



**COVID-19 URGENT**  
**By e-mail/FAX**

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, JHARSUGUDA

**OFFICE ORDER**

No. 9572/Emg.

Dated : 02.07.2020

Whereas the Govt. of Odisha acting through the Special Relief Commissioner has issued order to remain in force until the midnight of **31.07.2020** embedding the same on the guidelines issued by Ministry of Home Affairs dated **29.06.2020** in connection with the growing incidence of COVID-19.

Whereas the District Collectors / Municipal Commissioners are empowered to impose area specific additional restrictions or such restrictions as necessary for containing the spread of COVID-19.

Whereas Jharsuguda has been grouped in **Zone-1** because of recent spurt in positive cases.

Now therefore this district specific order is being issued to come into force immediately and remain as such until **31.07.2020**, unless there is some situational amendment later in the said period.

1. Guidelines issued by the State will be observed in letter and spirit with the following stipulations of rigor.
2. Additional measures of enforcement issued in this order shall be treated only supplemental to the order of state referred above.

(a) **Night Curfew**

Curfew will be in force from **7.00 PM to 5.00 AM** throughout the district. All shops, commercial establishments, offices, institutions, movement of individuals except the permitted ones will be closed / prohibited.

(b) **Quarantine**

Returnees from other States to Urban areas of the district will have only options of 14 days' quarantine at the centres managed by the District Administration or paid quarantine in the hotels listed by the district. Request for home quarantine will be very sparingly considered if the returnee has commodious domestic accommodation having separate room for own. Further commodious accommodation will mean having the facility of earmarked entry and exit with toilet for the persons so quarantined.

Industries, Commercial establishments Contractors working both for Govt. and Private Sectors, Construction agencies and Contractors and Labour Contractors bringing in migrant workers from outside the State following the procedure as enshrined in Inter-State Migrant Workmen (Regulation of Employment and conditions of service) Act, 1979 ought to have facilities for quarantining these workmen for 14 days at own cost before the latter are allowed to join respective worksites. These facilities can only be considered as quarantine centres after inspection and certification either by the D.L.O. or local BDO/Tahasildar.

Govt. Officials, Professionals, Businessmen or any person who have travelled from the district to a place outside the State, on return will be quarantined for 14 days irrespective of the span of time between Departure and Return. Specific cases of exception will be decided by the District Administration only after thorough scrutiny of the travel history and mode of transport.

(c) **General Directives**

The shops and other business establishments allowed to operate will remain open from **6.00 AM to 6.00 PM**. The time between 6.00 PM and 7.00 PM will be for winding up and travel back in regard to the activities except the ones allowed in the curfew hours also.

The saloons, spa, beauty parlour will have arrangement of safety precaution, disinfection and sanitization before and after servicing each customer. Further they should keep arrangement for boiling water to wash scissors and other accessories of hair dressing and shaving. The saloon owner is to also make use of rectified spirit for frequent washing of his tools. He will attend the customers carrying own towels/ cloth for wrapping the body. Customers not carrying the same will not be entertained. Blade will be used once for one customer. Deviation will invite strict penal action including closure of the saloon. Strict Social distancing, face covering and sanitization arrangements shall be ensured.

(d) **Government Offices**

The Govt. Offices will observe COVID-19 compliance and operate in consonance with the stipulations of Govt. in G.A. & P.G. Department's Order No. 15287/Gen. Dt. 30.06.2020 and No. 15289/Gen. Dt. 30.06.2020.

(e) **Industrial Establishment**

The Industries will take adequate measures towards retaining 75% of their staff on the campus.

Discipline of social distancing and sanitization will be adhered to on the premises of Industries and Mining Establishments.

On the weekend days of shutdown they will dispense with the activities directly not related to production and try to retain all the staff both of their roll and that of contractors in-situ. In case of compulsion for travel of their staff and officers from outside, the Companies will have to arrange transport preferably buses, identify the locations where such vehicles will stop for boarding and de-boarding and notify in advance to the District Administration and Police. Distancing is to be observed in seat occupancy.

Instances of violation by industrial houses and mining companies both ON and OFF campus shall be considered as offence and the persons in-charge of the unit to conduct business of the company shall be deemed to be guilty of the contravention and liable to be prosecuted U/s.58 of the Disaster Management Act-2005.

(f) **Public Transport**

No Taxi, Cab including that of aggregators and Auto Rickshaw will ply in the district with passengers without the provision of air-tight separator between the driver and passengers. The rear seat is only allowed to be occupied as per the capacity.

(g) **Shutdown**

The enforcement will be strict and all other activities except the allowed ones will cease. In a sense the shutdown will be total on all weekend days throughout July 2020.

(h) **Behavioral Practice**

Preventive measures spelled out in the COVID Regulations 2020 including the amendment will have undiluted application in instances of comprise in social distancing, not wearing mask and spitting in any form in public place.

(i) Penal Provision

Any person / organization violating the measures stipulated in the **Order No.3856/R&DM(DM), Dated.30.06.2020 of SRC**, a copy of which along with the Annexure is attached, to be read in conjunction with **the stipulations of reinforcement prescribed in this order** will be liable to be proceeded against in accordance with the provisions of Sec.51 to 60 of the Disaster Management Act 2005, besides facing action U/s. 188 of the IPC and other legal provisions as applicable.

Encl : As above.

COLLECTOR, JHARSUGUDA

Memo No. 9573/Emg. Dated : 02-07-2020

Copy forwarded to the Superintendent of Police, Jharsuguda for information and necessary action. He is requested to see that the restriction thus imposed is implemented in letter and spirit across the district. Accordingly instruction may kindly be given down to the bottom.

COLLECTOR, JHARSUGUDA

Memo No. 9574/Emg. Dated : 02-07-2020

Copy submitted to the Revenue Divisional Commissioner, (Northern Division) / DIG. of Police, Northern Range, Sambalpur for kind information.

COLLECTOR, JHARSUGUDA

Memo No. 9575/Emg. Dated : 02-07-2020

Copy to the Sub-Collector & SDM, Jharsuguda for information and necessary compliance.

COLLECTOR, JHARSUGUDA

Memo No. 9576/Emg. Dated : 02-07-2020

Copy to all Executive Magistrates for information and necessary action.

COLLECTOR, JHARSUGUDA

Memo No. 9577/Emg. Dated : 02-07-2020

Copy to the DI&PRO / DIO, NIC, Jharsuguda for publicity.

