

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER EAST KHASI HILLS DISTRICT
::SHILLONG::**

ORDER

(No.C&S.7/2020/Vol-IX/238, Dated Shillong the 28th June, 2020)

In compliance to Order No.POL.75/2020/Pt/44, Dated 3rd June, 2020, Order No.POL.75/2020/Pt/48, Dated 17th June, 2020 and Order No.POL.75/2020/Pt/50, Dated 26th June, 2020 of Government of Meghalaya in Political Department, the following shops operating **FROM FIXED PREMISES** will open as per schedule below w.e.f. 08:00AM to 08:00PM in Shillong Urban Agglomeration for **AREAS FALLING UNDER POLICE BAZAAR, G.S ROAD (FROM KHYNDALAD TO MOTPHRAN), KEATING ROAD, JAIL ROAD, CANTONMENT AND MOTPHRAN.**

Cyber Café, Gaming Parlours, Jackpot Parlours and Lottery Counter shall remain closed, till further Orders.

For Standalone Shops						
Days/Dates	29-06-2020 Monday	30-06-2020 Tuesday	01-07-2020 Wednesday	02-07-2020 Thursday	03-07-2020 Friday	04-07-2020 Saturday
Sl No of shops allotted	2 & 4	1 & 3	2 & 4	1 & 3	2 & 4	1 & 3
Days/Dates	06-07-2020 Monday	07-07-2020 Tuesday	08-07-2020 Wednesday	09-07-2020 Thursday	10-07-2020 Friday	11-07-2020 Saturday
Sl No of shops allotted	1 & 3	2 & 4	1 & 3	2 & 4	1 & 3	2 & 4

For Shopping Malls and Complexes (except Glorys Plaza, J M Towers and Jivan Ram Complex)						
Days/Dates	29-06-2020 Monday	30-06-2020 Tuesday	01-07-2020 Wednesday	02-07-2020 Thursday	03-07-2020 Friday	04-07-2020 Saturday
Sl No of shops allotted	2, 4 & 6	1,3 & 5	2, 4 & 6	1,3 & 5	2, 4 & 6	1,3 & 5
Days/Dates	06-07-2020 Monday	07-07-2020 Tuesday	08-07-2020 Wednesday	09-07-2020 Thursday	10-07-2020 Friday	11-07-2020 Saturday
Sl No of shops allotted	1,3 & 5	2, 4 & 6	1,3 & 5	2, 4 & 6	1,3 & 5	2, 4 & 6

Glorys Plaza, J M Towers(Except COSMOS) and Jivan Ram Complex (Bhutia Market)						
Days/Dates	29-06-2020 Monday	30-06-2020 Tuesday	01-07-2020 Wednesday	02-07-2020 Thursday	03-07-2020 Friday	04-07-2020 Saturday
Sl No of shops allotted	4	5	6	1	2	3
Days/Dates	06-07-2020 Monday	07-07-2020 Tuesday	08-07-2020 Wednesday	09-07-2020 Thursday	10-07-2020 Friday	11-07-2020 Saturday
Sl No of shops allotted	5	6	1	2	3	4



A. INSTRUCTIONS FOR SHOPPING MALLS AND COMPLEXES:

Shopping Malls and complexes SHALL STRICTLY FOLLOW the Standard Operating Procedures to contain spread of COVID-19 issued vide Office Memorandum F.No.Z.28015/19/2020-EMR(Pl.) Dated 4th June, 2020 by Government of India in Ministry of Health and Family Welfare, WITHOUT FAIL. (SOP attached at **Annexure-I**)

1. Gaming Arcades shall remain closed.
2. Children play area shall remain closed.
3. Cinema Hall inside shopping complex and mall shall remain closed.

THE OWNER OF THE SHOPPING MALL/COMPLEX AND THE RESPECTIVE SHOPKEEPERS SHALL COMPULSORILY COMPLY TO SOPs OF GOVERNMENT AND INSTRUCTIONS FROM THIS OFFICE FAILING WHICH, THE CONCERNED SHOP OR THE SHOPPING MALL/COMPLEX WILL BE CLOSED DOWN FOLLOWED BY LEGAL ACTION.

No LOITERING is allowed in the shopping mall/complex, only customers shall enter to make purchase and exit immediately thereafter, without fail.

B. INSTRUCTIONS FOR OPERATION OF RESTAURANTS/ CAFES/ FOOD OUTLETS:

Operation of Restaurants/ Cafes/ Food Outlets EXCLUDING THOSE THAT ARE LOCATED ALONG THE NATIONAL HIGHWAYS shall operate daily between 8:00 AM to 8:00 PM and in strict compliance of the SOP being issued by Government of Meghalaya in Tourism Department and SOP on preventive measures in Restaurant to contain spread of COVID-19 issued vide Office Memorandum F.No.Z.28015/19/2020-EMR(Pl.) Dated 4th June, 2020 by Government of India in Ministry of Health and Family Welfare (SOP of Government of India attached at **Annexure-II**).

However, in pursuance to Order No.POL.75/2020/Pt/30, Dated 12th May, 2020 issued by Government of Meghalaya in Political Department, Operation of Restaurants/ Cafes/ Food Outlets/ Tea stalls STRICTLY for Home delivery and takeaway service ONLY is permitted along National Highways.

C. INSTRUCTIONS FOR OPERATION OF BARBER SHOPS/BEAUTY PARLOURS/ SALONS:

Operation of barber shops/beauty parlours/ salons shall operate as per allotted Serial Number and in strict compliance of the SOP No.Health.140/2020/9, Dated 19.06.2020 issued by Government of Meghalaya in Health and Family Welfare Department. (**Annexure-III**)

D. HOTELS are permitted to resume daily operation w.e.f 1st July, 2020 subject to strict compliance of the SOP being issued by Government of Meghalaya in Tourism Department and SOP on preventive measures in Hotels and other Hospitality units to contain spread of COVID-19 issued vide Office Memorandum F.No.Z.28015/19/2020-EMR(Pl.) Dated 4th June, 2020 by Government of India in Ministry of Health and Family Welfare (SOP of Government of India attached at **Annexure-IV**).

Due permission is to be strictly obtained, without fail from the Undersigned for the resumption of operation.

E. GENERAL INSTRUCTIONS

1. THE FOLLOWING ESTABLISHMENTS, SERVICES AND ACTIVITIES SHALL OPEN/OPERATE DAILY IN POLICE BAZAAR, G.S ROAD, KEATING ROAD, JAIL ROAD, CANTONMENT AND MOTPHIRAN EXCEPT CYBER CAFÉ, GAMING PARLOURS, JACKPOT PARLOURS AND LOTTERY COUNTER.

