



GOVERNMENT OF KARNATAKA

No. HFW 142 ACS 2020

Karnataka Government Secretariat
Vikasa Soudha
Bengaluru, dated: 7.5.2020

CIRCULAR

**Standard Operating Procedure for Industrial, Commercial Establishments and
Private Offices during COVID-19**

- A. The Ministry of Home Affairs, GOI, vide its Order No. 40-3/2020-DM-I(A), dated 1st May, 2020 has extended the lockdown period for a further period of two weeks with effect from 4.5.2020 and come out with new guidelines on the measures to be taken by Ministries / Departments of Government of India, State / U.T Governments and State / U.T. Authorities for containment of COVID-19 in the Country for the extended period of the lockdown. The above mentioned Order contains the details regarding the classification of Red, Orange and Green Zones, identification of Containment Zones and actions to be taken in different zones. A copy of the Government of India Order is at **Annexure-1**.
- B. Activities that could be taken up during the extended lockdown would be as contained in the MHA's Order No. 40-3/2020-DM/I(A), dated 1st May, 2020 cited above.
- C. MHA's Order also classifies the activities that are permitted in different zones as well as the restrictions to be imposed in different zones. A summary of different activities that could be permitted in different zones is summarized at **Annexure-2**.
- D. Employees shall be encouraged to **Work from Home** to the maximum extent possible.
- E. Following measures shall be implemented and guidelines adhered to by establishments located outside the Containment Zone. The industries shall adhere to the Standard Operating Procedure (SOP) prescribed in the Circular RD 158 TNR 2020, dated 27.04.2020 and shall submit a self declaration in the format provided in the said Circular. A copy of the Circular is at **Annexure-3**.

1. Transportation :

- 1.1 Dedicated transportation facility to be arranged with social distancing, as per the guidelines issued by MoHFW, GOI, for employees' commutation without any dependency on the public transport system and limiting the travel by personal

vehicles. Establishments can hire Government transport facility or make arrangements through private travel operator. The vehicle must however be adequately ventilated. The AC in the buses shall not be used.

- 1.2 All the transport vehicles should be cleaned and disinfected using 1% Sodium Hypochlorite solution (**Annexure – 4** for preparation) 30 minutes before each ferry.
- 1.3 Employees to be screened before entering the vehicle using thermal Scanner by designated person by holding the thermal scanner at a distance of 3 to 15 cm from the commuter's forehead. If temperature is $>37.5^{\circ}\text{C}$ ($>99.5^{\circ}\text{F}$) such employees should not be allowed to board the vehicles
- 1.4 All the employees, staffs and drivers in the vehicle must use appropriate face masks compulsorily and sanitizers shall be made available in the vehicle
- 1.5 Health checkup of drivers, cleaners etc. shall be done regularly and Hand sanitizers shall be provided in all the vehicles.
- 1.6 Companies shall maintain a register of all vehicles and details of Drivers that are at the workplace to track employee movement.
- 1.7 Maximum number of commuters in the passenger vehicles shall not exceed 50% of the designed capacity. Social distancing of >1 meter must be maintained in the vehicle during the commute.
- 1.8 Workers/officers travelling by personal vehicle should avoid pooling of vehicles.
- 1.9 Number of passengers in four wheelers and two wheelers will vary depending on the zone as notified by MHA from time to time.

2. Accommodation for employees / workers

- 2.1 Effort should be made to make accommodation for the employees / workers within the premises / nearby places as far as possible to minimize their movement. **In such a case the food arrangements should be made for such persons.**
- 2.2 Accommodations must be disinfected based on GOI guidelines (<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>)

3. Premises entry/ exit and surveillance :

- 3.1 Arrival of transport vehicles / shift timing shall be staggered to avoid crowding of employees at the entrance and exit.
- 3.2 Establishment of clear entry and exit point and dedicated area for screening; if there is availability of space, screening can be done in multiple points to avoid crowding. Handwash/ sanitizers shall be kept ready at the entrance and exit.
- 3.3 Employees residing in the containment zone must work from home only.
- 3.4 Employees to sign Self-declaration (**Annexure-5**) of the symptoms which is made available, and hand-over to the attendant/factory entrance every day.
- 3.5 Employees having flu symptoms such as fever, cold, cough, sore throat, and headache shall not be permitted to work. Such employees should be advised to stay at home and seek medical advice.

- 3.6 Employees to be screened before entering the premises using thermal Scanner by designated person by holding the thermal scanner from 3 to 15 cm away from the patient forehead. If temperature is $>37.5^{\circ}\text{C}$ (99.5°F) such employees should not be allowed.
- 3.7 Employee with any symptoms of COVID-19 shall be isolated and referred to the nearest fever clinic/hospital for medical check-up or call Free Helpline-Apthamitra 14410.
- 3.8 Surveillance of entrance, cafeteria, workspace through CCTV monitoring for physical distancing and practices. The CCTV footages should be examined by the Nodal Officer of the Company on a regular basis & notices should be issued to the employees violating physical distancing norms. The footages should also be sent to the Office of Additional Deputy Commissioner of the district / Special Commissioner, BBMP on a fortnightly basis.
- 3.9 Marking on the floor for maintaining physical distancing in workspace, where there is possibility of crowd gathering.

