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Secretary



Government of Uttarakhand

Department of Medical, Health and
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Letter No. 359/PS-Secy (4)/2021
Dated : 16/04/2021

Dear Madam/Sir,

As you are aware that the surge in COVID-19 cases is presenting unprecedented challenges for the Health System and I am sure that all of us collectively will rise to the occasion to combat this pandemic as we did previously as well.

In this regard, the following Guidelines /Standard Operating Procedures have been issued by the Govt. Of India in the recent weeks. These Guidelines /Standard Operating procedures are being attached with this letter for your perusal and strict implementation.

1. Algorithm for International arrivals
2. Guidelines for International arrivals
3. Guidelines on Preventive Measures to Contain Spread of COVID-19 in Yoga Institutes & Gymnasiums
4. SOP on preventive measures in Hotels and other Hospitality Units to contain spread of COVID-19
5. SOP on preventive measures in Restaurants to contain spread of COVID-19
6. SOP on preventive measures in Shopping malls to contain spread of COVID-19
7. SOP on preventive measures to be followed in Entertainment Parks
8. SOP on preventive measures to contain spread of COVID-19 in religious places and places of worship
9. SOP on preventive measures to contain spread of COVID-19 in skill or entrepreneurship training institutions, higher educational institutions

It is hereby reiterated that these measures must be followed in letter and spirit, only then we will be able to mitigate the risks posed by the pandemic.

Yours Sincerely,

Encl: As above

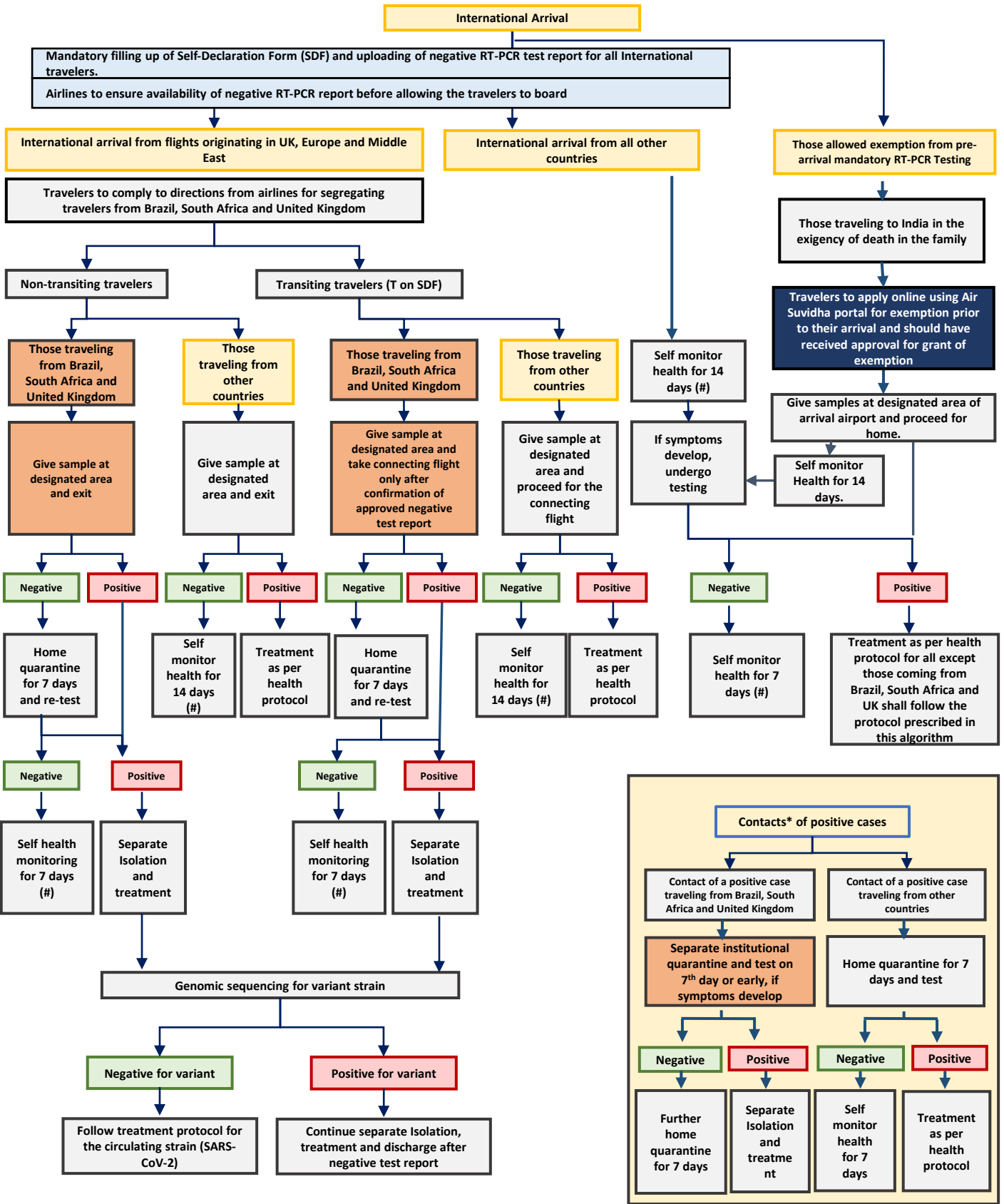
(Dr. Pankaj Kumar Pandey)

