

**GOVERNMENT OF NAGALAND
OFFICE OF THE CHIEF SECRETARY
NAGALAND :: KOHIMA**

NO.CSO/GAB-I/COM/GEN-I/2020/(A)

Dated Kohima, the 31st August, 2020

ORDER

SUBJECT: Opening of shopping malls, restaurants, hotels, gymnasiums, barber shops/salons in the State.

In partial modification of this Office Orders on lockdown measures/guidelines issued from time to time, and taking into consideration the issuance of SOPs dated 4th June, 2020, on preventive measures for containing spread of COVID-19 in shopping malls, restaurants, hotels and other hospitality units, and issuance of Guidelines dated 3rd August, 2020, for similar purposes for Gymnasiums and Yoga Institutes; by the Ministry of Health & Family Welfare, Government of India; the following activities are hereby allowed in the State of Nagaland with immediate effect, outside the Containment Zones, subject to strict compliance of the Standard Operating Procedures (SOPs) annexed with this order:

- (a) All Shopping Malls are allowed to open and function subject to strict adherence to the SOP enclosed as **Annexure-A**.
- (b) All Restaurants are allowed to open and function subject to strict adherence to the SOP enclosed as **Annexure-B**.
- (c) All Hotels and other Hospitality Units are allowed to open and operate subject to strict adherence to the SOP enclosed as **Annexure-C**.
- (d) All Gymnasiums and Yoga Institutes are allowed to open and operate subject to strict adherence to the SOP enclosed as **Annexure-D**.

2. In addition to the above, the barber shops, salons, beauty parlours are also allowed to open and function subject to strict compliance of the guidelines as enclosed as **Annexure-E**.

Sd/-
TEMJEN TOY, IAS
Chief Secretary, Nagaland

NO.CSO/GAB-I/COM/GEN-I/2020/(B)

Dated Kohima, the 31st August, 2020

Copy to:

1. The Commissioner Secretary to Governor, Nagaland for kind information.
2. The ACS to Chief Minister, Nagaland for kind information.
3. The Sr. PS to Deputy Chief Minister, Nagaland for kind information.

Temjen Toy
31/08/2020

4. The Sr. PS to all Ministers/Advisors for kind information.
5. The Secretary to the Govt. of India, Ministry of Home Affairs, Govt. of India, New Delhi for kind information.
6. The ACS & PRC, Nagaland House, New Delhi for information.
7. The ACS & Commissioner, Nagaland for information and necessary action.
8. The Director General of Police for information and necessary action.
9. The JD, SIB for information.
10. The Pr. Accountant General, Nagaland for information.
11. All AHOs/HoDs for information.
12. The Staff Officer, 3 Corps/IGAR (N) for information.
13. The Station Commander, Military Station, Jakhama/ Chief Engineer, Project Sewak, Dimapur/ DIG, CRPF, Kohima for information.
14. The Comdt. 93 Bn. BSF, Chedema/ Comdt. 111 Bn. BSF, Satakha for information.
15. The DRC, ARC Nagaland House, Delhi, Kolkata, Guwahati, Shillong.
16. The Station Director, AIR and Doordarshan, Kohima for information.
17. The Director, IPR for wide publicity.
18. The Convenor, Lead Bank, SLBC for information of all banks.
19. All DCs/CP/SPs for information and necessary action.


31/08/2010
(ABHIJIT SINHA) IAS
Principal Secretary, Home

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.

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.
- xxxi. Any violation of the SOP issued will attract action as per legal provisions against the management of the mall/premises or the customer/visitor as the case may be.

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.

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.
- xxxvi. Any violation of the SOP issued will attract action as per legal provisions against the management of the restaurant/ premises or the patron as the case may be.



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 norm 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 24-30oC, 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.
- xxxii. Any violation of the SOP issued will attract action as per legal provisions against the management of the hotel/premises or the guest as the case may be.

Guidelines on Preventive Measures to Contain Spread of COVID-19 in Yoga Institutes & Gymnasiums

1. Background

To contain the spread of COVID infection, lockdown was imposed, which is now being gradually relaxed in a phased manner. Yoga and physical activity being important for health & well-being, it has been decided to open yoga institutes and gymnasiums. Yoga Institutes and Gymnasiums shall adhere to protocols and prevention measures outlined in this document to prevent the spread of COVID-19.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at yoga institutes and gymnasiums to prevent spread of COVID-19. The guidelines aim to minimize all possible physical contacts between staff, members & visitors and maintain social distancing and other preventive and safety measures in context of COVID-19.

3. Generic preventive measures

All yoga institutes and gymnasiums in containment zones shall remain closed for public. Only those outside containment zones will be allowed to open up.

All yoga institutes and gymnasiums shall comply with all health related guideline/SOP/notification issued by the Union/State Government from time to time.

Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years are advised not to use gyms in closed spaces. Organizations managing the yoga institutes and gymnasiums shall advise all members, visitors & staff accordingly.

