

**Government of Punjab
Department of Home Affairs & Justice**

To

1. All the Administrative Secretaries
2. All the Divisional Commissioners and the Deputy Commissioners in the State
3. All the Zonal IGPs, Commissioners of Police, DIGs and SSPs in the State

No.SS/ACSH/2020/424

Dated: Chandigarh, the 17th day of May 2020.

Sub: **Lockdown 4.0 – Guidelines to be implemented w.e.f. 18.05.2020 to 31.05.2020.**

Kindly find enclosed herewith guidelines of the Ministry of Home Affairs (MHA), Government of India, issued vide their Order No.40-3/2020-DM-I(A) dated the 17th May, 2020 extending the lockdown for a further period of 2 weeks from 18.05.2020 to 31.05.2020.

The State Government has decided that the Deputy Commissioners would not extend curfew beyond 17.05.2020. However, lockdown shall continue till 31.05.2020. The guidelines to be followed during the extended period of lockdown from 18.05.2020 to 31.05.2020 are given in the following paragraphs for strict compliance.

2. Containment, Buffer, Red, Green and Orange Zones:

- (i) The delineation of Red, Green and Orange Zones will be decided by the State Government after taking into consideration the parameters shared by the Ministry of Health & Family Welfare (MoHFW), Government of India (GoI).
- (ii) Within the Red and Orange Zones, Containment Zones and Buffer Zones will be demarcated by the District authorities after taking into consideration the guidelines of MoHFW.
- (iii) In the Containment Zones, only essential activities shall be allowed. There shall be a strict perimeter control. There are separate guidelines of MoHFW in regard to activities in the Containment Zones and those will be strictly followed.

The classification of districts in different zones is being worked out by the Health Department and it would shortly be shared with you.

3. In supersession of all previous guidelines, the following guidelines would be applicable in the State during the extended period of lockdown from 18.05.2020 to 31.05.2020 outside the containment zones-

(i) Movement of persons- Night curfew:

The movement of individuals for all the non-essential activities shall remain prohibited between 7.00 pm to 7.00 am. The district authorities are

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accordingly directed to issue prohibitory orders u/s 144 of Cr.PC and ensure strict compliance.

In so far, as non-essential travel is concerned, it shall be avoided as far as possible.

The persons above 65 years of age, persons with co-morbidity, pregnant women and children below the age of 10 years shall stay at home except for essential requirements and for health purposes.

(ii) **SOP and National Directives:**

The Standard Operating Procedure (SOP) for movement of persons as mentioned in Annexure-I and National Directives as specified in Annexure-II to MHA guidelines dated 17.05.2020 shall be followed throughout the State.

(iii) **Prohibited activities:**

The following activities shall continue to be prohibited:

- (i) Schools, colleges and other educational institutions and coaching institutes.
- (ii) Hotels, restaurants and other hospitality services other than those used by the State Government for housing the stranded persons and for quarantine etc.
- (iii) Cinema halls, malls, shopping complexes, gymnasiums, swimming pools, entertainment parks, theatres, bars, auditoriums, assembly halls and similar places.
- (iv) All social, political, sports, entertainment, academic, cultural, religious functions and other similar gatherings.
- (vi) All religious places and places of worship shall remain closed for public. Religious congregations are strictly prohibited.

(iv) **Movement of Buses and Vehicles:**

- (i) Inter-state movement of passenger vehicles – Allowed with mutual consent of the States for persons specified in the SOP at annexure-1 to MHA Guidelines dated 17.05.2020.
- (ii) Intra-State movement of passenger vehicles: Allowed for persons specified in the SOP at annexure-1 to MHA Guidelines dated 17.05.2020.
- (iii) Taxis and cab aggregators: Allowed subject to compliance of SoP as may be issued by State Transport Department.
- (iv) Bicycles, rickshaws and auto-rickshaws: Allowed subject to compliance of SoP as may be issued by State Transport Department.
- (v) 2-wheelers: Allowed subject to compliance of SoP as may be issued by State Transport Department.
- (vi) 4-wheelers: Allowed subject to compliance of SoP as may be issued by State Transport Department.

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No pass would be required for permitted activities like shopping, going to office and work place.

(v) Opening of Shops:

Shopping malls shall remain closed. All shops including shops in main bazars in both urban and rural areas shall be allowed to open between 7.00 am to 6.00 pm. However, for shops situated in main bazars, market complexes and rehri markets and other crowded places, district authorities can exercise their discretion and in order to avoid crowding can stagger the opening of shops.

Barber shops and haircut saloons as allowed to open subject to compliance as may be issued by State Health Department.

- (vi) Sports complexes and stadia** –allowed without spectators - *open subject to compliance as may be issued by State Sports Department/ Health Department.*
- (vii) Industries and industrial establishments:**All categories of industries are allowed to operate in both rural and urban areas.
- (vii) Construction activities:**are allowed without any restriction in both the Urban and rural areas.
- (ix) Agricultural, horticultural, animal husbandry, veterinary services:** allowed without any restriction.
- (x) E – Commerce:** permitted for all goods.
- (xi) Government & Private Offices:**allowed to open without any restriction. District authorities may, however, in order to avoid crowding and congestion may stagger timings and staffing of various offices without curtailing the office hours. However, only minimal required staff should attend and the remaining should work from home.
- (xii) Social distancing and Wearing of Masks:**

These instructions are to be meticulously followed and social distancing i.e. minim 6 feet distance (do gaz ki duri) for all the activities shall always be maintained. Accordingly, if any permitted activity leads to crowding and congestion, then necessary steps in terms of staggering, rotation, timings of offices and establishments etc. be taken and it be ensured that principles of social distancing are not compromised.

Wearing of masks by all persons in public places, including work places etc. shall be mandatory and must be strictly observed and enforced.

(xiii) Permits and passes:

No separate permission would be required by the industries and other establishments to resume their operations. All employees, be it government offices, private offices and other work places, would be allowed to move without any requirement of pass during the permitted hours i.e. 7.00 am to 7.00 pm.

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(xiv) **Penal provisions:**

Any violation of these guidelines and lockdown measures shall be punishable under sections 51 to 60 of the Disaster management Act, 2005 besides legal action under section 188 of Indian Penal Code (IPC).

(xv) **Advisories:**

The Health & Family Welfare Department of Punjab has issued advisories on different subjects. Concerned establishments be advised to follow these advisories and such other advisories as may be issued from time to time:-

- (i) Advisory dated 20.04.2020 for offices
- (ii) Advisory dated 23.04.2020 for banks
- (iii) Advisory dated 24.04.2020 for usage of air-conditioners in residential/commercial establishments.
- (iv) Advisory dated 25.04.2020 for industry
- (v) Advisory dated 26.04.2020 for MGNREGA works
- (vi) Advisory dated 28.04.2020 for shops
- (vii) Advisory dated 29.04.2020 for petrol pumps
- (viii) Advisory dated 30.04.2020 for goods vehicles
- (ix) Advisory dated 02.05.2020 for senior citizens
- (x) Advisory dated 06.05.2020 for transport buses
- (xi) Advisory dated 07.05.2020 for safety of food & other house-hold items
- (xii) Advisory dated 11.05.2020 for inter-state movement of persons
- (xiii) Advisory dated 12.05.2020 for hotels offering quarantine facility for overseas Indians

4. **Please acknowledge and ensure compliance.**

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Additional Chief Secretary (Home)

17.05.2020

CC:

1. CPS/CM
2. CS
3. PSCM
4. DGP Punjab
5. ADGP-Law & Order

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Attachments

1. MHA Guidelines dated: 17/05/2020
2. Advisories as mentioned in Para 15.

LOCK DOWN 4.0: PERMITTED ACTIVITIES IN PUNJAB IN NON CONTAINMENT ZONES FROM (18/05/2020- 31/05/2020)		
S.No	Activity	Non Containment Zones
1	Travel- Air, rail, metro	No
2	Educational Institutes, Schools, colleges, Training and Coaching Institutions	No
3	Hotels & Restaurants and other hospitality Services, Cinema halls, Malls, gymnasiums, entertainment parks, theatres, bars, auditoriums.	No
4	Social political cultural and other kind of gatherings	No
5	Religious places/ places of worship	No
6	Movement of Individuals during Night Curfew from 7 pm to 7 am	No
7	Movement of Persons above 65 year, Pregnant women & children below 10 year	No
8	OPD (Government/ Private)	Yes
9	Movement of Individuals (7am to 7pm) within the State	Yes
10	Inter-State movement of persons specified in Annexure-1 of MHA Guidelines dt. 17.05.2020	Yes
11	Inter-State Buses - only for persons specified in Annexure-1 of MHA Guidelines dt. 17.05.2020	Yes, with mutual consent of States
12	Intra-state Buses - only for persons specified in Annexure-1 of MHA Guidelines dt. 17.05.2020	Yes
13	Taxis and Cab aggregators	Yes
14	Rickshaw and Auto Rickshaw	Yes
15	4 wheeler	Yes
16	2 wheeler	Yes
17	Goods traffic	Yes
18	Sports complex and stadiums	Yes, without spectators
19	Shops in Rural & Urban Areas (may be staggered, if so required)	Yes
20	Restaurants - only for home delivery & take-away but no dine-in	Yes
21	Barber shops and haircut saloons (both in Rural & Urban)	Yes
22	Construction in Rural & Urban areas	Yes
23	Agriculture, Horticulture, Animal Husbandry, Veterinary (essential services)	Yes
24	Bank & Finance	Yes
25	Courier, Postal service	Yes
26	Industry in Rural & Urban areas	Yes
27	E-Commerce	Yes (for all goods)
28	Educational Institutions for office work, online teaching & book distribution.	Yes
29	Private offices	Yes
30	Central Government offices	Yes
31	Punjab Government offices	Yes as per Govt Instructions
32	All other activities Not specifically prohibited in MHA Guidelines	Yes
Passes:	Worker & employee - I -card of employer (no pass required for vehicles)	
	Vehicles - No pass required during permitted time	
Offices:	District Magistrate is competent to stagger the timings and staffing of offices (without curtailing the office hours)	
SOPs	SOPs of Health and other Departments shall be followed	

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

North Block, New Delhi-110001
Dated 17th May, 2020

ORDER

Whereas, the National Disaster Management Authority (NDMA) in exercise of their powers under section 6(2)(i) of the Disaster Management Act, 2005, vide their Orders dated 24.03.2020, 14.04.2020 and 01.05.2020 had directed the National Executive Committee (NEC) to take lockdown measures so as to contain the spread of COVID-19 in the country;

Whereas, Chairperson NEC, in exercise of the powers conferred under Section 10(2)(l) of the Disaster Management Act, 2005, has issued Orders of even number on lockdown measures dated 24.03.2020, 29.03.2020, 14.04.2020, 15.04.2020 and 01.05.2020;

Whereas, save as otherwise provided in the guidelines annexed to this Order, all Orders issued by NEC under Section 10(2)(l) of the Disaster Management Act, 2005, shall cease to have effect from 18.05.2020;

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, NDMA has issued an Order number 1-29/2020 - PP dated 17.05.2020 directing the Chairperson, NEC that lockdown measures to contain the spread of COVID-19 be continued to be implemented in all parts of the Country, for a further period upto 31.05.2020;

Now therefore, under directions of the aforesaid Order of NDMA dated 17.05.2020, and in exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, NEC, hereby issues directions for strict implementation, to all the Ministries/ Departments of Government of India, State/Union Territory Governments and State/ Union Territory Authorities that lockdown measures to contain the spread of COVID-19 will continue for a period of upto 31.05.2020, as per the guidelines annexed to this Order, which will come into effect from 18.05.2020.


17/05/2020
Union Home Secretary

To:

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories
(As per list attached)

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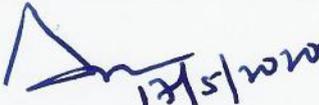
- i. All members of the National Executive Committee.
- ii. Member Secretary, National Disaster Management Authority.

Guidelines on the measures to be taken by Ministries/ Departments of Government of India, State/ UT Governments and State/ UT Authorities for containment of COVID-19 in the country upto 31st May, 2020.

[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 17th May, 2020]

1. Lockdown shall continue to remain in force upto 31st May, 2020.
2. **The following activities shall continue to remain prohibited throughout the country:**
 - i. All domestic and international air travel of passengers, except for domestic medical services, domestic air ambulance and for security purposes or purposes as permitted by MHA.
 - ii. Metro rail services.
 - iii. Schools, colleges, educational/ training/ coaching institutions etc. will remain closed. Online/ distance learning shall continue to be permitted and shall be encouraged.
 - iv. Hotels, restaurants and other hospitality services, except those meant for housing health/ police/ Government officials/ healthcare workers/ stranded persons including tourists and for quarantine facilities; and running of canteens at bus depots, railway stations and airports. Restaurants shall be permitted to operate kitchens for home delivery of food items.
 - v. All cinema halls, shopping malls, gymnasiums, swimming pools, entertainment parks, theatres, bars and auditoriums, assembly halls and similar places. Sports complexes and stadia will be permitted to open; however, spectators will not be allowed.
 - vi. All social/ political/ sports/ entertainment/ academic/ cultural/ religious functions/ other gatherings and large congregations.
 - vii. All religious places/ places of worship shall be closed for public. Religious congregations are strictly prohibited.
3. **The following activities shall be permitted with restrictions, except in the Containment Zones:**
 - i. Inter-State movement of passenger vehicles and buses, with mutual consent of the State(s)/ UT(s) involved.
 - ii. Intra-State movement of passenger vehicles and buses, as decided by the States and UTs.
 - iii. Standard Operating Procedures (SOPs) for movement of persons, as mentioned in **Annexure I**, shall continue to operate.
4. **National Directives for COVID-19 Management**

National Directives for COVID 19 Management, as specified in **Annexure II**, shall be followed throughout the country.
5. **Containment, Buffer, Red, Green and Orange Zones**
 - i. The delineation of Red, Green and Orange Zones will be decided by the respective State and UT Governments, after taking into consideration the parameters shared by Ministry of Health & Family Welfare (MoHFW), Government of India (GoI).


17/5/2020

- ii. Within the Red and Orange Zones, Containment Zones and Buffer Zones will be demarcated by the District authorities, after taking into consideration the guidelines of MoHFW.
- iii. In the Containment Zones, only essential activities shall be allowed. 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. Guidelines of MoHFW shall be taken into consideration for the above purpose.
- iv. In the Containment Zones, there shall be intensive contact tracing, house-to-house surveillance, and other clinical interventions, as required.

6. **Night curfew**

The movement of individuals shall remain strictly prohibited between 7.00 pm to 7.00 am, except for essential activities. Local authorities shall issue orders, in the entire area of their jurisdiction, under appropriate provisions of law, such as prohibitory orders [Curfew] under Section 144 of CrPC, and ensure strict compliance.

7. **Protection of vulnerable persons**

Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years, shall stay at home, except for essential and health purposes.

8. **All other activities will be permitted, except those which are specifically prohibited.**

However, in Containment Zones, only essential activities shall be allowed, as mentioned in para 5(iii) above.

Further, States/ UTs, based on their assessment of the situation, may prohibit certain other activities in the various zones, or impose such restrictions as deemed necessary.

9. **Use of Aarogya Setu**

- i. *Aarogya Setu* enables early identification of potential risk of infection, and thus acts as a shield for individuals and the community.
- ii. With a view to ensuring safety in offices and work places, employers on best effort basis should ensure that *Aarogya Setu* is installed by all employees having compatible mobile phones.
- iii. District authorities may advise individuals to install the *Aarogya Setu* application on compatible mobile phones and regularly update their health status on the app. This will facilitate timely provision of medical attention to those individuals who are at risk.

10. **Special directions to ensure movement of persons and goods in certain cases**

- i. All States/ UTs shall allow inter-State and intra-State movement of medical professionals, nurses and para medical staff, sanitation personnel and ambulances, without any restriction.
- ii. All States/ UTs shall allow inter-State movement of all types of goods/ cargo, including empty trucks.

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iii. No State/ UT shall stop the movement of any type of goods/ cargo for cross land-border trade under Treaties with neighbouring countries.

11. Strict enforcement of the guidelines

i. State/ UT Governments shall not dilute these guidelines issued under the Disaster Management Act, 2005, in any manner.

ii. All the District Magistrates shall strictly enforce the above measures.

iii. In order to implement these measures, the District Magistrates will deploy Executive Magistrates as Incident Commanders in the respective local jurisdictions. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions.

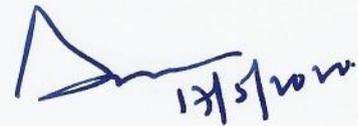
12. Penal provisions

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 Sec. 188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at **Annexure III**.


17/05/2020
Union Home Secretary

Standard Operating Procedures (SOPs) issued by MHA

- i. SOP on transit arrangement for foreign national(s) in India issued vide Order dated April 02, 2020.
- ii. SOP on movement of stranded labour within States/ UTs, issued vide Order dated April 19, 2020.
- iii. SOP on sign-on and sign-off of Indian seafarers, issued vide Order dated April 21, 2020.
- iv. SOP on movement of stranded migrant workers, pilgrims, tourists, students and other persons, issued vide Order dated April 29, 2020 and Order dated May 01, 2020.
- v. SOP on movement of Indian Nationals stranded outside the country and of specified persons to travel abroad, issued vide Order dated May 5, 2020.
- vi. SOP on movement of persons by train, issued vide Order dated May 11, 2020.



17/5/2020

National Directives for COVID 19 Management

- i.** Wearing of face cover is compulsory in all public and work places.
- ii.** Spitting in public & work places shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/ UT local authority.
- iii.** Social distancing shall be followed by all persons in public places and in transport.
- iv.** Marriage related gathering shall ensure social distancing, and the maximum number of guests allowed shall not be more than 50.
- v.** Funeral/ last rites related gathering shall ensure social distancing, and the maximum numbers allowed shall not be more than 20.
- vi.** Consumption of liquor, *paan*, *gutka*, tobacco etc. in public places is not allowed.
- vii.** Shops will ensure minimum six feet distance (*2 gaz ki doori*) among customers and shall not allow more than 5 persons at the shop.

Additional directives for Work Places

- viii.** As far as possible, the practice of work from home should be followed.
- ix.** Staggering of work/ business hours shall be followed in offices, work places, shops, markets and industrial & commercial establishments.
- x.** Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas.
- xi.** Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
- xii.** All persons in charge of work places shall ensure social distancing through adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.



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Offences and Penalties for Violation of Lockdown Measures

A. Section 51 to 60 of the Disaster Management Act, 2005

51. Punishment for obstruction, etc.—Whoever, without reasonable cause —

- (a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or
- (b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim.—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

54. Punishment for false warning.—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government.—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning.—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies.—(1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section—

- (a) “company” means anybody corporate and includes a firm or other association of individuals; and
- (b) “director”, in relation to a firm, means a partner in the firm.

59. Previous sanction for prosecution.—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences.—No court shall take cognizance of an offence under this Act except on a complaint made by—

- (a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or
- (b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

B. Section 188 in the Indian Penal Code, 1860

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

Illustration

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No.2976(R)-2983(R)

Dated, Chandigarh the 20th April, 2020

To

1. All the Special Chief Secretary/ Additional Chief Secretary/ Financial Commissioners / Principal Secretaries/ Administrative Secretaries to the Govt. of Punjab.
2. All the Head of the Department of the Govt. of Punjab.
3. All the Commissioners of the Divisions.
4. All the Commissioners of Police.
5. All the Deputy Commissioners/ District and Session Judges of the State
6. Registrar General, Punjab and Haryana High Court
7. All Senior Superintendents of Police
8. The Secretary, Punjab Vidhan Sabha.

Subject: Advisory on maintaining the hygiene and sanitization of office spaces and the staff working therein during the COVID-19 pandemic.

Madam/Sir

Coronavirus Disease 2019 (COVID -19) is a systemic disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the coronavirus is the key to control the pandemic.

General Recommendations/guidelines:

1. The employer shall preferably encourage work from home and only such staff that, for essential reasons, is required to attend the office in person shall only be called to attend the office. The comprehensive plan with regard to such staff who has been specifically called be drawn up which shall include the sitting arrangement by keeping a minimum distance of 1 metre amongst the employees, flexible timings of reporting for duty, flexible timing of leaving the office, flexible timings of lunch and tea breaks in between with an objective to avoid clustering and cluttering of the staff.

2. The staff shall be advised not to indulge in any handshakes or hugs to greet/see-off each other.
3. The staff shall further be advised not to roam unnecessarily in the office and to work from their allotted space only. Use of intercoms/electronic media for interpersonal communication of the staff be encouraged.
4. Staff should be advised to wear cloth masks at all times immediately from leaving the house till the entry back into the house.
5. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
6. The cloth mask should be washed with soap and water daily after use.
7. Installation of thermal scanners at the entry gate of the office space is advisable to screen the staff suffering from high fever. The *normal human body temperature is 97.7 to 99.5-degree Fahrenheit or 36.5 to 37.5-degree centigrades.*
8. The employer should encourage the staff to stay at home in case of any fever or other symptoms related to the COVID-19 and seek medical advice.
9. Staff detected with high fever in the office premises does not mandatorily mean that he/she is suffering from COVID-19. It is advised to get the staff suffering from high fever medically examined by the employer only by temporarily isolating him/her from the rest of the office space before drawing any conclusion/inferences and before sending him/her back to home.
10. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) be mounted at the entrance wall of the office for the staff to sanitize their hands before entering the premises further. The sanitizers are to be refilled/replaced frequently. Use a minimum of 3ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
11. Sanitize the hands even if the hands appear to be apparently clean.
12. Wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space as well as between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, a two-hourly hand wash is recommended.
13. The hands should be either sanitized or washed with soap and water whichever is feasible and available.

