

COVID-19: Guidelines on Disinfection of Common Public Places Including Offices

Source:

<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>

Annexure - 1

ANNEXURE - 1

COVID-19: Guidelines on Disinfection of Common Public Places Including Offices

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1. **Scope:** This document aims to provide interim guidance about the environmental cleaning /decontamination of common public places including offices in areas reporting COVID-19.
2. Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants.
3. In view of the above, the following guidelines are to be followed, especially in areas reporting COVID-19.
4. **Indoor areas including office spaces**
 - 4.1. Office spaces, including conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.
 - 4.2. Start cleaning from cleaner areas and proceed towards dirtier areas.
 - 4.3. All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants. The guidelines for preparing fresh 1% sodium hypochlorite solution is mentioned at Annexure I (*May be read as Appendix- mentioned at para-6*).
 - 4.4. High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
 - 4.5. For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
 - 4.6. Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.

- 4.7. In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- 4.8. Carefully clean the equipment used in cleaning at the end of the cleaning process.
- 4.9. Remove PPE, discard in a disposable PPE in yellow disposable bag (with inside sprayed with 1% sodium hypochlorite solution) and wash hands with soap and water.
5. In addition, all employees should consider cleaning the work area with a disinfecting wipe prior to use and sit one seat further away from others, if possible

6. (Annexure – 1) Appendix

Guidelines for Preparation of 1% sodium hypochlorite solution

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

Order No. 305/USDMA – 792 (2020), dated 15th June, 2020
SOP to handle infected corona virus cases at workplace

Annexure - 2

उत्तराखण्ड राज्य आपदा प्रबन्धन प्राधिकरण
सचिवालय परिसर देहरादून
संख्या- 305 / यूएसडीएमए-792(2020)
देहरादून: दिनांक 15 जून, 2020

आदेश

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार, नई दिल्ली द्वारा दिनांक 04 जून, 2020 के निर्गत दिशा निर्देशों के क्रम में कोरोना वायरस से संक्रमण के दृष्टिगत उत्तराखण्ड राज्य आपदा प्रबन्धन प्राधिकरण द्वारा कार्य स्थल में कोविड-19 संक्रमित व्यक्तियों के सम्बन्ध में (To handle Infected Corona virus in cases workplace) मानक प्रचालन कार्य विधि (एस.ओ.पी.) तैयार की गयी है (संलग्न)।

समस्त सम्बन्धिता को उपरोक्त मानक प्रचालन कार्य विधि (एस.ओ.पी.) के अनुसार कार्यावाही किये जाने हेतु निर्देशित किया जाना सुनिश्चित करें।

(उत्पल कुमार सिंह)
मुख्य सचिव

प्रातिलिपित निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. सचिव, मा. मुख्यमंत्री को मा. मुख्यमंत्री महोदय के सज्जानार्थ।
2. समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव/सचिव, उत्तराखण्ड शासन।
3. पुलिस महानिदेशक, उत्तराखण्ड।
4. स्थानान्तिक आयुक्त, उत्तराखण्ड।
5. मण्डल आयुक्त, कुमाऊँ एवं गढ़वाल।
6. समस्त जिलाधिकारी/वरिष्ठ पुलिस अधीक्षक, उत्तराखण्ड।
7. आयुक्त, सूचना एवं लोकसंपर्क विभाग, उत्तराखण्ड।

(उत्पल कुमार सिंह)
मुख्य सचिव



STANDARD OPERATING PROCEDURES TO HANDLE INFECTED CORONA VIRUS CASES AT WORKPLACE

Uttarakhand State Disaster Management Authority
Government of Uttarakhand



1. **District Magistrates** shall designate District Nodal Officers for immediate response and effective coordination between various agencies.
 - 1.1. In municipal areas, **Municipal Commissioners/ Chief Health Officers or equivalent** shall be designated as the Additional Nodal Officers. However, in **Nagar Palika areas & Nagar Panchayats**, **EOs** shall be designated as the Additional Nodal Officers.
 - 1.2. **Chief Medical Officers** of the districts shall be designated as the Health Nodal Officers.
2. All offices, government or private, must designate an officer as the **Liaison Officer** with delegation of authority as described in the SOPs for containment of COVID 19 infection in the office premises. He shall also be responsible to ensure that all employees of the office are trained in the DOs and Don'ts for prevention of COVID 19 infection.

