

**HIGH COURT OF GUJARAT
AT AHMEDABAD**

CIRCULAR NO. 3/RG/C

Dated : 22nd January, 2022

**STANDARD OPERATING PROCEDURE (SOP) FOR THE
DISTRICT AND TRIAL COURTS W.E.F. 24.01.2022 TILL
FURTHER ORDERS**

In view of the fact that large number of Covid-19 positive cases being reported everyday in all the districts, by circular dated 07.01.2022, the functioning of the District and Trial Courts came to be restricted and circular dated 07.01.2022 came to be issued whereunder it was ordered that all district and Taluka Courts would function in virtual mode namely only through video conferencing w.e.f. 10.01.2022. Further, by circular No. 2/RG-C dated 09.01.2022 guidelines for filing of cases in the courts of District Judiciary, during virtual working of the Courts came to be issued.

In light of requests received from the Gujarat State Bar Council and different Taluka Bar Associations, SOP Committee constituted for monitoring the working of the District and Taluka Courts was convened by the Hon'ble the Chief Justice on 18.01.2022 which was attended to by the members of the Task Force constituted by the Government of Gujarat including

the experts namely Dr. Manoj Agrawal, Additional Chief Secretary, Health and Family Welfare Department, Dr. JayprakashShivhare, Secretary and Commissioner, Health Department, Govt. of Gujarat, Dr. Nayan P. Jani, Additional Director, Family Welfare and State Immunization Officer, Govt. of Gujarat, Dr. Dilip Mavlankar, Director, I.I.P.H., Gandhinagar, Dr. Shyam Pingle, Senior Occupational, Health Physician, IIPH, Gandhinagar, Dr. Atul Patel, Physician, Dr. R.K. Patel, Physician, Dr. Tushar Patel, Pulmonologist and Dr. Parthiv Mehta, Pulmonologist who are all the members of the Task Force. In the background of opinion expressed by the members of the Task Force, the SOP committee resolved to commence limited physical functioning of the trial Courts in certain districts, where the Corona virus positive cases is less than 100, subject to restrictions and conditions suggested at the joint meeting.

Having regard to the aforesaid deliberations including the valuable suggestions and inputs received and to ensure there is no congregation in the court complex and to avoid the spread of Covid-19 in the court complexes and keeping in mind the order dated 06.04.2020 passed by the Hon'ble Supreme Court of India (in Suo Moto Writ Petition (Civil) No. 5/2020 in Re : Cognizance for extension of limitation), whereunder the Hon'ble Apex Court has observed that Courts should not contribute for spread of Covid, it has now been resolved to commence limited physical functioning of the trial Courts in the districts and Talukas more fully specified in **ANNEXURE-I** where the active

positive cases is less than 100 subject to the following stipulations, conditions and guidelines prescribed herein below to be followed in the Districts and Talukas (as per Annexure-I) w.e.f. 24.01.2022 till further orders : -

1. The Judicial Officers shall commence regular functioning of their Courts from 24.01.2022 till further orders.
2. As far as possible and subject to condition/stipulation at Serial No. 4 herein below, only hearing matters shall be listed i.e.
 - (A) 20 cases in the morning session and
 - (B) 20 cases in the afternoon session.
3. Only hearing of oral arguments is permitted in physical presence of Advocates. Endeavour shall be made to hear oral arguments through video conference. Only Advocates' representing the parties shall be allowed inside the Court and during the hearing. No party-in-person shall be permitted to conduct the case by appearing in Court-hall and his/her appearance will only be *via* video conferencing.
4. In addition to hearing matters, the Presiding Officers may list for recording evidence if so desired, preferably in consultation with concerned Advocates.
5. Evidence shall be recorded only by video conferencing except official witnesses. The recording of evidence shall be as per the video conferencing rules.

However, the Advocates on both sides can remain present in the Court-hall to conduct examination-in-chief and cross-examination.

6. No litigant, except witnesses and their Advocates shall be allowed entry into the Court-hall or court complex.
7. It shall be ensured by the Presiding Officer that at no point of time, the number of person present in the Court hall including the Advocate/s or Court staff shall exceed 20 in number.
8. In respect of date given matters, any time earlier to 24.01.2022, the concerned Presiding Officer shall use the option of "bulk proceedings" in CIS and assign the future date as found convenient, retaining only 20 cases for hearing / recording evidence per day and the same shall be notified to the concerned through SMS. It shall be ensured that SMS is sent to the Advocates whose cases will not be taken up. SMS shall be sent on registered cell phone number of the Advocates concerned atleast in the morning on the date on which the case is fixed.
9. The Presiding Officer is at liberty to organize the Court work in his/her court in any other manner found expedient ensuring that the Court is engaged whole day and under no circumstance, total number of persons attending the proceedings shall exceed 20 at any given point of time.

