotel as far as feasible. Specific markings may be made with sufficient distance to manage the queue and ensure physical distancing in the premises.
- ix. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms. Use of escalators with one person on alternate steps may be encouraged.
- x. Details of the guest (travel history, medical condition etc.) along with ID and self-declaration form must be provided by the guest at the reception.
- xi. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- xii. Hand sanitizers must be kept at the reception for guests to use. Guests to sanitize hands before and after filling relevant forms including A&D register.
- xiii. Hotels must adopt contactless processes like QR code, online forms, digital payments like e-wallet etc. for both check-in and check-out.
- xiv. Luggage should be disinfected before sending the luggage to rooms.
- xv. Guests who are at higher risk i.e. those who are older, pregnant or those who have underlying medical conditions are advised to take extra precautions.
- xvi. Guests should be advised not to visit areas falling within containment zone.
- xvii. Required precautions while handling supplies, inventories and goods in the hotel shall be ensured. Proper queue management and disinfection shall be organized.
- xviii. Appropriate personal protection gears like face covers/masks, gloves and hand sanitizers etc. shall be made available by hotel to the staff as well as the guests.
- xix. Detailed guidelines issued for restaurants shall be followed.

- a. Seating arrangement in the restaurant also to be made in such a way that adequate physical distancing is maintained.
 - b. Disposable menus are advised to be used.
 - c. Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged.
 - d. Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
 - e. Buffet service should also follow physical distancing norms among guests.
- xxi. Room service or takeaways to be encouraged, instead of dine-in. Food delivery personnel should leave the packet at guest or customer's door and not handed directly to the receiver. The staff for home deliveries shall be screened thermally by the hotel authorities prior to allowing home deliveries.
 - xxii. For room service, communication between guests and in-house staff should be through intercom/ mobile phone and room service (if any) should be provided while maintaining adequate physical distance.
 - xxiii. Gaming Arcades/Children play areas (wherever applicable) shall function in accordance with the SOPs of the State/UT concerned.
 - xxiv. 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° 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.
 - 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 guests and/or staff in covered bins should be ensured.
 - xxviii. Deep cleaning of all washrooms shall be ensured at regular intervals.
 - xxix. Rooms and other service areas shall be sanitized each time a guest leaves.
 - xxx. In the kitchen, the staff should follow physical distancing norms at workplace. Kitchens area must be sanitized at regular intervals.
 - xxxi. 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.

Dated the 1st March 2021

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

**SOP on preventive measures in Restaurants to contain spread of COVID-19
(In supersession of guidelines issued earlier 04.06.2020)**

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

Person above 65 years of age, persons with comorbidities, pregnant woman and children below the age of 10 years are advised to take necessary precautions in terms of maintaining physical distancing, wearing mask properly etc. 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 (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 Restaurants shall ensure the following arrangements:

- i. Takeaways to be encouraged, instead of Dine-In. Food delivery should also be done duly following adequate precautions including effective hand hygiene and maintaining physical distancing.
- 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 physical 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.
- x. Proper crowd management inside the premises, parking lots and outside the premises – duly following physical distancing norms shall be ensured by the management/ any out-sourced agencies.
- xi. Waiting area, if any, for the patrons should also follow physical distancing norms.
- 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 physical 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 amongst patrons to be made in such a way that adequate physical distancing is maintained.
- 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 physical distancing norms among patrons.
- xxi. Number of people in the elevators shall be restricted, duly maintaining physical 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 mentions 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. Gatherings/congregation related with functions and celebrations should be in accordance with the SOPs of the State/UT concerned.
- 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 (doorknobs, elevator buttons, handrails, 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 in covered bins should be ensured.
- xxviii. Deep cleaning of all washrooms shall be ensured at regular intervals.
- xxix. Staff / waiters should wear mask and hand gloves and take other required precautionary measures.
- xxx. Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
- xxxi. Tables to be sanitized each time customer leaves.
- xxxii. In the kitchen, the staff should follow physical distancing norms at workplace. Kitchens area must be sanitized at regular intervals.
- xxxiii. Gaming Arcades/Children play areas (wherever applicable) shall function in accordance with the SOPs of the State/UT concerned.
- xxxiv. 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.