14. In case of multi-storied offices where the elevators (commonly called lifts) are to be used, sanitizers shall be mounted near the entry door of the elevator at each and every floor. The staff may be advised to apply the sanitizer on the hands immediately after pressing the elevator's button before touching any other surface/body part. In case of self-driven lifts, the sanitizer should also be made available inside the lifts for the usage of the staff immediately after pressing the button.
15. In case the sanitizers may not be available in sufficient quantity, the sanitizers may be mounted inside the lifts ALONE for usage by the staff immediately after pressing the buttons in the manner as prescribed in point 11.

16. Disinfection of the office spaces

- a. **Indoor Areas:** Indoor areas including office spaces and conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If the contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the cleaner should wear disposable rubber boots, gloves (heavy duty), and a cloth mask.
- Start cleaning from cleaner areas and proceed towards dirtier areas.
 - All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or equivalent disinfectants commercially available in the market.
 - High contact surfaces such as elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
 - For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
 - Hand sanitizing stations should be installed in office premises and near high contact surfaces.

- In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Protective gear used during sanitation process should be discarded as per the requirements.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others and if possible 2 seats.

- b. **Outdoor areas:** Outdoor Areas have less risk than indoor areas due to air currents and exposure to sunlight. These include bus stops, railway platforms, parks, roads, etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.
- c. **Office/Public toilets:** Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode. They should always wear disposable protective gloves while cleaning a toilet. All the areas of the toilet such as the sinks, commode, taps etc. should be thoroughly cleaned/scrubbed using soap and water and then wiped with 1% sodium hypochlorite solution or equivalent commercial disinfectants available in the market.

17. Pantry in the office, if any, should also be cleaned as the other inside office spaces. Special care needs to be taken while cleaning the slabs and the sinks, if any with soap/detergent and water.
18. The utensils should be properly cleaned with dish wash bars /liquids and water.
19. The utensils should not be shared amongst the staff.
20. Consumption of raw fruits/vegetables during refreshment period should be discouraged and the same shall be washed with lukewarm water before consumption. Similarly, the milk packets shall be washed with soap and water before opening the same for usage.

21. Duties of the employees:

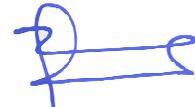
- i) An employee suffering from high fever/cough/sneezing/difficulty in breathing should voluntarily report the same to employer as well as seek immediate medical advice for timely detection and treatment.
- ii) The employee should meticulously sanitize his hands in the manner prescribed above at point 12 and hand wash with soap in the manner prescribed at point 14 at least every 2 hourly.
- iii) The employee should wear masks at all times and should follow the reporting time as well as the time to leave the office as prescribed by the employer.
- iv) The employee should not indulge in handshake/hug with fellow employees and should discharge his/her work from the space allocated by the employer.
- v) The employee should mandatorily hand wash/sanitize in the manner prescribed before touching the refreshments during tea-break/lunch-break etc.
- vi) The employee should avoid roaming without purpose in the office as also touching the surfaces, equipment etc.
- vii) The employee should not smoke or chew tobacco based products such as gutka, pan masala etc. in the office space.
- viii) In case of a cough/sneeze, the employee should use the handkerchief to cover the space which shall then be kept in his/her own pocket/purse in a manner that the surface of the handkerchief exposed to the cough/sneeze shall not touch the other parts of the belongings directly.
- ix) In case an employee is not carrying the handkerchief he/she should cough/sneeze into the *flexed elbow*.
- x) In either case, the employee should immediately handwash with soap in the manner prescribed his hands/other exposed surfaces to cough/sneeze.
- xi) The employee should refrain from touching face, mouth, nose and eyes with his hands at all times.
- xii) The employee should not spit except when absolutely essential and only in the washbasin of the toilet in the office space.

- xiii) The employee should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts. The employer may encourage the employee to download “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.

In case a co-staff/colleague is diagnosed as COVID-19 with whom one had a contact during office, there is no need to panic. One should report to the Helpline No. 104/State Control Room No. 01722920074/08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.

22. The employer, in case an employee is diagnosed as corona positive and such an employee has attended the office, shall immediately inform the Helpline No. 104/State Control Room No. 01722920074/+91-8872090029 along with all the facts about the employee and the contacts he/she might have during the attendance in the office. The employer shall therefore maintain a complete and proper record of all employees attending the office on any particular day.

All are encouraged to take proper diet, assimilate correct information and keep themselves aware and updated with the information at all times, and indulge in useful and productive activities during the available free time.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 2984(R)-2985(R)

Dated, Chandigarh the 20th April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No.3103 (R) - 3106 (R)

Dated, Chandigarh the 23rd April, 2020

To

1. Principal Secretary, Finance, Punjab
2. Director, Institutional Finance and Banking, Punjab
3. All Deputy Commissioners, Punjab
4. Convener, State level Bankers Committee O/o Punjab National Bank, Chandigarh

Subject: Advisory on maintaining the hygiene and sanitization of bank spaces and the staff working therein during the COVID-19 pandemic.

Corona virus Disease 2019 (COVID -19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the corona virus is the key to control the pandemic.

Specific Advisory :

1. The bank should ensure proper social distancing of at least 1 metre amongst its customers waiting outside the branch premises.
2. Banks should ensure that the customers are wearing a mask before entering the bank branch.
3. Banks should ensure that customer sanitizes his/her hands in the manner prescribed from the sanitizers mounted at the entrance of the bank's branches.
4. Banks should ensure a proper decorum inside the bank premises.
5. Banks may provide separate timings for senior citizens, women and other category of customers depending upon the nature of accounts it holds.
6. Banks should ensure proper social distancing of the customers visiting their branches in a manner that at least 1 metre gap exists not only among the customers but also the bank dealing officials and the customers.
7. Bank branches with a low footfall may provide sitting chairs for their customers by parking them at a distance of minimum 1 metre from each other.

8. The sanitizers shall be available in sufficient quantities at all the dealings points in the bank other than being mounted at the available open spaces inside the bank premises.
9. The bank official and the customer shall be encouraged to wash their hands or use the hand sanitizer (in a manner prescribed in point no. 14 and point no. 12, respectively of the general advisory) immediately before and after handling any paper/cash transaction.

General Advisory:

1. Banks should be encouraged to have massive awareness campaigns for promoting digital transactions in its service area, use of electronic media to redress the grievances/queries of its customers, use of mobile based apps for quick information on available balances/loans etc. and minimal human interface in the physical bank branches.
2. The banks should also display the information mentioned in the above point outside its branches for the visiting customer as also in its ATMs.
3. The banks, being the essential services, shall follow the guidelines with regard to the staff required for its services issued by the Government from time to time. However, as per the extant guidelines the banks shall preferably call only the staff that, for essential reasons, is required to attend the office in person. The comprehensive plan with regard to such staff who has been specifically called be drawn up which shall include the sitting arrangement by keeping a minimum distance of 1 metre amongst the employees, flexible timings of reporting for duty, flexible timing of leaving the office, flexible timings of lunch and tea breaks in between with an objective to avoid clustering and cluttering of the staff.
4. The staff shall be advised not to indulge in any handshakes or hugs to greet/see-off each other.
5. The staff shall further be advised not to roam unnecessarily in the banks and to work from their allotted space only. Use of intercoms/electronic media for interpersonal communication of the staff should be encouraged.
6. Staff should be advised to wear cloth masks at all times immediately from leaving the house till the entry back into the house.
7. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
8. The cloth mask should be washed with soap and water daily after use.

9. Installation of thermal scanners at the entry gate of the bank space is advisable as also after to screen the staff suffering from high fever. The normal human body temperature is 97.7 to 99.5-degree Fahrenheit or 36.5 to 37.5-degree centigrade.
10. The bank manager should encourage the staff to stay at home in case of any fever or other symptoms related to the COVID-19 and seek medical advice.
11. Staff detected with high fever during the office hours does not mandatorily mean that he/she is suffering from COVID-19. It is advised to get the staff suffering from high fever medically examined by the bank manager only by temporarily isolating him/her from the rest of the bank space before drawing any conclusion/inferences and before sending him/her back to home.
12. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) should be mounted at the entrance wall of the banks for the staff to sanitize their hands before entering the premises further. The sanitizers are to be refilled/replaced frequently. Use a minimum of 3ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
13. Sanitize the hands even if the hands appear to be apparently clean.
14. Wash the hands with soap for at least 40 seconds applying the soap gently on the palm and back of the hand including web spaces between the fingers and space as well as between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, a two-hourly hand wash is recommended.
15. The hands should be either sanitized or washed with soap and water whichever is feasible and available.
16. In case of multi-storied banks where the elevators (commonly called lifts) are to be used, sanitizers shall be mounted near the entry door of the elevator at each and every floor. The staff may be advised to apply the sanitizer on the hands immediately after pressing the elevator's button before touching any other surface/body part. In case of self-driven lifts, the sanitizer should also be made available inside the lifts for the usage of the staff in point 12 immediately often pressing the button.
17. In case the sanitizers may not be available in sufficient quantity, the sanitizers may be mounted inside the lifts ALONE for usage by the staff immediately after pressing the buttons in the manner as prescribed in point 12.

18. Disinfection of the bank's spaces

- a. **Indoor Areas:** Indoor areas including banks spaces and conference rooms should be cleaned every evening after banks hours or early in the morning before rooms are occupied. If the contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a cloth mask.
- Start cleaning from cleaner areas and proceed towards dirtier areas.
 - All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, banks rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or equivalent disinfectants available commercially.
 - High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other banks machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
 - For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
 - Hand sanitizing stations should be installed in banks premises wherever open space is available and near high contact surfaces.
 - Carefully clean the equipment used in cleaning at the end of the cleaning process.
 - Protective gear used during sanitation process should be discarded as per the requirements.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others and if possible 2 seats.

- b. **Outdoor areas:** Outdoor Areas have less risk than indoor areas due to air currents and exposure to sunlight. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.

- c. **Toilets in the banks:** Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet. All the areas of the toilet such as the sinks, commode, taps etc. should be thoroughly cleaned/scrubbed using soap and water and then wiped with 1% sodium hypochlorite solution or equivalent available disinfecting solutions available commercially
19. Pantry in the banks, if any, should also be cleaned as the other inside banks spaces. Special care needs to be taken while cleaning the slabs and the sinks, if any with soap/detergent and water.
20. The utensils should be properly cleaned with dish wash bars /liquids and water.
21. The utensils should not be shared amongst the staff.
22. Consumption of raw fruits/vegetables during the refreshment period should be discouraged and the same shall be washed with lukewarm water before consumption. Similarly, the milk packets shall be washed with soap and water before opening the same for usage.

23. Duties of the Employees:

- i. Any employee suffering from high fever/cough/sneezing/difficulty in breathing should voluntarily report the same to employer as well as seek immediate medical advice for timely detection and treatment.
- ii. The employee should meticulously sanitize his hands in the manner prescribed above at point 12 and hand wash with soap in the manner prescribed at point 14 at least every 2 hourly.
- iii. The employee should wear masks at all times and should follow the reporting time as well as the time to leave the banks as prescribed by the employer.
- iv. The employee should not indulge in handshake/hug with fellow employees and should discharge his/her work from the space allocated by the employer.
- v. The employee should mandatorily hand wash/sanitize in the manner prescribed before touching the refreshments during tea-break/lunch-break etc.
- vi. The employee should avoid roaming without purpose in the banks as also touching the surfaces, equipments etc.

- vii. The employee should not smoke or chew tobacco based products such as gutka, pan masala etc. in the banks space.
 - viii. In case of a cough/sneeze, the employee should use the handkerchief to cover the space which shall then be kept in his/her own pocket/purse in a manner that the surface of the handkerchief exposed to the cough shall not touch the other parts of the belongings directly.
 - ix. In case an employee is not carrying the handkerchief he/she should cough/sneeze into the *flexed elbow*.
 - x. In either case, the employee should immediately hand wash with soap in the manner prescribed his hands/other exposed surfaces to cough/sneeze.
 - xi. The employee should refrain from touching face, mouth, nose and eyes with his hands at all times.
 - xii. The employee should not spit except when absolutely essential and only in the washbasin of the toilet in the banks space.
 - xiii. The employees should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts. The employer may encourage the workers to download “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.
24. In case a co-staff/colleague is diagnosed as COVID-19 with whom one had a contact during banks, there shall not be panic. One should report to the Helpline No. 104/State Control Room No. 01722920074 / 08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.
25. The employer in case an employee is diagnosed as corona positive and such an employee has attended the office shall immediately inform the Helpline No. 104/State Control Room No. 01722920074 / +91-8872090029 along with all the facts about the employee and the contacts he/she might have during the attendance in the office. The employer shall therefore maintain a complete and proper record of all employees attending the office on any particular day.

26. In cases where a customer is visiting the bank branch, a proper log of the same may be maintained at the entry gate itself. Similarly, the day logs of the customers visiting the banks should be maintained by the banks. The log should contain the name of the customer, address and the phone number. The accomplices, if any, with the customer should be discouraged to enter the banks until absolutely necessary as in case of challenged customers.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 3107 (R) - 3108 (R)

Dated, Chandigarh the 23rd April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 3109 (R) - 3115 (R)
Copy forwarded to :

Dated, Chandigarh the 23rd April, 2020

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. 3129 (R) - 3136 (R)

Dated, Chandigarh the 24th April, 2020

To

1. All the Special Chief Secretary/ Additional Chief Secretary/ Financial Commissioners / Principal Secretaries/ Administrative Secretaries to the Govt. of Punjab.
2. All the Head of the Department of the Govt. of Punjab.
3. All the Commissioners of the Divisions.
4. All the Commissioners of Police.
5. All the Deputy Commissioners/ District and Session Judges of the State
6. Registrar General, Punjab and Haryana High Court
7. All Senior Superintendents of Police
8. The Secretary, Punjab Vidhan Sabha.

Subject: Advisories regarding the use of Air-conditioning in Residential/Commercial and Hospital Settings in wake of COVID-19 pandemics.

Corona virus Disease 2019 (COVID -19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the corona virus is the key to control the pandemic.

With the onset of summer season in the past few weeks, concerns with regard to the safety and usage of Air conditioners/coolers etc. in the wake of COVID-19 pandemics have been raised. The Air-conditioning systems generally work on the principle of re-circulating the air inside the room and in the current COVID-19 situation, there are apprehensions that the air conditioning poses a threat to other people especially in large facilities such as malls, offices, hospitals, health centres etc.

The State has therefore decided to come up with an advisory to allay all such apprehensions and concerns with regard to safety and usage of Air conditioning/coolers etc. in different settings. The guidelines for usage of air conditioning in various settings is as follows:

SECTION A: RESIDENTIAL APPLICATIONS

1. Room Air Conditioners(Window/Split):

- a) Recirculation of cool air by Room Air Conditioners must be accompanied by outdoor air intake through slightly open windows and exhaust by natural exfiltration.
- b) The room temperature should be set between 24-27 degrees Celsius and the relative humidity should be maintained between 40% - 70%.
- c) The Air conditioners should be serviced often so as to keep the filters clean.
- d) Exhaust fans can be installed in the rooms containing a large number of people so as to create a negative pressure in the room and ensure the entry of fresh air in the premises.
- e) The circulated air inside the room should be vented out frequently.

2. Evaporative/Desert Air Coolers:

- a) It is advisable to prevent dust entry and maintain hygiene. Evaporative cooler tanks must be cleaned and disinfected and the water drained and refilled frequently.
- b) *Disinfection of Air Coolers:* The evaporative air coolers must be cleaned and disinfected at regular intervals. The water tank should be emptied and then wiped gently with a soft cloth, sponge and warm water to eliminate moldy residue that may have built up since the previous cleaning. The tank can also be washed with mild soapy water and then flushed out with clean water.

For the cooling pads and air vents, a mixture of 50-50 water and vinegar should be used to soak and rinse the pads and the vents.

- c) Evaporative coolers must draw air from outside to ensure good ventilation.

3. Fans:

- a) Fans should be operated with windows kept partly open.
- b) If an exhaust fan is located at a nearby location then it must be kept running to exhaust air for better ventilation.

SECTION B: COMMERCIAL AND INDUSTRIAL FACILITIES

1. The best action to limit the risk of spread of COVID-19 infection through air is to ventilate the indoor environments with outdoor air as much as possible.
2. Mechanical ventilation systems and air conditioning systems, which provide ventilation, can perform this function more effectively than simply opening the windows, because they improve the quality of the outdoor air with filtration.
3. If fresh air is not provided, it is advisable to introduce a fresh air duct attached to a central inline fan filter unit and distribute the fresh air by grilles into the space or near the indoor units in case of multiple cassette or multiple hi-wall units.
4. A minimum fresh air volume of 3 cubic meter/hour per person and 3.75 cubic meter per hour per square metre (5 cfm per person and 0.6 cfm per sq ft) is recommended.
5. In case of ducted fan-coiled and air handling units, fresh air must be provided by an inlet duct and fan.
6. In buildings without mechanical ventilation systems, it is recommended to actively use operable windows.
7. In case of re-circulating system, it is advisable to limit the return air circulation. The return air system could be converted to an exhaust system.

SECTION C: HEALTHCARE FACILITIES

1. In healthcare settings, the probability of spread of infection is higher especially in COVID-19 wards or isolation centres.
2. It is therefore recommended that the air-conditioning system in these facilities should be isolated and different from rest of the hospital or the building so as to prevent the re-circulation of air which may be containing the droplet nuclei having virus.
3. In certain settings, where a separate air conditioning is not possible/feasible, exhaust air is likely to contain particles carrying the virus and hence a suitable technique should be deployed to prevent the spread of infections. The treatment of exhaust air can be done by HEPA filtration or by chemical disinfection of the exhaust air from COVID-19 patient room by bubbling the exhaust air through a “Diffused air aerator tank” (preferably of non-metallic material) holding a 1% sodium hypochlorite solution.
4. Exhaust Air can also be treated by exposing it for 45 minutes to a temperature of 75° *Celsius* to inactivate the SARS-CoV.
5. Similarly, an UVC (254 nm wavelength) irradiation with an exposure time of 15 minutes at irradiation intensity of 4016 $\mu\text{W}/\text{Cm}^2$ results in complete inactivation of SARS-CoV.
6. Due to the possibility of presence of active viral particles on the exhaust systems, it is advised to follow suitable personal and environment protection protocols during any maintenance activity on the exhaust system.
7. In resource constrained settings, certain make-shift Isolation enclosures can be designed to provide the necessary protection from the COVID-19 viral particles. This could be a temporary makeshift cubicle or tent constructed out of a skeleton structure (of plastic or metal) and plastic sheet or canvas covering.
8. A quarantine centre shall be well ventilated and preferably be maintained at a negative or neutral differential pressure. When mechanical ventilation is resorted to, it shall be a once through system (non- recirculatory system) that provides a “clean to dirty” (towards the patient and away to the exhaust) air flow pattern.

9. Preventive maintenance on all units as per the manufacturer's guidelines shall be ensured.

This should include disinfecting and cleaning of:

- i) Filters, grilles, diffusers & internal surfaces: It is recommended to use 5% Cresol solution (containing 50% Cresol and 50% Liquid soap solution) for the purpose of disinfection. Mix 1 liter of this solution in 9 liters of water. The surface shall be sprayed with this solution, left for 10 minutes and then washed / wiped clean with water / cloth. (the above methodology is only for washable filters)
- ii) Condensate drain pan: Disinfecting / treatment of condensate drain pan is suggested using UV treatment or 1% sodium hypochlorite dosing. This will apply only if the HVAC equipment is working on a re-circulatory mode.
- iii) Coils: Follow standard recommendations of coil cleaning and then sanitize using the same protocol as that of the filters specified above.

The fresh air and ventilation system should be kept on throughout the off cycle and on the weekend and holidays in air circulation mode.

SECTION D : OFFICES

1. The offices use different types of air conditioning, ie, Window/ Split air conditioners to centralized air conditioning to coolers during summer seasons. The employers are advised to refer to relevant section in this advisory depending upon the type of air conditioning installed in their offices.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 3137 (R) - 3138 (R)

Dated, Chandigarh the 24th April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 3139 (R) - 3145 (R)

Dated, Chandigarh the 24th April, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. MD/NHM/2020/3147 (R)

Dated, Chandigarh the 25th April, 2020

To

1. Additional Chief Secretary (Industries & Commerce), Punjab
2. Principal Secretary, Labour, Punjab
3. CEO, Invest Punjab
4. Director, Industries and Commerce, Punjab
5. Labour Commissioner, Punjab
6. MD, PSIEC, Punjab
7. All Deputy Commissioners, Punjab

Subject: Advisory on maintaining the hygiene and sanitization of the Public/Private Sector Industries and the staff working therein during the COVID-19 pandemic.

Coronavirus Disease 2019 (COVID -19) is a systemic disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the coronavirus is the key to control the pandemic.

The Government of Punjab has imposed severe restrictions on free movement of people in the larger public interest of controlling the spread/transmission of Coronavirus through the imposition of Curfew in its all 22 districts. The Government has, however, allowed essential activities to continue with an objective to minimise the hardships. The Government has also allowed certain industries to operate subject to these industries meticulously following the preventive measures to control the spread of Coronavirus.