10. The schedule of sitting of Judges for the period from 24.01.2022 to 05.02.2022 shall be prepared and notified on the concerned District Court's websites latest by 09:00 am on 27.02.2022 and copies thereof shall be supplied to the Bar Association at the District and the Taluka places.
11. The Advocates, staff and the litigants shall scrupulously maintain the norms of social distancing by always maintaining a minimum distance of one metre and shall scrupulously follow the directions and guidelines issued by the High Court from time to time as well as the advisories/SOP issued by the Government of Gujarat and guidelines issued by the Government of India from time to time.
12. The Principal District and Sessions Judge or the Senior Judge of the Taluka shall have discretion to restrict the number of employees to the Court premises depending upon the exigencies and the local conditions.
13. The Courts falling within the area declared as containment area or zone by the State Government, the Court proceedings shall be conducted through video conferencing adhering to the video conferencing rules and the guidelines prescribed by the High Court.
14. The cause-list restricting 40 cases per day shall be prepared on the previous day and it shall be uploaded in CIS as well as put up in the District Courts Web Portal. Further on daily basis, the cause-list shall be notified on

the notice board on the concerned Court with manual entry of the cancelled cases' lists with future appearing dates. It shall also be notified in the District Court Web Portal in addition to sending SMS to Advocates.

15. The process of filing shall be personally supervised by the Principal District and Sessions Judge in the District Courts and in other Courts by the senior most Judges available to ensure social distancing and other prescribed protocols and norms are strictly followed. (The guidelines issued for physical filing and E-mail filing under the circular No. 2/RG-C dated 09.01.2022 may be referred)
16. Separate filing counters shall be provided for criminal and civil matters, payment of court fees and after making/ filing of applications and for supplying certified copies. Filing shall not be accepted from any person who is not wearing proper mask and who has not followed the norms of social distancing.
17. In addition to the guidelines issued under Circular No. 2/RG-C dated 09.01.2022 for physical filing and registration, the following action plan shall be followed with necessary adaptation to local conditions namely : -
 - (a) The official deputed to work at the filing counters shall be provided with required number of N-95 masks, gloves and sanitizer before commencement of the work.
 - (b) Para-legal volunteers shall be deputed near the filing counters to monitor social distancing and prescribed

Covid norms to be followed by all the persons at the counters and persons entering the Court premises.

- (c) The officials at the filing counters shall insist upon the Advocates, party-in-person, Advocates' Clerk to mention or indicate their mobile numbers and e-mail ID in the vakalatnama for further correspondence with regard to status of the case.
 - (d) Only new cases wherein the applications or note for urgency has been moved, same shall be dealt by the Registry of the trial court in the manner prescribed in the Circular No. 2/RG-C dated 09.01.2022 vide Clause-2.
 - (e) After scrutiny, intimation be sent to the concerned, either for rectification of the objections to the registered mobile number / E-mail ID.
18. The entry of litigants and visitors to the Court precincts / premises is regulated as indicated hereinabove. Entry into the Court premises to the witnesses shall be given on showing a copy of the witness summon at the entry point.
19. Strict checking shall be carried out at the entry point.
20. Principal District and Sessions Judge shall ensure that minimum number of entry points to the Court premises are kept open. At all the entry points, which are kept open, Health Workers of the Government and the Police Personnel shall remain present who will regulate the entry in terms of these guidelines. Every person

accessing the entry point including the Judicial Officers, Advocates, Court staff shall be checked by Health Workers by using thermo sensor gun. In case of staff members, entry shall be allowed only on showing the identity cards. Entry of the members of the Bar shall be after verifying the Identity Card. The persons desirous of seeking entry in the Court premises shall stand in queue maintaining social distancing and wearing mask.

