# उत्तराखण्ड राज्य आपदा प्रबन्धन प्राधिकरण सचिवालय परिसर, देहरादून संख्या —330 /USDMA-792(2020) देहरादूनः दिनांक 2020 जून, 2020

## आदेश

कोविड—19 के संक्रमण के दृष्टिगत उत्तराखण्ड राज्य में हैली सेवा के सुचारू संचालन हेतु नागरिक उड्डयन विभाग, उत्तराखण्ड द्वारा मानक प्रचालन कार्यविधि (एस.ओ.पी.) तैयार की गयी है (संलग्नक)।

उक्त के क्रम में समस्त सम्बन्धितों को उपरोक्त मानक प्रचालन कार्यविधि (एस. ओ.पी.) के अनुसार कार्यवाही किये जाने हेतु निर्देशित किया जाना सुनिश्चित करें।

संलग्नकः उपरोक्तानुसार

(उत्पल कुमार सिंह) मुख्य सचिव

# संख्या – /USDMA-792(2020) देहरादूनः तद्दिनांकित प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु :—

- 1. सचिव, मा० राज्यपाल को मा० राज्यपाल महोदया के संज्ञानार्थ प्रेषित।
- 2. सचिव, मा० मुख्यमंत्री को मा० मुख्यमंत्री महोदय के संज्ञानार्थ।
- 3. निजी सचिव, समस्त मा मंत्रिगण, उत्तराखण्ड सरकार।
- 4. महाधिवक्ता, उत्तराखण्ड, नैनीताल।
- समस्त अपर मुख्य सचिव / प्रमुख सचिव / सचिव, उत्तराखण्ड शासन।
- 6. पुलिस महानिदेशक, उत्तराखण्ड।
- 7. मुख्य स्थायी अधिवक्ता, उत्तराखण्ड, नैनीताल।
- स्थानिक आयुक्त, उत्तराखण्ड।
- मण्डल आयुक्त, कुमाँऊ एवं गढ़वाल।
- 10.समस्त जिलाधिकारी / वरिष्ठ पुलिस अधीक्षक, उत्तराखण्ड।

11.महानिदेशक, सूचना एवं लोक संपर्क विभाग, उत्तराखण्ड।

(उत्पल कुमार सिंह) मुख्य सचिव

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(उत्पल कुमार सिंह) मुख्य सचिव

संख्या – /USDMA-792(2020) देहरादूनः तद्दिनांकित प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु :--

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- महाधिवक्ता, उत्तराखण्ड, नैनीताल।
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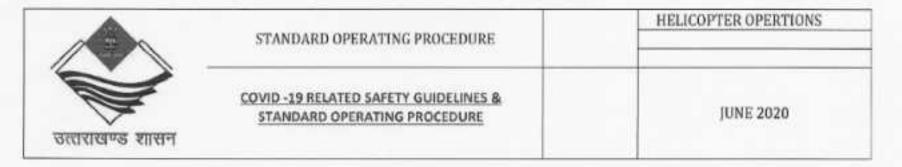
(उत्पल कुमार सिंह) मुख्य सचिव



# STANDARD OPERATING PROCEDURE FOR HELICOPTER OPERATIONS

(Reference to Covid-19)

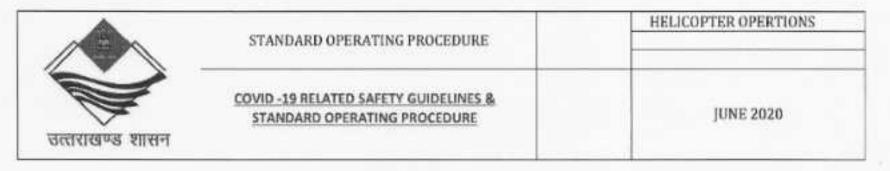
Department of Civil Aviation Government of Uttarakhand



# STANDARD OPERATING PROCEDURE FOR HELICOPTER OPERTAIONS

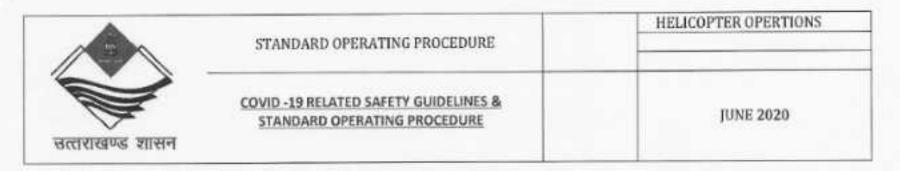
#### General.