SoPs for Liaison Officers

3. The Liaison Officers shall ensure compliance of MHA & MoHFW guidelines on social distancing norms and safety (use of face masks and regular sanitization of hands) related to Covid-19.
4. The Liaison Officers, in coordination with Additional Nodal Officers in the districts, shall ensure proper sanitization of the office premises, on a regular basis.
5. The Liaison Officers shall ensure that a detailed work plan (preferably shift-wise) is prepared for employees to ensure social distancing (*as per guidelines of state government*).
 - 5.1. They shall also ensure that the staff residing in various containments zones are identified and are not allowed to attend the workplace till further order by district administration.
6. The Liaison Officers shall ensure proper thermal screening at entry of the office premises.
 - 6.1. Instructions shall be issued to all employees to cooperate with the security personnel during thermal screening.
 - 6.2. Biometric attendance shall be discouraged and as far as possible, physical attendance of employees or contactless cards shall be encouraged.

- 6.3. Visitors to the office shall be allowed only after proper screening at the gates and all visitors must wear a mask.
7. Preferably official correspondence shall be undertaken by emails/ phone to avoid direct contact during exchange of files/ documents between different offices.
8. All employees shall be trained and made aware on prevention and control of Covid-19 and ensure that Dos and Don'ts regarding Covid-19 awareness are displayed at prominent locations within the office premises. They shall also ensure that the visitors and employees are adhering the norms of safety and social distancing of MoHFW.
9. All personnel shall be encouraged to use Arogya Setu App.
10. The Liaison Officer shall maintain an updated list of contact details of all Nodal Officers/ Additional Nodal Officers/ Health Nodal Officers and Control Rooms for immediate response & coordination.

SOPs to be followed when the office staff tests Covid-19 positive

11. If any employee is tested positive, the following measures shall be taken by the Liaison Officer;
- 11.1. Immediately inform the concerned District and Health Nodal Officers.
- 11.2. A risk assessment shall be undertaken by the designated Health Nodal Officers and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
- 11.3. 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 (as per guidelines of state government). However, the scale of arrangements will be higher.

- 11.3.1. The contacts shall be categorised into high and low risk contacts by the District Nodal Officers, in coordination with the Health Nodal Officers, as detailed in the *Annexure I*.
 - 11.3.2. The high risk exposure contacts shall be quarantined for 14 days as per guidelines of home quarantine of MoHFW. (<https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>).
 - 11.3.3. Such persons shall undergo testing as per ICMR protocol <https://www.mohfw.gov.in/pdf/Revisedtestingguidelines.pdf>).
 - 11.3.4. The low risk exposure contacts shall continue to work and closely monitor their health for the next 14 days.
12. If there are one or two cases reported in a workplace, 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 guidelines of MoHFW. (<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>).
- 12.1. However, if there is a larger outbreak, the entire building will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building is adequately disinfected (*as per annexure – 1: MoHFW guidelines on Disinfection of Common Public Places Including Offices*) and is declared fit for re-occupation.
 - 12.2. Signages outside the premises/ at the entry gate shall be displayed informing the public that the area has been sealed off.
 - 12.3. Office spaces including conference rooms/ meeting rooms, all indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office cabins/ rooms/ chambers, cafeteria/canteens and high contact surfaces such as door handles, security locks, keys, table tops, chair handles, pens, diary files, computers and its accessories, etc. shall be sanitized as per the guidelines of MoHFW.

- 12.4. The sanitation workers shall use all Protective Equipment - disposable rubber boots, gloves and a triple layer mask to avoid spread of infection.
- 12.5. Decontamination of office premises shall be ensured under the supervision of Additional Nodal Officer and Health Nodal Officer. Only after clearance from Health Authorities/ Nodal Officers, permission for re-occupation of the premises shall be given.
13. For the duration that the employee is undergoing treatment, the office management/ Liaison Officer shall ensure that the welfare of the family is taken care of.
14. The Liaison Officer shall ensure psychosocial counselling of all the employees in the office premises.

