



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
TECHNICAL EDUCATION & SKILL DEVELOPMENT DEPARTMENT**

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Subject:- SOP/Guidelines for opening of Industrial Training Institutes in Ladakh.

**Order No. 28-TE&SD(UTL) OF 2021.
Dated:30.07.2021.**

It is hereby ordered that the Industrial Training Institutes in Ladakh shall reopen for onsite classes from the 2nd of August 2021, with strict adherence to the SOP/Guidelines regarding COVID-19 management, issued from time to time by the Ministry of Health & Family Welfare Government of India, Ministry of Home Affairs Government of India, and Ladakh Disaster Management Authority (LDMA), UT Administration.

The copy of the COVID-19 Management guidelines/instructions of the LDMA and Directorate General of Training (DGT Advisory for re-opening of ITIs post lockdown-September 2020 & Standard Operating Procedure for resumption of academic work in Industrial Training Institute of DGT, issued in September 2020) is enclosed.

Academic calendar shall be planned in a manner to avoid overcrowding, congregation at all time and classes to be scheduled in a staggered manner. All the students and faculty/staff shall make use of Arogya Setu application.

By Order of the Lieutenant Governor Ladakh.

(Padma Angmo), IIS

Secretary Technical Education & Skill Development

No: M/35/2021- (TE and SD)/566-576

Dated:30/07/2021

Copy to the: -

1. Secretary Disaster Management, Relief, Rehabilitation & Reconstruction Department (Member Secretary, State Executive Committee, LDMA).
2. Deputy Commissioner/Chairman, DDMA/CEO, LAHDC, Leh/Kargil.
3. OSD with Hon'ble Lieutenant Governor UT Ladakh for kind information of the Hon'ble Lieutenant Governor, UT Ladakh
4. Private Secretary to Advisor to Hon'ble Lieutenant Governor for kind information of the Advisor
5. Private Secretaries to Hon'ble CEC, LAHDC, Leh/Kargil for kind information of the Hon'ble CEC,
6. Superintendent Industrial Training Institute Leh/Kargil.
7. Private Secretary to Divisional Commissioner, Ladakh
8. District Informatics Officer Leh for uploading the order on the UT Ladakh website



Standard Operating Procedure for resumption of academic work in Industrial Training Institute (ITI)/NSTIs/IToTs.



**Directorate General of Training
Ministry of Skill Development and Entrepreneurship
Government of India**

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1. Purpose of the document: -

SoP to resuming training activities in ITIs/NSTIs/IToTs are as per the MHA order no. 40-3/2020-DM-I(A) dt. 29.08.2020 (1(i)(d)) will resume from 21.09.2020.

1.1 The purpose of this Standard Operating Procedure (SOP) is to provide guidelines the State Government and other stakeholders to resume the training session in Industrial Training Institutes (ITIs) and NSTIs/IToTs after lifting of lockdown due to COVID-19 outbreak has been permitted by the Ministry of Home Affairs. This SOP would be enabling safe resumption of the academic and training process. All precautionary measures are to be ensured at the Institutions so that trainees and staff feel safe and secure at the institute.

1.2 In the present circumstances, the major concerns are as follows:

- a. Ensuring the health, safety and security of the trainees, faculty and staff and also to continue the academic activities;
- b. Conducting the examinations in a safe manner;
- c. Facilitating the trainees to participate in further admissions, placement, apprenticeships and on the job training etc; and
- d. Charting out a plan for the next academic session.

1.3 This SOP covers all stakeholders engaged with ITIs and NSTIs

- a. Central Government Staff of DGT including NSTIs and RDSDES;
- b. State Government Staff (State / UTs / NSTIs) dealing with ITIs;
- c. ITI Principal;
- d. Teachers and Support Staff;
- e. Parents of the trainees; and
- f. Trainees.

2. Proposed Academic Calendar

Proposed Academic calendar 2019-20: - Most of the institutions had completed 60% to 70% of teaching-learning process for ongoing academic year before the suspension of classes in March 2020. The detailed schedule for completion of training activities and examination will be issued by DGT in due course of time.

3. Steps to be taken to resume training in ITIs/NSTIs at State level:-

3.1 The State Government will form a Risk Mitigation and Quick Response Team at the State Directorate dealing with ITI and also at each Institute.

3.2 The State Government in adherence to other MHA guidelines would issue an order for opening of each Institution in a gradual manner after making an assessment/consultation through the local district administration on the following:-

- (i) Capacity of the Institution to maintain safe training operations to mitigate risks, such as social/physical distancing (i.e. size of classroom compared to number of trainees); and water, sanitation, and hygiene facilities and practice;
- (ii) Preparedness of the management for academic instructions while adhering to social/physical distancing and good hygiene practices; and
- (iii) Proper Availability/arrangement of travel and commute facility to and from Institute as per MHA Guideline.

3.3 The State Government will Disseminate the Protocols of Health and Hygiene, as per the guidelines of MHA and take following steps: –

- (i) Orient and train faculty and staff in personal and community hygiene; **COVID-19: Guidelines on disinfection of common public places including offices;**
<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>
- (ii) Establish parameters and protocols for social distancing to mitigate spread of disease; and
- (iii) Monitor official sources of information and inform campus community as status changes.

3.4 The State Government will Orient Principals and key academic staff on various safety measures and follow essential protocols of MoFHW.

i. What is COVID?

Corona viruses are a large family of viruses that cause illness ranging from the common cold to more severe disease. The virus spreads by coming in direct contact with the affected person, getting in contact with the mucus of cough or sneeze of the affected person, or by touching your nose, ears or mouth after touching the instrument that was in contact with the affected person.



A handwritten signature in blue ink, consisting of stylized, overlapping loops and strokes.

The coronavirus infection can cause mild upper-respiratory tract illnesses, like the common cold. However, these conditions are pretty common and can occur even if one is not infected with the coronavirus. Below is the entire cycle:

Ministry of Health & Family Welfare
Government of India

Help us to help you

NOVEL CORONAVIRUS (COVID-19)

Protective measures against Coronavirus

A distance of at least 1 meter is necessary to ensure safety for all

- Wash your hands with soap and water regularly
- If soap and water is not available, use hand sanitizer with at least 60% alcohol
- Wash hands before touching eyes, nose and mouth
- Throw used tissues into closed bins immediately after use
- Cover your nose and mouth with handkerchief/tissue while sneezing and coughing
- Avoid mass gathering and crowded places

If you are experiencing symptoms like fever, cough or difficulty in breathing, please call the state helpline number or 24x7 helpline numbers of Ministry of Health and Family Welfare, Government of India and follow the instructions.

davp 17102/13/0028/1920

ii. SOCIAL distancing

iii. What to do when somebody reports ill

Ref: <https://www.mohfw.gov.in/pdf/GuidelinesforHomelsoationofverymildpresymptomaticCOVID19cases.pdf>