1. District Magistrates, All districts of Uttarakhand
2. Chief Medical Officers, All districts of Uttarakhand

Cc:

1. Secretary (Medical, Health and Family Welfare, Govt. Of Uttarakhand)
2. Director General, Medical Education, Uttarakhand
3. Mission Director, National Health Mission, Uttarakhand
4. Director General, Medical Health and F.W., Uttarakhand
5. Officer In charge, IDSP, Uttarakhand

Algorithm: Standard Operating Procedure for International Arrivals



*Contacts of the case include the co-passengers seated in the – same row, 3 rows in front & 3 rows behind, along with the identified Cabin Crew as well as high-risk contacts in the community (as defined in Guidelines for Contact Tracing of Covid-19 Cases in Community Settings, available at <https://ncdc.gov.in/showfile.php?lid=570>)

** Those exiting the airport may be allowed to exit after sampling, however those transiting to other domestic destinations shall proceed for exit only after a negative test report.

Report to a medical facility if symptoms develop

Information regarding any passenger covered within the scope of this SOP, who travels to another State, will be immediately notified to the concerned State Health Authority.

If any passenger is not traceable initially or during any duration while being followed up should be immediately notified to Central Surveillance Unit of IDSP by the District Surveillance Officer

17th February 2021

Government of India
Ministry of Health and Family Welfare

Guidelines for International Arrivals
(in supersession of all guidelines issued on the subject since 2nd August 2020)

Introduction

In the context of COVID-19, Government of India is following point of entry procedures for identifying International travellers, particularly at-risk travellers to India through multi-pronged strategy of thermal screening and testing.

There is increasing evidence that the mutant variant of SARS-CoV-2 are in circulation in many countries and these mutant variants are driving the pandemic in their country of origin. So far, the three SARS-CoV-2 variants in circulation viz-a-viz (i) UK Variant [VOC 202012/01 (B.1.1.7)] (ii) South Africa variant [501Y.V2 (B.1.351)] and (iii) Brazil variant [P.1 (P.1)] - have been detected in 86, 44 and 15 countries respectively.

All three variants have demonstrated increased transmissibility, as reported by World Health Organization.

Scope

Ministry Health of Family & Welfare in consultation with Ministry of Civil Aviation has reviewed the situation with regard to point of entry actions required to minimize the risk of importation of mutant strains of SARS-CoV-2.

This document addresses all the actions that need to be taken in two parts:

- Part (A) Standard Operating Procedures for all international travellers coming to India
- Part (B) Additional procedures for those coming from United Kingdom, Europe and Middle East.

The entry Airports for flight services would be decided by Ministry of Civil Aviation based on the Bilateral/ Vande Bharat Mission (VBM) flights.

This Standard Operating Procedure shall be valid **w.e.f. 22nd February 2021 (23.59 Hrs IST)** till further orders. Based on the risk assessment, this document shall be reviewed from time to time.

Part A – For all international travellers except travellers coming through flights originating from United Kingdom, Europe and Middle East**A.1. Planning for Travel**

- i. All travellers should (i) submit self-declaration form on the online Air Suvidha portal (www.newdelhiairport.in) before the scheduled travel (ii) upload a negative COVID-19 RT-PCR report. This test should have been conducted within 72 hrs prior to undertaking the journey. Each passenger shall also submit a declaration with respect to authenticity of the report and will be liable for criminal prosecution, if found otherwise.
- ii. They should also give an undertaking on the portal or otherwise to Ministry of Civil Aviation, Govt. of India, through concerned airlines before they are allowed to undertake the journey

that they would abide by the decision of the appropriate government authority to undergo home quarantine/ self-monitoring of their health for 14 days, or as warranted.

