



# Recommendations for UNLOCK 3.0

July 2020





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## 1. MHA Guidelines for Phased Re-opening (Unlock 2)

### Guidelines for Phased Re-opening (Unlock 2)

[As per Ministry of Home Affairs Order No. 40-3/2020-DM-I (A) dated 29 June, 2020]

#### 1. **Activities permitted during Unlock 2 period outside Containment Zones**

In areas outside Containment Zones, all activities will be permitted, except the following:

- (i) Schools, colleges, educational and coaching institutions will remain closed till 31 July, 2020. Online/ distance learning shall continue to be permitted and shall be encouraged.

Training institutions of the Central and State Governments will be allowed to function from 15 July, 2020, for which Standard Operating Procedure (SOP) will be issued by the Department of Personnel & Training (DoPT).

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

Dates for re-starting the above activities may be decided separately and necessary SOPs shall be issued for ensuring social distancing and to contain the spread of COVID-19.

**Domestic flights and passenger trains have already been allowed in a limited manner. Their operations will be further expanded in a calibrated manner.**

#### 2. **Night curfew**

Movement of individuals shall remain strictly prohibited between 10.00 pm to 5.00 am throughout the country, except for essential activities, including operation of industrial units in multiple shifts, movement of persons and goods on National and State Highways, loading and unloading of cargo and travel of persons to their destinations after disembarking from buses, trains and airplanes. Local authorities shall issue orders, in the entire area of their jurisdiction, under appropriate provisions of law, such as under Section 144 of CrPC, and ensure strict compliance.

#### 3. **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.

#### 4. **Lockdown limited to Containment Zones**

- (i) Lockdown shall continue to remain in force in the Containment Zones till 31 July, 2020.

- (ii) Containment Zones will be demarcated by the District authorities after taking into consideration the guidelines of Ministry of Health & Family Welfare (MoHFW) with the objective of effectively breaking the chain of transmission. These Containment Zones will be notified on the websites by the respective District Collectors and by the States/ UTs and information will be shared with MOHFW.
  - (iii) In the Containment Zones, only essential activities will 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 effectively implemented for the above purpose.
  - (iv) Activities in the Containment Zones shall be monitored strictly by the State/ UT authorities, and the guidelines relating to containment measures in these zones shall be strictly implemented.
  - (v) 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.**
- However, there shall be no restriction on inter-State and intra-State movement of persons and goods including those for cross land-border trade under Treaties with neighbouring countries. No separate permission/ approval/ e-permit will be required for such movements.
6. **Movement of persons with SOPs**
- 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.
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.
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**.

**The purpose of this document is to provide recommendations to unlock activities that are currently prohibited under the MHA Unlock 2.0 order**



## **2. Recommendations for lifting restrictions on Prohibited Activities with Unlock 3.0**

While there has been substantial easing of lockdown conditions in line with Phase I and Phase II of the order, Phase III remains a crucial decision for the country. In view of the above, FICCI submits the following recommendations on allowing activities that have been prohibited since lockdown while following suggested SOPs.

### **i. International air travel of passengers except as permitted by MHA**

#### **FICCI Recommendations**

- Indian and Foreign carriers be allowed to operate between two countries
- India should allow Foreigners to travel to India on reciprocal basis
  - Health Protocol – Accept the COVID Negative Certificate issued by Origin Country
  - Visa Issuance – To be revived for persons from such origin country
- Airports to provide support and resources to set up “Safe Corridor”
- Airports to put in place infrastructural support like setting up of Sample Collection Centre
- Leverage relationships with airports on the other end of the route
- Government may consider waiving off the requirement of quarantine for International Passengers holding “COVID Negative’ Certificate issued by the Origin Country
- Standard Quarantine Protocol should be issued by MOHFW to be followed by All States to facilitate smooth transit and clarity of rules for passengers
- Identify and designate Testing Labs which will issue the “COVID Negative Certificate” and that would be accepted by other countries
- Restart issuance of Visa for citizens of Countries in the Safe Corridor
  - Business Visa
  - Medical visa (for non-COVID ailments)
  - Work permit
  - Tourist Visa
  - Student Visa
  - Agree Health Protocol with Identified Countries
  - Engage with respective Embassy/ External Affairs ministry of identified country
- Permit Transfer passenger movement

## ii. Tourism and Hospitality

### FICCI Recommendations

FICCI recommends the following suggestions for States/UTs to open tourism.

- Clear cut dates should be announced by the states to open tourism, monuments, tourist attractions, hotels, restaurants and bars.
  - All states/UTs should have a clear date and announce this for every vertical under tourism so that this also gives time to the stakeholders to prepare themselves accordingly.
- Address the demand from the tourists:
  - The states/UTs should have a targeted marketing campaign to communicate the safety measures taken by the Government at various tourist attractions and the private stakeholders to ensure the safety of the tourists when travelling to the destination. This will help to educate tourists and build their confidence to travel for tourism purposes.
- Allow Usage of restaurant and eateries in hotel
  - As of now, the usage of restaurant and eateries in any hotel is confined only for residential guests (who are staying in the hotel). This arrangement makes F&B operation totally unviable due to the burden of fixed costs involved like manpower, power and fuel etc.

**Suggestion:** All restaurant and eateries in the hotel should be allowed to serve resident as well as non-resident guests, at 50% seating capacity while maintaining social distancing norms and all necessary precautions.