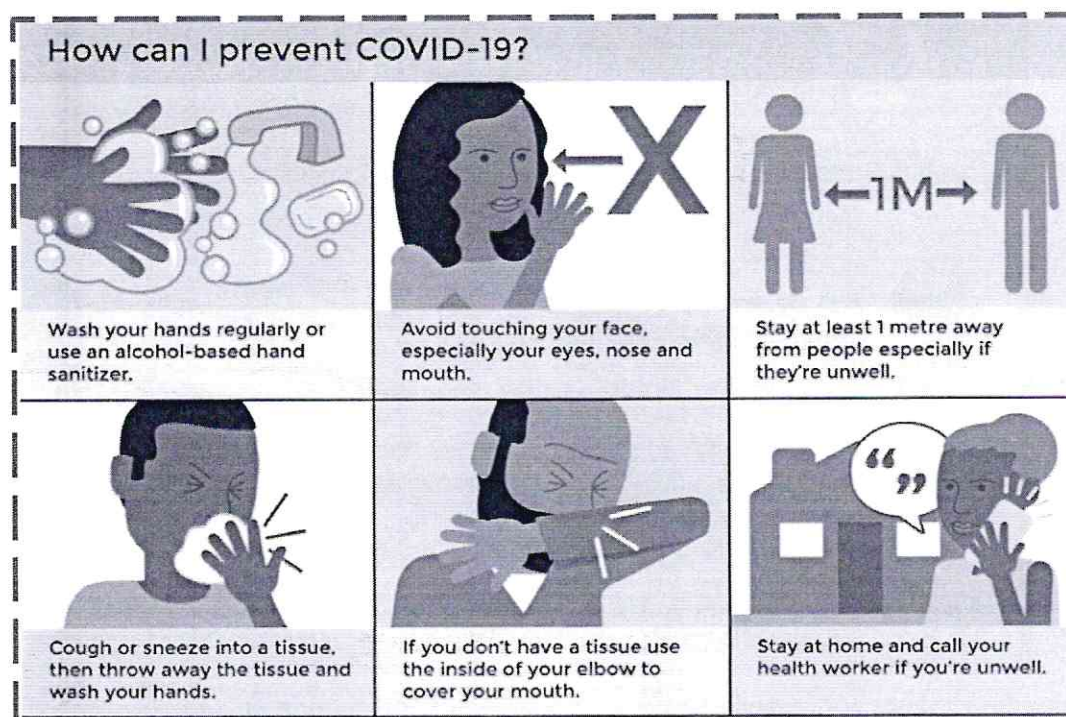
3.5 The State Government through its Directorate will plan for departmental resilience and personnel succession within each Institute:-

- Determine critical faculty/staff needs and prepare plans to work with partial faculty or staff;
- Make succession lists through identification of guest faculty etc, if regular faculty gets indisposed;
- Cross training of personnel - at least two faculty/employees trained to cover every position plus managerial back up;

- iv. Preparation of lesson plans, and class diaries for ease of use and continuity, if key faculty is absent;
- v. Prepare and periodically review personal contact information and emergency call lists of all faculty, staff, trainee and other important district and medical facilities;
- vi. Prepare digital lesson plans for some practical training; and
- vii. Communicate any good ideas with others

3.6 The plan for hygiene and sanitary management within each Institute will include following:-

- (i) Prepare advocacy material and represent good hygiene practices in the campus;

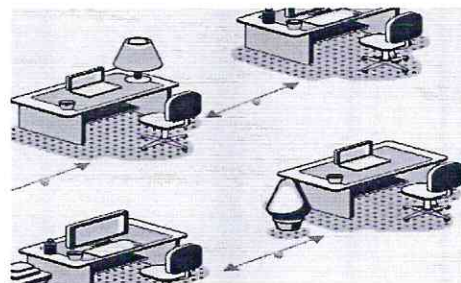


- (ii) Procure and prepare to use supplies to clean and sterilize working areas to prevent transmission of disease;
- (iii) Compulsory screening of all persons (including principal, faculty, staff, trainees) entering through entry point at each and every building with thermal scanners;
- (iv) Provision and readiness of contactless hand sanitisers in sufficient quantity at entry toilets and other common areas.
- (v) Restrict visitors and new vehicles and provide for sanitisation of parking areas.
- (vi) Parcel and other provision should be collected from gate by the concerned person.
- (vii) Advise trainees & staff keep separate water bottles and avoid usage of common water bottle /mug /glass and manage canteens with all precautions as given in guidelines for establishment.

- (viii) Screen & Stop the entry of any person found with fever, cough or breathing problem. In such cases, they should not be allowed to enter the premises and it would be mandatory to inform concerned department / principal. Such person should be taken to nearest quarantine facility and later to govt hospital immediately. Further, contact tracing and adequate checks regarding quarantine and reporting as per state guidelines should be ensured.

3.7 Disseminate protocols for essential operations to ensure 'social distancing' policies which would also mean following: -

- (i) Configure classes, labs and other work areas to provide minimum distance of 1 metre between individuals;
- (ii) With hostels and residential areas within the campus, establish parameters and protocols for social distancing;
- (iii) Implement personal hygiene, cleaning, sanitizing regimens in offices, computer labs and encourage all individuals to practice hand and cough hygiene;
- (iv) Ensure that individual and common work areas are frequently cleaned and disinfected regularly;
- (v) Ensure essential individuals are equipped with tissues, respirator/mask, latex or nitrile gloves, face shields etc. as needed for maintain sanitising conditions for machine contact;
- (vi) Institute should display precautions measures do's and don'ts at prominent places in all languages spoken by the trainees; and
- (vii) The institute should display State helpline numbers and also numbers of local health supervisors etc. to faculty /trainees / staff to contact in case of any emergency.



3.8 Guidelines with respect to preventive measures specific to offices have been issued by DoPT, and these guidelines are available at:

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

4. Social Distancing and safety Norms:-

- (i) Use of face mask and hand sanitizers: All the staff and trainees should strictly follow wearing of face masks throughout the time in the institute as well as outside institute no one should be allowed inside the institute without face masks they should also wash their

hands frequently with soap / sanitizer;

How to wear a mask correctly ?



Note: The part with the metal strip should be above the mask



Distinguish the front and back of the mask and up and down, then wash your hands



After wearing the mask, squeeze the metal strips on both sides of the bridge of the nose.



Then stretch the mask down to cover the nose and mouth so that the mask does not leave wrinkles.

- (ii) Attendance of ITI Staff: Not more than 50% (non-academic) staff at any given point of time. Staff to be divided in shifts and alternate day rosters. Additionally, there should be staggered shift start and end timings.
- (iii) Social Distancing Markings: To ensure a minimum distance of 1 m at all crowded areas like Entry Gate, Bus Stops, Water Coolers, Canteens circles be made etc.
- (iv) Seating arrangement: Strictly adhere to the social distance of minimum 1 meter. This may require seating on alternative seats and leaving an empty seat in between. To maximum possible discussions, interactions, meetings are to be avoided as far as possible and VC / Conference calls / phones - intercom, other modes may be encouraged for staff.. Similarly, classes, Labs would need to have safe seating arrangement.