COLLECTOR, JHARSUGUDA



**Government of Odisha**  
**Office of Special Relief Commissioner**

No. **3856/R&DM(DM)**, Dt. **30-06-2020**  
RDM-RLF-MISC-0034-2020

**ORDER**

Whereas, in pursuance of the directions issued by the National Executive Committee, Government of India under the Disaster Management Act, 2005, the Government Odisha, vide Revenue & Disaster Management (Disaster Management) Department Notification No.3057/R&DM(DM) dated 01.06.2020, had extended the lock down in the entire State of Odisha with stipulations mentioned therein, with a view to contain the spread of COVID-19 pandemic, till midnight of 30.06.2020;

And Whereas, in pursuance of the directions of the National Disaster Management Authority (NDMA), the National Executive Committee, in exercise of the powers conferred under Section 10(2)(1) of the Disaster Management Act, 2005, has issued revised guidelines vide Ministry of Home Affairs, Government of India order No.40-3/2020-DM-I(A) dated 29.06.2020 to extend the lockdown in Containment Zones up to 31.07.2020, and to re-open more activities in a calibrated manner in areas outside Containment Zones;

Now, therefore, in pursuance of the said order, the State Government do hereby promulgate the following guidelines in the State of Odisha until midnight of 31.07.2020:

**1. This order will come into force with effect from 01.07.2020.**

**2. State COVID Management Guideline**

The State COVID Management Guideline is based on:

- a) De-centralised management: empowering the COVID Management Committee in urban and rural areas, headed by the Ward Members for surveillance, monitoring and containing the spread of the infection
- b) Establishment and management of COVID Care Homes at Gram Panchayat (GP) level by Sarpanches for isolation and treatment of

symptomatic cases

- c) Continuance of Temporary Medical Camps (TMCs) for a cluster of GPs for quarantining of returnees
- d) COVID Audit of Government and Private offices and obligation of the head of the office under Disaster Management Act, 2005 for enforcing physical distancing and mask wearing
- e) Strict enforcement of social distancing, mask wearing and spitting regulations in all public places
- f) Strict adherence of COVID SOP by all Private Hospitals
- g) Monitoring of travelers from hotspots outside the State

### **3. Lockdown limited to Containment Zones**

- i. Local Authorities i.e. District Collector/ Municipal Commissioner shall demarcate containment zones in accordance with the guidelines of MoHFW, Government of India/ H&FW Department of Government of Odisha.
- ii. In the Containment Zones, only essential activities shall be allowed. There shall be strict perimeter control to ensure that there is no movement of people in or out of these zones, except for medical emergencies and for maintaining supply of essential goods and services. There shall be intensive contact tracing, house-to-house surveillance, and other clinical interventions, as required. Guidelines of MoHFW shall be taken into consideration for the above purpose.
- iii. Local Authorities may also identify Buffer Zones outside the Containment Zones, where new cases are more likely to occur. Within the buffer zones, restrictions as considered necessary may be put in place by the Local authorities.

### **4. Regulation of activities in areas outside the Containment Zones**

- a. The following establishments/ activities will continue to remain closed till 31<sup>st</sup> July, 2020, throughout the State:
  - (i) Religious places/ places of worship for public.
  - (ii) International air travel of passengers, except as permitted by MHA.
  - (iii) Cinema halls, gymnasiums, swimming pools, entertainment complexes, theatres, auditoriums, assembly halls and similar places.
  - (iv) Social/ political/ sports/ entertainment/ academic/ cultural/

religious functions and other large congregations.

(v) Schools, colleges, other educational/ training/ coaching institutions, etc. will remain closed for the purpose of teaching till 31<sup>st</sup> August, 2020. However, conduct of examinations and evaluation, etc. shall be permitted.

b. Hotels and Restaurants are allowed to operate as per SOPs issued by MoHFW, Government of India (**Annexure-I**). Restaurant service in Hotels will be open for in-house guests (**Annexure-II**).

Restaurants and Hotels are permitted for home delivery/ takeaways of food. Dhabas along National and State Highways/ Major roads for takeaway only.

c. Local Authorities may decide about opening of Shopping Malls with appropriate restrictions.

**Activities that are not specifically prohibited/ regulated/ restricted above are allowed.**

## **5. Night Curfew**

All shops, commercial establishments, offices, institutions and movement of individuals shall remain closed/ prohibited between **9.00 pm to 5.00 am throughout the State**, except for essential activities. District Collectors and Police Commissioner, Bhubaneswar-Cuttack shall issue orders for their respective jurisdictions, under appropriate provisions of law, such as under Section 144 of CrPC, and ensure strict compliance. This restriction shall not apply to:

- District and Municipal Administration/ Police/ Government Officials on duty
- Doctors, Medical/ Paramedical Staff (Govt. & Private)
- Staff of IT & ITeS Companies on production their ID cards
- Any person, in case of medical or other emergency
- Owner/ staff of Chemist shops
- All industrial units
- All construction activities
- Movement of Public Transport, private vehicles and taxis (including cabs by aggregators like Ola, Uber, etc.) to and from airports, railway station and bus terminals/ stands/ stops, for facilitating movement of passengers by air, rail and road.
- Operation of hotels and hospitality units, including their associated offices, movement of staff and associated personnel
- Dhabas along National and State Highways/ Major roads for takeaway

only

- Petrol pumps and CNG Stations
- Print and Electronic Media identified by Commissionerate/ District Police

**6. The State Government will adopt a graded approach** for districts depending on the status of the spread of the disease and vulnerability. Additional restrictions are required to be imposed on mobility and congregations in the interest of the containment of the spread of the disease.

**Zone 1:** 10 districts – Ganjam, Gajapati, Khurda, Cuttack, Jajpur, Jagatsinghpur, Balasore, Mayurbhanj, Keonjhar and Jharsuguda

- a. Local authorities in these districts may impose restrictions on intra-district public and private transport and closure of shops & establishments, government and private institutions and movement/ assembly of people, as deemed appropriate.
- b. The Weekend Shutdown on Saturdays and Sundays will continue for the above districts in the month of July. During this shutdown, only the following activities shall be allowed:
  - All medical establishments including hospitals, clinics, nursing homes, including medicine stores. Movement of Ambulance and all medical personnel.
  - District and Municipal Administration/ Police/ Fire Services
  - Central & State Government officials on emergency duty
  - Telecom services
  - Petrol pumps
  - Print and Electronic Media identified by Commissionerate/ District Police
  - Water Supply, sanitation and sewerage workers
  - Electricity supply and distribution
  - Movement of goods and good carriers, whether loaded or unloaded
  - Industrial establishments, factories and construction activities
  - Agriculture, Horticulture, Fisheries, Animal Husbandry, Veterinary Services and allied activities, including procurement at Mandis
  - Service sector industries, including IT/ ITeS, Hotel & Hospitality units. Operation of hotels and hospitality units, including their associated offices, movement of staff and associated personnel
  - Movement of rail and air transport
  - Road transport on highways, road movement of transiting vehicles
  - Movement of Public Transport, private vehicles and taxis (including

cabs by aggregators like Ola, Uber, etc.) to and from airports, railway station and bus terminals/ stands/ stops, for facilitating movement of passengers by air, rail and road.

- Marriages and Funerals, with permission of local authority
- ATMs and critical financial institutions like RBI, Clearing Houses
- Operations of Airports, Railway Stations, Bus Terminals and their associated offices, movement of associated personnel and activities
- Home Delivery of food, groceries, vegetables and essential items by restaurants and aggregators such as Zomato, Swiggy etc.
- Dhabas along National and State Highways/ Major roads for takeaway only
- Milk booths
- Food & Grocery stores such as Reliance Fresh, Big Bazaar, Chilika Fresh and others for home delivery only
- Newspaper hawkers between 5 am and 8 am only

**Zone 2:** Remaining 20 districts - Puri, Kendrapara, Bhadrak, Sundargarh, Balangir, Kandhamal, Nayagarh, Bargarh, Malkangiri, Nuapada, Dhenkanal, Kalahandi, Angul, Deogarh, Sambalpur, Koraput, Boudh, Nabarangapur, Rayagada, Subarnapur

All permissible activities are allowed, except during Night Curfew (as outlined in Clause 5).