- i. Wholesale and Retail Pharmacies/Clinics (Private and Public)/Labs/Veterinary Hospital/Dispensary/
- ii. Petrol Pump
- iii. Home Delivery and takeaway of food



- iv. Mobile Car repairing service consisting of two technicians and mechanics
- v. Courier service and e-commerce operation for all goods and common service centres.
- vi. Services provided by self-employed persons, e.g., electrician, IT repairs, plumbers, motor mechanics and carpenters.
- vii. Automobile showrooms.
- viii. Wine store and Bonded Warehouse.
- ix. Fair Price Shops (NFSA and Non-NFSA).
- x. Only in-situ construction works in with only in-situ worker which shall include labourers, supervisors, contractors, et cetera, working in the construction site coming from their residence within the same District. They shall obtain permission and submit an Undertaking to the Undersigned.

For Incoming skilled workforce, highly skilled and professionals, the Employer to follow SOP of Labour Department, Meghalaya vide Notification No. LBG.23/2020/PT.III/13, Dated 09/06/2020 read together with Order No.Health.140/2020/4, Dated Shillong the 2nd June, 2020 issued by Government of Meghalaya in Health & Family Welfare Department. Due permission with Undertaking to be taken from this Office. (Annexure-V and Annexure-VI respectively)

- xi. Private Office Establishments with 33% employee-strength. They shall obtain permission and submit an Undertaking to the Undersigned and mandatorily comply to the National Directives/SOPs of Government of India for COVID-19 Management and to all Advisories of Health and Family Welfare Department.

In addition, they SHALL STRICTLY FOLLOW the Standard Operating Procedures on preventive measures to contain spread of COVID-19 in office/work place of Office Memorandum F.No.Z.28015/19/2020-EMR(Pt.) Dated 4th June, 2020 issued by Government of India in Ministry of Health and Family Welfare, WITHOUT FAIL. (SOP attached at Annexure-VII).

- xii. Non-contact sports excluding gymnasium in strict compliance to SOP No.SYA.91/2020/1, Dated 16.06.2020 (Annexure-VIII). They shall obtain permission and submit an Undertaking to the Undersigned.

- xiii. 50 % of private and public transport will operate in East Khasi Hills District as per the following Orders:

- Order No.C&S.7/2020/Vol.VII/78, Dated 2nd June, 2020.(Annexure-IX)
- Order No.C&S.7/2020/Vol.VII/91, Dated 3rd June, 2020 (seating capacity at Annexure-X).
- Order No.C&S.7/2020/Vol.VII/205, Dated 4th June, 2020 (exemption from odd-even arrangements at Annexure-XI).
- Movement of vehicles and other traffic arrangements will be prepared and regulated by the office of the Superintendent of Police, East Khasi Hills District, Shillong.

- xiv. Inter-District movement of persons is permitted. **HOWEVER, INTER-STATE MOVEMENT OF PERSONS WILL CONTINUE TO BE RESTRICTED.**

***Operation of PERMITTED ESTABLISHMENTS & SERVICES shall strictly adhere to the prescribed Standard Operating Procedures (SOPs) of Government and mandatory compliance to the Advisories of Health and Family Welfare Department, without fail.**

Zonal Magistrates, District Police and Shillong Municipal Board will regulate the operation of the shops, services and commercial establishments also to ensure due compliance to the Advisories of Government in the Health & Family Welfare Department with special and strict reference to Social Distancing concerning the COVID -19 situation.



In addition, the public are requested to strictly:

- a) Maintain Social Distancing of at least 6 feet.
- b) Not to overcrowd in one area/ shop.
- c) To wear mask by Shopkeepers and Customers. This is mandatory and non-compliance will entail action of closure of the shops concerned.
- d) Not to spit in public places.
- e) Cooperate with management made by the District Administration, District Police and Shillong Municipal Board.

(Smti M Wa Nongbri, IAS)
Deputy Commissioner,
East Khasi Hills District,
Shillong.

Memo No.C&S.7/2020/Vol-IX/238-A

Dated Shillong the 28th June, 2020.

Copy to:-

1. P.S to the Chief Secretary to the Government of Meghalaya for kind information of the Chief Secretary.
2. P.S to the Addl. Chief Secretary to the Government of Meghalaya, Home Police Department for kind information of the Addl. Chief Secretary.
3. P.S to the Addl. Chief Secretary to the Government of Meghalaya, Political Department for kind information of the Addl. Chief Secretary.
4. The Commissioner of Divisions, Khasi, Jaintia and Ri-Bhoi Districts for kind information.
5. The Commissioner and Secretary to the Government of Meghalaya, Health & Family Welfare Department for kind information.
6. The Commissioner of Transport, Government of Meghalaya for kind information.
7. The Director of Information and Public Relations, Meghalaya **for information and to cause wide circulation, Press Release and giving publicity through fixed loud speaker.**
8. The Superintendent of Police, East Khasi Hills District for kind information and necessary action.
9. The Superintendent of Police (Traffic), East Khasi Hills District for kind information and necessary action **to prepare action plan for regulation of movement of vehicle and traffic arrangements.**
10. The SDO (Civil), Pynursla/ Sohra Civil Sub-Division for information and similar necessary action.
11. All the Addl. Deputy Commissioner, Law and Order/CEO, DDMA/In Charge Essential Commodities, East Khasi Hills District for kind information and necessary action.
12. The District Transport Officer, East Khasi Hills, Shillong for information and strict necessary action to enforce this Office Order No.C&S.7/2020/Vol.VII/78 Dated 2nd June, 2020, Order No.C&S.7/2020/Vol.VII/91 Dated 3rd June, 2020 and Order No.C&S.7/2020/Vol.VII/205 Dated 4th June, 2020.
13. All BDOs/Incident Commanders, East Khasi Hills District for information and necessary action to ensure full compliance of all the SOPs of Government.
14. W. Mokha Singh, Area Sales Manager, North East for information and necessary action. **The Local Vishal Megamart located in Jail Road, Shillong shall operate on alternate days only when standalone shops with Serial No.1 are scheduled to open.**
However, the Local Vishal Megamart **SHALL STRICTLY FOLLOW** the Standard Operating Procedures put in place for Shopping Malls to contain spread of COVID-19 vide Office Memorandum F.No.Z.28015/19/2020-EMR(PL) Dated 4th June, 2020 issued by Government of India in Ministry of Health and Family Welfare, **WITHOUT FAIL.** (SOP attached at Annexure-I)
In addition, the Local Vishal Megamart **SHALL STRICTLY FOLLOW** the Standard Operating Procedures in your Letter Dated 5th June, 2020 forwarded vide your email dated Sat, June 6th 2020 at 12:07 PM.
15. **Proprietor of COSMOS** for information and necessary action. Being a stand-alone shop in **J M Towers, it shall open on ALTERNATE DAYS EVERY TUESDAY, THURSDAY AND SATURDAY. It SHALL STRICTLY FOLLOW** the Standard Operating Procedures put in place for Shopping Malls to contain spread of COVID-19 vide Office Memorandum F.No.Z.28015/19/2020-EMR(PL) Dated 4th June, 2020 issued by Government of India in Ministry of Health and Family Welfare, **WITHOUT FAIL.** (SOP attached at Annexure-I)



Deputy Commissioner,
East Khasi Hills District,
Shillong.