Annexure – 1

(Annexure 2 related)

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).

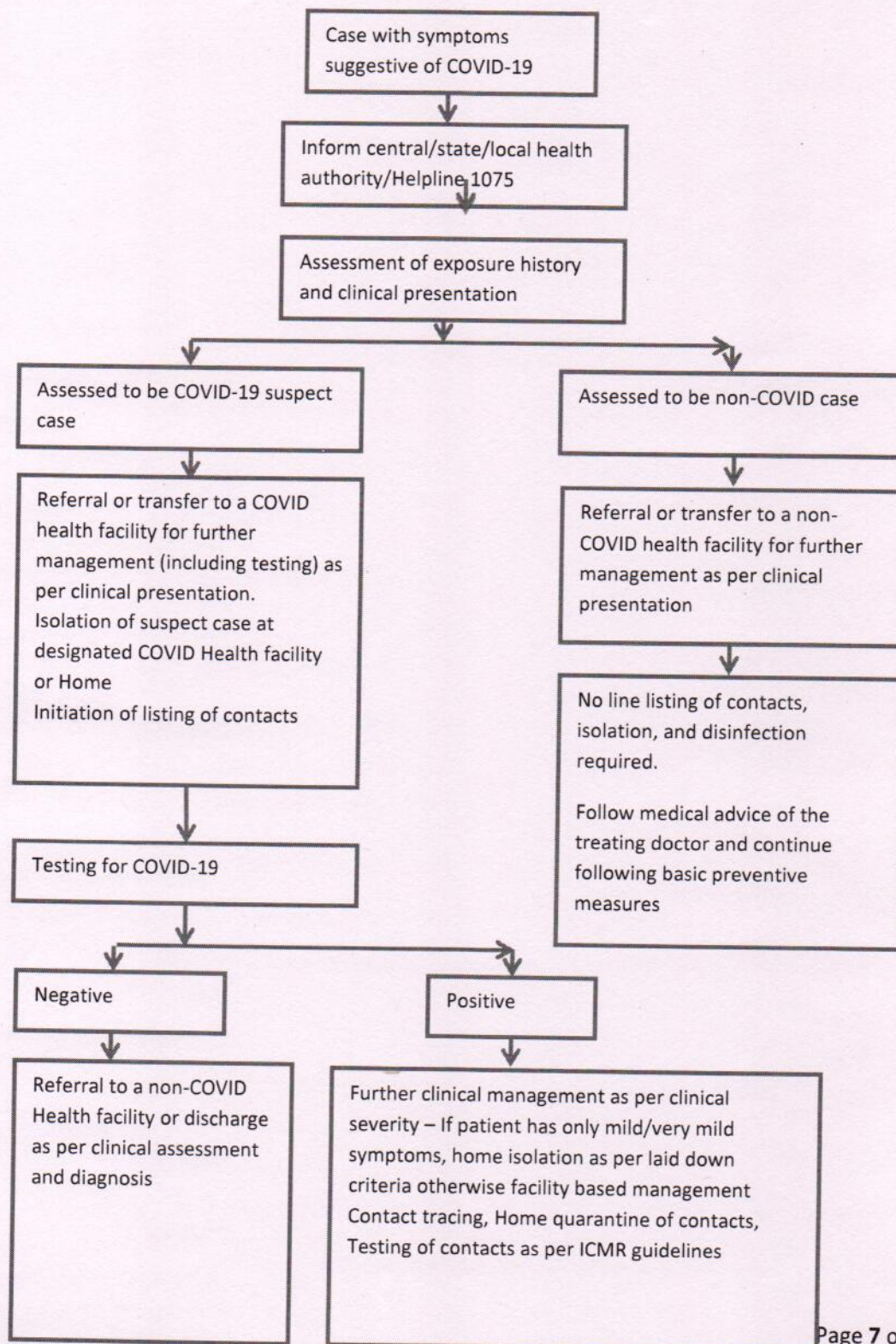
High-risk contact

- 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



Order No. 281/USDMA – 792 (2020), dated 7th June, 2020

Opening of Hotels and Hospitality, Restaurant,
Shopping Malls, Religious places/ Places of worship

