

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
ABSTRACT

APGENCO – Containment, Control and Prevention of COVID-19 – Extension of "LOCK DOWN" till 30th June, 2020 in the Andhra Pradesh under Disaster Management Act, 2005 – Orders and Standard Operating Procedures issued by the Govt. of A.P – Communication for strict compliance – GoAP orders adopted - Orders – Issued.

G.O.O.No. 49 /CGM(Adm., IS&ERP)/2020

Date: 18 .06.2020

Read the following:-

1. MHA GOI order No 40-3/2020-DM-I(A), dt. 17,05.2020.
2. G.O.Rt.No.274, General Administration (Political.A) Dept, dt.17.05.2020.
3. G.O.Rt.No.838, General Administration (Political.A) Dept, dt. 18.05.2020.
4. G.O.O.No.34/CGM(Adm, IS&ERP)/2020, dt. 22.05.2020.
5. G.O.Rt.No.280, Health,Medical & Family Welfare(B2)Dept.Dt.31.05.2020.
6. G.O.Rt.No.951, General Administration (Political.A Dept., Dt.05.06.2020.
7. G.O.Rt.No.288, Health,Medical & Family Welfare(B2) Dept,dt. 5.06.2020
8. T.O.O (Addl.Secy-Per) Ms.No. 1664, dt. 11.06.2020.

ORDER:

In the reference 4th read above, the orders issued by GoAP vide references 2nd & 3rd read above on extension of "LOCK DOWN" up to 31.05.2020 are adopted and directed all the employees of APGENCO for full attendance issuing certain guidelines of functioning of Government offices.

2. In the reference 5th read above, the GoAP Health, Medical & Family Welfare Department ordered that the Guidelines issued by MHA, GOI vide order No. 40-3/2020-DM-1(A), Dt. 30.05.2020 shall be implemented with various orders from time to time by the State Government for "LOCK DOWN" for containment of spread of COVID-19 and "LOCK DOWN" will continue to remain in force up to 30.06.2020.

3. In the reference 7th read above, the GoAP, Health, Medical & Family Welfare Department issued Standard Operating Procedures (SOPs) & Annexures as per SOPs issued by Ministry of Health & Family Welfare dt. 04.06.2020 and instructed to follow with effect from 08.06.2020 to prevent containment of spread of COVID-19 in offices, Religious places/Places of Worship, Hotels & Other Hospitality Units and Restaurants. The GoAP General Administration (Poll.A) Department also issued orders in the reference 6th read above for implementing the SOPs in all the office of the Government.

4. While communicating copies of orders/SOPs issued by GoAP, the APGENCO hereby orders for adoption of the guidelines of the Government, vide references 5th read above and Standard Operating Procedures issued vide reference 7th read above on preventive measures to be followed with immediate effect in all the offices along with Annexure I and II to prevent containment of spread of COVID-19.

5. Keeping in view of the above, APGENCO after careful consideration of the issue, hereby decided to make the downloading of Arogya Setu app by all the employees working in the APGENCO or any visitors coming to APGENCO offices in their mobile mandatory and ensure the following in line with GoAP orders vide reference 6th read above.

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- i) Concerned authorities who are looking after the precautionary arrangement in Vidyut Soudha/Vijayawada shall take necessary action and to ensure that,
 - a) No one enters the APGENCO offices and Vidyut Soudha without Arogya Setu app in their phones.
 - b) Everyone entering the APGENCO offices and Vidyut Soudha are subjected to thermal scanning and uses hand sanitizers placed at the entrance of the each Block.
- ii) The departments Heads should allow people to work from home only when their Arogya Setu app shows that "AT RISK"
- iii) These measures are put in place in addition to the instructions issue vide G.O.O.No.34/CGM(Adm, IS&ERP)/2020, dt. 22.05.2020.

6. All the Functional Heads and Station Heads shall ensure that the orders & Standard Operating Procedures issued by GoAP vide references 5th & 6th and instructions mentioned in para 5 above are followed scrupulously.

B. SREEDHAR
MANAGING DIRECTOR

To
The Functional Heads in Corporate Office/VS/Vijayawada
All Station Heads in APGENCO.

