



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
Office of the Chairman, State Executive Committee
Ladakh Disaster Management Authority

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Subject:- COVID-19 Management-Guidelines/instructions on Lockdown measures in the Union Territory of Ladakh-reg.

Order No:-10-DM(UTL) of 2020,
Dated: - 08.06.2020.

Whereas, the National Disaster Management Authority (NDMA), vide Order No.1-29/2020-PP dated:-17.05.2020 had extended the lockdown measures upto 31st May, 2020;

Whereas, in exercise of the powers under section 10(2) (I) of the Disaster Management Act, 2005, the Chairman, National Executive Committee of NDMA has issued directions vide order No.40-3/2020-DM-I(A) dated 30.05.2020 that the new guidelines as annexed with the said order will remain in force **upto 30th June, 2020**;

Now, therefore, under the directions of the aforesaid orders of NDMA and in exercise of the powers conferred under section 24 of the Disaster Management Act, 2005, the undersigned in my capacity as Chairman, State Executive Committee hereby directs that the following standard operating procedures (SOPs) and precautionary measures read with the guidelines/instructions as annexed in order No.40-3/2020-DM-I (A) dated 30.05.2020 shall be followed in Ladakh for effective containment of COVID-19 with effect from **8th June, 2020 till further orders.** **However, the provisions of lockdown will continue to remain in force in the notified containment zones within the Union Territory, Ladakh.**

1. All passengers arriving by air and road in Ladakh who are found symptomatic after screening, will undergo mandatory quarantine after which they will be tested for COVID-19. Such person(s) will be released from quarantine only once her/his test report is found negative.
2. All asymptomatic passengers arriving by air will self-monitor their health for 14 days or duration of their stay if less than 14 days for any COVID-19 related symptoms. In case, they develop any symptoms, they shall inform the District Surveillance Officer of the respective District immediately. However, the District Surveillance teams will continue to monitor their health status as per the laid-out protocol.

3. Incoming passenger(s) who is/are declared suspects in the Aarogya Setu app will mandatorily be home quarantined for 14 days. In case, they develop any symptoms, they shall inform the District Surveillance Officer of the respective District immediately. Such persons will be administered a COVID-19 test by the District Surveillance Officer and till such time their test report is declared negative, they will have to stay under home quarantine alongwith other family members.
4. All passengers arriving into Ladakh by road, but on urgent duty or short stay up to 7 days will self-monitor their health for any COVID-19 related symptom. Others with longer than 7 days of stay will undergo 14-day mandatory home quarantine and may have to undergo a COVID-19 test on arrival. The District Surveillance teams will continue to monitor the health status of all such arrivals as per the laid-out protocol.
5. Any person(s) reported with severe COVID-19 symptom will be isolated by the District Administration along with their contacts irrespective of the mode of travel.
6. Persons arriving in Ladakh on official duty or duty which entails visiting offices or coming in contact with large number of people, or tourists, must strictly follow COVID-19 precautionary measures such as hand sanitization, social distancing, wearing of face mask at all times during the course of their stay in Ladakh. In case, they develop any symptoms, they shall inform the District Surveillance Officer of the respective Districts immediately. Such persons will be administered a COVID-19 test by the District Surveillance Officer and till such time their test report is declared negative, they will have to stay under mandatory quarantine.
7. The personnel of Defence and Central Armed Police Forces returning to duty by road or special flights are exempted from the above provisions and shall be allowed to proceed to their respective Units/ Formations for necessary quarantine as per their internal procedures.
8. All Hotels and other hospitality services are permitted to open with 50% capacity, subject to the SOP of Ministry of Health and Family Welfare, Government of India dated 4th June 2020. Hotels/Guest houses that accept bookings for guests (irrespective of their mode of arrival) will maintain details of guests with entire travel history, ensure daily screening of all their guests and report any guest who is symptomatic to the District Surveillance Officer. Daily reports of screening will be submitted to the District Surveillance Officer by every Hotels/Guest houses of both the Districts in a devised format to be circulated by the respective District Magistrates
9. The owners of Hotels/Guest houses/Home stays must also ensure social distancing, availability of hand sanitizer at their lobbies, restaurants, lawns and business centers and ensure frequent sanitization of common areas and

spaces. The District Administration of the respective Districts shall get these facilities inspected periodically.