5. Area disinfection and entry point management: -

- (i) Ensure regular sanitisation of the premises through a periodic routine of every two-three hours especially in the common areas like include lunch rooms, library etc. There should be wiped clean with disinfectants at least 2-3 times a day;
- (ii) For residential buildings also sanitisation needs to be performed regularly to ensure safety and reduce spread of contamination;
- (iii) Entrance health checks would include temperature checks of all through thermal screening at entry point;

6. Conducting classes and lab work: -

- (i) Classrooms: Implement social distancing practices that may include:
 - Staggering the beginning and end of the day at the ITI;
 - Cancelling assemblies, sports and events that can create crowded conditions;
 - Create space for trainee desks to be at least one metre apart; and

- All desk, classroom should be cleaned and sanitised at least twice / thrice in a day and during the time when the shift changes.
- (ii) Class Schedule: All the institutes may follow a 6-day week pattern to compensate the loss for the remaining session of 2019-20 and the next session 2020-21. Additionally, the faculty should be adequately trained for the use of ICT and online teaching tools.
- (iii) Labs and Production areas: Shorter shifts for staff/trainees engaged in lab and productions. There will be no overlap between shifts providing a cushion for disinfection and sanitisation to take place. Create physical barriers to ensure the physical distance within the work floor. Provide face protection shields along with masks and gloves. In view of the importance of “social distancing”, institutes may also take necessary steps to ensure that the trainees are given exposure to laboratory assignments/ practical experiments through virtual laboratories, sharing of the recorded visuals of laboratory work and digital resources available for the purpose.
- (iv) Counselling Facilities: The institutes should strengthen the mechanism of mentor-mentee counselling through a dedicated portal on institute website to impart timely guidance and counselling to the trainees. Besides, the faculty advisor and supervisor assigned to each trainee should maintain regular communication with the trainees.

7. Guidelines for Common Facilities: -

- (i) Biometric attendance: Bio-metric (Finger touch) swiping for attendance should be temporarily discontinued and alternate arrangements for contactless attendance (Swiping with bar code or register) or manual be made.
- (ii) Lifts and staircase: Lift/staircase should be cleaned and sanitized frequently. It should be ensured that lifts are not crowded and social distancing should be ensured inside lift. Hand sanitizers should always be kept at the entry/exit of Lift/staircase.
- (iii) Canteen: There should be staggering lunch timings for batches- the beginning and end of the lunch time so that there is adequate 1 m social distance among seated staff and trainees. All vendors / shop keepers must wear all protective gears like Mask, Gloves, Cover all, etc Vendors should avoid preferably cash transactions and use e-money modes. Wearing of masks, Social distancing and queue system should be strictly adhered.

8. Communication & Information Sharing in case of any one is not well :-

- a. Establish procedures if trainees or staff become unwell: Trainee, faculty and staff showing symptoms should not come to the institute and inform the same to the faculty/Principal and plan ahead with local health authorities, school health staff and update emergency contact lists. Ensure a procedure for separating sick trainees and staff from those who are well – without creating stigma – and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible. Trainees/staff may need to be referred directly to a health facility, depending on the situation/context, or sent home. Share procedures with staff, parents and trainees ahead of time.

- b. Promote information sharing: Coordinate and follow guidelines from the national health and education authorities. Share known information with staff, caregivers and trainees, providing updated information on the disease situation, including prevention and control efforts at school. Reinforce that parents should alert the school and health care authorities if someone in their home has been diagnosed with COVID-19 and keep their child at home.

(i) Utilize parent-teacher committees and other mechanisms to promote information sharing: Institute should address trainees' questions and concerns, including through the development of trainee-friendly materials such as posters which can be placed on notice boards, in restrooms, and other central locations;

(ii) It should be ensured that parents are also kept in loop and their anxiety regarding trainee safety and security is continuously address at all times by leveraging various modes of communication such as SMS, WhatsApp, social media etc; and

(iii) Inform parents about the measures the Institute is putting in place and ask for cooperation to report any cases of COVID-19 that occur in the household. If someone in the household is suspected to have COVID-19, keep the trainee at home and inform the institute.

9. Travel & Transportation: -

- (i) Travel History Record: The institutes may devise a proforma to record the Travel/ Stay history of the staff and trainees for the period when they were away from the institute due to lockdown, so that necessary precautions may be taken in specific cases, if required. In addition, the institutes will strictly comply with all precautions and preventive measures to curb the spread of COVID - 19.
- (ii) Transportation Facilities: As far as possible, usage of public transport should be avoided. All are advised to use own vehicle for commuting to institute as far as possible.

10. Responsibilities of various stakeholders in order to maintain business continuity :-

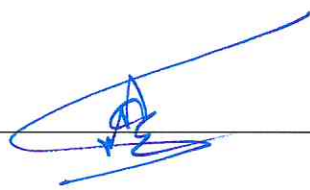
A successful implementation and resumption of training in ITIs shall be a collective responsibility to be shouldered by all respective stakeholders. While every state and district shall have their own set of guidelines and directives, additionally each stakeholder has an onus of ensuring safety upon recommencement.

10.1 ITI Principal:

ITI Principals shall play the pivotal role in commencing the training and education in the respective ITIs They are responsible for managing the states and centres policy and guidelines in the system. They shall be responsible for creating a safe and disease-free learning environment for ensuring continuity in education. The responsibilities of ITI principal for recommencing classes post lock down are:

I. Ensure orientation of trainees, faculty and staff (without calling in assembly)

- (i) Educate about COVID-19 prevention, this includes appropriate and frequent hand hygiene, respiratory hygiene, mask use etc;
- (ii) Symptoms of COVID-19 and what to do if someone feels sick. (follow resource material placed by MOFHW at URL



- (iii) Non-contact greetings should also be advised;
 - (iv) Create awareness to ensure the trainees do not gather and socialize when leaving the institute and in their free time;
 - (v) Offer regular updates as the pandemic evolves and guidelines are recalled;
 - (vi) Counsel the trainees and their parents / guardians for following social distancing and inculcating hygiene habits (such as frequent washing of hands etc.); and
 - (vii) If a trainee, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard;
- II. Create healthy and sanitary environment: -
- i. Develop a policy on wearing a mask or a face covering in line with national guidance. Ensure everybody wears masks, and uses gloves when on machine, on shared machines and shared machines provide face shields and maintain social distances;and
 - ii. Ensure no sharing of tools or workstations to the extent possible. Provide additional sets of tools if needed.
- III. Assess what can be done to limit risk of exposure, or direct physical contact, in labs, classes, sports etc:-
- (i) Rework classroom and teaching timetable fore-fronting social distancing requirement, Shared or common lunchbreaks, recess to be avoided;
 - (ii) Limit mixing of classes i.e trainees in a class may stay in laboratory throughout the day, while teachers of employability, theory, engineering drawing etc move between lab to another, or classes could use different entrances, if available, or establish an order for each class to enter and leave the building/classroom;
 - (iii) Expand timetable, with some trainees and teachers attending in the morning, others in the afternoon, others in the evening;
 - (iv) Consider increasing the number of teachers, if possible, to allow for fewer trainees per classroom (if space is available);
 - (v) Advise against crowding during morning, recess, and closure, stagger class wise opening and closing time; and
 - (vi) Minimize shared break times, i.e. alternate when and where classes take lunch.
- IV. Manage Social distancing in classrooms, labs and other areas:-
- i. Create physical barriers to ensure the physical distance within the work floor;
 - ii. Provide face protection shields along with masks and PPEs, on the machine if they are shared; and
 - iii. Working in shifts – Institute that work in shifts should consider one hour gap between shifts.
 - iv. Facilitating online access to Bharat skills portal for the trainees to cover for the lost time and also encourage faculty to have own digital systems;
 - v. Ensure adequate practice of trainees on CBT mock tests on Bharat skill for trainees;

vi. Meeting with IMC partners and industry for candidate OJT and placements; and

V. Screening and management of sick trainees, faculty and other staff:-

- (vii) Enforce the policy of “staying at home if unwell” for trainees, teachers or staff with symptoms;
- (viii) Ensuring no sick staff or sick trainee attends classroom or practical training;
- (ix) Immediately inform the concerned public health authorities in case of identification of any probable case;
- (x) Connect with local organizations, administration to provide home care support and ensure communication between home and institute. Support and facilitate hospitalisation and medical facilities, as far as possible;
- (xi) Facilitate contact tracing in case of a positive case;
- (xii) Ensure trainees who have been in contact with a COVID-19 case stay home for 14 days; and
- (xiii) Ensuring installation of Arogya Setu app by all trainees, faculty, etc

VI. Communication with parents and trainees: -

- (i) Inform parents about the measures the Institute is putting in place and ask for cooperation to report any cases of COVID-19 that occur in the household; and
- (ii) If someone in the household is suspected to have COVID-19, keep the trainee at home and inform the institute.