- Wedding, Events and Banquets
  - Presently, only marriage related functions are permitted at hotels, and are capped to a maximum of 50 guests, (including support staff, etc). This results in poor turn over for the hotels, compounding the very poor occupancies already being experienced by the hotels.

**Suggestion:** Permission should be granted for hosting all kinds of banquet and conference in the hotel, however a ceiling of 50% of venue capacity maintaining social distancing norm should be permitted enabling the hotel to earn some revenue when other source of business has dried up.

Therefore, instead of restricting the number of guests to an absolute number like 50 for any banqueting event, it should be proportionate to the size of the banquet hall allowing for social distancing, i.e. 'sq.ft per pax' guideline say 50 sq. ft per pax.

- Banquets/ halls/ party areas should be allowed to conduct weddings/ events with a larger guest list however ensuring that at any time only the specified number of guests as per regulations are present at any point in time. Customers & venues could do this by staggering/rotational guest flow.
- If a host books more than one event area at a venue, they should be allowed to invite more guests proportionally.
- Booking office of banquets/ halls/ party areas should be allowed to open unhindered - these should be looked at as a non-essential shop/ establishment and not as a banquet/ hall/ party area itself.
- Events should be self-regulated i.e. venue owners should be allowed to operate basis self-certification of adherence to guidelines instead of approvals by authorities. In case approvals are required, clear guidelines should be defined (from police, municipal bodies, or other entities) for venues to operate and conduct events - to solve for ambiguity around requirements.
- Event timelines should not be restricted to daytime and allowed to go beyond sunset up to midnight - as several 'mahurat' times could be in the evening requiring events to be conducted later than current guidelines.
- For added safety of guests, there could be a specific guidelines around food arrangements, which is the most vulnerable part of the event. Sneeze guards at buffet counters, a single server set-up for buffets to avoid multiple touch, etc
- Open state borders to tourists
  - Many states have permitted reopening of hotels but have sealed their borders for entry from other areas/regions/districts which hinders the arrival of the guests.

**Suggestion:** COVID-19 test before arrival is an expensive and inconvenient requirement which is there in some states. This should be removed. Temperature checks, use of masks and social distancing should of course be mandated.

  - In several states there is inconsistent implementation of quarantine and other requirements in cities within the same district. This leads to extreme inconvenience to the road traveller on business. Uniformity of implementation as well as a common platform for communication of the same will be extremely helpful.
- Lift ban of tourist movement in the places of interests.
  - Most of the States have not lifted the ban of the tourist movements in the places of Tourist interests.





**Suggestion:** It is advised to open up all places of tourist interests pan India to promote domestic tourism with strict SOPs on activities like restriction of number of persons in a slot, social distancing norms, thermal check-up, compulsory wearing of masks etc.

- Allow Bars to open
  - As of now operations of the bars are banned pan India which has resulted in heavy losses to the hotel establishments.

**Suggestion:** It is suggested that the service of liquors may be permitted in cases like, order placed in Rooms through room service by the resident guests and service of liquors in restaurants where 50% capacity operation are permitted.

- Standard procedures for visiting a State:

The entry process for tourists to any state/UT should be uniform and standard. Currently, states have different rules and requirements for validity of COVID-19 test before travel, duration of stay, number of days for quarantine if necessary, etc.

### iii. **Metro Rail**

#### **FICCI Recommendations**

Metro rail services may be opened. Stations at containment zones to remain closed and trains to not stop at these stations. Security personnel to be deployed at metro stations to ensure SOP is being strictly followed. SOP to include the following:

- Services may start with less than 50 % capacity initially and could be gradually increased
- Contactless ticketing as far as possible
- Mandatory thermal screening at entry points
- Social distancing to be maintained at all stations
- Seating/berths to ensure distance between travelers
- Suitable disinfection frequently. Hypochlorite solution to wipe / clean metros
- Norms for switching between air conditioning and fresh air ventilation on underground stations to be put in place and adhered to strictly
- Train prohibited to stop at “Containment Zone”
- All passengers/ staff should wear masks
- Procedures for safe disposal of used mask to be followed

#### iv. Sports

##### FICCI Recommendations

- Clear guidelines are required for organising sports camps and staging competitions / events. Special provisions to be made for travel, stay and quarantine of international / domestic players participating in events.
- Based on risk involved in spread of the infection, the sports should be classified into different categories as follows:
  - **No risk:** No Physical contact. Shooting, Racquet games (Badminton and Tennis), All Track and Field events (Running, Shot Put, Javelin etc), Cricket, Archery, etc.
  - **Low Risk:** Limited Physical contact. Football, Volleyball, Handball, Hockey, etc.
  - **Mid-High Risk:** Physical Contact and common resource. Wrestling, Boxing, Kabaddi, Swimming, Judo etc.
- **No Risk or Low Risk:** games in which there is hardly any physical contact and where large number of spectators are not required can start in Unlock 3.0 while utilizing one-third capacity of available infrastructure.
- Strict adherence to the SOPs and the Sanitization norms should be followed & the players/staff should go through regular COVID-19 tests. Some gap can be maintained in terms of organizing events at same venue or same player's participation in consecutive games.
- Gradually, complying with SOPs and observing stringent safety norms, the mid risk games could also be allowed to resume.
- Sports training facilities, located in those metro cities where the COVID-19 growth rate is flattening or declining & those located in the tier 2 & tier 3 cities which are corona free should be allowed to start operating in Unlock 3.0 with strict adherence to the SOPs and every human resource going through the COVID-19 test, as required.
- To enable the nation, maintain a fit lifestyle, increase immunity of the citizens and give importance to physical and mental health, sports retailers should be facilitated to ensure uninterrupted supply of sports and fitness products. This will enable the sports retailers to deliver their home use sports/fitness products in districts that are still categorised as containment zones and in those districts that could be under lock down. This will further enable citizens across the Country to purchase sports products which in turn will help them remain mentally and physically fit.