- iii. Arrival in India without negative report shall be allowed only for those traveling to India in the exigency of death in the family.
- iv. If they wish to seek such exemption under para (iii) above, they shall apply to the online portal (www.newdelhiairport.in) at least 72 hours before boarding. The decision taken by the government as communicated on the online portal will be final.

A.2. Before Boarding

- v. Do's and Don'ts shall be provided along with ticket to the travellers by the airlines/agencies concerned.
- vi. Airlines to allow boarding only those passengers who have filled in the Self Declaration Form on the Air Suvidha portal and uploaded the negative RT-PCR test report.
- vii. At the time of boarding the flight, only asymptomatic travellers will be allowed to board after thermal screening.
- viii. All passengers shall be advised to download Aarogya Setu app on their mobile devices.
- ix. Suitable precautionary measures such as environmental sanitation and disinfection shall be ensured at the airports.
- x. During boarding all possible measures to ensure physical distancing are to be ensured.

A.3. During Travel

- xi. Suitable announcement about COVID-19 including precautionary measures to be followed shall be made at airports and in flights and during transit.
- xii. 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.

A.4. On arrival

- xiii. Deboarding should be done ensuring physical distancing.
- xiv. Thermal screening would be carried out in respect of all the passengers by the health officials present at the airport. The self-declaration form filled online shall be shown to the airport health staff.
- xv. The passengers found to be symptomatic during screening shall be immediately isolated and taken to medical facility as per health protocol.
- xvi. The passengers who have been exempted for pre-arrival RT-PCR testing [para (iii) and (iv) of A.1 above] (as approved and indicated on the online portal in advance) will show the same to the respective State counters. They will be prioritized for sample collection in the designated area, samples collected and permitted to exit the airport. They shall monitor their health for 14 days (subject to negative test report of the sample taken at the Airport that would be conveyed to such travellers by the concerned State authorities/airport operators).
- xvii. All other passengers who have uploaded RT-PCR negative certificates on Air Suvidha portal shall be allowed to leave the airport/ take transit flights and will be required to undertake self-monitoring of their health for 14 days.
- xviii. All such passengers will also be provided the list of the National and State level surveillance officers and the respective call centre numbers, so as to inform State/National Call Centres in case they develop symptoms at any time during the quarantine or self-monitoring of their health.

International travellers arriving at seaports/land ports

- xix. International travellers arriving through seaports/land ports will also have to undergo the same protocol as above, except that facility for online registration is not available for such passengers currently.
- xx. Such travellers shall submit the self-declaration form to the concerned authorities of Government of India at seaports/land ports on arrival.

Part B – For all international travellers coming/transiting through flights originating from United Kingdom, Europe and Middle East

All the clauses as above (part A) shall be applicable to such travellers coming/transiting from flights originating in United Kingdom, Europe and Middle East except for clauses on testing, quarantine and isolation as specified below:

All international travellers coming/transiting from flights originating from United Kingdom, Europe and Middle East as described in the scope above should submit Self-Declaration Form (SDF) for COVID on the online Air Suvidha portal (www.newdelhairport.in) before the scheduled travel and will be required to declare their travel history (of past 14 days).

- i. While filling SDF, apart from providing all other information required in the SDF, passengers need to select:
 - a. Whether they plan to disembark at the arrival airport or take further flights to reach their final destination in India.
 - b. Based on this selection, the receipt of SDF (dispatched online to the transiting travellers) will display “T” (Transit) in easily readable and bigger font than other text.
 - c. The passengers will need to display this receipt to State authority / Government officials at the airport for segregation.
- ii. Keeping in mind the testing requirements for passengers from UK, Brazil and South Africa, who have to take connecting flights, airlines should keep the passengers informed about the need for transit time of a minimum 6-8 hours at the entry airport (in India) while booking the tickets for connecting flights.
- iii. All the passengers arriving from United Kingdom, Europe and Middle East shall be carrying negative RT-PCR Test report for which test should have been conducted within 72 hours prior to undertaking the journey. The same also shall be uploaded on the online portal (www.newdelhairport.in).
- iv. Airlines to allow boarding only those passengers who have filled in the SDF on the Air Suvidha portal and uploaded the negative RT-PCR test report.
- v. The concerned airlines shall ensure that prior to check-in, the traveller is explained about this SOP particularly clause (ix) of part B of this SOP, besides displaying the same prominently in the waiting areas of the airports.
- vi. Airlines should identify the international travellers arriving from/transiting through United Kingdom, Brazil and South Africa (during past 14 days) and segregate them in-flight or while disembarking to facilitate the authorities to follow the due protocol in respect of these travellers.
- vii. In-flight announcements must also be made explaining the relevant information to the passengers. Relevant information in this regard shall be prominently displayed in arrival area and waiting area of the airports of arrival.
- viii. The immigration officers of these identified airports shall also ensure identification of travellers (from their passports) who originated or transited from UK, Brazil and South Africa (during past 14 days).
- ix. All the travellers arriving from/transiting through flights originating in United Kingdom, Europe or Middle East shall be mandatorily subjected to self-paid confirmatory molecular tests on arrival at