VII. Reporting of daily attendance

Daily attendance shall be reported to the competent authority ie Nodal ITI/Regional Officer/State directorate through email/WhatsApp within 30 minutes of attendance closing time

10.2 Responsibility of Instructors and Support Staff:-

Teachers and other support staff regularly meet with trainees and assist in day to day operations of the institute. Their responsibilities are similar to that of the principal in commencing operations in the institute. Some of their responsibilities are:-

- (i) Prevent stigma by using facts and reminding trainees to be considerate of one another;
- (ii) Regular temperature check for trainees using infrared thermometers;
- (iii) Create awareness encouraging trainees to encourage good hygiene practices;
- (iv) Clean and disinfect institute, classroom and labs, encouraging frequent and thorough washing of hands;
- (v) Early identification of potentially sick candidates and ensuring safety for others;
- (vi) Ensuring adherence to social distancing in the institute during the training; and
- (vii) Ensuring installation of Arogya Setu app by all trainees having smart phones;

10.3 Responsibility of Parents:-

Successful commencement of Training and education at the institutes are also highly dependent on the conditions at which the trainees reside at. Parents play a necessary role in ensuring trainees safety and thereby preventing the spread of the epidemic and may be sensitised for following:-

- i. Creating a healthy and hygienic environment at home;
- ii. Counselling their children to follow social distancing norms and inculcating healthy hygiene habits;
- iii. Understanding the symptoms of the disease, report any symptoms to the authorities as well as the institute so that other potential patients be identified in a timely manner;
- iv. Prevent stigma against the disease and encouraging their wards to be more welcoming towards recovered patients;
- v. Coordinate with the institute and its staff to receive information and providing assistance in incorporating institutes safety efforts;
- vi. Ensuring sanitization of trainee's belongings upon return from institute; and
- vii. Ensuring installation of Aarogya Setu app by them and their wards.

10.4 Responsibility of Trainees: -

Trainees need to understand the basic nuances of the disease including its symptoms and about how it gets transmitted for early identification and recovery. Some of the responsibilities of the trainees are:-

- (i) Following social distancing norms and good hygiene practices at institute and at home (regular hand washing and avoiding touching face in public);
- (ii) Avoid going to public places and go out only when necessary;
- (iii) Report any discomfort or any symptom to their parents and teachers immediately;
- (iv) Be welcoming towards recovered friends and teachers. Take regular counselling sessions with the counsellor and notify them of any pressing issues;
- (v) Avoid sharing of eating utensils, foods and drinks;
- (vi) Sharing the best practices learnt about preventing disease with family and friends; and
- (vii) Downloading Aarogya Setu app.

11 . Checklist for different Stake holders (as per Annexure)



11.1 Checklist for State and Centre:-

- (i) Gradual opening of ITIs across India, those ITIs which are in a hotspot should remain closed for elongated period;
- (ii) Providing online access to trainee through Bharat Skills portals etc. for them to cover the theory portion of the course;
- (iii) Installation of Aarogya Setu application to be made mandatory;
- (iv) Increasing the use of IT platform across trainees and trainers in order to ensure business continuity in time of crisis;
- (v) Planning for the FY in order to ensure that the loss of learning hours is minimized across the ecosystem; and
- (vi) Conduct training program for ITI principals and trainers on Covid 19 and the measures taken in order to minimize future cases and its likely impact.

11.2 Checklist for ITIs:-

- (i) Re-initiate discussion with the industry partners for OJT, DST, placements etc. as the case maybe;
- (ii) Gather feedback from the industry on the impact of COVID 19 and how it can be minimized in order not to affect the placement of the trainees;
- (iii) Sanitization of classrooms and labs. Ensure social distancing by initiating seating arrangement and prevent over-crowding of classroom;
- (iv) Avoid large gathering and trainee events/ sports event for the time being; and
- (v) Counselling session for the trainees in order to address issues owing to loss of learning hours and placements.

11.3 Checklist for Parents: -

- (i) Maintenance of hygiene at home and surroundings;
- (ii) Monitoring the health of their wards and teaching children about maintaining hygiene;
- (iii) Regular temperature checks and reporting any symptoms in a timely manner; and
- (iv) Ensure that regular discussions are done their ward to identify any cases of anxiety and depression.

11.4 Checklist for Trainees: -

- (i) Maintaining hygiene practices, adherence to guidelines and following social distancing norms;
- (ii) Reporting any symptoms to parents and teachers; and
- (iii) Teach and implement social distancing and hygiene practices amongst friends and family;

11.5 Checklist for various important advisories**11.5.1 Guidelines for home quarantine**

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

11.5.2 Advisory for social distancing

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

11.5.3 Disinfection of common public places

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

11.5.4 Manual on use of Home Made protective Cover for Face & Mouth

<https://www.mohfw.gov.in/pdf/Advisory&ManualonuseofHomemadeProtectiveCoverforFace&Mouth.pdf>

11.5.5 Guidelines for protective measures to contain spread of COVID-19 in workplace setting

<https://www.mohfw.gov.in/pdf/GuidelinesonpreventivemeasuresstocontainspreadofCOVID19inworkplacesettings.pdf>



Protect yourself and others!

Follow these Do's and Don'ts

Do's ✓



Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean



Cover your nose and mouth with handkerchief/tissue while sneezing and coughing



Throw used tissues into closed bins immediately after use



See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose



If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046



Avoid participating in large gatherings



Have a close contact with anyone, if you're experiencing cough and fever



Touch your eyes, nose and mouth



Don'ts ✗

Spit in public

Together we can fight Coronavirus

For further information :

Call at Ministry of Health, Govt. of India's 24X7 control room number

+91-11-2397 8046

Email at ncov2019@gmail.com

mohfw.gov.in

[@MoHFWIndia](https://www.facebook.com/MoHFWIndia)

[@MoHFW_INDIA](https://twitter.com/MoHFW_INDIA)

[mohfwindia](https://www.youtube.com/mohfwindia)

File No. DGT-MIS011/1/2018-O/o DIR (TC)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

1st Floor, CIRTES Building,
Pusa Campus, Pusa, New Delhi-110012
Dated: 07.09.2020

To,
All State Directors (dealing with Craftsman Training Scheme)

Sub:- Advisory on re-opening of ITIs after lockdown-reg.

Sir/Madam,

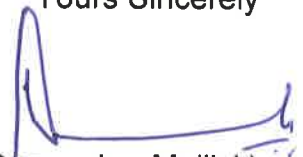
In reference to Ministry of Home Affairs order No: 40-3/2020-DM-I(A) (No. (1)(i)(d)) dated 29.08.2020, It has been decided that the Industrial Training Institutes will re-open and resume training activities in the Institute from 21st September, 2020 after lockdown due to COVID 19.