v. **Schools**

**FICCI Recommendations**

- Government may decide to open educational institutions and schools depending on the local situation of COVID cases. In case it is decided to open the schools, FICCI recommends strong adherence to safety protocols and SOPs. **Proposed SOPs are annexed (Annexure – 1).**
- **Remote Delivery Execution Framework for Schools**
  - Till the schools are closed, it is recommended that a proper digital teaching framework may be put in place so that the learning is not impacted.
  - The guidelines and safeguards recommended by the MHRD through 'Pragyata' creates an exciting opportunity for schools to structure their curriculum and delivery in a manner that maximizes student learning.
  - A remote classroom delivery environment is comparable to a traditional classroom setting wherein the student focus is on one of the three aspects:
    - a. Blackboard or the computer screen with content (e.g. audio/video/image etc.)
    - b. Teacher delivering instruction (e.g. dissemination of knowledge and explanation of concepts)
    - c. Project or individual activity (e.g. writing, taking a test, reflection, self-learning, assimilation of information etc.)
  - Recommended functional framework are annexed **(Annexure – 2)**



- vi. **Cinema halls, gymnasiums, swimming pools, entertainment parks, theatres, bars, auditoriums, assembly halls and similar places.**

**FICCI Recommendations**

- Film shooting is currently permitted. Cinema halls should be opened with proper safety and hygiene measures in place. **Proposed SOPs are enclosed as (Annexure – 3)**
- Cultural centres to be opened with proper safety and hygiene measures in place.
- Live Events / Performances should be allowed with **SOPs as proposed in the (Annexure – 4).**

**Other issues**

- As relaxation have been extended to activities such as in-dining, hotels etc., it may be considered to shorten the curfew timings from previous 10.00 pm – 5.00 am to revised timing of 11.00 pm - 5.00 am next day.
- The strict perimeter control in containment zones should be continued but entry by e-passes could be allowed for even non-medical staff for specified activities. It is also recommended that delivery of non-essential items in containment zone be allowed, with proper monitoring and enforcement.
- Coaching centres may be permitted to conduct Health care training, which may be treated on par with essential services and allowed to function.
- Since the students will have to appear for the competitive exams, the Tuition centres for these exams be allowed to function with staggered timings to ensure that the batch size is able to adhere to social distancing norms.

## Annexure I: Proposed SOPs for reopening of Schools



### 1. Entry Gate: Security Check

#### **Mandatory:**

- Face Mask
- Temperature Check – Standard 38C or 98 F
- Hand Sanitizer

#### **Recommendatory:**

- Footwear Sanitization Tray
- School bags sanitization

### 2. Academics:

#### **Mandatory:**

- **Staggered Student Attendance:** Student strength commensurate to ensuring students are able to maintain 2 yards of distance at a given time. Schools to accordingly stagger student attendance. Schools to provide asynchronous work to students for the days they do not come to school.
- **Sports:** Team matches to be avoided. Sports training and physical fitness to be conducted maintaining social distance of 2 yards.
- **Teachers:** To wear face covering transparent Visors available in PPE kits instead of face mask while teaching. *(Positives - Healthy breathing, facial expression seen by students)*
- **Assemblies and school functions:** School Functions and Assemblies to be avoided till further advisory is issued
- **Stationary / Notes/ Books:** Sharing of items between students to be strictly avoided
- **Hand Sanitizing/Washing:** Inculcate hand sanitizing/washing every two hours as part of the schedule

#### **Recommendatory:**

- For students who choose not to attend physical school, record class lessons and host on school portal/LMS

### 3. School Transport

#### **Mandatory:**

- All trained Conductors, Maids and Drivers and constant training and briefing daily
- Buses to be sanitized before morning pickup and before departure for drops in the evening (*with Anti-viral disinfectant*)
- Drivers, conductors to be screened by security before leaving the campus in the morning and evening
- Strength in the buses to be maintained at 50%
- Staff & Students to be wearing Mask during bus travel.
- Before staff and student board the bus check Temperature and spray hand sanitizer
- Distribute arrival and departure of buses across school's various entry points
- No pickup from containment zones till it is lifted
- Que masters and markings for de-boarding the buses