## **7. Quarantine Policy**

- a. The quarantine period for returnee(s) to the State will be limited to 14 days. This shall be implemented by local authorities i.e., District Collectors/ Municipal Commissioners.
- b. Returnee(s) in rural areas will undergo 14 days of mandatory institutional quarantine. In case the quarantine develops symptoms requiring medical attention, he/ she may be shifted to COVID Care Centre/ COVID Hospital.
- c. Returnees(s) in urban areas shall have to compulsorily stay in home quarantine for a period of 14 days, observing guidelines issued by H&FW Dept., Govt. of Odisha. If the returnee does not have proper quarantine facility at home, he/ she shall undergo institutional/ paid quarantine for a duration as directed by the local authorities.
- d. Individuals travelling to the State by regular train and air services will have to undergo mandatory quarantine, as prescribed above.
- e. **Local Authorities may extend the duration of quarantine of the**

**quarantined at home/ institution, within their jurisdiction, in the interest of containment of COVID-19.**

- f. The following categories of travelers shall be exempt from mandatory quarantine in the State, upon arrival in Odisha:
  - i. Govt. officials, Professionals, businessmen or any other person travelling to Odisha on work and intending to exit the State by rail, road or air within 72 hrs
  - ii. Govt. officials, Professionals, businessmen or any other person who have travelled from Odisha on work and are returning to the State within 72 hrs of departure from Odisha

**8. General Directives for COVID-19 Management**

The following General Directives for COVID-19 Management shall be strictly followed throughout the State:

- a. Face coverings: Wearing of face cover is compulsory in public places; in workplaces; and during transport (**Annexure-III**).
- b. Social distancing: Individuals must maintain a minimum distance of 6 feet in public places.
- c. Shops will ensure physical distancing among customers. The owner/ manager of the shop shall be liable for any violation.
- d. Salons, Spas, Beauty Parlours and Barber shops shall ensure all safety precautions, disinfection and sanitization before and after service of each customer. The owner/ manager shall be liable for any violation.
- e. Gatherings: Public gatherings/ congregations of more than 7 persons are prohibited.
- f. Marriage related gatherings: Number of guests not to exceed 50.
- g. Funeral/ last rites related gatherings: Number of persons not to exceed 20.
- h. Spitting in public places will be punishable with fine, as prescribed in accordance with laws, rules or regulations (**Annexure-IV & V**).
- i. Consumption of liquor, paan, gutka, tobacco, etc. in public places is prohibited.

**Additional directives for Work Places**

- j. Obligation of Heads of Offices: All offices, Government and Private, must ensure adherence to the SOP on preventive measures to contain spread of COVID-19 in offices issued by Department of H&FW, Government of Odisha dated 30<sup>th</sup> June 2020. Non-adherence to these guidelines will invite action under appropriate provisions of Disaster Management Act, 2005. (**Annexure-VI**)

- k. Work from home (WfH): As far as possible the practice of WfH should be followed.
- l. Staggering of work/ business hours will be followed in offices, work places, shops, markets and industrial & commercial establishments.
- m. Screening& hygiene: Provision for thermal screening, hand wash and sanitizer will be made at all entry and exit points and common areas.
- n. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles, etc., will be ensured, including between shifts.
- o. Physical distancing: All persons in charge of workplaces will ensure adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.

#### **9. Unrestricted movement of persons and goods**

- a. There shall be no restriction on inter-State and intra-State movement of persons and goods. **No permission/ approval/ e-permit/ passes will be required for such movements.**
- b. Intra-State Buses, City Buses, Taxis (including cabs by aggregators like Ola, Uber, etc.), Auto Rickshaws and other Passenger Vehicles, are allowed to operate with up to sitting capacity of the vehicle, as mentioned in the Registration Certificate.
- c. Movement by passenger trains and Shramik special trains **(Annexure-VII)**; domestic passenger air travel; movement of Indian Nationals stranded outside the country and of specified persons to travel abroad **(Annexure-VIII)**; evacuation of foreign nationals; and sign-on and sign-off of Indian seafarers **(Annexure-IX)** will continue to be regulated as per SOPs issued by Govt. of India.
- d. Movement of any type of goods/ cargo for cross land-border trade under Treaties with neighbouring countries shall not be stopped.

**10. Based on their assessment of the situation, District Collectors/ Municipal Commissioners may impose area specific additional restrictions on activities outside the Containment zones or impose such restrictions as deemed necessary for containing the spread of COVID-19.**

#### **11. Safety and Protection of vulnerable persons**

The following categories of people are advised against outdoor movement, except for essential and health purposes till 31<sup>st</sup> August, 2020.

- a. Persons above 65 years of age
- b. persons with co-morbidities
- c. pregnant women
- d. children below the age of 10 years

## **12. Use of Aarogya Setu**

- (i) *Aarogya Setu* enables early identification of potential risk of infection, and thus acts as a shield for individuals and the community.
- (ii) With a view to ensuring safety in offices and workplaces, employers on best effort basis should ensure that Aarogya Setu is installed by all employees having compatible mobile phones.
- (iii) District authorities may advise individuals to install the Aarogya Setu application on compatible mobile phones and regularly update their health status on the app. This will facilitate timely provision of medical attention to those individuals who are at risk.

## **13. Strict enforcement of the guidelines**

- (i) These guidelines issued under the Disaster Management Act, 2005, shall not be diluted in any manner.
- (ii) All the District Magistrates/ Municipal Commissioners/ Commissioner of Police, Bhubaneswar-Cuttack shall strictly enforce the above measures.

## **14. Penal provisions**

Any person violating these measures will be liable to be proceeded against in accordance with the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at **Annexure-X.**

By order of the Governor

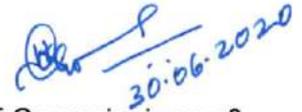


Chief Secretary, Odisha

**Memo No.3857/R&DM(DM)**

**Date:30.06.2020**

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

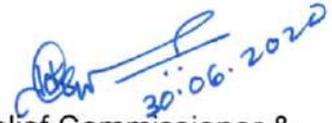
Handwritten signature and date: 30.06.2020

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

**Memo No.3858/R&DM(DM)**

**Date:30.06.2020**

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

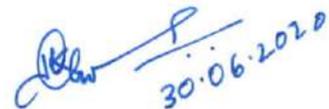
Handwritten signature and date: 30.06.2020

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

**Memo No.3859/R&DM(DM)**

**Date:30.06.2020**

Copy forwarded to the Joint Secretary (Disaster Management), Ministry of Home Affairs (Disaster Management Division), Government of India for kind information.