2. It is estimated that about 200 - 250 hours of training will need to be covered for completing the curriculum. In view of the varying field contexts, social distancing requirements and also constraints of capacity and physical space, with staggered time three concurrent batches may be called as follows: -
 - a. All 6 months,, 1year course and 2nd year of 2-year course from 21st September, 2020 onwards so that their examinations can be conducted from the first week of November, 2020.
 - b. All 1st year of 2-year course from 1st October, 2019 onwards and once their training course for first year is over than the training for second year be started from 10th November, 2020 by giving them provisional admissions to the second year. The examinations are proposed for first year after conclusion of 2(a) in the month of December 2020.
 - c. Wherever, the staggered onsite classes are not possible, the classes and workshops for newly admitted trainees for academic session 2020-21 &

2020-22 may be started online from 21st September onwards. The digital learning website of DGT – Bharat Skills will have revamped blended learning material for six high demand courses and e learning material for all the other courses.

- d. Complete training, wherever concurrent training owing to physical space and capacity constraint The States are advised to issue relevant directions to all ITIs (Government and Private) for resumption of training. It is in the State and resumior resuming training.
3. States Directorates/UTs as well as ITIs shall follow Ministry of Home Affairs (MHA) and Ministry of Health and Family Welfare (MoHFW) guidelines issued from time-to-time, as well as take into consideration local contextualities into consideration for initiating the training. The draft SOP for ITIs can be seen on the website of DGT, and will be mailed to you after finalization of it by the MOHFW. The advisory to be followed and get Institutes prepared to start training activities is annexed herewith.

Yours Sincerely



(Deepankar Mallick)

Deputy Director General

Encl: Annexure

Copy to:-

1. Sr PPS to DG/AS, DGT New Delhi.

2. All RDSDE's.

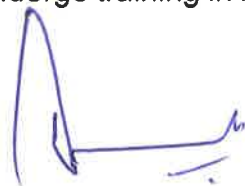
Advisory on re-opening of Industrial Training Institute

Sensitize District Administration: State Governments shall sensitize the District Administration and local Government authorities to extend support to ITIs as and when required. District Administration/local Government authorities shall also make regular visits to ITIs at frequent intervals to keep watch on the health condition of students as well as staff and take immediate action in case if any COVID positive case comes in to their knowledge.

Orientation to all Principals: State Government shall organize orientation program to all ITI Principals through Video Conference (VC) to sensitize them on steps to be followed when it is to be re-opened after lock down including complete sanitization of institute premises, providing hand sanitizers as well as thermal scanning provision at each entry point viz. Admin block, Class room area, workshop area, common areas, display of posters on social distancing, helpline numbers of hospitals and precautions to be taken during COVID-19 in all the ITIs.

Staggered timing for students: In order to maintain social distancing, ITIs shall follow staggered timings, and students of either one year course or two years course whose final exams are due in 2020 may be given preference in attending training classes (theory/practical) to complete the training by 31st October, 2020. ITIs shall also allow remaining students after watching the situation for at least two weeks, so that all the students can complete training before the examination which may be tentatively from 2nd November, 2020.

ITI premises used as Quarantine Centre: As many ITIs are being used as quarantine centers by District Administration, and if they were not handed over back to ITI management/authorities by 21st September, 2020 students of those ITIs shall be allowed to undergo training in nearby ITIs (Govt/Pvt) without any extra fee by students.

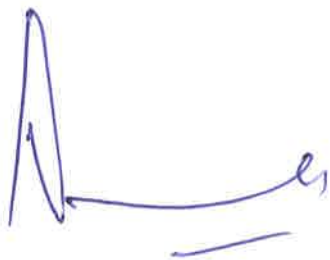


Reporting Weekly attendance: State Government shall report to DGT on weekly basis, attendance of students ITI wise, trade wise in the Google link shared bellow. All State Governments shall report on every Friday by 12 noon.

https://docs.google.com/spreadsheets/d/1XsECF3e5h7kjVi0gM_PiISkRL16l1i97d2R44yOSWgM/edit?usp=sharing

Training for students admitted for Session 2020-21/22: In order to maintain social distancing, students admitted for session 2020-21/22 shall be allowed to attend online classes for theory subjects till the completion of examination of previous batch students, and after that practical training shall be compensated as per syllabus.

Strict Monitoring of Activities : All Guidelines issued from time to time by Ministry of Home Affairs, Ministry of Health & Family Welfare.

A handwritten signature in blue ink, consisting of a large, stylized 'A' followed by a horizontal line and a small flourish.



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
Disaster Management, Relief, Rehabilitation &
Reconstruction Department
(State Executive Committee, Ladakh Disaster Management Authority)
Tele/Fax: 01982-255567, 01982-255568; e-mail: ladakhdivcom@gmail.com

Subject: - COVID-19 Management - Guidelines/instructions -reg.

Order No: - 24- DM(UTL) of 2021,
Dated: - 30.06.2021.

Whereas, the National Disaster Management Authority, (NDMA) vide Order No.40-3/2020-DM-I(A) dated: -27.05.2021 had issued guidelines for states /UTs to consider the containment measures for COVID-19, as conveyed vide MoHFW advisory dated, 25.04.2021, which were in force up to 30-6-2021.

Whereas, the National Disaster Management Authority, (NDMA) vide Order No.40-3/2020-DM-I(A) dated: -29.06.2021 has directed all the States/UTs authorities to consider containment measures for COVID-19, as conveyed vide Ministry of Health & Family Welfare (MoHFW) DO No. Z.28015/85/2021-DM Cell dated 28th June, 2021, for immediate implementation of targeted and prompt actions based on the assessment of the situation until 31-7-2021.

Now, therefore, under the directions of the aforesaid orders of NDMA, GoI and in exercise of the powers conferred under section 24 of the Disaster Management Act, 2005, the State Executive Committee, Ladakh Disaster Management Authority hereby directs that compliance to the aforesaid MoHFW advisory dated 28.06.2021 (**Annexure – I**) be enforced in the Union Territory of Ladakh for effective control of COVID-19, **until 31.07.2021** with the following COVID-19 containment guidelines.

1. General instructions:

- (i) All passengers arriving in Ladakh both by air and road are advised to get themselves tested for COVID-19, not earlier than 96 hours before their arrival in Ladakh from ICMR approved test laboratories. **The Tourists arriving in Ladakh both by air and road must have a negative RT-PCR report not older than 96 hours.** Such person(s)/Tourists who is/are without a valid COVID-19 test report of not older than **96 hours** before their arrival will undergo mandatory COVID-19 RTPCR/RAT test as mandated by the administration; and shall be quarantined at quarantine center or place of stay, at his/her own expenses till the time they are declared Covid negative.
- (ii) All Labours arriving in Ladakh both by air and road are advised to come through contractor(s) or labour agencies with COVID-19 test

report of **96 hours** before their arrival in Ladakh from ICMR approved test laboratories. Such labourers who arrive in Ladakh, without any COVID-19 test report shall be turned back at the cost of contractors/mates at the point of entry.