Dated the 1st March 2021

**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°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.



Dated the 1st March, 2021

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

SOP on preventive measures to be followed in Entertainment Parks and similar places to contain spread of COVID-19

(In supersession of guidelines issued earlier dated 8th October, 2020)

1. Background

Entertainment Parks and similar places are frequented by a large number of people for leisure and entertainment. To prevent spread of COVID-19 infection, it is important that required physical distancing and other preventive measures are followed in these places.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at Entertainment Parks and similar places to prevent spread of COVID-19. Entertainment Parks and similar places in Containment Zones shall remain closed. Only those outside Containment Zones will be allowed to reopen.

The authority with appropriate jurisdiction may consider implementing additional measures 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.

3. Promoting COVID appropriate behaviour

Simple public health measures are to be promoted to reduce the risk of spread of COVID-19 infection. These measures are to be observed by all (staff and visitors) in these places at all times.

These include:

- i. Individuals must maintain a minimum distance of 6 feet (2 gaj ki doori) in public places 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 or District helpline.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

4. Protecting the vulnerable population

- i. Person above 65 years of age, persons with comorbidities, pregnant woman and children below the age of 10 years are advised to take necessary precautions in terms of maintaining physical distancing, wearing mask properly etc. Entertainment Park management to advise its clients accordingly.

- ii. Employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions must take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.

5. Providing and maintaining healthy environment at Entertainment Park and similar places

- i. Prior to resumption of activities, all work areas, public utility areas and open spaces (including but not limited to rides, museums, gardens, food courts, gift shops, theatres, etc.) shall be sanitized with 1% Sodium Hypochlorite solution. Thereafter this will be done on a regular basis. Detailed guidelines are available at: <https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>.
- ii. Cleaning and regular disinfection (using 1% Sodium Hypochlorite solution) of frequently touched surfaces (door knobs/handles, elevator buttons, hand rails, slides, chairs, tabletops, benches, washroom fixtures, etc.) and floors, walls etc. to be done before opening of Entertainment Park, at the end of the day and at other appropriate times.
- iii. Provisions to be made for multiple hand washing stations and hand sanitizers for the use of public. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- iv. Deep cleaning of all drinking and hand washing stations, washrooms, showers and lavatories shall be ensured.
- v. Visitors and employees should be advised to dispose of used face covers / masks in separate covered bins placed in common areas.
- vi. Swimming Pool (wherever applicable) shall function in accordance with SOP issued by Ministry of Youth Affairs and Sports (in consultation with MHA).
- vii. Water themed Entertainment Parks and water rides shall ensure adequate and regular water filtration and chlorination as per laid down standards.
- viii. Staggered timing and regulation of physical numbers on these rides be ensured.
- ix. Theatres shall function in accordance with the SOPs issued by Ministry of Information and Broadcasting (in consultation with MHA).

6. Planning for operations, scheduling and monitoring of activities

6.1 Physical distancing

- i. For ensuring physical distancing inside and outside the premises, specific markings on the floor may be made. Similarly, physical distancing shall also be maintained in office areas and common utility areas.
- ii. There will be queue management inside and outside the premises. Enough personnel will be deployed to monitor the queue and physical distancing.
- iii. Lockers for staff and visitors will remain in use; physical distancing and regular disinfection to be maintained.

6.2 Crowd management

- i. The crowd density does not remain the same throughout and usually peaks on weekends and holidays. Planning should specifically factor-in requirement for these peak days.
- ii. Provision for online tickets must be encouraged.
- iii. The tickets sold shall be commensurate with the floor area per person that is required for fulfilling the physical distancing norms. Accordingly, entry to the Entertainment Park shall be regulated.
- iv. Entry of visitors with tickets to be monitored to ensure that the number of visitors inside the Entertainment Park at any given time doesn't exceed the permissible limit.
- v. CCTV monitoring shall be ensured to detect crowding at any Rides or Food Court etc.