- Due to COVID -19 situations regular passenger carriage had been stopped since 25<sup>th</sup>
  march till 24<sup>th</sup> May. Scheduled airlines are going to start operations from June in a
  gradually incremental fashion.
- The environment and infrastructure available to regular airline is very elaborate, same is not available to NSOP operation from uncontrolled helipads. The thread of COVID-19 spread is equally applicable to helicopter operation and therefore elaborate SOP needs to be drawn for NSOP passenger carriage in helicopters from uncontrolled helipads.
- MOCA has issued detailed guidelines for passenger carriage by NSOP holders. Same are also attached with this SOP for ease of reference with context to helicopter operations a brief SOP has been prepared for all to follow.
- 4. No COVID positive or person showing symptom of COVID -19 would be allowed to travel. It would be the responsibility of the concerned operator to ensure this. Special casualty evacuation sorties may be carried out for patients with due certification by the doctor for fitness to travel by air. If the state is following quarantine norms for transit passengers coming in scheduled airlines or by other means, same should be allowed to travel in helicopters only after completing quarantine period.
- State government's recent order no. 285/USDMA/792(2020) dt. 08 June, 2020 (copy attached) and any further amendments to the above order shall be strictly followed by all operators and concerned staff.



#### Travel from Origin to helipad.

- 1. The passenger should arrive at the helipad at least one hour before the departure.
- Vulnerable persons, such as very elderly, pregnant ladies, passengers with health issues are advised to avoid air travel.
- The passenger should be well aware of the social distancing norms. Printed advisory to be prominently pasted at PTBs.
- 4. Passenger suffering from cold and cough, fever and other symptoms akin to COVID-19 symptom will not be allowed to travel. The passenger shall not travel if he/she is staying in a containment zone. Also, they should not travel if they have been tested positive for COVID-19. The passengers are expected to certify the status of their health through the Aarogya Setu and fill a self-declaration form.
- Only one main baggage per passenger and one small hand bag together not weighing more than 10 kgs will be allowed.
- No food item/gutka /paan will be allowed to be consumed in the helicopter.
- Passenger should travel to helipad directly from their home and avoid any social contact en-route.
- Passenger should have the ArogyaSetu app downloaded on their mobiles which should display a safe status.
- All passengers shall give a declaration to the following effect:
  - i. I/We am/are not residing in any containment zone
  - ii. I/We am/are not suffering from any fever/cough/any respiratory distress
  - iii. I/We am/ are not under quarantine
  - If I/We develop any of the above mentioned symptoms I shall contact the concerned health authorities, immediately.
  - v. I/We have not tested COVID-19 positive in last two months
  - vi. I/we am/ are eligible to travel as per the norms
  - I/We will make my mobile number / contact details available to the operator whenever required by them.
  - viii. I/We understand that if I/We undertake the air journey without meeting the eligibility criteria, I/We would be liable to penal action.
  - ix. I/We undertake to adhere to the health protocol prescribed by destination district/State.
  - Departure address of applicant and destination (for tracing if required).



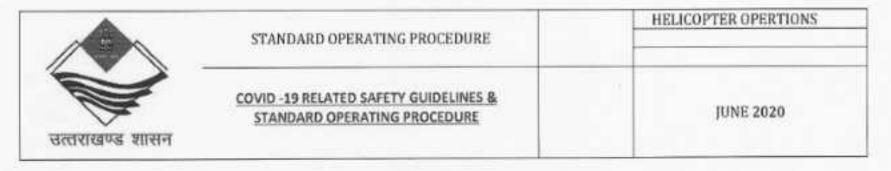
10. Passengers from high load Covid-19 infected cities (outside the state) should carry permits/registration IDs, as per the state Government, guidelines and no passengers from containment zone will be permitted to travel.

At the Helipad/Airport

- The passenger should get down from his/her vehicle with the face mask on and with the required documents. He would continue to wear his mask throughout the journey.
- Passenger must be screened for temperature at the entrance and the passenger running high temperature should not be allowed. Contactless thermal scanner for temperature must be made available at each helipad.
- The luggage to be carried will be screened either in a luggage scanner or physically shown by opening the baggage to the security staff and then handed over to the boarding staff. The passenger should himself tag the baggage with name contact number and with start and destination name.
- Passengers must use sanitizer to sanitize their hands at the entry point. Sanitizer must be provided to passengers by helipad staff at the entry point.
- State Government/ operators must ensure that ground handling staff engaged by them
  are fully briefed and regularly updated as per existing orders of Ministry of Civil
  Aviation (MoCA)/ Ministry of Home affairs (MHA)/ Ministry of Health & Family
  Welfare (MoHFW) on COVID-19 precautions.
- At regular Airports security measures as being followed in current situations would also be applicable.