- (iii) Incoming passenger(s) who is/are declared suspects in the Aarogya Setu app will mandatorily be home quarantined for 14 days. In case, they develop any symptoms, they shall inform the District Surveillance Officer of the respective district immediately. Such persons will be administered a COVID-19 test by the District Surveillance Officer and till such time their test report is declared negative, they will have to stay under home quarantine along-with other family members.
- (iv) Any person(s) reported with severe COVID-19 symptom will be isolated by the District Administration along with their contacts irrespective of the mode of travel.
- (v) Persons arriving in Ladakh on official duty or duty which entails visiting offices or coming in contact with large number of people, or tourists, must strictly follow COVID-19 precautionary measures such as hand sanitization, social distancing, wearing of face mask at all times during the course of their stay in Ladakh. In case, they develop any symptoms, they shall inform the District Surveillance Officer of the respective districts immediately. Such persons will be administered a COVID-19 test by the District Surveillance Officer and till such time their test report is declared negative, they will have to stay under mandatory quarantine.
- (vi) The personnel of Defense and Central Armed Police Forces returning to duty by road or special flights are exempted from the above provisions and shall be allowed to proceed to their respective Units/Formations for necessary quarantine as per their internal procedures.
- (vii) All offices and workplaces in the Union Territory shall be sanitized on daily basis and in accordance with the SOP of the Ministry of Health & Family Welfare issued from time to time. Every Officer/Official/Employee will maintain sanitization facility outside their rooms and waiting areas, for each and every visitor and ensure compulsory wearing of face masks by each visitor. The office in-charge/head of the office will nominate an officer/official/employee by formal orders for ensuring that such hand sanitization and mask compliance by every visitor visiting their offices is ensured. Every office will ensure thermal temperature screening at the gate.
- (viii) All Hotels and other hospitality services will follow the SOP of Ministry of Health and Family Welfare, Government of India issued from time to time. Hotel/Guest house that accept bookings for guests (irrespective of their mode of arrival) will maintain details of guests with entire travel history, ensure daily screening of all their guests and report any guest

who is symptomatic to the District Surveillance Officer. Daily reports of screening will be submitted to the District Surveillance Officer by every Hotel/Guest house of both the Districts in a devised format to be circulated by the respective District Magistrates.

- (ix) The owners of Hotels/Guest houses/Home stays must also ensure social distancing, availability of hand sanitizer at their lobbies, restaurants, lawns and business centers and ensure frequent sanitization of common areas and spaces. The District Administration of the respective Districts shall get these facilities inspected periodically.
- (x) All shops, restaurants (including in hotels) including barber-shops, saloons and beauty parlors, will follow the SOPs of Ministry of Health & Family Welfare, Govt. of India issued from time to time. The District Magistrates will ensure regular inspections of shops/barbershops/restaurants/kitchens of restaurants etc.
- (xi) There shall be regulated parking on roads of bazaars, market areas by the respective District Administration to prevent congestion and ensure social distancing.
- (xii) Schools/educational institutes shall mandatory follow the Standard Operating Procedure (SOP), regarding health and safety precautions issued by School Education Department/Higher Education Department from time to time.
- (xiii) Swimming pools being used for training of sportspersons shall mandatory follow Standard Operating Procedure (SOP), regarding health and safety precautions issued by the Ministry of Youth Affairs & Sports, GoI.
- (xiv) Cinemas/theatres/multiplexes shall mandatory follow the Standard Operating Procedure (SOP), regarding health and safety precautions as per SOP issued by the Ministry of Information and Broadcasting, GoI.
- (xv) Entertainment parks and similar places shall mandatory follow the Standard Operating Procedure (SOP), regarding health and safety precautions issued by the Ministry of Health & Family Welfare (MoHFW), GoI.
- (xvi) Business to Business (B2B) Exhibitions shall mandatory follow the Standard Operating Procedure (SOP), regarding health and safety as per SOP issued by the Department of Commerce, GoI.
- (xvii) Religious places/places of worship will follow the Standard Operating Procedures (SOP) as per the precaution issued by the Ministry of Health & Family Welfare (MoHFW).
- (xviii) Social/ religious/ academic/ entertainment/ educational/ cultural/sports/ religious gathering/political functions and other congregations will be

permitted outside the containment zones up to a ceiling of 25 persons only or 50% of the hall capacity, whichever is less in case of indoor spaces and such gathering will be permitted up to a ceiling of 50 persons or 50% of the capacity of the space with social distancing, whichever is less in case of open space, only with the prior permission of the respective District Magistrates. Wearing of face masks, maintaining social distancing, provision of thermal scanning and use of hand wash or sanitizer will be mandatory.

- (xix) Marriages (attended by up to 50 persons) and funerals/last rites (attended by up to 20 persons) may be allowed outside the containment zone with the prior permission of the respective District Magistrates. Public transport (buses, taxis or any other authorized vehicle of public transport) will ply with a maximum of only 50% of its capacity as and when they are allowed to ply by respective DDMA, Leh and Kargil.
- (xx) The District Magistrates based on their assessment of the situation in their respective districts may impose night curfew, with a view to contain the spread of COVID-19.
- (xxi) The District Magistrates shall take all necessary measures to promote COVID-19 appropriate behavior within their respective Districts and shall also ensure strict enforcement of wearing of face masks, hand hygiene and social distancing norms. They shall also take necessary steps to regulate crowds in markets, public transport and various gatherings as per SOPs issued by MoHFW, GoI.

2. Guiding Principles

- i. Monitoring of cases by District Magistrates in their respective districts be done on a regular basis. Necessary action for containment and health infrastructure up-gradation be done, by further micro analysis based on cluster of cases at the district level.
- ii. Case positivity to be calculated based on total positive cases vis-à-vis samples tested during the week as one of the prime indicators of spread of infection in district. Test positivity of 10% or higher case in the last one week would imply the need for stringent containment and restrictions so as to control the spread of infection.
- iii. The districts need to analyze bed occupancy oxygen and ICU beds vis-a-vis availability of health infrastructure to ensure that it doesn't get overwhelmed. It is important to emphasize on up-gradation of health infrastructure and district shall plan such upgrades after having duly analyzed the case trajectory on a regular basis or if bed occupancy is more than 60% on either oxygen supported or ICU beds.

- iv. Restriction once imposed will remain in force for a minimum period of 14 days.

2. Effective enforcement of the Test-Track-Treat protocol:

➤ Test

- a) There is need to ensure that the tests being conducted are uniformly distributed in both the districts, with adequate testing to be done in district reporting higher number of cases. The proportion of RT-PCR tests in the total mix should be scaled up, on best effort basis, to 70% or more. Districts where proportion of RT-PCR tests is less should rapidly increase testing through this protocol, to reach the prescribed level.

➤ Track

- b) The new positive cases detected as a result of intensive testing need to be isolated/ quarantined at the earliest; and, their contacts have to be traced at the earliest, and similarly isolated/ quarantined. Containment Zones, accordingly, have to be demarcated and prescribed containment measures implemented within such Zones.
- c) Effective demarcation of Containment Zones, in vulnerable and high incidence areas, is key to breaking the chain of transmission and controlling the spread of the virus. Containment Zones shall be carefully demarcated by the district authorities, at the micro level, taking into consideration the guidelines prescribed by the Ministry of Health and Family Welfare (MoHFW) in this regard. The list of Containment Zones will be notified on the websites by the respective District Magistrates. This list will also be shared with MoHFW on a regular basis.
- d) Within the demarcated Containment Zones, containment measures, as prescribed by MoHFW, shall be scrupulously followed, as under:
 - Only essential activities shall be allowed in the Containment Zones.
 - There shall be strict perimeter control to ensure that there is no movement of people in or out of these zones, except for medical emergencies and for maintaining supply of essential goods and services.
 - There shall be intensive house-to-house surveillance by surveillance teams formed for the purpose.
 - Testing shall be carried out as per prescribed protocol.
 - Listing of contacts shall be carried out in respect of all persons found positive, along with their tracking, identification, quarantine and follow up of contacts for 14 days (80% of contacts to be traced in 72 hours).

quarantine and follow up of contacts for 14 days (80% of contacts to be traced in 72 hours).