21. No one with symptoms of cough, fever, running nose etc., shall be allowed entry into the court complex. Only those who are asymptomatic will be allowed entry. Persons with such symptoms shall be immediately informed to visit the nearest government dispensary or hospital.
22. The Principal District and Sessions Judge or the Unit Head, as the case may be, shall take steps to sanitize the Court premises at least once in a week.
23. The applicants seeking exemption from personal appearance of the complainant and accused shall be liberally dealt with.
24. The recording of the statement under section 164 of Cr.P.C. shall be, as far as possible, conducted through video conferencing as per the guidelines issued by the High Court of Gujarat and Supreme Court of India and unless otherwise ordered with reasons. The production of first remand shall be as far as possible by physical production of the accused as indicated in paragraph 3 of

the Circular No 2/RG/C dated 09.01.2022. However, by recording reasons, the Magistrate concerned can permit production of accused for the first remand by way of video conferencing. The Courts shall follow the guidelines laid down by the Apex Court and the video conferencing rules framed by the High Court.

25. Bar Association office, canteens, and any other outlets located within the Court precincts, shall be kept closed until further orders. After entering the Court premises, the Advocate/s shall not sit in passages, corridors or lobby of the Court premises and shall leave the Court premises on completion of their matters.
26. All Bar Associations shall ensure that before the members of the Bar entering the Court precincts, as a onetime measure, a written declaration be given to the effect that they have not visited any of the containment area in the recent past.
27. The Gujarat State Bar Council shall provide a format of such declaration to all the Bar Associations in the State.
28. Any Advocate intending to avail the service of his clerk, may apply to the concerned Principal District Judge or the Principal Judge/Judicial Officer for issuance of temporary Identity card / pass for the purposes of filing the papers, applying for certified copy, receiving of certified copies etc.
29. The Advocates' Clerks shall be allowed to enter the premises of the Court only on production of identity card

or pass issued by the Principal District Judge or the Principal Judge/Judicial Officer of the Taluka as the case may be.

30. The concerned Principal District Judge shall constitute a committee of Member Secretary, DLSA, the Court Manager and System Officer or System Assistant to educate the Advocates regarding E-filing and video conferencing.
31. The Principal District Judge or the Presiding Officers at the Taluka level shall convene meeting of Advocates and the office bearers of the Bar Association to solicit their co-operation for strict compliance of the above guidelines.
32. The Principal District Judge / Principal Judge shall make all endeavours to organize E-awareness programme with the aid of local health experts and district administration for the benefit of all the stakeholders in the administration of justice.
33. The notaries, Oath Commissioners shall not be allowed to function inside the precincts of the Court until further orders.
34. Judges should wear N-95 masks while sitting on Dais.
35. Any infraction of these guidelines or non-cooperation in implementation of the guidelines may result in closure of the Court complex as ordered by the Hon'ble Chief Justice, on the basis of the report of the Unit Heads / Principal District Judges.

36. The reference to '**Principal District Judge**' in these guidelines shall mean and include **Principal Judges** of all Courts.
37. The Principal District and Sessions Judge shall hold regular meetings with all the stakeholders such as Collector, Superintendent of Police, Bar Association, State Government Health Officials etc. by virtual mode. The first meeting shall be held positively on 24.01.2022.
38. A dedicated e-mail ID as per **ANNEXURE – II** has been created for the purposes of addressing any issues relating to the observations of SOP and the jurisdictional Principal District Judge shall constantly monitor the same and redress the said issues.
39. The physical functioning of Courts have been commenced in the background of experts' opinion. As and when the number of active Covid cases exceed 100 or reduced to 100, a decision for closure of physical functioning and commencement of virtual court or commencement of physical functioning from virtual functioning as the case may be, would be taken by the SOP Committee.

RE. : COURTS FUNCTIONING EXCLUSIVELY OR ONLY ON VIRTUAL MODE :

- (a) The learned Advocates who intend to appear in the Remand Courts would be permitted to enter the

Court rooms only when their cases are called, so as to avoid congregation or gathering inside the Court hall and to prevent the gathering.

- (b) The learned Advocates shall extend full cooperation to the security personnel in this regard.