#### Instructions for the handling staff.

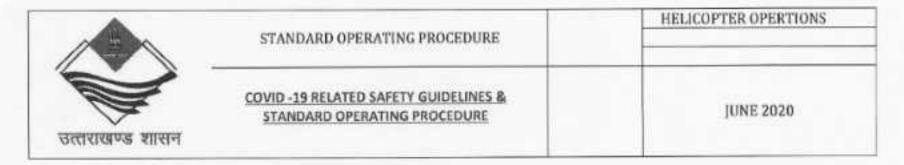
- All the handling staff must wear face mask and gloves.
- The luggage must be sanitized using the sanitizing spray sorted out and then loaded on to a trolley for transporting to the helicopters. Only one main baggage and one small handbag per passenger should be allowed. No unaccompanied baggage would be allowed. Dak and any Government store must be tagged accordingly.
- Passengers must be briefed by the helipad staff on security measures, seat belt fastening process and other safety measures as printed in the passenger briefing card. The passenger briefing card must be read to all the passengers.



- 4. Safe social distancing must be maintained in the waiting hall between the passengers.
- Only passengers will be allowed in the passenger waiting hall. No member of family / friend should be allowed to see off the passenger beyond the entry point to the check in area.
- 6. On arrival of helicopter first the deboarding would be completed. Passenger would disembark one by one and move away from the helicopter. Once the deboarding is completed luggage would be brought in and loaded by the helipad staff. Outgoing passengers would arrive last maintaining safe distance with each other and board one by one. Helipad staff would help in seat belt fastening.
- Helipad staff must be in possession of sanitizer for the supervising crew to sanitize his hand once all the doors have been closed.
- 8. Social distancing to be kept in mind while seating passengers in the helicopter.
- It needs to be appreciated that the helipad staff must use the policy of minimum direct contact with the passengers.
- 10. Passenger should not be allowed to carry any alcohol based sanitizer on board as it is a fire hazard. Sanitizers must be made available at all helipads for use.

#### Precautions in the helicopters.

- 1. Face mask must be worn at all times by all passengers.
- 2. All effort must be made to avoid direct contact with the fellow passengers.
- Passengers must carry back with them their used cotton earplugs and any other small item.
- 4. No eatables / paan/ gutaka/ chewing gum should be consumed in the helicopter.



#### Instructions for the crew.

- 1. Crew must wear face mask and gloves at all time during the flight.
- Crew must avoid any direct contact with the passengers.
- During running changeovers co-pilot must supervise the boarding and deboarding procedure from a safe distance. Once the boarding is completed crew must check that all doors are locked properly and then sanitize the hands by sanitizer provided by the helipad staff.
- Crew must not carry with them any alcohol based sanitizers. Small liquid soap dispensers could be carried for use at en-route halts. Crew are also advised to carry their own water bottle for drinking water.

#### Maintenance instructions.

- Crew must be separated from the passengers by provision of a transparent partition. All
  helicopters where partition between crew and passengers is not available need to be
  modified with this provision.
- 2. Helicopter must be sanitized every time it returns to main base after a sortie.

#### Instructions for Base Managers.

- Liaoning with the clients on all COVID related issues and supervise the overall operations and precautions implementations.
- Provide sanitizers, masks, gloves and other necessary item to all the personnel involved in the conduct of operations.
- The overall situation is likely to remain dynamic for some time to come. Therefore, the
  requirement is to display an proactive approach and find solutions locally to the extent
  possible.
- 4. The inflow of components, and movement of men and materials going remain restricted. Therefore the, flying effort available would be restricted. Hence the need to optimize and preserve flying effort for more urgent needs. This aspect needs to be continuously conveyed to the client and a proactive interaction with client on planning flying activities would help.

A	STANDARD OPERATING PROCEDURE	HELICOPTER OPERTIONS
	STANDARD OF ERATING PROCEDURE	
	COVID -19 RELATED SAFETY GUIDELINES &	
उत्तराखण्ड शासन	STANDARD OPERATING PROCEDURE	JUNE 2020

All cabin crew must wear the full PPE kit. Applicable to MI-172 helicopters. In addition three PPE kits should be kept standby in every helicopter for any emergent evacuation of suspected COVID case. One for the patient and two for the crew.

