

उत्तराखण्ड राज्य आपदा प्रबन्धन प्राधिकरण
सचिवालय परिसर, देहरादून
संख्या 554/ यू0एस0डी0एम0ए0 - 792 (2020)
देहरादून: दिनांक 19 अगस्त, 2020

आदेश

भारत सरकार स्वास्थ्य एवं परिवार कल्याण मंत्रालय के दिनांक 04. जून, 2020 द्वारा प्राप्त दिशा निर्देशों के क्रम में, कोरोना वायरस से संक्रमण के दृष्टिगत उद्योग, वाणिज्यिक एवं निर्माण प्रतिष्ठानों का सुचारु रूप से संचालन हेतु विस्तृत एस.ओ.पी. (मानक प्रचालन विधि) तैयार की गयी है। (संलग्नक)

उक्त के क्रम में, उत्तराखण्ड में स्थित उद्योग, वाणिज्यिक एवं निर्माण प्रतिष्ठानों का संचालन हेतु एस.ओ.पी. (मानक प्रचालन विधि) के अनुसार यथोचित कार्यवाही किया जाना सुनिश्चित करें।

संलग्नक-: उपरोक्तानुसार

भवदीय,



(ओम प्रकाश)

मुख्य सचिव/मुख्य कार्यकारी अधिकारी

01C

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



(ओम प्रकाश)

मुख्य सचिव/मुख्य कार्यकारी अधिकारी

01C



Govt. of Uttarakhand

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STANDARD OPERATING PROCEDURES FOR OPERATIONS OF INDUSTRIAL, COMMERCIAL ESTABLISHMENTS & CONSTRUCTION ACTIVITIES IN UTTARAKHAND

(Reference to Covid-19)

Uttarakhand State Disaster Management Authority
Government of Uttarakhand



1) General

- 1.1. The District Administration shall ensure smooth operations of all industrial and commercial establishments and a mechanism shall put in place for monitoring of containment of covid-19 infection among the personnel and workers involved during operations of such establishments in various districts of Uttarakhand.
 - 1.1.1. District Magistrates shall designate a senior district level officer as District Nodal Officers for immediate response and effective coordination among various Industries/ Commercial establishments/ Construction companies.
 - 1.1.2. 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.
 - 1.1.3. **Chief Medical Officers** of the districts shall be designated as the Health Nodal Officers.
- 1.2. All Industries/ Commercial establishments/ Construction companies shall designate officers as the **Liaison Officers** with delegation of authorities for containment of COVID 19 infection in their premises and as single point of contact for district administrations.
 - 1.2.1. He shall also be responsible to ensure that all employees of the Industries/ Commercial establishments/ Construction companies are trained in the DOs and Don'ts for prevention of COVID-19 infection and strictly adhering to the SOPs/ Guidelines issued by MoHFW, MHA and state government.
- 1.3. The Liaison Officers shall ensure compliance of norms of safety and social distancing (use of face masks and regular sanitization of hands) issued by MHA & MoHFW.
- 1.4. The Liaison Officers, in coordination with Additional Nodal Officers in the districts, shall ensure proper sanitization of the premises of industries/ commercial establishments and construction areas on a regular basis.
- 1.5. 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*).
 - 1.5.1. They shall also ensure that the staff residing in various containments zones are identified and are not allowed to attend the workplace till further orders by district administration.
- 1.6. The Liaison Officers shall ensure proper thermal screening at entry of the premises of Industries/ Commercial establishments/ Construction sites.
- 1.7. Instructions shall be issued to all employees to cooperate with the security personnel during thermal screening at entry point.
- 1.8. Biometric attendance shall be discouraged and as far as possible, physical attendance of employees or contactless cards shall be encouraged.