#### **Recommendatory**

- Footwear sanitization

### 4. Attendance: Recording attendance to be contactless. No biometric - face recognition attendance system advised

### 5. School Building:

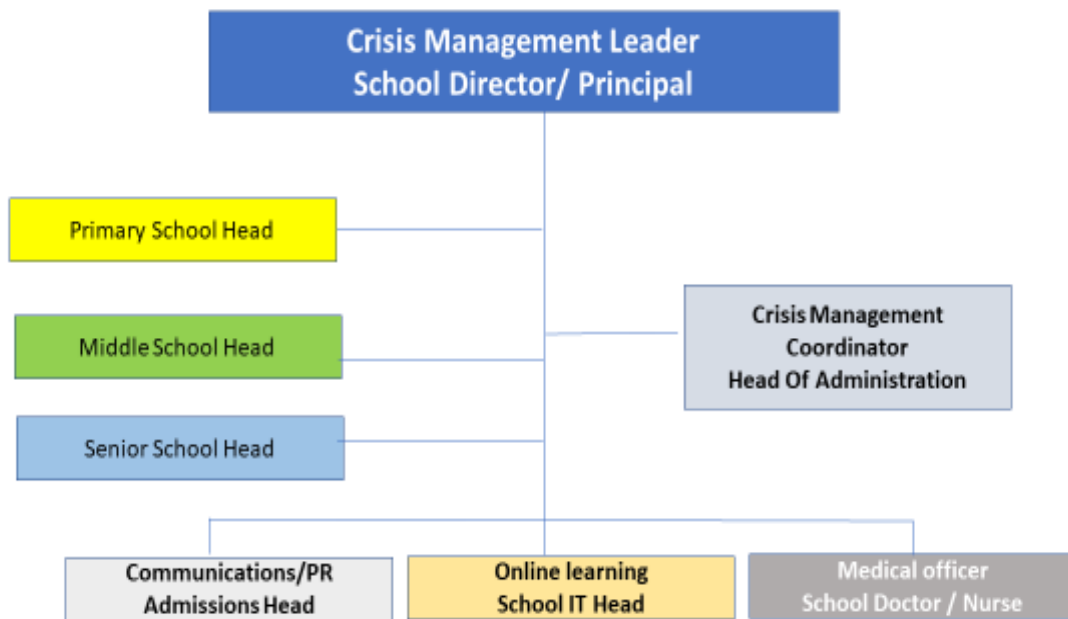
- All building entry points and classrooms to have Sanitizers
- All doors to remain open
- Teachers to ensure students wear Masks all the time
- Washrooms to be monitored to ensure there is no overcrowding.
- Maximum safety signage's all-around campus
- All Pathways and Corridors to be made one way to avoid brushing into each other and adequately marked with direction arrows.
- No overtaking while walking in the corridors, but walk maintaining social distancing
- Markers and stickers to ensure Physical distancing
- Floor markings for entering or exiting the classes room.
- In case of two entry doors, one for entry and another for Exit to be used and marked accordingly

### 6. Detecting Symptoms of COVID 19 in school

- Move Student or Staff to isolation room in the Infirmary, in case infirmary not available, designate a room with basic medical amenities.
- Inform Crisis Management Leader or Crisis Management Coordinator
- Inform Parent of Student or Spouse of staff
- Make a chart of Personnel who have come in close contact
- Social Isolation of those Identified Personnel

- If two of the main Symptoms identified by the medical personnel immediately shift to hospital for testing
- Move identified Student / Staff in complete isolation and nurse in full PPE to the hospital.
- The area should be disinfected and if it is a building and there have been more than two cases detected it should be sealed off for 48 hrs

## 7. COVID School Crisis Management Team



### Recommended actions of Crisis team:

1. Crisis team to continue to monitor, plan and prepare for the recovery situation, referring to the applicable current Phase levels and required action plans
2. Evaluate current protocol, update, and revise as necessary
3. Crisis team to evaluate the response and to revise plans and begin recovery actions
4. Crisis team to conduct a post-event evaluation with lessons learned for continuous improvement

## 8. Catering & Dining hall services Action Plan

- Catering services to follow WHO guidelines for prevention from communicable diseases.
- Briefing of staff. Awareness posters to be placed.
- All services and kitchen staff regularly wash hands, use sanitizers
- Ensure mandatory washing of hands every two hours.
- All staff to be checked for personal hygiene before entering the shift.





- Update checklist on personal hygiene record, have a column for Flu/Fever
- Use Anti-viral disinfectants when cleaning
- All cutlery and crockery to go through the automatic sanitization process
- Sanitize equipment on regular intervals
- All buffet surfaces to be sanitized with Suma on regular intervals.
- Kitchen and service staff to use Personal Protective Equipment (PPE) to ensure complete safety
- Dining hall to cater only 1/3 of strength to ensure Physical Distancing. And students to be sent in shifts
- Cater to meals for Primary in classroom/block

**9. Actions to be taken prior to school opening**

- Whole school sanitization and proper training and briefing to all support staff, faculty and Administration staff
- Communication to all parents and staff of school opening and safety preparations to receive students.
- Declaration from all parents with respect to
  - Any trips made abroad or any travels outside NCR.
  - Self-declaration for Health and fitness for all students
- Ensure travel, health and fitness declaration of all staff and support staff
- Medical team to continue to spread awareness and be on high alert