The guidelines to be followed by the industry is thus summarised as below:

I. Guidelines for Industrialists/Employers:

1. Only the industry allowed by the Government of Punjab shall operate. The Department of Home Affairs and Justice, Government of Punjab vide its letter no SS/ACSH/2020/310 dated 20.4.2020 has issued the detailed and consolidated guidelines elaborately laying the categories of industry which have been allowed to operate.

2. The employer should devise a comprehensive work-plan that not more than 50% of the staff/labour is working at a particular time. The factory manager could devise staggered shift start timetables for all employees keeping in mind that no employee should work for more than 8 hours.
3. Shorter shifts for Production employees, no overlap between shifts and providing a cushion of almost 1 hour between the shifts for disinfection with 1% sodium hypochlorite solution or any other equivalent commercially available disinfectant may be resorted to.
4. Staff may be called on rotation depending upon functionality of the factory/office and for remaining staff; a system of work from home may be made functional depending upon the duties of the employees.
5. The employer should encourage the staff to stay at home in case of any fever or other symptoms related to the COVID-19 and seek medical advice.
6. Installation of thermal scanners at the entry gate of the factory is mandatory to screen the staff suffering from high fever. The normal human body temperature is 97.7 to 99.5-degree Fahrenheit or 36.5 to 37.5-degree centigrade.
7. The staff/labour shall be advised not to indulge in any handshakes or hugs to greet/see-off each other.
8. All should be advised to follow strict social distancing measures and maintain a minimum distance of 1 metre amongst themselves at all times. Markings at all crowded areas like Entry Gate, Water Coolers, and Canteens etc. should be done to facilitate social distancing.
9. The staff/labour shall further be advised not to roam unnecessarily in the office space/corridors and to work from their allotted space only. Use of intercoms/electronic media for interpersonal communication of the staff/labour should be encouraged.
10. The employer and the Staff should wear cloth masks at all times.
11. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
12. The cloth mask should be washed with soap and water daily after use.

13. Staff detected with high fever in the office premises does not mandatorily mean that he/she is suffering from COVID-19. It is advised to get the staff suffering from high fever medically examined by the employer only by temporarily isolating him/her from the rest of the factory space before drawing any conclusion/inferences and before sending him/her back to home.

14. Hand Washing and Sanitisation:

- a. The employer may preferably install hand washing stations (with soap and water) in sufficient no, as per the footfall assessment.
 - b. The employer may install a public address system for announcements at regular intervals or in the alternative, display banners to instil the practice of hand washing.
 - c. Encourage the staff/labour to wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space as well as between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, a two-hourly hand wash is recommended.
 - d. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) should be mounted at the entrance wall of the factory and its office for the staff/labour to sanitize their hands before entering the premises further. The sanitizers are to be refilled/replaced frequently. Use a minimum of 3 ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
 - e. Sanitize the hands even if the hands appear to be apparently clean.
 - f. The hands should be either sanitized or washed with soap and water whichever is feasible and available.
15. In case of multi-storied offices/factories where the elevators (commonly called lifts) are to be used, sanitizers shall be mounted near the entry door of the elevator at each and every floor. The staff may be advised to apply the sanitizer on the hands immediately after pressing the elevator's button before touching any other surface/body part. In case of self-driven lifts, the sanitizer should also be made available inside the lifts for the usage of the staff immediately after pressing the button.

16. In case the sanitizers may not be available in sufficient quantity, the sanitizers may be mounted inside the lifts ALONE for usage by the staff immediately after pressing the buttons in the manner as prescribed in point 14(d).
17. The factory area should have an isolation ward/quarantine area in their premises to isolate any suspected case.
18. All should be encouraged to follow the norms of respiratory etiquettes. Cover the mouth while coughing/sneezing preferably with tissue paper. After every use, use a new tissue paper and discard it in the dustbin. In case handkerchief/tissue is not available, then it is preferable to cough/sneeze into one's bent elbow rather than one's palms.
19. **Transportation of Staff:** The staff and workers, in case they are coming from outside, should be encouraged to use their personal vehicles as much as possible and avoid carpooling. If there is no other option, then the car should not have more than 2 people.
- The employer may, for workers coming from outside, arrange a special transportation facility. Such a vehicle should be allowed to ply only with 30-40% passenger capacity. Also, the company transport users should be screened before boarding the bus. The guidelines on Transport vehicles issued by the Government in this regard should be strictly adhered to.
 - All vehicles and machinery entering the premise should be disinfected by 1% sodium hypochlorite solution mandatorily.
20. **Disinfection of the Factory/office spaces**
- a. **Indoor Areas:** Indoor areas including factory/office spaces and conference rooms should be cleaned every evening after factory hours or early in the morning before the rooms are occupied. If the contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the cleaner should wear disposable rubber boots, gloves (heavy duty), and a cloth mask.
- Start cleaning from cleaner areas and proceed towards dirtier areas.
 - All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or equivalent disinfectants commercially available in the market.

- High contact surfaces such as elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Hand sanitizing stations should be installed in factory/office premises and near high contact surfaces.
- In a factory/meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Protective gear used during sanitation process should be discarded as per the requirements.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others and if possible 2 seats.

- Outdoor areas:** Outdoor Areas have less risk than indoor areas due to air currents and exposure to sunlight. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.
- Factory/Office toilets:** Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode. They should always wear disposable protective gloves while cleaning a toilet. All the areas of the toilet such as the sinks, commode, taps etc. should be thoroughly cleaned/scrubbed using soap and water and then wiped with 1% sodium hypochlorite solution or equivalent commercial disinfectants available in the market.

- d. **Pantry** in the office, if any, should also be cleaned as the other inside office spaces. Special care needs to be taken while cleaning the slabs and the sinks, if any with soap/detergent and water.
- The utensils should be properly cleaned with dish wash bars /liquids and water.
 - The utensils should not be shared amongst the staff.
 - Consumption of raw fruits/vegetables during refreshment period should be discouraged and the same shall be washed with lukewarm water before consumption. Similarly, the milk packets shall be washed with soap and water before opening the same for usage.
21. Employees/workers should be encouraged to follow the social distancing measures while coming for the tea/canteens for tea/lunch breaks. The number of tea points can be increased to avoid crowding and employees should be encouraged to take tea-breaks at different times.
22. Avoid using the biometric attendance system.
23. In case of manufacturing and other industrial establishments with access control in Special Economic Zones (SEZs) and Export Oriented Units (EoUs) industrial estates, and industrial townships, a special arrangement for stay of workers within their premises as far as possible and/or adjacent buildings should be made.
- The employer should, in such cases, ensure that the sleeping area/place for his labour is well ventilated and of adequate area so that the requirement of social distancing of at least 1 meter is met. The employer will ensure that such place is regularly cleaned and disinfected with soap/detergent and water.
 - The employer should also ensure the regular cleaning of the toilet at his factory provided to its labour by his sanitary workers who should use a separate set of cleaning equipment for toilets (mops, nylon scrubber). The worker should always wear disposable protective gloves while cleaning a toilet.
 - The employer shall ensure that the staff/workers staying at factory does not wander/move out of the premises after duty hours for any purpose, including food.

II. Guidelines for the employees:

- i. An employee suffering from high fever/cough/sneezing/difficulty in breathing should voluntarily report the same to employer as well as seek immediate medical advice for timely detection and treatment.
- ii. The employee should wear masks at all times and should follow the reporting time as well as the time to leave the office as prescribed by the employer.
- iii. The employee should not indulge in handshake/hug with fellow employees and should discharge his/her work from the space allocated by the employer.
- iv. Before touching/using any machine, it is better to disinfect it with 1% Hypochlorite solution.
- v. The employee should avoid roaming without purpose in the office as also touching the surfaces, equipment etc.
- vi. The employee should not smoke or chew tobacco-based products such as gutka, pan masala etc. in the office/factory space.
- vii. As far as possible, the employee should use foot to open the door. Avoid touching the surfaces like door handles, staircase railings, walls and other possibly infected surfaces.
- viii. The employee should meticulously sanitize/wash his hands with soap in the manner prescribed at point 14(d) at least every 2 hourly.
- ix. Do not miss your meals and do light exercise at your home.
- x. The employee should mandatorily hand wash/sanitize in the manner prescribed before touching the refreshments during tea-break/lunch-break etc.
- xi. The staff/workers should not share their lunches/snacks with each other in order to prevent cross-infection. The lunch/snacks should be served by the pantry staff only and the workers should not touch any utensil
- xii. In case of a cough/sneeze, the employee should use the handkerchief to cover the space which shall then be kept in his/her own pocket/purse in a manner that the surface of the handkerchief exposed to the cough/sneeze shall not touch the other parts of the belongings directly.
- xiii. In case an employee is not carrying the handkerchief he/she should cough/sneeze into the flexed elbow.

- xiv. In either case, the employee should immediately hand wash with soap in the manner prescribed his hands/other exposed surfaces to cough/sneeze.
- xv. The employee should refrain from touching face, mouth, nose and eyes with his hands at all times.
- xvi. The employee should not spit except when absolutely essential and only in the washbasin of the toilet in the office space.
- xvii. Avoid all type of gatherings like social, religious, political etc.
- xviii. The employee should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts. The employer may encourage the employee to download “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.

III. Air-Conditioning/Coolers:

- i. Prefer natural ventilation at workplace.
- ii. The detailed guidelines issued in this regard may be meticulously followed. (Copy Annexed)

IV. In case a co-staff/colleague is diagnosed as COVID-19 with whom one had a contact during office, there is no need to panic. One should report to the Helpline No. 104/State Control Room No. 01722920074/08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.

V. The employer, in case an employee is diagnosed as corona positive and such a staff/labour has attended the office, shall immediately inform the Helpline No. 104/State Control Room No. 01722920074/+91-8872090029 along with all the facts about the staff/labour and the contacts he/she might have during the attendance in the office. A complete and proper record of all employees attending the office on any particular day should be maintained.

- VI.** Hospitals/clinics in the nearby areas which are authorized to treat COVID-19 patients should be identified and list should be available at work place all the times.

All are encouraged to take proper diet, assimilate correct information and keep themselves aware and updated with the information at all times, and indulge in useful and productive activities during the available free time.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3148 (R)

Dated, Chandigarh the 25th April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to ACS (Home), Punjab for the kind information of Additional Chief Secretary (Home)
2. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3149 (R)

Dated, Chandigarh the 25th April, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. Executive Director, SHSRC, Punjab for information please.
7. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. 3129 (R) - 3136 (R)

Dated, Chandigarh the 24th April, 2020

To

1. All the Special Chief Secretary/ Additional Chief Secretary/ Financial Commissioners / Principal Secretaries/ Administrative Secretaries to the Govt. of Punjab.
2. All the Head of the Department of the Govt. of Punjab.
3. All the Commissioners of the Divisions.
4. All the Commissioners of Police.
5. All the Deputy Commissioners/ District and Session Judges of the State
6. Registrar General, Punjab and Haryana High Court
7. All Senior Superintendents of Police
8. The Secretary, Punjab Vidhan Sabha.

Subject: Advisories regarding the use of Air-conditioning in Residential/Commercial and Hospital Settings in wake of COVID-19 pandemics.

Corona virus Disease 2019 (COVID -19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the corona virus is the key to control the pandemic.

With the onset of summer season in the past few weeks, concerns with regard to the safety and usage of Air conditioners/coolers etc. in the wake of COVID-19 pandemics have been raised. The Air-conditioning systems generally work on the principle of re-circulating the air inside the room and in the current COVID-19 situation, there are apprehensions that the air conditioning poses a threat to other people especially in large facilities such as malls, offices, hospitals, health centres etc.

The State has therefore decided to come up with an advisory to allay all such apprehensions and concerns with regard to safety and usage of Air conditioning/coolers etc. in different settings. The guidelines for usage of air conditioning in various settings is as follows:

SECTION A: RESIDENTIAL APPLICATIONS

1. Room Air Conditioners(Window/Split):

- a) Recirculation of cool air by Room Air Conditioners must be accompanied by outdoor air intake through slightly open windows and exhaust by natural exfiltration.
- b) The room temperature should be set between 24-27 degrees Celsius and the relative humidity should be maintained between 40% - 70%.
- c) The Air conditioners should be serviced often so as to keep the filters clean.
- d) Exhaust fans can be installed in the rooms containing a large number of people so as to create a negative pressure in the room and ensure the entry of fresh air in the premises.
- e) The circulated air inside the room should be vented out frequently.

2. Evaporative/Desert Air Coolers:

- a) It is advisable to prevent dust entry and maintain hygiene. Evaporative cooler tanks must be cleaned and disinfected and the water drained and refilled frequently.
- b) *Disinfection of Air Coolers:* The evaporative air coolers must be cleaned and disinfected at regular intervals. The water tank should be emptied and then wiped gently with a soft cloth, sponge and warm water to eliminate moldy residue that may have built up since the previous cleaning. The tank can also be washed with mild soapy water and then flushed out with clean water.

For the cooling pads and air vents, a mixture of 50-50 water and vinegar should be used to soak and rinse the pads and the vents.

- c) Evaporative coolers must draw air from outside to ensure good ventilation.

3. Fans:

- a) Fans should be operated with windows kept partly open.
- b) If an exhaust fan is located at a nearby location then it must be kept running to exhaust air for better ventilation.

SECTION B: COMMERCIAL AND INDUSTRIAL FACILITIES

1. The best action to limit the risk of spread of COVID-19 infection through air is to ventilate the indoor environments with outdoor air as much as possible.
2. Mechanical ventilation systems and air conditioning systems, which provide ventilation, can perform this function more effectively than simply opening the windows, because they improve the quality of the outdoor air with filtration.
3. If fresh air is not provided, it is advisable to introduce a fresh air duct attached to a central inline fan filter unit and distribute the fresh air by grilles into the space or near the indoor units in case of multiple cassette or multiple hi-wall units.
4. A minimum fresh air volume of 3 cubic meter/hour per person and 3.75 cubic meter per hour per square metre (5 cfm per person and 0.6 cfm per sq ft) is recommended.
5. In case of ducted fan-coiled and air handling units, fresh air must be provided by an inlet duct and fan.
6. In buildings without mechanical ventilation systems, it is recommended to actively use operable windows.
7. In case of re-circulating system, it is advisable to limit the return air circulation. The return air system could be converted to an exhaust system.

SECTION C: HEALTHCARE FACILITIES

1. In healthcare settings, the probability of spread of infection is higher especially in COVID-19 wards or isolation centres.
2. It is therefore recommended that the air-conditioning system in these facilities should be isolated and different from rest of the hospital or the building so as to prevent the re-circulation of air which may be containing the droplet nuclei having virus.
3. In certain settings, where a separate air conditioning is not possible/feasible, exhaust air is likely to contain particles carrying the virus and hence a suitable technique should be deployed to prevent the spread of infections. The treatment of exhaust air can be done by HEPA filtration or by chemical disinfection of the exhaust air from COVID-19 patient room by bubbling the exhaust air through a “Diffused air aerator tank” (preferably of non-metallic material) holding a 1% sodium hypochlorite solution.
4. Exhaust Air can also be treated by exposing it for 45 minutes to a temperature of 75° *Celsius* to inactivate the SARS-CoV.
5. Similarly, an UVC (254 nm wavelength) irradiation with an exposure time of 15 minutes at irradiation intensity of 4016 $\mu\text{W}/\text{Cm}^2$ results in complete inactivation of SARS-CoV.
6. Due to the possibility of presence of active viral particles on the exhaust systems, it is advised to follow suitable personal and environment protection protocols during any maintenance activity on the exhaust system.
7. In resource constrained settings, certain make-shift Isolation enclosures can be designed to provide the necessary protection from the COVID-19 viral particles. This could be a temporary makeshift cubicle or tent constructed out of a skeleton structure (of plastic or metal) and plastic sheet or canvas covering.
8. A quarantine centre shall be well ventilated and preferably be maintained at a negative or neutral differential pressure. When mechanical ventilation is resorted to, it shall be a once through system (non- recirculatory system) that provides a “clean to dirty” (towards the patient and away to the exhaust) air flow pattern.

9. Preventive maintenance on all units as per the manufacturer's guidelines shall be ensured.

This should include disinfecting and cleaning of:

- i) Filters, grilles, diffusers & internal surfaces: It is recommended to use 5% Cresol solution (containing 50% Cresol and 50% Liquid soap solution) for the purpose of disinfection. Mix 1 liter of this solution in 9 liters of water. The surface shall be sprayed with this solution, left for 10 minutes and then washed / wiped clean with water / cloth. (the above methodology is only for washable filters)
- ii) Condensate drain pan: Disinfecting / treatment of condensate drain pan is suggested using UV treatment or 1% sodium hypochlorite dosing. This will apply only if the HVAC equipment is working on a re-circulatory mode.
- iii) Coils: Follow standard recommendations of coil cleaning and then sanitize using the same protocol as that of the filters specified above.

The fresh air and ventilation system should be kept on throughout the off cycle and on the weekend and holidays in air circulation mode.

SECTION D : OFFICES

1. The offices use different types of air conditioning, ie, Window/ Split air conditioners to centralized air conditioning to coolers during summer seasons. The employers are advised to refer to relevant section in this advisory depending upon the type of air conditioning installed in their offices.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 3137 (R) - 3138 (R)

Dated, Chandigarh the 24th April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 3139 (R) - 3145 (R)

Dated, Chandigarh the 24th April, 2020

Copy forwarded to :

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2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. MD/NHM/2020/3151(R) - 3156 (R)

Dated, Chandigarh the 26th April, 2020

To

1. Financial Commissioner (Rural Development & Panchayats), Punjab
2. Financial Commissioner (Forests & Wildlife), Punjab
3. Principal Secretary, Water Resources, Punjab
4. Director (Rural Development & Panchayats), Punjab
5. Joint Development Commissioner, Punjab
6. All Deputy Commissioners, Punjab

Subject : Advisory on maintaining the hygiene and sanitization while carrying out works under MGNREGA during the COVID-19 pandemic.

Coronavirus Disease 2019 (COVID -19) is a systemic disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the coronavirus is the key to control the pandemic.

The Government of Punjab has imposed severe restrictions on free movement of people in the larger public interest of controlling the spread/transmission of Coronavirus through the imposition of Curfew in its all 22 districts. The Government has, however, allowed essential activities, including works under MGNREGA, to continue/start with an objective to minimise the hardships. However, a meticulous compliance of the guidelines essential to prevent the spread of Coronavirus shall be ensured.

The guidelines are summarised as below:

I. Guidelines for the Sarpanch/Gram RozgarSevak(GRS):

1. The supervisory Sarpanch/GRS/mate shall meticulously follow the instructions with regard to the permissible works under the MGNREGA as well as with regard to the area where the work has been allowed to start.

2. The supervisor may develop a comprehensive work-plan in a manner that he/she can alter the time of reporting for work at the work-site as well as day's stoppage of work of MGNREGA workers in a manner that though they complete the daily work-cycle but at the same time, reporting/see off is staggered. Similarly, the work-area shall be allocated at the work site in a manner that the social distancing norm of at least 1 meter is maintained between the MGNREGA workers.
3. MGNREGA workers having fever or other symptoms such as Cough/shortness of breath shall be encouraged to stay at home and seek medical advice.
4. MGNREGA workers shall be advised not to indulge in any handshakes or hugs to greet/see-off each other.
5. All should be advised to follow strict social distancing measures and maintain a minimum distance of 1 metre amongst themselves at all times,i.e, during the work as well as during the tea/lunch breaks.
6. MGNREGA staff shall further be advised not to roam unnecessarily at the work site and to work from their allotted area/site only.
7. All, including Sarpanch/GRS should wear cloth masks at all times.
8. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
9. The cloth mask should be washed with soap and water daily after use.
10. **Hand Washing and Sanitisation:**
 - i. Ensure availability of water and soap in adequate quantity at the work-site.
 - ii. Encourage the MGNREGA workers to wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space as well as between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, a two-hourly hand wash is recommended.
 - iii. The hands should be mandatorily washed with soap and water, as prescribed above, before starting the work and after the end of work.

- iv. In case sanitizer is to be used, only Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) should be used. Use a minimum of 3 ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
 - v. Sanitize the hands even if the hands appear to be apparently clean.
 - vi. The hands should be either sanitized or washed with soap and water whichever is feasible and available.
 - vii. The supervisor should encourage the MGNREGA workers to handwash in the manner prescribed every 2 hourly.
11. All should be encouraged to follow the norms of respiratory etiquettes. Cover the mouth while coughing/sneezing with cloth/ handkerchief. In case cloth/handkerchief is not available, then it is preferable to cough/sneeze into one's bent elbow rather than one's palms.
12. Anyone detected with high fever at the work site does not mandatorily mean that he/she is suffering from COVID-19. It is advised to get him/her who is suffering from high fever medically examined by temporarily isolating him/her from the rest of the MGNREGA workers before drawing any conclusion/inferences and before sending him/her back to home.

II. Guidelines for the MGNREGA workers :

- a. A MGNREGA worker suffering from high fever/cough/sneezing/difficulty in breathing should voluntarily report the same to supervisor as well as seek immediate medical advice for timely detection and treatment.
- b. He/she should wear masks at all times in the manner prescribed above, i.e, from leaving the house till return to the house and should follow the reporting time as well as the time to leave the work-site as prescribed by the supervisor.
- c. He/she should not indulge in handshake/hug with fellow workers and should discharge his/her work from the area/site allocated by the supervisor.
- d. Before touching/using any equipment, it is better to disinfect it with 1% Hypochlorite solution.
- e. He/she should avoid roaming without purpose at the work-site as also touching other's equipments etc.

