



ABSTRACT

Disaster Management - COVID-19 - Standard Operating Procedure (SOP) for commencing training activities in the Training Institutions providing Foundation and Human Resources related training to Government employees - Orders- Issued.

REVENUE AND DISASTER MANAGEMENT (DM-IV) DEPARTMENT

GO.Ms.No. 544

Dated:01.10.2020

சார்வரி, புரட்டாசி 15
திருவள்ளூர் ஆண்டு 2051

Read :

1. G.O.(Ms) No. 172, Revenue and Disaster Management Department, dated 25.3.2020 and addendum Issued thereon.
2. G.O.(Ms) No. 217 Revenue and Disaster Management Department, dated 3.5.2020 and addendum Issued thereon.
3. G.O.(Ms) No. 245 Revenue and Disaster Management Department, dated 18.5.2020 addendum Issued thereon.
4. G.O.(Ms) No. 262 Revenue and Disaster Management Department, dated 31.5.2020.
5. From Government of India, Ministry of Personnel, Public Grievances and Pensions, Order No.19011/1/2020-TFA,dated 3.7.2020
6. G.O.(Ms) No.447, Revenue and Disaster Management [DM IV] Department, dated 31.08.2020.
7. Hon'ble Chief Minister Press Release No.209, dated 29.09.2020
8. G.O.(Ms) No.541, Revenue and Disaster Management [DM IV] Department, dated 30.09.2020

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 31.10.2020 under the Disaster Management Act, 2005 with certain restrictions and relaxations along with guidelines vide

G.O.Ms.No.541, Revenue and Disaster Management (D.M.IV) Department, dated 30.9.2020.

2. In the above Government Order among other things, Government and other Government Department related Training Institutes were permitted to function by strictly following the Standard Operating Procedures. Accordingly, Personal and Administrative Department has sent the draft Standard Operating Procedures (SOP) for commencing training activities in the Training Institutions providing Foundation and Human Resources related training to employees of various State Government Departments, Boards and Corporations based on the Standard Operating Procedures issued by Ministry of Personnel, Public Grievances and Pensions, Government of India.

3. The Government after careful examination hereby issue Standard Operating Procedures (SOPs) for commencing training activities in the Training Institutions providing Foundation and Human Resources related training to employees of various State Government Departments, Boards and Corporations in the **Annexure**.

(By order of the Governor)

**ATULYA MISRA
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.**

To

The Additional Chief Secretary/Commissioner
of Revenue Administration, Chepauk, Chennai – 600 005
All Secretaries to Government, Chennai – 600 009
All the District Collectors.
The Commissioner, Greater Chennai Corporation, Chennai.

Copy to

The Hon'ble Chief Minister Office, Chennai-09
The Private Secretary to Chief Secretary to Government,
Chennai-9.

/Forwarded By Order/

20/9/2020
SECTION OFFICER

ANNEXURE

Standard Operating Procedure (SOP) to contain the spread of COVID-19 in Government and Government funded training institutions for providing Foundational and Human Resources (HR) related training to the employees of various State Government departments and Boards & Corporations

The Government has permitted functioning of Training Institutions functioning under various Government Departments. The following Standard Operating Procedure based on the SOP Issued by the GOI in its OM dated 03.07.2020 & 10.09.2020 for Government and Government funded training Institutions for providing Foundational and Human Resources (HR) related training to the employees of various State Government departments and Boards and Corporations shall be followed by all those training Institutions:

1. General guidelines

- As far as possible training programs may be conducted in digital / online / virtual mode.
- Training institutions offering Foundational Training shall, as far as possible, decentralize their training programmes so as to avoid hostel stay by the trainees.
- Institutions outside the containment zones alone shall commence training activities. Further staff, trainees and faculty living in containment zones will not be allowed to attend the Institution. Trainees and staff shall also be advised not to visit areas falling within containment zones.
- All Trainees shall be made aware of COVID prevention practices.
- Observance of social distancing and wearing of masks to be made mandatory at all times. All other COVID related protocols should be followed by the Training Institute.
- Touch-free liquid hand sanitizers should be placed at the entry and all prominent places in the Institute such as reception, lecture halls etc. All faculty members / staff members / trainees while entering the premises should sanitize their hands before entry.
- With a view to ensure safety, on best effort basis, the Training Institutes should ensure that the *Aarogya Setu* app is installed by all trainees, staff and faculty having compatible mobile phones.