- Surveillance for ILI/ SARI cases shall be carried out in health facilities or outreach mobile units or through fever clinics in buffer zones.
- **It shall be the responsibility of District Administration, District Police and Municipal Authorities to ensure that the prescribed Containment measures are strictly followed.**

➤ **Treat**

- e) Quick isolation of COVID-19 patients shall be ensured in treatment facilities/ home (subject to fulfilling the home isolation guidelines).
- f) Clinical interventions, as prescribed, shall be administered. Capacity building of health workers and professionals shall be an ongoing exercise, to be conducted at all levels, with a view to ensure that the prescribed clinical management protocol is understood clearly and administered accordingly.
- g) The concerned agencies- of the UT Administration shall ensure adequate availability of COVID dedicated health and logistics (including ambulatory) infrastructure and availability of adequate medical oxygen supply, based on their assessment of the case trajectory.
- h) Effective infection prevention and control practices shall be followed in treatment facilities and by health care workers and professionals.

3. COVID appropriate behavior:

- i. District Magistrates shall take all necessary measures to promote COVID-19 appropriate behavior. Strict enforcement of wearing of face masks, hand hygiene and social distancing must be ensured.
- ii. Wearing of face masks is an essential preventive measure. In order to enforce this core requirement, administrative actions, including imposition of appropriate fines, on persons not wearing face masks in public and work spaces shall be enforced.
- iii. Observance of social distancing in crowded places, especially in markets, weekly bazaars and public transport, is also critical for containing the spread of the infection. SOP issued by Ministry of Health and Family Welfare (MoHFW) to regulate crowds in market places, shall be strictly enforced by States and UTs.

regulating travel in other modes of public transport, e.g., buses, taxis etc., and ensure that these are strictly complied with.

- v. The National Directives for COVID-19 Management, as specified in **Annexure I**, shall be strictly followed throughout the UT.

4. Strict Adherence to the prescribed SOPs:

- i. All activities have been permitted outside Containment Zones and SOPs have been prescribed for various activities. These include: movement by passenger trains; air travel; metro trains; schools; higher educational institutions; hotels and restaurants; shopping malls, multiplexes and entertainment parks; yoga centers and gymnasiums; exhibitions, assemblies and congregations, etc.
- ii. The SOPs, as updated from time to time, shall be strictly enforced by the authorities concerned, who shall be responsible for their strict observance.

5. Vaccination:

- i. Vaccination against COVID-19, in the present scenario, is critical to break the chain of transmission. Therefore, the District Magistrate shall rapidly step up the pace of vaccination, as recommended by NEGVAC and approved by the Central Government, urgently and in an expeditious manner.

6. Local Restrictions:

- i. The District Magistrates, based on their assessment of the situation, may impose local restrictions at district/ sub-district and city/ ward level, with a view to containing the spread of COVID- 19 by ensuring compliance on the focused containment measures as mentioned in MoHFW advisory vide DO no: Z.28015/85/2021-DM Cell dated 28.06.2021. (Annexure I)
- ii. There shall be no restriction on inter-State and intra-State movement of persons and goods including those for cross land-border trade under treaties with neighbouring countries. No separate permission/ approval/ e-permit will be required for such movements.

7. Protection of vulnerable persons:

- i. Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years are advised to take necessary precautions.

8. Use of Aarogya Setu:

- i. Use of Aarogya Setu may continue on best effort basis on compatible mobile phones. This will facilitate timely provision of medical attention to those individuals who are at risk.

9. Strict enforcement of the guidelines:

- i. The District Magistrates shall strictly enforce the above guidelines/measures.
- ii. For the enforcement of social distancing, the District Magistrates may, as far as possible, use the provision of section 144 of the Criminal Procedure Code. (Cr.PC) of 1973.

10. Penal provisions:

- i. Any person violating the above guidelines/measures will be liable to be proceeded against as per the provision of section 51-60 of the Disaster Management Act, 2005, besides, legal action under Section 188 of IPC and other legal provisions as applicable.

Sd/-**(Saugat Biswas), IAS**

Member Secretary,
State Executive Committee,
Ladakh Disaster Management Authority.

No:-DMRRR/UTL/SOP/COVID-19/2021/4959-82

Dated:- 30.06.2021

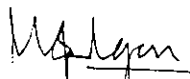
Copy for information to the:-

1. Principal Secretary, Health & ME/Revenue Department, Ladakh.
2. Joint Secretary, Jammu, Kashmir & Ladakh, Ministry of Home Affairs, GoI.
3. Joint Secretary, Disaster Management, Ministry of Home Affairs, GoI.
4. Additional Director General of Police, Ladakh.
5. Commissioner/Secretary, GAD/R&B/H&UD/School Education Department Ladakh.
6. Divisional Commissioner, Ladakh.
7. Administrative Secretary, PDD/YS&S Department, Ladakh.
8. Secretary, Information/Higher Education/Social Welfare Department, Ladakh.
9. Secretary, Tourism/Labour & Employment Department, Ladakh.
10. Deputy Commissioner, Leh/Kargil.
11. Sr. Superintendent of Police, Leh/Kargil.
12. Director, Health & Medical Education, Ladakh.
13. All Heads of the Departments, UT of Ladakh.
14. Chief Medical Officer, Leh/Kargil.
15. OSD with the Lieutenant Governor for information of the Hon'ble Lieutenant Governor.
16. Pvt. Secretary to Advisor to the Hon'ble Lt Governor for information of the Advisor.
17. Pvt. Secretary to the Chairman/Chief Executive Councilor, LAHDC Leh/Kargil for information of the Hon'ble CECs.
18. Director, KBR Airport, Leh.
19. District Informatics Officer, Leh for uploading on the UT Ladakh website.

M-17031(11)/21/2021-HR EDU SECTION

• 7403/2021/O/o OSD - HR EDU

19. District Informatics Officer, Leh for uploading on the UT Ladakh website.
20. Assistant Director Information, Leh/Kargil for necessary action.
21. President Hotel/Guest House owners Association, Leh/Kargil.
22. All Religious Heads of religious organizations of Leh/Kargil.
23. Order/Stock file. (w.2.s.c).


(Rigzin Spalgon) 30.6.21
Deputy Secretary
DMRRR, Ladakh.

No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001

Dated 29th June, 2021

ORDER

Whereas, an Order of even number dated 29th April 2021, was issued to ensure compliance to the containment measures for COVID-19, as conveyed vide Ministry of Health & Family Welfare (MoHFW) DO No. Z.28015/85/2021-DM Cell dated 25th April 2021, which was further extended for a period upto 30.06.2021 vide an Order of even number dated 27.05.2021;

And whereas, considering the need for containment of COVID-19 cases across the country, MoHFW vide DO No. Z.28015/85/2021-DM Cell dated 28th June 2021, has issued an advisory to all States and Union Territories (UTs), for implementing targeted and prompt actions for bringing the pandemic under control;

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, National Disaster Management Authority (NDMA) has directed the undersigned to issue an order, for containment of COVID-19 in the country;

Now therefore, in exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act 2005, the undersigned, hereby directs the State/ Union Territory Governments and State/ Union Territory Authorities to consider implementation of targeted and prompt actions for COVID-19 management, as conveyed vide aforesaid MoHFW advisory dated 28.06.2021, as per **Annexure-I**, until 31.07.2021. States/ UTs, will take the necessary measures, under the relevant provisions of the Disaster Management Act 2005. It is further directed that:

- (i) The National Directives for COVID-19 Management, as specified in **Annexure II**, shall continue to be strictly followed throughout the country.
- (ii) All the District Magistrates shall strictly enforce the above measures. For the enforcement of social distancing, State/ UT Governments may, as far as possible, use the provisions of Section 144 of the Criminal Procedure Code (CrPC) of 1973.
- (iii) Any person violating these measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of the IPC, and other legal provisions as applicable.