the Indian airports concerned (port of entry). Entry made in the SDF regarding telephone number and address would be reconfirmed.

- x. Adequate arrangements for passengers waiting for their confirmatory molecular test as well as test results duly following effective isolation may also be made at the airports in conjunction with the airport authorities.
- xi. The airport authority shall ensure streamlining of the systems for testing at the concerned airports to ensure seamless sampling, testing, and waiting arrangements to avoid crowding and inconvenience to passengers. Once passengers arrive at the entry airport, Airport Operator should lay down a well-defined flow for such passengers at their respective arrival terminals leading to the waiting lounges and to the exit from the terminal.
- xii. Airports can provide options to the passengers to do online booking of the confirmatory molecular test through respective website (Air Suvidha portal) or other appropriate platforms as well as to do offline booking. As far as possible digital payment facilities to be ensured.
- xiii. Sample collection cum waiting lounge for the passengers should follow all sanitization and physical distancing related guidelines issued by Ministry of Health and Family Welfare from time to time.
- xiv. The States/UTs Government concerned should set up helpdesks at airports concerned to facilitate implementation of the SOP.
- xv. **Travellers from UK, Brazil and South Africa taking connecting flights from the arrival international airport ('T' in their SDF).**
 - a. Give sample at designated area and exit airport only after confirmation of negative test report which may take 6-8 hours.
 - b. Those transit travellers from UK, Brazil and South Africa who are found negative on testing at the airport shall be allowed to take their connecting flights and would be advised quarantine at home for 7 days and regularly followed up by the concerned State/District IDSP. These travellers shall be tested after 7 days and if negative, released from quarantine, and continue to monitor their health for a further 7 days.
 - c. All those tested positive shall undergo the procedure as detailed in clause (xviii) below.
- xvi. **All travellers from UK, Brazil and South Africa existing at the arrival airport:**
 - a. Will give their sample in the designated area and exit the airport. They will be followed up by the State Integrated Disease Surveillance Programme (IDSP).
 - b. The concerned State authorities/airport operators will collect and convey the test report to the traveller.
 - c. If tested negative, they will remain in home quarantine for 7 days and regularly followed up by the concerned State/District IDSP. These travellers shall again be tested after 7 days and if negative, released from quarantine, and continue to monitor their health for a further 7 days.
 - d. All those tested positive shall undergo the procedure as detailed in clause (xviii) below.
- xvii. **All other travellers from Europe and Middle East (other than those in flights originating from Brazil, South Africa and United Kingdom) who have to exit the destination airport or take connecting flights to their final domestic destination:**
 - a. Shall give samples at the designated area and exit the airport.
 - b. The concerned State authorities/airport operators will collect and convey the test report to the traveller.
 - c. If the test report is negative, they will be advised to self-monitor their health for 14 days.
 - d. If the test report is positive, they will undergo treatment as per standard health protocol.
- xviii. **Travellers from Brazil, South Africa and United Kingdom, testing positive** (either at the airport or subsequently during home quarantine period or their contacts who turn positive) shall

be isolated in an institutional isolation facility in a separate (isolation) unit coordinated by the respective State Health Authorities. They would earmark specific facilities for such isolation and treatment and take necessary action to send the positive samples to Indian SARS-CoV-2 Genomics Consortium (INSACOG) Labs.