Copy to the:

Dy.EE to Managing Director/VS/Vijayawada.
Dy.EE to Director (HR & IR)/VS/Vijayawada.
Dy.EE to Director (Hydel)/VS/Vijayawada.
Dy.EE to Director (Thermal)/VS/Vijayawada.
PO to Director (Finance & Commercial)/VS/Vijayawada.
Dy.EE to Director (Coal & Logistics)/VS/Vijayawada.
PO to CGM(Adm, IS&ERP)/VS/Vijayawada.
PA to Chief of Vigilance & Security/VS/Vijayawada.
Pay officer // Accounts officer (CPR)/VS/Vijayawada.
Stock file.

C.No.CGM (Adm, IS&ERP)/DS(Estt)/AS(Reg)/PO(PNT & Regulations)/14/2020.

// FORWARDED :: BY ORDER //

J. Nalin
PERSONNEL OFFICER

Copy of:

906

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

HM&FW Department – Containment, Control, and Prevention of COVID - 19 – The Epidemic Disease Act, 1897- Disaster Management Act, 2005 – “Lockdown” extension till 30th June, 2020 in the State of Andhra Pradesh - Orders-Issued.

HEALTH, MEDICAL & FAMILY WELFARE (B2) DEPARTMENT

G.O.Rt.No.280

Dated.31.05.2020

Read the following:

- 1) MHA, Gol Order No.40-3/2020-DM-I(A), Dt. 24.3.2020.
- 2) G.O.Rt.No. 216, HM&FW (B2) Dept., Dt. 24.03.2020.
- 3) MHA, Gol Order No. 40-3/2020-DM-I(A), Dt.25.03.2020.
- 4) MHA, Gol Order No. 40-3/2020-DM-I(A), Dt.27.03.2020.
- 5) G.O.Rt.No. 221, HM&FW (B2) Dept., Dt. 29.03.2020.
- 6) MHA, Gol Order No. 40-3/2020-DM-I(A), Dt.02.04.2020.
- 7) MHA, Gol Order No. 40-3/2020-DM-I(A), Dt.03.04.2020.
- 8) MHA, Gol Order No. 40-3/2020-DM-I(A), Dt.10.04.2020.
- 9) MHA, Gol Order No. 40-3/2020-DM-I(A) Dt. 14.04.2020.
- 10) G.O.Rt.No. 238, HM&FW (B2) Dept., Dt.14.04.2020.
- 11) G.O.Rt.No. 239, HM&FW (B2) Dept., Dt.16.04.2020.
- 12) MHA, Gol Order No. 40-3/2020-DM-I(A) Dt. 1.05.2020.
- 13)G.O.Rt.No. 258, HM&FW (B2) Dept., Dt.01.05.2020.
- 14) G.O.Rt.No. 262, HM&FW (B2) Dept., Dt.03.05.2020.
- 15) MHA, Gol Order No. 40-3/2020-DM-I(A) Dt. 17.05.2020.
- 16)G.O.Rt.No.274, HM&FW (B2) Dept., Dt.17.5.2020
- 17) MHA, GOI Order No.40-3/2020-DM-I(A) Dt.30.5.2020

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ORDER:

In the references 2nd, 5th, 10th, 11th, 13th, 14th and 16th read above, the Government of Andhra Pradesh has directed District Collectors, Joint Collectors, Police Commissioners, SPs, DM&HOs, Municipal Commissioners, Sub-Collectors, RDOs, MROs and MPDOs to take effective measures to prevent the spread of COVID-19 in the State.

2. In the references 1st, 3rd, 4th, 6th, 7th, 8th, 9th, 12th, 15th and 17th read above, the Ministry of Home Affairs has issued various orders and addendums along with Consolidated Guidelines to implement “Lockdown” measures, to contain the spread of COVID- 19 with effect from 25.03.2020.

3. Whereas, the Ministry of Home Affairs, in its Order vide reference 17th read above, has issued directions to all the Ministries/Departments of Government of India, State/Union Territory Governments and State/Union Territory Authorities that the “Lockdown” measures stipulated in aforesaid Guidelines of MHA for containment of COVID-19 in the Country, will continue to remain in force upto 30.06.2020 to contain the spread of COVID-19 in the Country.

(Contd...p.2)

4. In the above said orders of MHA under para 6(ii) the State Governments are Authorized to make any Regulations based on reasons of public health. Hence, the Covid orders 52, 53 and 55 shall be followed in the Regulation of passengers coming into the State.