4. Operating Practices

- 4.1 All Employees shall wear face masks at all times at the work place, and adequate stock of such face covers shall be made available.
- 4.2 Seating arrangements / worktables must be 1.5 to 2 meters apart, maintaining physical distancing norms. Operator and material movement pathway to be demarcated on the floor.
- 4.3 Employees shall work from their seats and avoid going to other's seats as far as possible. Intercom facility / mobile phones shall be used.
- 4.4 All common areas, work tables, canteens, lifts, conference halls, visitor lounge / area, staircase and handrails must be disinfected with 1% sodium hypochlorite solution on shift basis (minimum thrice daily). Sufficient quantities of hand wash / sanitizers shall be made available in the work places.
- 4.5 Pantry and washrooms must be hygienic and disinfected/sanitized every 2 hours with 1% sodium hypochlorite solution or commonly used detergents. Washrooms must contain hand-wash with functional dispenser mechanism.
- 4.6 Lifts and common areas should not be used more than 30% of designated capacity. Employees to be encouraged to use stairs.
- 4.7 Strict ban on use of chewing gum, Pan Masala, Ghutaka, Tobacco (Smoking, Chewing) and spitting inside factory premises.
- 4.8 Lunch break and other breaks must be staggered to avoid crowding of employees in Cafeteria/ Canteen and other common area, physical distancing must be maintained in cafeteria/canteen and Cafeteria / Canteen workers must wear hand gloves, face mask, head cover always. Workers to be encouraged to bring tiffin from home.
- 4.9 Employees to carry own water bottle and must maintain hygiene while refilling water bottles.
- 4.10 In house and offsite meetings shall be avoided unless utmost necessary. Virtual meetings are encouraged wherever possible. If In-person meeting is inevitable then physical distancing must be ensured.

- 4.11 Doors shall be kept open or devised with alternate opening arrangement to minimize or avoid handling knobs.
- 4.12 One emergency vehicle must be made available for every shift.
- 4.13 Workspace must be well ventilated through natural source.
- 4.14 Avoid visitors and hardcopy/files/papers to the extent possible.
- 4.15 Persons above 65 years of age, employees with co-morbid conditions like hypertension, Diabetes mellitus, cardiac conditions etc., pregnant, expecting mothers, persons with disability, mothers with crèche going children, pre-existing illness, shall be asked to work from home.
- 4.16 Various guidelines should be communicated to all the Employees through effective communication channels. Employees shall also be intimated whom to contact in case any medical help is required, and such information has to be displayed at all prominent places in the campus/office.
- 4.17 A response team and Incident manager /nodal officer shall be appointed in the Company to ensure quick action in case there is any suspected case or Exposure. The name of the Nodal Officer shall be communicated to the Office of Additional Deputy Commissioner of the District / Special Commissioner, BBMP.

5. Material movement :

- 5.1 Dedicated entry and exit point shall be maintained for material/trucks. All the vehicles entering premises should be cleaned and disinfected using 1% Sodium Hypochlorite solution (**Annexure-4** for preparation) disinfected as per MoHFW guidelines
- 5.2 All Drivers and Helpers should be screened on entry and provided with mask, gloves and sanitizers.

6. Construction Activity*

- 6.1 Well ventilated common or separate accommodation with meals shall be arranged for all the workers at the site – 3 to 4 workers per shed with a minimum distance of 1 metre between each worker. Site must be well equipped with washrooms and toilets in adequate numbers with toiletries such that no queue management is necessitated.
- 6.2 Accommodations and bathrooms/ urinals must be disinfected on daily basis based on MoHFW guidelines :
(<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>)
- 6.3 Construction workers must be screened before entering the site using thermal Scanner. If temperature is $>37.5^{\circ}\text{C}$ ($>99.5^{\circ}\text{F}$) such workers should not be allowed. All workers should wear face masks and to maintain physical distance in the site.
- 6.4 Dedicated entry and exit point shall be maintained for material/trucks. All the vehicles entering premises be thoroughly cleaned and disinfected using 1% Sodium Hypochlorite solution. (see **Annexure – 4** for preparation of 1% Sodium hypochlorite solution)

6.5 Routine checks shall be carried out for the drivers and helpers. All the person entering the premises shall be permitted only if they are wearing face mask; truck drivers, helpers shall be provided mask and sanitizers etc.

(*Operating practices for factories/commercial establishments shall be enforced to construction activities as applicable)

7. Action to be taken on detection of Suspect/confirmed COVID -19 case in workplace :

7.1 Staff need to be strictly aware that they should not report to work with symptoms of covid-19

7.2 If an employee/worker becomes unwell in the workplace with typical symptoms of covid-19, he/she should be immediately moved to an area away from other workers. If possible, in a room or area where he / she could be isolated behind a closed door, such as a staff office. Open the window for ventilation wherever possible and switch off AC.