- vi. For those who reach the Entertainment Park without online ticket or where facility of on-line ticketing does not exist, adequate number of ticket counters shall be planned duly ensuring physical distancing norms.
- vii. A simple do's and don'ts Advisory may be distributed at the time of issue of tickets/passes or may be printed on the tickets itself. Do's and Don'ts also to be displayed at vantage points.
- viii. The park management may make suitable provisions for contact-less payment.

6.3. Ensuring ventilation

- i. As far as feasible, natural ventilation must be ensured and use of small enclosed spaces must be discouraged.
- ii. Circulation of outdoor air needs to be increased, as much as possible, by opening windows and doors, using fans, or other methods.
- iii. For air-conditioning/ventilation, of closed enclosures, the guidelines of CPWD shall be followed which mentions that the temperature setting of all air conditioning devices should be in the range of 24-30⁰ 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. Air handling unit needs to be cleaned prior to switching on.

6.4. Making available COVID related supplies

- i. Appropriate arrangements for personal protection devices like face covers/masks, and other logistics like hand sanitizers, soap, sodium hypochlorite solution (1%) etc. shall be made available by management for their employees as per requirements.
- ii. Provide an adequate supply of calibrated thermal guns.
- iii. Ensure availability of covered dustbins and trash cans in sufficient numbers to manage waste as per CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)

6.5. Creating awareness

- i. The mobile application or web site of the Entertainment Park must display preventive measures for COVID-19.
- ii. The website/ Mobile application shall inform the visitors on self-monitoring of health and not to visit the park if suffering from symptoms of Covid-19.
- iii. Provisions must be made for display of Posters/standees/AV media on preventive measures against COVID-19 at prominent places in the Entertainment Park.
- iv. Recorded messages on precautionary measures and COVID appropriate behaviour may be played.
- v. Display State helpline numbers and also numbers of local health authorities at prominent places.

7. Maintaining Healthy operations

7.1. At the entry point and exit.

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Multiple gates/separate gates, if feasible, should be used for entry and exit.

- iii. Only asymptomatic persons (managerial staff, employees, visitors) to be allowed in the premises.
- iv. Management staff, employees and visitors living in containment zones shall not be allowed entry in entertainment park and other similar places.
- v. All employees/visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the entertainment park.
- vi. Staggering of visitors to be done for maintaining physical distancing of a minimum of 6 feet, when queuing up at the time of entry and for rides etc.
- vii. Proper queue management shall be followed at the ticket counters, the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized by the management/ any out-sourced agencies.
- viii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks as appropriate. A proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up, before taking over and handing over the vehicle.

7.2. Within the premises of the entertainment park complex.

- i. Seating arrangement to ensure a distance of 6 feet between chairs, benches, etc.
- ii. Staggering of visitors for different rides to be done, to allow for adequate physical distancing.
- iii. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.
- iv. Use of escalators with one person on alternate steps may be encouraged.

7.3. During rides

- i. Disinfect the common touched surfaces of the ride equipment, before commencing the ride.
- ii. Visitors shall sanitize their hands before and after using the rides. For such purpose hand sanitizer should be provided at the entry and exit of ride stations etc
- iii. Ensure physical distancing in rides.

7.4. Activities in common areas – Souvenir Shops, stalls, cafeteria, food courts, changing rooms, showers, etc.

- i. Adequate crowd and queue management to be ensured.
- ii. In food courts and restaurants, seating allowed shall follow adequate physical distancing norms.
- iii. The seating arrangement should ensure adequate physical distancing.
- iv. Food court staff / waiters should wear mask and hand gloves and take other required precautionary measures.
- v. Contactless mode of ordering and digital mode of payment to be encouraged.
- vi. Tables to be sanitized each time customer leaves.
- vii. In the kitchen, the staff should follow physical distancing norms at workplace.