- Training Institutes should notify Nodal Officers for COVID related administrative responsibilities.
- Separate quarantine / isolation facility for COVID-19 positive / suspect cases should be created, in consultation with local Public Health Authorities by the Training Institutes.
- A tie-up with local laboratories / hospitals / Ambulance services and District Health Authorities be made for providing prompt COVID-19 testing / treatment facilities.
- Entry of visitors to training institute should be restricted. Such visitors, if permitted, should be allowed only after proper screening as per the prescribed protocols.
- Entry and exit to Training Institutions may be regulated to ensure that no outside visitors are allowed to enter; staff, employees (including contract employees), vendors and vehicles who / which are deployed for material procurement and logistical duties may be sanitized, screened, and thermally scanned before each entry into the Training Institutions as appropriate.
- Basic screening including temperature scan may be carried out daily for all the Trainees attending classes. Trainees found to have temperature above the normal range (that could be because of any kind of flu) may self-isolate themselves till such time the COVID-19 infection is ruled out.
- The trainees may be discouraged to go out of the campus or stay outside the campus unless it is essential to do so. Such visits should be exceptional and made with the prior approval of the Director of the Institute.
- All the vendors, suppliers, housekeeping staff, workers etc. should preferably be accommodated in staff quarters to the extent feasible. Where it is difficult to accommodate all of such staff, they should be carefully screened before permitting entry into the campus and should not be deputed for duty in proximity to officer trainees.
- Pregnant women and persons with co-morbid conditions, upon production of medical certificate, may be exempted from attending

classes for the time being. Such categories of employees be provided, as far as possible training courses online.

2. Steps to be taken before opening the Institution

- Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, wherever feasible, should be used for entry and exit for maintaining physical distancing norms.
- Pulse Oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- Prior to resumption of activities classrooms, hostels, mess, canteen and other common utility areas shall be sanitized with particular attention to frequently touched surfaces.
- For ensuring queue management, inside and outside the premises, specific markings on the floor may be made and be adhered to.
- The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty /trainees / staff to contact in case of any emergency.
- Adequate ventilation and increase in total airflow supply to occupied spaces be ensured. Natural ventilation to be used inside buildings where possible, without re-circulating the air. Inflow of fresh air should be allowed as much as possible.
- The Institute shall prominently display signages, posters and standees clearly indicating the dos and don'ts for the staff and trainees.
- Ensure availability of sufficient covered dustbins and trash cans.

3. Arrival of trainee officers in Training Institutes

- All the trainees and personnel of the Training Institutes should be encouraged to proactively disclose their health status including fever/cough/sore throat/influenza like symptoms, to the Institute.
- Thermal screening of trainees should be done on their arrival at the training institutions.
- All the trainees shall maintain a list of their contacts on a daily basis from the date of their arrival at the Institute.

- Only asymptomatic persons (faculty, employees, Trainees and visitors) to be allowed in the premises. If a faculty / employee / visitor / trainee is found to be symptomatic, he/she should be referred to nearest health centre.
- Proper crowd management in the parking lots, in corridors and in elevators - duly following physical distancing norms shall be organized.

4. Classroom Sessions

- Faculty - student interaction may as far as possible, be organized in a staggered manner.
- There should be sufficient time gap between consecutive sessions. Lengthy class room sessions should be avoided.
- Air conditioning should be avoided to the extent possible. Wherever it is absolutely necessary, the Government of India guidelines shall be followed.
- Reading materials and case studies etc. should be made available in digital form in advance to the trainees so as to reduce the classroom session time.
- Tea / Coffee and water etc. should be served in disposable cups / glasses, as far as possible.
- Group exercises or group meetings may be encouraged to be held in online/virtual mode.
- Outside campus visits and excursions may be avoided as far as possible.
- Staggering of classroom activities to be done, with separate timing slots to allow for adequate physical distancing.
- Regular class room sessions may be conducted by duly maintaining physical distancing among the trainees.

5. Conducting examinations

- As far as possible, training examinations may be conducted in digital / online / virtual mode.
- Generic preventive measures which include physical distancing, use of face covers / masks, frequent hand washing with soap, maintaining

respiratory etiquette and self monitoring of health by all are to be strictly followed while examinations are conducted.