7.3 The employee/worker who is unwell should be provided with N-95 mask and he/she shall wear it. While waiting for medical advice, he / she should avoid any contact with other employees, avoid touching people, surfaces, and objects and be advised to cover mouth and nose with a disposable tissue while coughing or sneezing and then dispose of the tissue in a closed bin. If tissues are not available, he / she should cough and sneeze by covering with his / her elbow and if needed to go to the bathroom, should use a separate bathroom, if available. In short, he/she shall follow cough etiquette, hand hygienic practices and physical distancing from other co-workers.

7.4 If an employee/worker reports of covid-19 symptoms over the phone or is unwell in the workspace, then the patients or employer should contact Apthamitra by dialing "14410" or directly visit the nearby fever clinic/hospital for medical consultation.

7.5 If an employee tests positive in the workplace, the event should be informed to District health authorities (District Health officer/ District Surveillance officer)

7.6 Once a confirmed case is detected in workspace, establishment to facilitate the district health authorities in carrying out contact listing and tracking as per the guidelines of Government of Karnataka.

7.7 The establishment to notify all the contacts of the infected employee's so that preventive measures can be taken to minimize the spread of infection.

7.8 All the contacts of the confirmed case as listed by health authorities will be quarantined as per the advisory of GoK.

7.9 Entire office should be sanitized including all surfaces, floors, lifts, railings, stairs desks, vehicles etc. using 1% sodium hypochlorite. The facility can be re-used from the next day

7.10 If the establishment/ facility continues to report new COVID-19 cases in the following days, District health authority/BBMP shall further investigate and recommend further action on case-to-case basis

7.11 After the employee is free from symptoms and fully recovers, he/she shall report back to work following medical advice

7.12 Irrespective of the COVID-19 status, all surfaces that the symptomatic employee has come into contact with must be cleaned with 1% sodium hypochlorite solution

including all surfaces and objects visibly contaminated with body fluids/respiratory secretions, and all potentially contaminated high-contact areas such as telephones, computers, tables, door handles, toilet, etc.

7.13 All staff should wash their hands thoroughly for 20 seconds with soap and water or use alcohol-based hand sanitizers after any contact with someone who is unwell with symptoms consistent with COVID-19

7.14 Designated nodal person from the facility will coordinate the COVID-19 related activities in the workspace and designated person must liaise with health department for advice.

F. Use of Arogya Setu App shall be made mandatory for all employees.

G. Intensive communication and training on good hygiene practice shall be taken up.

All the orders/ guidelines/ circulars /SOPs issued from Government of India and Government of Karnataka from time to time are applicable.


(Jawaid Akhtar)

Additional Chief Secretary to Govt.,
Department of Health and Family
Welfare and Medical Education.

To:

1. Deputy Commissioners/Chief Executive Officers and Superintendent of Police of all Districts.
2. District Surgeons / District Health and Family Welfare Officers / RCHO / DSO's of all Districts.

Copy for information:

1. Chief Secretary to GOK, Vidhana Soudha.
2. ACS to Hon. C.M. Vidhana Soudha.
3. Commissioner, HFW Services,
4. OSD, SSU Covid-19.
5. Mission Director, NHM, Bengaluru.
6. Director, H&FWS, Bengaluru.
7. Project Director, RCH, Bengaluru.
8. Project Director, IDSP, Bengaluru.
9. Joint Director, CMD, Bengaluru.

Annexure-1

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

North Block, New Delhi-110001
Dated 1st May, 2020

ORDER

Whereas under directions of the National Disaster Management Authority (NDMA), guidelines on lockdown measures to contain the spread of COVID-19 in all parts of the country were issued vide Order of even number dated 24.03.2020 under the Disaster Management Act 2005 for a period of 21 days with effect from 25.03.2020. Under further directions of NDMA, the lockdown period was extended upto 03.05.2020 vide Order of even number dated 14.04.2020 and consolidated revised guidelines were issued vide Order of even number dated 15.04.2020;

Whereas in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, NDMA has issued an Order number 1-29/2020-PP dated 01.05.2020 directing the Chairperson, NEC that lockdown measures be continued to be implemented in all parts of the Country, for a further period of two weeks with effect from 04.05.2020;

Whereas under directions of the aforesaid Order of NDMA dated 01.05.2020, 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, NEC, hereby issues directions to all the Ministries/ Departments of Government of India, State/Union Territory Governments and State/Union Territory Authorities that the lockdown period is extended for a further period of two weeks with effect from 04.05.2020;

Whereas, in exercise of the powers, conferred under Section 10(2)(i) of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, NEC, hereby issues new guidelines on lockdown measures, as annexed, which will come into effect from 04.05.2020 for a period of two weeks, for strict implementation.