10. All Shops, restaurants (including in hotels) will open in **Orange and Green categorized districts** including barber-shops, saloons and beauty parlours, subject to the SOPs of Ministry of Health & Family Welfare, Govt. of India dated 4th June, 2020. Detailed SOP will be issued by the Chairpersons of District Disaster Management Authorities for the various categories of shops. Detailed protocols containing precautionary measures to be followed for preventing spread of COVID-19 in each category of shops must be ensured. The District Magistrates will ensure regular inspections of shops/barber shops/restaurants/kitchens of restaurants etc.
11. **However, in Red Category District(s)** the shops in the market complex/area will operate on the basis of the roster to be notified by the Deputy Commissioner concerned. Restaurants (including in hotels) can operate for home delivery and take away only. This will be subject to the SOPs of Ministry of Health & Family Welfare, Govt. of India dated 4th June, 2020.
12. There shall be regulated parking on roads of bazaars, market areas to prevent congestion and ensure social distancing.
13. All offices and workplaces in the Union Territory shall be sanitized on daily basis and in accordance with the SOP of the Ministry of Health & Family Welfare dated 4th June, 2020. Every officer/official/employee will maintain sanitization facility outside their rooms and waiting areas, for each and every visitor and ensure compulsory wearing of face masks by each visitor. The office in-charge/head of the office will nominate an officer/official/employee by formal orders for ensuring that such hand sanitization and mask compliance by every visitor visiting their offices is ensured. Every office will ensure thermal temperature screening at the gate.
14. **Intra-district movement** by private vehicles and taxis/cabs will be regulated by the existing SOP issued by the District Magistrate. Public transport will be allowed in **Orange and Green category districts**, barring the containment zones. Passenger Transport Vehicles (buses and mini-buses) will be permitted with up to 50% seating capacity by any operator for **intra-district movement only for Green and Orange Category District**. A detailed SOP for this movement will be issued by the respective District Magistrates.
15. Only approved movement of individuals will be permitted **between Red & Orange/Green category districts**. Such approval will be issued by the District Magistrates of the originating districts, for movements due to health /deaths/official duty/other unavoidable reasons. Operating Procedure for such movement will be issued by the Chairpersons of District Disaster



Management Authorities, ensuring maintenance of COVID-19 prevention protocols.

16. Permits for movement between States/UTs wherever required will be issued by the Divisional Commissioner, Ladakh. No specific pass would be required for entry into Ladakh. The District Magistrates will ensure continuation of screening and fumigation protocols at interstate/inter-UT/inter district borders. The District Magistrates will ensure data collection of every person entering Ladakh, and oversee that they follow the quarantine protocols as mandated under this order and district specific orders.
17. Religious places/places of worship will continue to remain closed for religious congregations, prayers, offerings. Tourists may be allowed to visit religious places for tourism purposes maintaining strict COVID-19 protocols. Operating Procedure for the purpose will be issued by the Chairpersons of District Disaster Management Authorities, ensuring maintenance of COVID-19 prevention protocols.
18. All schools, colleges, universities, educational/training/coaching institutions including Anganwadi Centres will remain closed. However, online/distance learning shall be permitted.
19. Cinema Halls, Gymnasiums, Swimming Pools, Entertainment Parks, Theatres, Bars and Auditorium, Assembly Halls and similar places shall remain closed.
20. Social/Political/Sports/Entertainment/Academic/Cultural/Religious functions and other large congregations will remain prohibited across the entire UT of Ladakh.
21. **NIGHT CURFEW:**
Movement of Individuals shall remain strictly prohibited between 9:00 p.m to 5:00 a.m except for essential activities. District Magistrates shall issue specific prohibitory orders in this regard under section 144 of CrPC.
22. All persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes.
23. Marriage related functions, with not more than 50 persons maintaining social distancing is permitted, with prior permission required for the function in **Red Districts**.
24. Funeral/last rites related rituals are permitted with not more 20 persons maintaining social distancing. In case of a COVID-19 related death the prescribed protocol must be followed and prior permission be taken from the District Magistrate within formation to the Police authorities.