Handwritten signature and date: 30.06.2020

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

4<sup>th</sup> June, 2020

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

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 social 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) Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes. 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 to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
- vi. Spitting shall be strictly prohibited.
- vii. Installation 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 social distancing norms.
- v. Staff should additionally wear gloves and take other required precautionary measures.
- vi. 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. Hotel management to facilitate work from home wherever feasible.
- vii. Proper crowd management in the hotel as well as in outside premises like parking lots—duly following social distancing norms shall be ensured. Large gatherings/congregations continue to remain prohibited.
- viii. 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.
- ix. 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 social distancing in the premises.
- x. Number of people in the elevators shall be restricted, duly maintaining social distancing norms. Use of escalators with one person on alternate steps may be encouraged.
- xi. 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.
- xii. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- xiii. 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.
- xiv. Hotels must adopt contactless processes like QR code, online forms, digital payments like e-wallet etc. for both check-in and check-out.
- xv. Luggage should be disinfected before sending the luggage to rooms.
- xvi. 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.
- xvii. Guests should be advised not to visit areas falling within containment zone
- xviii. Required precautions while handling supplies, inventories and goods in the hotel shall be ensured. Proper queue management and disinfection shall be organized.
- xix. 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.
- xx. Detailed guidelines issued for restaurants shall be followed.

- a. Seating arrangement in the restaurant also to be made in such a way that adequate social 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 social 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 social distance.
  - xxiii. Gaming Arcades/Children play areas (wherever applicable) shall remain closed.
  - xxiv. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
  - 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 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 social distancing norms at work place. 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.

4th June, 2020

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

**SOP on preventive measures in Restaurants to contain spread of COVID-19**

**1. Background**

Given the current COVID-19 outbreak in India, it is important that restaurants and other hospitality units take suitable measures to restrict any further transmission of the virus while providing restaurant services.

**2. Scope**

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

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

**3. Generic preventive measures**

Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes. Restaurant management to advise accordingly.

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff and patrons) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

viii.

**4. All Restaurants shall ensure the following arrangements:**

- i. Takeaways to be encouraged, instead of Dine-In. Food delivery personnel should leave the packet at customer's door. DO NOT handover the food packet directly to the customer.
- ii. The staff for home deliveries shall be screened thermally by the restaurant authorities prior to allowing home deliveries.
- iii. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- iv. Only asymptomatic staff and patrons shall be allowed.
- v. All staff and patrons to be allowed entry only if using face cover/masks. The face cover/masks has to be worn at all times inside the restaurant.
- vi. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- vii. Staggering of patrons to be done, if possible.
- viii. Adequate manpower shall be deployed by restaurant management for ensuring social distancing norms.
- ix. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Restaurant management to facilitate work from home wherever feasible.
- x. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms shall be ensured.
- xi. Additional patrons to be seated in a designated waiting area with norms of social distancing.
- xii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up.
- xiii. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- xiv. Preferably separate entry and exits for patrons, staff and goods/supplies shall be organized.
- xv. Required precautions while handling supplies, inventories and goods in the restaurant shall be ensured. Proper queue management and disinfection shall be organized.
- xvi. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the restaurant as far as feasible.
- xvii. Seating arrangement to be made in such a way that adequate social distancing is maintained. In restaurants, not more than 50% of seating capacity to be permitted.
- xviii. Disposable menus are advised to be used.
- xix. Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged.
- xx. Buffet service should also follow social distancing norms among patrons.
- xxi. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.

- xxii. Use of escalators with one person on alternate steps may be encouraged.
- xxiii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xxiv. Large gatherings/congregations continue to remain prohibited.
- xxv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxvi. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.
- xxvii. Proper disposal of face covers / masks / gloves left over by patrons and/or staff should be ensured.
- xxviii. Deep cleaning of all washrooms shall be ensured at regular intervals.
- xxix. Adequate crowd and queue management to be ensured to ensure social distancing norms.
- xxx. Staff / waiters should wear mask and hand gloves and take other required precautionary measures.
- xxxi. Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
- xxxii. Tables to be sanitized each time customer leaves.
- xxxiii. In the kitchen, the staff should follow social distancing norms at work place. Kitchens area must be sanitized at regular intervals.
- xxxiv. Gaming Arcades/Children play areas (wherever applicable) shall remain closed.
- xxxv. In case of a suspect or confirmed case in the premises:
  - a. Place the ill person in a room or area where they are isolated from others.
  - b. Provide a mask/face cover till such time he/she is examined by a doctor.
  - c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
  - d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
  - e. Disinfection of the premises to be taken up if the person is found positive.



GOVERNMENT OF ODISHA  
HEALTH & FAMILY WELFARE DEPARTMENT

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NOTIFICATION

No. HFW-SCH-I-EMER-0001-2020 9 6 9 5 H, Date.09.04.2020

In exercise of the powers conferred by sections 2 and 3 of the Epidemic Diseases Act, 1897 (3 of 1897), the State Government do hereby make the following regulations to amend the Odisha COVID-19 Regulations, 2020 issued under the notification of the Government of Odisha in the Health and Family Welfare Department No. HFW-SCH-I-EMER-0001-2020 9570/H dated the 3<sup>rd</sup> April, 2020, namely:-

1. These regulations may be called The Odisha COVID-19 (Amendment) Regulations, 2020.
2. In the Odisha COVID-19 Regulations, 2020 (hereinafter referred to as the said Regulations), after regulation 4, the following regulation shall be inserted, namely:-

"4 – A. **Use of Mask:**

- (a) All persons shall cover their mouth and nose with any available form of mask while coming out of house for any purpose. A handkerchief or any other piece of cloth in at least two layers can also be used for the purpose.
- (b) All officers not below Extension Officers of the Block or all officers not below Additional Tahsildars or all police officers not below Assistant Sub-Inspector of Police or all officers of Urban Local Bodies not below the Ward Officer are authorized to ensure prevention of crowding and also ensure use of any form of masks or clothes such as handkerchiefs, bandanas, gamuchha, dupatta or the like by the people, while coming out of their house.
- (c) Disposable or single use masks shall be properly disposed of by following due procedure prescribed by the Health & Family Welfare Department, from time to time. Cloth masks should be cleaned with soap or detergent or disinfectant and water and those shall be sun dried for at least 5 hours after every single use.

- (d) Masks used by one person shall not be used by any other person.
- (e) The use of mask by all persons shall be mandatory with effect from 7 am of 9<sup>th</sup> April, 2020.
3. In the said Regulations, in regulation 8 (i) for the words and brackets "the section 188 of the Indian Penal Code (48 Of 1860)", the words and brackets "section 3 of the Epidemic Diseases Act, 1897 as amended by the Epidemic Diseases (Amendment) Ordinance, 2020" shall be substituted.
4. In the said Regulations, after regulation 8, the following regulation shall be inserted, namely:-
- "8 – A. Procurement: To meet the urgency during the outbreak of the epidemic disease, the State Government may procure goods, services and equipments necessary for prevention and control of the epidemic disease dispensing with the rules, regulations, orders or notifications in force regulating such procurement."
5. In the said Regulations, in regulation 10(penalty), for the words and brackets "punishable under section 188 of Indian Penal Code (45 of 1860)", the words and brackets "punishable under section 3 of the Epidemic Diseases Act, 1897, as amended by the Epidemic Diseases (Amendment) Ordinance, 2020" shall be substituted.
6. In the said Regulations, after regulation 10, the following regulation shall be inserted, namely:-
- "10–A. For violation of the provisions regarding Use of Mask contained in Regulation 4 – A, all officers not below Extension Officers of the Block or all officers not below Additional Tahsildar or all police officers not below Assistant Sub-Inspector of Police or all officers of Urban Local Bodies not below the Ward Officer shall compound the offence on payment of rupees two hundred for the first, second and third offence and on payment of five hundred rupees for the subsequent offences.