- The examination schedule may be drawn in a staggered manner so as to avoid overcrowding.
- Only those examination centres which are outside the containment zone shall be allowed to function.
- Staff / examinees from containment zones shall not be permitted. Such examinees shall be given an opportunity to undertake the examination through other means.
- Only asymptomatic staff and students shall be allowed inside the examination hall.
- Staff who are at high risk (such as pregnant women, those with co-morbidities etc.,) shall not be deployed for invigilation / conduct of examination.
- Keeping in view the physical distancing norms, institutions should have adequate hall / room capacity to ensure proper seating arrangement for examination.
- Appropriate arrangements for personal protection gears like face covers/masks, and hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available by the Institutions as per requirements Examination hall and other common areas shall be sanitized each time before and after examination. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- Face cover / mask has to be worn at all times inside the examination centre by all.
- The invigilator should sanitize his hands prior to distribution of question papers / answer sheets. Use of spit/saliva for counting / distributing sheets shall not be allowed.
- The collection and packing of the answer sheets, at every stage will involve sanitization of the hands. The answer sheets will preferably be opened up after 72 hours have elapsed post collection of papers.
- Sharing of personal belongings/stationery shall not be allowed.
- Record of all exam functionaries/examinees shall be maintained in the system for future reference and traceability.

6. Hygiene and Sanitation

- Respiratory etiquette 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.
- Self monitoring of health by all and reporting any illness at the earliest.
- Spitting shall be strictly prohibited.
- All class rooms, staff rooms, offices, hostels, corridors, lobbies, common areas and washrooms etc. should be thoroughly cleaned / sanitised.
- All electronic gadgets shall be thoroughly cleaned and sanitised every day. Use of such gadgets by more than one trainee at a time shall be discouraged.
- Daily cleaning of the floors shall be taken up. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity be ensured.
- Provision of soap in mess / dining hall & toilets and hand sanitizers in other common areas in sufficient quantity be ensured.
- Frequent hand washing with soap for at least 40-60 seconds even when hands are not visibly dirty or alcohol based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- Cleaning and regular disinfection of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures etc.) to be made mandatory in all class rooms other common areas etc. before beginning of classes and at the end of the day.
- Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured. Trainees and staff should be advised to dispose of used face covers / masks in separate covered bins placed in class rooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding. Housekeeping employees shall be informed about norms for waste management and disposal.

7. Physical activities and Outdoors

- Decision on limited physical activities inside the campus may be taken by the Institution depending upon the availability of space.
- Social /cultural events or gathering or functions should be avoided during the training period.

8. Mess & Dining

- Mess facility, if any within the premises, shall follow physical distancing norms at all times.
- Meal timings may be staggered appropriately with adequate intervals between 12.45 PM and 2.00 PM. Accordingly a time table may be disseminated to all concerned with a view to minimize the time spent in the mess/dining hall with other trainee officers.
- Mess supervisors should ensure that all trainees and mess staff wash hands properly before entry into mess / kitchen. Mess / canteen employees shall be sensitized on maintaining personal hygiene.
- Touch less hand sanitizers may be installed outside the mess/dining halls.
- Sufficient distance should be observed by all while inside the mess / dining hall. Seating should be so organized that the trainees do not face each other while having their meals.
- Sharing of utensils-dishes, cups, soaps, towels etc. should not be allowed.
- Everything prepared in the mess must be cooked properly and raw salad and un-cut fruit avoided.

9. Stay at Hostels

- Separate hostel room may be allotted to each trainee to the extent possible. Training programmes shall be staggered in such a manner that all trainees have sufficient space in the hostel and there is no overcrowding. The size of each batch of trainees may be fixed based on the availability of hostel rooms that could accommodate trainees with social distancing norms.
- Special emphasis should be placed on frequent sanitisation of rooms and common washrooms.
- Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join the training programme. Symptomatic persons shall be isolated in a designated isolation facility at the institute, till such time, they are screened by a medical practitioner.
- *Gatherings / congregations shall continue to remain prohibited.*
- In shared rooms/dormitories, the beds should be placed at a distance of 6 feet from each other. Temporary partitions may be considered, if feasible. Bed linen be changed frequently.
- Any symptomatic student should be immediately given a single room and then provided requisite medical care.

10. Measures to be taken when a trainee/faculty/staff develop symptoms (fever, cough, difficulty in breathing)

- Place the ill person in a room or area where they are isolated from others.
- Inform parents / guardians / relations immediately.
- Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- 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, their contacts and need for disinfection.
- Disinfection of the premises to be taken up if the person is found positive.
- If there is clustering of cases in hostel/residential building, inform local health authorities immediately.

ATULYA MISRA
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

/True copy/

deyams
11/10/2020
SECTION OFFICER.