



## ABSTRACT

Disaster Management – COVID-19 - Preventive measures to contain spread of COVID-19 for Religious congregations, all Social/ Political/entertainment/Sports/Cultural/academic and other functions – Standard Operating Procedures (SOP) – Orders - Issued.

### REVENUE AND DISASTER MANAGEMENT(DM-IV) DEPARTMENT

**GO.Ms.No. 223**

**Dated:04.2.2021**

சார்வரி, தை 22  
திருவள்ளூர் ஆண்டு 2052

**Read :**

1. From the Additional Chief Secretary and Commissioner of Revenue Administration Ir.No. OC/563/2020, dated 2.11.2020
2. G.O. Ms.No.84, Revenue and Disaster Management (DM IV), Department, Dated:31.1.2021.

### **ORDER:**

Considering the recommendations of the expert team of Doctors and Public Health specialists and based on the directives of Government of India, Ministry of Home Affairs, State-wide lockdown was extended from time to time and lastly extended up to 28.2.2021 under the Disaster Management Act, 2005 with certain restrictions and relaxations along with guidelines vide G.O.Ms.No.84, Revenue and Disaster Management (DM.IV) Department, dated 31.1.2021.

2. In the above Government Order, **Religious congregations, all social / political / entertainment / sports / cultural / academic** and other functions were permitted in closed spaces from 1.2.2021 with a maximum of **50% of the hall capacity or with a ceiling of 600 persons** and functions in open spaces shall continue to permitted with a maximum of 50% of the participants of the total capacity and size of the Open Spaces where the above said gatherings are proposed and by strictly adhering to social distancing norms.

3. The Additional Chief Secretary and Commissioner of Revenue Administration has sent the Standard Operating Procedure (SOP) for Preventive measures to contain spread of COVID-19 for **Religious congregations, all social / political / entertainment / sports / cultural / academic** and other functions.

4. The Government after careful examination, hereby issue Standard Operating Procedure (SOP) for Preventive measures to contain spread of COVID-19 for **Religious congregations, all social / political / entertainment / sports / cultural / academic** and other functions in the Annexure.

**(By order of the Governor)**

**RAJEEV RANJAN  
CHIEF SECRETARY TO GOVERNMENT.**

To

The Additional Chief Secretary/Commissioner of Revenue Administration, Disaster Management, Chepauk, Chennai-05.  
The Principal Secretary to Government, Public Department, Chennai -09

All District Collectors

The Commissioner, Greater Chennai Corporation, Chennai -600003

**Copy to:**

The Hon'ble Chief Minister Office, Chennai-09.

The Special PA to Hon'ble Minister for Revenue and Disaster Management and Information Technology, Chennai-09.

The Private Secretary to Chief Secretary to Government, Chennai-9.

/Forwarded By Order/

*14/2/2021*  
SECTION OFFICER.

## ANNEXURE

### **Standard Operating Procedures on preventive measures to contain spread of COVID-19 during social, political, entertainment, cultural, educational and religious functions**

#### **1. Background**

Conduct of various types functions is being permitted as a part of the among various relaxations across the State. To prevent spread of Covid-19 infection, it is important that necessary preventive measures are followed for such events.

#### **2. Scope**

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at locations to prevent spread of COVID-19. No functions as mentioned in the title will be allowed in Containment Zones.

Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years are **advised to take necessary precautions**. This applies to the event managers and staff as well.

The competent authority may implement additional measures within their jurisdiction as per their local assessment and in line with activities permitted by Ministry of Home Affairs (MHA) as per MHA orders issued under Disaster Management Act, 2005 from time to time.

#### **3. Administrative requirements**

Functions are mass events and hence the following administrative requirements are advised:

- i. Identify spatial boundaries and prepare a detailed site plan which would facilitate compliance with thermal screening, physical distancing, sanitization etc.
- ii. In case of events that will be held for days or weeks, the crowd density doesn't remain the same throughout and usually peaks around certain hours of the day and some previously known auspicious days. Planning for the event should specifically factor this, so that the crowd is regulated and managed to ensure physical distance and frequent sanitization.
- iii. Events planned to last for many days or weeks should have adequate measures to ensure a cap on physical numbers. Staggered timings and restricted entry may be considered.

- iv. Volunteers should be appropriately stationed to ensure thermal scanning, physical distancing and wearing of masks.
- v. Adequate supplies of sanitizers, thermal guns and physical distancing floor markings to be ensured.
- vi. Pre-identification of space/ site in each event venue for isolation of suspect cases.
- vii. Close circuit cameras etc. may be considered to monitor compliance of physical distance norms, wearing of masks at each venue.
- viii. All events must plan for medical care arrangements with linkages to nearest hospitals to attend to health emergencies.