Annexure - 3

उत्तराखण्ड राज्य आपदा प्रबन्धन प्राधिकरण
सचिवालय परिसर, देहरादून
संख्या – 281 /USDMA-792(2020)
देहरादून: दिनांक 7 जून, 2020

आदेश

भारत सरकार, गृह मंत्रालय के पत्र संख्या- 40-03/2020-DM-I(A), दिनांक 30 May, 2020 तथा स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के दिशा-निर्देश दिनांक 4 जून, 2020 से प्राप्त दिशा निर्देशों के क्रम में कोरोना वायरस से संक्रमण के दृष्टिगत **Hotels and hospitality services, Restaurants, Shopping Malls, Religious places/ Places of worship**, को खोलने हेतु दिशानिर्देश जारी किये गये हैं।

उक्त के क्रम में राज्य सरकार द्वारा निम्नलिखित आवश्यक दिशा-निर्देश जारी किये जाते हैं।

1. Hotels/ B&B/ Homestay and hospitality services

- 1.1. All hotels/ B&B/ Homestay & hospitality services shall be allowed to open in the state. However, all such hotels/ B&B/ Homestay & hospitality services in containment zones of the state and municipal area of Dehradun shall remain closed, till further orders.
- 1.2. The hotel management/B&B/ Homestay management shall not entertain bookings from high-load Covid-19 infected cities of other states and ensure that bookings of persons from non high-load Covid-19 infected cities of other states shall be for a minimum period of 7 days. In cases of violation of the rules regarding period of stay by any individual, it shall be immediately informed by the concerned hotel management/ B&B/Homestay management to the District administration/police for penal action under relevant sections of IPC, Epidemics Diseases Act and Disaster Management Act.
- 1.3. The hotel management/ B&B/Homestay management shall take a written undertaking (*Self declaration form enclosed as annexure -1*) from the customers that he or she shall not visit any public premises or tourist attractions in Uttarakhand during his or her stay in the Hotel. The customer violating the undertaking will be liable to be proceeded against as per the provisions of section 51 to 60 of the DM Act, 2005 and under section 188 of the IPC.
- 1.4. In addition to the above, the hotel management/ B&B/Homestay management shall strictly adhere to the SOP prepared by the Department of Tourism, Government of Uttarakhand on Hotels/ B&B/ Homestay and other Hospitality Units (*Enclosed at Annexure- 2*).

2. Restaurants

- 2.1. All restaurants shall be allowed to open in the state between 7 AM to 7 PM. However, all such restaurants in containment zones of the state and municipal area of Dehradun shall remain closed, till further orders
- 2.2. The restaurant owners/ managers shall make arrangements to ensure that a record of all customers, as also the waiters serving the tables, is maintained at all times, clearly specifying the date and time.
- 2.3. In addition to the above, the restaurant management shall strictly adhere to the SOP prepared by department of Tourism, Government of Uttarakhand on restaurants (*Enclosed at Annexure-2*).

3. Shopping Malls

- 3.1. All shopping malls shall be allowed to open in the state between 7 AM to 7 PM. However, all such shopping malls in containment zones of the state and municipal area of Dehradun shall remain closed, till further orders.
- 3.2. Prior to opening the mall, the Mall management shall give an undertaking/ self-declaration to the District administration regarding various measures taken for preventing the spread of covid-19, as also strict adherence to the guidelines issued by CPWD for air conditioning in such areas with maximum exposure and concentration and those issued by MoHFW and MHA for norms of safety and social distancing.
- 3.3. The Mall management shall also make arrangements for opening 50% of the shops on any given day, till further orders.
- 3.4. However, District administration, in consultation with the Mall Management, may decide to put necessary restrictions on the maximum number of people to be allowed in the interest of public health. Wide publicity in advance regarding the restrictions to be placed shall be made.
- 3.5. In addition to the above, the shopping mall management shall strictly adhere to the SOP issued by MoHFW, Government of India on shopping malls (*Enclosed at Annexure- 3*).