#### Conclusion.

The current situation is a unique situation which was never anticipated. All personnel must therefore keep the thinking cap on and adopt an proactive approach in taking all necessary precautions without any compromise on flight safety. The SOP is COVID-19 specific and all other orders and instructions / directions /guidelines as enumerated in various Base SOPs and Ops Manual and issued by regulatory authorities will remain in force. Operator shall also follow all instructions and guidelines issued by MOHFW, Ministry of Civil Aviation, MHA & State department.

...

प्रेषक,

मुख्य सचिव उत्तराखण्ड शासन एवं मुख्य कार्यकारी अधिकारी, उत्तराखण्ड राज्य आपदा प्रबन्धन प्राधिकरण।

सेवा में,

1. समस्त अपर मुख्य सचिव, उत्तराखण्ड शासन।

2. समस्त प्रमुख सचिव / सचिव, सचिव (प्रभारी) उत्तराखण्ड शासन।

3.पुलिस महानिदेशक, उत्तराखण्ड।

4.आयुक्त कुमायूँ एवं गढ़वाल मण्डल।

समस्त जिलाधिकारी उत्तराखण्ड।

यू.एस.डी.एम.ए.

देहरादूनः दिनांक 08 जून, 2020

विषयः कोविड-19 के संक्रमण के नियत्रंण हेतु क्रियान्वित तालाबन्दी की क्रमवार समाप्ति के सम्बन्ध में।

महोदय/महोदया,

उपरोक्त विषयक अवगत करवाना है कि तालाबन्दी (Lockdown) की क्रमवार समाप्ति (Unlock-1) हेतु निर्गत गृह मंत्रालय, भारत सरकार के संलग्न आदेश संख्या—40-30/2020-DM-I (A) दिनांक 30 मई, 2020 के अनुपालन हेतु निर्गत पत्र संख्या—230/USDMA-792-(2020) दिनांक 31 मई, 2020 को अतिक्रमित करते हुए मुझे समस्त सम्बन्धितों को निम्नवत निर्देशित किये जाने के निदेश हुये हैं :—

## (A) Containment Zone & Buffer Zone

- सम्बन्धित जिलाधिकारी के द्वारा संज्ञान में आये कोविड—19 के संक्रमण के आधार पर कन्टेनमेन्ट जोन का निर्धारण किया जायेगा तथा इन क्षेत्रों में गृह मंत्रालय, भारत सरकार के उपरोक्त आदेश के बिन्दु संख्या—4 (i, ii, iii) के अनुरूप कार्यवाही की जायेगी। जिलाधिकारी इन क्षेत्रों में उपरोक्त आदेश के बिन्दु संख्या—5 के अनुरूप यथाआवश्यकता अन्य प्रतिबन्धों का क्रियान्वयन कर सकेंगे।
- सम्बन्धित जिलाधिकारी के द्वारा यथाआवश्यकता बफर जोन का निर्धारण किया जायेगा तथा इन क्षेत्रों में गृह मंत्रालय, भारत सरकार के उपरोक्त आदेश के बिन्दु संख्या—4(iv) के अनुरूप कार्यवाही की जोयगी।

## (B) Inter - State & Intra - State Movement of People

3. प्रदेश के बाहर से आवागमन करने वाले व्यक्तियों के सम्बन्ध में समय-समय पर निर्गत मानक प्रचालन कार्यविधियों (SOP for Interstate & Intrastate Movement of Stranded Persons; SOP for Interstate Movement of Stranded Persons by Trains, SOP for Movement of Passengers by Trains and SOP for Passengers of Domestic Flights) के अनुसार तथा निम्न बिन्दुओं को समावेशित करते हुए कार्यवाही की जायेगी।