By order of the Governor.

 9/4/2020

Principal Secretary to Government.



GOVERNMENT OF ODISHA  
HEALTH & FAMILY WELFARE DEPARTMENT  
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NOTIFICATION

No. HFW-SCH-I-EMER-0001-2020 9836 H, Date. 16.04.2020

In exercise of the powers conferred by sections 2 and 3 of the Epidemic Diseases Act, 1897 (3 of 1897) the State Government do hereby make the following Regulations further to amend the Odisha COVID-19 Regulations, 2020 issued under Notification No.HFW-SCH-I-EMER-0001-2020/9570/H dated 3<sup>rd</sup> April, 2020 of the Government of Odisha in Health & Family Welfare Department as amended vide Notification No.9695/H, dtd.09.04.2020 of the Government of Odisha in Health & Family Welfare Department namely :-

1. (a) These regulations may be called The Odisha COVID-19 (Second Amendment) Regulations, 2020.

(b) These regulations shall come into force with immediate effect.

2. In the Odisha COVID-19 Regulations, 2020 (hereinafter referred to as the said Regulations), after regulation 4-A, the following regulation shall be inserted, namely :-

"4-B. Prohibition of spitting in any form in public places.

General public is refrained from spitting in any form in public places or institutions".

3. In the said Regulations in regulation 10-A after the words "Use of Mask contained in regulation 4-A" the words "and prohibition of spitting contained in regulation 4-B" shall be inserted.

By order of the Governor,

 15/4/2020

Principal Secretary to Government

Memo No. 9837 /H, Date. 16.04.2020

Copy forwarded to the Gazette Cell, Lokaseva Bhavan, C/o. Commerce Department, Bhubaneswar with a request to publish this notification in the next issue of the Odisha Extraordinary Gazette and supply 50 (fifty) copies of the same to this Department for record.

  
15.04.2020

Memo No. 9838 /H, Date. 16.04.2020

Copy forwarded to the AG (A & E), Odisha Bhubaneswar for information and necessary action.

Joint Secretary to Government.

  
15.04.2020

Memo No. 9839 /H, Date. 16.04.2020

Copy forwarded to All Departments / All HoDs / DG&IG, Prisons / Member, Board of Revenue / All RDCs / All Collectors / Commissioner of Police, Bhubaneswar-Cuttack / All Superintendents of Police / All CDM&PHOs / All Superintendents of Govt. MC&Hs / All Municipal Commissioners of Municipal Corporations / All Sub-Collectors / All BDOs / All Tahasildars / All Executive Officers of Urban Local Bodies for information and necessary action.

Joint Secretary to Government.

  
15.04.2020

Memo No. 9840 /H, Date. 16.04.2020

Copy forwarded to the President and Secretary of All Odisha Private Medical Establishments Forum (AOPMEF), Bhubaneswar with a request to communicate the guidelines to all private health institutions in the state for information and necessary action.

Joint Secretary to Government.

  
15.04.2020

Memo No. 9841 /H, Date. 16.04.2020

Copy forwarded to all Directors under Health & Family Welfare Deptt./ MD, NHM, Odisha, Bhubaneswar / MD, OSMCL, Bhubaneswar / Director, Tourism, Bhubaneswar / State Surveillance Officer, O/o. DPH, Odisha for information and necessary action.

Joint Secretary to Government.

  
15.04.2020

Memo No. 9842 /H, Date. 16.04.2020

Copy forwarded to all Sections of Health & Family Welfare Department for information and necessary action.

Joint Secretary to Government.

  
15.04.2020

Memo No. 9843 /H, Date. 16.04.2020

Copy forwarded to the PS to Chief Minister, Odisha / P.S to Minister, Health & FW, Odisha / P.S to Chief Secretary, Odisha / P.S to Principal Secretary to Govt., Health & FW Department for kind information of Hon'ble Chief Minister / Minister, Health & FW / Chief Secretary / Principal Secretary, Health & FW Department respectively.

Joint Secretary to Government.

  
15.04.2020

Joint Secretary to Government.



GOVERNMENT OF ODISHA  
HEALTH & FAMILY WELFARE DEPARTMENT  
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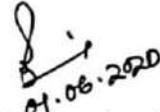
NOTIFICATION

No. HFW-SCH-I-COVID-0025-2020 12556 /H, Date. 01.06.2020

In exercise of the powers conferred by sections 2 and 3 of the Epidemic Diseases Act, 1897 (3 of 1897) the State Government do hereby make the following Regulations further to amend the Odisha COVID-19 Regulations, 2020 issued under Notification No.HFW-SCH-I-EMER-0001-2020/9570/H, dated 3<sup>rd</sup> April, 2020 of the Government of Odisha in Health & Family Welfare Department as amended vide Notification No.9695/H, dtd.09.04.2020 & Notification No.9836/H, dtd.16.04.2020 of the Government of Odisha in Health & Family Welfare Department namely :-

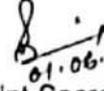
1. (a) These regulations may be called The Odisha COVID-19 (Third Amendment) Regulations, 2020.  
(b) These regulations shall come into force with immediate effect.
2. In the said Regulations in Regulation 10-A, after the words, "**shall compound the offence on payment of**" the words, "**five hundred rupees for the first, second and on payment of one thousand rupees for the subsequent offences**" shall be inserted in place of "**two hundred rupees for the first, second and third offence and on payment of five hundred rupees for the subsequent offences**".

By order of the Governor,

  
01.06.2020  
Joint Secretary to Government

**Memo No.** 12557 /H, **Date.** 01.06.2020

Copy forwarded to the Gazette Cell, Lokaseva Bhavan, C/o. Commerce Department, Bhubaneswar with a request to publish this notification in the next issue of the Odisha Extraordinary Gazette and supply 50 (fifty) copies of the same to this Department for record.

  
01.06.2020

Joint Secretary to Government.

**Memo No.** 12558 /H, **Date.** 01.06.2020

Copy forwarded to the AG (A & E), Odisha Bhubaneswar for information and necessary action.

  
01.06.2020

Joint Secretary to Government.

**Memo No.** 12559 /H, **Date.** 01.06.2020

Copy forwarded to All Departments/ All HoDs / DG (Police), Cuttack / Member, Board of Revenue / All RDCs / All Collectors / Commissioner of Police, Bhubaneswar-Cuttack / All Superintendents of Police / All CDM&PHOs / All Superintendents of Govt. MC&Hs / All Municipal Commissioners of Municipal Corporations / All Sub-Collectors / All BDOs / All Tahasildars / All Executive Officers of Urban Local Bodies for information and necessary action.