Union Home Secretary

To:

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories
(As per list attached)

Copy to:

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

New Guidelines on the measures to be taken by Ministries/ Departments of Government of India, State/ UT Governments and State/ UT authorities for containment of COVID-19 in the country for the extended period of National Lockdown for a further period of two weeks with effect from 4th May, 2020.

[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 1st May, 2020]

1. With the extension of the Lockdown period for a further period of two weeks with effect from 4th May 2020, new guidelines, as under, will be applicable based on the risk profiling of the districts into Red (Hotspot), Green and Orange zones.
2. **Identification of Red (Hotspots), Green and Orange Zones**
 - i. Based on their risk profile, the criteria for dividing the districts of the country into three zones, viz., **green, red and orange**, will be as follows:
 - a. **Green Zones:** Green Zones shall be defined as per the following criteria: districts with zero confirmed case till date; or, districts with no confirmed case in the last 21 days.
 - b. **Red Zones or Hotspot Districts:** Districts shall be defined as Red Zones or Hotspot districts, by Ministry of Health and Family Welfare (MoHFW), Government of India (GoI), taking into account total number of active cases, doubling rate of confirmed cases, extent of testing and surveillance feedback.
 - c. **Orange Zones:** Districts, which are neither defined as Red nor as Green Zones, shall be Orange Zones.
 - ii. MoHFW will share the list of Red Zone (Hotspot), Orange Zone and Green Zone districts and related information with State/ UTs on a weekly basis or earlier as required. States/ UTs, on review, may consider inclusion of **additional districts** as Red Zone (Hotspots) and Orange Zone districts depending on the extent of spread of COVID-19 infection. **However, States and UTs may not lower the classification of any district, that is included in the list of Red Zone (Hotspots) and Orange Zone districts by MoHFW.**
 - iii. Districts classified either as Red or Orange Zones, may have one or more Municipal Corporation (MC) areas. In such cases, States/ UTs and District administrations may make an assessment of the distribution of cases - within the jurisdiction of the MC(s); and the area falling outside the MC(s) boundaries. In such cases, the classification of zones shall be as follows:
 - a. In case the district is classified as a Red Zone, and, there is no confirmed case in the last 21 days in the area of the district outside the limits of the MC(s), this area may be labeled as an Orange Zone. However, due caution may be exercised in such areas so that they remain free from COVID-19 cases.
 - b. In case the district is classified as an Orange Zone, and, there is no confirmed case in the last 21 days in the area of the district outside the limits of the MC(s), this area may be labeled as a Green Zone. However, due caution may be exercised in such areas so that they remain free from COVID-19 cases.
 - c. In case in the area of the district outside the limits of the MC (s) does have one or more confirmed case(s) in the last 21 days, this part of the



district shall continue to be labeled as a Red or Orange Zone, as per the classification of the district.

- d. While assessing the classification of a zone, cases should be registered in the zone where the case originates, rather than where it is treated.

3. Identification of Containment Zones

- i. Containment Zones shall be demarcated within **Red (Hotspots) and Orange Zones** by States/ UTs and District Administrations based on the guidelines of MoHFW. The boundary of the Containment Zone shall be defined by District Administrations taking into account the following factors: mapping of cases and contacts; geographical dispersion of cases and contacts; area with well demarcated perimeter; and enforceability.
- ii. The boundary of the Containment Zone will be a residential colony, *mohalla*, municipal ward, municipal zone, Police Station area, towns etc., in case of urban areas; and, a village, cluster of villages, Gram Panchayats, group of Police Stations, blocks etc., in case of rural areas.

Protocol within Containment Zones:

- iii. Intensive surveillance mechanism as outlined in the Standard Operating Protocol (SOP) issued by MoHFW is to be established within the Containment Zone. ~~The local authority shall ensure 100% coverage of Aarogya Setu app among the residents of Containment Zones.~~
- iv. In the Containment Zone, following activities shall be undertaken by the local authorities:
- a. Contact Tracing.
 - b. Home or Institutional quarantining of individuals based on risk assessment by medical officers. This risk assessment will be based on symptoms, contact with confirmed cases, and travel history.
 - c. Testing of all cases with Severe Acute Respiratory Infection (SARI), Influenza Like Illness (ILI) and other symptoms specified by MOHFW.
 - d. House to house surveillance by special teams constituted for this purpose.
 - e. Clinical management of all cases as per protocol.
 - f. Counselling and educating people; and establishing effective communication strategies.
- v. In these **Containment Zones**, within Red (Hotspots) and Orange Zones, **where maximum precaution is required**, there shall be strict perimeter control to ensure that there is no movement of population in or out of these zones except for medical emergencies and for maintaining supply of essential goods and services. The guidelines issued in this regard by MoHFW will be strictly implemented by State/ UT Governments and the local district authorities.
- 4. The following activities will continue to remain prohibited across the country, irrespective of the Zone, for a period of two weeks with effect from 4th May, 2020:**
- i. All domestic and international air travel of passengers, except for medical services, air ambulance and for security purposes or for purposes as permitted by MHA.
 - ii. All passenger movement by trains, except for security purposes or for purposes as permitted by MHA.