8. Reporting of a suspect or confirmed case in the premises:

- i. Place the ill person in a room or area isolated from others.
- ii. Provide a mask/face cover till such time he/she is examined by a doctor.
- iii. Immediately inform the nearest medical facility (hospital/clinic) or call the State or District helpline.
- iv. 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.
- v. Disinfection of the premises to be taken up if the person is found positive.

Dated the 1st March, 2021

**Government of India
Ministry of Health & Family Welfare**

**Guidelines on Preventive Measures to Contain Spread of COVID-19 in Yoga Institutes & Gymnasiums
(In supersession of guidelines issued earlier dated 03.08.2020)**

1. Background

While Yoga and physical activity being important for health & well-being, to prevent spread of COVID-19 infection, it is important that required physical distancing and other COVID appropriate measures are followed. Yoga Institutes and Gymnasiums shall adhere to protocols and prevention measures outlined in this document to prevent the spread of COVID-19.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at yoga institutes and gymnasiums to prevent spread of COVID-19. The guidelines aim to minimize all possible physical contacts between staff, members & visitors and maintain physical distancing and other preventive and safety measures in context of COVID-19.

3. Generic preventive measures

All yoga institutes and gymnasiums in containment zones shall remain closed for public. Only those outside containment zones will be allowed to open up.

All yoga institutes and gymnasiums shall comply with all health related guideline/SOP/notification issued by the Union/State Government from time to time.

Persons above 65 years of age, persons with co-morbidities, 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. Organizations managing the yoga institutes and gymnasiums shall advise all members, visitors & staff accordingly.

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 (members, visitors & staff) in these places at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet (2 gaj ki doori) 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. However, during yoga exercise or exercising in gymnasiums, as far as possible only a visor may be used. Use of mask (in particular N-95 masks) during exercise may cause difficulty in breathing.

- 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 practiced 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 should be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

4. Specific measures to be followed include-

a. Before opening the yoga institutes/gymnasiums

Processes & premises redesigning including proper placement of equipments

- i. Plan yoga/gymnasiums floor area based on 4m² per person.
- ii. Place equipments, including cardio and strength machines, 6 feet apart, wherever feasible, by moving equipment to facilitate physical distancing.
- iii. Where available, utilize any outdoor space by relocating equipment outside.
- iv. Create specific pathways for entering and exiting exercise areas within closed spaces using floor or wall markings.
- v. Ensure queue management, inside and outside the premises, with specific markings on the floor with a gap of 6 feet.
- vi. Promote card based/contactless payment.
- vii. 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° 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.
- viii. Limit the number of staff and members within the general gymnasium floor, specific workout areas and change rooms by:
 - a. Restricting the number of members allowed in specified areas.
 - b. Implementing 'fitness sessions' for particular exercise areas with requirements for members to register (ideally online) for specific sessions.
- ix. Lockers will remain in use, as long as physical distancing is maintained.
- x. Ensure dustbins and trash cans are covered at all times.
- xi. Spas, Sauna, and Steam Bath (wherever applicable) shall function in accordance with the SOPs issued by the State/UT concerned. Swimming pools shall function in accordance with SOP issued by Ministry of Youth Affairs and Sports (in consultation with MHA).

Disinfection

All areas within the premises shall be disinfected using clinically approved disinfectants. The areas to be disinfected include but are not limited to –

- i. Entrances to premise, building, rooms
- ii. All open areas used by staff and visitors
- iii. Washrooms and toilets
- iv. Shoe baths (Members will be encouraged to carry separate workout shoes)
- v. All other frequently touched surfaces (doorknobs, handles etc.)
- vi. Equipment in gymnasiums