BY ORDER OF HON'BLE CHIEF JUSTICE

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(REGISTRAR GENERAL)

Enclosure:

1. ANNEXURE I List of Courts to Resume Working in Physical Mode
2. ANNEXURE II – List of Email addresses for Redressal of Issues relating to Implementation of SOP
3. Advisory

ANNEXURE - I**HIGH COURT OF GUJARAT****Courts to Resume Work in Physical Mode from 24-01-2022 as per S.O.P.
dtd. 22-01-2022**

Sr. No.	District	Courts at following stations to work in Physical Mode from 24-01-2022
1	Ahmedabad	Detroj
2		Dholera
3		Mandal
4		Dhandhuka
5		Bavla
6		Viramgam
7		Dholka
8	Amreli	Babra
9		Bagasara
10		Dhari
11		Jafrabad
12		Khambha
13		Vadia
14		Lathi
15		Lilia
16		Rajula
17		Savarkundla
18	Anand	Anklav
19		Borsad
20		Khambhat
21		Sojitra
22		Tarapur
23		Umreth
24	Arvalli	Bayad
25		Bhiloda
26		Dhansura
27		Malpur
28		Meghraj
29	Modasa [HQ]	
30	Banaskantha	Amirgadh
31		Bhabhar
32		Danta
33		Dantiwada
34		Deodar
35		Dhanera
36		Shihori
37		Lakhani
38		Sui gam
39		Tharad
40		Vadgam
41		Vav
42	Bharuch	Amod
43		Hansot
44		Jambusar
45		Netrang
46		Vagra
47	Valia	
48	Bhavnagar	Gariadhar
49		Ghogha
50		Jesar

ANNEXURE - I**HIGH COURT OF GUJARAT****Courts to Resume Work in Physical Mode from 24-01-2022 as per S.O.P.
dtd. 22-01-2022**

Sr. No.	District	Courts at following stations to work in Physical Mode from 24-01-2022
51		Palitana
52		Sihor
53		Talaja
54		Umralla
55		Vallabhipur
56	Botad	Barwala
57		Botad
58		Gadhada
59		Ranpur
60	Chhota Udaipur	Bodeli
61		Chhota Udaipur
62		Jetpur Pavi
63		Kavant
64		Nasvadi
65		Sankheda
66	Dahod	Devgadbaria
67		Dhanpur
68		Fatepura
69		Garbada
70		Jhalod
71		Limkheda
72		Sanjeli
73	Devbhumi Dwarka	Bhanvad
74		Kalyanpur
75		Khambhalia [HQ]
76	Gandhinagar	Dehgam
77	Gir Somnath	Kodinar
78		Veraval [HQ]
79		Sutrapada
80		Talala
81		Una
82	Jamnagar	Dhrol
83		Jamjodhpur
84		Jodiya
85		Kalavad
86	Junagadh	Bhesan
87		Keshod
88		Malia Hatina
89		Manavadar
90		Mangrol
91		Mendarda
92		Vanthali
93		Visavadar
94	Kachchh	Naliya
95		Bhachau
96		Lakhpatt
97		Mandvi
98		Nakhatrana
99		Rapar
100		Khavda

ANNEXURE - I**HIGH COURT OF GUJARAT****Courts to Resume Work in Physical Mode from 24-01-2022 as per S.O.P.
dtd. 22-01-2022**

Sr. No.	District	Courts at following stations to work in Physical Mode from 24-01-2022
101	Kheda	Galteshwar
102		Kapadvanj
103		Kathlal
104		Kheda
105		Mahudha
106		Matar
107		Mehmedabad
108		Thasra
109		Dakor
110		Vaso
111	Mahesana	Kheralu
112		Satlasana
113		Vadnagar
114	Mahisagar	Balasinor
115		Kadana
116		Khanpur
117		Lunawada [HQ]
118		Santrampur
119		Virpur
120	Morbi	Halvad
121		Maliya
122		Wankaner
123	Narmada	Dediapada
124		Garudeshwar
125		Sagbara
126		Tilakwada
127	Navsari	Ahwa
128		Subir
129		Waghai
130		Khergam
131	Panchmahal	Ghoghamba
132		Halol
133		Jambughoda
134		Kalol
135		Morwa Hadaf
136		Shehera
137	Patan	Harij
138		Radhanpur
139		Sami
140		Santalpur at Varahi
141		Sarsvati
142		Shankheswar
143	Porbandar	Kutiya
144		Ranavav
145	Rajkot	Jamkandorna
146		Jasdan
147		Kotda Sangani
148		Lodhika
149		Paddhari
150		Vinchhiya

ANNEXURE - I**HIGH COURT OF GUJARAT****Courts to Resume Work in Physical Mode from 24-01-2022 as per S.O.P.
dtd. 22-01-2022**