- 3.1 All inbound persons from other states, irrespective of the mode of travel, shall mandatorily register themselves on the web portal (https://dsclservices.in/uttarakhand-migrant-registration.php).
- 3.2 All inbound persons from other states, irrespective of the mode of travel, shall mandatorily download and update the Arogya Setu mobile application.
- 3.3 All inbound persons from high load Covid-19 infected cities (list enclosed as Annexure-1) irrespective of the mode of travel, shall undergo a period of 7 days in institutional quarantine and subsequently 14 days in home quarantine. However, such individuals shall have the option of choosing from a government institutional quarantine facility (non-payment basis) or a paid quarantine facility (payment to be made by the quarantined individual).
  - However only for exceptional and compelling reasons, such as cases of pregnancy, death in family, serious illness, senior citizen above 65 years of age and parent(s) accompanied by children below 10 years or any other personal distress as assessed by the State Nodal Officers/District Nodal Officers in co-ordination with Health Authorities, home quarantine may be permitted for 14 days to all asymptomatic passengers, subject to compliance of all norms of social distancing and safety (as per MoHFW, MHA and state govt. guidelines).
  - All asymptomatic persons travelling to high load Covid-19 infected cities (for exceptional and compelling reasons such as cases of pregnancy, death in family, serious illness or any other personal distress, as assessed by the District Nodal Officers in co-ordination with Health Authority) shall on return, be home quarantined for 14 days and shall follow all norms of social distancing and safety (as per MoHFW, MHA and state government's guidelines).
  - However, all such asymptomatic persons, travelling by flight and transitioning through high load Covid-19 infected cities (where the origin is not from a high load Covid-19 infected Cities, as per the Annexure-1) shall have to undergo a period of 14 days home quarantine.
  - \* All inbound asymptomatic persons authorized by government agency/management of industrial, commercial, service sector establishment located in Uttarakhand for the purpose of business, technical expertise for industries or other similar purposes, irrespective of the mode of travel, shall ensure movement directly to the quarantine centres designated for them by the concerned establishments. They shall, however, be allowed to move to their place of work, and it shall be the responsibility of the concerned establishment to ensure that all norms of safety and social distancing, as per MoHFW and MHA guidelines, are strictly complied with. There shall be no restriction of the quarantine period of 14 days for all such asymptomatic persons and they shall be permitted to travel back to their place of origin, after completion of work.

- All asymptomatic workers and employees shall be allowed to commute to their workplace on a daily basis, both from within and outside the state on the basis of the authorisation letter/ certificate issued by the management of the Industries/ establishment located in Uttarakhand and it shall be the responsibility of the concerned industries/ establishments to ensure that all norms of safety and social distancing, as per MoHFW and MHA guidelines, are strictly complied with. There shall be no restriction of the quarantine period of 14 days for all such asymptomatic persons.
- 3.4 All inbound persons, not from such high load Covid-19 infected cities, shall only be home quarantined for 14 days.
- 3.5 If some individuals have already completed a period exceeding 7 days in institutional quarantine facility and are asymptomatic, they shall be immediately discharged, irrespective of the period in institutional quarantine. The District Nodal Officers shall subsequently ensure home quarantine of 14 days.
  - In cases where results of the samples of asymptomatic persons in institutional quarantine are still awaited, they shall be discharged from the quarantine facility on completion of 10 days. But close monitoring of their health condition for the subsequent period of 14 days during home quarantine shall be done through the teams identified by District Magistrates.
  - Prior to the discharge of such persons from quarantine facilities, they shall submit a self-declaration form/ undertaking strict adherence to health protocols and state guidelines. Details of such discharged persons shall be shared with the satellite control room on a daily basis.
- 3.6 However, in case of inter-state and intra-state movement for official purposes, Ministers of Government of India, Ministers of Government of Uttarakhand, Chief Justice and the Judges of the High Court of Nainital, all Judges and judicial officers of district and subordinate judiciary of the state, MPs and MLAs of Uttarakhand, all officers of GoI, State Government, PSUs, Central Government/State Government organizations shall be exempted from being quarantined. However, such individuals shall ensure compliance of all norms of safety and social distancing, as per guidelines of MoHFW and MHA.

#### 3.7 Inter- district movements within the state:

No permit/permisssion shall be required for inter-district movement with in the state.

However, all such persons shall mandatorily register themseves on the web portal, prior to their movement.

Those residing in Dehradun:

https://dsclservices.in/uttarakhand-migrant-registration.php

Those residing in any of the other districts:

https://policecitizenportal.uk.gov.in/e\_pass

All such persons, irrespective of the mode of travel, shall be exempted from being quarantined.

3.8 All non-essential activities and movement of people would be prohibited across the State between 7 PM to 7 AM.

(C) Quarantine arrangements for Armed Forces and CPMF

4. The Army, Air Force, Navy and other Paramilitary forces shall make their own arrangements for institutional quarantining of their officers, personnel and family members inbound from high load COVID-19 infected cities/districts for 7 days followed by home quarantine of 14 days. Their quarantine facilities shall meet the standards of MoHFW. The quarntine arrangements so made shall be duly intimated to the State Government/ District Nodal Officer on a regular basis.