5. Therefore, all the District Collectors, Joint Collectors, Commissioners of Police, Superintendents of Police, DM&HOs, Municipal Commissioners, Sub-Collectors, RDOs, MROs and MPDOs are hereby instructed to strictly implement the Order mentioned in the reference 17th read above, in accordance with the guidelines annexed to this G.O. For implementing the containment measures, the District Magistrate will deploy Executive Magistrates as Incident Commanders as specified in the Annexure.

6. The Order mentioned in the reference 17th read above, shall be implemented along with various Orders issued from time to time by the State Government for "Lockdown" in the State for containing the spread of COVID-19.

(BY THE ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

NILAM SAWHNEY
CHIEF SECRETARY TO GOVERNMENT

To
All the District Collectors in the State.
The DGP, A.P., Mangalgi.
The Police Commissioner of Vijayawada & Visakhapatnam.
All the Superintendents of Police in the State.
All the Municipal Commissioners in the State.
All the HoDs under the control of HM&FW Department.
All the DM&HOs in the State.

Copy to:

All the Special Chief Secretaries/Principal Secretaries/Secretaries to Government. PS
to Addl. C.S. to CM.
OSD to Dy. CM (H, FW&ME).
PS to Spl.CS to Government, HM&FW Department.
PS to Prl. Secretary (Poll).
PS to Commissioner, I&PR.
SF/SC.

//FORWARDED: : BY ORDER//

SECTION OFFICER

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Guidelines for phased Re-opening (Unlock 1)

(As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 30th May 2020)

1. Phased re-opening of areas outside the Containment Zones

In areas outside Containment Zones, all activities will be permitted, except the following which will be allowed, with the stipulation of following Standard Operating Procedures (SOPs) to be prescribed by the Ministry of Health & Family Welfare (MoHFW), in a phased manner:

Phase I

The following activities will be allowed with effect from 8 June, 2020:

- (i) Religious places / places of worship for public
- (ii) Hotels, Restaurants and other hospitality services
- (iii) Shopping Malls

Ministry of Health & Family Welfare (MoHFW) will issue Standard Operating Procedures (SOPs) for the above activities, in consultation with the Central Ministries / Departments concerned and other stakeholders, for ensuring social distancing and to contain the spread of COVID-19.

Phase II

Schools, Colleges, educational / training / coaching institutions etc., will be opened after consultation with the States and UTs. State Governments / UT administrations may hold consultations at the institution level with parents and other stakeholders. Based on the feedback, a decision on the re-opening of these institutions will be taken in the month of July, 2020.

MoHFW will prepare SOP in this regard, in consultation with the Central Ministries / Departments concerned and other stakeholders, for ensuring social distancing and to contain the spread of COVID-19.

Phase III

Based on the assessment of the situation, dates for re-starting the following activities will be decided :

- (i) International air travel of passengers, except as permitted by MHA.
- (ii) Metro Rail
- (iii) Cinema Halls, Gymnasiums, Swimming Pools, entertainment parks, theatres, bars and auditoriums, assembly halls and similar places
- (iv) Social / political / sports / entertainment / academic / cultural / religious functions and other large congregations.

2. National Directives for COVID-19 Management

National Directives for COVID-19 Management, as specified in Annexure I, shall continue to be followed throughout the country.

(Contd...p.4)

3. Night curfew

Movement of individuals shall remain strictly prohibited between 9.00 PM to 5.00 AM throughout the country, except for essential activities. Local authorities shall issue orders, in the entire area of their jurisdiction, under appropriate provisions of law, such as under Section 144 of Cr PC, and ensure strict compliance.

4. Lockdown limited to Containment Zones

- (i) Lockdown shall continue to remain in force in the Containment Zones till 30 June, 2020.
- (ii) Containment Zones will be demarcated by the District authorities after taking into consideration the guidelines of MoHFW.
- (iii) In the Containment Zones, only essential activities shall be allowed. There shall be strict perimeter control to ensure that there is no movement of people in or out of these zones, except for medical emergencies and for maintaining supply of essential goods and services. In the Containment zones, there shall be intensive contact tracing, house-to-house surveillance, and other clinical interventions, as required. Guidelines of MoHFW shall be taken into consideration for the above purpose.
- (iv) States/UTs may also identify Buffer Zones outside the Containment Zones, where new cases are more likely to occur. Within the buffer zones, restrictions as considered necessary may be put in place by the District authorities.