Sr. No.	District	Courts at following stations to work in Physical Mode from 24-01-2022
151		Upleta
152		Bhayavadar
153	Sabarkantha	Idar
154		Khedbrahma
155		Poshina
156		Prantij
157		Talod
158		Vadali
159		Vijaynagar
160		Surat
161	Surendranagar	Chotila
162		Chuda
163		Lakhtar
164		Limbdi
165		Muli
166		Patdi
167		Sayla
168		Thangadh
169	Tapi	Dolvan
170		Nizar
171		Songadh
172		Uchchhal
173		Valod
174	Vadodara	Dabhoi
175		Desar
176		Karjan
177		Savli
178		Sinor
179	Valsad	Kaprada

ANNEXURE- II
HIGH COURT OF GUJARAT
Email Addresses for Redressal of Issues relating to Implementation
of SOP dtd. 22-01-2022

Sr. No.	District Court	SOP Email Address
1	Ahmedabad	sop.dcourt.ahd@gmail.com
2	Amreli	sop.dcourt.amr@gmail.com
3	Anand	sop.dcourt.and@gmail.com
4	Aravalli (Modasa)	sop.dcourt.arv@gmail.com
5	Banaskantha (Palanpur)	sop.dcourt.ban@gmail.com
6	Bharuch	sop.dcourt.bha@gmail.com
7	Bhavnagar	sop.dcourt.bav@gmail.com
8	Botad	sop.dcourt.btd@gmail.com
9	Chhota Udepur	sop.dcourt.cup@gmail.com
10	Dahod	sop.dcourt.dah@gmail.com
11	Devbhoomi Dwarka (Khambhalia)	sop.dcourt.dev@gmail.com
12	Gandhinagar	sop.dcourt.gnr@gmail.com
13	Gir Somnath (Veraval)	sop.dcourt.gir@gmail.com
14	Jamnagar	sop.dcourt.jam@gmail.com
15	Junagadh	sop.dcourt.jun@gmail.com
16	Kachchh (Bhuj)	sop.dcourt.kut@gmail.com
17	Kheda (Nadiad)	sop.dcourt.khe@gmail.com
18	Mahisagar (Lunavada)	sop.dcourt.mah@gmail.com
19	Mehsana	sop.dcourt.meh@gmail.com
20	Morbi	sop.dcourt.mrb@gmail.com
21	Narmada (Rajpipla)	sop.dcourt.nar@gmail.com
22	Navsari	sop.dcourt.nav@gmail.com
23	Panchmahal (Godhra)	sop.dcourt.pan@gmail.com
24	Patan	sop.dcourt.pat@gmail.com
25	Porbandar	sop.dcourt.por@gmail.com
26	Rajkot	sop.dcourt.raj@gmail.com
27	Sabarkantha (Himmatnagar)	sop.dcourt.sab@gmail.com
28	Surat	sop.dcourt.sut@gmail.com
29	Surendranagar	sop.dcourt.srn@gmail.com
30	Tapi (Vyara)	sop.dcourt.tpi@gmail.com
31	Vadodara	sop.dcourt.vad@gmail.com
32	Valsad	sop.dcourt.val@gmail.com

**Advisory for High Court, District Courts and Trial Courts
in the context of COVID – 19 in Gujarat**

22.01.2022

Background :

In view of Covid-19 pandemic, Government of Gujarat is taking all necessary preventive and control measures to contain the pandemic. It is essential to ensure infection prevention and control measures in court premises. These measures shall be adopted by Judicial Officers, staff of High Court, District Courts and trial Courts to protect themselves from being infected by Covid-19 during their judicial work.

1.1 At the Entrance :

- Designated person will undertake thermal screening (for fever) of all staff, advocates, police personnel, witnesses, those under trial and visitors by holding the thermal scanner from 3 to 15 cm away from the person's forehead. If temperature is ≥ 37.5 C (≥ 99.5 F) such persons shall not be allowed and referred to fever clinic or dial Government of Gujarat helpline No. 104 for advice.
- All those entering the premises shall be screened at separate entry points (staff/advocates and visitors shall be screened separately)

- The names and cell phone numbers of the persons entering the Court premises shall be recorded. No one shall be allowed to enter the Court premises without wearing a face mask.
- Physical distance of more than 1 metre shall be maintained at all times and avoid hand shaking. There shall not be overcrowding at the entry.
- Alcohol based handrub/sanitizer shall be made available at all points.
- The staff/visitors shall maintain cough etiquette; they are advised to cover their mouth and nose with a disposable tissue paper/handkerchief when they sneeze/cough. The used tissue papers shall be disposed of in closed dustbins. If they don't have tissue papers/handkerchief, they should cover the mouth and nose by elbow.