- a. If the report of the sequencing is consistent with the current SARS-CoV-2 virus genome circulating in the country; the ongoing treatment protocol including home isolation/treatment at facility level as per case severity may be followed.
 - b. If the genomic sequencing indicates the presence of new variant of SARS-CoV-2 then the patient will continue to remain in a separate isolation unit. While necessary treatment as per the existing protocol will be given, the patient shall be tested on 14th day, after having tested positive in the initial test. The patient will be kept in the isolation facility till his sample is tested negative.
- xix. The State-wise passenger manifest of the flights originating from Europe and Middle East and landing at Delhi, Mumbai, Bengaluru, Hyderabad and Chennai airports in India for the said period shall be conveyed by the Bureau of Immigration to State Government/Integrated Disease Surveillance Programme (IDSP) [idsp-npo@nic.in and designated e-mails provided by the respective State Governments] so that this data would be provided to the surveillance teams. This data of manifests provided by Bureau of Immigration will be supplemented by the online Self-Declaration Forms available on 'AIR SUVIDHA' portal.
- xx. All the contacts* of travellers arriving from UK, South Africa and Brazil who test positive (either at the airport or subsequently during home quarantine period), shall be subjected to institutional quarantine in separate quarantine centers and would be tested on the 7th day (or early if develop symptoms). Contacts testing positive shall be accordingly further followed as mentioned in Clause (xviii) above.
- xxi. Information regarding any passenger covered within the scope of this SOP, who has moved to another State will be immediately notified to the concerned State Health Authority. If any passenger is not traceable initially or during any duration while being followed up should be immediately notified to Central Surveillance Unit of IDSP by the District Surveillance Officer.

International Travellers on short stay

- xxii. International travellers (covered under Part A or Part B) on short stay (less than 14 days) and who have tested negative and remain symptom free, shall undergo all the procedures as above and shall be permitted to leave India under proper intimation to their District/State health authorities, subject to them fulfilling the requirement of the airlines and destination country.

* Contacts of the suspect case are the co-passengers seated in the same row, 3 rows in front and 3 rows behind along with identified Cabin Crew. Also, all the community contacts of those travellers who have tested positive (during home quarantine period) would be subjected to institutional quarantine in separate Quarantine Centers for 14 days and tested as per ICMR protocol.

Note

- States may consider (if required) additional requirements with regards to testing, quarantine and isolation as per their risk assessment.
- The States should however do the same under timely intimation to Ministry of Civil Aviation and Ministry of Health and Family Welfare.
- Further, States should adequately publicize such additional requirements on their official websites well in advance to avoid inconvenience to the travellers.
- The travellers destined to a specific State are also requested to refer to State specific official websites to be well informed about such additional requirements.

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.

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.

**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.

**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.

**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.

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

SOP on preventive measures to contain spread of COVID-19 in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

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

1. Background

Government of India is following a phase-wise unlocking of activities. In days to come, this would also involve resumption of activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

2. Scope

This SOP aims to enable safe resumption of teaching/ training activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

As far as **skill or entrepreneurship training** is concerned the same shall be permitted in national skill training institutes, industrial training institutes, short term training centres registered with National Skill Development Corporation or State Skill Development Missions or other Ministries of Government of India or State government, National Institute for Entrepreneurship and Small Business Development (NIESBUD), Indian Institute of Entrepreneurship (IIE), and their training providers.

Similarly, for Higher Educational Institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with Ministry of Home Affairs (MHA).

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at these institutes to prevent spread of COVID-19.

3. Generic Preventive Measures

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 (faculty, employees, students 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. 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 done 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.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

4. All Institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall specifically ensure the following arrangements

- i. Online/distance learning shall continue to be permitted and shall be encouraged.
- ii. Skill or entrepreneurship training have been permitted with effect from 21st September 2020.
- iii. Higher educational institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with MHA strictly following guidelines as indicated in the SOP.

4.1 Before opening up of the institution

a) Planning of reopening of institutions

- i. The institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall only be allowed to open if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and staff shall also be advised not to visit areas falling within containment zones.
- ii. Prior to resumption of activities, all work areas intended for conduct of skill or entrepreneurship training, doctoral courses and post graduate studies including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- iii. Wherever skill-based trainings on equipments are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.
- iv. Instead of biometric attendance alternate arrangements for contactless attendance may be made.
- v. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- vi. The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty /trainees / staff to contact in case of any emergency.
- 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 there.
- viii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.

- ix. Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- x. Swimming pools shall function in accordance with SOP issued by Ministry of Youth Affairs and Sports (in consultation with MHA).
- xi. Prominently display signages, posters and standees must indicate the dos and don'ts for the staff and students.

b) Planning and scheduling of activities

- i. The academic calendar shall be planned with a view to avoid overcrowding, congregation etc. As far as possible, the academic calendar should promote a mix of regular classes and online teaching/ training, assessments.
- ii. The day-wise, time-wise scheduling of teaching/training activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.
- iii. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- iv. 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 students.

c) Availability and management of supplies

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.
- ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trash cans
- v. Provision for proper disposal of used personal protection items and general waste in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)
- vi. Housekeeping staff to be informed & trained about norms for waste management & disposal.