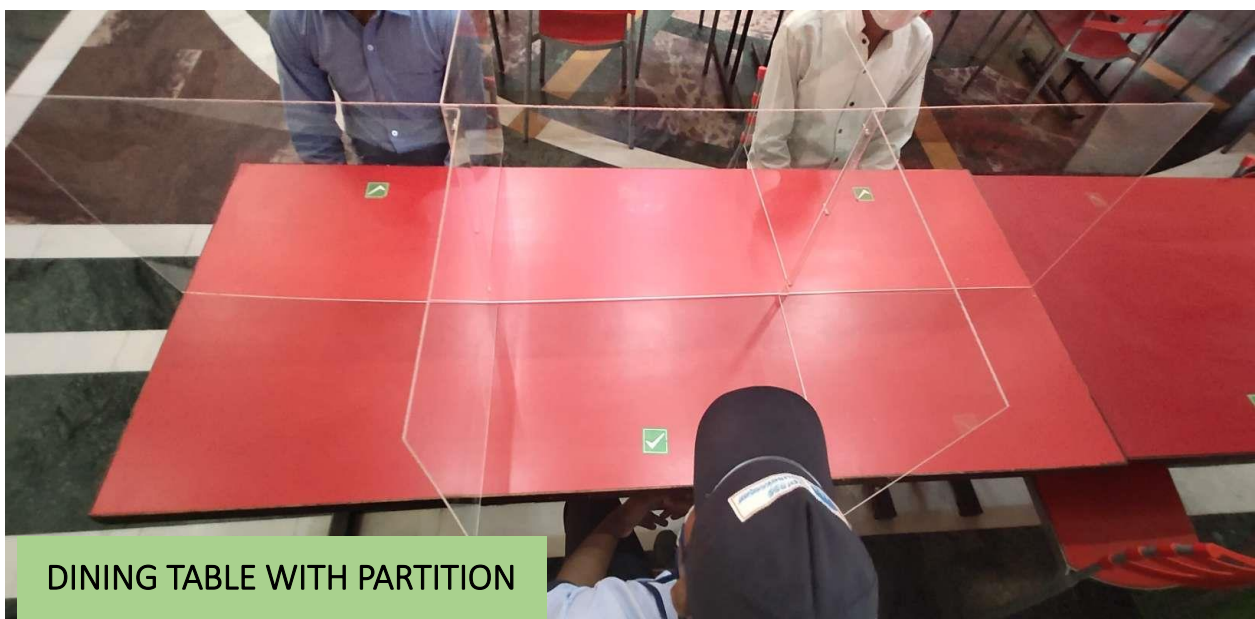
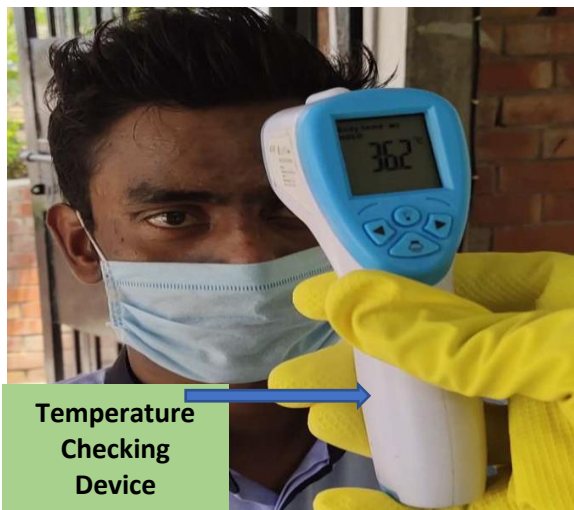
**10. Parents / Visitors/ Vendors**

- Parents and Visitors to be allowed in the campus only if it is absolutely essential
- Vendors only for critical services to be allowed
- Gate security should ensure that every person entering the campus is temperature screened, wears a mask, and sanitizes hands before entering






**11. Recommended Communication from School**





- School team to create a COVID 19 information page on website posting regular updates
- Create a stay healthy section on website sharing physical and mental health ideas and linked resources
- Weekly newsletters and bulletins to be shared with parents
- Online Q&A sessions to be done with parents and staff when necessary






12. Safety Features to Implement

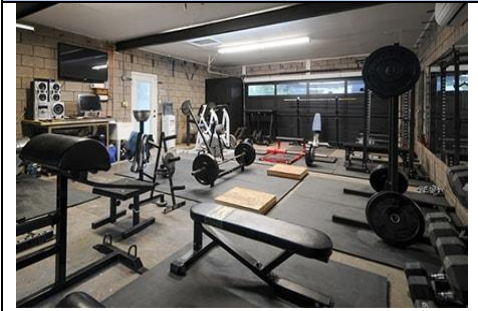

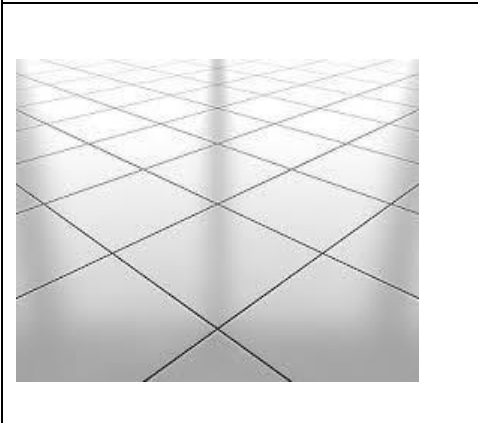






### 13. Cleaning & Sanitization Protocol




Picture	What	How	When
	Bio Metrics Surface	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water.</li> <li>Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Toilets/ Washroom/ Soap dispenser / Tissue paper holder / Jet Spray etc.	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Virex II 256 – 4ML in 1 Litre of water. R1 – 20 ML in 1 Litre of water.</li> <li>Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Water Dispenser Tap & Bubble top water jar 20 litres.	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water.</li> <li>Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	All door handles	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water.</li> <li>Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Seating table in changing Room & Lockers etc	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water</li> <li>Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day