1.2 Within the Court premises :

For Court Staff :

- Avoid close contact with anyone and maintain atleast 1 metre distance.
- Frequently wash your hands with soap and water or use alcohol based hand rub / sanitizer (Enclosure 1).
- Avoid touching eyes, nose and mouth frequently.

- Avoid handshake, maintain hand hygiene while handling files.
- Do not arrange meetings including sitting in groups at anyplace; virtual meetings are encouraged.
- Seating arrangements has to be done in such a way that a distance of at least 2 metre is maintained.
- Download AarogyaSetu App and do self assessment daily.
- If any staff develops symptoms like fever, cold cough, throat pain and difficulty in breathing, he/she shall not be permitted to work and refer them to fever clinic or dial Government of Gujarat helpline No. 104.

1.3 For visitors in the court hall :

- Physical distance of more than 1 metre shall be maintained at all times and avoid hand shaking.
- Always use face masks at all times.
- Alcohol based handrub/sanitizer shall be frequently used.
- Visitors shall maintain cough etiquette, they are advised to cover their mouth and nose with a disposable tissue paper/handkerchief when they sneeze/cough, used tissue papers must be disposed

in closed dustbins, if they don't have tissue papers/handkerchief, they should cover mouth and nose by elbow.

- If any visitor has symptoms of COVID 19, they shall be referred immediately to fever clinic or dial Government of Gujarat helpline No. 104.

1.4 Cleaning of Court premises :

Areas	Frequency	Method of Cleaning and disinfection
Common areas – waiting, verandah, reception, office rooms, court hall, staff room, judges room and floors	Once daily	With common detergent and water or 1% sodium hypochlorite (See Enclosure -2 for preparation) Clean the mop with water and 1% sodium hypochlorite and sundry
Lifts, stairways, door handles & knobs, table tops, telephone,	Once daily	Wiping clothes dipped in 7% Lysol or any 70% alcohol based disinfectant

window shields, switches etc.		
Canteens and cafeteria	Once daily	With common detergent and water or 1% sodium hypochlorite (See Enclosure - 2 for preparation) Clean the mop with water and 1% sodium hypochlorite and sundry
Toilets	Minimum twice daily	1% sodium hypochlorite Not to use the toilet for half an hour
Curtains and table clothes	Once a week	Wash with hot water (70 degree or more) and laundry detergents

1.5 Canteens and Cafeteria

- All staff should be screened daily for symptoms like fever, cough, cold and throat pain. Those having such symptoms shall not be permitted to attend work

and seek medical advice or dial Government of Gujarat helpline No. 104.

- Ensure physical distancing of more than 1 metre. Seating arrangements has to be done in such a way that physical distancing is maintained.
- Cough etiquette : every individual has to observe personal hygiene while coughing, sneezing, etc. Nose and mouth shall be closed by elbow while coughing and sneezing. If hand cloth is used it shall be frequently washed. If tissue paper is used, it shall not be thrown indiscriminately and to be disposed of in closed dustbin.
- Frequent hand washing for at least 20 seconds is advised. The proper steps of hand washing are to be noted. (Enclosure 1). The hands shall be disinfected with sanitizer regularly if frequent hand washing is not possible. Ensure liquid soap / dispenser is provided at hand-wash facility. Hand sanitizers shall be placed at entrance, counters, tables and other appropriate places.
- All food-handlers shall wear facemask, hand gloves, head-cap and apron. The facemask shall cover nose and mouth properly. Avoid touching your mask while using it; Replace mask with a new one as soon as it is moist or at least every six hours. Do not re-use single use masks. To remove the mask, remove it

from behind (do not touch the front of the mask); discard immediately in a closed bin; wash hands with soap & water or alcohol-based sanitizer.

- All staff shall take bath after reaching home. The clothes shall be washed separately with detergent and sun dried. Use sanitizer to clean accessories such as watch, belt, mobile phone, glasses and others.
- Toilets and washrooms must be disinfected based on GOI guidelines.