- f. He/she should not smoke or chew tobacco-based products such as gutka, pan masala etc. at the work-site.
- g. He/she should meticulously handwash/sanitize his/her hands with soap in the manner prescribed at point 10 at least every 2 hourly.
- h. He/she should not miss meals.
- i. He/she should mandatorily hand wash/sanitize in the manner prescribed before touching the refreshments during tea-break/lunch-break etc.
- j. MGNREGA workers should not share their lunches/snacks with each other in order to prevent cross-infection.
- k. In case of a cough/sneeze, he/she should use the cloth/handkerchief to cover the face which shall then be kept in his/her own pocket/purse in a manner that the surface of the handkerchief exposed to the cough/sneeze shall not touch the other parts of the belongings directly.
- l. In case he/she is not carrying the cloth/handkerchief, he/she should cough/sneeze into the *flexed/bent elbow*.
- m. In either case, he/she should immediately handwash with soap in the manner prescribed his/her hands/ other exposed surfaces to cough/sneeze.
- n. He/she should refrain from touching face, mouth, nose and eyes with his/her hands at all times.
- o. He/she should not spit in open.
- p. He/she should avoid all type of gatherings at the work-site.
- q. He/she should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts. The supervisor may encourage them, wherever feasible, to download “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.

III. In case someone is diagnosed as COVID-19 with whom one had a contact during work, there is no need to panic. One should report to the Helpline No. 104/State Control Room No. 01722920074/08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.

- IV. The supervisor, in case a MGNREGA worker is diagnosed as corona positive and such a worker has attended the work, shall immediately inform the Helpline No. 104/State Control Room No. 01722920074/+91-8872090029 along with all the facts about the worker and the contacts he/she might have during the work. A complete and proper record of all workers reporting at the work-site on any particular day should be maintained.

All are encouraged to take proper diet, assimilate correct information and keep themselves aware and updated with the information at all times.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3157 (R) - 3159 (R)

Dated, Chandigarh the 26th April, 2020

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2. A copy is forwarded to PS to ACS (Home), Punjab for the kind information of Additional Chief Secretary (Home)
3. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3160 (R) - 3167 (R)

Dated, Chandigarh the 26th April, 2020

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3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. Executive Director, SHSRC, Punjab for information please.
8. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. MD/NHM/2020/3168 (R) - 3177 (R)

Dated, Chandigarh the 28th April, 2020

To

1. Financial Commissioner, Taxation, Punjab.
2. Principal Secretary, Food & Civil Supplies, Punjab.
3. Excise & Taxation Commissioner, Punjab.
4. All Divisional Commissioners, Punjab.
5. Director, Food and Civil Supplies's, Punjab .
6. Managing Director, Markfed
7. Managing Director, PUNSUP
8. Managing Director, Punjab Agro Industries Corporation Ltd.
9. All Deputy Commissioners, Punjab.
10. All Commissioners of Police/All Senior Superintendents of Police, Punjab.

Subject : Advisory on maintaining the hygiene and sanitization of shops during the COVID-19 pandemic.

Corona virus Disease 2019 (COVID -19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Correct and timely information and knowledge about the corona virus is the key to control the pandemic.

The Government of Punjab has imposed severe restrictions on free movement of people in the larger public interest of controlling the spread/transmission of Coronavirus through the imposition of Curfew in its all 22 districts. The Government has, however, allowed essential activities to continue with an objective to minimise the hardships. The Government has also allowed shops selling varied products to operate subject to such shops meticulously following the preventive measures to control the spread of Coronavirus.

I. General guidelines:

1. Only the shops allowed by the Government of Punjab shall open. The Department of Home Affairs and Justice, Government of Punjab vide its letter no SS/ACSH/2020/310 dated 20.4.2020 has issued the detailed and consolidated guidelines elaborately laying the shops which have been allowed to operate. For the ease of reference, the extant guidelines provides that all facilities in the supply chain of essential goods, whether involved in manufacturing, wholesale or retail of such goods through local stores, large brick and mortar stores or e-commerce companies are allowed to operate. Shops (including Kirana and single shops selling essential goods) and carts, including ration shops (under PDS), dealing with food and groceries (for daily use), hygiene items , fruits and vegetables, dairy and milk booths poultry, meat and fish, animal feed and fodder etc, are allowed to operate subject to such shops following the special norms laid down by the Government to combat COVID-19 .
2. The shopkeepers are, thus, advised to meticulously follow the guidelines issued by the Government with regard to the nature of the shops that have been allowed to operate and to comply with the Standard operating procedure laid down in these guidelines as far as operating the shop is concerned.

3. The Shopkeepers associations are advised to install foot-operated Hand-washing Stations for the benefit of Shopkeepers/their workers and visiting customers. However, the social distancing norm of maintaining a distance of at least 1 meter shall be followed while washing the hands by drawing marking circles in front of such Hand-washing Stations.
4. Wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, a two-hourly hand wash is recommended.
5. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) should be mounted at the entrance wall of the shops for the shopkeeper and his/her workers as well as the customers to sanitize their hands before entering the premises further. The sanitizers are to be refilled/replaced frequently. Use a minimum of 3ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
6. Sanitize or wash the hands even if the hands appear to be apparently clean.
7. The hands should be either sanitized or washed with soap and water whichever is feasible and available.
8. The Shopkeeper and his workers should wear cloth mask at all times, i.e., immediately from leaving the house till the entry back into the house.
9. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
10. The cloth mask should be washed with soap and water daily after use.
11. The shopkeepers and his workers should not indulge in any handshakes or hugs to greet/see-off each other.
12. All are advised to follow strict social distancing measures and maintain a minimum distance of 1 metre amongst themselves at all times.
13. The shopkeepers and his workers are advised not to roam unnecessarily in the market places.
14. The shopkeepers and his workers should wash their hands with soap in the manner prescribed or sanitize them in the manner prescribed before taking tea-breaks/lunch breaks. Sharing of food and utensils amongst themselves should not be done.
15. The shopkeeper and his workers should not smoke or chew tobacco-based products such as gutka, pan masala etc. in the shop/market places.
16. In case of a cough/sneeze, the shopkeeper/workers should use the handkerchief to cover the face which shall then be kept in his/her own pocket/purse in a manner that the surface of the handkerchief exposed to the cough/sneeze shall not touch the other parts of the belongings directly.
17. In case a shopkeeper/worker is not carrying the handkerchief he/she should cough/sneeze into the *flexed/bent elbow*.
18. In either case, the shopkeeper/worker should immediately handwash with soap in the manner prescribed his hands/other exposed surfaces to cough/sneeze.
19. The shopkeeper/worker should refrain from touching face, mouth, nose and eyes with his hands at all times.
20. The shopkeeper/workers should not spit except when absolutely essential and only in the washbasin of the toilet in the shop/public toilet, which shall then be thoroughly cleaned in the manner prescribed.
21. The shopkeepers/workers should avoid all type of gatherings like social, religious, political etc.

22. The shopkeepers/workers should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts. All are encouraged to download “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.

23. Disinfection of the shops

a) **Indoor Areas:** Indoor areas including the entire shop premises should be cleaned every evening at the time of closure of shops or early in the morning at the time of opening the shop. If the contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a cloth mask.

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- All indoor areas such as the shelves, aisles, storage areas, godowns, basements etc. should be mopped with a disinfectant with 1% sodium hypochlorite or equivalent disinfectants available in the market.
- High contact surfaces such as public counters, intercom systems, equipment like telephone, printers/scanners, and other machines, handrails / handles should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Protective gear used during sanitation process should be discarded as per the requirements.

In addition, all workers should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible with 2.

b) **Outdoor areas:** Outdoor Areas have less risk than indoor areas due to air currents and exposure to sunlight. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.

c) **Public toilets:** Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode. They should always wear disposable protective gloves while cleaning a toilet. All the areas of the toilet such as the sinks, commode, taps etc. should be thoroughly cleaned/scrubbed using soap and water and then wiped with 1% sodium hypochlorite solution or equivalent commercial disinfectants available in the market.

II. Specific Guidelines:

1. The shopkeeper should encourage home delivery, at-least to its long-established customers.
2. The shopkeepers, in case of the visiting customers, should ensure a minimum distance of 1 metre amongst its waiting customers by marking the circles at the distance of 1 metre from each other outside the premises.
3. The shopkeeper should ensure that the visiting customer is wearing the mask properly.
4. All the customers entering the shop should be encouraged to sanitize their hands in the manner prescribed in point 5 of the general advisory. Similarly, the customer should be encouraged to sanitize their hands while leaving the shop premises.
5. The customers should be advised to avoid touching any of the items displayed or kept otherwise in the shops which he/she does not intend to buy.
6. The shopkeepers should encourage the customer to spell out the list of the items required at the designated counters whereby the same may be supplied by the shopkeeper or his/her workers.
7. The shopkeeper should encourage the customer to digitally pay for the items purchased.
8. The shopkeeper/his workers as well his customers shall sanitize their hands immediately before or after cash transactions.
9. The shopkeeper should encourage the customers to carry cloth bags from their home only for making the purchases and carrying them. The cloth bags can then be washed with warm water and soap/detergent.

III. Air-Conditioning/Coolers:

- a) Prefer natural ventilation at workplace.
- b) Exhaust Fans can be installed in the shop premises to increase the ventilation.
- c) The detailed guidelines issued in this regard may be meticulously followed. (Copy Annexed).

IV. In case a shopkeeper/worker is diagnosed as COVID-19 with whom one had a contact, there is no need to panic. One should report to the Helpline No. 104/State Control Room No. 01722920074/08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.

V. The shopkeeper, in case a worker is diagnosed as corona positive and such a worker has reported to shop for duty, shall immediately inform the Helpline No. 104/State Control Room No. 01722920074/+91-8872090029 along with all the facts about the worker and the contacts he/she might have during the work at shop. A complete and proper record of all workers working at the shop on any particular day should be maintained.

All are encouraged to take proper diet, assimilate correct information and keep themselves aware and updated with the information at all times, and indulge in useful and productive activities during the available free time.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3178 (R) - 3180 (R)

Dated, Chandigarh the 28th April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to ACS (Home), Punjab for the kind information of Additional Chief Secretary (Home)
3. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3181 (R) - 3188 (R)

Dated, Chandigarh the 28th April, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. Executive Director, SHSRC, Punjab for information please.
8. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. MD/NHM/2020/3189(R) - 3193(R)

Dated, Chandigarh the 29th April, 2020

To

1. Principal Secretary, Food and Civil Supplies, Punjab.
2. Director, Food and Civil Supply, Punjab.
3. All Commissioners of Divisions, Punjab.
4. All Deputy Commissioners, Punjab.
5. District Food and Civil Supplies Controllers

Subject: Advisory on maintaining the hygiene and sanitization at Petrol Pumps during the COVID-19 pandemic.

Corona virus Disease 2019 (COVID -19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Correct and timely information and knowledge about the corona virus is the key to control the pandemic.

The Government of Punjab has imposed severe restrictions on the free movement of people in the larger public interest of controlling the spread/transmission of Corona virus through the imposition of Curfew in its all 22 districts. The Government has, however, allowed essential activities to continue with an objective to minimise the hardships. However all such activities are expected to observe and follow certain measures to prevent the spread of Coronavirus.

I. General Guidelines

1. With the curfew/lockdown in place and consequential reduced demand of petrol/diesel, the Petrol Pump managers are advised to draw up a comprehensive plan regarding the workers to be deployed at the pump, keeping just the essential staff at a particular time and planning the shifts with flexible lunch and tea breaks in between with an objective to avoid clustering of the staff.
2. A worker suffering from high fever/cough/sneezing/difficulty in breathing should voluntarily report the same to the petrol pump manager as well as seek immediate medical advice for timely detection and treatment.

3. The workers shall be advised not to indulge in any handshakes or hugs to greet/see-off each other.
4. The Petrol Pump owners are advised to install foot-operated Hand-washing Stations for the benefit of their staff/workers and visiting customers. However, the social distancing norm of maintaining a distance of at least 1 meter shall be followed while washing the hands by drawing marking circles in front of such Hand-washing Stations.
5. Wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, a two-hourly handwash is recommended.
6. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) should be mounted at the Petrol pumps for the staff/workers to sanitize their hands. The sanitizers should be refilled/replaced frequently. Use a minimum of 3ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
7. Sanitize the hands even if the hands appear to be apparently clean.
8. The hands should be either sanitized or washed with soap and water whichever is feasible and available.
9. The owner/staff/workers should be advised to wear cloth mask at all times immediately from leaving the house till the entry back into the house.
10. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
11. The cloth mask should be washed with soap and water daily after use.
12. The staff/worker should be advised to mandatorily hand wash/sanitize in the manner prescribed before touching the refreshments during tea-break/lunch-break etc.
13. The staff/worker should be advised not to roam without purpose at the petrol pumps and to avoid touching the surfaces, equipments etc.
14. The worker should not smoke or chew tobacco-based products such as gutka, pan masala etc. which are otherwise also forbidden at the petrol pumps.
15. In case of a cough/sneeze, the staff/worker should use the handkerchief to cover the space which shall then be kept in his/her own pocket/purse in a manner that the surface of the handkerchief exposed to the cough shall not touch the other parts of the belongings directly.

16. In case a worker is not carrying the handkerchief he/she should cough/sneeze into the flexed/bent elbow.
17. In either case, the worker should immediately wash the hands/other exposed surfaces to cough/sneeze with soap and water in the prescribed manner.
18. The staff/worker should refrain from touching face, mouth, nose and eyes with his hands at all times.
19. The staff/worker should not spit except when absolutely essential and only in the washbasin of the toilet.
20. The worker should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts. The petrol pump owners/managers may encourage the staff/workers to download “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.

21. Disinfection of the petrol pump

a) Indoor Areas:Indoor areas including office spaces should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If the contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a cloth mask.

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- High contact surfaces such as the Petrol/Diesel hoses, buttons, piston heads etc. should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Protective gear used during sanitation process should be discarded as per the requirements.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible 2.

- b) Outdoor areas:** Outdoor Areas have less risk than indoor areas due to air currents and exposure to sunlight. However, they require to be meticulously cleaned as per the procedures outlined for indoor areas. Cleaning and disinfection efforts should be specially targeted to frequently touched/contaminated surfaces as already detailed above.
- c) Public toilets:** Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode. They should always wear disposable protective gloves while cleaning a toilet. All the areas of the toilet such as the sinks, commode, taps etc. should be thoroughly cleaned/scrubbed using soap and water and then wiped with 1% sodium hypochlorite solution or any other equivalent disinfectant available commercially.

II. Specific Guidelines

1. The petrol pumps, at the entry point, is advised to have the facility for sanitising the hands of the vehicle driver before the vehicle enters the petrol/diesel filling area. Alternatively, a facility for disinfecting the vehicles, even on payment basis, may be considered.
2. The Petrol pumps, at the entry point, should encourage the vehicle driver to wear mask before the vehicle enters the filling station of the pump.
3. The petrol pumps should ensure that the vehicle drivers should not preferably disembark from the vehicle.
4. In case where the petrol/diesel tank is to be opened through a key, the handling worker should wash or sanitise his hands immediately after handling the key.
5. The Petrol pumps should promote the digital transactions to the extent possible.
6. The petrol pump workers should immediately sanitize their hands before and after entering into any cash transaction for petrol/diesel sold.

III. In case a co-worker is diagnosed as COVID-19 with whom one had a contact, there shall not be panic. One should report to the Helpline No. 104/State Control Room No. 01722920074/08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.

IV. The employer in case a worker is diagnosed as corona positive and such a worker has attended the petrol pump shall immediately inform the Helpline No. 104/State Control Room No. 01722920074/+91-8872090029 along with all the facts about the worker and the contacts he/she might have during the attendance at the petrol pump. The employer shall therefore maintain a complete and proper record of all workers attending the petrol pump on any particular day.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3194 (R) - 3196 (R)

Dated, Chandigarh the 29th April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to ACS (Home), Punjab for the kind information of Additional Chief Secretary (Home)
3. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3197 (R) - 3204 (R)

Dated, Chandigarh the 29th April, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. Executive Director, SHSRC, Punjab for information please.
8. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. MD/NHM/2020/3206(R)-3211(R)

Dated, Chandigarh the 30th April, 2020

To

1. Additional Chief Secretary (Home), Punjab.
2. Director General of Police (DGP), Punjab.
3. Principal Secretary (Transport), Punjab.
4. All Divisional Commissioners, Punjab
5. State Transport Commissioner, Punjab.
6. All Deputy Commissioners, Punjab.

Subject: Advisory on maintaining the hygiene and sanitization by the plying goods vehicles and their drivers/workers during the COVID-19 pandemic.

Coronavirus Disease 2019 (COVID -19) is a systemic disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the coronavirus is the key to control the pandemic.

The Government of Punjab has imposed severe restrictions on free movement of people and vehicles in the larger public interest of controlling the spread/transmission of Coronavirus through the imposition of Curfew in its all 22 districts. The Government has, however, allowed essential activities, including plying of goods vehicles, to continue during this lockdown/curfew with an objective to minimise the hardships. The transporters are advised to meticulously comply with the following guidelines to minimise the risk of transmission of COVID-19.

I. General Advisory

1. The transporter and his workers should always bear in mind that the appropriate social distancing and not the time is the key factor during the pandemic in determining his income.
2. The plying of a truck and other goods/ carrier vehicles is allowed with two drivers and one helper subject to the driver carrying a valid driving license. An empty truck/ vehicle are also allowed to ply after the delivery of goods or for pick up of goods.

3. The driver and his helper are advised not to indulge in any hand shakes or hug to greet/see-off each other.
4. The transporter/driver and his helper should wear cloth mask at all times immediately from leaving the house till the entry back into the house. The mask shall be worn throughout the journey.
5. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
6. The cloth mask should be washed with soap and water daily after use.
7. The truck operator bodies/association etc. are advised to install the foot-operated Hand-washing Stations at the parking stations of the trucks/goods carriers. However, a minimum distance of 1 meter shall be maintained while washing the hands/waiting for their turns by marking the circles at a distance of 1 meter from each other.
8. Wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, a two-hourly hand wash is recommended.
9. The hands should preferably be washed in the manner prescribed above by the drivers/helpers before they board the truck/goods carrier for their journey.
10. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) can be mounted or kept inside the truck/goods carrier to sanitize the hands. The sanitizers are to be refilled/replaced frequently. Use a minimum of 3ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
11. Sanitize the hands even if they appear to be apparently clean.
12. The driver and helper should either sanitise or wash their hands whatever is feasible and available frequently.
13. The driver and helpers should mandatorily hand wash/sanitize in the manner prescribed before touching the refreshments during tea-break/lunch-break etc.
14. The driver/helper should avoid roaming during halt/waiting times (eg. Loading/unloading) as also touching the surfaces, equipments etc.
15. The driver/helper should not smoke or chew tobacco-based products such as gutka, pan masala etc. in the vehicle or during other times.

16. In case of a cough/sneeze, the driver/helper should use the handkerchief to cover the face which shall then be kept in his own pocket/purse in a manner that the surface of the handkerchief exposed to the cough shall not touch the other parts of the belongings directly.
17. In case a driver/helper is not carrying the handkerchief, he should cough/sneeze into the flexed/bent elbow.
18. In either case, the driver/helper should immediately hand wash with soap in the manner prescribed his hands/other exposed surfaces to cough/sneeze.
19. The driver/helper should refrain from touching face, mouth, nose and eyes with his hands at all times.

20. **Disinfection of the vehicle**

- a) **Indoor Areas:** Indoor areas including the inside of the vehicle, seats, gears etc. should be cleaned before the vehicle is occupied. Prior to cleaning, the helper should wear disposable rubber boots, gloves (heavy duty), and a cloth mask.

The vehicle should be cleaned on daily basis with soap/detergent and water before entering the same.

- High contact surfaces such as door handles, steering wheel, window knobs, gears, and other buttons should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Protective gear used during sanitation process should be discarded as per the requirements.

21. A driver/helper suffering from high fever/cough/sneezing/difficulty in breathing should voluntarily report the same to his employer, if so as well as seek immediate medical advice for timely detection and treatment.
22. The driver/helper should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts. The employer may encourage them to download “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.

II. Specific Advisory

1. Take proper diet and sleep.
 2. Avoid all types of addictions/drinking.
 3. The driver/helper should avoid eating inside the vehicle.
 4. The utensils to be used for should be properly cleaned with dish wash bars /liquids and water.
 5. The utensils should not be shared with anyone.
 6. The driver/helper should always keep an alcohol-based sanitizer inside the vehicle and frequently use the same during the journey.
 7. The driver/helpers should immediately before/after loading/unloading of the vehicle wash their hands with soap and water in the manner prescribed.
 8. The driver/helper should ensure that the labour do not clutter/ stand closely while loading/unloading the vehicle. The minimum number of labour as may be required to load/unload be pressed into the service during the exercise.
 9. The driver should ensure a minimum distance of 1 metre amongst himself and his helper while driving the goods vehicle. The transporter and the workers, for this purpose may sit on the front and the back seats.
 10. The transporter should avoid the unnecessary halts and contacts during the journey.
 11. The transporter while transacting a paper/cash should immediately sanitize his hands before as well as after any such transactions. He should also encourage the other person to sanitize his/her hands before and after the transaction.
- III.** In case a co-worker is diagnosed as COVID-19 with whom one had a contact during the journey/waiting time etc, there shall not be panic. One should report to the Helpline No. 104/State Control Room No. 01722920074/08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.
- IV.** The employer in case a worker is diagnosed as corona positive and such a worker has attended the shift shall immediately inform the Helpline No. 104/State Control Room No. 01722920074/+91-8872090029 along with all the facts about the worker and the contacts he might have during the shift. The employer shall therefore maintain a complete and proper record of all workers on any particular day.