5. States/UTs, based on their assessment of the situation, may prohibit certain activities outside the Containment zones, or impose such restrictions as deemed necessary.

6. Unrestricted movement of persons and goods

- (i) There shall be no restrictions on inter-State and intra-State movement of persons and goods. No separate permission / approval / e-permit will be required for such movements.
- (ii) However, if a State/UT, based on reasons of public health and its assessment of the situation, proposes to regulate movement of persons, it will give wide publicity in advance regarding the restrictions to be placed on such movement, and the related procedures to be followed.
- (iii) Movement by passenger trains and Shramik Special trains; domestic passenger air travel; movement of Indian Nationals stranded outside the country and of specified persons to travel abroad; evacuation of foreign nationals; and sign-on and sign-off of Indian seafarers will continue to be regulated as per SOPs issued.
- (iv) No State/UT shall stop the movement of any type of goods/ cargo for cross land border trade under Treaties with neighbouring countries.

7. Protection of vulnerable persons

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

(Contd...p.5)

8. Use of Aarogya Setu

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

9. Strict enforcement of the guidelines

- (i) State/ UT Governments shall not dilute these guidelines issued under the Disaster Management Act, 2005, in any manner.
- (ii) All the District Magistrates shall strictly enforce the above measures.

10. Penal provisions

Any person violating these measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at Annexure II.

(Contd...p.6)

Annexure I

National Directives for COVID-19 Management

1. **Face coverings:** wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social Distancing:** Individuals must maintain a minimum distance of 6 feet (2 gaz ki doori) in public places.
Shops will ensure physical distancing among customers and will not allow more than 5 persons at one time.
3. **Gatherings:** Large public gatherings / congregations continue to remain prohibited.
Marriage related gatherings : Number of guests not to exceed 50
Funeral / last rites related gatherings : Number of persons not to exceed 20
4. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/UT local authority in accordance with its laws, rules of regulations.
5. **Consumption of liquor, paan, gutka, tobacco etc** in public places is prohibited

Additional directives for work places

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

(Contd...p.7)

Annexure II

Offences and Penalties for violation of Lockdown Measures

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

51 Punishment for obstruction, etc., - whether, without reasonable cause –

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

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

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

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

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

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

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

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

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

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

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

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

Explanation – For the purpose of this section –

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

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

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

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

State Government, the District Authority or any other authority or officer authorised as aforesaid.

198

(Contd...p.9)

-9-

B. Section 188 in the Indian Penal Code, 1860

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

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

Illustration

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

**NILAM SAWHNEY
CHIEF SECRETARY TO GOVERNMENT**

//TRUE COPY//

PERSONNEL OFFICER

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Containment, Control, and Prevention of COVID – 19 - The Epidemic Disease Act, 1897- Disaster Management Act, 2005 – “Lockdown” extension till 30th June, 2020 in the State of Andhra Pradesh – Downloading the “Arogya Setu App” – Entry to Secretariat - Instructions - Issued.

GENERAL ADMINISTRATION (POLITICAL A) DEPARTMENT

G O Rt No. 951.

Dated 05.06.2020.

Read the following :-

1. G O Rt No. 607, G A (Political A) Department, dated 21.3.2020.
2. G O Rt No. 838, G A (Political A) Department, dated 18.5.2020.
3. G O Rt No. 280, HM & FW (B) Department, dated 31.5.2020.
4. Note dated 03.06.2020

-:0:-

ORDER :

In the G.O. second read above certain instructions have been issued on functioning of all Government offices as a measure of Containment, Control, and Prevention of COVID – 19. In the G.O. third read above, orders were extending the “Lockdown” till 30th June, 2020.

2. It has been brought to the notice of the government that few people working in secretariat turned positive for COVID 19. Government as per the protocol set in place is taking all measures to handle the situation by doing the contact tracing, sampling, testing and quarantine as per the diagnosis of the medical officer.

3. Government of India has come out with an IT tool called Arogya setu app which helps us to identify all the persons who have come in contact with the person turning positive in last 14 days which will be an effective method of tracing than the dependence on individual's ability to recall his movement. It is therefore, decided to make the downloading of Arogyasetu app by all the employees working in the Secretariat or any visitors coming to Secretariat in their mobile mandatory.