#### **4.Generic preventive measures**

The generic preventive measures that include simple public health measures are to be followed to reduce the risk of COVID-19. These measures need to be observed by all; the event managers, the organizational staff and the public visiting the function site and are as follows:

- i. Individuals must maintain adequate distance in public places.
- 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 State and District Helpline.
- vi. Spitting should be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

**5. All function organizers shall also ensure:****a) Planning of events**

- i. A plan should be prepared well in advance about conduct of functions with all relevant stakeholders including event organizers, business owners, market associations, etc.
- ii. Functions shall be permitted only outside the Containment Zones. Organizers/staff/visitors from Containment Zones shall not be permitted.
- iii. Keeping in view the physical distancing norms, event sites should have adequate floor area and proper markings at all locations which are likely to be visited by public.
- iv. Adequate manpower shall be deployed/ arranged by the organizers to ensure observance to physical distancing norms and other preventive measures at all times.
- v. Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution for sanitizing frequently touched surfaces etc. shall be made available by function organizers/business owners for their staff as per requirements.
- vi. Adequate number of ticket counters shall be planned to facilitate compliance with physical distancing norms.
- vii. Function organizers/business owners may make suitable provisions for contact less payment.
- viii. A simple do's and dont's advisory may be circulated / displayed prominently at each function venue.
- ix. Posters/standees/AV media on preventive measures from COVID-19 must be displayed prominently at the function sites.
- x. All function managers shall brief the stakeholder on the Standard Operating Procedures of Ministry of Health and Family Welfare in the context of COVID.
- xi. All employees who are at higher risk, i.e., older employees, pregnant employees, 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.
- xii. With a view to ensure safety at the workplace, function managers on best effort basis should ensure that Arogya Setu is installed and updated by all employees in their mobile phones.

- xiii. The function sites should have a designated isolation room / space for isolating any person found symptomatic during functions, till such time that medical help is available.

**b) Entry and exit of the event site**

- i. Preferably multiple and separate entry and exits for visitors shall be ensured. The structure/space/venue for the event must also ensure adequate natural cross-ventilation.
- ii. Entrances to have mandatory hand hygiene and thermal screening provisions.
- iii. Only those staff and visitors who are free of symptoms shall be allowed inside the venue.
- iv. Anyone found symptomatic during thermal screening should be politely refused entry and advised to seek immediate medical care.
- v. All staff and visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn by all at all times while in public places.
- vi. Physical distance of a minimum of 6 feet, when queuing up for entry and inside the venue as far as feasible. Specific marking for the purpose may be done.
- vii. Proper crowd management inside and outside premises like parking lots, waiting areas, stalls and eateries etc. — duly following physical distancing norms shall be ensured.
- viii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. Proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up.**
- ix. For entry into the religious function sites, shoes / footwear to be preferably taken off inside own vehicle. If needed they should be kept in separate slots for each individual / family by the persons themselves.

**c) Movement within the function venue**

- i. Functions / Events in closed spaces can be organized with a maximum of 50% of the hall capacity or with a ceiling of 600 persons.**
- ii. Functions / Events in open spaces shall be held with a maximum of 50% of the participants of the total capacity and size of the Open Spaces where the above said gatherings are proposed and by strictly adhering to social distancing norms.**

- iii. **Prior permission shall be obtained from the Commissioner of Police in respect of Chennai City and from the District Collector in respect of Districts for organizing a function/event.**
- iv. Seating arrangement in the pandaals, food courts, shows etc. must ensure adequate physical distancing. Any shops, stalls, cafeteria etc., outside and within the premises too shall follow physical distancing norms at all times.
- v. Arrangements for safe drinking water, if required, should be made (preferably with provision for disposable cups/glasses) in the event premises.
- vi. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasize that the (i) temperature setting of all air conditioning devices should be in the range of 24-30°C, (ii) relative humidity should be in the range of 40- 70%, (iii) re-circulation of air to be avoided to the extent possible, (iv) intake of fresh air should be as much as possible and (v) cross ventilation should be adequate.
- vii. In religious functions, touching of statues/idols / holy books etc. shall not be allowed.
- viii. Community kitchens/langars / "Annadaanam", etc. at event venue should follow physical distancing norms while preparing and distributing food.
- ix. Community kitchen managers and business owners of food outlets to ensure adherence to highest level of personal and environmental hygiene all the time, especially at the time of preparing, serving /eating meals and after disposal.

**d) Sanitation and Hygiene**

- i. Effective and frequent sanitation within the premises shall be maintained with particular focus on commonly touched surfaces/areas including lavatories, drinking and hand washing stations/areas.
- ii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, handrails, barricades, seats, benches, washroom fixtures, etc.) to be made mandatory in all public utility common areas.

- iii. Visitors and staff should be advised to dispose of used face covers/ masks in covered bins available at the premises. The waste thus generated may be disposed of in accordance with the hazardous waste disposal guidelines.
- iv. Housekeeping staff to be informed & trained about norms for waste management & disposal.

**e) SOP to be followed in case of a suspect case or person who develops symptoms during the conduct of the event**

- i. Place the ill person in a room or area where they are isolated from others.
- ii. The person will remain isolated while wearing a mask/face cover till such time he/she is examined by a doctor.
- iii. If symptoms deteriorate, inform the nearest medical facility (hospital/clinic) or call the State or District Helpline.
- iv. A risk assessment shall 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.
- v. Disinfection of the premises to be taken up if the person is found positive.

**RAJEEV RANJAN  
CHIEF SECRETARY TO GOVERNMENT.**

**/True copy/**

*20/10/24*  
*4/2/24*  
**SECTION OFFICER**