All are encouraged to take proper diet, assimilate correct information and keep themselves aware and updated with the information at all times, and indulge in useful and productive activities during the available free time.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3212(R)-3213(R)

Dated, Chandigarh the 30th April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3214(R)-3221(R)

Dated, Chandigarh the 30th April, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. Executive Director, SHSRC, Punjab for information please.
8. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. MD/NHM/2020/3224(R)-3227(R)

Dated, Chandigarh the 2nd May, 2020

To

1. Principal Secretary, Department of Social Security, Women and Child Development, Punjab.
2. All Divisional Commissioners, Punjab
3. Director, Department of Social Security, Women and Child Development, Punjab.
4. All Deputy Commissioners, Punjab

Subject: Advisory for the special care of Elderlies/Senior citizens during the COVID-19 pandemic.

Coronavirus Disease 2019 (COVID -19) is a systemic disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the corona virus is the key to control the pandemic.

The elderly citizens aged 60 or above are particularly susceptible to COVID-19 due to their low immunity & body reserves and co-existing illnesses. The course of COVID-19 disease in elderlies tends to be severe resulting in increased fatalities than younger population. It is, therefore, essential to follow certain preventive guidelines by the senior citizens (and their caretakers), so as to prevent the spread of the COVID-19.

The below mentioned advisory is for all such individuals who are 60 years or above and have one or more chronic conditions such as:

- Chronic (long-term) respiratory disease such as asthma, chronic obstructive pulmonary disease (COPD), bronchiectasis, post tuberculous sequelae, interstitial lung disease.
- Chronic heart disease such as heart failure.
- Chronic kidney disease.
- Chronic liver disease, such as alcoholic and viral hepatitis.
- Chronic neurologic conditions such as Parkinson's disease, stroke.

- Diabetes Mellitus.
- Hypertension/ Increased Blood pressure.
- Cancer

I. General Advisory

1. All senior citizens are advised to stay inside the house at all the times.
2. The senior citizens should avoid having any visitors at home.
3. If a meeting is essential, the sitting arrangement should be such that a minimum distance of 1 metre amongst the participants is maintained. Handshakes/hugs to greet each other should be avoided.
4. If an elderly citizen is living alone, he/she can consider depending on their healthy neighbours for acquiring essentials for home.
5. Always maintain hygiene by washing hands regularly and especially before having meals and after using the washroom.
6. Wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space as well as between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, a two-hourly handwash is recommended.
7. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) can also be used. The sanitizers are to be refilled/replaced frequently. Use a minimum of 3ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
8. Sanitize the hands even if the hands appear to be apparently clean.
9. The hands should be either sanitized or washed with soap and water whichever is feasible and available.
10. The frequently touched objects such as spectacles, dentures, medicine boxes, utensils etc should be properly cleaned before and after use.

11. In case of a cough/sneeze, the elderly/caretaker should use the handkerchief to cover the face which shall then be kept in his/her own pocket/purse in a manner that the surface of the handkerchief exposed to the cough/sneeze shall not touch the other parts of the belongings directly.
12. In case the person is not carrying the handkerchief he/she should cough/sneeze into the *flexed/bent elbow*.
13. In either case, the person should immediately hand wash with soap in the manner prescribed his hands/other exposed surfaces to cough/sneeze.
14. The elderly should refrain from touching face, mouth, nose and eyes with his hands at all times.
15. The elderly should not spit except when absolutely essential and only in the washbasin of the toilet.
16. The elderlies are advised to preferably keep the set of Helpline numbers of the Government/ relatives handy for immediate use in case of any emergency.
17. The elderlies are encouraged to download “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information on COVID-19.

II. Specific Advisory

1. Avoid all small and large gatherings- social, religious etc at all cost.
2. The senior citizens are advised to remain actively mobile within the house.
3. The elderlies can consider doing light exercise and yoga at home.
4. They should ensure proper nutrition through home cooked fresh hot meals, frequent hydration to prevent dehydration (caution for those suffering from Kidney/Liver disease) and also take fresh juices to boost their immunity.

5. The senior citizens are advised to take their prescribed medicines as advised by their Doctor. They are advised to keep an adequate stock of all such prescribed medicines readily available at all times.
6. The senior citizens are encouraged to self-monitor their health. If they develop fever, cough and/or breathing difficulty or any other health issue, they should contact the nearest health care facility and the medical advice should be meticulously followed.
7. The senior citizens should avoid any self-prescribed/prescribed by family, friends etc. medication/remedy and should always consult the nearest health care facility. The senior citizens are advised to refrain from visiting any medical office/hospital for a routine check-up. As far as possible, they should opt for tele-consultation with their physician for all the enquiries. The tele-counselling helpline no of Govt of Punjab is 1800-180-4104.
8. They may consider postponing their elective surgeries (if any) like cataract surgery or total knee replacement.
9. They should take help from family members, if needed, via video conferencing or other electronic media.

III. Advisory for senior citizens on mental well-being

1. The senior citizens should constantly communicate with relatives at home.
2. They can communicate with neighbours, provided social distancing is followed, and gathering of people is avoided.
3. The older individual should be provided with a peaceful environment.
4. They should rediscover old hobbies like painting, listening to music, reading etc.
5. They should make sure to access and believe only the most reliable sources of information.
6. They should avoid tobacco, alcohol and other drugs to avoid loneliness or boredom.
7. Contact the nearest medical facility in case of:

- i) Change in mental status, such as excessively drowsy during the day, not responding, speaking inappropriately.
- ii) New onset of inability to recognise relative which he/she could do before.

IV. Advisory for the care givers of the dependent senior citizens

1. The care-givers should have a sense of connect and empathy with the Senior citizens even if the senior citizen is in a bad mood/ restive mood.
2. The caregivers should wash their hands in the manner prescribed above (point 6 of general advisory) before helping the older individual.
3. The caregivers should cover nose and mouth adequately using a cloth mask while attending on the senior citizen.
4. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
5. The cloth mask should be washed with soap and water daily after use.
6. The caregivers should clean the surfaces which are frequently used. These include a walking cane, walker, wheel-chair, bedpan etc.
7. The caregivers should assist the older individual and help her/him in washing hands.
8. The caregivers should ensure proper food and water intake by senior citizens.
9. The caregivers should monitor the elderly's health.
10. The caregivers should not go near a senior citizen if suffering from fever/cough/difficulty in breathing.
11. The caregivers should not keep the older individual completely on bed rest. They should encourage movement or walking within the house of the individual.

12. The caregiver should contact the nearest medical facility if the older adult has the following symptoms:

- i) Fever, with or without body ache.
- ii) New-onset, continuous cough, shortness of breath.
- iii) Unusually poor appetite, inability to feed

V. Other Advisories for the Old Age Homes (in addition to Advisories for Care-givers):

1. Ensure a minimum distance of 1 meter amongst the inhabitants and Staff at all times, including meals/tea times.
2. No outsiders and outside food shall be allowed.
3. Ensure an adequate stock of medicines of all the inhabitants is available as well as the essential stock for the home.
4. Ensure that the Doctor regularly visits the senior citizens and all the inhabitants are duly examined at the time of such visit.
5. Demarcate a separate area as an isolation ward in case of any exigency.

6. Disinfection of the Old Age Homes:

- a. **Indoor Areas:** Indoor areas including office spaces and common rooms should be cleaned every evening or early in the morning. If the contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the cleaner should wear disposable rubber boots, gloves (heavy duty), and a cloth mask.
 - Start cleaning from cleaner areas and proceed towards dirtier areas.
 - All indoor areas such as entrance lobbies, corridors and stair cases, elevators, security guard booths, office rooms, common rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or equivalent disinfectants commercially available in the market.

- High contact surfaces such as tables, chairs, elevator buttons, handrails / handles and call buttons, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
 - For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
 - In a common room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
 - Carefully clean the equipment used in cleaning at the end of the cleaning process.
 - Protective gear used during sanitation process should be discarded as per the requirements.
- b. **Outdoor areas:** Outdoor Areas have less risk than indoor areas due to air currents and exposure to sunlight. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.
- c. **Toilets:** Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode. They should always wear disposable protective gloves while cleaning a toilet. All the areas of the toilet such as the sinks, commode, taps etc. should be thoroughly cleaned/scrubbed using soap and water and then wiped with 1% sodium hypochlorite solution or equivalent commercial disinfectants available in the market.
- d. **Pantry** should also be cleaned as the other inside office spaces. Special care needs to be taken while cleaning the slabs and the sinks, if any with soap/detergent and water.
7. The utensils should be properly cleaned with dish wash bars /liquids and water.

8. The utensils should not be shared amongst the inhabitants/staff.
9. Consumption of raw fruits/vegetables should be discouraged and the same shall be washed with lukewarm water before consumption. Similarly, the milk packets shall be washed with soap and water before opening the same for usage.

VI. In case an older adult/caretaker is diagnosed as COVID-19 with whom one had a contact, there is no need to panic. One should report to the Helpline No. 104/State Control Room No. 01722920074/08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.

All are encouraged to take proper diet, assimilate correct information and keep themselves aware and updated with the information at all times, and indulge in useful and productive activities during the available free time.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3228(R)-3230(R)

Dated, Chandigarh the 2nd May, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to ACS (Home), Punjab for the kind information of Additional Chief Secretary (Home)
3. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3231(R)-3238(R)

Dated, Chandigarh the 2nd May, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. Executive Director, SHSRC, Punjab for information please.
8. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. MD/NHM/2020/3290(R)-3295(R)

Dated, Chandigarh the 6th May, 2020

To

1. Principal Secretary, Transport, Punjab.
2. All Divisional Commissioners, Punjab
3. State Transport Commissioner, Punjab.
4. Director, State Transport, Punjab.
5. Managing Director, PRTC.
6. All Deputy Commissioners, Punjab.

Subject: Advisory on maintaining the hygiene and sanitization by State Transport Undertakings (Punjab Roadways/PRTC/PUNBUS) and Private Bus operators during the transport of Migrants/passengers in the wake of COVID-19 pandemic.

The Department of Home Affairs & Justice, Government of Punjab, vide its letter no SS/ACSH/2020/355 dated 4.5.2020 has prohibited the inter-district and intra-district plying of buses. The Department is advised to ensure the approval of Department of Home Affairs & Justice, GoP before allowing its and private operators fleet to ply for any purpose. The advisory for plying the buses, once permitted by the GoP, has been prepared on the request of the department and is as below:

Coronavirus Disease 2019 (COVID-19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the corona virus is the key to control the pandemic.

The Government of Punjab has imposed severe restrictions on free movement of people and vehicles in the larger public interest of controlling the spread/transmission of Corona virus through the imposition of Curfew in its all 22 districts.

The Ministry of Home Affairs, Government of India, vide its letter no 40-3/2020-DM-1(A) dated 29.4.2020 read with DO 40-10/2020-DM-I(A) dated 3.5.2020 has allowed the movement of migrant workers, pilgrims, tourists, students and such other persons who had moved from their native places before the lockdown period but could not return back to their native places/workplaces and are stranded due to lockdown. It is essential that such migrant workers, pilgrims, tourists, students and other persons as well as the bus drivers/conductors and other Staff deployed on duty for their transportation to local railway stations as well as to their native places (if so permitted) meticulously comply with the following guidelines to minimise the risk of spread of COVID-19.

I. General Advisory

1. Only the buses essential for the transport of migrant workers, pilgrims, tourists, students and other persons who had moved from their native places before the lockdown period but could not return back to their native places/workplaces and are stranded due to lockdown shall ply only to the extent allowed by the Government, i.e, till local railway stations or other state-districts.
2. The transport authority is advised to make a comprehensive plan in a manner that only the staff/manpower essential for transportation of migrants defined above is called for duty. Further, the Staff/manpower, who is actually transporting the migrants to the allotted destination, shall be mandatorily examined medically both before and after the journey.
3. The transport authority, in association with the local health authorities, shall carry out an awareness campaign of its Staff/manpower with regard to the symptoms of COVID-19 with an objective to assist them in self monitoring as well as to identify and report if any passenger develops/reports any symptoms
4. Not more than 50% of the seating capacity of the bus shall be allowed to be filled at any time during the journey and a minimum distance of 1 meter be ensured amongst the passengers during boarding, sitting for journey and deboarding the bus. The same can be ensured by advising the passengers to sit on the alternate side- Window/middle/Aisle on each seat.

5. The transport authority, in active consultation with the District administration, shall decide on the pick-up/start point, destination, routes, timing, frequency of the buses on the basis of the number of migrants residing in the district who have expressed the willingness to return (on www.covidhelp.punjab.gov.in), seating capacity norms laid above, distance etc. The halting point, if any, during the journey shall also be clearly laid out.
6. The travelling migrant shall be clearly informed about the start-point, reporting time to board the bus and the fare, if any, through SMS, preferably a day before the journey.
7. Installation of thermal scanners at the entry gate of the bus-stand/ bus is mandatory to screen the staff/passengers suffering from high fever. The normal human body temperature is 97.7 to 99.5 degree Fahrenheit or 36.5 to 37.5-degree centigrade.
8. The transport authority is advised to install the foot-operated Hand-washing Stations at the bus stands/service stations/workshops etc. To ensure that a minimum distance of 1 meter is maintained by the staff/ passengers etc. while washing the hands/waiting for their turns, circles/squares shall be marked at a distance of 1 meter from each other.
9. Markings at all crowded areas like Entry Gate, Water Coolers, and Canteens/shops (if operational) etc. should be done to facilitate social distancing. Water tanks/coolers should be cleaned and maintained regularly.
10. Temporary counters/Circles/Squares with a proper safe distance marking of at least 1 meter should be made at the boarding point of buses for regulating the social distancing amongst the passengers.
11. A separate queue for Senior Citizens/elderlies above 60 years, in view of their enhanced susceptibility to the disease, for the purpose of purchase of ticket and boarding the bus should be defined.
12. The transport authority should encourage ticketing of the passengers before they board the bus. The ticketing employee/conductor should wash the hands after the ticketing with soap and water and before boarding the bus.
13. Encourage digital payment, wherever feasible.
14. The transport authority should encourage its staff/manpower to download “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.

15. Disinfection of the Office/Bus-Stand/Bus:

- a. **Indoor Areas:** Indoor areas including office spaces, ticket booths, waiting areas etc. should be cleaned every evening after office hours or early in the morning. If the contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the cleaner should wear disposable rubber boots, gloves (heavy duty), and a cloth mask.
- Start cleaning from cleaner areas and proceed towards dirtier areas.
 - All indoor areas such as entrance lobbies, corridors and staircases, security guard booths, office rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or equivalent disinfectants commercially available in the market.
 - High contact surfaces such as handrails / handles and call buttons, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
 - For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
 - In a office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
 - Carefully clean the equipment used in cleaning at the end of the cleaning process.
 - Protective gear used during sanitation process should be discarded as per the requirements.
 - In addition, all employees at the ticket booths/office should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others and if possible 2 seats.

b. **Buses:**

- The buses should be thoroughly disinfected using 1% sodium hypochlorite solution at the time of entering the depot. The cushion time of 1-1.5 hours for the purpose of disinfection and staggered boarding should be kept in mind before starting any journey.
- All the high-contact surfaces such as rails, pillars, seats, arm rests, hand holds & glasses etc. should be wiped with 70% alcohol based disinfectant before starting any route.
- Outer surfaces of the bus can be sprayed directly with 1% sodium hypochlorite solution using high pressure motor pump spray units.
- The sanitizing team should wear appropriate protective gear (masks, rubber gloves, rubber boots, goggles etc.) before starting the disinfection.
- A plastic/mirror based partition between the driver seat and the passengers may be considered.

c. **Outdoor areas:** Outdoor Areas have less risk than indoor areas due to air currents and exposure to sunlight. These include bus stops, parking areas, sitting benches, waiting areas etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.

d. **Office/Public toilets:** Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode. They should always wear disposable protective gloves while cleaning a toilet. All the areas of the toilet such as the sinks, commode, taps etc. should be thoroughly cleaned/scrubbed using soap and water and then wiped with 1% sodium hypochlorite solution or equivalent commercial disinfectants available in the market.

II. **Advisory for the Staff/Manpower:**

1. The staff should be advised to follow strict social distancing measures and maintain a minimum distance of 1 metre amongst themselves and with passengers at all times.

2. The staff/manpower shall be advised not to indulge in any handshakes or hugs to greet/see-off each other.
3. The staff/manpower shall also be advised not to roam unnecessarily in the depot space/corridors/bus bays etc.
4. The depot staff/drivers/conductors etc. should always wear a cloth mask at all times immediately from leaving the house, during the journey and till they enter back into their house.
5. The mask shall be worn in a manner that it snugly covers the nose as well as the mouth.
6. The cloth mask should be washed with soap and water daily after use.
7. Wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, the hands shall mandatorily be washed by driver/conductor before the start of journey and after reaching destination (on both forward and return journey).
8. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) should be mounted or kept inside the bus for frequent sanitization of the hands. The sanitizers are to be refilled/replaced frequently. Use a minimum of 3 ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
9. Sanitize the hands even if they appear to be apparently clean.
10. The driver and the conductor should either sanitise or wash their hands whatever is feasible and available frequently.
11. The driver and the conductor should mandatorily hand wash/sanitize in the manner prescribed before touching the refreshments during tea-break/lunch-break etc.
12. The driver and the conductor should avoid any physical contact with the passengers or any other staff.
13. The driver/conductor should avoid roaming during halt/waiting times (eg. Boarding/Deboarding) as also touching the surfaces, equipments etc.
14. Take proper diet and sleep.
15. The driver/conductor should avoid eating inside the vehicle.

16. The utensils to be used for eating should be properly cleaned with dish wash bars /liquids and water.
17. The utensils should not be shared with anyone.
18. The driver/conductor should not spit inside the bus or anywhere in the open.
19. The driver/conductor should not smoke or chew tobacco-based products such as gutka, pan masala etc. in the vehicle or during other times. They should avoid all types of addictions at all times.
20. The driver/conductor should refrain from touching face, mouth, nose and eyes with his hands at all times.
21. The driver/conductor should ensure that the passengers do not make a crowd/ stand closely while boarding/deboarding the vehicle.
22. A separate queue for Senior citizens/elderlies above 60 years and a preference in boarding/deboarding the bus shall be given to them.
23. The driver should avoid any unnecessary halts during the journey.
24. The driver should not pick up any new/additional passenger en-route even if the vacant seats are available.
25. The conductor while transacting cash should immediately sanitize his hands after any such transactions. He should also encourage the other person to sanitize his/her hands before and after the transaction.
26. It is advised that all the staff/manpower should undergo self-monitoring for symptoms and report in case any symptom appears.
27. A driver/conductor suffering from high fever/cough/sneezing/difficulty in breathing should voluntarily report the same to his employer, if so as well as seek immediate medical advice for timely detection and treatment.
28. The staff/manpower should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts either amongst themselves or with passengers. They should use “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.

III. Advisory for the passengers

1. Passengers are advised to religiously report at the time and pick-up point as per the schedule/SMS sent to them
2. Passengers should preferably carry pocket-based Hand Sanitizer for their frequent use.
3. Passengers are advised not to roam unnecessarily in the depot space/corridors/bus bays etc. but wait patiently at their boarding point for their turn.
4. Passengers are advised to wash their hands with soap at the hand-washing stations installed by the Transport authority before entering their queues for boarding the bus.
5. Passengers are advised to buy the tickets before boarding the bus. They should digital payments, if possible, to pay the fare. They are advised to wash with soap/sanitize their hands after handling the cash and ticket in the manner prescribed.
6. Wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available.
7. For the purpose of Sanitization, use a minimum of 3 ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
8. Passengers are advised to stand in a queue maintaining a distance of 1 meter from the co-passenger (Temporary counters/Circles/Square markings) at all the boarding points in the bus-stops/bus-stands.
9. Passengers are advised not to crowd while boarding or de-boarding the bus.
10. Passengers should wear cloth mask at all times during the journey.
11. The passengers should not spit inside the bus or anywhere in the open.
12. Passengers should not smoke or chew tobacco-based products such as gutka, pan masala etc. in the bus. They should avoid all types of addictions at all times.
13. Passengers should refrain from touching face, mouth, nose and eyes with his hands at all times.

14. In case of a cough/sneeze, the passenger should use the handkerchief to cover the face which shall then be kept in his/her own pocket/purse in a manner that the surface of the handkerchief exposed to the cough shall not touch the other parts of the belongings directly.
15. In case a passenger is not carrying the handkerchief, he/she should cough/sneeze into the flexed/bent elbow.
16. In either case, the passenger should immediately sanitize/hand-wash with soap in the manner prescribed his/her hands/other exposed surfaces to cough/sneeze.
17. If a passenger develops/ is suffering from high fever/cough/sneezing/difficulty in breathing he/she should voluntarily report the same to the conductor as well as seek immediate medical advice for timely detection and treatment.
18. Passengers should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts either amongst themselves or with co-passengers. They should use “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.

IV. Air conditioning

1. Air-conditioners inside the buses should not be used without the presence of any ventilating system.
2. Exhaust fans can be installed inside the buses so as to increase air circulation in the buses.
3. For further reference kindly look into the advisory for the use of Air-conditioners (annexed below).