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9. Visitors to the Industries/ Commercial establishments/ construction sites shall be allowed only after proper thermal screening at the gate and wearing mask. During the entry of visitors the norms of safety and social distancing shall be adhered to.
- 1.10. The name of the Nodal Officer shall be communicated to the Office of the District Magistrates for coordination.
- 1.11. The SOPs to Handle Infected Corona Virus Cases at Workplace, issued by state government shall be strictly adhered to.
- 1.12. Ensure that Aarogya Setu App is Installed & used of by employees.
- 1.13. Apart from this, the liaison officers shall ensure the following paras (2 to 11)

2. Transportation:

- 2.1. Transportation facility, if arranged for employees shall adhere to the norms of safety and social distancing and as per the guidelines issued by MoHFW, MHA and state government.
- 2.2. All the transport vehicles shall be cleaned and disinfected as per guidelines of MoHFW, 30 minutes before each ferry.
- 2.3. Ensure thermal screening of all employees involved in transport on a daily basis to check their fitness.
- 2.4. The employees (drivers/ helpers) coming from containment zone shall be strictly prohibited to attend the duty.
- 2.5. Health check-up of drivers, cleaners etc. shall be done regularly.
- 2.6. Industries shall maintain a register of all vehicles and details of Drivers that are at the workplace to track employee movement.
- 2.7. Workers/officers travelling by personal vehicle should avoid pooling of vehicles.

3. Accommodation for employees / workers

- 3.1. Accommodations of employees inside of the Industries/ Commercial establishments/ Construction companies shall be disinfected as per guidelines of MoHFW and entry exit of persons shall be under surveillance.
- 3.2. Arrival of transport vehicles / shift timing may be staggered to avoid crowding of employees at the entrance and exit.
- 3.3. If there is availability of space, screening can be done in multiple points to avoid crowding at guest/rest houses. Hand wash/ sanitizers shall be kept ready at the entrance and exit of such facilities.

4. Monitoring

- 4.1. Employees residing in the containment zone must work from home only and shall not be allowed to come to workplace.
- 4.2. Employees having flu symptoms such as fever, cold, cough, sore throat, and headache shall not be permitted to work. Such employees should be advised to stay at home and seek medical advice.

- 4.3. 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. The office management shall facilitate to such employees to work from home wherever feasible.
- 4.4. For air-conditioning/ventilation, the guidelines of CPWD, GoI and State Government 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 (wherever feasible).

5. Operating Practices in work stations

- 5.1. All Employees shall wear face masks at all times at the work place, and adequate stock of such face covers shall be made available at various strategic locations of industries.
- 5.2. Seating arrangements / worktables shall be adequate distance apart, maintaining social distancing norms. Operator and material movement pathway to be demarcated on the floor.
- 5.3. Employees shall be prohibited to visit others desk as far as possible. Intercom facility / mobile phones shall be used for such purpose.
- 5.4. The workstation and other equipment such as computers, chair handle and other commonly touched area shall be disinfected on regular basis.

6. Operating practice in common areas

- 6.1. All common areas such as canteens, lifts, conference halls, visitor lounge / area, staircase and railings must be disinfected as per SOP of MoHFW and sufficient quantities of hand wash / sanitizers shall be made available in various strategic locations of such common areas.
- 6.2. Pantry and washrooms shall be hygienic and disinfected/ sanitized on regular basis. Washrooms may contain hand-wash with functional dispenser mechanism.
- 6.3. Lifts and common areas should not be used more than 30% of designated capacity. Employees to be encouraged to use stairs.
- 6.4. Strict ban on use of Pan Masala, Ghutaka, Tobacco (Smoking, Chewing) and spitting inside factory premises.
- 6.5. Lunch break and other breaks must be staggered to avoid crowding of employees in Cafeteria/ Canteen and other common area to ensure safety and social distancing.
- 6.6. Canteen workers shall wear hand gloves, face mask, head cover always and wherever possible, employees to be encouraged to bring tiffin/ lunch from home.

7. Operating practice during office management

- 7.1. In-house and offsite meetings shall be avoided unless utmost necessary.

- 7.1.1. Virtual meetings are encouraged wherever possible. If in-person meeting is inevitable then social distancing shall be adhered to during conduct of such activities.
- 7.2. Doors shall be kept open, wherever feasible or devised with alternate opening arrangement to minimize or avoid handling knobs.
- 7.3. One emergency vehicle on call must be made available for every shift.
- 7.4. Workspace must be well ventilated through natural source.
- 7.5. Avoid visitors and hardcopy/files/papers to the extent possible.
- 7.6. In case of any medical emergency/ medical assistance, the contact details of LO (as mentioned at para 1.2.) Shall be displayed at various strategic locations of the Industries/ Commercial establishments/ Construction companies for immediate support.