25. **Containment Zone Protocol**

The Government of India Guidelines relating to Containment Zone will be strictly followed. No relaxations will be available within the Containment Zone. The Deputy Commissioner will ensure 100% coverage of Aarogya Setu App among the residents of the Containment Zone, compulsory testing of all cases with SARI/ILI and other similar symptoms specified by MoHFW, GoI contact testing and house to house surveillance by special teams etc.

26. **Use of Aarogya Setu App:** With a view to ensuring safety in offices and workplaces, employers on best effort basis should ensure that Aarogya Setu is installed by all employees having compatible mobile phones. District Authorities may advise individuals to install the Aarogya Setu Application on compatible mobile phones and regularly update their health status on the app.

27. All the District Magistrates shall strictly enforce the aforesaid measures and national guidelines and National Directives for Covid-19 management (Annexure 1 of MHA letter dated 30th May, 2020). All the SOP's and instructions issued earlier by the respective District Magistrates or referred to in the Annexure will be deemed to have been extended till the validity of this order or modified otherwise. Any person violating the guidelines shall attract penal action under the Disaster Management Act, 2005



(Umang Narula), IAS

Advisor to the Lieutenant Governor, UT of Ladakh
Chairperson, State Executive Committee
Ladakh Disaster Management Authority

No:-DMRRR/UTL/SOP/COVID-19/2020/7802-7819

Dated: -08.06.2020.

Copy for information to the:-

1. Additional Secretary, Jammu, Kashmir & Ladakh, Ministry of Home Affairs, GOI.
2. Joint Secretary, Disaster Management, Ministry of Home Affairs, GOI
3. Commissioner/Secretary, Health & ME/Civil Aviation/Information Department, Ladakh.
4. Divisional Commissioner, Ladakh
5. Inspector General of Police, Ladakh.
6. Deputy Commissioner Leh/Kargil.
7. Sr. Superintendent of Police, Leh/Kargil.
8. Director, Health & Medical Education, Ladakh.
9. All Heads of the Departments, UT of Ladakh.
10. Chief Medical Officer, Leh/Kargil.

11. OSD with the Lieutenant Governor for information of the Hon'ble Lieutenant Governor.
12. Pvt. Secretary to the Chairman/Chief Executive Councilor, LAHDC Leh/Kargil for information of the HCECs.
13. Director, KBR Airport Leh.
14. District Informatics Officer, Leh for uploading on the UT Ladakh website.
15. Assistant Director Information, Leh/Kargil for necessary action.
16. President Hotel/Guest Houses Owners Association, Leh/Kargil.
17. All Religious Heads of Religious Organizations of Leh/Kargil.
18. Order file (w3sc).

National Directives for COVID-19 Management

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (2 gaz ki doori) in public places.
Shops will ensure physical distancing among customers and will not allow more than 5 persons at one time.
3. **Gatherings:** Large public gatherings/ congregations continue to remain prohibited.
Marriage related gatherings : Number of guests not to exceed 50.
Funeral/ last rites related gatherings : Number of persons not to exceed 20.
4. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.
5. **Consumption of liquor, paan, gutka, tobacco etc.** in public places is prohibited.

Additional directives for Work Places

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

 30/5/20

Offences and Penalties for Violation of Lockdown Measures

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Explanation.—For the purpose of this section—

- (a) "company" means anybody corporate and includes a firm or other association of individuals; and
- (b) "director", in relation to a firm, means a partner in the firm.