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

- Keep doors open during working hours to prevent frequent touching and to minimize contact. Common touch points like door handles, racks, billing counters etc. shall be cleaned and sanitized frequently.
- All milk packets, vegetables and grocery packets shall be cleaned immediately with running water and stored appropriately.
- All prepared foods shall be stored in closed containers.
- All utensils, instruments, cutlery, crockery shall be washed thoroughly using warm water with detergent.
- Encourage digital forms of payment.

- Display posters and regular announcements to follow physical distancing, hand hygiene and cough etiquette.
- Ensure that visitors follow queue with physical distancing by marking boxes on the floor and do not crowd near the cash counter/food counter.
- A suitable person shall be designated to monitor and ensure compliance to the above requirements.

2. Actions to be taken if any staff tests positive for COVID-19 :

- 2.1 If any staff develops symptoms of covid-19 such as fever, cold, cough, throat pain, difficulty in breathing, etc. he/she shall be immediately moved to an area away from other individuals. If possible, find a room or area where they can be isolated behind a closed door, open the window for ventilation wherever possible and switch off AC.
- 2.2 The staff who is unwell shall be provided with face mask and he/she shall wear it. While they wait for medical advice, they should avoid any contact with other staff, avoid touching others, surfaces and objects. In case face mask is not available, advise to cover mouth and nose with a disposable tissue or handkerchief while coughing/sneezing and then

dispose of the tissue paper in a closed bin. If tissue paper / handkerchief is not available, they should cover mouth and nose by elbow. If they need to go to restroom, they should use a separate one, if available. In short, he/she shall follow cough etiquette, hand hygiene practices and physical distancing from other co-workers.

- 2.3 If any staff reports of Covid-19 symptoms over the phone, then the staff shall contact Government of Gujarat helpline by dialing No. 104 or directly visit the nearby fever clinic/hospital for medical consultation. Such staff shall not be permitted to report to work.
- 2.4 Once a COVID positive case (patient) is diagnosed, inform and facilitate the district health authorities for carrying out contact listing and tracking as per the guidelines of Government of Gujarat (GOG).
- 2.5 The premises including all surfaces, floors, lifts, railings, stairs desks, vehicles etc. shall be disinfected using 1% sodium hypochlorite solution. The premises can be re-used from the next day. If the premises continue to report new COVID 19 cases in the subsequent days, District Health Officer / Chief Health Officer (PH) BBMP shall investigate and recommend further action on case-to-case basis.

- 2.6 Irrespective of the COVID-19 status, all surfaces that the symptomatic staff has come in contact must be cleaned with 1% sodium hypochlorite solution including objects visibly contaminated with body fluids/respiratory secretions, and all potentially contaminated high contact areas such as telephones, computers, tables, door handles, washrooms, etc.
- 2.7 After the staff is free from symptoms and fully recovers, he/shall be allowed to resume work.

A suitable person shall be designated as "Nodal Officer" to monitor and ensure compliance to the above requirements and also liaise with Health Department for guidance from time to time.

Enclosure – 1

Steps in hand washing – minimum 20 seconds of hand washing is encouraged



1
Apply a small amount (about 3 ml) of the product in a cupped hand



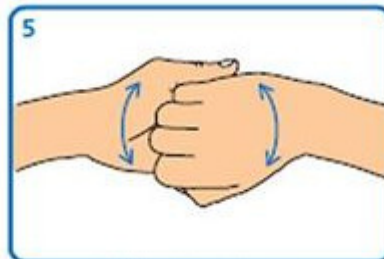
2
Rub hands together palm to palm, spreading the handrub over the hands



3
Rub back of each hand with palm of other hand with fingers interlaced



4
Rub palm to palm with fingers interlaced



5
Rub back of fingers to opposing palms with fingers interlocked



6
Rub each thumb clasped in opposite hand using a rotational movement



7
Rub tips of fingers in opposite palm in a circular motion



8
Rub each wrist with opposite hand



9
Wait until product has evaporated and hands are dry (do not use paper towels)

Enclosure – 2 : Guidelines for preparation of 1% sodium hypochlorite solution and Lysol

Product	Available Chlorine	1 percent
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (Sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/tablet) - tablets	60%	11 tablets to 1 litre water
Chloramine – powder	25%	80 g to 1 litre water
Bleaching Powder	70%	7 g to 1 litre water
Lysol for disinfection Lysol IP (50% Cresol and 50% liquid soap)	-	2.5% Lysol (1 litre of Lysol in 19 litres of water)