- V.** In case a co-staff/passenger is diagnosed as COVID-19 with whom one had a contact, there is no need to panic. One should report to the Helpline No. 104/State Control Room No. 01722920074 / 08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.

VI. The transport authority, in case staff/manpower is diagnosed as corona positive and such staff/manpower has come for a shift, shall immediately inform the Helpline No. 104/State Control Room No. 01722920074/+91-8872090029 along with all the facts about such person and the contacts he/she might have during the shift. The transport authority shall therefore maintain a complete and proper record of all staff/manpower reporting for duty on any particular day as well as the passengers who have travelled on any particular bus.

All are encouraged to take proper diet, assimilate correct information and keep themselves aware and updated with the information at all times, and indulge in useful and productive activities during the available free time.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3296(R)-3298(R)

Dated, Chandigarh the 6th May, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to ACS (Home), Punjab for the kind information of Additional Chief Secretary (Home)
3. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/ 3299(R)-3306(R)

Dated, Chandigarh the 6th May, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. Executive Director, SHSRC, Punjab for information please.
8. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. 3129 (R) - 3136 (R)

Dated, Chandigarh the 24th April, 2020

To

1. All the Special Chief Secretary/ Additional Chief Secretary/ Financial Commissioners / Principal Secretaries/ Administrative Secretaries to the Govt. of Punjab.
2. All the Head of the Department of the Govt. of Punjab.
3. All the Commissioners of the Divisions.
4. All the Commissioners of Police.
5. All the Deputy Commissioners/ District and Session Judges of the State
6. Registrar General, Punjab and Haryana High Court
7. All Senior Superintendents of Police
8. The Secretary, Punjab Vidhan Sabha.

Subject: Advisories regarding the use of Air-conditioning in Residential/Commercial and Hospital Settings in wake of COVID-19 pandemics.

Corona virus Disease 2019 (COVID -19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the corona virus is the key to control the pandemic.

With the onset of summer season in the past few weeks, concerns with regard to the safety and usage of Air conditioners/coolers etc. in the wake of COVID-19 pandemics have been raised. The Air-conditioning systems generally work on the principle of re-circulating the air inside the room and in the current COVID-19 situation, there are apprehensions that the air conditioning poses a threat to other people especially in large facilities such as malls, offices, hospitals, health centres etc.

The State has therefore decided to come up with an advisory to allay all such apprehensions and concerns with regard to safety and usage of Air conditioning/coolers etc. in different settings. The guidelines for usage of air conditioning in various settings is as follows:

SECTION A: RESIDENTIAL APPLICATIONS

1. Room Air Conditioners(Window/Split):

- a) Recirculation of cool air by Room Air Conditioners must be accompanied by outdoor air intake through slightly open windows and exhaust by natural exfiltration.
- b) The room temperature should be set between 24-27 degrees Celsius and the relative humidity should be maintained between 40% - 70%.
- c) The Air conditioners should be serviced often so as to keep the filters clean.
- d) Exhaust fans can be installed in the rooms containing a large number of people so as to create a negative pressure in the room and ensure the entry of fresh air in the premises.
- e) The circulated air inside the room should be vented out frequently.

2. Evaporative/Desert Air Coolers:

- a) It is advisable to prevent dust entry and maintain hygiene. Evaporative cooler tanks must be cleaned and disinfected and the water drained and refilled frequently.
- b) *Disinfection of Air Coolers:* The evaporative air coolers must be cleaned and disinfected at regular intervals. The water tank should be emptied and then wiped gently with a soft cloth, sponge and warm water to eliminate moldy residue that may have built up since the previous cleaning. The tank can also be washed with mild soapy water and then flushed out with clean water.

For the cooling pads and air vents, a mixture of 50-50 water and vinegar should be used to soak and rinse the pads and the vents.

- c) Evaporative coolers must draw air from outside to ensure good ventilation.

3. Fans:

- a) Fans should be operated with windows kept partly open.
- b) If an exhaust fan is located at a nearby location then it must be kept running to exhaust air for better ventilation.

SECTION B: COMMERCIAL AND INDUSTRIAL FACILITIES

1. The best action to limit the risk of spread of COVID-19 infection through air is to ventilate the indoor environments with outdoor air as much as possible.
2. Mechanical ventilation systems and air conditioning systems, which provide ventilation, can perform this function more effectively than simply opening the windows, because they improve the quality of the outdoor air with filtration.
3. If fresh air is not provided, it is advisable to introduce a fresh air duct attached to a central inline fan filter unit and distribute the fresh air by grilles into the space or near the indoor units in case of multiple cassette or multiple hi-wall units.
4. A minimum fresh air volume of 3 cubic meter/hour per person and 3.75 cubic meter per hour per square metre (5 cfm per person and 0.6 cfm per sq ft) is recommended.
5. In case of ducted fan-coiled and air handling units, fresh air must be provided by an inlet duct and fan.
6. In buildings without mechanical ventilation systems, it is recommended to actively use operable windows.
7. In case of re-circulating system, it is advisable to limit the return air circulation. The return air system could be converted to an exhaust system.

SECTION C: HEALTHCARE FACILITIES

1. In healthcare settings, the probability of spread of infection is higher especially in COVID-19 wards or isolation centres.
2. It is therefore recommended that the air-conditioning system in these facilities should be isolated and different from rest of the hospital or the building so as to prevent the re-circulation of air which may be containing the droplet nuclei having virus.
3. In certain settings, where a separate air conditioning is not possible/feasible, exhaust air is likely to contain particles carrying the virus and hence a suitable technique should be deployed to prevent the spread of infections. The treatment of exhaust air can be done by HEPA filtration or by chemical disinfection of the exhaust air from COVID-19 patient room by bubbling the exhaust air through a “Diffused air aerator tank” (preferably of non-metallic material) holding a 1% sodium hypochlorite solution.
4. Exhaust Air can also be treated by exposing it for 45 minutes to a temperature of 75° *Celsius* to inactivate the SARS-CoV.
5. Similarly, an UVC (254 nm wavelength) irradiation with an exposure time of 15 minutes at irradiation intensity of 4016 $\mu\text{W}/\text{Cm}^2$ results in complete inactivation of SARS-CoV.
6. Due to the possibility of presence of active viral particles on the exhaust systems, it is advised to follow suitable personal and environment protection protocols during any maintenance activity on the exhaust system.
7. In resource constrained settings, certain make-shift Isolation enclosures can be designed to provide the necessary protection from the COVID-19 viral particles. This could be a temporary makeshift cubicle or tent constructed out of a skeleton structure (of plastic or metal) and plastic sheet or canvas covering.
8. A quarantine centre shall be well ventilated and preferably be maintained at a negative or neutral differential pressure. When mechanical ventilation is resorted to, it shall be a once through system (non- recirculatory system) that provides a “clean to dirty” (towards the patient and away to the exhaust) air flow pattern.

9. Preventive maintenance on all units as per the manufacturer's guidelines shall be ensured.

This should include disinfecting and cleaning of:

- i) Filters, grilles, diffusers & internal surfaces: It is recommended to use 5% Cresol solution (containing 50% Cresol and 50% Liquid soap solution) for the purpose of disinfection. Mix 1 liter of this solution in 9 liters of water. The surface shall be sprayed with this solution, left for 10 minutes and then washed / wiped clean with water / cloth. (the above methodology is only for washable filters)
- ii) Condensate drain pan: Disinfecting / treatment of condensate drain pan is suggested using UV treatment or 1% sodium hypochlorite dosing. This will apply only if the HVAC equipment is working on a re-circulatory mode.
- iii) Coils: Follow standard recommendations of coil cleaning and then sanitize using the same protocol as that of the filters specified above.

The fresh air and ventilation system should be kept on throughout the off cycle and on the weekend and holidays in air circulation mode.

SECTION D : OFFICES

1. The offices use different types of air conditioning, ie, Window/ Split air conditioners to centralized air conditioning to coolers during summer seasons. The employers are advised to refer to relevant section in this advisory depending upon the type of air conditioning installed in their offices.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 3137 (R) - 3138 (R)

Dated, Chandigarh the 24th April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 3139 (R) - 3145 (R)

Dated, Chandigarh the 24th April, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. MD/NHM/2020/3308(R)-3311(R)

Dated, Chandigarh the 7th May, 2020

To

1. Commissioner, Food and Drug Administration, Punjab.
2. All Divisional Commissioners, Punjab.
3. All Deputy Commissioners, Punjab.
4. All DHOs, Punjab.

Subject: Advisory on maintaining and ensuring the safety of food and other essential household items during the COVID-19 pandemic.

Coronavirus Disease 2019 (COVID -19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Correct and timely information and knowledge about the corona virus is the key to control the pandemic.

The Government of Punjab has imposed severe restrictions on free movement of people in the larger public interest of controlling the spread/transmission of Corona virus through the imposition of Curfew in its all 22 districts. The Government has also allowed shops selling varied products to operate subject to such shops meticulously following the preventive measures to control the spread of Corona virus. The Government has also allowed the functioning of delivery of essential services such as cooked food, groceries etc. on the condition they comply to all the necessary safety and hygiene measures.

A comprehensive and a detailed advisory on maintaining the hygiene and sanitisation of shops has been issued vide no. MD/NHM/2020/3168 (R) - 3177 (R) dated 28th April, 2020. However, a need has been felt to specifically issue the guidelines for the shops selling groceries, cooked food etc. as to allay the apprehensions in the minds of customers on how to handle such essential commodities as also to create awareness amongst the owners in handling food in the context of COVID-19.

I. General Advisory

The detailed advisory issued vide no. MD/NHM/2020/3168 (R) - 3177 (R) dated 28th April, 2020 be referred to. The highlighting features are reiterated below:

1. The shop-owner, delivery staff and customers are advised to wear cloth masks at all the times. The mask should also be worn even if the purchase of groceries or collection of an order takes a fraction of time.
2. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
3. The cloth mask should be washed with soap and water daily after use.
4. The customers are advised not to indulge in any handshakes/hugs even with a known acquaintance. Similarly, the shop-owners/delivery staff should not handshake/hug amongst themselves or with anyone else.
5. All are advised to follow strict social distancing measures and maintain a minimum distance of 1 metre amongst them at all times.
6. The customers and delivery staff are advised to strictly adhere to the social distancing circles or markings laid down by the shopkeepers outside their shop. All should wait patiently for their turn and avoid crowding at all costs.
7. All the shop-owners, customers and delivery staff should meticulously wash their hands using the foot-operated hand washing stations, if available.
8. Wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, a two-hourly hand wash is recommended.
9. Alternatively, all the customers and delivery staff is advised to sanitise their hands with the sanitizer bottles mounted at the entry point of the shop premises.
10. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) should be mounted at the entrance wall of the shops for the shopkeeper and his/her workers as well as the customers to sanitize their hands before entering the premises further. The sanitizers are to be refilled/replaced frequently. Use a minimum of 3 ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
11. Sanitize or wash the hands even if the hands appear to be apparently clean.
12. The hands should be either sanitized or washed with soap and water whichever is feasible and available.

13. The shop-owners, customers and the delivery staff should not smoke or chew tobacco-based products such as gutka, pan masala etc. in the shop/market places.
14. In case of a cough/sneeze, the shopkeeper/customers/delivery staff should use the handkerchief to cover the face which shall then be kept in his/her own pocket/purse in a manner that the surface of the handkerchief exposed to the cough/sneeze shall not touch the other parts of the belongings directly.
15. In case shopkeeper/customers/delivery staff is not carrying the handkerchief he/she should cough/sneeze into the *flexed/bent elbow*.
16. In either case, the shopkeeper/customers/delivery staff should immediately hand wash with soap in the manner prescribed his hands/other exposed surfaces to cough/sneeze.
17. The shopkeeper/customers/delivery staff should refrain from touching face, mouth, nose and eyes with his hands at all times.
18. The shopkeeper/customers/delivery staff should not spit except when absolutely essential and only in the washbasin of the toilet in the shop/public toilet, which shall then be thoroughly cleaned in the manner prescribed.
19. The shopkeeper/customers/delivery staff should avoid all type of gatherings like social, religious, political etc.
20. The customers should preferably pay through digital means. The shopkeeper/his workers as well the customer shall sanitize their hands immediately before or after cash transactions, if it is so.
21. The shopkeeper/customers/delivery staff should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts. All are encouraged to download “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.

II. Specific Advisory for the consumers/customers

1. Consumers are advised to carry cloth bags while going out to buy the essentials. The cloth bag should be washed thoroughly with soap and water immediately after use.
2. Consumers are advised to wash all the products/goods with warm soda water and then wipe them with a clean cloth.
3. Wash all food items thoroughly with clean, potable water. Use 50 ppm chlorine with clean, potable water for fruits and vegetables to be consumed raw.
4. The consumers are advised not to keep any spoiled food in the refrigerators.

5. The consumers should clean their refrigerators regularly thoroughly inside out.
6. The consumers are encouraged to use digital payment methods as a precautionary measure while receiving any delivered grocery or food items.
7. The consumers are advised not to leave any cooked/ready-to-eat food items in open. The consumers are advised to keep all their food items in containers with built-in lids.

III. Specific Advisory for the food handlers

1. Food handlers should wear a clean uniform, gloves, cloth masks/face cover, and head covers at all times.
2. The lockers, if any, for keeping the personal belongings should not be shared.
3. Social distancing of at least 1 meter amongst the staff shall also be ensured inside the food preparation area/kitchen.
4. Food handlers should frequently wash their hands with soap and water. They should wear gloves while handling/preparing food.
5. Food handlers should avoid wearing jewellery, watches etc. within the food premises.
6. The food handlers are advised to clean and disinfect the food service area after every meal is prepared. The spillage, if any, should be wiped clean.
7. Disinfect high-contact points such as working counters, door knobs, equipment handles, billing counters, card machines etc. repeatedly.
8. Food handlers must use tongs, gloves or other utensil to prevent direct contact with food.
9. The food handlers are advised to avoid displaying any cooked/ready-to-eat food items in open or glass windows.
10. All food handlers must be pre-screened for the symptoms of COVID-19. Any food handler showing any symptom should be isolated and the nearest medical facility should be informed. Act as per the medical advise and such staff be encouraged to stay at home.
11. High contact surfaces such as handrails / handles and call buttons, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.

12. Hand-washing facility should be available, preferably, at the entry gate of the retail premises to assist the delivery staff or the customer (in case of a pick-up) to wash their hands thoroughly. Ensure availability of soap at all times and social distancing of at least 1 meter for the persons waiting for their turn to hand-wash.

IV. Specific Advisory for Food Delivery staff

1. The food delivery staff is advised to use a clean cloth mask at all times, including at the time of pick-up and delivery of food, in the manner prescribed. The cloth mask should be washed with soap and water daily after use.
2. The food delivery staff should disinfect the area where the food packets are kept with soap and water/sanitizer.
3. The food delivery staff should use a hand sanitizer in the manner prescribed before pick-up and after delivery.
4. The food delivery staff should avoid contact with common touch points such as door bell, door handles etc. However if the touch is unavoidable, e.g.: ringing the door-bell of the customer house, use a hand sanitizer after coming in contact with such touch points.
5. In case of pick-up delivery by the customer himself, the food joint Apps (e.g. mobile based Apps etc.) should encourage the customers to place the orders online or using a telephone well in advance in order to reduce the waiting time at the premises.
6. Similarly, the customers should be encouraged to pay digitally. In case of payment through credit/debit cards, the PoS machine should be sanitised with 70% alcohol based sanitizer after every use. Special attention during the sanitisation shall be paid to the touch points on the machine.

V. Air-conditioning

1. All the retail outlets, shops, canteens etc. should have adequate facilities for cross-ventilation in the premises.
2. Exhaust fans should be installed in the premises.
3. For further information, refer to the advisory for the use of Air-conditioners (refer to the Annexure).

VI. In case food handler/delivery staff is diagnosed as COVID-19 with whom one had a contact, there is no need to panic. One should report to the Helpline No. 104/State Control Room No. 01722920074 / 08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.

VII. The food handler, in case a worker is diagnosed as corona positive and such a worker has reported to shop for duty, shall immediately inform the Helpline No. 104/State Control Room No. 01722920074 / 08872090029 along with all the facts about the worker and the contacts he/she might have during the work at shop. A complete and proper record of all workers working at the shop on any particular day should be maintained.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3312(R)-3314(R)

Dated, Chandigarh the 7th May, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to ACS (Home), Punjab for the kind information of Additional Chief Secretary (Home)
3. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3315(R)-3321(R)

Dated, Chandigarh the 7th May, 2020

Copy forwarded to :

1. MD, PHSC for information please.
2. Commissioner AYUSH cum PD-PSACS for information please.
3. Director Health Services, Punjab for information please.
4. Director Family Welfare, Punjab for information please.
5. Director (ESI), Punjab for information please.
6. Executive Director, SHSRC, Punjab for information please.
7. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. MD/NHM/2020/3168 (R) - 3177 (R)

Dated, Chandigarh the 28th April, 2020

To

1. Financial Commissioner, Taxation, Punjab.
2. Principal Secretary, Food & Civil Supplies, Punjab.
3. Excise & Taxation Commissioner, Punjab.
4. All Divisional Commissioners, Punjab.
5. Director, Food and Civil Supplies's, Punjab .
6. Managing Director, Markfed
7. Managing Director, PUNSUP
8. Managing Director, Punjab Agro Industries Corporation Ltd.
9. All Deputy Commissioners, Punjab.
10. All Commissioners of Police/All Senior Superintendents of Police, Punjab.

Subject : Advisory on maintaining the hygiene and sanitization of shops during the COVID-19 pandemic.

Corona virus Disease 2019 (COVID -19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Correct and timely information and knowledge about the corona virus is the key to control the pandemic.

The Government of Punjab has imposed severe restrictions on free movement of people in the larger public interest of controlling the spread/transmission of Coronavirus through the imposition of Curfew in its all 22 districts. The Government has, however, allowed essential activities to continue with an objective to minimise the hardships. The Government has also allowed shops selling varied products to operate subject to such shops meticulously following the preventive measures to control the spread of Coronavirus.

I. General guidelines:

1. Only the shops allowed by the Government of Punjab shall open. The Department of Home Affairs and Justice, Government of Punjab vide its letter no SS/ACSH/2020/310 dated 20.4.2020 has issued the detailed and consolidated guidelines elaborately laying the shops which have been allowed to operate. For the ease of reference, the extant guidelines provides that all facilities in the supply chain of essential goods, whether involved in manufacturing, wholesale or retail of such goods through local stores, large brick and mortar stores or e-commerce companies are allowed to operate. Shops (including Kirana and single shops selling essential goods) and carts, including ration shops (under PDS), dealing with food and groceries (for daily use), hygiene items , fruits and vegetables, dairy and milk booths poultry, meat and fish, animal feed and fodder etc, are allowed to operate subject to such shops following the special norms laid down by the Government to combat COVID-19 .
2. The shopkeepers are, thus, advised to meticulously follow the guidelines issued by the Government with regard to the nature of the shops that have been allowed to operate and to comply with the Standard operating procedure laid down in these guidelines as far as operating the shop is concerned.

3. The Shopkeepers associations are advised to install foot-operated Hand-washing Stations for the benefit of Shopkeepers/their workers and visiting customers. However, the social distancing norm of maintaining a distance of at least 1 meter shall be followed while washing the hands by drawing marking circles in front of such Hand-washing Stations.
4. Wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, a two-hourly hand wash is recommended.
5. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) should be mounted at the entrance wall of the shops for the shopkeeper and his/her workers as well as the customers to sanitize their hands before entering the premises further. The sanitizers are to be refilled/replaced frequently. Use a minimum of 3ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
6. Sanitize or wash the hands even if the hands appear to be apparently clean.
7. The hands should be either sanitized or washed with soap and water whichever is feasible and available.
8. The Shopkeeper and his workers should wear cloth mask at all times, i.e., immediately from leaving the house till the entry back into the house.
9. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
10. The cloth mask should be washed with soap and water daily after use.
11. The shopkeepers and his workers should not indulge in any handshakes or hugs to greet/see-off each other.
12. All are advised to follow strict social distancing measures and maintain a minimum distance of 1 metre amongst themselves at all times.
13. The shopkeepers and his workers are advised not to roam unnecessarily in the market places.
14. The shopkeepers and his workers should wash their hands with soap in the manner prescribed or sanitize them in the manner prescribed before taking tea-breaks/lunch breaks. Sharing of food and utensils amongst themselves should not be done.
15. The shopkeeper and his workers should not smoke or chew tobacco-based products such as gutka, pan masala etc. in the shop/market places.
16. In case of a cough/sneeze, the shopkeeper/workers should use the handkerchief to cover the face which shall then be kept in his/her own pocket/purse in a manner that the surface of the handkerchief exposed to the cough/sneeze shall not touch the other parts of the belongings directly.
17. In case a shopkeeper/worker is not carrying the handkerchief he/she should cough/sneeze into the *flexed/bent elbow*.
18. In either case, the shopkeeper/worker should immediately hand wash with soap in the manner prescribed his hands/other exposed surfaces to cough/sneeze.
19. The shopkeeper/worker should refrain from touching face, mouth, nose and eyes with his hands at all times.
20. The shopkeeper/workers should not spit except when absolutely essential and only in the washbasin of the toilet in the shop/public toilet, which shall then be thoroughly cleaned in the manner prescribed.

21. The shopkeepers/workers should avoid all type of gatherings like social, religious, political etc.
22. The shopkeepers/workers should not indulge in gossip/rumours with regard to COVID-19 without verifying the facts. All are encouraged to download “COVA APP” developed by the Government of Punjab for the correct, timely and authentic information.