Picture	What	How	When
	Desktop Keyboard & Mouse	<ul style="list-style-type: none"> <li>• Wipe with dry duster</li> <li>• Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water.</li> <li>• Wear gloves, goggles &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Elevator Button/ Hand	<ul style="list-style-type: none"> <li>• Wipe with dry duster</li> <li>• Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256– 4ML in 1 Litre of water</li> <li>• Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Toilets/ Washroom/ Soap dispenser / Tissue paper holder / Jet Spray etc.  Water Dispenser Tap & Bubble top water jar 20 litres.	<ul style="list-style-type: none"> <li>• Wipe with dry duster</li> <li>• Wipe with a wet duster of Virex II 256 – 4ML in 1 Litre of water. R1 – 20 ML in 1 Litre of water.</li> <li>• Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Remote (AC/ VC/ TV/ Projector etc.)	<ul style="list-style-type: none"> <li>• Wipe with dry duster</li> <li>• Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water.</li> <li>• Wear gloves, goggles &amp; mask while cleaning</li> </ul>	Minimum 3 times a day

Picture	What	How	When
	<p>Office Chairs (Handle)</p> <p>Office Desk / Work Station / Reception desk</p>	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256–4ML in 1 Litre of water.</li> <li>Wear gloves &amp; mask while cleaning</li> </ul>	<p>Minimum 2 times a day</p>
	<p>Trays used in entrance for baggage scan machine</p>	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Virex II 256 – 4ML in 1 Litre of water.</li> <li>Wear gloves, goggles &amp; mask while cleaning</li> </ul>	<p>Minimum 3 times a day</p>
	<p>Visitors ID card/ gate pass etc</p>	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Virex II 256 – 4ML in 1 Litre of water.</li> <li>Wear gloves, goggles &amp; mask while cleaning</li> </ul>	<p>As and when used</p>
	<p>Handover of the Parcels</p>	<ul style="list-style-type: none"> <li>Wear Gloves while receiving any parcels, courier, letter etc.</li> </ul>	<p>As and when received</p>
	<p>POS Machine / billing machine</p>	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Virex II 256 – 4ML in 1 Litre of water.</li> <li>Wear gloves, goggles &amp; mask while cleaning</li> </ul>	<p>Minimum 3 times a day</p>



Picture	What	How	When
	Gym equipment's / Seating surfaces	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Virex II 256 –4ML in 1 Litre of water.</li> <li>Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Recreation Area Surfaces	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Virex II 256 –4ML in 1 Litre of water.</li> <li>Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Floor	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a mop of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water.</li> <li>Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Dining Area – Tables surface and Chair handles	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Virex II 256 – 4ML in 1 Litre of water.</li> <li>Wear gloves, goggles &amp; mask while cleaning</li> </ul>	Minimum 3 times a day

Picture	What	How	When
	Walkway Handrails	<ul style="list-style-type: none"> <li>• Wipe with dry duster</li> <li>• Wipe with a wet duster of Suma tab 150 ppm/ Micro-chlor 200 PPM solution or Virex II 256– 4ML in 1 Litre of water.</li> <li>• Wear gloves, goggles &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Surface of Sofa	<ul style="list-style-type: none"> <li>• Wipe with dry duster</li> <li>• Wipe with a wet duster of Suma tab 150 ppm/ Micro-chlor 200 PPM solution or Virex II 256– 4ML in 1 Litre of water.</li> <li>• Wear gloves, goggles &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Xerox Machine (key/ Display/ Buttons etc.)	<ul style="list-style-type: none"> <li>• Wipe with dry duster</li> <li>• Wipe with a wet duster of Suma tab 150 ppm/ Micro-chlor 200 PPM solution or Virex II 256– 4ML in 1 Litre of water</li> <li>• Wear gloves, goggles &amp; mask while cleaning</li> </ul>	Minimum 3 times a day

Picture	What	How	When
	Water Bottles/ Water Jars/ Jugs etc.	<ul style="list-style-type: none"> <li>• Wipe with dry duster</li> <li>• Wipe with a wet duster of Suma tab 150ppm</li> <li>• / Micro-chlor 200 PPM solution or Virex II 256</li> <li>– 4ML in 1 Litre of water.</li> <li>– Wear gloves &amp; mask while cleaning</li> </ul>	As and when used/ During the refiling
	Coffee Vending Machines (Button/ Flap Etc.)	<ul style="list-style-type: none"> <li>• Wipe with dry duster</li> <li>• Wipe with a wet duster of Suma tab 150 ppm/ Micro-chlor 200 PPM solution or Virex II 256</li> <li>4ML in 1 Litre of water.</li> <li>• Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	All Area (Such as Doors, handles, walls, offices, Main Gate, Railings, Washrooms, Classrooms, Dining Area, Vehicle etc.)	<ul style="list-style-type: none"> <li>• Spray with STIHL SR 4000 Machine</li> <li>• Disinfectant spray Virex II 256 – 10 ML in 1 Litre of water / Alcohol disinfectant with IPA.</li> <li>• Wear gloves, mask, safety goggles while spray</li> </ul>	Minimum 3 times a day



Picture	What	How	When
	Surface of the strip curtains	<ul style="list-style-type: none"> <li>● Wipe with dry duster</li> <li>● Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water</li> <li>● Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Surfaces of Bain Marie Counter	<ul style="list-style-type: none"> <li>● Wipe with dry duster</li> <li>● Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water</li> <li>● Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Weighing Scale Surface, Display etc.	<ul style="list-style-type: none"> <li>● Wipe with dry duster</li> <li>● Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water</li> <li>● Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day
	Food Crates	<ul style="list-style-type: none"> <li>● Wipe with dry duster</li> <li>● Wipe with a wet duster of Suma tab 150 ppm/ Micro-chlor 200 PPM solution or Virex II</li> <li>● 256 – 4ML in 1 Litre of water</li> <li>● Wear gloves &amp; mask while cleaning</li> </ul>	Minimum 3 times a day