4.2 After opening of the teaching/training institutions

a) At the entry point

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.
- ii. Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/employee/student/visitor is found to be symptomatic, he/she should be referred to nearest health center.
- iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- iv. 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.
- v. Entry of visitors should be strictly regulated/restricted.

b) Conduct of teaching activities in the classrooms

- i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
- ii. Staggering of classroom activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.
- iii. Academic scheduling should have inter-mix of regular classroom teaching and online teaching/ assessments.
- iv. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities.
- v. Sharing of items like laptops, notebook, stationary etc. amongst students should be avoided as much as feasible.

c) Conduct of skill based training in workshops/laboratories

- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use.
- ii. Ensure a floor area of 4m² per person is available for working on equipment/workstation.
- iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation labs etc.

d) Activities in common area – library, canteen, common rooms, gymnasium, etc.

- i. Physical distancing of 6 feet needs to be maintained.
- ii. Person using the common areas need to use mask/face cover all the time.
- iii. Canteens shall be allowed to function in accordance with MoHFW's SOP on preventive measures to contain spread of COVID-19 in offices (<https://www.mohfw.gov.in/pdf/SOPonpreventivemeasurestocontainspreadofCOVID19inoffices.pdf>).
- iv. Wherever applicable, avoid cash transactions and e-wallets etc may be promoted.

e) Transportation to and from the institution

If transportation facility is being managed by the institution, proper physical distancing, sanitization of buses/ other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

5. Hygiene and Sanitation

- i. Daily cleaning of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.

- iv. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- vi. Disposal of used face covers / masks in separate covered bins shall be ensured.
- vii. Residential buildings, if any, also needs to be sanitized regularly.

6. Risk Communication

- i. Create awareness among the students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.
- ii. Ensure regular counselling is done for students reporting mental health issues such as anxiety and depression.
- iii. If a student, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard

7. Additional considerations for medical post-graduate students needs to be ensured.

Post-graduate medical students involved in COVID patient care and in essential non-COVID work shall familiarize themselves with the Infection Prevention and Control protocol guidelines available at: (<https://www.mohfw.gov.in/pdf//National%20Guidelines%20for%20IPC%20in%20HCF%20-%20final%281%29.pdf>) besides guidelines on rational use of Personal Protective Equipment available at : (<https://www.mohfw.gov.in/pdf/GuidelinesonrationaluseofPersonalProtectiveEquipment.pdf> and

<https://www.mohfw.gov.in/pdf/UpdatedAdditionalguidelinesonrationaluseofPersonalProtectiveEquipmentsettingapproachforHealthfunctionariesworkinginnonCOVID19areas.pdf>)

8. Ensure Safe Stay at Hostels, guest houses and other residential complexes

The measures as proposed above related to use of mask/face cover, hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation will apply to hostels and other residential buildings.

Further, the following specific points for Hostels/guest houses/other residential complexes shall also be followed:

- i. Students who are not local residents of the city/town, or do not have any support at home, or do not have facility for on-line education may be prioritized for allotment of hostel rooms.
- ii. Students coming from different locations may bring negative RT-PCR report, as per State protocols and self-monitor their health for 14 days.
- iii. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join. Symptomatic boarders shall be isolated in the designated isolation facility at the institute, till such time, they are seen by a doctor.
- iv. Proper crowd management in the hostel as well as in outside premises like parking lots – duly following physical distancing norms shall be ensured. Gatherings/congregations should be in accordance with the SOPs of the State/UT concerned
- v. In shared rooms/dormitories, the beds should be placed at a distance of 6 feet from each other. Temporary partitions may be considered, if feasible. Any symptomatic student should be immediately given a single room and then provided requisite medical care.

- vi. Mess facility, if any within the premises, shall follow physical distancing norms at all times. Staggering of meal timings may be done to prevent overcrowding.
- vii. Hostel should be out of bound for all persons except essential staff with known health status.

9. SOP to be followed in case a student/faculty/staff develops symptoms (fever, cough, difficulty in breathing)

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case may be.
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- v. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- vi. Disinfection of the premises to be taken up if the person is found positive.
- vii. If there is clustering of cases in hostel/residential building, inform local health authorities immediately.