4th June, 2020

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

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

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

viii.

4. All 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 social 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. Shopping Mall management to facilitate work from home wherever feasible.
- viii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms shall be ensured.
- 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 social distancing norms at all times.
- xi. Specific markings may be made with sufficient distance to manage the queue and ensure social 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 social distancing is maintained.
- xviii. Number of people in the elevators shall be restricted, duly maintaining social 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 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.

- xxi. Large gatherings/congregations continue to remain prohibited.
- 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 (door knobs, elevator buttons, hand rails, 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 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 social distancing norms.
 - b. In food courts and restaurants, not more than 50% of seating capacity to be permitted.
 - c. Food court staff / waiters should wear mask and hand gloves and take other required precautionary measures.
 - d. The seating arrangement should ensure adequate social 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 social distancing norms at work place.
- xxvii. Gaming Arcades shall remain closed.
- xxviii. Children Play Areas shall remain closed.
- xxix. Cinema halls inside shopping malls shall remain closed.
- xxx. In case of a suspect or confirmed case in the premises:
 - a. Place the ill person in a room or area where they are isolated from others.
 - b. Provide a mask/face cover till such time he/she is examined by a doctor.
 - c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
 - e. Disinfection of the premises to be taken up if the person is found positive.

4th June, 2020

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

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

1. Background

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

2. Scope

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

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

3. Generic preventive measures

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

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

These include:

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

viii.

4. All Restaurants shall ensure the following arrangements:

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

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

**GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT**

No.Health.140/2020/9,

Dated Shillong, the 19th June,2020.

ORDER

In view of the gradual easing of the lockdown, that was imposed to tackle the COVID -19 situation in the State, the following health protocol for Saloons/Beauty Parlours is being issued for necessary information and compliance of all concerned :-

HEALTH PROTOCOL FOR SALOONS/ BEAUTY PARLOURS

General protocol for all Saloons/ Beauty parlours:

1. Persons showing symptoms like fever, cough and throat pain should not be allowed inside.
2. All saloons/ beauty parlours must have adequate facilities for hand washing/ hand sanitization. All customers should enter only after sanitizing their hands.
3. All saloon/ beauty parlour owners/ workers would be responsible for maintaining physical distance between the customers, and avoid crowding at all times.
4. Only basic services like hair cutting/ shaving would be allowed for now.
5. The procedure must not take more than 15-20 minutes.Longer procedures should be avoided.
6. People should not shake hands, come in direct contact or hug each other in greeting.
7. All barbers and beauticians must wear masks and gloves at all times. They must sanitize their hands, scissors, combs, before and after the procedure is carried out. Fresh blades and disposable gowns must be used for each customer. The cost of this protective gear can be added in the charges levied on customers.
8. The saloons/ beauty parlours must not allow those entering without masks or sanitising their hands.
9. They must ensure that regular sanitization of the saloons/ beauty parlours are carried out before and after business hours and also frequently touched parts like door handles/ knobs are regularly cleaned after every 1 or 2 hours.
10. There should be prominent health advisories displayed in the saloons/ beauty parlours in local languages.
11. A token system or appointment system can be setup so that there is no crowding at the saloon.
12. Saloons/beauty parlours must encourage cashless transactions,wherever feasible to minimise direct contact.
13. Garbage and waste disposal protocols as per CPCB must be ensured. There must not be any littering in their shops.
14. The people should be discouraged from sharing of cigarettes, bidis, chewing tobacco or betel nuts and leaves.
15. The entry and exit points should be kept separate, wherever possible.

Sd/-

Commissioner & Secretary to the Government of Meghalaya,
Health & Family Welfare Department

Memo No.Health.140/2020/9-A,

Dated Shillong,the 19th June ,2020.

Copy to:-

- 1.The Secretary to the Governor of Meghalaya,Shillong for kind information of Governor
- 2.The Private Secretary to Chief Minister,Meghalaya,Shillong for kind information of Chief Minister.
- 3.The Private Secretary to Deputy Chief Minister,Meghalaya,Shillong for kind information of Deputy Chief Minister.
- 4.The Private Secretary to Health Minister, Meghalaya, Shillong for kind information of Minister.
- 5.Private Secretaries to all Ministers,Meghalaya,Shillong for kind of Minister.
6. Chief Executive Members, Khasi Hills Autonomous District Council, Shillong/Garo Hills Autonomous District Council, Tura /Jaintia Hills Autonomous District Council, Jowai
7. Private Secretary to Chief Secretary for kind information of the Chief Secretary.
- 8.The Additional Chief Secretaries/ Principal Secretaries/ Commissioners & Secretaries/ Secretaries of all the Department,Government of Meghalaya.
- 9.Director of Health Services (MI)/(MCH & FW)/(Research),Meghalaya,Shillong.
10. Director of Information & Public Relation for wide circulation in the Print/Electronic media of the State.
- 11.The Director General of Police, Meghalaya, Shillong
- 12.Deputy Commissioners,
East Khasi Hills, Shillong/ West Khasi Hills, Nongstoin/Ri Bhoi District, Nongpoh / West Jaintia Hills District, Jowai / West Garo Hills District, Tura / East Garo Hills District, Williamnagar / South Garo Hills District, Baghmara/North Garo Hills, Resubelpara/South West Garo Hills, Ampati/East Jaintia Hills, Khliehriat/ South West Khasi Hills, Mawkyrwat.
- 13.Joint Director of Health Services (MCH & FW) I/c IDSP,Meghalaya,Shillong.
- 14.District Medical & Health Officer,
East Khasi Hills, Shillong/ West Khasi Hills, Nongstoin/Ri Bhoi District, Nongpoh / West Jaintia Hills District, Jowai / West Garo Hills District, Tura / East Garo Hills District, Williamnagar / South Garo Hills District, Baghmara/North Garo Hills, Resubelpara/South West Garo Hills, Ampati/East Jaintia Hills, Khliehriat/ South West Khasi Hills, Mawkyrwat.

