

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER :: EAST KHASI HILLS DISTRICT
::SHILLONG::**

ORDER

(No.C&S.7/2020/Vol-XII/86, Dated Shillong the 15th August, 2020)

In compliance to Order No.POL.75/2020/PI/51, Dated 1st July 2020 and Order No.POL.75/2020/Pt1/58 Dated 14th August, 2020 of Government of Meghalaya in Political Department, **ALL SHOPS OPERATING FROM FIXED PREMISES WILL OPEN DAILY W.E.F. 08:00 AM TO 08:00 PM in East Khasi Hills District.**

HOWEVER, THIS ORDER WILL NOT APPLY TO AREAS FALLING UNDER POLICE BAZAAR, G.S ROAD (FROM KHYNDAL LAD TO MOTPHRAN), KEATING ROAD, JAIL ROAD, MOTPHRAN, JHALUPARA, MAWBAH, BARAPATHAR, ANJALEE POINT, MAWLONGHAT, IEWMAWLONG, CANTONMENT, JEEP STAND, GARIKHANA, PALTAN BAZAAR AND IEWDUH AND SEPARATE ORDERS WILL FOLLOW FOR THESE AREAS.

This Order will also not apply to houses, buildings and areas which are declared as containment areas as per this Office Orders as listed in **Annexure-I.**

I. INSTRUCTIONS FOR SHOPPING MALLS AND COMPLEXES:

Shops in Shopping Malls/Complexes shall open daily. They **SHALL STRICTLY FOLLOW** the Standard Operating Procedures on preventive measures in Shopping mall to contain spread of COVID-19 issued vide Office Memorandum F.No.Z.28015/19/2020-EMR(Pt.) Dated 4th June, 2020 by Government of India in Ministry of Health and Family Welfare, **WITHOUT FAIL.** (SOP attached at **Annexure-II**)

The owner of the shopping malls/complexes and the respective shopkeepers shall strictly comply to SOPs of Government and instructions from this Office failing which, the concerned shop or the shopping mall/complex will be closed down followed by legal action.

No LOITERING is allowed in the shopping mall/complex, only customers shall enter to make purchase and exit immediately thereafter, without fail

II. RESTAURANTS/ CAFES/ FOOD OUTLETS EXCLUDING THOSE THAT ARE LOCATED ALONG THE NATIONAL HIGHWAYS shall open daily w.e.f 8:00 AM to 8:00 PM in strict compliance of the SOP on preventive measures in Restaurant to contain spread of COVID-19 issued vide No. TOURISM.22/2020 Dated, Shillong the 16th June, 2020 by Tourism Department, Government of Meghalaya. (Annexure-III**).**

However, in pursuance to Order No.POL.75/2020/Pt/30, Dated 12th May, 2020 issued by Government of Meghalaya in Political Department, Operation of Restaurants/ Cafes/ Food Outlets/ Tea stalls **STRICTLY** for Home delivery and takeaway service **ONLY** is permitted along National Highways.

Home delivery and takeaway service is allowed till 10:00 PM.

III. BARBER SHOPS/BEAUTY PARLOURS/ SALONS shall be in strict compliance of the SOP No.Health.140/2020/9, Dated 19.06.2020 issued by Government of Meghalaya in Health and Family Welfare Department. (Annexure-IV**)**

IV. WEEKLY MARKETS AT ANNEXURE-V- EXCEPT BORDER HAATS AND MARKETS LOCATED IN THE INTER-STATE BORDERS are permitted to open in East Khasi Hills District subject to strict compliance with the SOP No.Health.140/2020/8, Dated 19.06.2020 issued by Government of Meghalaya in Health and Family Welfare Department. (Annexure-VI**)**



V. **HOTELS are permitted to resume operations** subject to strict compliance of the SOP being issued by Government of Meghalaya in Tourism Department and SOP on preventive measures in Hotels and other Hospitality units to contain spread of COVID-19 issued vide Office Memorandum F.No.Z.28015/19/2020-EMR(Pt.) Dated 4th June, 2020 by Government of India in Ministry of Health and Family Welfare (SOP of Government of India attached at **Annexure-VII**).

Due permission is to be strictly obtained, without fail from the Undersigned for the resumption of operation.

VI. **Yoga Institutes and Gymnasiums** will operate subject to strict compliance with the SOPs Dated 3rd August, 2020 issued by the Ministry of Health & Family Welfare (MOHFW), Government of India (**Annexure-VIII**) **after due permission has been received from this office.** An Undertaking confirming adherence to the relevant SOPs and SOPs issued by the Health and Family Welfare Department, Meghalaya is to be submitted to the Undersigned before resumption of operations.

VII. **Cyber Cafes** are permitted to open subject to strict compliance to the SOPs to be issued by the Information Technology and Communication Department, Government of Meghalaya **after due permission has been received from this office.** An Undertaking confirming adherence to the relevant SOPs and SOPs issued by the Health and Family Welfare Department, Meghalaya is to be submitted to the Undersigned.

VIII. **Gaming Parlours** are permitted to open on a daily basis from 8:00AM to 8:00PM subject to strict compliance to the SOPs being issued by this Office **after due permission has been received.** An Undertaking confirming adherence to the relevant SOPs and SOPs issued by the Health and Family Welfare Department, Meghalaya is to be submitted to the Undersigned.

IX. **THE FOLLOWING ESTABLISHMENTS, SERVICES AND ACTIVITIES SHALL ALSO OPEN/ OPERATE DAILY IN ALL OF EAST KHASI HILLS DISTRICT INCLUDING SHILLONG URBAN AGGLOMERATION, CIVIL SUB-DIVISION OF SOHRA & PYNURSLA AND IN ALL THE C&RD BLOCKS EXCEPT CYBER CAFÉ, GAMING PARLOURS, JACKPOT PARLOURS AND LOTTERY COUNTER.**

1. Pharmacies/Labs/private and public clinics/veterinary clinics/dispensary
2. Petrol Pump.
3. Home delivery and takeaway of food,
4. Mobile car repairing service consisting of two technicians and mechanic,
5. Services provided by self-employed persons, e.g., electrician, IT repairs, plumbers, motor mechanics and carpenters.
6. Courier service and e-commerce operation for all goods and common service centres.
7. Construction Activities: All construction work in Rural Areas. They shall obtain permission and submit an Undertaking to the Undersigned.

While in Urban Area only in-situ construction (where workers are available on site or workers, labourers, supervisors, etc working in the construction site coming from their residence within the same district and no workers are required to be brought from outside) and construction of renewable energy projects. They shall obtain permission and submit an Undertaking to the Undersigned.

- For Incoming skilled workforce, highly skilled and professionals, the Employer to follow instructions of Political Department vide Letter No. POL.120/2020/11 Dated 03.08.2020 & No. POL.120/2020/12 Dated 04.08.2020 (**Annexure-IX**) followed by SOPs of Labour Department, Meghalaya vide Notification No. LBG.23/2020/PT.III/13, Dated 09/06/2020 (**Annexure-X**) and Order No.Health.74/2020/123, Dated Shillong the 29.07.2020 (**Annexure-XI**) issued by Government of Meghalaya in Health & Family Welfare Department. **Due**



**permission will be given upon submission of Undertaking to the Labour Commissioner,
East Khasi Hills District.**

8. Private Office Establishments with 33% employee-strength. They shall obtain permission and submit an Undertaking to the Undersigned and mandatorily comply to the National Directives/SOPs of Government of India for COVID-19 Management and to all Advisories of Health and Family Welfare Department.

In addition, they **SHALL STRICTLY FOLLOW** the Standard Operating Procedures on preventive measures to contain spread of COVID-19 in office/work place of Office Memorandum F.No.Z.28015/19/2020-EMR(Pt.) Dated 4th June, 2020 issued by Government of India in Ministry of Health and Family Welfare, **WITHOUT FAIL**. (SOP attached at **Annexure-XII**).

9. Operation of notified weighbridges to facilitate checking of loaded vehicles. They shall obtain permission and submit an Undertaking to the Undersigned.
10. Border trade with Bangladesh through Land Customs Stations is permitted subject to strict compliance of the SOP being issued by the State Government in the Commerce and Industries Department. Trade through Border Haat is not permitted.
11. Non-contact and in-direct contact sports in strict compliance to SOP No.SYA.91/2020/1, Dated 16.06.2020 (**Annexure-XIII**). They shall obtain permission and submit an Undertaking to the Undersigned.

X. **IN ADDITION, THE FOLLOWING COMMERCIAL ACTIVITIES WHO HAVE SUBMITTED UNDERTAKINGS TO THE UNDERSIGNED SHALL OPEN DAILY.**

- i. Food processing units including rice mills and mustard oil processing in rural areas outside municipalities.
- ii. Brick Kilns in rural areas outside municipalities.
- iii. Industrial units.
- iv. Cement plants will operate at 100% capacity (This is as per Order No.IND.98/2008/Pt/289, Dated 4th June, 2020 issued by Government of Meghalaya in Commerce and Industries Department).
- v. Mining of Limestone and boulder by lease-holders for domestic sale in the state or country. Export outside the country is permitted **ONLY** through automated, elevated conveyor belt with no human intervention.
- vi. Quarrying of chips and aggregates including their transportation.
- vii. All agriculture and allied sectors activities like farming operations including livestock farming, Poultry, Fishery and Hatcheries, collection, processing and distribution of milk and milk products, mandis by AMPC, procurement and marketing of agricultural produce, Custom Hiring Centres, cold storage and warehouses, manufacturing, packaging and distribution of agriculture inputs, seed, animal feed and fodder, movement of harvesting and sowing related machines/implements.
- viii. Operation of Tea Industry including plantation for production, processing, packaging and marketing.
- ix. Transportation of all agricultural products.
- x. MGNREGA works with strict implementation of social distancing and face mask.

***Operation of PERMITTED ESTABLISHMENTS, SERVICES, AGRICULTURAL, INDUSTRIAL AND COMMERCIAL ACTIVITIES IN BOTH Urban and Rural area shall strictly adhere to the prescribed Standard Operating Procedures (SOPs) of Government and mandatory compliance to the Advisories of Health and Family Welfare Department, without fail.**


The local Headmen (Rangbah Shnongs) in coordination with the Incident Commander and Police will regulate the operation of the shops, services and commercial establishments in their respective localities.



villages and also to ensure due compliance to the Advisories of Government in the Health & Family Welfare Department with special and strict reference to **Social Distancing** concerning the COVID -19 situation.