- iii. Inter-State Buses for public transport, except as permitted by MHA.
- iv. Metro rail services.
- v. Inter-State movement of individuals except for medical reasons or for activities as permitted by MHA.
- vi. All schools, colleges, educational/ training/ coaching institutions etc. However, online/ distance learning shall be permitted.
- vii. Hospitality services other than those used for housing health/ police/ Government officials/ healthcare workers, stranded persons including tourists, and those used for quarantine facilities.
- viii. All cinema halls, shopping malls, gymnasiums, sports complexes, swimming pools, entertainment parks, theatres, bars and auditoriums, assembly halls and similar places.
- ix. All social/ political/ sports/ entertainment/ academic/ cultural/ religious functions/ other gatherings.
- x. All religious places/ places of worship shall be closed for public. Religious congregations are strictly prohibited.

5. Measures for well being and safety of persons

- i. The movement of individuals, for all non-essential activities, shall remain strictly prohibited between 7 pm to 7 am. Local authorities shall issue orders under appropriate provisions of law, such as prohibitory orders [curfew] under Section 144 of CrPC, for this purpose, and ensure strict compliance.
- ii. In all zones, persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years, shall stay at home, except for meeting essential requirements and for health purposes, as per the National Directives.
- iii. In Containment Zones, Out-Patient Departments (OPDs) and Medical clinics shall not be permitted to operate. However, these may be permitted to operate in Red, Orange and Green Zones, with social distancing norms and other safety precautions.

6. Activities in Containment Zones

- i. Strict perimeter control.
- ii. Establishment of clear entry and exit points.
- iii. Movement of persons only for maintaining supply of goods and services; and for medical emergencies.
- iv. No unchecked influx of people and transport.
- v. Recording of details of people moving in and out of perimeter.

7. Activities in Red Zones (Hotspots) [Outside Containment Zones]

- i. Apart from the prohibited activities mentioned at Para 4, the following activities shall not be permitted:
 - a. Cycle rickshaws and auto rickshaws.
 - b. Taxis and cab aggregators.
 - c. Intra-district and inter-district plying of buses.
 - d. Barber shops, spas and salons.
- ii. The following activities shall be permitted with **restrictions** as specified:
 - a. Movement of individuals and vehicles, only for permitted activities. Four wheeler vehicles will have maximum two passengers besides the vehicle driver, for two wheelers, pillion rider is not allowed.

- b. Industrial establishments in urban areas: Only Special Economic Zones (SEZs), Export Oriented Units (EOUs), industrial estates and industrial townships with access control; Manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates; Production units, which require continuous process, and their supply chain; Manufacturing of IT hardware; Jute industry with staggered shifts and social distancing; and, Manufacturing units of packaging material are permitted.

All industrial activities are permitted in rural areas.

- c. Construction activities in urban areas: Only in situ construction (where workers are available on site and no workers are required to be brought in from outside) and construction of renewable energy projects are permitted.

All construction activities are permitted in rural areas.

- d. All malls, market complexes and markets shall remain closed in urban areas, i.e., areas within the limits of municipal corporations and municipalities. However, shops selling essential goods in markets and market complexes are permitted.

All standalone (single) shops, neighborhood (colony) shops and shops in residential complexes are permitted to remain open in urban areas, without any distinction of essential and non-essential.

All shops in rural areas, except in malls, are permitted to remain open, without any distinction of essential and non-essential.

Social distancing (2 Gaz ki doori) will be maintained in all cases.

- e. E-commerce activities will be permitted only in respect of essential goods.
- f. Private offices can operate with upto 33% strength as per requirement, with the remaining persons working from home.
- g. All Government offices shall function with officers of the level of Deputy Secretary and above to the extent of 100% strength. The remaining staff will attend upto 33% as per requirement. However, Defense and Security services, Health and Family Welfare, Police, Prisons, Home Guards, Civil Defence, Fire and Emergency Services, Disaster management and related services, NIC, Customs, FCI, NCC, NYK and Municipal services shall function without any restrictions; delivery of public services shall be ensured and necessary staff will be deployed for such purpose.

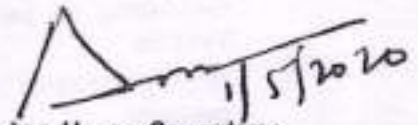
8. **Activities in Orange Zones [Outside Containment Zones]**

- i. Apart from the prohibited activities mentioned at Para 4, the following activities shall **not** be permitted:
- Inter-district and Intra-district plying of buses.
- ii. The following activities shall be permitted with **restrictions** as are specified:
- Taxis and cab aggregators, with 1 driver and 2 passengers only.
 - Inter-district movement of individuals and vehicles, only for permitted activities. Four wheeler vehicles will have maximum two passengers besides the driver.