By Orders etc.,



(T.G.Momin,MCS)

Joint Secretary to the Government of Meghalaya,
Health & Family Welfare Department

4th June, 2020

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

**SOP on preventive measures in Hotels and Other Hospitality Units
to contain spread of COVID-19**

1. Background

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

2. Scope

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

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

3. Generic preventive measures

- (A) Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes. Hotel management to advise accordingly.
- (B) The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff and guests) in these places at all times.

These include:

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

4. All Hotels shall ensure the following arrangements:

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

- a. Seating arrangement in the restaurant also to be made in such a way that adequate social distancing is maintained.
 - b. Disposable menus are advised to be used.
 - c. Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged.
 - d. Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
 - e. Buffet service should also follow social distancing norms among guests.
- xxi. Room service or takeaways to be encouraged, instead of dine-in. Food delivery personnel should leave the packet at guest or customer's door and not handed directly to the receiver. The staff for home deliveries shall be screened thermally by the hotel authorities prior to allowing home deliveries.
- xxii. For room service, communication between guests and in-house staff should be through intercom/ mobile phone and room service (if any) should be provided while maintaining adequate social distance.
- xxiii. Gaming Arcades/Children play areas (wherever applicable) shall remain closed.
- xxiv. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xxv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxvi. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.
- xxvii. Proper disposal of face covers / masks / gloves left over by guests and/or staff should be ensured.
- xxviii. Deep cleaning of all washrooms shall be ensured at regular intervals.
- xxix. Rooms and other service areas shall be sanitized each time a guest leaves.
- xxx. In the kitchen, the staff should follow social distancing norms at work place. Kitchens area must be sanitized at regular intervals.
- xxxi. In case of a suspect or confirmed case in the premises:
 - a. Place the ill person in a room or area where they are isolated from others.
 - b. Provide a mask/face cover till such time he/she is examined by a doctor.
 - c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
 - e. Disinfection of the premises to be taken up if the person is found positive.

**GOVERNMENT OF MEGHALAYA
LABOUR DEPARTMENT**

NOTIFICATION

No. LBG.23/2020/Pt.III/13

Dated: Shillong the 9th June, 2020

**STRANDARD OPERATING PROCEDURES FOR ENGAGING SKILLED/HIGHLY
SKILLED LABOURERS / WORKERS FROM OUTSIDE THE STATE.**

The Standard Operating Procedures (SOPs) aim to provide general guidance and information to employers in order to enable workers to return to work safely while keeping the risk of contamination as low as possible.

The following Standard Operating Procedures (SOPs) are issued for employers who intend to bring skilled / highly skilled workers from outside the State:

1. Employers shall obtain permission from the respective Deputy Commissioners prior to bringing in the workers from outside the State and provide complete details of the workers including their permanent address, current location and contact details.
2. Employers shall submit an undertaking to the Deputy Labour Commissioner of the district confirming adherence to the guidelines of Ministry of Home Affairs and protocols issued by the Health and Family Welfare Department, Government of Meghalaya before the commencement of operations.
3. After permission is obtained, Employers shall register such workers with the Deputy Labour Commissioner of the respective Districts providing complete details of the workers including their permanent address, current location, and contact details.
4. Employers shall ensure that the workers are well aware of "return to work" plans and procedures before they move from their current location.
5. Upon arrival, all workers will be screened and tested for COVID-19 as per the protocols issued by the Health and Family Welfare Department, Government of Meghalaya and shall be transported by the Employer to the paid quarantine facilities where they shall undergo quarantine till the test results are known. Payment for the quarantine facilities will be made by the Employers. Anyone tested positive, shall follow the protocols issued by the Health and Family Welfare Department, Government of Meghalaya.
6. Persons who are tested negative may be transported to the quarantine facility to be arranged by the employer and placed in quarantine for 14 days.

7. Post-quarantine, employers to ensure workers stay within the premises. The employers will also be responsible ensuring that all social distancing norms are strictly followed and workers wear masks at all times. Employers shall ensure that workplace is sufficiently stocked with the necessary sanitization materials including soap, hand sanitizer and masks. Employers shall ensure availability of water-stations in the site and direct workers to frequently and regularly wash their hands.
8. Employers shall put in place a plan for systematic cleaning and disinfection of tools as well as stocking up on cleaning supplies and any protective equipment that may be needed.
9. Employers shall inform and sensitise workers about COVID-19 which should include topics such as what the symptoms are, how each individual can protect themselves, current restrictions (e.g. travel bans), and the rationale behind physical distancing.
10. Employers to ensure that each worker is covered under Health Insurance Scheme at their cost.

Sd/-
D.P. Wahlang, IAS,
Principal Secretary to the Government of Meghalaya,
Labour Department.

No. LBG.23/2020/Pt.III/13-A

Dated: Shillong the 9th June, 2020

Copy to:

1. P.S.to the Hon'ble Chief Minister to the Govt. of Meghalaya for kind information of the Chief Minister.
2. P.S.to the Deputy Chief Minister i/c Labour Department for kind information of the Deputy Chief Minister.
3. P.S. to all Ministers to the Govt of Meghalaya for kind information of the Minister.
4. P.S. to the Chief Secretary to the Govt. of Meghalaya for kind information of the Chief Secretary.
5. P.S. to the Additional Chief Secretary to the Govt. of Meghalaya for kind information of Additional Chief Secretary.
6. All Administrative Departments
7. The Labour Commissioner, Meghalaya, Shillong.
8. The Deputy Commissioners. Shillong/Jowai/Khliehriat/
Nongstoin/Mawkyrwat/Nongpoh/Tura/Williamnagar/
Ampati/Resubelpara/Baghmara.
9. The Director, Printing & Stationery for publication in the Meghalaya Gazette.
10. The Director, Information and Public Relations for information with a request to generate publicity.

For kind information and
necessary action.

By Order etc.,

Deputy Secretary to the Govt. of Meghalaya,
Labour Department.

**GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT**

No.Health.140/2020/4

Dated Shillong, the 2nd June,2020.

ORDER

In view of the gradual easing of the lockdown that was imposed to tackle the COVID-19 Situation in the State, the following health protocol is notified based on the inputs from the State Response Team meeting held on 29.5.2020:-

HEALTH PROTOCOL POST RELAXATION OF THE LOCKDOWN FOR ENTRY INTO MEGHALAYA

As the State is slowly easing the lockdown and essential economic activities are being opened in a phased manner and with people returning to the State from different zones, the State needs to gear up and prepare itself for the increased risk of transmission. It is to be noted that *community transmission* has begun in almost all countries that took the major hit from this pandemic. Therefore to prevent the threat of community transmission, the State should take a proactive approach of preparing itself by *acting as though community transmission is happening* and thus take necessary precautions and preventive measures for containment and reducing the adverse impact on the lives of people. Furthermore, it has been observed that 80% of the positive cases of Covid-19 are asymptomatic and cannot be ascertained without testing. Therefore, as a proactive approach, it would be apt to assume that everybody by default is an asymptomatic person. This will make people exercise adaptive leadership to be more cautious and responsible for their actions and also reduce stigmatization.