23. Disinfection of the shops

a) **Indoor Areas:** Indoor areas including the entire shop premises should be cleaned every evening at the time of closure of shops or early in the morning at the time of opening the shop. If the contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a cloth mask.

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- All indoor areas such as the shelves, aisles, storage areas, godowns, basements etc. should be mopped with a disinfectant with 1% sodium hypochlorite or equivalent disinfectants available in the market.
- High contact surfaces such as public counters, intercom systems, equipment like telephone, printers/scanners, and other machines, handrails/handles should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Protective gear used during sanitation process should be discarded as per the requirements.

In addition, all workers should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible with 2.

b) **Outdoor areas:** Outdoor Areas have less risk than indoor areas due to air currents and exposure to sunlight. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.

c) **Public toilets:** Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode. They should always wear disposable protective gloves while cleaning a toilet. All the areas of the toilet such as the sinks, commode, taps etc. should be thoroughly cleaned/scrubbed using soap and water and then wiped with 1% sodium hypochlorite solution or equivalent commercial disinfectants available in the market.

II. Specific Guidelines:

1. The shopkeeper should encourage home delivery, at-least to its long-established customers.
2. The shopkeepers, in case of the visiting customers, should ensure a minimum distance of 1 metre amongst its waiting customers by marking the circles at the distance of 1 metre from each other outside the premises.
3. The shopkeeper should ensure that the visiting customer is wearing the mask properly.
4. All the customers entering the shop should be encouraged to sanitize their hands in the manner prescribed in point 5 of the general advisory. Similarly, the customer should be encouraged to sanitize their hands while leaving the shop premises.
5. The customers should be advised to avoid touching any of the items displayed or kept otherwise in the shops which he/she does not intend to buy.
6. The shopkeepers should encourage the customer to spell out the list of the items required at the designated counters whereby the same may be supplied by the shopkeeper or his/her workers.
7. The shopkeeper should encourage the customer to digitally pay for the items purchased.
8. The shopkeeper/his workers as well his customers shall sanitize their hands immediately before or after cash transactions.
9. The shopkeeper should encourage the customers to carry cloth bags from their home only for making the purchases and carrying them. The cloth bags can then be washed with warm water and soap/detergent.

III. Air-Conditioning/Coolers:

- a) Prefer natural ventilation at workplace.
- b) Exhaust Fans can be installed in the shop premises to increase the ventilation.
- c) The detailed guidelines issued in this regard may be meticulously followed. (Copy Annexed).

IV. In case a shopkeeper/worker is diagnosed as COVID-19 with whom one had a contact, there is no need to panic. One should report to the Helpline No. 104/State Control Room No. 01722920074 / 08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.

V. The shopkeeper, in case a worker is diagnosed as corona positive and such a worker has reported to shop for duty, shall immediately inform the Helpline No. 104/State Control Room No. 01722920074 / 08872090029 along with all the facts about the worker and the contacts he/she might have during the work at shop. A complete and proper record of all workers working at the shop on any particular day should be maintained.

All are encouraged to take proper diet, assimilate correct information and keep themselves aware and updated with the information at all times, and indulge in useful and productive activities during the available free time.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3178 (R) - 3180 (R)

Dated, Chandigarh the 28th April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to ACS (Home), Punjab for the kind information of Additional Chief Secretary (Home)
3. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3181 (R) - 3188 (R)

Dated, Chandigarh the 28th April, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. Executive Director, SHSRC, Punjab for information please.
8. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. 3129 (R) - 3136 (R)

Dated, Chandigarh the 24th April, 2020

To

1. All the Special Chief Secretary/ Additional Chief Secretary/ Financial Commissioners / Principal Secretaries/ Administrative Secretaries to the Govt. of Punjab.
2. All the Head of the Department of the Govt. of Punjab.
3. All the Commissioners of the Divisions.
4. All the Commissioners of Police.
5. All the Deputy Commissioners/ District and Session Judges of the State
6. Registrar General, Punjab and Haryana High Court
7. All Senior Superintendents of Police
8. The Secretary, Punjab Vidhan Sabha.

Subject: Advisories regarding the use of Air-conditioning in Residential/Commercial and Hospital Settings in wake of COVID-19 pandemics.

Corona virus Disease 2019 (COVID -19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the corona virus is the key to control the pandemic.

With the onset of summer season in the past few weeks, concerns with regard to the safety and usage of Air conditioners/coolers etc. in the wake of COVID-19 pandemics have been raised. The Air-conditioning systems generally work on the principle of re-circulating the air inside the room and in the current COVID-19 situation, there are apprehensions that the air conditioning poses a threat to other people especially in large facilities such as malls, offices, hospitals, health centres etc.

The State has therefore decided to come up with an advisory to allay all such apprehensions and concerns with regard to safety and usage of Air conditioning/coolers etc. in different settings. The guidelines for usage of air conditioning in various settings is as follows:

SECTION A: RESIDENTIAL APPLICATIONS

1. Room Air Conditioners(Window/Split):

- a) Recirculation of cool air by Room Air Conditioners must be accompanied by outdoor air intake through slightly open windows and exhaust by natural exfiltration.
- b) The room temperature should be set between 24-27 degrees Celsius and the relative humidity should be maintained between 40% - 70%.
- c) The Air conditioners should be serviced often so as to keep the filters clean.
- d) Exhaust fans can be installed in the rooms containing a large number of people so as to create a negative pressure in the room and ensure the entry of fresh air in the premises.
- e) The circulated air inside the room should be vented out frequently.

2. Evaporative/Desert Air Coolers:

- a) It is advisable to prevent dust entry and maintain hygiene. Evaporative cooler tanks must be cleaned and disinfected and the water drained and refilled frequently.
- b) *Disinfection of Air Coolers:* The evaporative air coolers must be cleaned and disinfected at regular intervals. The water tank should be emptied and then wiped gently with a soft cloth, sponge and warm water to eliminate moldy residue that may have built up since the previous cleaning. The tank can also be washed with mild soapy water and then flushed out with clean water.

For the cooling pads and air vents, a mixture of 50-50 water and vinegar should be used to soak and rinse the pads and the vents.

- c) Evaporative coolers must draw air from outside to ensure good ventilation.

3. Fans:

- a) Fans should be operated with windows kept partly open.
- b) If an exhaust fan is located at a nearby location then it must be kept running to exhaust air for better ventilation.

SECTION B: COMMERCIAL AND INDUSTRIAL FACILITIES

1. The best action to limit the risk of spread of COVID-19 infection through air is to ventilate the indoor environments with outdoor air as much as possible.
2. Mechanical ventilation systems and air conditioning systems, which provide ventilation, can perform this function more effectively than simply opening the windows, because they improve the quality of the outdoor air with filtration.
3. If fresh air is not provided, it is advisable to introduce a fresh air duct attached to a central inline fan filter unit and distribute the fresh air by grilles into the space or near the indoor units in case of multiple cassette or multiple hi-wall units.
4. A minimum fresh air volume of 3 cubic meter/hour per person and 3.75 cubic meter per hour per square metre (5 cfm per person and 0.6 cfm per sq ft) is recommended.
5. In case of ducted fan-coiled and air handling units, fresh air must be provided by an inlet duct and fan.
6. In buildings without mechanical ventilation systems, it is recommended to actively use operable windows.
7. In case of re-circulating system, it is advisable to limit the return air circulation. The return air system could be converted to an exhaust system.

SECTION C: HEALTHCARE FACILITIES

1. In healthcare settings, the probability of spread of infection is higher especially in COVID-19 wards or isolation centres.
2. It is therefore recommended that the air-conditioning system in these facilities should be isolated and different from rest of the hospital or the building so as to prevent the re-circulation of air which may be containing the droplet nuclei having virus.
3. In certain settings, where a separate air conditioning is not possible/feasible, exhaust air is likely to contain particles carrying the virus and hence a suitable technique should be deployed to prevent the spread of infections. The treatment of exhaust air can be done by HEPA filtration or by chemical disinfection of the exhaust air from COVID-19 patient room by bubbling the exhaust air through a “Diffused air aerator tank” (preferably of non-metallic material) holding a 1% sodium hypochlorite solution.
4. Exhaust Air can also be treated by exposing it for 45 minutes to a temperature of 75° *Celsius* to inactivate the SARS-CoV.
5. Similarly, an UVC (254 nm wavelength) irradiation with an exposure time of 15 minutes at irradiation intensity of 4016 $\mu\text{W}/\text{Cm}^2$ results in complete inactivation of SARS-CoV.
6. Due to the possibility of presence of active viral particles on the exhaust systems, it is advised to follow suitable personal and environment protection protocols during any maintenance activity on the exhaust system.
7. In resource constrained settings, certain make-shift Isolation enclosures can be designed to provide the necessary protection from the COVID-19 viral particles. This could be a temporary makeshift cubicle or tent constructed out of a skeleton structure (of plastic or metal) and plastic sheet or canvas covering.
8. A quarantine centre shall be well ventilated and preferably be maintained at a negative or neutral differential pressure. When mechanical ventilation is resorted to, it shall be a once through system (non- recirculatory system) that provides a “clean to dirty” (towards the patient and away to the exhaust) air flow pattern.

9. Preventive maintenance on all units as per the manufacturer's guidelines shall be ensured.

This should include disinfecting and cleaning of:

- i) Filters, grilles, diffusers & internal surfaces: It is recommended to use 5% Cresol solution (containing 50% Cresol and 50% Liquid soap solution) for the purpose of disinfection. Mix 1 liter of this solution in 9 liters of water. The surface shall be sprayed with this solution, left for 10 minutes and then washed / wiped clean with water / cloth. (the above methodology is only for washable filters)
- ii) Condensate drain pan: Disinfecting / treatment of condensate drain pan is suggested using UV treatment or 1% sodium hypochlorite dosing. This will apply only if the HVAC equipment is working on a re-circulatory mode.
- iii) Coils: Follow standard recommendations of coil cleaning and then sanitize using the same protocol as that of the filters specified above.

The fresh air and ventilation system should be kept on throughout the off cycle and on the weekend and holidays in air circulation mode.

SECTION D : OFFICES

1. The offices use different types of air conditioning, ie, Window/ Split air conditioners to centralized air conditioning to coolers during summer seasons. The employers are advised to refer to relevant section in this advisory depending upon the type of air conditioning installed in their offices.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 3137 (R) - 3138 (R)

Dated, Chandigarh the 24th April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 3139 (R) - 3145 (R)

Dated, Chandigarh the 24th April, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. MD/NHM/2020/3358 (R)-3365(R)

Dated, Chandigarh the 11th May, 2020

To

1. All the Special Chief Secretary/ Additional Chief Secretary/ Financial Commissioners / Principal Secretaries/ Administrative Secretaries to the Govt. of Punjab.
2. All the Head of the Department of the Govt. of Punjab.
3. All Divisional Commissioners, Punjab.
4. All the Commissioners of Police.
5. All the Deputy Commissioners/ District and Session Judges of the State
6. Registrar General, Punjab and Haryana High Court
7. All Senior Superintendents of Police
8. The Secretary, Punjab Vidhan Sabha.

Subject: Advisory for the people involved in the frequent interstate/intrastate movement in the wake of COVID-19 pandemic.

Corona virus Disease 2019 (COVID-19) is a systemic disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the coronavirus is the key to control the pandemic.

The Government of Punjab has imposed severe restrictions on free movement of people and vehicles in the larger public interest of controlling the spread/transmission of Corona virus through the imposition of Curfew in its all 22 districts. The Government has, however, allowed essential activities and movement of people working in essential government offices so as to ensure the smooth functioning of the state-related activities.

I. General Advisory

1. All the persons are requested to avoid travel, if possible. In cases where the travelling is essential, one should not move around unnecessarily and should avoid moving in groups/large numbers.

2. The travelling persons shall ensure, before travel, that either they fall in the exempted category as per the extant instructions issued by the Department of Home Affairs & Justice, Government of Punjab or have the due requisite permission to travel. However, even in the case of exempted categories, the requisite documents stipulated by the Government shall always be readily available with the traveller.
3. Travel should be avoided in cases where the traveller has fever/cold/cough/difficulty in breathing. Such a person should contact the nearest medical facility immediately.
4. The travelling persons should always keep in mind the norms of social distancing as laid down by the government, i.e., maintain a physical distance of at least 1 meter from everyone else.
5. The four-wheeler vehicle is allowed to carry only two persons along with the driver so as to ensure the adequate social distancing.
6. The passenger/driver should wear cloth mask at all times immediately from leaving the house till the entry back into the house. The mask shall be worn throughout the journey.
7. The masks shall be worn in a manner that it snugly covers the nose as well as the mouth.
8. The cloth mask should be washed with soap and water daily after use.
9. The driver and the passengers are advised not to indulge in any handshakes or hug to greet/see-off each other.
10. Wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space between the finger and the thumb and the wrist wherever and whenever the opportunity to wash the hands is available. However, a two-hourly hand wash is recommended.
11. The hands should preferably be washed in the manner prescribed above by the drivers/passengers before they board the vehicle for their journey.
12. Alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) can be carried by the passengers/drivers in the vehicles to sanitize the hands. The sanitizers are to be refilled/replaced frequently. Use a minimum of 3 ml of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
13. Sanitize the hands even if they appear to be apparently clean.

14. The driver and passengers should either sanitise or wash their hands whatever is feasible and available frequently.
15. The driver and passengers should mandatorily hand wash/sanitize in the manner prescribed before touching the refreshments during tea-break/lunch-break etc.
16. The air-conditioners can be used in the vehicles along with one open window so as to ensure adequate ventilation.
17. Do not smoke or chew tobacco based products such as gutka, pan masala etc. during the travel/halt.
18. In case of a cough/sneeze, follow the respiratory etiquettes. Use handkerchief to cover the face which shall then be kept in his/her own pocket/purse in a manner that the surface of the handkerchief exposed to the cough/sneeze shall not touch the other parts of the belongings directly.
19. In case someone is not carrying the handkerchief he/she should cough/sneeze into the flexed/bent elbow.
20. In either case, immediately hand-wash with soap in the manner prescribed the hands/other exposed surfaces to cough/sneeze.
21. Do not touch your face, mouth, nose and eyes with hands at all times.
22. Do not spit except when absolutely essential and only in the washbasin of the toilet which shall then be rinsed and washed away.
23. The drivers and the passengers should comply with the thermal scanning available to all the inter-city borders. The normal human body temperature is 97.7 to 99.5-degree Fahrenheit or 36.5 to 37.5-degree centigrade.
24. All the persons should declare their travel history at the inter-state/city checkpoints regarding whether they have visited any containment zone in the last 14 days.
25. Only asymptomatic persons should be allowed to move further after the thermal screening and they should not be kept in any quarantine facility.
26. All the persons are advised not to meet/interact with people who are symptomatic or are under home/facility quarantine.
27. Do not indulge in gossip/rumours with regard to COVID-19 without verifying the facts. All the persons should mandatorily download COVA app (along with Bluetooth and Wi-Fi activation) for correct, authentic information as also for regular monitoring of their health status.

28. In case a co-worker is diagnosed as COVID-19 with whom one had a contact during the journey/waiting time etc, there shall not be panic. One should report to the Helpline No. 104/State Control Room No. 01722920074/08872090029, detailing the exact nature of exposure so as to assist the medical facility to undertake further necessary actions.

29. The employer in case a worker/employee is diagnosed as corona positive and such a worker/employee has attended the shift shall immediately inform the Helpline No. 104 / State Control Room No. 01722920074 / 08872090029 along with all the facts about the worker and the contacts he might have during the shift. The employer shall therefore maintain a complete and proper record of all workers on any particular day.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3366(R)-3367(R)

Dated, Chandigarh the 11th May, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3368(R)-3375(R)

Dated, Chandigarh the 11th May, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. Executive Director, SHSRC, Punjab for information please.
8. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**

Annexure-I:

Undertaking for frequent interstate/intrastate travellers

1. I S/W of, resident of, do hereby voluntarily submit that I am not a resident of any containment zone/buffer zone as identified by the Government of India and I undertake that I shall monitor my health and maintain distance with those around me and interact with the assigned surveillance team in case I suffer from any deteriorating symptoms or any of my close family contacts develops any symptoms consistent with COVID-19.
2. I have been explained in detail about the precautions that I need to follow while I am moving within or outside the state.
3. I have active COVA app on my phone and I assure that it will remain active throughout the period of journey/travel.
4. I am liable to be acted on under section 188 of IPC as per provision of “The Epidemic Diseases Act 1897” for any non-adherence to protocol.

Signature_____

Date_____

Contact Number _____

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. MD/NHM/2020/3376(R)-3380(R)

Dated, Chandigarh the 12th May, 2020

To

1. Principal Secretary (Transport), Punjab.
2. Principal Secretary, Civil Aviation, Punjab.
3. All Divisional Commissioners, Punjab
4. All Deputy Commissioners, Punjab.
5. All Civil Surgeons, Punjab.

Subject: Advisory regarding the quarantine of returnees from outside the country- asymptomatic contacts in the hotel/private facilities in the wake of COVID-19 pandemic.

Corona virus Disease 2019 (COVID -19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Since the virus is contagious, it is essential that all contacts of virus are quarantined and medically followed up. The State has already issued detailed instructions on Home quarantine vide letter no MD/NHM/2020/3322(R)-3326(R) dated 8.5.2020. The Government of Punjab has also allowed the quarantine of all the returnees from outside the country at private quarantine facilities. All such persons who are either “asymptomatic on arrival” or “who have similar symptoms but test negative for COVID-19” on arrival shall be kept in strict quarantine- at home or private facilities, as per the option of such person.

A large number of facilities such as hotels, service apartments, lodges etc. are unoccupied due to the impact of COVID-19 on travel and tourism. Similarly, there may be instances where people do not have requisite space at home and may opt for a private facility for quarantine. The guidelines for quarantine at such private facilities are laid as under:

I. Guidelines for the Facility managers

A facility manager shall ensure the following before opting to offer his/her private facility for this model:

1. The quarantine and isolation facility (applicable only if home/private facility isolation is permitted by GoP) will not co-exist and the facility owner will have a choice to dedicate the facility for either of the two.

2. These facilities will offer single room with attached washrooms on paid basis to contacts
3. The tariff for the accommodation and services shall be fixed by the facility in consultation with the Government and shall be widely publicized.
4. The tariff shall be properly explained to the interested person who opts for such facility before hand.
5. Such facility that opts for both quarantine and isolation (though not presently permissible) will have to have earmark separate areas for keeping suspect cases and confirmed cases and shall ensure that no inter-mingling of these two categories happen at any time.
6. The contact opting for such quarantine facility will give an undertaking in Annexure-1 (English)/ Annexure 2 (Punjabi) (enclosed).
7. The facility owner of the quarantine shall make such additional arrangements asunder:
 - a. She/he shall ensure the availability of the doctor on daily basis.
 - b. The doctor shall monitor the contacts in quarantine facilities once a day on basic parameters -- temperature, pulse, blood pressure, respiratory rate and pulse oxymetry and keep a record of the same with regard to all contacts in the facility.
 - c. The doctor engaged by the facility will inform the District Surveillance Officer regarding the list of contacts admitted to such facility and their health status on daily basis.
 - d. The facility should network with an approved laboratory for testing samples as per the ICMR guidelines.
 - e. The quarantined persons should not be allowed to meet visitors, including relatives. They can, however, talk on phone.
 - f. The facility shall provide Wi-Fi facility and ensure that the client downloads the COVA App (https://play.google.com/store/apps/details?id=in.gov.punjab.cova&hl=en_IN) on mobile and it should remain active at all times (through Bluetooth and location service).
 - g. The facility should train its staff to call 108 free Ambulance service or any other Ambulance as per requirement.

h. Disinfection of the facility.

- i. **Indoor Areas:** Indoor areas including office spaces, lobbies, common rooms etc. should be cleaned every evening and early in the morning before the rooms are occupied. If the contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the cleaner should wear disposable rubber boots, gloves (heavy duty), and a cloth mask.
 - Start cleaning from cleaner areas and proceed towards dirtier areas.
 - All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or equivalent disinfectants commercially available in the market.
 - High contact surfaces such as elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
 - For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
 - Carefully clean the equipment used in cleaning at the end of the cleaning process.
 - Protective gear used during sanitation process should be discarded as per the requirements.
- ii. **Quarantine Rooms:** The rooms occupied by the contacts cases should be cleaned by the cleaning staff only after wearing appropriate protective gear (rubber gloves, masks, rubber boots, apron etc.).

- Persons under quarantine should be instructed to bag their trash and place the closed bag outside their door for daily pick up.
- Similarly, persons under quarantine should also be instructed to bag their soiled linens and place the closed bag outside their door for pick up.
- Cleaning, laundry, and trash removal staff should wear disposable gloves and gowns for all tasks in the cleaning process, including collection of closed bags.
- Staff should remove and change gloves after cleaning a room or area occupied by persons under quarantine before moving to the next room.
- After delivering bags to their final destination, staff should clean and disinfect any hard, cleanable surfaces where bags have been stored (such as on carts or on the floor).
- Laundry and trash removal staff collecting the closed bags should remove their gloves promptly after bags are delivered to their destination and cleaning and disinfection has been performed.
- Any time staff removes gloves, wash the hands with soap for at least 40 seconds by applying the soap gently on the palm and back of the hand including web spaces between the fingers and space as well as between the finger and the thumb and the wrist.
- Also, the staff can use alcohol-based sanitizer (minimum 70% ethyl alcohol v/v) which can be mounted at the entrance of the rooms. The sanitizers are to be refilled/replaced frequently. Use a minimum of 3mL of the sanitizer (approximately 2 pushes of sanitizer dispenser) on DRY HANDS for at least 30 seconds for good hygienic hand disinfection.
- If possible, for fabrics or other materials that can be laundered, use the warm water setting and dry items completely on high heat.