In addition, the public are requested to **strictly**:

- a) Maintain Social Distancing of at least **6 feet**.
- b) Not to overcrowd in one area/ shop.
- c) To wear mask by Shopkeepers and Customers. This is mandatory and non-compliance will entail action of closure of the shops concerned.
- d) Not to spit in public places.
- e) Cooperate with management made by the District Administration, District Police and Headman.
- f) **Ensure compulsory compliance to conditions in Prohibitory Order No.C&S.3/2009/PT.II/258, Dated Shillong, the 15th August 2020 and Night Curfew Order No.C&S.3/2009/PT.II/257, Dated Shillong, the 15th August 2020 which are promulgated under Section 144 CrPC.**


(Smti M Van Nongbri, IAS)
Deputy Commissioner,
East Khasi Hills District,
Shillong.


Memo No.C&S.7/2020/Vol-XII/86-A

Dated Shillong the 15th August, 2020.

Copy to:-

1. P.S to the Chief Secretary to the Government of Meghalaya for kind information of the Chief Secretary.
2. P.S to the Addl. Chief Secretary to the Government of Meghalaya, Home Police Department for kind information of the Addl. Chief Secretary.
3. P.S to the Addl. Chief Secretary to the Government of Meghalaya, Political Department for kind information of the Addl. Chief Secretary
4. The Commissioner of Divisions, Khasi, Jaintia and Ri-Bhoi Districts for kind information.
5. The Commissioner and Secretary to the Government of Meghalaya, Health & Family Welfare Department for kind information.
6. The Commissioner of Transport, Government of Meghalaya for kind information.
7. The Secretary to the Government of Meghalaya, Tourism Department for kind information.
8. The Director of Information and Public Relations, Meghalaya **for information and to cause wide circulation, Press Release and giving publicity through fixed loud speaker.**
9. The Superintendent of Police, East Khasi Hills District for kind information and necessary action.
10. The Superintendent of Police (Traffic), East Khasi Hills District for kind information and necessary action.
11. The SDO (Civil), Pynursla/ Sohra Civil Sub-Division for information and similar necessary action.
12. All the Addl. Deputy Commissioner, Law and Order/CEO, DDMA/In Charge Essential Commodities, East Khasi Hills District for kind information and necessary action.
13. The District Transport Officer, East Khasi Hills, Shillong for information and strict necessary action to enforce this Office Order No.C&S.7/2020/Vol.VII/78 Dated 2nd June, 2020, Order No.C&S.7/2020/Vol.VII/91 Dated 3rd June, 2020 and Order No.C&S.7/2020/Vol.VII/205 Dated 4th June, 2020.
14. All BDOs/Incident Commanders, East Khasi Hills District for information and necessary action to ensure full compliance of all the SOPs of Government.




Deputy Commissioner,
East Khasi Hills District,
Shillong.

STATUS OF CONTAINMENT AREAS IN EKHD VERSION 6 AS ON 15.08.2020

:	Containment area	Order No	Date	Remarks	Order No & Date Re-demarcation/Lifted of containment areas
1	Ftr Hqr BSF Campus, Umpling	No.DDMA.EKH/119/2020/113	09.07.2020	Still in containment	NA
2	Nongrah Dongktieh	No. DDMA.EKH/119/2020/VOL-I/14	24.07.2020	Still in containment	NA
3	Lower Lummawrie (from building of Dr. P K War till old Super Care building)	No.DDMA.EKH/119/2020/VOL-I/17	24.07.2020	Re-demarcated to the house of Pynhunlang Lyngdoh Lower Lummawrie	No.DDMA.EKH/119/2020/VOL-I/95 Dated 04.08.2020
4	1. House of Shri. Rohan Chettri (Dongkamon, Nongmynsong). 2. House of Smt. Laxmi Mizar (Dongkamon, Nongmynsong). 3. House of Shri. Guttam Rai (Dongkamon, Nongmynsong). 4. House of Smt. Sony Joshi (Dongkamon, Nongmynsong). 5. House of Savitry Thapa (Dongkamon, Nongmynsong).	No.DDMA.EKH/119/2020/VOL-I/46	26.07.2020	Still in containment	NA
5	Malki Addition : a. House of Smti Mainly Warjri (Chinapatty Malki) b. House of Smti Arcdia Kharmujai (Dhanketi, Malki) c. House of Smti Dapda Warjri (Lumbalang, Malki) d. House of Smti Parkordor Jarain (Lumbalang, Malki) e. House of Jenny Mary Basaiawmoit (KhliehShnong, Malki) f. House of Mr. Balbarico Kharmudai (Kharmalki, Malki) g. De'Arco and Lovely Stores at Malki Point, Malki	No.DDMA.EKH/119/2020/VOL-I/85	01.08.2020	Re-demarcated to: a. House of Smti Mainly Warjri (Chinapatty Malki) b. Lovely Stores at Malki Point, Malki c. Martian Mawthoh at Riat Bharat, Malki Nongshiliang	No.DDMA.EKH/119/2020/VOL-I/124 Dated 10.08.2020

:	Containment area	Order No	Date	Remarks	Order No & Date Re-demarcation/Lifted of containment areas
6	Lower New Colony : The Building and compound of Shri Anil Toi of Lower New Colony, Laitumkhrah	No.DDMA.EKH/119/2020/VOL-I/74	01.08.2020	Still in containment	NA
7	The House No. U/B- 007, Behind Victoria Landmark Guest House, Upper Nongrim Hills	No.DDMA.EKH/119/2020/VOL-I/84	01.08.2020	Still in containment	NA
8	Lower Lumsohra, Laitumkhrah: Building of Quincidory Shallam, Lower Lumsohra	No.DDMA.EKH/119/2020/VOL-I/102	07.08.2020	Still in containment	NA
9	Housing Complex of Shri Thomlin Nongrum, Block-II, Lawmali Pyllun	No.DDMA.EKH/119/2020/VOL-I/118	09.08.2020	Still in containment	NA
10	Jairam Roy Compound, Mawbah Barapathar	No.DDMA.EKH/119/2020/VOL-I/130	12.08.2020	Still in containment	NA
11	House of Shri Hrishikesh Chakraborty, Burnside Compound, Near Sankardev Girls Hostel, Rilbong	No.DDMA.EKH/119/2020/VOL-I/132	12.08.2020	Still in containment	NA
12	Thiang Compound, Raj Compound and Hari Compound at Nongsophoh Upper Mawprem	No.DDMA.EKH/119/2020/VOL-I/136	15.08.2020	Still in containment	NA
13	1. The house of Shri Gopal Thapa, Nepali Compound, Rilbong and 2. The house of Sushma Talukdar, Burnside Area, Near Sankardev College Girls Hostel, Rilbong	No.DDMA.EKH/119/2020/VOL-I/138	15.08.2020	Still in containment	NA
14	Building of Mrs D Wahlang opposite to 'Sterian Rynjah Store', New Kench's Trace, Bishnupur	No.DDMA.EKH/119/2020/VOL-I/139	15.08.2020	Still in containment	NA

4th June,2020

**Government of India
Ministry of Health and Family Welfare**

SOP on preventive measures in shopping malls to contain spread of COVID-19

1. Background

Shopping malls get frequented by large number of people for shopping, entertainment and food. To prevent spread of COVID-19 infection, it is important that required social distancing and other preventive measures are followed.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at particular places to prevent spread of COVID-19.

Shopping malls in containment zones shall remain closed. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes. Shopping mall management to advise accordingly.

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (workers and visitors) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

viii.

4. All shopping malls shall ensure the following arrangements:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic customers/visitors shall be allowed.
- iii. All workers/customers/visitors to be allowed entry only if using face cover/masks. The face cover/masks has to be worn at all times inside the shopping mall.
- iv. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- v. Staggering of visitors to be done, if possible.
- vi. Adequate manpower shall be deployed by Mall Management for ensuring social distancing norms.
- vii. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Shopping Mall management to facilitate work from home wherever feasible.
- viii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms shall be ensured.
- ix. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up.
- x. Any shops, stalls, cafeteria etc., outside and within the premises shall follow social distancing norms at all times.
- xi. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- xii. Preferably separate entry and exits for visitors, workers and goods/supplies shall be organized.
- xiii. The staff for home deliveries shall be screened thermally by the shopping mall authorities prior to allowing home deliveries.
- xiv. Required precautions while handling supplies, inventories and goods in the shopping mall shall be ensured. Proper queue management and disinfection shall be organized.
- xv. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the shopping mall as far as feasible.
- xvi. Number of customers inside the shop to be kept at a minimum, so as to maintain the physical distancing norms.
- xvii. Seating arrangement, if any, to be made in such a way that adequate social distancing is maintained.
- xviii. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- xix. Use of escalators with one person on alternate steps may be encouraged.
- xx. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-

70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.

- xxi. Large gatherings/congregations continue to remain prohibited.
- xxii. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxiii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all malls in common areas as well as inside shops, elevators, escalators etc.
- xxiv. Proper disposal of face covers / masks / gloves left over by visitors and/or employees should be ensured.
- xxv. Deep cleaning of all washrooms shall be ensured at regular intervals.
- xxvi. In the food-courts:
 - a. Adequate crowd and queue management to be ensured to ensure social distancing norms.
 - b. In food courts and restaurants, not more than 50% of seating capacity to be permitted.
 - c. Food court staff / waiters should wear mask and hand gloves and take other required precautionary measures.
 - d. The seating arrangement should ensure adequate social distancing between patrons as far as feasible.
 - e. Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
 - f. Tables to be sanitized each time customer leaves.
 - g. In the kitchen, the staff should follow social distancing norms at work place.
- xxvii. Gaming Arcades shall remain closed.
- xxviii. Children Play Areas shall remain closed.
- xxix. Cinema halls inside shopping malls shall remain closed.
- xxx. In case of a suspect or confirmed case in the premises:
 - a. Place the ill person in a room or area where they are isolated from others.
 - b. Provide a mask/face cover till such time he/she is examined by a doctor.
 - c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
 - e. Disinfection of the premises to be taken up if the person is found positive.



GOVERNMENT OF MEGHALAYA

TOURISM DEPARTMENT

OFFICE MEMORANDUM

No. TOURISM.22/2020

Dated, Shillong the 16th June, 2020

SOP on preventive measures in Restaurants to contain spread of COVID-19

The following SOP is based on the guidelines of the Ministry of Health and Family Welfare, Govt of India and the Ministry of Tourism, Govt of India.

1. Background

Given the current COVID-19 outbreak in India, it is important that restaurants and other hospitality units take suitable measures to restrict any further transmission of the virus while providing restaurant services.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at particular places to prevent spread of COVID-19. **Restaurants in containment zones shall remain closed.** Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes. Restaurant management to advise accordingly.

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff and patrons) in these places at all times.

These include:

- I. Physical distancing of at least 6 feet to be followed as far as feasible.
- II. Use of face covers/masks to be made mandatory.
- III. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- IV. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.

- V. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
- VI. Spitting shall be strictly prohibited.
- VII. Installation & use of Aarogya Setu App shall be advised to all.