The Four Cardinal Principles

1. **Behavioural Change:** Everyone in the State shall be treated as Category 'A' patients unless they are tested on a continuous basis. This implies living with the assumption that every person could be an asymptomatic, mobile carrier of the Covid-19 virus, with a probability of transmitting the virus to others unknowingly. By assuming that everybody is an asymptomatic person, people will be more cautious and responsible for their actions and thus help in reducing the risk of community transmission. This will also mean that everyone shall follow the three commandments (non-negotiables) of health protocol for prevention of Covid-19: (i) compulsorily wearing a mask, (ii) practicing hand-hygiene (frequently washing hands with soap and water and/or using hand sanitizer) and (iii) maintaining physical social distancing at all times *both in their personal space and work environment*. A gradual but mandatory change in behaviour is required in this regard. The aim is for every person in the State to be able to combat the virus effectively.
2. **Testing:** Everyone coming from outside the State shall be tested at the entry points/designated facilities with gold standard RT-PCR test. Those who are symptomatic will be tested by both RTK and RT-PCR at the entry point.
3. **Isolation:** Everyone coming from outside the State shall undergo quarantine for 14 days. Quarantine can be at home, at community quarantine centres, institutional quarantine centre of the Government or paid quarantine facilities in identified hotels. Quarantine is the only way to reduce the spread of the disease and to make the virus less virulent.

4. **Training:** All communities and mobile workforce shall be trained on measures to reduce the risk of transmission of Covid-19. This implies following a Covid-19 Self Help Principle where Individualized training shall be provided to the high-risk group (the elderly and people with co-morbid conditions) and all mobile workforce through Village Dorbars and Associations. Training shall be organized by the Health Department with the help of identified Master Trainers. A certificate will be provided to all those who have successfully completed training.

Exceptions to manage essential services and to allow movement of skilled and technical manpower and professionals

While following the above cardinal principles, exceptions may be made for the **skilled workforce and the professionals** coming from outside the State as well as for those who go outside the State for a brief period of time and return. Keeping in mind that their stay in the State can vary from a few days to several weeks, the following guidelines have been devised:

1. All the Departments and the respective Agencies shall identify skilled, highly skilled workforce and professionals from their respective sectors and devise mechanisms suitable for their sectors based on the above cardinal principles.
2. The skilled workforce and professionals, who will be allowed to come and reside in the State for relatively long duration, will be tested with RT-PCR and quarantined on entering the State as per the existing protocols. The respective Agencies should also take responsibility for arranging paid quarantine upon their entry. If they have already been tested at the place of origin, they will need to produce a certificate to prove that they have been tested negative for Covid-19.
3. Persons who come for a short visit of upto 3 days for important Government related works and any other emergency works as approved by the Government will be tested with RTK test upon entering the State. Their movement will be restricted to their work space and living space during the period of stay by strictly following the health protocols.
4. Persons working for Covid-19 Management and other urgent Government duties visiting other States on duty would also be tested with RT-PCR and if tested negative, they will be allowed to proceed to work, while taking all due necessary precautions.
5. Drivers of vehicles carrying essential goods and other economic goods with inter-State/country movement will have to be tested once in every 10 days. It will be ensured that their movement is restricted from place of stay to their work place and vice-versa.

Note: Advisory for the persons travelling into Meghalaya State for official purposes is annexed.

Sd/-

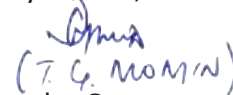
(Sampath Kumar, IAS)

Commissioner & Secretary to the Government of Meghalaya,
Health & Family Welfare Department

Copy to :-

1. The Secretary to the Governor of Meghalaya, Shillong for kind information of Governor
2. The Private Secretary to Chief Minister, Meghalaya, Shillong for kind information of Chief Minister.
3. The Private Secretary to Deputy Chief Minister, Meghalaya, Shillong for kind information of Deputy Chief Minister.
4. The Private Secretary to Health Minister, Meghalaya, Shillong for kind information of Minister.
5. Private Secretaries to all Ministers, Meghalaya, Shillong for kind of Minister.
6. Private Secretary to Chief Secretary for kind information of the Chief Secretary.
7. The Additional Chief Secretaries/ Principal Secretaries/ Commissioners & Secretaries/ Secretaries of all the Department, Government of Meghalaya.
8. Director of Health Services (MI)/(MCH & FW)/(Research), Meghalaya, Shillong.
9. Director of Information & Public Relation for wide circulation in the Print/Electronic media of the State.
10. The Director General of Police, Meghalaya, Shillong
11. Deputy Commissioners, East Khasi Hills, Shillong/ West Khasi Hills, Nongstoin/Ri Bhoi District, Nongpoh / West Jaintia Hills District, Jowai / West Garo Hills District, Tura / East Garo Hills District, Williamnagar / South Garo Hills District, Baghmara/North Garo Hills, Resubelpara/South West Garo Hills, Ampati/East Jaintia Hills, Khliehriat/ South West Khasi Hills, Mawkyrwat.
12. Joint Director of Health Services (MCH & FW) I/c IDSP, Meghalaya, Shillong.
13. District Medical & Health Officer, East Khasi Hills, Shillong/ West Khasi Hills, Nongstoin/Ri Bhoi District, Nongpoh / West Jaintia Hills District, Jowai / West Garo Hills District, Tura / East Garo Hills District, Williamnagar / South Garo Hills District, Baghmara/North Garo Hills, Resubelpara/South West Garo Hills, Ampati/East Jaintia Hills, Khliehriat/ South West Khasi Hills, Mawkyrwat.
14. All Administrative Department/Heads of Department.

By Orders, etc.