  
01.06.2020

Joint Secretary to Government.

**Memo No.** 12560 /H, **Date.** 01.06.2020

Copy forwarded to all Directors under Health & Family Welfare Deptt./ MD, NHM, Odisha, Bhubaneswar / MD, OSMCL, Bhubaneswar / Director, Tourism, Bhubaneswar / State Surveillance Officer, O/o. DPH, Odisha for information and necessary action.

  
01.06.2020

Joint Secretary to Government.

**Memo No.** 12561 /H, **Date.** 01.06.2020

Copy forwarded to all Sections of Health & Family Welfare Department for information and necessary action.

  
01.06.2020

Joint Secretary to Government.

**Memo No.** 12562 /H, **Date.** 01.06.2020

Copy forwarded to the PS to Chief Minister, Odisha / P.S to Minister, Health & FW, Odisha / P.S to Chief Secretary, Odisha / P.S to ACS to Govt., Health & FW Department for kind information of Hon'ble Chief Minister / Minister, Health & FW / Chief Secretary / ACS, Health & FW Department respectively.

  
01.06.2020

Joint Secretary to Government.

GOVERNMENT OF ODISHA  
HEALTH & FAMILY WELFARE DEPARTMENT

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NOTIFICATION

No. HFW-SCH-I-EMER-0001-2020 15375 /H, Date. 30-06-2020

**Sub: Guidelines on preventive measures to contain spread of COVID-19 in workplace settings.**

**1. Background**

Offices and other workplaces are relatively closed setting, with shared spaces like (corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc.) and thus COVID-19 infection can spread relatively fast among officials, staffs and visitors.

Thus, there is a need to prevent infection in workplace settings 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 workplace settings. The document is divided into the following sub-sections:

- i. basic 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.

**3. Basic preventive measures**

The basic preventive measures includes 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. Physical distancing of at least six feet (2 yards) to be followed at all times.
- ii. Use of face covers/masks to be mandatory.
- iii. Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol based hand sanitizers (for at least 20 seconds).
- iv. Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.

#### 4. Preventive measures for offices:

Any staff reportedly suffering from flu-like illness should not attend office and seek medical advice from 104 helpline. Such persons, if diagnosed as a suspect/confirmed case of COVID-19 should immediately inform the office authorities.

Any staff requesting home quarantine based on the containment zone activities in their residential areas should be permitted to work from home.

Government of Odisha guidelines with respect to organizing meetings, coordinating visitors shall be scrupulously followed.

#### 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 person(s) who share a room/ close office space is/are found to be suffering from symptoms suggestive of COVID-19:

- 5.1 Place the ill person in a room or area where they are isolated from others at the work place. Provide a mask/ face cover till such time he/she is examined by a doctor.
- 5.2. 104 Helpline to be immediately informed.
- 5.3. Existing guidelines and procedures of Department of Health & Family Welfare, Govt. of Odisha shall be followed.

#### 6. Closure of workplace

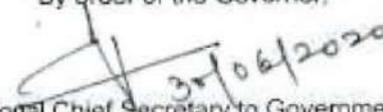
If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. **There is no need to close the entire office building/halt work in other areas of the office** and work can be resumed after disinfection as per laid down protocol (see para 7).

However, if there is a larger outbreak, the entire building will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building is adequately disinfected.

#### 7. Disinfection Procedures in Offices

Detailed guidelines on the disinfection procedures in offices have already been issued by the MOHFW and are available on: <https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>.

By order of the Governor,

  
30/06/2020  
Additional Chief Secretary to Government

Memo No. 15376 /H, Date. 30-06-2020

Copy forwarded to the Gazette Cell, Loka seva Bhavan, C/o. Commerce Department, Bhubaneswar with a request to publish this notification in the next issue of the Odisha Extraordinary Gazette and supply 50 (fifty) copies of the same to this Department for record.

  
30.06.2020

Joint Secretary to Government.

Memo No. 15377 /H, Date. 30-06-2020

Copy forwarded to All Departments/ All HoDs / DG (Police), Cuttack / Member, Board of Revenue / All RDCs / All Collectors / Commissioner of Police, Bhubaneswar-Cuttack / All Superintendents of Police / All CDM&PHOs / All Superintendents of Govt. MC&Hs / All Municipal Commissioners of Municipal Corporations for information and necessary action.

  
30.06.2020

Joint Secretary to Government.

Memo No. 15378 /H, Date. 30-06-2020

Copy forwarded to all Directors under Health & Family Welfare Deptt./ MD, NHM, Odisha, Bhubaneswar / MD, OSMCL, Bhubaneswar / PD, OSCAS, Bhubaneswar for information and necessary action.

  
30.06.2020

Joint Secretary to Government.

Memo No. 15379 /H, Date. 30-06-2020

Copy forwarded to the PS to Chief Minister, Odisha / P.S to Minister, Health & FW, Odisha / P.S to Chief Secretary, Odisha / P.S to ACS to Govt., Health & FW Department for kind information of Hon'ble Chief Minister / Minister, Health & FW / Chief Secretary / ACS, Health & FW Department respectively.

  
30.06.2020

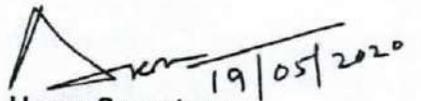
Joint Secretary to Government.

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

North Block, New Delhi-110001  
Dated 19<sup>th</sup> May, 2020

**ORDER**

In continuation of Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I(A) dated 17<sup>th</sup> May, 2020, and in exercise of the powers conferred under Section 10(2)(I) of the Disaster Management Act 2005, the undersigned, in his capacity as Chairperson, National Executive Committee, hereby issue revised Standard Operating Protocol (SOP), on movement of stranded workers by trains, as **annexed**, in supersession of MHA Order of even number dated 1<sup>st</sup> May, 2020, for strict implementation by Ministries /Departments of Government of India, State/Union Territory Governments and State Union Territory Authorities.

  
Home Secretary

**To: (As per list attached)**

1. The Secretaries of Ministries /Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

**Copy to:**

- i) All members of the National Executive Committee.
- ii) Member Secretary, National Disaster Management Authority.

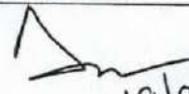
**Annexure**

**Standard Operating Protocol (SOP) for movement of stranded workers by train**

Due to lockdown, migrant workers are stranded at different places. They would be allowed to move by trains as under:

- i. Movement of *Shramik* Special trains shall be permitted by Ministry of Railways (MoR), in consultation with Ministry of Home Affairs (MHA).
- ii. All States/ UTs should designate nodal authorities and make necessary arrangements for receiving and sending such stranded persons.
- iii. The train schedule including stoppages and destination shall be finalized by MoR based on the requirements of States/ UTs and shall be communicated by MoR to the States/ UTs for making suitable arrangements for sending and receiving such stranded workers.
- iv. Train schedule; protocols for entry and movement of passengers; services to be provided in coaches; and arrangements with States/ UTs for booking of tickets shall be publicized by MoR.
- v. Sending States/ UTs and MoR shall ensure that all passengers shall be compulsorily screened, and only asymptomatic passengers are allowed to board the train.
- vi. During boarding and travel, all passengers will have to observe social distancing.
- vii. On arrival at their destination, the traveling passengers will have to adhere to such health protocols as are prescribed by the destination State/ UT.