4. Government after careful consideration, hereby issue the following guidelines for strict compliance. The Chief Security Officer, AP Secretariat (IGC) shall take necessary action to ensure that,

- a. no one enters the IGC – Interim Government Complex without Arogya setu app in their phones.
- b. Everyone entering the IGC are subjected to thermal scanning and uses hand sanitizers placed at the entrance of the each Block.
- c. The department heads should allow people to work from home only when their Arogya Setu app shows that “AT RISK”
- d. These measures are put in place in addition to the instructions issued vide G.O. second read above.

8. All the Departments are requested to take necessary action in the matter. General Administration (General) Department shall ensure that the above instructions are followed.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADAESH)

NILAM SAWHNEY
CHIEF SECRETARY TO GOVERNMENT

To

All the Special Chief Secretaries/Principal Secretaries/Secretaries
The Chief Security Officer, AP Secretariat, IGC Velagapudi.
All the HODs
All the District Collectors
All the Superintendents of Police

Copy to:

The Registrar General of High Court
PSs to all Ministers
Spl.Secy.(I&PR)
SF/SC

/ FORWARDED :: BY ORDER /

SECTION OFFICER

//TRUE COPY//

PERSONNEL OFFICER

Copy of:

192

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

HM&FW Department - Containment, Control and Prevention of COVID-19 - The Epidemic Disease Act, 1897- Disaster Management Act, 2005 - "**Lockdown**" extension till 30th June, 2020 in the State of Andhra Pradesh - Implementation of Standard Operating Procedures (SOPs)- Orders-Issued.

HEALTH, MEDICAL & FAMILY WELFARE (B2) DEPARTMENT

G.O.RT.No. 288

**Dated: 05-06-2020.
Read the following:**

- 1) MHA, GOI Order No.40-3/2020-DM-I(A),Dt.30.5.2020.
- 2) G.O.Rt.No.280, HM&FW (B2) Dept., Dt: 31.5.2020.
- 3) MoHFW, New Delhi OM. F.No.Z.28015/19/2020-EMR (Pt.),Dt.04.06.2020.

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ORDER:

In the reference 1st read above, the Ministry of Home Affairs has issued orders under the Disaster Management Act, 2005 by extending the "Lockdown" in Containment Zones upto 30th June 2020 and to reopen certain activities in a phased manner in the areas outside of the containment zones. Subsequently, in the reference 2nd read above, Government have issued orders for implementation of orders of Ministry of Home Affairs.

2. In the reference 3rd read above, the Ministry of Health & Family Welfare has issued Standard Operating Procedures (SOPs) to follow after 8th June 2020.

3. Therefore, all the District Collectors, Joint Collectors, Commissioners of Police, Superintendents of Police, DM&HOs, Municipal Commissioners, Sub- Collectors, RDOs, MROs and MPDOs are hereby instructed to implement the Standard Operating Procedures (SOPs) annexed to this G.O. for allowing the following activities with effect from 08.06.2020:

- i. Religious places / places of worship for public
- ii. Hotels / Restaurants and other hospitality services
- iii. Shopping Malls

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**NILAM SAWHNEY,
CHIEF SECRETARY TO GOVERNMENT**

To
All the District Collectors in the State.
The DGP, A.P., Mangalgiri.
The Police Commissioner of Vijayawada & Visakhapatnam.
All the Superintendents of Police in the State.
All the Municipal Commissioners in the State.
All the HoDs under the control of HM&FW Department.
All the DM&HOs in the State.

Copy to:

All the Special Chief Secretaries/Principal Secretaries/Secretaries to Government.
PS to Addl. C.S. to CM.
OSD to Dy. CM (H, FW&ME).
PS to Spl.CS to Government, HM&FW Department.
PS to Prl. Secretary (Poll).
PS to Commissioner, I&PR.
SF/SC.

//FORWARDED: : BY ORDER//

SECTION OFFICER

(Contd.P-2)

(ANNEXURE to G.O.Rt.No. 288 , HM & FW (B2) Deptt., Dt.05-06-2020)

[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.

(Contd.P-3)

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.

(Contd.P-4)

- 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.

(Contd.P-5)

ii. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster(>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

iii. Management of contacts:

- a. The contacts will be categorised into high and low risk contacts by the District RRT as detailed in the Annexure I.
- b. The high-risk exposure contacts shall be quarantined for 14 days.
- c. These persons shall undergo testing as per ICMR protocol.
- d. The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.
- e. The flowchart for management of contact/ cases is placed at **Annexure - II**.