4. All Restaurants shall ensure the following arrangements:

- I. Takeaways to be encouraged, instead of Dine-In. Food delivery personnel should leave the packet at customer's door and avoid handing over the food packet directly to the customer.
- II. Food Transportation: Required precautions while handling supplies, inventories and goods in the restaurant shall be ensured. Proper queue management and disinfection shall be organized.
 - a. Train the drivers, loaders and other staff about the COVID-19 infection symptoms and measures for prevention
 - b. Clean & Sanitize Delivery/transport vehicles regularly. Use vehicle only for food deliveries /distribution.
 - c. Anyone displaying flu like symptoms should not be permitted for handling / transporting / delivering food.
 - d. Drivers, loaders and other staff to maintain high standards of personal hygiene.
 - e. Hand washing material and Sanitizer bottle to be fixed in driver cabin.
 - f. Face covers to be worn at all times.
 - g. Avoid use of public toilets and crowded places during the breaks.
 - h. If a vehicle enters an area marked as a COVID-19 hotspot, then the vehicle shall be thoroughly cleaned and disinfected before use.
 - i. Maintain relevant records.
- III. The staff for home deliveries shall be screened thermally by the restaurant authorities prior to allowing home deliveries.
- IV. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- V. Only asymptomatic staff and patrons shall be allowed.
- VI. All staff and patrons to be allowed entry only if using face cover/masks. The face cover/masks and gloves has to be worn as required inside the restaurant.
- VII. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently. The material can be obtained from the District Medical and Health Officer, Government of Meghalaya.
- VIII. Staggering of patrons to be done, if possible.

- IX. Adequate manpower shall be deployed by restaurant management for ensuring social distancing norms.
- X. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Restaurant management to facilitate work from home wherever feasible.
- XI. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms shall be ensured.
- XII. Additional patrons to be seated in a designated waiting area with norms of social distancing.
- XIII. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up.
- XIV. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- XV. Preferably separate entry and exits for patrons, staff and goods/supplies shall be organized.
- XVI. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the restaurant as far as feasible.
- XVII. Seating arrangement to be made in such a way that adequate social distancing is maintained. **In restaurants, not more than 50% of seating capacity to be permitted.**
- XVIII. Guest Service Standards
 - a. Guests are encouraged to make prior reservations before going to the restaurant to avoid crowding. Guests to be seated in a designated waiting area with norms of social distancing in case of waiting.
 - b. Hand sanitizer in contactless dispensers to be placed at the entrance and other areas such as washrooms & to remind the guests before entering and while leaving to sanitize their hands.
 - c. Complete details of number of persons to be taken in advance and seating to be accordingly arranged by maintaining the social distancing norms.
 - d. Guest to request not to exceed in pre informed numbers and any sort of deviation in number of persons be informed well in advance.
 - e. Guests to be requested to carry their own Face Mask, Hand Gloves and Instant Hand Wash etc.
 - f. Guests to be requested not to carry any item directly bought from outside like gifts etc.
 - g. Guests to be requested to use safe and sanitized vehicles for travel.

XIX. Arrival of Guests in Restaurant

- a. All guests are screened for any symptoms before entering the premises.
- b. Guest with body temperature of 98.6° F or more should be politely asked to return or directed to a designated hospital, which would be a precondition at the time of accepting booking.
- c. The gate to be opened by attendant
- d. Guests are directed to sanitize the hands before proceeding for seating area. To place hand sanitizers at the entrance and other areas such as washrooms.
- e. Markings on the floor to be done to maintain Social Distance, wherever required.
- f. Tables to families or a group to be allocated strategically to ensure non contamination to other guests/areas.

XX. Dining

- a. The entire service of the guests is done by service staff donning hand gloves and face masks
- b. Disposable menus to be used to reduce the chances of transference of virus. Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged.
- c. Only cooked food to be included in the menu and to avoid inclusion of raw or cold food like salads etc.
- d. Guest service areas shall be thoroughly cleaned and disinfected before and after every shift. The furniture and fixtures of the restaurant like tables, chairs, workstations, buffet tables, linen etc. to be thoroughly cleaned with disinfectants on daily basis.
- e. Buffet service to be avoided in near future. In case of buffet trained service staffs to serve the food from buffet.
- f. Pre-plated dishes to be encouraged in the menu wherever possible.
- g. Name badges of serving staff to be printed in larger fonts for identification from a farther distance.
- h. The crockery, cutlery, service-ware etc. be washed with hotwater and food grade/ approved disinfectants.
- i. The service equipment to be segregated and stored in sanitized cupboards.
- j. Use different types of warmers to keep the food and crockery on warm temperature.
- k. The soiled dishes to be immediately taken to dishwashing area and not left inside boards. The leftover food be discarded in the designated bins with lids. The garbage should be disposed of on daily basis.

- I. Cashiers to disinfect hands after every settlement thru cash or cards.
- XXI. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- XXII. Use of escalators with one person on alternate steps may be encouraged.
- XXIII. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30 degrees centigrade, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- XXIV. Large-gatherings/congregations continue to remain prohibited.
- XXV. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- XXVI. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.
- XXVII. Proper disposal of face covers / masks / gloves left over by patrons and/or staff should be ensured.
- XXVIII. Deep cleaning of all washrooms shall be ensured at regular intervals.
- XXIX. Adequate crowd and queue management to be ensured to ensure social distancing norms.
- XXX. Staff / waiters should wear mask and hand gloves and take other required precautionary measures.
- XXXI. Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
- XXXII. Tables to be sanitized each time customer leaves.
- XXXIII. The Kitchen should follow the following norms
 - a. Operational kitchens must be sanitized at regular intervals.
 - b. Kitchens to plan social distancing zones in kitchen: 1. Range Critical 2. Non Range Critical 3. Pre-Preparation area.
 - c. Work tables to be realigned in such a manner that staff do not face each other and also maintain social distance.
 - d. Staff to wear face masks, chef caps/net caps, face shield.
 - e. Limit the number of staff to the minimum required; staff can be organized into teams to reduce interactions between teams
 - f. All staff should wear disposable masks, gloves, hair nets and all other safety gear
 - g. Ensure proper cleaning of vegetables, meats and all other materials that are required in the kitchens; use approved sanitizing agents to disinfect.
 - h. Ensure all tools get sanitized after each use

- i. It would be useful to use an Autoclave machine for all cooking equipment, ladles etc.
- j. No ready-to-eat food items shall be left open and shall be kept covered.
- k. Proper training for food employees with new or altered duties and that they apply the training according to established procedures.
- l. Keep hot foods hot and cold foods cold by storing in appropriate transport vessels.
- m. Keep foods separated to avoid cross contamination, e.g., keeping raw foods separated from cooked and ready-to-eat foods.
- n. Ensure that any wrapping and packaging used for food transport is done so that contamination of the food is prevented.

XXXIV. Gaming Arcades/Children play areas (wherever applicable) shall remain closed.

XXXV. In case of a suspect or confirmed case in the premises:

- a. Place the ill person in a room or area where they are isolated from others.
- b. Provide a mask/face cover till such time he/she is examined by a doctor.
- c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline. (Phone Numbers of District Helplines are Enclosed as Annexure I)
- d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
- e. Disinfection of the premises to be taken up if the person is found positive.



(Dr. Vijay Kumar D., IAS)

Commissioner and Secretary
to the Government of Meghalaya,
Tourism Department

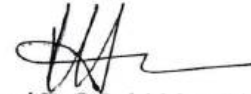
No. TOURISM.22/2020

Dated, Shillong the 16th June, 2020

Copy to: -

1. The Secretary to the Governor of Meghalaya for kind information of the Hon'ble Governor.
2. The Private Secretary to the Chief Minister, Meghalaya for kind information of the Chief Minister.
3. The Private Secretary to the Deputy Chief Minister, Meghalaya for kind information of the Deputy Chief Minister.
4. The Private Secretary to the Health Minister, Meghalaya for kind information of the Health Minister.

5. The Private Secretary to the all Hon'ble Ministers, Meghalaya for kind information of Hon'ble Minister.
6. The Private Secretary to Chief Secretary, Government of Meghalaya for favour of information of the Chief Secretary.
7. The Additional Chief Secretaries/Principal Secretaries/Commissioners & Secretaries/Secretaries of all the Department, Government of Meghalaya.
8. The Director General of Police, Meghalaya, Shillong for favour of information and necessary action.
9. The Director, Information and Public Relations for wide publicity of the Order.
10. The Director of Health Services (MI)/MCH&FW)/Research, Meghalaya, Shillong.
11. The Director All India Radio for wide publicity of the above Order.
12. The Director, Doordarshan Kendra Shillong for wide publicity of the above Order.
13. The Secretary Autonomous District Councils.
14. All Deputy Commissioners, Shillong/Nongstoin/Mwkyrwat/Jowai/Khlieriat/Nongpoh/Tura/Ampati/Resubelpara/Williamnagar/Baghmara for information and necessary action.
15. All Superintendents of Police, Shillong/Nongstoin/Mawkyrwat/Jowai/Khlieriat/Nongpoh/Tura/Ampati/Resubelpara/Williamnagar/Baghmara for information and necessary action.
16. The Chief Executive Officer, Municipal Board, Shillong/Tura/Jowai/Resubelpara.



(Smt. R.C. Sohkhlet, IAS)
Secretary to the Govt. of Meghalaya
Tourism Department.

Annexure 1

STATE HELPLINE NUMBER: 108

District Helpline Numbers	
State Surveillance Unit	9366090748
East Khasi Hills	7085281316
West Khasi Hills	9485395373
South West Khasi Hills	9485395373
West Jaintia Hills	6009693315
East Jaintia Hills	3655230605
West Garo Hills	9864939334
South West Garo Hills	6009944841/ 6009919788
Ri Bhoi	8787520449
East Garo Hills	9485113132
North Garo Hills	6009907768
South Garo Hills	7085100406

**GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT**

No.Health.140/2020/9,

Dated Shillong, the 19th June,2020.

ORDER

In view of the gradual easing of the lockdown, that was imposed to tackle the COVID -19 situation in the State, the following health protocol for Saloons/Beauty Parlours is being issued for necessary information and compliance of all concerned :-

HEALTH PROTOCOL FOR SALOONS/ BEAUTY PARLOURS

General protocol for all Saloons/ Beauty parlours:

1. Persons showing symptoms like fever, cough and throat pain should not be allowed inside.
2. All saloons/ beauty parlours must have adequate facilities for hand washing/ hand sanitization. All customers should enter only after sanitizing their hands.
3. All saloon/ beauty parlour owners/ workers would be responsible for maintaining physical distance between the customers, and avoid crowding at all times.
4. Only basic services like hair cutting/ shaving would be allowed for now.
5. The procedure must not take more than 15-20 minutes.Longer procedures should be avoided.
6. People should not shake hands, come in direct contact or hug each other in greeting.
7. All barbers and beauticians must wear masks and gloves at all times. They must sanitize their hands, scissors, combs, before and after the procedure is carried out. Fresh blades and disposable gowns must be used for each customer. The cost of this protective gear can be added in the charges levied on customers.
8. The saloons/ beauty parlours must not allow those entering without masks or sanitising their hands.
9. They must ensure that regular sanitization of the saloons/ beauty parlours are carried out before and after business hours and also frequently touched parts like door handles/ knobs are regularly cleaned after every 1 or 2 hours.
10. There should be prominent health advisories displayed in the saloons/ beauty parlours in local languages.
11. A token system or appointment system can be setup so that there is no crowding at the saloon.
12. Saloons/beauty parlours must encourage cashless transactions,wherever feasible to minimise direct contact.
13. Garbage and waste disposal protocols as per CPCB must be ensured. There must not be any littering in their shops.
14. The people should be discouraged from sharing of cigarettes, bidis, chewing tobacco or betel nuts and leaves.
15. The entry and exit points should be kept separate, wherever possible.