(D) Protection of Vulnerable Persons

- 5. उच्च घातकता वाले व्यक्तियों के सन्दर्भ में गृह मंत्रालय, भारत सरकार के आदेश संख्या—40-30/2020-DM-I (A) दिनांक 30 मई, 2020 के बिन्दु संख्या—7 के अनुरूप कार्यवाही की जायेगी तथा विन्दु संख्या—8 के अनुरूप आरोग्य सेतु मोबाइल एप्लीकेशन का उपयोग किया जायेगा व साथ ही संलग्नक—1 के अनुरूप सभी स्थानों पर कोविड—19 के संक्रमण को नियंत्रित किये जाने हेतु कार्यवाही की जायेगी।
- (E) भारत सरकार, गृह मंत्रालय के पत्र संख्या— 40—03/2020—DM—I(A), दिनांक 30 मई, 2020 तथा स्वास्थ्य एवं परिवार कल्याण, मंत्रालय, भारत सरकार के दिशा—निर्देश संख्या— F.No. 28015/19/2020-EMR (Pt.) दिनांक 4 जून, 2020 से प्राप्त दिशा निर्देशों के क्रम में कोरोना वायरस से संक्रमण के दृष्टिगत Hotels/B&B/Homestay and hospitality services, Restaurants, Shopping Malls, Religious places/ places of worship को खोलने हेतु उत्तराखण्ड राज्य आपदा प्रबन्धन प्राधिकरण का आदेश संख्या—281/USDMA—792(2020) दिनांक 07 जून, 2020 भी पूर्णतः प्रभावी रहेगा।

अतः सभी सम्बन्धित उपरोक्त समस्त आदेशों एवं निर्देशों के साथ-साथ गृह मंत्रालय, भारत सरकार के आदेश संख्या-40-30/2020-DM-I (A) दिनांक 30 मई, 2020 द्वारा निर्गत दिशा-निर्देशों का कड़ाई से अनुपालन करवाया जाना सुनिश्चित करेंगे।

संलग्नक-उपरोक्तानुसार

(उत्पल कुमार सिंह)

भवदीय,

मुख्य सचिव / मुख्य कार्यकारी अधिकारी

संख्या एवं दिनांक उपरोक्तानुसार। निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित-

- सचिव, श्री राज्यपाल, उत्तराखण्ड।
- सचिव, मा. मुख्यमंत्री जी, उत्तराखण्ड।
- सचिव, विधान सभा, उत्तराखण्ड।
- सचिव, गोपन (मंत्रिपरिषद), विभाग, उत्तराखण्ड शासन।
- समस्त निजी सचिव, मा. मंत्रिगण को मा. मत्रिगणों के संज्ञानार्थ प्रेषित।
- स्टॉफ आफिसर, मुख्य सचिव, उत्तराखण्ड शासन।

सम्बन्धित पत्रावली।

(जर्त्पल कुमार सिह) स्थिव/मुख्य कार्यकारी अधिकारी

## Annexure - 1

Top 31 Districts Based on Number of Confirmed COVID-19 Cases Date: 8<sup>th</sup> June, 2020

SNo	State	List Proposed for Uttarakhand
1	Maharashtra	Mumbai – All districts
2	Delhi	All Districts of Delhi
3	Tamil Nadu	Chennai
4	Gujarat	Ahmedabad
5	Maharashtra	Thane
6	Maharashtra	Pune
7	Madhya Pradesh	Indore
8	West Bengal	Kolkata
9	Rajasthan	Jaipur
10	Telangana	Hyderabad
11	Gujarat	Surat
12	Maharashtra	Aurangabad
13	Rajasthan	Jodhpur
14	Madhya Pradesh	Bhopal
15	Tamil Nadu	Chengalpattu
16	Haryana	Gurugram
17	Maharashtra	Nashik
18	Maharashtra	Raigad
19	Maharashtra	Palghar
20	West Bengal	Howrah
21	Uttar Pradesh	Agra
22	Uttar Pradesh	Gautam Buddha Nagar
23	Uttar Pradesh	Meerut
24	Uttar Pradesh	Kanpur Nagar
25	Uttar Pradesh	Bijnor
26	Uttar Pradesh	Saharanpur
27	Uttar Pradesh	Muzzafarnagar
28	Uttar Pradesh	Muradbad
29	Uttar Pradesh	Rampur
30	Uttar Pradesh	Bareilley
31	Uttar Pradesh	Pilibhit