(T. G. NONGPOH)

Joint Secretary to the Government of Meghalaya,
Health & Family Welfare Department

Advisory for the persons travelling into Meghalaya State for official purposes:

- Get yourself registered with the competent authority/ Department before your entry into the state.
- Report any symptoms/ disease you are suffering from at the entry point. Any false information provided by you will lead to penalty/ legal action(s).
- Avoid going to crowded areas, gatherings where large number of people are congested together as far as possible.
- Person must avoid direct physical contact with any other person (like handshake/ hug) and try to maintain at least 2 metres physical distance from other people.
- If you are to stand in a line/ queue, stand in a single file (straight line) pattern, keeping at least 2 metres distance from each other.
- Person should use triple layer (3-ply) medical mask in place of work or in public places at all times. Discard the mask after 6 hours of continuous use or earlier if it becomes moist/ wet or gets visibly soiled. Never re-use the disposable masks. Cloth masks can be re-used after washing with soap and warm water and drying in the sun.
- Masks should be discarded only after cutting and disinfecting it. Masks should be stored in a zip lock plastic pouch till it can be safely disposed.
- Hands must be washed often with soap and water for at least 40 seconds or cleaned with alcohol based sanitizer (containing $\geq 70\%$ absolute alcohol content). This is mandatory before/ after eating, use of washrooms, use of elevators, touching of railings, visiting public places, etc.
- Avoid touching your eyes, nose or mouth as much as possible. If needed, ensure proper hand hygiene before touching your face.
- Follow respiratory etiquettes all the time. This includes covering your mouth with tissue/ handkerchief/ covered part of the crook of your elbow when coughing/sneezing. Disposal of the used tissues must be done in a covered bin only. Avoid coughing/ sneezing at or being coughed/ sneezed at by any person near or around you.
- Don't share your personal items with other people like clothes, towels, mobile phone, pen, etc.
- Don't borrow/ share bidis/cigarettes, betel nut/ leaf, chewing tobacco, etc. with others.
- In the place of stay, ensure that you are staying in single room with separate toilet facility. If sharing the room, there should be at least 2 metres distance from your bed with other beds.
- If sharing the same toilet facility, keep your own bucket and mug. Avoid using the toilet for 30 minutes after it has been used by other person. Clean toilet with bleaching solution (30 grams dissolved in a litre of water, prepared freshly and daily).
- The person will self-monitor his/her health with daily temperature monitoring and report to the nearest health facility promptly if they develop any symptoms like fever, uneasiness, weakness, sore throat, cough, or difficulty in breathing, etc.

4th June, 2020

**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).

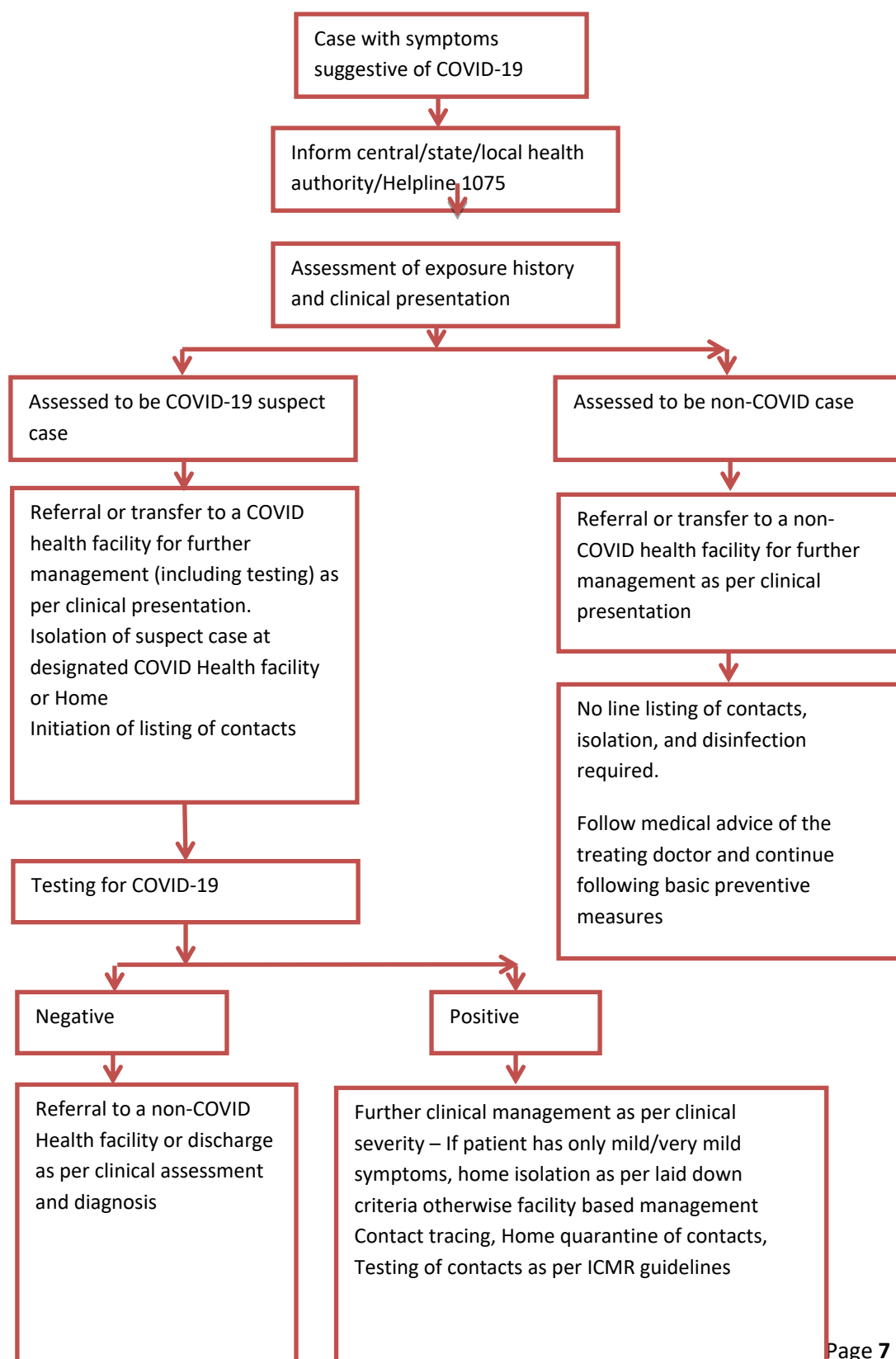
High-risk contact

- 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



GOVERNMENT OF MEGHALAYA
SPORTS AND YOUTH AFFAIRS DEPARTMENT

No: SYA.91/2020/1

Dated: Shillong the 16th June, 2020

SOP for Non-Contact and Indirect-Contact Sporting Activities

In pursuance of the Order No POL.75/2020/Pt1/40 dated Shillong, the 29th May, 2020 issued by the Government of Meghalaya permitting only non-contact sporting activities, the following SOP will be followed for Non-Contact and Indirect-Contact Sporting activities.

I. INTRODUCTION

- i. Resumption of non-contact and indirect-contact sporting activities shall be in compliance with Government guidelines on health, social distancing and hygiene to ensure safety of all stakeholders.
- ii. At all times sports organisations/associations and other stakeholders must respond to the directives of Health Department or other authorities.
- iii. The detection of a positive COVID-19 case in a sporting club or organisation will result in a standard public health response, which could include testing and quarantine of individuals as per protocols of the Health and Family Welfare Department.