Sd/-

Commissioner & Secretary to the Government of Meghalaya,
Health & Family Welfare Department

Memo No.Health.140/2020/9-A,

Dated Shillong,the 19th June ,2020.

Copy to:-

- 1.The Secretary to the Governor of Meghalaya,Shillong for kind information of Governor
- 2.The Private Secretary to Chief Minister,Meghalaya,Shillong for kind information of Chief Minister.
- 3.The Private Secretary to Deputy Chief Minister,Meghalaya,Shillong for kind information of Deputy Chief Minister.
- 4.The Private Secretary to Health Minister, Meghalaya, Shillong for kind information of Minister.
- 5.Private Secretaries to all Ministers,Meghalaya,Shillong for kind of Minister.
6. Chief Executive Members, Khasi Hills Autonomous District Council, Shillong/Garo Hills Autonomous District Council, Tura /Jaintia Hills Autonomous District Council, Jowai
7. Private Secretary to Chief Secretary for kind information of the Chief Secretary.
- 8.The Additional Chief Secretaries/ Principal Secretaries/ Commissioners & Secretaries/ Secretaries of all the Department,Government of Meghalaya.
- 9.Director of Health Services (MI)/(MCH &FW)/(Research),Meghalaya,Shillong.
10. Director of Information & Public Relation for wide circulation in the Print/Electronic media of the State.
- 11.The Director General of Police, Meghalaya, Shillong
- 12.Deputy Commissioners,
East Khasi Hills, Shillong/ West Khasi Hills, Nongstoin/Ri Bhoi District, Nongpoh / West Jaintia Hills District, Jowai / West Garo Hills District, Tura / East Garo Hills District, Williamnagar / South Garo Hills District, Baghmara/North Garo Hills, Resubelpara/South West Garo Hills, Ampati/East Jaintia Hills, Khliehriat/ South West Khasi Hills, Mawkyrwat.
- 13.Joint Director of Health Services (MCH & FW) I/c IDSP,Meghalaya,Shillong.
- 14.District Medical & Health Officer,
East Khasi Hills, Shillong/ West Khasi Hills, Nongstoin/Ri Bhoi District, Nongpoh / West Jaintia Hills District, Jowai / West Garo Hills District, Tura / East Garo Hills District, Williamnagar / South Garo Hills District, Baghmara/North Garo Hills, Resubelpara/South West Garo Hills, Ampati/East Jaintia Hills, Khliehriat/ South West Khasi Hills, Mawkyrwat.

By Orders etc.,



(T.G.Momin,MCS)

Joint Secretary to the Government of Meghalaya,
Health & Family Welfare Department

LIST OF WEEKLY MARKETS IN EAST KHASI DISTRICT		
Sl	Market Name	Location
1	Iew Sohra	Under Sohra Civil Division
2	Iew Laitryngew	Under Sohra Civil Division
3	Iew Khrang	Under Sohra Civil Division
4	Hat Tyllap	Under Sohra Civil Division
5	Hat Shella	Under Sohra Civil Division
6	Hat Majai	Under Sohra Civil Division
7	Iew Pynursla	Uder Pynursla Civil Sub Division
8	Hat Thymmai	Uder Pynursla Civil Sub Division
9	Hat Nongjri	Uder Pynursla Civil Sub Division
10	Hat Lyngkhat	Uder Pynursla Civil Sub Division
11	Iew Mawsynram	Under Mawsynram C&RD Block
12	Iew Pongkung	Under Mawsynram C&RD Block
13	Iew Lawbah	Under Mawsynram C&RD Block
14	Iew Hatmawdon	Under Mawsynram C&RD Block
15	Iew Sonatala	Under Mawsynram C&RD Block
16	Iew Laitlyngkot	Under Khatarshnong Laitkroh C&RD Block
17	Iew Smit	Under Mawryngkneng C&RD Block
18	Iew Mawryngkneng	Under Mawryngkneng C&RD Block
19	Iew Diengpasoh	Under Mawryngkneng C&RD Block
20	Iew Mawngap	Under Mawphlang C&RD Block
21	Iew Tyrsad	Under Mawphlang C&RD Block
22	Iew Nongspung	Under Mawphlang C&RD Block
23	Iew Lyngkhoi	Under Sohiong C&RD Block
24	Iew Madan Bitaw	Under Sohiong C&RD Block
25	Iew Sohiong	Under Sohiong C&RD Block
26	Iew Nongur	Under Sohiong C&RD Block
27	Iew Krang	Under Sohiong C&RD Block
28	Iew Mawlaingut	Under Sohiong C&RD Block
29	Iew Jatah	Under Mawkynrew C&RD Block
30	Iew Lynshing	Under Mawkynrew C&RD Block
31	Iew Rapleng	Under Mawkynrew C&RD Block
32	Iew Iewrynghep	Under Mawkynrew C&RD Block
33	Iew Umblai	Under Mawkynrew C&RD Block

**GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT**

No.Health.140/2020/8,

Dated Shillong, the 19th June,2020.

ORDER

In view of the gradual easing of the lockdown, that was imposed to tackle the COVID -19 situation in the State, the following health protocol for markets is being issued for necessary information and compliance of all concerned :-

HEALTH PROTOCOL FOR MARKETS

General protocol for all markets:

1. All market Committee should constitute 'Market COVID-19 Management Committee' to ensure strict implementation of health protocols.
2. All markets must have adequate facilities for hand washing/ hand sanitization.
3. All markets should ensure that all shops are not open together. There should be odd - even numbered shops which would be allowed to open on alternate days.
4. The odd numbered shops would open on Mondays, Wednesdays and Fridays, while the even numbered shops would open on Tuesdays, Thursdays and Saturdays.
5. The shopkeepers would be responsible for maintaining physical distance between the customers, and avoid crowding at all times.
6. People should not shake hands, come in direct contact or hug each other in greeting.
7. All customers should also wear mask all the time while purchasing things from the market.They should practice hand-hygiene and physical distancing.
8. All shopkeepers and vendors must wear masks properly by covering their nose, mouth and chin parts of the face at all times.
9. The market committee must lay down fines for shop owners/people who do not wear masks or spit in open/ public places.
10. Market committees must ensure that regular sanitization of the markets are carried out before and after business hours and also frequently touched parts like door handles/ knobs are regularly cleaned.
11. There should be prominent health advisories displayed in the markets in local languages.
12. Market committees must ensure that customers bring their own bags and avoid the use of plastic bags as much as possible to minimise the chance of spread of the virus, as it lasts longer on smooth and non-porous surfaces in comparison to porous surfaces like cloth.
13. There should be minimal time spent by the customers at a Shop. More exposure might lead to cross-infections.
14. Markets must encourage cashless transactions, wherever feasible to minimise direct contact.
15. Garbage and waste disposal protocols as per CPCB must be ensured. There must not be any littering in the market area.

Additional protocol for vendors in Weekly Haat/ Roadside markets:

1. The Haat/ Roadside markets should ensure that there is at least 2 metres distance between the stalls/ vendors.
2. The customers should also maintain physical distance between themselves.

3. There should not be crowding in any shop.
4. There should be adequate hand washing facility in the market area.
5. Vendors should use masks and gloves at all times.
6. Customers should also be wearing masks all the time (even while speaking to vendors) and avoid spitting in open/ public places.
7. Vendors should be encouraged to keep prepacked portions to minimise direct contact.
8. Health advisories in local languages should be displayed prominently at entry points.
9. The people should be discouraged from sharing of cigarettes, bidis, chewing tobacco or betel nuts and leaves.
10. The entry and exit points should be kept separate.
11. People should be encouraged to bring their own carry bags.
12. Garbage and waste disposal protocols as per CPCB must be ensured. There must not be any littering in the market area.

Sd/-

Commissioner & Secretary to the Government of Meghalaya,
Health & Family Welfare Department

Memo No. Health.140/2020/8-A,

Dated Shillong, the 19th June ,2020.

Copy to:-

1. The Secretary to the Governor of Meghalaya, Shillong for kind information of Governor
2. The Private Secretary to Chief Minister, Meghalaya, Shillong for kind information of Chief Minister.
3. The Private Secretary to Deputy Chief Minister, Meghalaya, Shillong for kind information of Deputy Chief Minister.
4. The Private Secretary to Health Minister, Meghalaya, Shillong for kind information of Minister.
5. Private Secretaries to all Ministers, Meghalaya, Shillong for kind of Minister.
6. Chief Executive Members, Khasi Hills Autonomous District Council, Shillong/ Garo Hills Autonomous District Council, Tura / Jaintia Hills Autonomous District Council, Jowai
7. Private Secretary to Chief Secretary for kind information of the Chief Secretary.
8. The Additional Chief Secretaries/ Principal Secretaries/ Commissioners & Secretaries/ Secretaries of all the Department, Government of Meghalaya.
9. Director of Health Services (MI)/(MCH & FW)/(Research), Meghalaya, Shillong.
10. Director of Information & Public Relation for wide circulation in the Print/Electronic media of the State.
11. The Director General of Police, Meghalaya, Shillong
12. Deputy Commissioners,
East Khasi Hills, Shillong/ West Khasi Hills, Nongstoin/Ri Bhoi District, Nongpoh / West Jaintia Hills District, Jowai / West Garo Hills District, Tura / East Garo Hills District, Williamnagar / South Garo Hills District, Baghmara/North Garo Hills, Resubelpara/South West Garo Hills, Ampati/East Jaintia Hills, Khliehriat/ South West Khasi Hills, Mawkyrwat.
13. Joint Director of Health Services (MCH & FW) I/c IDSP, Meghalaya, Shillong.
14. District Medical & Health Officer,
East Khasi Hills, Shillong/ West Khasi Hills, Nongstoin/Ri Bhoi District, Nongpoh / West Jaintia Hills District, Jowai / West Garo Hills District, Tura / East Garo Hills District, Williamnagar / South Garo Hills District, Baghmara/North Garo Hills, Resubelpara/South West Garo Hills, Ampati/East Jaintia Hills, Khliehriat/ South West Khasi Hills, Mawkyrwat.