9. **Activities in Green Zones**
- i. All activities are permitted in Green Zones, except those activities that are prohibited under Para 4.
 - ii. Buses can operate with upto 50% seating capacity.
 - iii. Bus depots can operate with upto 50% capacity.
10. All other activities will be permitted activities, which are not specifically prohibited/ permitted with restrictions in the various Zones, under these guidelines. However, States/ UTs, based on their assessment of the situation, and with the primary objective of keeping the spread of COVID-19 in check, may allow only select activities from out of the permitted activities, with such restrictions as felt necessary.
11. All States/ UTs shall allow inter-state movement of goods/ cargo, including empty trucks.
12. No State/ UT shall stop the movement of cargo for cross land-border trade under Treaties with neighbouring countries.
13. No separate/ fresh permissions are required from authorities for activities already permitted to operate under the guidelines on Lockdown measures up to May 3, 2020. The following Standard Operating Protocols (SOPs) issued by MHA will continue to operate:
- i. SOP on transit arrangement for foreign national(s) in India and release of quarantine persons, issued vide Order dated April 02, 2020.
 - ii. SOP on movement of stranded labour within States/ UTs, issued vide Order dated April 19, 2020.
 - iii. SOP on sign-on and sign-off of Indian seafarers, issued vide Order dated April 21, 2020.
 - iv. SOP on movement of stranded migrant workers, pilgrims, tourists, students and other persons, issued vide Order dated April 29, 2020.
 - v. SOP on movement of stranded migrant workers, pilgrims, tourists, students and other persons by train, issued vide Order dated May 01, 2020.
14. **Strict enforcement of the lockdown guidelines**
State/ UT Governments shall not dilute these guidelines issued under the Disaster Management Act, 2005, in any manner, and shall strictly enforce the same.
15. **Instructions for enforcement of above lockdown measures:**
- i. All the district magistrates shall strictly enforce the above lockdown measures and the National Directives for COVID 19 Management, for public and work places, as specified in **Annexure I**.
 - ii. In order to implement these containment measures, the District Magistrate will deploy Executive Magistrates as Incident Commanders in the respective local jurisdictions. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions. All other line department officials in the specified area will work under the directions of such Incident Commander. The Incident Commander will issue passes for enabling essential movements as explained.
 - iii. The Incident Commanders will in particular ensure that all efforts for mobilization of resources, workers and material for augmentation and expansion of hospital infrastructure shall continue without any hindrance.

16. **Penal provisions**

Any person violating these lockdown measures and the National Directives for COVID-19 Management will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at Annexure II.


Union Home Secretary

National Directives for COVID-19 Management

PUBLIC PLACES

1. Wearing of face cover is compulsory in all public places.
2. All persons in charge of public places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare.
3. No organization/ manager of public place shall allow gathering of 5 or more persons.
4. Marriages related gatherings shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
5. Funeral/ last rites related gatherings shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
6. Spitting in public places shall be punishable with fine, as may be prescribed by the State/ UT local authority.
7. Consumption of liquor, *paan*, *gutka*, tobacco etc. in public places is not allowed.
8. Shops selling liquor, *paan*, *gutka*, tobacco etc. will ensure minimum six feet distance (*2 gaz ki doori*) from each other, and also ensure that not more than 5 persons are present at one time at the shop.

WORK PLACES

9. Wearing of face cover is compulsory in all work places and adequate stock of such face covers shall be made available.
10. All persons in charge of work places shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work places and in company transport.
11. Social distancing at work places shall be ensured through adequate gaps between shifts, staggering the lunch breaks of staff, etc.
12. Provision for thermal scanning, hand wash and sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. In addition, sufficient quantities of handwash and sanitizer shall be made available in the work places.
13. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
14. Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years shall stay at home, except for meeting essential requirements and for health purposes.
15. Use of *Arogya Setu* app shall be made mandatory for all employees, both private and public. It shall be the responsibility of the Head of the respective Organizations to ensure 100% coverage of this app among the employees.
16. Large physical meetings to be avoided.
17. Hospitals/ clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities.

18. Arrangements for transport facilities shall be ensured with social distancing, wherever personal/ public transport is not feasible.
 19. Intensive communication and training on good hygiene practices shall be taken up.
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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—

- i. "company" means any body corporate and includes a firm or other association of individuals; and
- ii. "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 tends 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.

Annexure - 2

PRESS RELEASE
EXTENSION OF LOCKDOWN FOR A FURTHER PERIOD OF TWO
WEEKS WITH EFFECT FROM MAY 4, 2020.