8. Material movement

- 8.1. Dedicated entry and exit point shall be maintained for material/trucks.
 - 8.1.1. All the vehicles entering premises should be cleaned and disinfected as per guidelines of MoHFW.
- 8.2. All Drivers and Helpers should be undergone through thermal screening on entry and provided with mask, gloves and sanitizers.

9. If any employee is found positive, the following measures shall be taken;

- 9.1. Immediately inform the concerned District and Health Nodal Officers or call the state or district helpline. 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.
- 9.2. A risk assessment shall be undertaken by the designated Liaison Officer (as described at para 1.2) for contact tracing of the infected cases and ensure disinfection of the area as per guidelines of MoHFW as well as District Administration.
- 9.3. 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 in a day). 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.
 - 9.3.1. The contacts shall be categorised into high and low risk contacts by the Liaison Officers (as described at para 1.2) in coordination with the District Health Nodal Officers/ Medical Officer of the industries.
 - 9.3.2. 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>).

- 9.3.3. Such persons shall undergo testing as per ICMR protocol (<https://www.mohfw.gov.in/pdf/Revisedtestingguidelines.pdf>).
- 9.3.4. The low risk exposure contacts shall continue to work and closely monitor their health for the next 14 days.
- 9.4. Up to one or two cases reported in any Industries/ Commercial establishments/ Construction sites, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close Industries/ Commercial establishments/ Construction activities and work can be resumed after disinfection as per guidelines of MoHFW.
(<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>).
- 9.4.1. However, if there is a larger outbreak, the entire Industries/ Commercial establishments/ Construction companies shall 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 by the district administration.
- 9.4.2. Signages outside the premises/ at the entry gate shall be displayed informing the public that the area has been sealed off in case of large outbreak.
- 9.4.3. 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.
- 9.4.4. The sanitation workers of Industries/ Commercial establishments/ Construction companies shall use all Protective Equipment - disposable rubber boots, gloves and a triple layer mask to avoid spread of infection.
- 9.4.5. Decontamination of premises of Industries/ Commercial establishments/ Construction companies shall be ensured under the supervision of Liaison Officer (as described at para 1.2) or Additional Nodal Officers with Health Nodal Officers or medical team of industries.

10. Construction Activity

- 10.1. Construction workers shall be undergone thermal screening before entering the site. If temperature is $>37.5^{\circ}\text{C}$ ($>99.50^{\circ}\text{F}$), workers should not be allowed to enter in the construction area.
- 10.2. Provision for arrangements of masks for all construction workers shall be ensured by the designated Liaison Officers of the construction companies.
- 10.3. Dedicated entry and exit point shall be maintained for material/trucks.

104. All the vehicles entering in the premises be thoroughly cleaned and disinfected as per norms of MoHFW.
- 10.5. Routine check-up shall be carried out for the drivers and helpers.
- 10.6. All the person entering the construction site shall be permitted only if they are wearing face mask.

11.Implementation

- 11.1. In addition to the above mentioned paragraphs of SOPs, the District Magistrates may add additional conditions/ procedures as per the situation of covid-19 spread in the individual Industrial Units/ Commercial establishments/ Construction companies or in the industrial estates operating in the districts.

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भवदीय,

(ओम प्रकाश)

मुख्य सचिव/मुख्य कार्यकारी अधिकारी

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Om Prakash
19.08.20

(ओम प्रकाश)

मुख्य सचिव/मुख्य कार्यकारी अधिकारी

उत्तराखण्ड राज्य आपदा प्रबन्धन प्राधिकरण
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संलग्नक-: उपरोक्तानुसार

भवदीय,

Anurag
19.08.20

(ओम प्रकाश)

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(ओम प्रकाश)

मुख्य सचिव/मुख्य कार्यकारी अधिकारी

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. *eh*

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. *oh*
- 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.

at 4.4

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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. *oh*
- ✓ 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.

Annexure I**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