 29/06/2021
 Union Home Secretary

and, Chairman, National Executive Committee (NEC)

To:

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

(As per list attached)



GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE

RAJESH BHADRA, Joint Secretary
Ministry of Health and Family Welfare



GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
DEPARTMENT OF HEALTH AND FAMILY WELFARE
SAHIBGARDH, DELHI-110002
D.O No. Z.28015/85/2021-DM Cell
28th June 2021

This is in reference to my earlier DO letter of even number dated 25th April, 2021 wherein Ministry of Health and Family Welfare had shared with all States/UTs an implementation framework for intensive action and local containment in specific and well defined geographic units, to break and suppress the chain of transmission of SARS COV-2. This was also later reiterated by the Ministry of Home Affairs and orders regarding the same were issued under the DM Act 205 vide letter no. 40-3/2020-DM-I(A) dated 29th April 2021.

2. With a rise in COVID 19 trajectory across the country in April and May 2021, many States and UTs have undertaken restrictions and containment measures as per the aforesaid implementation framework. As a result, the trajectory of COVID 19 pandemic in the country is presently showing a steady decline.

3. In view of the declining number of cases being reported many States have initiated the implementation of relaxation measures. In this context it is critical that the lifting of restrictions/providing relaxations be carefully calibrated with continued focus on containment efforts to curb the spread of infection.

4. In order to bring uniformity in implementing graded restriction/relaxation measures for COVID 19, the need for following the framework earlier shared with the States for either imposition of restrictions or allowing relaxations based on the burden of disease and strain on healthcare infrastructure still remain important. Prompt and targeted actions need to be implemented by the States as detailed below:

A. Guiding Principles

- Monitoring of cases with districts as administrative units be done on a regular basis. Necessary action for containment and health infrastructure upgradation be done, by further micro analysis based on clusters of cases at the district level
- Case positivity calculated based on total positive cases vis-a-vis samples tested during the week is one of the prime indicators of the spread of infection in a district. Higher case positivity would imply the need for stringent containment and restrictions so as to control the spread of infection
- Similarly, each district needs to analyze bed occupancy oxygen and ICU beds) vis-a-vis the available health infrastructure to ensure that it doesn't get overwhelmed and seamless patient admission and follow up can be done. Higher bed occupancy is an indicator that the district needs to undertake specific measures to upgrade the available beds while focusing on containment activities equally vigorously. It is important to emphasize that a lead time is required to upgrade health infrastructure (a month or more) and hence districts need to plan such upgrades after having duly analyzed the case trajectory on a regular basis

: 2 :

- In view of the above, for prioritizing districts which need intensive follow up, States may continue to utilize the classification of risk profile of districts as already communicated by Ministry of Health and Family Welfare on 25th April 2021. Accordingly:
 - i) States/UTs may identify districts which require highest level of restrictions
 - ii) Remaining districts may be allowed higher degree of relaxations based on **lower weekly case positivity or a relatively low Bed occupancy (Oxygen and ICU beds) rates.**
 - iii) District with **high weekly case positivity or a high Bed occupancy (Oxygen and ICU beds)** as detailed above, would need intensive monitoring and hence State may consider appointing a senior officer from State headquarter as the Nodal Officer for these districts.
 - iv) District Nodal Officer will work in coordination with District Collector/Municipal Commissioner to identify cluster of new cases and ensure implementation of required containment activities including intensive action in areas reporting higher cases
 - v) Restrictions once imposed will remain in force for a minimum period of 14 days
 - vi) In remaining areas of the district not under containment action, clearly defined relaxations/restrictions may be provided.

B. Monitoring mechanism

- State government may consider monitoring the status of classification parameters on a weekly basis and ensure their wide publicity so as to inform community at large and obtain their support in management of Covid-19 while restrictions are imposed or relaxations are allowed.
- While positivity rates and bed occupancy rates are vital criteria that need to be monitored for selection of high focus districts requiring intensive public health action, States/UTs shall also regularly monitor districts with higher numbers of active cases per million population as it is an important indicator to predict need for upgrading health infrastructure and logistics so as to manage the cases.

C. Continued focus on 5-fold strategy for effective management of COVID-19

- COVID-19 is an ongoing challenge and hence it is important that States continue working on five pillars of COVID-19 Management i.e. "Test-Track-Treat-Vaccinate and adherence to COVID Appropriate Behavior".
- Early identification of cases is important for curbing the spread, and for this adequate testing is crucial. RT-PCR machines and sufficient kits to ensure required level of testing should accordingly be maintained (both RT-PCR and RAT) in all districts.

: 3 :

- c. Tracking and tracing through active case search by special teams and contact tracing and screening should be undertaken proactively.
 - d. In addition to following **Clinical Management Protocol**, States should focus on **upgradation of health infrastructure, timely commissioning of PSA Plants in hospitals, adequate planning for availability of medical oxygen, availability of logistics, maintaining buffer stock of drugs and taking up necessary action for creation /redesigning of appropriate COVID dedicated healthcare infrastructure, especially in peri-urban, rural and tribal areas.**
 - e. There is need for **upskilling/reskilling of human resources on latest Clinical Management Protocol.**
 - f. Furthermore, **effective planning for vaccination focusing on prompt coverage of priority groups and hubs of economic activity should be prioritized.**
 - g. COVID-19 management can succeed only through a whole of government & whole of society approach. Community engagement is critical & **adherence to Covid appropriate behavior** is crucial to guard against any surge in infection. This involves diligent use of masks/face covers, following physical distancing (2 gaj ki doori) and practicing respiratory & hand hygiene.
5. This normative advisory will ask the States/UTs to clearly define their policies and streamline their approaches for implementing graded restrictions/calibrated relaxation for management of Covid-19.
6. States/UTs can also plan additional public health measures as deemed necessary, based on their local context and situational analysis at the field level.
7. I am sure under your able leadership; we will be able to keep the momentum going and build on the progress made so far to bring the pandemic situation under control. Ministry of Health & Family Welfare will continue to provide requisite support to the States/UTs in this ongoing and collective effort

Yours sincerely

(Rajesh Bhushan)

Additional Chief Secretary/Principal Secretary/Secretary (Health) of all States/UTs

Copy to : Chief Secretary/Administrator of all States and UTs

(Rajesh Bhushan)

Copy for information to : Cabinet Secretary, Cabinet Secretariat, New Delhi
 Home Secretary, Ministry of Home Affairs, New Delhi

(Rajesh Bhushan)

Annexure II**NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT**

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (2 gaz ki doori) in public places.

Shops will ensure physical distancing among customers.

3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

Additional directives for Work Places

4. **Work from home (WfH):** As far as possible the practice of WfH should be followed.
 5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
 6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.
 7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
 8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers and other staff.
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