ACTIVITY	Containment Zone	Red Zone	Orange Zone	Green Zone
Travel by air, rail, metro and inter-State movement by road; running of schools, colleges, and other educational and training/ coaching institutions; hospitality services, including hotels and restaurants; places of large public gatherings, such as cinema halls, malls, gymnasiums, sports complexes etc; social, political, cultural and other kinds of gatherings; and, religious places/ places of worship for public. However, movement of persons by air, rail and road is allowed for select purposes.	Not allowed	Not allowed	Not allowed	Not allowed
Movement of individuals, for all non- essential activities, shall remain strictly prohibited between 7 pm to 7 am	Perimeter Control 100% Aarogya Setu app	Not allowed	Not allowed	Not allowed
Out-Patient Departments (OPDs) and Medical clinics shall be permitted to operate, with social distancing norms and other safety precautions;	Not allowed	Allowed	Allowed	Allowed
Plying of cycle rickshaws and auto rickshaws; running of taxis and cab aggregators; Intra-district and inter-district plying of buses and barber shops, spas and saloons.	Not allowed	Not allowed	Allowed	Allowed
Movement of individuals and vehicles is allowed only for permitted activities, with a maximum of 2 persons (besides the driver) in four-wheeler vehicles, and with no pillion rider in the case of two-wheelers.	Not allowed	Allowed	Allowed	Allowed
Industrial establishments in urban areas, viz., Special Economic Zones (SEZs), Export Oriented Units (EOUs), industrial estates and industrial townships with access control have been permitted.	Not allowed	Allowed	Allowed	Allowed
The other industrial activities permitted are manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates; production units, which require continuous process, and their supply chain; manufacturing of IT hardware; jute industry with staggered shifts and social distancing; and, manufacturing units of packaging material.	Not allowed	Allowed	Allowed	Allowed
Construction activities in urban areas have been limited to in-situ construction (where workers are available on site and no workers are required to be brought in from outside) and construction of renewable energy projects.	Not allowed	Allowed	Allowed	Allowed
Shops in urban areas, for non-essential goods, are not allowed in malls, markets and market complexes. However, all standalone (single) shops, neighborhood (colony) shops and shops in residential complexes are permitted to remain open in urban areas, without any distinction of essential and non-essential.	Not allowed	Allowed	Allowed	Allowed
E-Commerce activities, in the Red Zones, are permitted only in respect of essential goods.	Not allowed	Allowed	Allowed	Allowed
Private offices can operate with upto 33% strength as per requirement, with the remaining persons working from home	Not allowed	Allowed	Allowed	Allowed
All industrial and construction activities in rural areas, including MNREGA works, food-processing units and brick-kilns are permitted; besides, in rural areas, without distinction to the nature of goods, all shops, except in shopping malls are permitted	Not allowed	Allowed	Allowed	Allowed
iculture related	Not allowed	Allowed	Allowed	Allowed
Courier and postal services will be allowed to operate.	Not allowed	Allowed	Allowed	Allowed
print and electronic media, IT and IT enabled services, data and call centres, cold storage and warehousing services, private security and facility management services, and services provided by self-employed persons, except for barbers etc.	Not allowed	Allowed	Allowed	Allowed
Taxis and cab aggregators will be permitted with 1 driver and 1 passenger only. Inter-district movement of individuals and vehicles will be allowed for permitted activities only. Four wheeler vehicles will have maximum two passengers besides the driver and pillion riding will be allowed on two-wheelers.	Not allowed	Not Allowed	Allowed	Allowed
Buses can operate with upto 50% seating capacity and bus depots can operate with upto 50% capacity.	Not allowed	Not Allowed	Not Allowed	Allowed
All goods traffic is to be permitted. No State/ UT shall stop the movement of cargo for cross land-border trade under Treaties with neighboring countries. No separate pass of any sort is needed for such movement, which is essential for maintaining the supply chain of goods.	Not allowed	Allowed	Allowed	Allowed
All other activities will be permitted activities, which are not specifically prohibited, or which are permitted with restrictions in the various Zones, under these guidelines.	Not allowed	Allowed	Allowed	Allowed
No separate/ fresh permissions will be required from authorities for activities already permitted to operate under the guidelines on Lockdown measures up to May 3, 2020. The Standard Operating Protocols (SOPs) issued by MHA will continue to operate such as transit arrangement for foreign national(s) in India; release of quarantine persons; movement of stranded labor within States/ UTs; sign-on and sign-off of Indian seafarers, movement of stranded migrant workers, pilgrims, tourists, students and other persons by road and rail.				

ANNEXURE to Circular No. RD 158 TNR 2020 Dtd:27.04.2020

Self Declaration Format

I, hereby declare that our unit M/s _____ located at _____ is engaged in manufacturing / production of _____, satisfies the guidelines issued as per the MHA order Dtd:15.04.2020 and State Government Addendum-3 dated 23.04.2020 and Circular No. RD 158 TNR 2020, dated 27.04.2020.

Further, I would certify that the unit is adhering to the following Standard Operating Procedure (SOP) as defined in MHA order dated 15/4/2020.