By Orders etc.,



(T.G. Momin, MCS)

Joint Secretary to the Government of Meghalaya,
Health & Family Welfare Department

4th June,2020

**Government of India
Ministry of Health and Family Welfare**

**SOP on preventive measures in Hotels and Other Hospitality Units
to contain spread of COVID-19**

1. Background

All hotels and other hospitality units must take suitable measures to restrict any further transmission of COVID-19 while providing accommodation and other tourist services. The SOP aims to minimize all possible physical contacts between Staff and Guests and maintain social distancing and other preventive and safety measures against COVID-19.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured in hotels and other hospitality units(*henceforth, 'hotels'*)to prevent spread of COVID-19.

Hotels in containment zones shall remain closed. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

- (A) Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes. Hotel management to advise accordingly.
- (B) The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff and guests) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
- vi. Spitting shall be strictly prohibited.
- vii. Installation and use of Aarogya Setu app shall be advised to all.

4. All Hotels shall ensure the following arrangements:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff and guests shall be allowed.
- iii. All staff and guests to be allowed entry only if using face cover/masks. The face cover/masks has to be worn at all times inside the hotel.
- iv. Adequate manpower shall be deployed by hotel management for ensuring social distancing norms.
- v. Staff should additionally wear gloves and take other required precautionary measures.
- vi. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Hotel management to facilitate work from home wherever feasible.
- vii. Proper crowd management in the hotel as well as in outside premises like parking lots—duly following social distancing norms shall be ensured. Large gatherings/congregations continue to remain prohibited.
- viii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up.
- ix. Preferably separate entry and exits for guests, staff and goods/supplies shall be organized. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the hotel as far as feasible. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- x. Number of people in the elevators shall be restricted, duly maintaining social distancing norms. Use of escalators with one person on alternate steps may be encouraged.
- xi. Details of the guest (travel history, medical condition etc.) along with ID and self-declaration form must be provided by the guest at the reception.
- xii. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- xiii. Hand sanitizers must be kept at the reception for guests to use. Guests to sanitize hands before and after filling relevant forms including A&D register.
- xiv. Hotels must adopt contactless processes like QR code, online forms, digital payments like e-wallet etc. for both check-in and check-out.
- xv. Luggage should be disinfected before sending the luggage to rooms.
- xvi. Guests who are at higher risk i.e. those who are older, pregnant or those who have underlying medical conditions are advised to take extra precautions.
- xvii. Guests should be advised not to visit areas falling within containment zone
- xviii. Required precautions while handling supplies, inventories and goods in the hotel shall be ensured. Proper queue management and disinfection shall be organized.
- xix. Appropriate personal protection gears like face covers/masks, gloves and hand sanitizers etc. shall be made available by hotel to the staff as well as the guests.
- xx. Detailed guidelines issued for restaurants shall be followed.

- a. Seating arrangement in the restaurant also to be made in such a way that adequate social distancing is maintained.
 - b. Disposable menus are advised to be used.
 - c. Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged.
 - d. Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
 - e. Buffet service should also follow social distancing norms among guests.
- xxi. Room service or takeaways to be encouraged, instead of dine-in. Food delivery personnel should leave the packet at guest or customer's door and not handed directly to the receiver. The staff for home deliveries shall be screened thermally by the hotel authorities prior to allowing home deliveries.
 - xxii. For room service, communication between guests and in-house staff should be through intercom/ mobile phone and room service (if any) should be provided while maintaining adequate social distance.
 - xxiii. Gaming Arcades/Children play areas (wherever applicable) shall remain closed.
 - xxiv. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
 - xxv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
 - xxvi. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.
 - xxvii. Proper disposal of face covers / masks / gloves left over by guests and/or staff should be ensured.
 - xxviii. Deep cleaning of all washrooms shall be ensured at regular intervals.
 - xxix. Rooms and other service areas shall be sanitized each time a guest leaves.
 - xxx. In the kitchen, the staff should follow social distancing norms at work place. Kitchens area must be sanitized at regular intervals.
 - xxxi. In case of a suspect or confirmed case in the premises:
 - a. Place the ill person in a room or area where they are isolated from others.
 - b. Provide a mask/face cover till such time he/she is examined by a doctor.
 - c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
 - e. Disinfection of the premises to be taken up if the person is found positive.

Dated the 03rd August, 2020

**Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
(EMR Division)**

Guidelines on Preventive Measures to Contain Spread of COVID-19 in Yoga Institutes & Gymnasiums

1. Background

To contain the spread of COVID infection, lockdown was imposed, which is now being gradually relaxed in a phased manner. Yoga and physical activity being important for health & well-being, it has been decided to open yoga institutes and gymnasiums from 5th August, 2020. Yoga Institutes and Gymnasiums shall adhere to protocols and prevention measures outlined in this document to prevent the spread of COVID-19.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at yoga institutes and gymnasiums to prevent spread of COVID-19. The guidelines aim to minimize all possible physical contacts between staff, members & visitors and maintain social distancing and other preventive and safety measures in context of COVID-19.

3. Generic preventive measures

All yoga institutes and gymnasiums in containment zones shall remain closed for public. Only those outside containment zones will be allowed to open up.

All yoga institutes and gymnasiums shall comply with all health related guideline/SOP/notification issued by the Union/State Government from time to time.

Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years are advised not to use gyms in closed spaces. Organizations managing the yoga institutes and gymnasiums shall advise all members, visitors & staff accordingly.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (members, visitors & staff) in these places at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet as far as feasible.
- ii. Use of face covers/masks is mandatory at all times with in the premises. However, during yoga exercise or exercising in gymnasiums, as far as possible only a visor may be used. Use of mask (in particular N-95 masks) during exercise may cause difficulty in breathing.

- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be practiced wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
- vi. Spitting should be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

4. Specific measures to be followed include-

a. Before opening the yoga institutes/gymnasiums

Processes & premises redesigning including proper placement of equipments

- i. Plan yoga/gymnasiums floor area based on 4m² per person.
- ii. Place equipments, including cardio and strength machines, 6 feet apart, wherever feasible, by moving equipment to facilitate social distancing
- iii. Where available, utilize any outdoor space by relocating equipment outside.
- iv. Create specific pathways for entering and exiting exercise areas within closed spaces using floor or wall markings
- v. Ensure queue management, inside and outside the premises, with specific markings on the floor with a gap of 6 feet.
- vi. Promote card based/contactless payment.
- vii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- viii. Limit the number of staff and members within the general gymnasium floor, specific workout areas and change rooms by:
 - a. Restricting the number of members allowed in specified areas
 - b. Implementing 'fitness sessions' for particular exercise areas with requirements for members to register (ideally online) for specific sessions
- ix. Lockers will remain in use, as long as social distancing is maintained.
- x. Ensure dustbins and trash cans are covered at all times
- xi. Spas, Sauna, Steam Bath and Swimming Pool (wherever applicable) shall remain closed.

Disinfection

All areas within the premises shall be disinfected using clinically approved disinfectants. The areas to be disinfected include but are not limited to –

- i. Entrances to premise, building, rooms

- ii. All open areas used by staff and visitors
- iii. Washrooms and toilets
- iv. Shoe baths (Members will be encouraged to carry separate workout shoes)
- v. All other frequently touched surfaces (doorknobs, handles etc.)
- vi. Equipment in gymnasiums

Planning and Scheduling of Activities

- i. Calculate the maximum capacity per session based on redesigned spaces. Accordingly schedule the session and inform the members.
- ii. Yogic Kriya(s)
 - a. The practice of Yogic Kriya(s) may be avoided for the time being. Even if it is to be practiced essentially, it may be done in open spaces
 - b. Guidelines for practitioners (Yoga guideline for Covid-19) issued by the Ministry of Ayush (available at: <https://www.ayush.gov.in/>) may also be followed
- iii. Group fitness rooms and classes
 - a. Staggering class session times and allowing minimum of 15-30 minutes between classes to avoid overlap between members arriving and leaving
 - b. Offering group fitness classes online, wherever possible
 - c. Restricting the number of persons allowed per group fitness class based on the size of the room and the nature of the fitness activity
- iv. Personal training in yoga institutes/gymnasiums
 - a. Ensure 6 feet distance between personal trainer and clients during personal training sessions, wherever feasible.
 - b. Ensure sessions are tailored to include only exercises that do not require physical contact between the trainer and the clients including setup and use of equipment
 - c. Limit the number of clients per session & ensure adequate spacing amongst all clients.
 - d. Utilize outdoor spaces at the yoga institutes/gymnasiums where available
- v. For Employees:
 - a. Shifts and attendance to be planned to ensure social distancing
 - b. Staff residing in the containment zone shall not attend the facility till containment zone is de-notified
 - c. Housekeeping staff to be informed & trained about norms for waste management & disposal
 - d. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the clients

Availability and Management of Supplies

- i. Appropriate personal protection gears like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the members, visitors & staff
- ii. Provide an adequate supply of disinfectant wipes or disinfecting solutions and disposable paper towels for members/staff to wipe exercise equipment clean before and after use.
- iii. Ensure availability of pulse oximeters to record oxygen saturation of members prior to the exercise.

b. After opening the yoga institutes / gymnasiums

At the entry point

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic persons (including staff) be allowed in the premises.
- iii. All persons to be allowed entry only if using face cover/masks.
- iv. All members, visitors and staff may consider using Aarogya Setu application for risk identification at all times inside the yoga institute/gymnasiums
- v. Posters/standees on preventive measures about COVID-19 to be displayed prominently. Audio and Video clips to spread awareness on preventive measures for COVID-19 may be regularly played.
- vi. Ensure minimum distance of 6 feet at all times in queues
- vii. Proper crowd management in the parking lots, in corridors and in elevators – duly following social distancing norms shall be organized.
- viii. Staggering of members/ visitors to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of premises & equipment.
- ix. In yoga institutes, shoes / footwear are to be preferably taken off outside the premises where yoga exercises are done. If needed they should be kept in separate slots for each individual / family by the persons themselves.
- x. Details of check-in and checkout times of members and visitors must be recorded (name, address and phone number)

Prior to exercising in the gymnasiums using equipment for cardio, strength training etc.

- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use
- ii. Sanitize middle finger with alcohol swab and check oxygen saturation using pulse oximeter. Those having oxygen saturation below 95% should not be allowed to exercise. Call central / state helpline / ambulance and refer such persons to the nearest health facility
- iii. Remove mask and **wear visor as far as feasible** while exercising.
- iv. Hand sanitizer stations must be provided near each gymnasium equipment
- v. Ensure that members sanitize their hands before using gymnasium equipment

During yoga exercises / other exercise sessions

- i. Common exercise mats should be avoided and members should preferably bring their own exercise mats which they may take back with them.
- ii. In view of potential threat of spread of infection, as far as feasible recorded music/songs may be played and shouting/ laughter yoga exercise should not be allowed.
- iii. Stop the exercise if you feel difficulty in breathing. Check oxygen saturation level. Those having oxygen saturation below 95% should not be allowed to continue exercise. Call central / state helpline / ambulance and refer such persons to the nearest health facility.