4. Religious places/ Places of worship

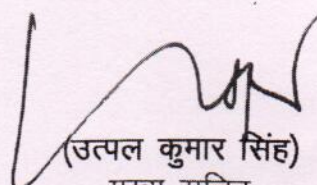
- 4.1. Boards/ Trusts/ management Committees managing the religious places/ places of worship shall be allowed to open between 7 AM to 7 PM in the state. However, all such religious places/ places of worship in containment zones of the state and municipal area of Dehradun shall remain closed, till further orders.
- 4.2. However, the District administration in consultation with Boards/ Trusts/ management Committees, may decide to put necessary restrictions in place, in the interest of public health. Wider publicity in advance, regarding the restrictions to be placed on public *darshan* and worship protocol, shall be made.
- 4.3. *Char-Dham Devsthanam* Board, in consultation with the respective District administration and other stakeholders, may decide to open and put necessary restrictions in place, in the interest of public health. However, wide publicity in advance, regarding the restrictions to be placed on public *darshan* and worship protocol, shall be made.
- 4.4. However, pilgrims from places outside the state shall not be allowed till further orders.
- 4.5. In addition to the above, the management of religious places / places of worship shall strictly adhere to the SOP issued by MoHFW, Government of India on religious places/ places (*Enclosed at Annexure- 4*).

5. UDAN

- 5.1. Travel by helicopters and fixed-wing shall be permitted under UDAN scheme. The passengers after deboarding shall have to follow the guidelines prescribed by the state govt. The operators shall also comply with the guidelines issued by the MoHFW, Civil Aviation department and the State Govt.

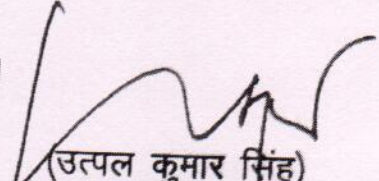
सभी जनपद संलग्न एस.ओ.पी. (मानक प्रचालन विधि) तथा राज्य सरकार द्वारा निर्गत दिशानिर्देशों के अनुसार यथोचित कार्यवाही किया जाना सुनिश्चित करें।

संलग्नक: उपरोक्तानुसार


(उत्पल कुमार सिंह)
मुख्य सचिव

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. सचिव, मा0 मुख्यमंत्री को मा0 मुख्यमंत्री महोदय के संज्ञानार्थ।
2. समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव, उत्तराखण्ड शासन।
3. पुलिस महानिदेशक, उत्तराखण्ड।
4. स्थानीक आयुक्त, उत्तराखण्ड।
5. मण्डल आयुक्त, कुमौऊ एवं गढ़वाल।
6. समस्त जिलाधिकारी/वरिष्ठ पुलिस अधीक्षक, उत्तराखण्ड।
7. आयुक्त, सूचना एवं लोकसंपर्क विभाग, उत्तराखण्ड।


(उत्पल कुमार सिंह)
मुख्य सचिव

Annexure-1

Self-declaration Form

From:...../...../2020 To :...../...../2020

- I/ we hereby undertake to stay for a minimum period of 07 days.
- During my/ our stay, I/ we shall not visit any place outside the hotel premises.
- I/ we shall strictly adhere to the health protocols of the government of Uttarakhand and MoHFW, Government of India during my/ our stay. .

I/ we understand that in case I/ are found violating the undertaking I/ we shall be prosecuted under appropriate sections of the DM Act, 2005 and the IPC.

Name:....., **Age:**..... **Sex:** M / F

Mobile Number: / / / / / / / / /

Address:

Signature

Order No. 308/USDMA – 792 (2020), dated 15th June, 2020
SOPs to be followed by Barber Shops/ SPA/ Saloon Employers

Annexure - 4

उत्तराखण्ड राज्य आपदा प्रबन्धन प्राधिकरण

सचिवालय परिसर देहरादून

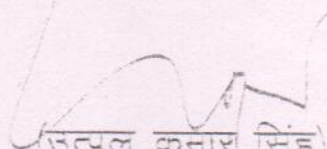
संख्या- 308 / यूएसडीएमए-792(2020)