II. DEFINITIONS

Non-Contact Sports

Individual sports with no requirement for physical contact during training or competition and minimal requirement for sharing of equipment. These include Archery, Shooting, Cycling, Fencing and Athletics (only track sporting activities which does not require the use of equipment).

Indirect-Contact Sports

Sports (individual and team) which lead to indirect contact during training or competition by sharing of equipment like balls, shuttlecock, racquets. These include Golf, Lawn Tennis and Badminton.

III. PROCEDURES FOR TRAINING AND SPORTING ACTIVITY

- i. Full array of training and sporting activities may be performed as individual or pair maintaining distancing norms of minimum 2 metres between athletes and staff.
- ii. Personal equipment such as bow, gun, sword, rackets etc. shall be used without sharing.
- iii. In the dire need of sharing any of such personally used equipment, equipment shall be properly disinfected after every single use as per the standard procedure using disinfectant, wearing facemasks, gloves and personal precautionary equipment etc.
- iv. Sports specific safety equipment such as a helmet, eye protectors, face protectors etc. shall not be shared.
- v. Shared Training equipment must be disinfected after every single use.
- vi. Consistent hand sanitization is a must before, during and after every training session.
- vii. For indirect contact sports, equipments which are bound to be shared and utilized continuously must be handled carefully without using such equipment to rub/ touch face, remove sweat etc.
- viii. No spectators shall be allowed within sporting venues at any time. Only athletes and trainers shall be present at the venue

IV. MANAGEMENT OF PREMISES

The disinfection of premises shall be performed by the custodians of the respective sporting venues. Venues for non-contact sports under the State Sports Council Meghalaya (SSCM) will be disinfected by the SSCM. Similarly, community grounds being used for non-contact sporting events will be disinfected by the respective Village heads/ Associations/ Clubs/ Organisations and Stakeholders.

V. DISINFECTION PROCEDURES

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

- i. Entrances (doorknobs, handles etc.) to premise, buildings, rooms.
- ii. All common areas which are used by trainees, visitors
- iii. Playing surfaces, various equipment at the field of play, operational areas for field of play which includes control panels for irrigation system, floodlights and adjacent areas.
- iv. Washrooms and toilets
- v. All other surfaces which are touched by users after every single use.

VI. CONSENT FORM

Each athlete will be provided with a consent form(**Annexure I**) at the sporting venue/ premise. This form is to be duly filled and submitted to the concerned village heads/ associations/ clubs/ organisations/ stakeholders.

The Deputy Commissioner will ensure compliance of this protocol.

Sd/-

Commissioner and Secretary to the Government of Meghalaya
Sports and Youth Affairs Department

Memo No: SYA.91/2020/1(A)

Dated: Shillong the 16th June, 2020

Copy to :-

1. P.S. to Minister I/c Sports & Youth Affairs, for information of Minister.
2. P.S. to Chief Secretary, to the Govt. of Meghalaya, for information of Chief Secretary.
3. P. A. to Commissioner & Secretary to the Govt. of Meghalaya, Sports & Youth Affairs Department, for information.
4. The Deputy Commissioner, East Khasi Hills District, West Khasi Hills District, South West Khasi Hills District, Ri-Bhoi District, West Jaintia Hills District, East Jaintia Hills District, West Garo Hills District, East Garo Hills District, South Garo Hills District, North Garo Hills District, South West Garo Hills District, for information and necessary action.
5. The Director, Sports & Youth Affairs, for information and necessary action with a request to circulate the same to All Meghalaya Sports Associations.
6. The Chief Engineer, State Sports Council Meghalaya, for information and necessary.

By Order etc.,

Joint Secretary to the Government of Meghalaya
Sports and Youth Affairs Department

Athlete Consent Form for resumption of training

Training Consent Form

Name - _____

D.o.B - _____ Gender - _____

Sports venue - _____ Sport - _____

District - _____ Location - _____

- I hereby acknowledge the risks associated with resuming training at the venue under the present COVID-19 pandemic situation.

- I hereby acknowledge that the risks involved, necessary precautions and protocols for resumption of training have been duly informed to me by _____ (name of Association/Organisation/Stakeholder) and the venue.

- I hereby acknowledge the venue cannot guarantee the complete elimination of risks posed by COVID-19 through the implementation of the precautions and protocols identified by the Government.

- I hereby declare that I am willing to resume training at the venue on my own consent without the influence of any other party and I shall adhere to suggested safety precautions and protocols at the venue.

(Signature of athlete) (Signature of Trainer)

(Name of athlete) (Name of Trainer)

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
: EAST KHASI HILLS DISTRICT :: SHILLONG :

No. C&S.7/2020/Vol.VII/78

Dated Shillong, the 2nd June, 2020.

OFFICE ORDER

In compliance with Order No.TPT/25/2020/53-A, dated: 2nd June 2020 issued by the Commissioner & Secretary, Transport Department, Government of Meghalaya, Shillong and this office Prohibitory Order No. C&S.3/2009/PT.II/208, dated: 30th May 2020, the following arrangement is made for 50% of Public and Private Transport vehicles to ply in East Khasi Hills District as mentioned below:-

Days	Vehicles to ply
Monday	Only Vehicles with odd numbers (Ending with 1,3,5,7 & 9)
Tuesday	Only Vehicles with even numbers (Ending with 0,2,4,6 & 8)
Wednesday	Only Vehicles with odd numbers (Ending with 1,3,5,7 & 9)
Thursday	Only Vehicles with even numbers (Ending with 0,2,4,6 & 8)
Friday	Only Vehicles with odd numbers (Ending with 1,3,5,7 & 9)
Saturday	Only Vehicles with even numbers (Ending with 0,2,4,6 & 8)
Sunday	Only private vehicles (both odd and even) are allowed to ply

This arrangement of Public Transport and Private Transport vehicles on rotation basis is allowed from 5:00 AM to 9:00 PM for areas falling under Shillong Agglomeration with immediate effect and will continue until further orders.

The vehicles are to strictly utilize only 50% seating capacity and for small 4(four) wheelers to ply only with 2(Two) passengers and Driver and for 2(Two) wheelers, one pillion rider restricted only to female or child below the age of 12 years. The driver and passengers are to strictly ensure social distancing, wearing of masks at all times, use of gloves, use of hand sanitizers and all other advisories of Health and Family Welfare Department.

Violation of any norms and advisories of the Government of Health and Family Welfare Department and this office will liable to action as per the Meghalaya Epidemic Diseases, COVID-19 Regulations, 2020.