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19/05/2020

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

North Block, New Delhi-110001  
Dated 24<sup>th</sup> May, 2020

**ORDER**

In continuation of Ministry of Home Affairs' Orders No.40-3/2020-DM-I(A) dated 17<sup>th</sup> May, 2020, 19<sup>th</sup> May, 2020 and 20<sup>th</sup> May, 2020 and in exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act, the undersigned, in his capacity as Chairperson, National Executive Committee, hereby issue Standard Operating Protocol (SOP), for ***movement of Indian Nationals stranded outside the country and of specified persons to travel abroad, as Annexed***, in supersession of MHA order of even number dated 5<sup>th</sup> May, 2020 to Ministries/ Departments of Government of India, State /Union Territory Governments and State /Union Territory Authorities with the directions for its strict implementation.

  
24/05/2020  
Home Secretary

**To: (As per list attached)**

1. The Secretaries of Ministries /Departments of Government of India.
2. The Chief Secretaries/Administrators of States/Union Territories.

**Copy to:**

- i) All Members of the National Executive Committee.
- ii) Member Secretary, National Disaster Management Authority.

**Annexure to Ministry of Home Affairs' (MHA) Order No.40-3/2020-DM-I (A)  
dated 24<sup>th</sup> May, 2020**

**A. Standard Operating Protocol (SOP) for movement of Indian Nationals stranded outside the country**

In order to contain the spread of COVID-19 pandemic, international travel of passengers has been prohibited under MHA's Orders related to lockdown measures. As per information available, many Indian Nationals who had travelled to different countries before the lockdown, on various purposes such as employment, studies/ internships, tourism, business, etc., are stranded abroad. Due to their prolonged stay abroad, they are facing distress and are desirous of returning to India urgently. Apart from the above cases, there are other Indian Nationals who need to visit India in medical emergencies or death of a family member.

2. In order to facilitate the movement of such Indian Nationals, the following SoP is hereby laid down:

- i. Such persons will register themselves with the Indian Missions in the country where they are stranded, along with necessary details as prescribed by MEA.
- ii. They will travel to India by non scheduled commercial flights as allowed by Ministry of Civil Aviation (MOCA); and ships as allowed by Department of Military Affairs (DMA)/ Ministry of Shipping (MOS). Only those crew and staff, who are tested COVID-19 negative, will be allowed to operate these flights/ ships.
- iii. Priority will be given to compelling cases in distress, including migrant workers/ labourers who have been laid off, short term visa holders faced with expiry of visas, persons with medical emergency/ pregnant women/ elderly, those required to return to India due to death of family member, and students.
- iv. The cost of travel, as specified by the carrier, will be borne by such travellers.
- v. Based on the registrations received, MEA will prepare flight/ ship wise database of all such travellers, including details such as name, age, gender, mobile phone number, place of residence, place of final destination; and information on RT-PCR test taken and its result. This data base will be shared by MEA with the respective State/ UT in advance.
- vi. MEA will designate State/ UT wise nodal officers, who will co-ordinate with the nodal officers designated for this purpose by the respective States/ UTs.
- vii. MEA will display with at least two days notice, the schedule (day, place and time of arrival) of the incoming flight/ ship, on their online digital platform.
- viii. All travellers will also be required to give an undertaking that they are making the journey at their own risk.
- ix. Passengers arriving through the land borders will also have to undergo the same protocol as above, and only those who are asymptomatic will be enabled to cross the border into India.

  
24/5

- x. The Guidelines for international arrivals, including for quarantine arrangements, dated May 24, 2020, issued by Ministry of Health & Family Welfare (MoHFW) will be followed. A copy of the Guidelines is enclosed.

**B. Standard Operating Protocol (SOP) for movement of persons stranded in India who are desirous to travel abroad**

In order to contain the spread of COVID-19 pandemic, international travel of passengers has been prohibited under MHA's Orders related to lockdown measures. As per information available, many persons are stranded in India who desirous to travel abroad urgently for various purposes.

2. In order to facilitate the movement of such persons, the following SoP is hereby laid down:

- i. Such persons will apply to Ministry of Civil Aviation (MoCA) or to any agency designated by MoCA for this purpose, along with necessary details, including the places of departure and arrival, as prescribed by MoCA.
- ii. Only those persons shall be allowed to travel to the destination countries, who are citizens of that country; who hold visa of at least one year duration of that country; and green card or OCI card holder. In cases of medical emergency or death in the family, Indian Nationals holding six month visa can also be allowed.
- iii. The travel from India shall be by on the non-scheduled commercial flights that are allowed by MoCA for bringing back stranded Indian Nationals from abroad.
- iv. Indian seafarers/ crew seeking to accept contracts to serve on vessels abroad, can travel on the non-scheduled commercial flights departing from India under the Vande Bharat Mission or other flights arranged by their employers subject to clearance given by the Ministry of Shipping.
- v. Before the tickets of such persons are confirmed, MoCA will ensure that the destination country allows entry of such persons in that country. The conditions, if any, imposed by the destination country, will have to be fulfilled by the person intending to travel.
- vi. The cost of travel, as specified by the carrier, will be borne by such travellers.
- vii. At the time of boarding the flight, MoCA will ensure that all travellers undergo thermal screening as per health protocol. Only asymptomatic travellers would be allowed to board the flight.
- viii. While on board the flight, required precautions such as wearing of masks, environmental hygiene, respiratory hygiene, hand hygiene etc. are to be observed by airline staff, crew and all passengers.

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F. No. Z.28015/19/2020-EMR (Pt.)  
Government of India  
Ministry of Health & Family Welfare

Nirman Bhawan, New Delhi  
Dated the 24<sup>th</sup> May, 2020

**OFFICE MEMORANDUM**

Government of India has been taking various measures towards management of COVID 19. As part of graded response various travel related restrictions were put in place and guidelines issued from time to time as per evolving situation. A nationwide lockdown was enforced since 25<sup>th</sup> March, 2020 and orders were issued under Disaster Management Act. States have been advised to implement stringent measures to break the chain of transmission and contain COVID19.

Certain activities have since been allowed including trains for migrant workers and evacuation of Indians stranded in other countries. Regular train services are also being resumed in phases and limited services of domestic airlines are scheduled to commence from 25th May, 2020.

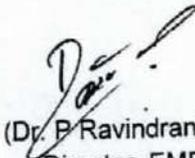
With a view to harmonize health related instruction during such travel, the guidelines as mentioned in annexures are hereby issued.

States/UTs are requested to implement the aforesaid guidelines. However, they may develop and implement their own protocol as per their assessment of the situation with a view to effectively contain COVID 19.