देहरादून: दिनांक 15 जून, 2020

आदेश

गृह मंत्रालय तथा स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार द्वारा कोविड-19 के संक्रमण को नियंत्रित करने के लिए समय-समय पर निर्गत दिशा-निर्देशों के क्रम में उत्तराखण्ड राज्य आपदा प्रबन्धन प्राधिकरण द्वारा Barber Shops/Spa/Saloon के संचालन हेतु मानक प्रचालन कार्य विधि (एस.ओ.पी.) तैयार की गयी है (संलग्न)।

समस्त सम्बन्धितों को संलग्न मानक प्रचालन कार्य विधि (एस.ओ.पी.) के अनुसार कार्यवाही किये जाने हेतु निर्देश जारी किया जाना सुनिश्चित करें।


(उत्पल कुमार सिंह)
मुख्य सचिव

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. सचिव, ना. मुख्यमंत्री को ना. मुख्यमंत्री महोदय के संज्ञानार्थ।
2. समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव उत्तराखण्ड शासन।
3. पुलिस महानिदेशक, उत्तराखण्ड।
4. स्थानिक आयुक्त, उत्तराखण्ड।
5. मण्डल आयुक्त, कुमाऊँ एवं गढ़वाल।
6. समस्त जिलाधिकारी/वरिष्ठ पुलिस अधीक्षक, उत्तराखण्ड।
7. आयुक्त, सूचना एवं लोक संपर्क विभाग, उत्तराखण्ड।

(उत्पल कुमार सिंह)
मुख्य सचिव



STANDARD OPERATING PROCEDURES TO BE FOLLOWED BY BARBER SHOPS/ SPA/ SALOON EMPLOYERS

Uttarakhand State Disaster Management Authority
Government of Uttarakhand



The District Administration shall ensure that mechanism is put in place for monitoring of the following activities during operations of Barber Shops/ SPA/ Saloon in districts. In case of violation, the district administration shall ensure enforcement of concerned section of Disaster Management Act, 2005, the Epidemic Diseases Act, 1897 and IPC.

1. Training shall be imparted to all employees prior to their reporting to the workplace (by the employers of barber shops/ spa/ salons).
2. Ensure regular thermal screening of all such employees and clients at entrance gate, using a non-contact thermometer/ fever guns by the owners.
 - 2.1 Employees and/or clients coming from containment zones shall be strictly prohibited to serve and be served till further order. List of such zones shall be collected by the employers of barber shops/ spa/ salons from the district administration.
3. The employers of barber shops/ spa/ salons shall ensure complete sanitization of the premises on a daily basis, as per MoHFW guidelines (*annexure-1*).
4. The employers shall ensure that employees of barber shops/ spa/ salons wear masks, face shields and disposable gloves and other personal protective gears at all times (mandatory during business hour).
 - 4.1 Hand sanitizers may be kept at the entrance points, reception desks and work counters.
 - 4.2 Employees of salons/shops shall use disposable smocks and dispose of the smock after each use. They may use plastic smocks and ensure its disposal shall be done as per MoHFW guidelines (*annexure-1*).
 - 4.3 Neck strips/towels shall not be used without disinfecting after every use.
 - 4.4 Remove all unnecessary items such as magazines, newspapers, service menus & other unnecessary products which may become a major source of infection, if handled by a COVID positive person.
 - 4.5 Disinfect all seats and tables, chairs after each use. For this purpose, using a plastic cover should be considered (*refer annexure – 1 MoHFW guidelines*).
 - 4.6 Ensure that employees frequently sanitize their hands after using phones, computer, cash register and/or credit card machine and also regularly disinfect these surfaces. They shall also ensure regular sanitization of reception desk.