After exercise and in common areas

- i. Ensure proper disposal of face covers / masks / used towels in covered bins.
- ii. The shower areas / washrooms should be sanitized before and after use.
- iii. Cafeteria facility, if any within the premises, shall follow social distancing norms at all times.
- iv. Cleaning and disinfection of gymnasium equipment, particularly frequently touched surfaces (hand rails, benches, fixtures, etc.) shall be done after each exercise session before it is used by the next member.
- v. The floor cleaning shall be taken up between exercise sessions.

At the time of closure

- i. Shower rooms and lockers/changing areas need to be properly sanitized.
- ii. Deep cleaning of all washrooms shall be ensured
- iii. Before closure, the entire premises will be disinfected

5. Additional precautions to be followed in case of a suspect case in the premises:

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Provide a mask/face cover till such time he/she is examined by a doctor.
- iii. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- iv. A risk assessment will be undertaken by the designated public health authority (district Rapid Response Team /treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
- v. Disinfection of the premises to be taken up if the person is found positive.

**GOVERNMENT OF MEGHALAYA
HOME (POLITICAL) DEPARTMENT**

No.POL.120/2020/11

Dated: Shillong, the 3rd August, 2020.

From: Shri C.V.D Diengdoh, IAS
Secretary to the Government of Meghalaya

To: 1. All Administrative Departments

2. All Deputy Commissioners,
East Khasi Hills/ West Khasi Hills/ East Jaintia Hills/ West Jaintia Hills/ Ri
Bhoi/ South West Khasi Hills/ East Garo Hills/ West Garo Hills/North Garo
Hills/South Garo Hills/South West Garo Hills Districts, Meghalaya

Sub: Matters relating to SOPs for engaging Skilled/Highly Skilled workers from
outside the State - regarding

Sir/Madam,

In inviting a reference to the subject cited above, I am to forward herewith the Standard Operating Procedures for engaging Skilled/Highly Skilled workers from outside the State issued by the Labour Department, Government of Meghalaya vide Order No LBG.23/2020/Pt III/14 dated 4th June 2020 which is self-explanatory.

In this connection, there are many Government Departments who are undertaking projects in various sectors which require skilled/highly skilled workers to be brought from outside the State. As such, the following procedures are to be followed by all Administrative Departments regarding entry of such workers from outside the State;

1. The implementing agency, i.e., the PSU or the Contractor / Employer shall make an application to the concerned Administrative Department with the number of skilled / highly skilled workers who are required, for entry into the State along with the name of the district where they will be located. The entry of workers should be done in a staggered manner which should also be indicated in the application.
2. Employers shall submit consent by way of an undertaking to concerned Administrative Department stating that:
 - a. the employer shall bear all the expenses for such workers to undergo paid quarantine facilities till the test results are known,
 - b. the employer shall bear all the expenses for the isolation & treatment of the workers tested positive as per the protocols issued by the Health and Family Welfare Department, Government of Meghalaya, and
 - c. the employer shall make suitable quarantine arrangements for 14 days for workers who are tested RT-PCR negative

3. Administrative Departments shall ensure that such consent is obtained from the employers and also ensure that suitable quarantine arrangements have been made by the employer for workers who are tested RT-PCR negative.
4. After being satisfied, the Administrative Department will make a recommendation to the Home (Political) Department which will then issue instructions to the Deputy Commissioner(s) for entry of the specified number of workers.
5. Thereafter, the employer will register all the proposed skilled / highly skilled workers in the Meghalaya COVID Portal. The Deputy Commissioners, after scrutiny will convey approval and issue Entry Pass for each worker.
6. The employer shall furnish a copy of the approved list of workers to the respective Superintendent of Police of the district.
7. The employer shall comply with all the instructions contained in the SOP dated 4th June, 2020 issued by Labour Department.

This has the approval of the Competent Authority.

Yours faithfully,


Secretary to the Government of Meghalaya
Home (Political) Department

Memo No.POL.120/2020/11-A

Dated: Shillong, the 3rd August, 2020.

Copy to:-

1. The Director General of Police, Meghalaya.
2. The Principal Secretary to the Government of Meghalaya, Labour Department.
3. The Commissioner & Secretary to the Government of Meghalaya, Health & Family Welfare Department.
4. All Superintendent of Police, Government of Meghalaya.


Secretary to the Government of Meghalaya
Home (Political) Department

**GOVERNMENT OF MEGHALAYA
LABOUR DEPARTMENT**

ORDER

No. LBG.23/2020/Pt.III/14 Dated: Shillong the 4th June, 2020

**STANDARD OPERATING PROCEDURES FOR ENGAGING
SKILLED/HIGHLY SKILLED LABOURERS / WORKERS FROM
OUTSIDE THE STATE.**

The Standard Operating Procedures (SOPs) aim to provide general guidance and information to employers in order to enable workers to return to work safely while keeping the risk of contamination as low as possible.

The following Standard Operating Procedures (SOPs) are issued for employers who intend to bring skilled / highly skilled workers from outside the State:

1. Employers shall obtain permission from the respective Deputy Commissioners prior to bringing in the workers from outside the State and provide complete details of the workers including their permanent address, current location and contact details.
2. Employers shall submit an undertaking to the Deputy Labour Commissioner of the district confirming adherence to the guidelines of Ministry of Home Affairs and protocols issued by the Health and Family Welfare Department, Government of Meghalaya before the commencement of operations.
3. After permission is obtained, Employers shall register such workers with the Deputy Labour Commissioner of the respective Districts providing complete details of the workers including their permanent address, current location, and contact details.
4. Employers shall ensure that the workers are well aware of "return to work" plans and procedures before they move from their current location.
5. Upon arrival, all workers will be screened and tested for COVID-19 as per the protocols issued by the Health and Family Welfare Department, Government of Meghalaya and shall be transported by the Employer to the paid quarantine facilities where they shall undergo quarantine till the test results are known. Payment for

the quarantine facilities will be made by the Employers. Anyone tested positive, shall follow the protocols issued by the Health and Family Welfare Department, Government of Meghalaya.

- 6. Persons who are tested negative may be transported to the quarantine facility to be arranged by the employer and placed in quarantine for 14 days.
- 7. Post-quarantine, employers to ensure workers stay within the premises. The employers will also be responsible ensuring that all social distancing norms are strictly followed and workers wear masks at all times. Employers shall ensure that workplace is sufficiently stocked with the necessary sanitization materials including soap, hand sanitizer and masks. Employers shall ensure availability of water-stations in the site and direct workers to frequently and regularly wash their hands.
- 8. Employers shall put in place a plan for systematic cleaning and disinfection of tools as well as stocking up on cleaning supplies and any protective equipment that may be needed.
- 9. Employers shall inform and sensitise workers about COVID-19 which should include topics such as what the symptoms are, how each individual can protect themselves, current restrictions (e.g. travel bans), and the rationale behind physical distancing.
- 10. Employers to ensure that each worker is covered under Health Insurance Scheme at their cost.

(D.P. Wahlang, IAS)
Principal Secretary to the Government of Meghalaya,
Labour Department.

**GOVERNMENT OF MEGHALAYA
HOME (POLITICAL) DEPARTMENT**

No.POL.120/2020/12

Dated: Shillong, the 4th August, 2020.

From: Shri C.V.D Diengdoh, IAS
Secretary to the Government of Meghalaya

To: 1. All Administrative Departments,

2. All Deputy Commissioners,
East Khasi Hills/ West Khasi Hills/ East Jaintia Hills/ West Jaintia Hills/ Ri Bhoi/ South
West Khasi Hills/ East Garo Hills/ West Garo Hills/North Garo Hills/South Garo
Hills/South West Garo Hills Districts, Meghalaya

Sub: Matters relating to SOPs for engaging Skilled/Highly Skilled workers from
outside the State for a period upto 3 days- regarding

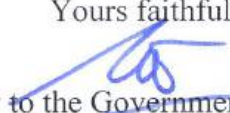
Ref: No.POL.120/2020/11 dated: Shillong, the 3rd August, 2020.

Sir/Madam,

In inviting a reference to the subject cited above and in continuation of this Department Letter No referred above, I am to inform you that the Skilled/Highly Skilled workers entering the State for a period of 3 (Three) days or less will have to undergo Rapid Antigen Test at the entry points as per the Protocols of the Health and Family Welfare Department vide Order No Health.141/2020/88 dated 30th July 2020. If tested negative and asymptomatic they will be allowed to proceed to their place of work with advice to observe the social distancing norms.

This is for favour of your kind information and necessary action.

Yours faithfully,



Secretary to the Government of Meghalaya
Home (Political) Department

Memo No.POL.120/2020/12-A

Dated: Shillong, the 4th August, 2020

Copy to :-

- (1) The Director General of Police, Meghalaya.
- (2) The Principal Secretary to the Government of Meghalaya, Labour Department
- (3) The Commissioner & Secretary to the Government of Meghalaya, Health and Family Welfare Department.
- (4) All Superintendent of Police, Government of Meghalaya.


Secretary to the Government of Meghalaya
Home (Political) Department

**GOVERNMENT OF MEGHALAYA
LABOUR DEPARTMENT**

NOTIFICATION

No. LBG.23/2020/Pt.III/13

Dated: Shillong the 9th June, 2020 1/10/20

**STRANDARD OPERATING PROCEDURES FOR ENGAGING SKILLED/HIGHLY
SKILLED LABOURERS / WORKERS FROM OUTSIDE THE STATE.**

The Standard Operating Procedures (SOPs) aim to provide general guidance and information to employers in order to enable workers to return to work safely while keeping the risk of contamination as low as possible.

The following Standard Operating Procedures (SOPs) are issued for employers who intend to bring skilled / highly skilled workers from outside the State:

1. Employers shall obtain permission from the respective Deputy Commissioners prior to bringing in the workers from outside the State and provide complete details of the workers including their permanent address, current location and contact details.
2. Employers shall submit an undertaking to the Deputy Labour Commissioner of the district confirming adherence to the guidelines of Ministry of Home Affairs and protocols issued by the Health and Family Welfare Department, Government of Meghalaya before the commencement of operations.
3. After permission is obtained, Employers shall register such workers with the Deputy Labour Commissioner of the respective Districts providing complete details of the workers including their permanent address, current location, and contact details.
4. Employers shall ensure that the workers are well aware of "return to work" plans and procedures before they move from their current location.
5. Upon arrival, all workers will be screened and tested for COVID-19 as per the protocols issued by the Health and Family Welfare Department, Government of Meghalaya and shall be transported by the Employer to the paid quarantine facilities where they shall undergo quarantine till the test results are known. Payment for the quarantine facilities will be made by the Employers. Anyone tested positive, shall follow the protocols issued by the Health and Family Welfare Department, Government of Meghalaya.
6. Persons who are tested negative may be transported to the quarantine facility to be arranged by the employer and placed in quarantine for 14 days.