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

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

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

B. Section 188 in the Indian Penal Code, 1860

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

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

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

1. Background

Offices and other workplaces are relatively close settings, with shared spaces like work stations, corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc. and COVID-19 infection can spread relatively fast among officials, staffs and visitors.

There is a need to prevent spread of infection and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in office settings. The document is divided into the following sub-sections

- (i) Generic preventive measures to be followed at all times
- (ii) Measures specific to offices
- (iii) Measures to be taken on occurrence of case(s)
- (iv) Disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

Offices in containment zones shall remain closed except for medical & essential services. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women are advised to stay at home, except for essential and health purposes. Office management to facilitate the process.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- I. Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.

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

4. Specific preventive measures for offices:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff/visitors shall be allowed.
- iii. Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff should be permitted to work from home and it will not be counted as leave period.
- iv. Drivers shall maintain social distancing and shall follow required dos and don'ts related to COVID-19. It shall be ensured by the service providers/ officers/ staff that drivers residing in containment zones shall not be allowed to drive vehicles.
- v. There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/ spray. A proper disinfection of steering, door handles, keys, etc. should be taken up.
- vi. Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Office management to facilitate work from home wherever feasible.
- vii. All officers and staff / visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
- viii. Routine Issue of visitors/temporary passes should be suspended and visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened.
- ix. Meetings, as far as feasible, should be done through video conferencing.
- x. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.

- xi. Staggering of office hours, lunch hours/coffee breaks to be done, as far as feasible.
- xii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured.
- xiii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of vehicles should be taken up.
- xiv. Any shops, stalls, cafeteria etc., outside and within the office premises shall follow social distancing norms at all times.
- xv. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- xvi. Preferably separate entry and exit for officers, staff and visitors shall be organised.
- xvii. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
- xviii. Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- xix. Required precautions while handling supplies, inventories and goods in the office shall be ensured.
- xx. Seating arrangement to be made in such a way that adequate social distancing is maintained.
- xxi. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- xxii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which *inter alia* emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xxiii. Large gatherings continue to remain prohibited.
- xxiv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxv. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas
- xxvi. Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.
- xxvii. In the cafeteria/canteen/dining halls:
 - a. Adequate crowd and queue management to be ensured to ensure social distancing norms.
 - b. Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
 - c. The seating arrangement to ensure a distance of at least 1 meter between patrons as far as feasible.
 - d. In the kitchen, the staff to follow social distancing norms.

5. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

i. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

- a. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
- b. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- c. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
- d. The suspect case if reporting very mild/mild symptoms on assessment by the health authorities would be placed under home isolation.
- e. Suspect case, if assessed by health authorities as moderate to severe, will be treated as per health protocol in appropriate health facility.
- f. The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.
- g. The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.

ii. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

iii. Management of contacts:

- a. The contacts will be categorised into high and low risk contacts by the District RRT as detailed in the Annexure I.
- b. The high-risk exposure contacts shall be quarantined for 14 days.

- c. These persons shall undergo testing as per ICMR protocol.
- d. The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.
- e. The flowchart for management of contact/ cases is placed at **Annexure - II**.

6. Closure of workplace

- i. If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.
- ii. However, if there is a larger outbreak, the building/block will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building/block is adequately disinfected and is declared fit for re-occupation.

7. Disinfection Procedures in Offices

Detailed guidelines on the disinfection as already issued by Ministry of Health & Family Welfare as available on their website shall be followed.

Risk profiling of contacts

Contacts are persons who have been exposed to a confirmed case anytime between 2 days prior to onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).

High-risk contact

- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces; e.g. being coughed on, touching used paper tissues with a bare hand)
- Had direct physical contact with the body of the patient including physical examination without PPE
- Touched or cleaned the linens, clothes, or dishes of the patient.
- Lives in the same household as the patient.
- Anyone in close proximity (within 1 meter) of the confirmed case without precautions.
- Passengers in close proximity (within 1 meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

Low-risk contact

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

Management of the case(s) and contacts