- 4.7 Ensure cleaning of all door handles and other surfaces that are regularly touched by staff and/ or clients with disinfectant wipes/ solution.
- 4.8 They shall ensure that a detailed work plan (preferably shift-wise) is prepared for employees to ensure social distancing (as per guidelines of state government).
 - 4.8.1. They shall also ensure that the staff residing in various containments zones are identified and are not allowed to attend the workplace till further order by district administration.
- 4.9 If anyone is found exhibiting symptoms of Covid-19, the owner shall intimate to the nearest health centre/ local police/ control room to ensure requisite medical treatment. In such case Standard Operating Procedures to handle infected corona virus cases at work place shall be followed.
5. The employers shall ensure social distancing among the employees and customers.
 - 5.1 Barber shops/ salons/ spas should consider serving clients preferably by appointment. If required, encourage customers to wait outside the barber shops/ salons/ spas/ or in their vehicle to maintain social distance.
 - 5.2 Ensure that customers are only allowed to enter in the barber shops/ salons/ spas wearing a mask. If the customer does not have one, mask may be provided on payment basis and arrangements for proper waste disposal/ management shall be ensured.
 - 5.3 Avoid exchange of cash to prevent spread of virus and if this is unavoidable, be sure to wash and sanitize hands well after each transaction.
6. The employer shall ensure that Do's and Don'ts regarding Covid-19 awareness are displayed.
 - 6.1 Ensure that floor stickers and signage are displayed to provide guidance for social distancing.
 - 6.2 Pre-recorded audio messages may also be played to generate awareness among the customers.

Annexure – 1

(Annexure 4 related)

ANNEXURE - 1

COVID-19: Guidelines on Disinfection of Common Public Places Including Offices

Source:

<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>

1. **Scope:** This document aims to provide interim guidance about the environmental cleaning /decontamination of common public places including offices in areas reporting COVID-19.
2. Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants.
3. In view of the above, the following guidelines are to be followed, especially in areas reporting COVID-19.
4. **Indoor areas including office spaces**
 - 4.1. Office spaces, including conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.
 - 4.2. Start cleaning from cleaner areas and proceed towards dirtier areas.
 - 4.3. All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants. The guidelines for preparing fresh 1% sodium hypochlorite solution is mentioned at Annexure I (*May be read as Appendix- mentioned at para-6*).
 - 4.4. High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.

- 4.5. For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- 4.6. Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
- 4.7. In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- 4.8. Carefully clean the equipment used in cleaning at the end of the cleaning process.
- 4.9. Remove PPE, discard in a disposable PPE in yellow disposable bag (with inside sprayed with 1% sodium hypochlorite solution) and wash hands with soap and water.
5. In addition, all employees should consider cleaning the work area with a disinfecting wipe prior to use and sit one seat further away from others, if possible

6. (Annexure – 1) Appendix

Guidelines for Preparation of 1% sodium hypochlorite solution

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

L. No. 285/ USDMA/792 (2020), dated 8th June, 2020

Annexure – 5

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।
5. समस्त जिलाधिकारी उत्तराखण्ड।

यू.एस.डी.एम.ए.

देहरादून: दिनांक ०८ जून, 2020

विषय: कोविड-19 के संक्रमण के नियंत्रण 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

1. 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।
2. 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 जायेगी।

(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/permission shall be required for inter-district movement within the state.

However, all such persons shall mandatorily register themselves 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 quarantine 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 बिन्दु 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

भवदीय,

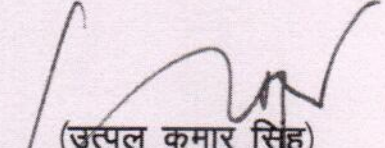
(उत्पल कुमार सिंह)

मुख्य सचिव/मुख्य कार्यकारी अधिकारी

संख्या एवं दिनांक उपरोक्तानुसार।

निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित—

1. सचिव, श्री राज्यपाल, उत्तराखण्ड।
2. सचिव, मा. मुख्यमंत्री जी, उत्तराखण्ड।
3. सचिव, विधान सभा, उत्तराखण्ड।
4. सचिव, गोपन (मंत्रिपरिषद), विभाग, उत्तराखण्ड शासन।
5. समस्त निजी सचिव, मा. मंत्रिगण को मा. मंत्रिगणों के संज्ञानार्थ प्रेषित।
6. स्टॉफ आफिसर, मुख्य सचिव, उत्तराखण्ड शासन।
7. सम्बन्धित पत्रावली।


(जित्पल कुमार सिंह)

मुख्य सचिव/मुख्य कार्यकारी अधिकारी

Annexure – 1

**Top 31 Districts Based on Number of Confirmed COVID-19 Cases
Date: 8th 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	Bareilly
31	Uttar Pradesh	Pilibhit