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

- i. Individuals must maintain a minimum distance of 6 feet as far as feasible.
- ii. Use of face covers/masks is mandatory at all times within the premises. However, during yoga exercise or exercising in gymnasiums, as far as possible only a visor may be

used. Use of mask (in particular N-95 masks) during exercise may cause difficulty in breathing.

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

4. Specific measures to be followed include-

a. Before opening the yoga institutes/gymnasiums

Processes & premises redesigning including proper placement of equipments

- i. Plan yoga/gymnasiums floor area based on 4m² per person.
- ii. Place equipments, including cardio and strength machines, 6 feet apart, wherever feasible, by moving equipment to facilitate social distancing.
- iii. Where available, utilize any outdoor space by relocating equipment outside.
- iv. Create specific pathways for entering and exiting exercise areas within closed spaces using floor or wall markings.
- v. Ensure queue management, inside and outside the premises, with specific markings on the floor with a gap of 6 feet.
- vi. Promote card based/contactless payment.
- vii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- viii. Limit the number of staff and members within the general gymnasium floor, specific workout areas and change rooms by:
 - a. Restricting the number of members allowed in specified areas
 - b. Implementing 'fitness sessions' for particular exercise areas with requirements for members to register (ideally online) for specific sessions
- ix. Lockers will remain in use, as long as social distancing is maintained.
- x. Ensure dustbins and trash cans are covered at all times
- xi. Spas, Sauna, Steam Bath and Swimming Pool (wherever applicable) shall remain closed.

Disinfection

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

- i. Entrances to premise, building, rooms
- ii. All open areas used by staff and visitors
- iii. Washrooms and toilets
- iv. Shoe baths (Members will be encouraged to carry separate workout shoes)
- v. All other frequently touched surfaces (doorknobs, handles etc.)
- vi. Equipment in gymnasiums

Planning and Scheduling of Activities

- i. Calculate the maximum capacity per session based on redesigned spaces. Accordingly schedule the session and inform the members.
- ii. Yogic Kriya(s)
 - a. The practice of Yogic Kriya(s) may be avoided for the time being. Even if it is to be practiced essentially, it may be done in open spaces.
 - b. Guidelines for practitioners (Yoga guideline for Covid-19) issued by the Ministry of Ayush (available at: <https://www.ayush.gov.in/> HYPERLINK "http://www.ayush.gov.in/") may also be followed
- iii. Group fitness rooms and classes
 - a. Staggering class session times and allowing minimum of 15-30 minutes between classes to avoid overlap between members arriving and leaving
 - b. Offering group fitness classes online, wherever possible
 - c. Restricting the number of persons allowed per group fitness class based on the size of the room and the nature of the fitness activity
- iv. Personal training in yoga institutes/gymnasiums
 - a. Ensure 6 feet distance between personal trainer and clients during personal training sessions, wherever feasible.
 - b. Ensure sessions are tailored to include only exercises that do not require physical contact between the trainer and the clients including setup and use of equipment
 - c. Limit the number of clients per session & ensure adequate spacing amongst all clients.
 - d. Utilize outdoor spaces at the yoga institutes/gymnasiums where available
- v. For Employees:

- a. Shifts and attendance to be planned to ensure social distancing
- b. Staff residing in the containment zone shall not attend the facility till containment zone is de-notified.
- c. Housekeeping staff to be informed & trained about norms for waste management & disposal
- d. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the clients

Availability and Management of Supplies

- i. Appropriate personal protection gears like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the members, visitors & staff
- ii. Provide an adequate supply of disinfectant wipes or disinfecting solutions and disposable paper towels for members/staff to wipe exercise equipment clean before and after use.
- iii. Ensure availability of pulse oximeters to record oxygen saturation of members prior to the exercise.

b. After opening the yoga institutes / gymnasiums

At the entry point

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic persons (including staff) be allowed in the premises.
- iii. All persons to be allowed entry only if using face cover/masks.
- iv. All members, visitors and staff may consider using Aarogya Setu application for risk identification at all times inside the yoga institute/gymnasiums
- v. Posters/standees on preventive measures about COVID-19 to be displayed prominently. Audio and Video clips to spread awareness on preventive measures for COVID-19 may be regularly played.
- vi. Ensure minimum distance of 6 feet at all times in queues
- vii. Proper crowd management in the parking lots, in corridors and in elevators — duly following social distancing norms shall be organized.
- viii. Staggering of members/ visitors to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of premises & equipment.
- ix. In yoga institutes, shoes / footwear are to be preferably taken off outside the premises where yoga exercises are done. If needed they should be kept in separate slots for each individual / family by the persons themselves.

- x. Details of check-in and checkout times of members and visitors must be recorded (name, address and phone number)

Prior to exercising in the gymnasiums using equipment for cardio, strength training etc.

- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use
- ii. Sanitize middle finger with alcohol swab and check oxygen saturation using pulse oximeter. Those having oxygen saturation below 95% should not be allowed to exercise. Call central / state helpline / ambulance and refer such persons to the nearest health facility
- iii. Remove mask and wear visor as far as feasible while exercising.
- iv. Hand sanitizer stations must be provided near each gymnasium equipment
- v. Ensure that members sanitize their hands before using gymnasium equipment

During yoga exercises / other exercise sessions

- i. Common exercise mats should be avoided and members should preferably bring their own exercise mats which they may take back with them.
- ii. In view of potential threat of spread of infection, as far as feasible recorded music/songs may be played and shouting/ laughter yoga exercise should not be allowed.
- iii. Stop the exercise if you feel difficulty in breathing. Check oxygen saturation level. Those having oxygen saturation below 95% should not be allowed to continue exercise. Call central / state helpline / ambulance and refer such persons to the nearest health facility.

After exercise and in common areas

- i. Ensure proper disposal of face covers / masks / used towels in covered bins.
- ii. The shower areas / washrooms should be sanitized before and after use.
- iii. Cafeteria facility, if any within the premises, shall follow social distancing norms at all times.
- iv. Cleaning and disinfection of gymnasium equipment, particularly frequently touched surfaces (hand rails, benches, fixtures, etc.) shall be done after each exercise session before it is used by the next member.
- v. The floor cleaning shall be taken up between exercise sessions.

At the time of closure

- i. Shower rooms and lockers/changing areas need to be properly sanitized.
- ii. Deep cleaning of all washrooms shall be ensured

iii. Before closure, the entire premises will be disinfected

- 5. Additional precautions to be followed in case of a suspect case in the premises:**
- i. Place the ill person in a room or area where they are isolated from others.
 - ii. Provide a mask/face cover till such time he/she is examined by a doctor.
 - iii. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - iv. A risk assessment will be undertaken by the designated public health authority (district Rapid Response Team /treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
 - v. Disinfection of the premises to be taken up if the person is found positive.
- 6. Any violation of the above guidelines and protocols will attract action as per legal provisions against the management of the premises or the visitor/member as the case may be.**

Guidelines on Preventive Measures to Contain Spread of COVID-19 in Barber Shops/Salons/Beauty Parlours

1. Only select services such as haircut, dyeing hair, threading, waxing, etc are allowed. Skin related services are not permitted.
2. Entry shall be allowed with prior appointments only. The client should be staggered in such way that enough time is available for sanitization of chair, equipments etc.
3. The seating arrangement in service area and waiting space shall be arranged in such way that minimum space of at least 1 meter remains between two seats. In small booth type of setting this can be ensured by allowing 1-2 clients only at a time.
4. Service providers are advised to avoid prolonged procedures as far as applicable.
5. Hand washing facility either with water and soap or Hand Sanitizers should be available at entry for clients /staff.
6. No member of management /staff/ client shall be allowed if he /she is having any symptom of COVID-19 like fever, cough, difficulty in breathing etc.
7. No person who is Covid-19 Positive or under Home Quarantine /Home Isolation shall use these facilities.
8. No member of management /staff/ client shall be allowed to enter or remain inside the premises without face mask.
9. Staff must wear protective gears such as transparent plastic face shield/screen, disposal triple layer mask, hand-gloves, apron and other single-use supplies.
10. Clients are encouraged to bring their own gown and towels.
11. All staff must sanitize their hands after giving service to a client.
12. All equipments and non-disposable tools shall be sanitized after each use on client using 1% solution of Sodium Hypochlorite. It is advisable to keep multiple sets so as to use other while one set is getting disinfected.
13. Frequently touched surfaces (like chairs, tabletops, door knobs, handles, taps, sinks, handrails etc) and floor/common areas must be cleaned at least 3-4 times a day with 1% Sodium Hypochlorite solution or household bleach (prepared as per manufacturer's instructions) or detergent. Where bleach cannot be applied, at least 70% alcohol based sanitizer can be used to disinfect surfaces. Hand gloves should be worn while cleaning.
14. Magazines, Newspapers and reading material should not be made available in the shops. Remote Control of TV etc shall also be handled by only assigned person and should be disinfected regularly.
15. All used masks, hand gloves and other disposable items should be soaked in household bleach solution for 10 minutes prior to safe disposal.
16. Shop owner should introduce electronic transaction such as POS Card Swiping machine, mobile payment, etc to facilitate cashless transaction and minimize physical contact.

17. In case of cash payment, customer should be encouraged to pay the exact amount to reduce physical contact.
18. All shops should mandatorily maintain a daily log book of all clients with the following details- Name and verified Phone number. To verify the mobile number, the client should be asked to give a call from his/her mobile phone to the mobile number displayed visibly in the shop.
19. All staff members shall be properly guided about these guidelines by the management /owner.
20. All shops will put up a notice on the above mentioned SOP displayed prominently for the information of customers.
21. Any violation of the above guidelines and protocols will attract action as per legal provisions against the management of the premises or the visitor/client as the case may be.