Planning and Scheduling of Activities

- i. Calculate the maximum capacity per session based on redesigned spaces. Accordingly schedule the session and inform the members.
- ii. Yogic Kriya(s)
 - a. The practice of Yogic Kriya(s) may be avoided for the time being. Even if it is to be practiced essentially, it may be done in open spaces.
 - b. Guidelines for practitioners (Yoga guideline for Covid-19) issued by the Ministry of AYUSH (available at: <https://www.ayush.gov.in/>) may also be followed.
- iii. Group fitness rooms and classes
 - a. Staggering class session times and allowing minimum of 15-30 minutes between classes to avoid overlap between members arriving and leaving.
 - b. Offering group fitness classes online, wherever possible.
 - c. Restricting the number of persons allowed per group fitness class based on the size of the room and the nature of the fitness activity.
- iv. Personal training in yoga institutes/gymnasiums
 - a. Ensure 6 feet distance between personal trainer and clients during personal training sessions, wherever feasible.
 - b. Ensure sessions are tailored to include only exercises that do not require physical contact between the trainer and the clients including setup and use of equipment.
 - c. Limit the number of clients per session & ensure adequate spacing amongst all clients.
 - d. Utilize outdoor spaces at the yoga institutes/gymnasiums where available.
- v. For Employees:
 - a. Shifts and attendance to be planned to ensure physical distancing.
 - b. Staff residing in the containment zone shall not attend the facility till containment zone is de-notified.
 - c. Housekeeping staff to be informed & trained about norms for waste management & disposal.

- d. 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 clients.

Availability and Management of Supplies

- i. Appropriate personal protection gears like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the members, visitors & staff.
- ii. Provide an adequate supply of disinfectant wipes or disinfecting solutions and disposable paper towels for members/staff to wipe exercise equipment clean before and after use.
- iii. Ensure availability of pulse oximeters to record oxygen saturation of members prior to the exercise.

b. After opening the yoga institutes / gymnasiums

At the entry point

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic persons (including staff) be allowed in the premises.
- iii. All persons to be allowed entry only if using face cover/masks.
- iv. All members, visitors and staff may consider using Aarogya Setu application for risk identification at all times inside the yoga institute/gymnasiums.
- v. Posters/standees on preventive measures about COVID-19 to be displayed prominently. Audio and Video clips to spread awareness on preventive measures for COVID-19 may be regularly played.
- vi. Ensure minimum distance of 6 feet at all times in queues.
- vii. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized by the management/ any out-sourced agencies.
- viii. Staggering of members/ visitors to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of premises & equipment.
- ix. In yoga institutes, shoes / footwear are to be preferably taken off outside the premises where yoga exercises are done. If needed they should be kept in separate slots for each individual / family by the persons themselves.
- x. Details of check-in and checkout times of members and visitors must be recorded (name, address and phone number)

Prior to exercising in the gymnasiums using equipment for cardio, strength training etc.

- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use.

- ii. Sanitize middle finger with alcohol swab and check oxygen saturation using pulse oximeter. Those having oxygen saturation below 95% should not be allowed to exercise. Call Central / State helpline / ambulance and refer such persons to the nearest health facility.
- iii. Remove mask and **wear visor as far as feasible** while exercising.
- iv. Hand sanitizer stations must be provided near each gymnasium equipment.
- v. Ensure that members sanitize their hands before using gymnasium equipment.

During yoga exercises / other exercise sessions

- i. Common exercise mats should be avoided, and members should preferably bring their own exercise mats which they may take back with them.
- ii. In view of potential threat of spread of infection, as far as feasible recorded music/songs may be played, and shouting/ laughter yoga exercise should not be allowed.
- iii. Stop the exercise if you feel difficulty in breathing. Check oxygen saturation level. Those having oxygen saturation below 95% should not be allowed to continue exercise. Call Central / State helpline / ambulance and refer such persons to the nearest health facility.

After exercise and in common areas

- i. Ensure proper disposal of face covers / masks / used towels in covered bins.
- ii. The shower areas / washrooms should be sanitized before and after use.
- iii. Cafeteria facility, if any within the premises, shall follow physical distancing norms at all times.
- iv. Cleaning and disinfection of gymnasium equipment, particularly frequently touched surfaces (handrails, benches, fixtures, etc.) shall be done after each exercise session before it is used by the next member.
- v. The floor cleaning shall be taken up between exercise sessions.