7. Post-quarantine, employers to ensure workers stay within the premises. The employers will also be responsible ensuring that all social distancing norms are strictly followed and workers wear masks at all times. Employers shall ensure that workplace is sufficiently stocked with the necessary sanitization materials including soap, hand sanitizer and masks. Employers shall ensure availability of water-stations in the site and direct workers to frequently and regularly wash their hands.
8. Employers shall put in place a plan for systematic cleaning and disinfection of tools as well as stocking up on cleaning supplies and any protective equipment that may be needed.
9. Employers shall inform and sensitise workers about COVID-19 which should include topics such as what the symptoms are, how each individual can protect themselves, current restrictions (e.g. travel bans), and the rationale behind physical distancing.
10. Employers to ensure that each worker is covered under Health Insurance Scheme at their cost.

Sd/-

D.P. Wahlang, IAS,
Principal Secretary to the Government of Meghalaya,
Labour Department.

No. LBG.23/2020/Pt.III/13-A

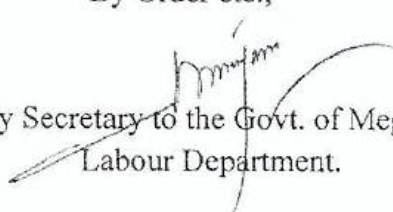
Dated: Shillong the 9th June, 2020

Copy to:

1. P.S.to the Hon`ble Chief Minister to the Govt. of Meghalaya for kind information of the Chief Minister.
2. P.S.to the Deputy Chief Minister i/c Labour Department for kind information of the Deputy Chief Minister.
3. P.S. to all Ministers to the Govt of Meghalaya for kind information of the Minister.
4. P.S. to the Chief Secretary to the Govt. of Meghalaya for kind information of the Chief Secretary.
5. P.S. to the Additional Chief Secretary to the Govt. of Meghalaya for kind information of Additional Chief Secretary.
6. All Administrative Departments
7. The Labour Commissioner, Meghalaya, Shillong.
8. The Deputy Commissioners. Shillong/Jowai/Khliehriat/
Nongstoin/Mawkyrwat/Nongpoh/Tura/Williamnagar/
Ampati/Resubelpara/Baghmara.
9. The Director, Printing & Stationery for publication in the Meghalaya Gazette.
10. The Director, Information and Public Relations for information with a request to generate publicity.

} For kind information and
necessary action.

By Order etc.,


Deputy Secretary to the Govt. of Meghalaya,
Labour Department.

**GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT**

No.Health.74/2020/123

Dated Shillong the 29th July, 2020.

ORDER

In partial modification of this Department's Order No.Health.74/2020/122 dt.28.7.2020, the following Standard Operating Procedures (SOP) are issued for people entering Meghalaya from other States etc.

A. Pre-registration for entry :

Pre-registration for entry into the State will be subject to the instructions issued by Political Department.

B. Screening and Testing at entry points

1. All persons who enter the State at the designated entry points will be scanned by an infrared thermometer or thermal scanner to detect body temperature.
2. **All persons who have come from outside the State shall be tested by Rapid Antigen Test kits and/or sampled for RT PCR test at the entry point of the State.**
3. Sampling can be done either at entry points or at quarantine/CCCs/ at facilities as designated by the Districts.
4. (a) If the Test result is negative, they shall be sent home for quarantine.
(b) If the Test result is positive, the protocol dated 28th March,2020 and dated 27th July,2020 for COVID positive cases shall be followed.

C. Home Quarantine

- i. All people coming from outside the state should mandatorily undergo home quarantine for 14 days, using the Home Quarantine Diary
- ii. People who have been tested negative and who have completed 14 days of home or community or institutional quarantine, will then be allowed to go out and attend to their routine work. However, they will have to follow the health protocols as per the self monitoring diary for the next 14 days. They will also follow the three non-negotiable points of regular hand cleansing, wearing of face masks properly with cough etiquette and maintaining of 6 feet physical distancing at all times.
- iii. Those under home quarantine will be monitored by:
 - (a) District Surveillance Team
 - (b) Community COVID Management Team

D. Self-Reporting using Diary

- i. People under home quarantine should enter their daily health status in the diary provided.
- ii. They can also enter the health status of their family members in this diary.
- iii. If they find any symptoms for themselves or their family members, they shall report to 108 or contact District Helpline number given in the diary.

E. External Monitoring using technology and physical inspection through Community COVID Management Teams.

- i. The designated monitoring team set up by the respective District (any selected member of CCMT) will visit those under quarantine on a daily basis. The team will use a Web App (<https://coronamegh.cdfi.co.in>) which is GPS enabled, thus helping in tracking the movement of the monitoring team and ensuring that they visit all the houses allotted to them.
- ii. All those who are under quarantine and symptomatic shall be tested through RT-PCR.
- iii. The monitoring team will also assess the psychological state of those under home quarantine and ensure counselling support
- iv. While monitoring for COVID symptoms the team should also check for any other viral infections such Measles-Rubella, SARI, ILI like symptoms.
- v. The data from this App will be used for analysis at the district and the state levels on a daily basis
- vi. The phone numbers of all those entering the State shall be put for geo-fencing and an SMS warning will be sent to those who break the quarantine.

F. If COVID-19 symptoms develop,

- (i) the persons who develop any symptoms in the 14 days quarantined period would be tested using RT-PCR test.
- (ii) Those of who test positive shall be handled as per the COVID positive patient handling protocol of the Government of Meghalaya

Sd/-

(Sampath Kumar, IAS)

Commissioner & Secretary to the Government of Meghalaya,
Health & Family Welfare Department.

Memo No. Health.74/2020/123-A,

Dated Shillong the 29th July, 2020

Copy to:

15. The Secretary to the Governor of Meghalaya for kind information of Governor.
16. PS to the Chief Minister, Meghalaya for kind information of Chief Minister.
17. PS to the Deputy Chief Minister, Meghalaya for kind information of Deputy Chief Minister.
18. PS to the Minister, Health & Family Welfare Department, Meghalaya for kind information of Minister.
19. PS to all Ministers, for kind information of Hon'ble Ministers.
20. PS to Chief Secretary to the Government of Meghalaya for kind information of Chief Secretary.
21. The Additional Chief Secretary/Principal Secretaries/Commissioner & Secretaries/Secretaries of all Departments, Government of Meghalaya.
22. Director of Health Services (MI)/(MCH&FW)/(Research), Meghalaya, Shillong.
23. The Director of Information & Public Relations, Meghalaya, Shillong for wide circulation in the print and electronic media of the State.
24. The Director General of Police, Meghalaya.
25. The Deputy Commissioner,
East Khasi Hills, **Shillong** /West Khasi Hills, **Nongstoin**/ South-West Khasi Hills, **Mawkyrwat**/ East Jaintia Hills, **Khliehriat**/ West Jaintia Hills, **Jowai**/ Ri-Bhoi District, **Nongpoh**/ West Garo Hills, **Tura**/ South-West Garo Hills, **Ampati**/ East Garo Hills, **Williamnagar**/ South Garo Hills, **Baghmara** /North Garo Hills, **Resubelpara**.

26. Joint Director of Health Services (MCH&FW) I/c IDSP, Meghalaya, Shillong.
27. District Medical & Health Officer
East Khasi Hills, **Shillong** /West Khasi Hills, **Nongstoin**/ South-West Khasi Hills,
Mawkyrwat/ East Jaintia Hills, **Khliehriat**/ West Jaintia Hills, **Jowai**/ Ri-Bhoi District,
Nongpoh/ West Garo Hills, **Tura**/ South-West Garo Hills, **Ampati**/ East Garo Hills,
Williamnagar/ South Garo Hills, **Baghmara** /North Garo Hills, **Resubelpara**
28. All Administrative Departments/Heads of Departments

By Orders, etc.,


Joint Secretary to the Government of Meghalaya,
Health & Family Welfare Department.

4th June, 2020

**Government of India
Ministry of Health & Family Welfare**

SOP on preventive measures to contain spread of COVID-19 in offices

1. Background

Offices and other workplaces are relatively close settings, with shared spaces like work stations, corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc. and COVID-19 infection can spread relatively fast among officials, staffs and visitors.

There is a need to prevent spread of infection and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in office settings. The document is divided into the following sub-sections

- (i) Generic preventive measures to be followed at all times
- (ii) Measures specific to offices
- (iii) Measures to be taken on occurrence of case(s)
- (iv) Disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

Offices in containment zones shall remain closed except for medical & essential services. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women are advised to stay at home, except for essential and health purposes. Office management to facilitate the process.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.

- ii. Use of face covers/masks to be mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App by employees.

4. Specific preventive measures for offices:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff/visitors shall be allowed.
- iii. Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff should be permitted to work from home and it will not be counted as leave period.
- iv. Drivers shall maintain social distancing and shall follow required dos and don'ts related to COVID-19. It shall be ensured by the service providers/ officers/ staff that drivers residing in containment zones shall not be allowed to drive vehicles.
- v. There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/ spray. A proper disinfection of steering, door handles, keys, etc. should be taken up.
- vi. Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Office management to facilitate work from home wherever feasible.
- vii. All officers and staff / visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
- viii. Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened.
- ix. Meetings, as far as feasible, should be done through video conferencing.
- x. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.

- xi. Staggering of office hours, lunch hours/coffee breaks to be done, as far as feasible.
- xii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured.
- xiii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of vehicles should be taken up.
- xiv. Any shops, stalls, cafeteria etc., outside and within the office premises shall follow social distancing norms at all times.
- xv. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- xvi. Preferably separate entry and exit for officers, staff and visitors shall be organised.
- xvii. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
- xviii. Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- xix. Required precautions while handling supplies, inventories and goods in the office shall be ensured.
- xx. Seating arrangement to be made in such a way that adequate social distancing is maintained.
- xxi. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- xxii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which *inter alia* emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xxiii. Large gatherings continue to remain prohibited.
- xxiv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxv. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas
- xxvi. Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.
- xxvii. In the cafeteria/canteen/dining halls:
 - a. Adequate crowd and queue management to be ensured to ensure social distancing norms.
 - b. Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
 - c. The seating arrangement to ensure a distance of at least 1 meter between patrons as far as feasible.
 - d. In the kitchen, the staff to follow social distancing norms.

5. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

- i. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:
 - a. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
 - b. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - c. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
 - d. The suspect case if reporting very mild/mild symptoms on assessment by the health authorities would be placed under home isolation.
 - e. Suspect case, if assessed by health authorities as moderate to severe, will be treated as per health protocol in appropriate health facility.
 - f. The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.
 - g. The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.
- ii. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

iii. Management of contacts:

- a. The contacts will be categorised into high and low risk contacts by the District RRTs detailed in the Annexure I.
- b. The high-risk exposure contacts shall be quarantined for 14 days.

- c. These persons shall undergo testing as per ICMR protocol.
- d. The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.
- e. The flowchart for management of contact/ cases is placed at **Annexure - II**.

6. Closure of workplace

- i. If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.
- ii. However, if there is a larger outbreak, the building/block will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building/block is adequately disinfected and is declared fit for re-occupation.

7. Disinfection Procedures in Offices

Detailed guidelines on the disinfection as already issued by Ministry of Health & Family Welfare as available on their website shall be followed.

Risk profiling of contacts

Contacts are persons who have been exposed to a confirmed case anytime between 2 days prior to onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).

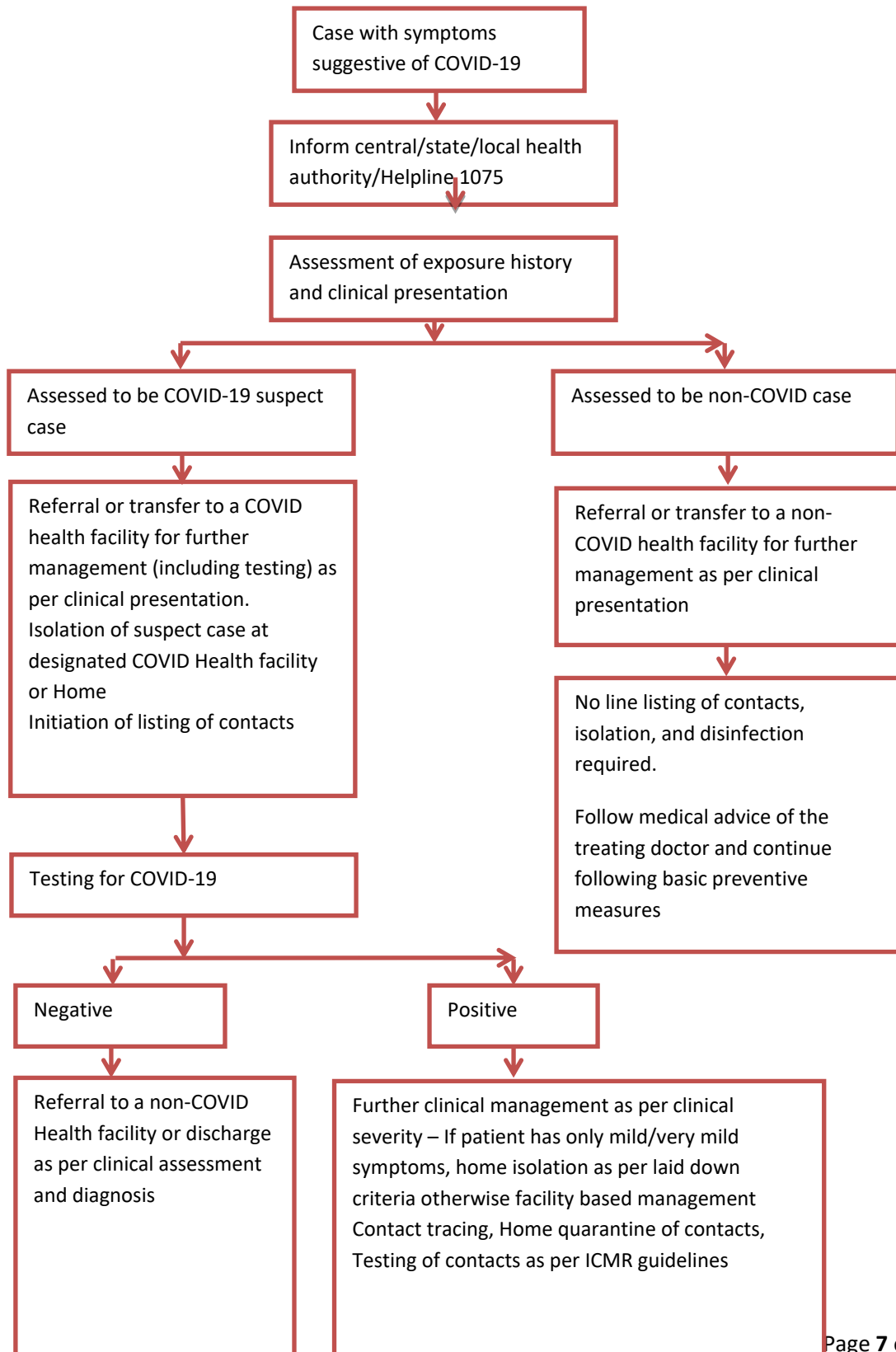
High-risk contact

- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces; e.g. being coughed on, touching used paper tissues with a bare hand)
- Had direct physical contact with the body of the patient including physical examination without PPE
- Touched or cleaned the linens, clothes, or dishes of the patient.
- Lives in the same household as the patient.
- Anyone in close proximity (within 1 meter) of the confirmed case without precautions.
- Passengers in close proximity (within 1 meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

Low-risk contact

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

Management of the case(s) and contacts



**GOVERNMENT OF MEGHALAYA
SPORTS AND YOUTH AFFAIRS DEPARTMENT**

No: SYA.91/2020/1

Dated: Shillong the 16th June, 2020

SOP for Non-Contact and Indirect-Contact Sporting Activities

In pursuance of the Order No POL.75/2020/Ptl/40 dated Shillong, the 29th May, 2020 issued by the Government of Meghalaya permitting only non-contact sporting activities, the following SOP will be followed for Non-Contact and Indirect-Contact Sporting activities.

I. INTRODUCTION

- i. Resumption of non-contact and indirect-contact sporting activities shall be in compliance with Government guidelines on health, social distancing and hygiene to ensure safety of all stakeholders.
- ii. At all times sports organisations/associations and other stakeholders must respond to the directives of Health Department or other authorities.
- iii. The detection of a positive COVID-19 case in a sporting club or organisation will result in a standard public health response, which could include testing and quarantine of individuals as per protocols of the Health and Family Welfare Department.

II. DEFINITIONS

Non-Contact Sports

Individual sports with no requirement for physical contact during training or competition and minimal requirement for sharing of equipment. These include Archery, Shooting, Cycling, Fencing and Athletics (only track sporting activities which does not require the use of equipment).

Indirect-Contact Sports

Sports (individual and team) which lead to indirect contact during training or competition by sharing of equipment like balls, shuttlecock, racquets. These include Golf, Lawn Tennis and Badminton.

III. PROCEDURES FOR TRAINING AND SPORTING ACTIVITY

- i. Full array of training and sporting activities may be performed as individual or pair maintaining distancing norms of minimum 2 metres between athletes and staff.
- ii. Personal equipment such as bow, gun, sword, rackets etc. shall be used without sharing.
- iii. In the dire need of sharing any of such personally used equipment, equipment shall be properly disinfected after every single use as per the standard procedure using disinfectant, wearing facemasks, gloves and personal precautionary equipment etc.
- iv. Sports specific safety equipment such as a helmet, eye protectors, face protectors etc. shall not be shared.
- v. Shared Training equipment must be disinfected after every single use.
- vi. Consistent hand sanitization is a must before, during and after every training session.
- vii. For indirect contact sports, equipments which are bound to be shared and utilized continuously must be handled carefully without using such equipment to rub/ touch face, remove sweat etc.
- viii. No spectators shall be allowed within sporting venues at any time. Only athletes and trainers shall be present at the venue

IV. MANAGEMENT OF PREMISES

The disinfection of premises shall be performed by the custodians of the respective sporting venues. Venues for non-contact sports under the State Sports Council Meghalaya (SSCM) will be disinfected by the SSCM. Similarly, community grounds being used for non-contact sporting events will be disinfected by the respective Village heads/ Associations/ Clubs/ Organisations and Stakeholders.

V. DISINFECTION PROCEDURES

All areas within the premises shall be disinfected using clinically approved disinfectants. The areas to be disinfected include but not limited to –

- i. Entrances (doorknobs, handles etc.) to premise, buildings, rooms.
- ii. All common areas which are used by trainees, visitors
- iii. Playing surfaces, various equipment at the field of play, operational areas for field of play which includes control panels for irrigation system, floodlights and adjacent areas.
- iv. Washrooms and toilets
- v. All other surfaces which are touched by users after every single use.

VI. CONSENT FORM

Each athlete will be provided with a consent form(**Annexure I**) at the sporting venue/ premise. This form is to be duly filled and submitted to the concerned village heads/ associations/ clubs/ organisations/ stakeholders.

The Deputy Commissioner will ensure compliance of this protocol.

Sd/-

**Commissioner and Secretary to the Government of Meghalaya
Sports and Youth Affairs Department**

Memo No: SYA.91/2020/1(A)

Dated: Shillong the 16th June, 2020

Copy to :-

1. P.S. to Minister I/c Sports & Youth Affairs, for information of Minister.
2. P.S. to Chief Secretary, to the Govt. of Meghalaya, for information of Chief Secretary.
3. P. A. to Commissioner & Secretary to the Govt. of Meghalaya, Sports & Youth Affairs Department, for information.
4. The Deputy Commissioner, East Khasi Hills District, West Khasi Hills District, South West Khasi Hills District, Ri-Bhoi District, West Jaintia Hills District, East Jaintia Hills District, West Garo Hills District, East Garo Hills District, South Garo Hills District, North Garo Hills District, South West Garo Hills District, for information and necessary action.
5. The Director, Sports & Youth Affairs, for information and necessary action with a request to circulate the same to All Meghalaya Sports Associations.
6. The Chief Engineer, State Sports Council Meghalaya, for information and necessary.

By Order etc.,

**Joint Secretary to the Government of Meghalaya
Sports and Youth Affairs Department**

Athlete Consent Form for resumption of training

Training Consent Form

Name - _____

D.o.B - _____ Gender - _____

Sports venue - _____ Sport - _____

District- _____ Location- _____

- I hereby acknowledge the risks associated with resuming training at the venue under the present COVID-19 pandemic situation.

- I hereby acknowledge that the risks involved, necessary precautions and protocols for resumption of training have been duly informed to me by _____ (name of Association/Organisation/Stakeholder) and the venue.

- I hereby acknowledge the venue cannot guarantee the complete elimination of risks posed by COVID-19 through the implementation of the precautions and protocols identified by the Government.

- I hereby declare that I am willing to resume training at the venue on my own consent without the influence of any other party and I shall adhere to suggested safety precautions and protocols at the venue.

(Signature of athlete) (Signature of Trainer)

(Name of athlete) (Name of Trainer)