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a. Entrance Gate of building, office etc.
 - b. Cafeteria and canteens.
 - c. Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.
 - d. Equipment and lifts.
 - e. Washroom, toilet, sink; water points etc.
 - f. Walls/ all other surfaces
2. For workers coming from outside, special transportation facility i.e., contract carriage will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity with social distancing.
3. Will make arrangements for stay of workers within our premises / adjacent buildings, as far as possible.
4. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
5. To provide masks to all the employees and advise them to wear without fail.
6. To ensure social distancing always at the work place.
7. Mandatory thermal scanning of everyone entering and exiting the work place to be done
8. Medical insurance for the workers to be made mandatory.
9. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
10. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
11. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
12. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
13. Use of staircase for climbing should be encouraged.
14. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
15. There should be total ban on non-essential visitors at sites.
16. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.
17. Other preventive measures issued by the Ministry of Health and Family Welfare, Government of India and Department of Family and Welfare, Government of Karnataka from time to time.
18. Will paste the Undertaking in the factory premises.

Date:

Proprietor / Managing Director
Seal of the Company



Revenue Department (Disaster Management)
Karnataka Government Secretariat,
M.S. Building, Dr. BR Ambedkar Road,
Bangalore - 560001.
Tel. 080-22034338

No. RD 158 TNR 2020

Date: 27.04.2020

CIRCULAR

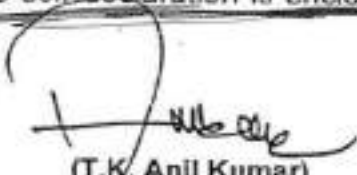
Sub: Operating of Industries / Industrial Establishments in
COVID-19 Unaffected Districts- Reg

Ref: 1. Addendum -3 No. RD 158 TNR 2020 dated 23.04.2020
2. Circular No. RD 158 TNR 2020 dated:23.04.2020

In order to enable industrial operations to restart, the Government in its Addendum-3 cited at ref(1) above, allowed industries operating in rural areas i.e., outside the limits of District Headquarters, of COVID-19 Unaffected Districts (excluding Ramanagara District) i.e., Yadgir, Koppal, Shivamogga, Chikkamagaluru, Kolar, Chamarajanagara, Raichur, Haveri and Hassan subject to observing of Standard Operating Procedures (SOP) as defined in the MHA Order dated 15.04.2020.

In the Circular cited at ref (2) it was directed that the concerned industries outside the Containment Zones in the above mentioned COVID-19 nine unaffected districts, have to apply to the concerned Joint Directors of the respective district industries centre for issue of authorization letter for continuation of operations.

In order to ease the starting of industries the procedure prescribed under reference (2) is done away herewith. The industries which are eligible as per reference (1) shall submit a self declaration of adhering to Standard Operating Procedure (SOP) to the concerned District Industries Center before starting the unit. Format of the self declaration is enclosed herewith as **Annexure**.


(T.K. Anil Kumar)
Principal Secretary to Govt.
Revenue Department
(Disaster Management)

To:

All Deputy Commissioners of the Districts.

Annexure-1

Guidelines for Preparation of 1% sodium hypochlorite solution

Product	Available chlorine	1percent
Sodium hypochlorite – liquid bleach	3.5%	1-part bleach to 2.5 parts water
Sodium hypochlorite - liquid	5%	1-part bleach to 4 parts water
NaDCC (sodium dichloroisocyanurate) powder	60%	17 grams to 1-liter water
NaDCC (1.5 g/ tablet) - tablets	60%	11 tablets to 1-liter water
Chloramine - powder	25%	80 g to 1-liter water
Bleaching powder	70%	7g g to 1-liter water
Any other	As per manufacturer's instructions	

- Enhanced cleaning of the workplace shall be conducted at regular intervals using MoHFW- Government of India guidelines (<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingofices.pdf>)

Annexure-5

SELF DECLARATION FORM

A. Personal information

Name	
Age	
Employee ID Number	

B. Health Condition

Date:

a	Are you suffering from any of the following symptoms		
	Fever :	Yes	No
	Cough :	Yes	No
	Sore throat :	Yes	No
	Difficulty in breathing :	Yes	No
b	Did You download Arogya setuApp.?*	Yes	No
c	Did you download ApthamitraApp.?*	Yes	No
d	Are you from containment Zone.?	Yes	No

- For downloading mobile apps related to COVID-19, please visit the link <https://covid19.karnataka.gov.in/new-page/Mobile%20Applications/en>
- In case you develop symptoms such as fever and cough, call 104 Arogya Sahayavani, Apthamitra helpline number 14410 or inform district surveillance officer

For COVID related queries please contact:

Helpline numbers 9745697456, 080-46848600, 080-66692000 & 104

Downloading of "Arogya Setu App" and "Apthamitra App"

- Arogya Setu: <https://play.google.com/store/apps/details?id=nic.goi.aarogyasetu>
- Apthamitra: <https://play.google.com/store/apps/details?id=com.kargov.apthamitra>

Official Websites for advisories and information on COVID-19

Government of Karnataka: <https://covid19.karnataka.gov.in/english>

Government of India: <https://ncdc.gov.in/WriteReadData/1892s/18579749311583919448.pdf>

WHO Advisory: <https://www.who.int/dccs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>