- If a person under quarantine has a special need for assisted cleaning (e.g., an elderly person who is unable to clean a spill such as vomiting in their quarters), appointed health personnel will oversee the cleaning process as part of their evaluation of the individual.
 - Rooms vacated by contacts cases should remain closed to further use until cleaned and disinfected by appropriately trained cleaning staff. The room should not be entered by cleaning staff for at least for 24 hours.
- i. The in-house catering should only provide room services for freshly cooked food duly following physical distancing and environmental sanitation.
 - j. Pantry in the facility, if any, should also be cleaned as the other inside office spaces. Special care needs to be taken while cleaning the slabs and the sinks, if any with soap/detergent and water.
 - k. The utensils should be properly cleaned with dish wash bars /liquids and water.
 - l. The utensils should not be shared amongst the staff/contacts.
 - m. Raw fruits/vegetables should be washed with lukewarm water before consumption. Similarly, the milk packets shall be washed with soap and water before opening the same for usage.
8. The facility owner will give an undertaking, as per the Annexure 3 (English) & Annexure 4 (Punjabi), to follow the above guidelines and to have adequate manpower including the above mentioned health workers as per the prescribed protocol.
 9. The contacts/suspected cases will stay under quarantine period for 14 days from the date of last exposure.

II. Guidelines for the Quarantined person:

The guidelines for the quarantined person shall be the same as the guidelines for the person in Home quarantine issued vide no. MD/NHM/2020/3322(R)-3326(R) Dated 8.5.2020.

III. Air-Conditioning

The air-conditioning should be used as per the guidelines for healthcare facilities (as enclosed in Annexure 5).



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3381(R)-3383(R)

Dated, Chandigarh the 12th May, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to ACS (Home), Punjab for the kind information of Additional Chief Secretary (Home)
3. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. MD/NHM/2020/3384(R)-3391(R)

Dated, Chandigarh the 12th May, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. Director, NHM, Punjab for information please.
8. Executive Director, SHSRC, Punjab for information please.



**State Programme Officer (IEC)
NHM, Punjab**

Annexure 1

Undertaking on quarantine in private facilities

1. I S/W of, resident of do hereby voluntarily submit that I am not coming out of any containment zone and I undertake to remain in quarantine for a period of 14 days and during this period I shall monitor my health and maintain distance with those around me and interact with the assigned surveillance team in case I suffer from any deteriorating symptoms or any of my close family contacts develops any symptoms consistent with COVID-19.
2. I have been explained in detail about the precautions that I need to follow while I am under quarantine.
3. I have active COVA app on my phone and I assure that it will remain active throughout the period of quarantine.
4. I am liable to be acted on under section 188 of IPC as per provision of “The Epidemic Diseases Act 1897” for any non-adherence to self-quarantine protocol.

Signature_____

Date_____

Contact Number

Annexure-2

ਪ੍ਰਾਈਵੇਟ ਫੈਸੀਲਿਟੀ ਵਿੱਚ ਇਕਾਂਤਵਾਸ ਲਈ ਸਵੈ-ਘੋਸ਼ਣਾ ਪੱਤਰ

1. ਮੈਂ _____ ਪੁੱਤਰ/ਪੁੱਤਰੀ _____
ਨਿਵਾਸੀ _____ ਹਾਂ ਅਤੇ ਮੈਂ ਸਵੈ-ਇੱਛਾ ਨਾਲ ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਮੈਂ ਕਿਸੇ ਕਨਟੇਨਮੈਂਟ ਜ਼ੋਨ ਤੋਂ ਨਹੀਂ ਆ ਰਿਹਾ/ਰਹੀ। ਮੈਂ ਅੱਜ ਤੋਂ 14 ਦਿਨ ਤੱਕ Quarantine ਵਿੱਚ ਰਹਾਂਗਾ/ਰਹਾਂਗੀ ਅਤੇ ਇਸ ਸਮੇਂ ਦੌਰਾਨ ਮੈਂ ਆਪਣੀ ਸਿਹਤ ਦੀ ਸਥਿਤੀ ਤੇ ਨਜ਼ਰ ਰੱਖਾਂਗਾ/ਰੱਖਾਂਗੀ ਅਤੇ ਆਪਣੇ ਆਸ-ਪਾਸ ਦੇ ਲੋਕਾਂ ਤੋਂ ਵਾਜਿਬ ਦੂਰੀ ਬਣਾਕੇ ਰੱਖਾਂਗਾ/ਰੱਖਾਂਗੀ। ਜੇਕਰ ਮੈਨੂੰ ਕੋਵਿਡ-19 ਦੇ ਕੋਈ ਲੱਛਣ ਮਹਿਸੂਸ ਹੁੰਦੇ ਹਨ ਤਾਂ ਮੈਂ ਖੇਤਰ ਦੀ ਸਰਵੀਲੈਂਸ ਟੀਮ ਨੂੰ ਸੂਚਿਤ ਕਰਾਂਗਾ/ਕਰਾਂਗੀ।
2. ਮੈਨੂੰ ਇਕਾਂਤਵਾਸ ਦੌਰਾਨ ਵਰਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਸਾਵਧਾਨੀਆਂ ਬਾਰੇ ਵਿਸਥਾਰਪੂਰਵਕ ਦੱਸ ਦਿੱਤਾ ਗਿਆ ਹੈ।
3. ਮੈਂ ਆਪਣੇ ਫੋਨ ਵਿੱਚ ਕੋਵਾ ਐਪਲ ਡਾਊਨਲੋਡ ਕਰ ਲਈ ਹੈ ਅਤੇ ਇਹ ਐਪ Quarantine ਦੀ ਅਵੱਧੀ ਦੌਰਾਨ ਕਿਰਿਆਸ਼ੀਲ ਰਹੇਗੀ।
4. ਜੇਕਰ ਮੈਂ ਇਕਾਂਤਵਾਸ ਦੇ ਪ੍ਰੋਟੋਕੋਲ ਦੀ ਉਲੰਘਣਾ ਕਰਦਾ ਹਾਂ ਤਾਂ ਮੇਰੇ ਵਿਰੁੱਧ Epidemic Diseases Act 1897 ਦੇ ਅਨੁਸਾਰ ਆਈ.ਪੀ.ਸੀ. ਦੀ ਧਾਰਾ 188 ਦੇ ਤਹਿਤ ਕਾਨੂੰਨੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

ਹਸਤਾਖਰ _____

ਮਿਤੀ _____

ਸੰਪਰਕ ਨੰਬਰ. _____

Annexure 3

Undertaking by Facility Owner while offering private facility for quarantine of Contacts

1. I/We S/W of, resident of
....., owner of
(in case of more than one owner of the facility, the undertaking be given jointly) do hereby voluntarily submit that I/ We are ready to offer my/our above-named facility on my/our own volition for the purpose of providing quarantine facility to the Contact cases of COVID-19 and that I/We undertake to comply with the guidelines issued by the Government from time to time in this regard.
2. I/We undertake that the facility named
have all the requisite arrangements, as stipulated by the Government, in place and that the facility shall continue to provide the Quarantine facilities for the period stipulated by the Government to all the Contacts who opt for the facility.
3. I/We also undertake that I/We have trained our entire staff working in the facility on the guidelines issued by the Government and that I/We shall ensure the availability of the Doctor On daily basis for regular check-up and reporting of the Contacts admitted in the facility.

4. I/We also understand that I/We are liable to be acted on under section 188 of IPC as per provision of “The Epidemic Diseases Act 1897” for any non-adherence to the protocol/guidelines issued by the Government in this regard.

Signature_____

Date_____

Contact Number _____

Annexure 4

ਸੰਪਰਕਾਂ (Contacts) ਦੇ ਇਕਾਂਤਵਾਸ (Quarantine) ਦੇ ਸੰਬੰਧ ਵਿੱਚ ਪ੍ਰਾਈਵੇਟ ਫੈਸੀਲਿਟੀਜ਼ (Facilities) ਦੇ ਮਾਲਿਕ ਵੱਲੋਂ ਦਿੱਤੇ ਜਾਣ ਵਾਲੇ ਸਵੈ-ਘੋਸ਼ਣਾ ਪੱਤਰ (Undertaking)

1. ਮੈਂ/ਅਸੀਂ _____ ਪੁੱਤਰ/ਪੁੱਤਰੀ _____

ਨਿਵਾਸੀ _____ ਮਾਲਿਕ _____ ਹਾਂ (ਜੇਕਰ

ਫੈਸੀਲਿਟੀ ਦੇ ਇੱਕ ਤੋਂ ਵੱਧ ਮਾਲਿਕ ਹਨ ਤਾਂ ਸੰਯੁਕਤ ਸਵੈ-ਘੋਸ਼ਣਾ ਪੱਤਰ ਦਿੱਤਾ ਜਾਵੇਗਾ) ਅਤੇ ਮੈਂ/ਅਸੀਂ ਕੋਵਿਡ-19 ਦੇ ਸੰਪਰਕ ਕੇਸਾਂ ਨੂੰ ਇਕਾਂਤਵਾਸ ਕਰਨ ਲਈ ਮੇਰੀ/ਸਾਡੀ ਉਪਰੋਕਤ ਨਾਮ ਵਾਲੀ ਫੈਸੀਲਿਟੀ ਨੂੰ ਮੇਰੀ/ਸਾਡੀ ਸਹਿਮਤੀ ਨਾਲ ਉਪਲਬੱਧ ਕਰਵਾਉਂਦਾ ਹਾਂ ਅਤੇ ਮੈਂ/ਅਸੀਂ ਸਰਕਾਰ ਵੱਲੋਂ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਜਾਰੀ ਦਿਸ਼ਾ-ਨਿਰਦੇਸ਼ਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨ ਦੀ ਘੋਸ਼ਣਾ ਕਰਦੇ ਹਾਂ।

2. ਮੈਂ/ਅਸੀਂ ਇਹ ਘੋਸ਼ਣਾ ਕਰਦੇ ਹਾਂ ਕਿ _____

ਨਾਮ ਵਾਲੀ ਫੈਸੀਲਿਟੀ ਵਿੱਚ ਸਰਕਾਰ ਦੀਆਂ ਹਿਦਾਇਤਾਂ ਅਨੁਸਾਰ ਸਾਰੇ ਜ਼ਰੂਰੀ ਇੰਤਜਾਮ ਅਤੇ ਇਸ ਫੈਸੀਲਿਟੀ ਦੀ ਚੋਣ ਕਰਨ ਵਾਲੇ ਸਾਰੇ ਸੰਪਰਕਾਂ ਨੂੰ ਇਕਾਂਤਵਾਸ ਦੀ ਸੁਵਿਧਾ ਸਰਕਾਰ ਵੱਲੋਂ ਤੈਅ ਸਮੇਂ ਤੱਕ ਜਾਰੀ ਰੱਖੀ ਜਾਵੇਗੀ।

3. ਮੈਂ/ਅਸੀਂ ਇਹ ਘੋਸ਼ਣਾ ਕਰਦੇ ਹਾਂ ਕਿ ਮੈਂ/ਅਸੀਂ ਫੈਸੀਲਿਟੀ ਵਿੱਚ ਕੰਮ ਕਰਨ ਵਾਲੇ ਆਪਣੇ ਸਾਰੇ ਸਟਾਫ ਨੂੰ ਸਰਕਾਰ ਦੇ ਦਿਸ਼ਾ-ਨਿਰਦੇਸ਼ਾਂ ਅਨੁਸਾਰ ਟਰੇਨਿੰਗ ਦਿੱਤੀ ਜਾ ਚੁੱਕੀ ਹੈ ਅਤੇ ਮੈਂ/ਅਸੀਂ ਇਹ ਯਕੀਨੀ ਬਣਾਉਂਦੇ ਹਾਂ ਕਿ ਫੈਸੀਲਿਟੀ ਵਿੱਚ ਦਾਖਿਲ ਸੰਪਰਕਾਂ (Contacts) ਦੀ ਰੋਜ਼ਾਨਾ ਜਾਂਚ ਅਤੇ ਰਿਪੋਰਟਿੰਗ ਲਈ ਡਾਕਟਰ _____ ਉਪਲਬੱਧ ਹੋਵੇਗਾ।

4. ਮੈਂ/ਅਸੀਂ ਇਹ ਵੀ ਸਮਝਦੇ ਹਾਂ ਕਿ ਜੇਕਰ ਮੈਂ/ਅਸੀਂ ਸਰਕਾਰ ਵੱਲੋਂ ਇਸ ਸੰਬੰਧੀ ਜਾਰੀ ਪ੍ਰੋਟੋਕੋਲ/ਦਿਸ਼ਾ-ਨਿਰਦੇਸ਼ਾਂ ਦੀ ਉਲੰਘਣਾ ਕੀਤੀ ਤਾਂ Epidemic Diseases Act 1897 ਦੇ ਅਨੁਸਾਰ ਆਈ.ਪੀ.ਸੀ. ਦੀ ਧਾਰਾ 188 ਦੇ ਤਹਿਤ ਮੇਰੇ/ਸਾਡੇ ਖਿਲਾਫ ਕਾਨੂੰਨੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

ਹਸਤਾਖਰ _____

ਮਿਤੀ _____

ਸੰਪਰਕ ਨੰਬਰ. _____

Government of Punjab
Department of Health & Family Welfare
(NHM, Punjab)

No. 3129 (R) - 3136 (R)

Dated, Chandigarh the 24th April, 2020

To

1. All the Special Chief Secretary/ Additional Chief Secretary/ Financial Commissioners / Principal Secretaries/ Administrative Secretaries to the Govt. of Punjab.
2. All the Head of the Department of the Govt. of Punjab.
3. All the Commissioners of the Divisions.
4. All the Commissioners of Police.
5. All the Deputy Commissioners/ District and Session Judges of the State
6. Registrar General, Punjab and Haryana High Court
7. All Senior Superintendents of Police
8. The Secretary, Punjab Vidhan Sabha.

Subject: Advisories regarding the use of Air-conditioning in Residential/Commercial and Hospital Settings in wake of COVID-19 pandemics.

Corona virus Disease 2019 (COVID -19) is a systemic disease caused by a novel Corona virus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for a varied period of time, it gets easily inactivated by chemical disinfectants. Thus, correct and timely information and knowledge about the corona virus is the key to control the pandemic.

With the onset of summer season in the past few weeks, concerns with regard to the safety and usage of Air conditioners/coolers etc. in the wake of COVID-19 pandemics have been raised. The Air-conditioning systems generally work on the principle of re-circulating the air inside the room and in the current COVID-19 situation, there are apprehensions that the air conditioning poses a threat to other people especially in large facilities such as malls, offices, hospitals, health centres etc.

The State has therefore decided to come up with an advisory to allay all such apprehensions and concerns with regard to safety and usage of Air conditioning/coolers etc. in different settings. The guidelines for usage of air conditioning in various settings is as follows:

SECTION A: RESIDENTIAL APPLICATIONS

1. Room Air Conditioners(Window/Split):

- a) Recirculation of cool air by Room Air Conditioners must be accompanied by outdoor air intake through slightly open windows and exhaust by natural exfiltration.
- b) The room temperature should be set between 24-27 degrees Celsius and the relative humidity should be maintained between 40% - 70%.
- c) The Air conditioners should be serviced often so as to keep the filters clean.
- d) Exhaust fans can be installed in the rooms containing a large number of people so as to create a negative pressure in the room and ensure the entry of fresh air in the premises.
- e) The circulated air inside the room should be vented out frequently.

2. Evaporative/Desert Air Coolers:

- a) It is advisable to prevent dust entry and maintain hygiene. Evaporative cooler tanks must be cleaned and disinfected and the water drained and refilled frequently.
- b) *Disinfection of Air Coolers:* The evaporative air coolers must be cleaned and disinfected at regular intervals. The water tank should be emptied and then wiped gently with a soft cloth, sponge and warm water to eliminate moldy residue that may have built up since the previous cleaning. The tank can also be washed with mild soapy water and then flushed out with clean water.

For the cooling pads and air vents, a mixture of 50-50 water and vinegar should be used to soak and rinse the pads and the vents.

- c) Evaporative coolers must draw air from outside to ensure good ventilation.

3. Fans:

- a) Fans should be operated with windows kept partly open.
- b) If an exhaust fan is located at a nearby location then it must be kept running to exhaust air for better ventilation.

SECTION B: COMMERCIAL AND INDUSTRIAL FACILITIES

1. The best action to limit the risk of spread of COVID-19 infection through air is to ventilate the indoor environments with outdoor air as much as possible.
2. Mechanical ventilation systems and air conditioning systems, which provide ventilation, can perform this function more effectively than simply opening the windows, because they improve the quality of the outdoor air with filtration.
3. If fresh air is not provided, it is advisable to introduce a fresh air duct attached to a central inline fan filter unit and distribute the fresh air by grilles into the space or near the indoor units in case of multiple cassette or multiple hi-wall units.
4. A minimum fresh air volume of 3 cubic meter/hour per person and 3.75 cubic meter per hour per square metre (5 cfm per person and 0.6 cfm per sq ft) is recommended.
5. In case of ducted fan-coiled and air handling units, fresh air must be provided by an inlet duct and fan.
6. In buildings without mechanical ventilation systems, it is recommended to actively use operable windows.
7. In case of re-circulating system, it is advisable to limit the return air circulation. The return air system could be converted to an exhaust system.

SECTION C: HEALTHCARE FACILITIES

1. In healthcare settings, the probability of spread of infection is higher especially in COVID-19 wards or isolation centres.
2. It is therefore recommended that the air-conditioning system in these facilities should be isolated and different from rest of the hospital or the building so as to prevent the re-circulation of air which may be containing the droplet nuclei having virus.
3. In certain settings, where a separate air conditioning is not possible/feasible, exhaust air is likely to contain particles carrying the virus and hence a suitable technique should be deployed to prevent the spread of infections. The treatment of exhaust air can be done by HEPA filtration or by chemical disinfection of the exhaust air from COVID-19 patient room by bubbling the exhaust air through a “Diffused air aerator tank” (preferably of non-metallic material) holding a 1% sodium hypochlorite solution.
4. Exhaust Air can also be treated by exposing it for 45 minutes to a temperature of 75° *Celsius* to inactivate the SARS-CoV.
5. Similarly, an UVC (254 nm wavelength) irradiation with an exposure time of 15 minutes at irradiation intensity of 4016 $\mu\text{W}/\text{Cm}^2$ results in complete inactivation of SARS-CoV.
6. Due to the possibility of presence of active viral particles on the exhaust systems, it is advised to follow suitable personal and environment protection protocols during any maintenance activity on the exhaust system.
7. In resource constrained settings, certain make-shift Isolation enclosures can be designed to provide the necessary protection from the COVID-19 viral particles. This could be a temporary makeshift cubicle or tent constructed out of a skeleton structure (of plastic or metal) and plastic sheet or canvas covering.
8. A quarantine centre shall be well ventilated and preferably be maintained at a negative or neutral differential pressure. When mechanical ventilation is resorted to, it shall be a once through system (non- recirculatory system) that provides a “clean to dirty” (towards the patient and away to the exhaust) air flow pattern.

9. Preventive maintenance on all units as per the manufacturer's guidelines shall be ensured.

This should include disinfecting and cleaning of:

- i) Filters, grilles, diffusers & internal surfaces: It is recommended to use 5% Cresol solution (containing 50% Cresol and 50% Liquid soap solution) for the purpose of disinfection. Mix 1 liter of this solution in 9 liters of water. The surface shall be sprayed with this solution, left for 10 minutes and then washed / wiped clean with water / cloth. (the above methodology is only for washable filters)
- ii) Condensate drain pan: Disinfecting / treatment of condensate drain pan is suggested using UV treatment or 1% sodium hypochlorite dosing. This will apply only if the HVAC equipment is working on a re-circulatory mode.
- iii) Coils: Follow standard recommendations of coil cleaning and then sanitize using the same protocol as that of the filters specified above.

The fresh air and ventilation system should be kept on throughout the off cycle and on the weekend and holidays in air circulation mode.

SECTION D : OFFICES

1. The offices use different types of air conditioning, ie, Window/ Split air conditioners to centralized air conditioning to coolers during summer seasons. The employers are advised to refer to relevant section in this advisory depending upon the type of air conditioning installed in their offices.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 3137 (R) - 3138 (R)

Dated, Chandigarh the 24th April, 2020

1. A copy is forwarded to OSD to Chief Secretary, Punjab for the kind information of Worthy Chief Secretary please.
2. A copy is forwarded to PS to PSHFW, Punjab for the kind information of Principal Secretary, Health & Family Welfare.



**Secretary Health &
Mission Director, NHM, Punjab**

No. 3139 (R) - 3145 (R)

Dated, Chandigarh the 24th April, 2020

Copy forwarded to :

1. Commissioner, FDA, Punjab for information please.
2. MD, PHSC for information please.
3. Commissioner AYUSH cum PD-PSACS for information please.
4. Director Health Services, Punjab for information please.
5. Director Family Welfare, Punjab for information please.
6. Director (ESI), Punjab for information please.
7. All Civil Surgeons, Punjab for information & necessary action.



**State Programme Officer (IEC)
NHM, Punjab**