This is issued with the approval of Competent Authority.

Encl:

- (1) Guidelines for International arrivals
- (2) Guidelines for domestic travel (air/train/inter-state bus travel)

  
(Dr. P. Ravindran)  
Director, EMR

Dte. GHS, MoHFW  
Tel: 011-23061302

To

- Chief Secretaries of all States/UTs
- Secretary (Ministry of Home Affairs, Ministry of Civil Aviation, Ministry of Shipping, Ministry of Highways and Road Transport)
- Chairman, Land Port Authority of India

Government of India  
Ministry of Health and Family Welfare

**Guidelines for international arrivals**

- i. Before boarding, all travellers shall give an undertaking that they would undergo mandatory quarantine for 14 days - 7 days paid institutional quarantine at their own cost, followed by 7 days isolation at home with self-monitoring of health.
- ii. Only for exceptional and compelling reasons such as cases of human distress, pregnancy, death in family, serious illness and parent(s) accompanied by children below 10 years, as assessed by the receiving states, home quarantine may be permitted for 14 days. Use of Aarogya Setu app shall be mandatory in such cases.
- iii. Dos and Don'ts shall be provided along with ticket to the travelers by the agencies concerned.
- iv. All passengers shall be advised to download Arogya Setu app on their mobile devices.
- v. At the time of boarding the flight/ ship, only asymptomatic travelers will be allowed to board after thermal screening.
- vi. Passengers arriving through the land borders will also have to undergo the same protocol as above, and only those who are asymptomatic will be enabled to cross the border into India.
- vii. Self-declaration form in duplicate shall be filled by the person in the flight/ship and a copy of the same will be given to Health and Immigration officials present at the airport/ seaport/ landport. The form may also be made available on Aarogya Setu app.
- viii. Suitable precautionary measures such as environmental sanitation and disinfection shall be ensured at the airports as well as within the flights.
- ix. During boarding and at the airports, all possible measures to ensure social distancing to be ensured.
- x. Suitable announcement about COVID-19 including precautionary measures to be followed shall be made at airports/port and in flights/ships and during transit.
- xi. While on board the flight/ ship, required precautions such as wearing of masks, environmental hygiene, respiratory hygiene, hand hygiene etc. are to be observed by airline/ ship staff, crew and all passengers.
- xii. On arrival, thermal screening would be carried out in respect of all the passengers by the Health officials present at the airport/ seaport/ landport.
- xiii. The passengers found to be symptomatic during screening shall be immediately isolated and taken to medical facility as per health protocol.
- xiv. The remaining passengers shall be taken to suitable institutional quarantine facilities, to be arranged by the respective State/ UT Governments.
- xv. These passengers shall be kept under institutional quarantine for a minimum period of 7 days. They shall be tested as per ICMR protocol available at <https://www.mohfw.gov.in/pdf/Revisedtestingguidelines.pdf>  
If they test positive, they shall be assessed clinically.
  - a. If they are assessed as mild cases, they will be allowed home isolation or isolated in the Covid Care Centre (both public & private facilities) as appropriate.

- b. Those having moderate or severe symptoms will be admitted to dedicated COVID Health facilities and managed accordingly.

If found negative, they shall be advised to further isolate themselves at home and self-monitor their health for 7 days.

- xvi. In case, any symptoms develop they shall inform the district surveillance officer or the state/national call center (1075).

**NOTE: States can also develop their own protocol with regards to quarantine and isolation as per their assessment.**

**Standard Operating Procedure (SoP) for sign-on and sign-off of Indian Seafarers at Indian Ports and their movement for the aforesaid purpose**

**[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 21<sup>st</sup> April, 2020]**

Change of crew of ship (seafarers) is an important measure for operation of merchant ships. This SoP has been formulated to streamline the sign-on/sign-off of Indian Seafarer at Indian Ports for merchant shipping vessels. The following guidelines may be followed:

**I. For Sign-on**

- i. Ship owner/ Recruitment and Placement Service (RPS) agency will identify the Indian seafarers for joining a vessel.
- ii. The seafarers will intimate their travel and contact history for last 28 days to the ship owner /RPS agency by email, as per procedure laid down by Director General of Shipping (DGS).
- iii. The seafarer would be examined by a DGS approved medical examiner, as per the guidelines prescribed for this purpose. At the same time, the seafarer shall also be screened, and his travel and contact history examined for the last 28 days; seafarers found to be asymptomatic for COVID-19 and otherwise suitable may be processed for sign-on.
- iv. The local authority in the area where the seafarer resides will be intimated about his clearance for sign-on and for issue of a transit pass from the place of residence to the place of embarkation on the shipping vessel.
- v. The transit pass for such movement by road, for the seafarer and one driver, may be issued by the Government of the State/Union Territory where the seafarer resides.
- vi. The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly. Such transit pass would be honoured/ allowed by the authorities of the State/ Union Territory along the transit route.
- vii. The social distancing and other hygiene norms, as per standard health protocol, would be followed by the vehicle transporting the seafarer to his destination.
- viii. At the port of embarkation, the seafarer shall be tested for COVID-19; the seafarer would be ready for sign-on only if the COVID-19 test is negative, failing which, action as per guidelines of Ministry of Health and Family Welfare (MoHFW) would be taken.

**II. For Sign-off**

- i. The master of a vessel, coming from any foreign port, or a coastal vessel from any Indian port, while arriving at its port of call in India, shall ascertain the state of health of each person on board the vessel and submit the Maritime Declaration of Health to the health authorities of the port and to the port authorities. In addition, the information required by the local health authorities of the port, like temperature chart, individual health declaration, etc. shall also be provided by the master as per the directives of the health

authorities of the port. Port health authorities shall grant pratique to the vessel prior to berthing as per necessary health protocols.

- ii. The Indian seafarer arriving on the vessel would undergo the COVID-19 test for confirmation that he/ she is negative for COVID-19. After disembarking and till the time the seafarer reaches the testing facility, within the port premises, it will be ensured by the ship owner that all safety precautions as per standard health protocol are observed.
- iii. Till the time test reports of the seafarer are received, the seafarer shall be kept in the quarantine facility by the Port/ State Health Authorities.
- iv. If the seafarer is tested as positive for COVID-19, he/ she will be dealt with as per the procedures laid down by MoHFW.
- v. For the seafarer tested negative and signed off, the Local Authority in the area where the seafarer disembarks will be intimated about his/ her clearance for sign-off, and for issue of a transit pass from the place of disembarkation to the place of his/ her residence.
- vi. The transit pass for such movement by road, for the seafarer and one driver, may be issued by the Government of the State/Union Territory where the seafarer disembarks.
- vii. The transit pass (to and fro) will be issued for a fixed route and with specified validity and will have to be adhered to strictly. Such transit pass would be honoured/ allowed by the authorities of the State/ Union Territory along the transit route.
- viii. The social distancing and other hygiene norms, as per standard health protocol, would be followed by the vehicle transporting the seafarer to his destination.

**Note: DG (Shipping) will prescribe the detailed protocol with regard to sign-on and sign-off to be followed in the above cases.**



**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.