6. Closure of workplace

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

7. Disinfection Procedures in Offices

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

(Contd.P-6)

Annexure I

Risk profiling of contacts

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

High-risk contact

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

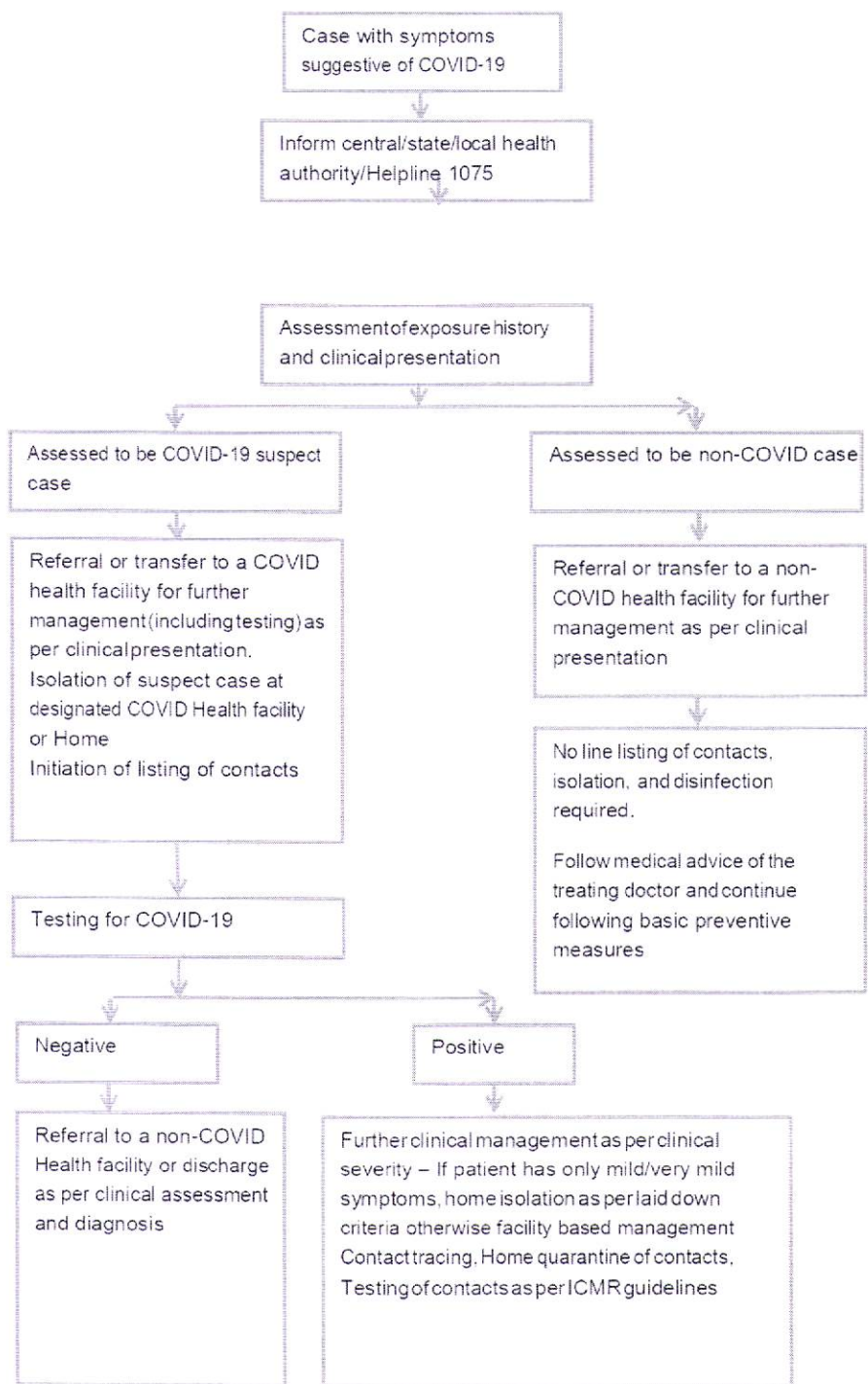
Low-risk contact

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

(Contd.P-7)

Annexure II

Management of the case(s) and contacts



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PERSONNEL OFFICER