At the time of closure

- i. Shower rooms and lockers/changing areas need to be properly sanitized.
- ii. Deep cleaning of all washrooms shall be ensured.
- iii. Before closure, the entire premises will be disinfected.

5. Additional precautions to be followed in case of a suspect case in the premises:

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Provide a mask/face cover till such time he/she is examined by a doctor.
- iii. Immediately inform the nearest medical facility (hospital/clinic) or call the State or District helpline.

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

13th February, 2021

**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 workstations, corridors, elevators & stairs, parking places, cafeteria/canteens, 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 services. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

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 (*2 gaj ki doori*) in common places 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 the immediate supervisory officer.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App by all 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 entry.
- 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.
- iv. Drivers shall maintain physical distancing at all times particularly within rooms/ spaces designated for drivers. They shall follow required do's 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 at-least twice a day of the interior of the vehicle using 1% sodium hypochlorite solution/spray. A proper disinfection of frequently touched surfaces i.e. 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.
- 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. 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. Proper crowd management in the parking lots and outside the premises – duly following physical distancing norms be ensured.
- 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 vehicles should be taken up.
- xiii. Any shops, stalls, cafeteria/canteen etc., outside and within the office premises shall follow physical distancing norms at all times.

- xiv. Specific markings may be made with sufficient distance to manage the queue and ensure physical distancing in the premises.
- xv. Proper cleaning and frequent sanitization (at-least twice a day) of the workplace, particularly of the frequently touched surfaces must be ensured.
- xvi. Ensure regular supply of hand sanitizers, soap and running water in the washrooms.
- xvii. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms for which purpose proper marking be made on the floor of the elevators.
- xviii. 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° 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.
- xix. Large physical gatherings continue to remain prohibited.
- xx. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxi. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, handrails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas at-least twice a day.
- xxii. Proper disposal of face covers / masks / gloves left over by visitors and/or employees in covered bins, shall be ensured.
- xxiii. In the cafeteria/canteen/dining halls:
 - a. Mandatory placement of hand sanitizers at the entrance to ensure personal hygiene.
 - b. Staff to take their temperature regularly and check for respiratory symptoms. They must see a doctor if feeling unwell or having flu-like symptoms.
 - c. Adequate crowd and queue management to be done to ensure physical distancing norms for which purpose markings be made on the floor of cafeteria/canteen/dining halls.
 - d. Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
 - e. The seating arrangement to ensure a distance of at least 6 feet between patrons as far as feasible.
 - f. In the kitchen, the staff to follow physical 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, when one or few people(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 management of cases and contacts will be done as per the existing protocol (<https://www.mohfw.gov.in/pdf/FinalGuidanceonMangaementofCovidcasesversion2.pdf> and <https://ncdc.gov.in/showfile.php?lid=570>).

6. Management of premises

- i. If there are one or two cases reported, the disinfection procedure will be limited to places/areas occupied and visited by the patient in past 48 hours and work can be resumed after disinfection as per laid down protocol.
- ii. In case of larger number of cases are being reported at the workplace, the whole block or building, as the case may be, should be disinfected.

Offences and Penalties for Violation of Lockdown Measures

A. Section 51 to 60 of the Disaster Management Act, 2005

51. Punishment for obstruction, etc.—Whoever, without reasonable cause —

- (a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or
- (b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim.—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

54. Punishment for false warning.—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government.—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his

knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning.—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies.—(1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section—

(a) “company” means anybody corporate and includes a firm or other association of individuals; and

(b) “director”, in relation to a firm, means a partner in the firm.

59. Previous sanction for prosecution.—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences.—No court shall take cognizance of an offence under this Act except on a complaint made by—

- (a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or
- (b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

B. Section 188 in the Indian Penal Code, 1860

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

Illustration

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.