Deputy Commissioner
East Khasi Hills District, Shillong

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
: EAST KHASI HILLS DISTRICT : : SHILLONG :

No. C&S.7/2020/Vol.VII/ 91

Dated Shillong, the 3rd June, 2020.

OFFICE ORDER

In compliance with the Order No.TPT/25/2020/253-A, dated: 2nd June 2020 issued by the Commissioner & Secretary, Transport Department, Meghalaya, Shillong and in continuation to this office Order No. C&S.7/2020/Vol.VII/78, dated: 2nd June 2020, the following will be the maximum number of persons allowed to be carried by the different categories of Public/Private Transport vehicles:-

1. Bus:- 50% of total capacity
2. SUV including Sumo and Maxi Cab:- 4 persons excluding driver.
3. Light Motor Vehicle (LMV):- 2 persons excluding driver
4. Auto Rickshaw :- 1 person excluding driver
5. Two -wheeler :- One pillion rider restricted only to female or child below the age of 12 years.

This order shall come into force with immediate effect and until further order.


Deputy Commissioner
East Khasi Hills District, Shillong

Dated Shillong, the 3rd June, 2020.

Memo No. C&S.7/2020/Vol.VII/ 91-A

Copy to:-

1. The P.S to the Chief Secretary of Meghalaya to kindly bring to the information of the Chief Secretary.
2. The P.S to the Additional Chief Secretary to The Government of Meghalaya, Political Department, for information to kindly bring to the information of the Additional Chief Secretary.
3. The P.S to the Commissioner & Secretary, Transport Department, Government of Meghalaya to kindly bring to the information of the Commissioner & Secretary.
4. The Commissioner of Transport, Meghalaya, Shillong for favour of information.

Contd. Pg. 2

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
: EAST KHASI HILLS DISTRICT :: SHILLONG :

No. C&S.7/2020/Vol.VII/78

Dated Shillong, the 2nd June, 2020.

OFFICE ORDER

In compliance with Order No.TPT/25/2020/53-A, dated: 2nd June 2020 issued by the Commissioner & Secretary, Transport Department, Government of Meghalaya, Shillong and this office Prohibitory Order No. C&S.3/2009/PT.II/208, dated: 30th May 2020, the following arrangement is made for 50% of Public and Private Transport vehicles to ply in East Khasi Hills District as mentioned below:-

Days	Vehicles to ply
Monday	Only Vehicles with odd numbers (Ending with 1,3,5,7 & 9)
Tuesday	Only Vehicles with even numbers (Ending with 0,2,4,6 & 8)
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Sunday	Only private vehicles (both odd and even) are allowed to ply

This arrangement of Public Transport and Private Transport vehicles on rotation basis is allowed from 5:00 AM to 9:00 PM for areas falling under Shillong Agglomeration with immediate effect and will continue until further orders.

The vehicles are to strictly utilize only 50% seating capacity and for small 4(four) wheelers to ply only with 2(Two) passengers and Driver and for 2(Two) wheelers, one pillion rider restricted only to female or child below the age of 12 years. The driver and passengers are to strictly ensure social distancing, wearing of masks at all times, use of gloves, use of hand sanitizers and all other advisories of Health and Family Welfare Department.

Violation of any norms and advisories of the Government of Health and Family Welfare Department and this office will liable to action as per the Meghalaya Epidemic Diseases, COVID-19 Regulations, 2020.


Deputy Commissioner
East Khasi Hills District, Shillong

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
: EAST KHASI HILLS DISTRICT : : SHILLONG :

No. C&S.7/2020/Vol.VII/205

Dated Shillong, the 4th June, 2020.

OFFICE ORDER

In compliance with Order No.TPT/25/2020/256, dated: 3rd June 2020 issued by the Commissioner & Secretary, Government of Meghalaya Transport Department, Meghalaya, Shillong and in continuation to this office Order No. C&S.7/2020/Vol.VII/91, dated: 3rd June 2020, the following vehicles are exempted from the purview of Odd /Even arrangement for plying of public/private transport vehicles :-

1. All Government Vehicles (both State and Central)
2. Private vehicles of government officials on duty. Pass issued by respective Heads of Department should be prominently displayed on the windscreen.
3. Vehicles carrying Essential Commodities
4. Vehicles utilized for Essential Services as under
 - a. Medical Teams on duty.
 - b. Fire & Emergency duty.
 - c. MeECL , Powergrid and NEEPCO.
 - d. Public Works Department (PWD).
 - e. Public Health Engineering Department (PHED).
 - f. Food & Civil Supply Department including FCI.
 - g. Shillong Municipal Board.
 - h. Postal Service, Telecom, Communications and IT.
 - i. Press, Print & Electronic Media.
 - j. Banks.

All other vehicles shall strictly follow the Odd/Even arrangement.


Deputy Commissioner
East Khasi Hills District, Shillong

Contd. Pg. 2/-

by to:-

1. The P.S to the Chief Secretary of Meghalaya to kindly bring to the information of the Chief Secretary.
2. The P.S to the Additional Chief Secretary to The Government of Meghalaya, Political Department, for information to kindly bring to the information of the Additional Chief Secretary.
3. The P.S to the Commissioner & Secretary, Transport Department, Government of Meghalaya to kindly bring to the information of the Commissioner & Secretary.
4. The Commissioner of Transport, Meghalaya, Shillong for favour of information.
5. The Superintendent of Police, East Khasi Hills District, Shillong for information and necessary action to enforce the said order.
6. The Superintendent of Police (Traffic), East Khasi Hills District, Shillong for favour information and necessary action with a request to arrange Traffic Personnel to assist for enforcement of the same. The officer is to submit daily report.
7. The Director of Information and Public Relations, Meghalaya, Shillong with a request to publish in local dailies, U Mawphor, U Nongsain Hima and The Shillong Times for 2(Two) consecutive issues.
8. The Sub-Divisional Officers (C), Pynursla/Sohra Civil Sub Division for information and necessary action.
9. The Sub-Divisional Police Officer, Pynursla/Sohra Civil Sub Division for information and necessary action with a request to assist to enforce the said order.
10. The District Transport Officer, East Khasi Hills, Shillong for information and necessary action to regulates monitor and enforced the order above. The officer is to submit daily report.
11. The Motor Vehicle Inspectors and Enforcement Inspectors for information and necessary action and to regulates monitor and enforced the above order.
12. The President/Secretary, East Khasi Hills Local Taxi Welfare Association for information with a request to intimate and direct all members of the association to strictly comply the above mentioned order.
13. Office order file.


Deputy Commissioner
East Khasi Hills District, Shillong