Picture	What	How	When
	Storage Racks Surface	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water.</li> </ul> <p>Wear gloves &amp; mask while cleaning</p>	Minimum 3 times a day
	Food Display Counter Surfaces, Sliding door knobs etc	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water.</li> </ul> <p>Wear gloves &amp; mask while cleaning</p>	Minimum 3 times a day
	Surface of kitchen Working Tables	<ul style="list-style-type: none"> <li>Wipe with dry duster</li> <li>Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water.</li> </ul> <p>Wear gloves &amp; mask while cleaning</p>	Minimum 3 times a day

#### 14. KNOW COVID-19

Posters with COVID -19 advisory and SOP of Campus Safety and Security related to the Virus to be placed in Hindi and English at prominent locations

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### KNOW CORONAVIRUS

Coronavirus (CoV) are a large family of virus that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). These viruses are transmitted between animals and people.

#### SYMPTOMS

FEVER

COUGH

HEADACHE

SORE THROAT

RUNNY NOSE

DIFFICULTY IN BREATHING



Standard recommendation to prevent infection spread:

- Regular hand washing
- Covering mouth and nose while coughing and sneezing
- Thoroughly cooking meat and eggs
- Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing

## **15. Preparing Staff for post COVID Reopening**

- Let staff including teachers and support staff, start attending first for a week, get used to sanitization, hygiene and other protocols, training on what activities to avoid, how to quarantine, how to handle social distancing, mental health etc- Ensure that Training for support staff is done thoroughly especially about - strict hygiene, handwashing, social distancing and mask rules
- Conduct a risk assessment for teachers and other staff (considering age, chronic conditions, and other risk factors), then implement a staggered approach for returning to school
- Appraise teachers about the structure of functioning, classroom arrangement, social distancing, circulars, and policies pertaining to COVID guidelines for safety and procedures sent to parents
- Train teachers on every aspect of the manual
- Ask them to share any health-related issue pertaining to them or their family members with you
- Equip teachers to deal with both learning recovery and students' mental health and psychosocial (MHPSS) needs
- Teachers should be trained to identify age- related behavioral and cognitive changes and provide age-appropriate learning support
- Inform teachers not to focus on academics only. Also ensure that the curriculum plans do not include any workbook or worksheets for the first few months. There should be no exchange of books, papers etc between teacher-child-parent
- No water play, sand play or any activity like playdoh in which children end up touching the same items as others
- Ensure that teachers/co teachers/ helpers must wear a mask at all times. Make them Understand that because they have a mask on their faces, children are unable to see their expressions, so ensure that you speak in voice modulation and use your eyes to convey a lot of emotions
- The same is with children, their faces are covered with masks which may end up masking their emotions and feelings! Teachers must be trained in understanding body language, eye movements and emotions in the voices of children, so that they are able to respond
- Train teachers not to remove masks for speaking as children imitate them.



- Train teachers in LISTEN-COMFORT-REASSURE
  - i. *LISTEN*: Give children opportunities to talk about what they are feeling. Encourage them to share concerns and ask questions
  - ii. *COMFORT*: Use simple tools to comfort and calm children, for e.g. telling stories, singing with them, and playing games. Praise them frequently for their strengths, such as showing courage, compassion, and helpfulness
  - iii. *REASSURE*: children that you are prepared to keep them safe. Provide them with correct information through valid sources
- Train teachers to help children understand the basic concepts of disease prevention and control.
- Use exercises that demonstrate how germs can spread. For example, by putting coloured water in a spray bottle and spraying over a piece of white paper. Observe how far the droplets travel
- With a puppet show, make them aware of why it is important to keep social distancing and not touch hands or faces of others, including masks. *For example, a child/teacher comes to school with a cold. He/she sneezes and covers it with his/her hand. He/she shakes hands with another person or touches them on their face. What did the teacher/child do that was risky? What should he/she have done instead?*

**16. Aarogya Setu:**

- It is recommended that all employees on campus should install the app on their mobile phones and update their health status on it. The recently launched app Aarogya Setu, meaning Health Bridge, a Bluetooth and GPS-based system is a mobile based application which helps in contact tracing to minimize the spread of the virus. It can be downloaded at <https://www.mygov.in/aarogya-setu-app/>.



## Annexure 2: Recommended Remote Delivery Execution Framework for Schools



With adherence to the government directives and expert recommendations, the following functional framework has been suggested:

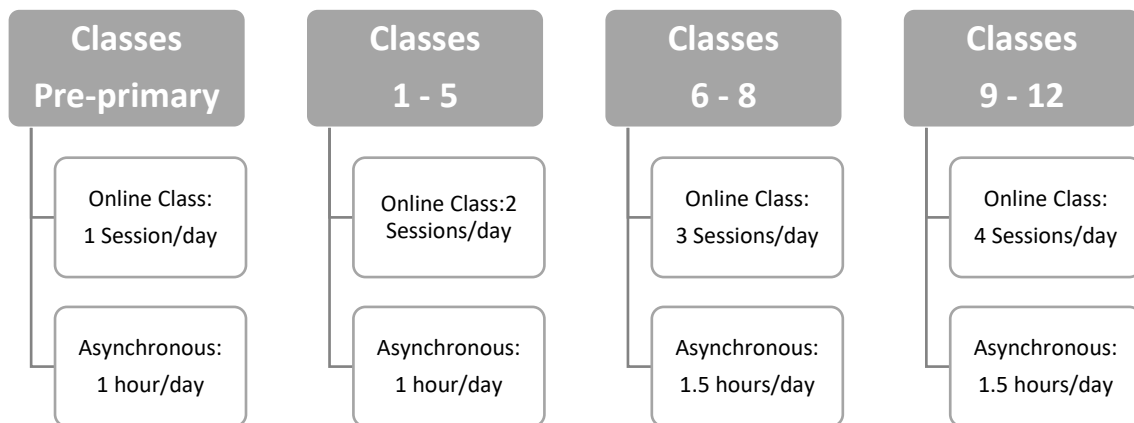
### *Framework for each “Session”*

*\*Note: All figures in minutes per session. Effective Screen Time = Moderate + High Focal Intensity Activities*

Activity	Description	Time Off Screen (mins)	Time On Screen (mins)	Focal Intensity
Introduction	Attendance & Briefing	-	5	Low
Initial Interaction	Ice-breaking and warm-up	10	-	Low
	Contextual Association	-	5	Low
	Topical Overview	-	5	Moderate
Warmup & Engagement	Reading, writing, workbook, project, Individual expression	20	-	Low
Instruction & Lesson Delivery	Activity Demonstration	-	5	High
	Explanation of key concepts	-	10	High
Learning Evaluation	General Classroom Questions	10	5	Moderate
	Targeted Questions	-	5	High
Session Recap	Session Summary/Recap	-	5	Moderate
	Assignment Allocation/Closure	5	-	Low
Effective Screen Time* / Cumulative Screen Time			35 / 45 mins	
Cumulative Session Duration			90 mins	

Keeping all factors and perspectives into consideration, a suggested school schedule is presented here for COVID-19 impacted period. It has 3 components across class levels.

1. **Synchronous Learning** refers to Online Class. It is a learning event in which a group of students are engaging in learning at the same time.
2. **Asynchronous Learning** refers to a learning event in which teachers provide materials, lectures, tests, and assignments etc. that can be accessed by the students through digital medium.
3. **Small Group or Individual Learning Activities** refers to a learning event where student engage in learning activities that are performed by an individual or in a small group. This can be done in addition to the Synchronous or Asynchronous Learning.



**In summary, the recommendations are as follows:**

1. Synchronous Learning to be carried out via Online Classes, which are delivered by one of more Sessions of 90 mins duration and with screen time of up to 45 mins.
2. Sessions for Synchronous Learning to be restricted based on the level of the class - from a minimum of 1 per day (pre-primary) to a maximum of 4 per day (classes 9 to 12).
3. Asynchronous Learning to be from 1 hour a day to 1.5 hours a day.
4. About 15-45 mins per day to be allocated for Small Group or Individual Learning Activities. These are self-paced and not teacher-led activities and have no requirement of screen time.



For successful implementation of the framework above, teachers would need to be connected to the platform for the entire duration of the session to swiftly respond to student queries at any point during the synchronous learning process. Session frequency and time considerations can be modulated to suit senior grades *as per* the suggested norms.

This framework provides an initiation point for schools to structure their online classroom delivery in accordance with the issued guidelines and ensure efficient remote delivery of school education.



*These are suggested guidelines only. Depending on the individual circumstances, school communities may or may not have the resources, technology, or wherewithal to implement this in spirit and there may be those who can do even more and better. Context is extremely important, and schools must adopt suitably to best meet the needs of their students.*






### Annexure 3: Proposed SOPs for Opening up Cinema Halls


1. Enacting elevated precautionary operational protocols, including deep-cleaning measures within the cinemas, in the food and beverage area, employee and staff lockers and in toilets, public areas and back office areas across the cinema
2. Frequently sanitize all public and back office areas, during the day
3. Conduct non-invasive temperature checks for all guests when they enter the cinema building
4. Conduct non-invasive daily temperature checks for all colleagues and supplier partners when they enter and exit the cinema building
5. All employees and staff at cinemas to be provided with masks and gloves, which they will be required to wear at all times in the cinema building
6. Issue strict instructions and safety precautions to all the employees and staff working at the cinemas to ensure there is no hand shaking and physical contact of any manner with guests or with anyone else with in the cinema building
7. Issue strict instructions to all the employees and staff working at cinemas to wash their hands every thirty minutes
8. Placing of hand sanitizers at various access points in the public areas as well as in the back-office areas
9. Antiseptic wipes to be made available on request to cinema goers.
10. Encourage digital transactions and facilitate all transactions i.e. from booking of movie tickets to ordering food and beverages, including payments, with no physical contact. The ticket box office at Cinemas to be moved to paperless transactions, with all movie tickets purchase at the box office, being delivered digitally
11. At the box office and food & beverage area, all guests will be advised to keep a distance of one meter
12. Within the cinema auditoriums, to keep a safer distance between moviegoers, gaps between seats to be maintained.
13. On temporary basis, frisking of guests at the cinema entrance to be stopped to encourage physical distancing
14. Guests to be educate regarding Do's and Don'ts - onscreen and off screen, at cinemas
15. Movies to be scheduled with sufficient time gap to ensure there is no clash in timings of cinema entry, intervals and exits
16. Should any of the employees and staff show any symptoms of COVID, they should immediately seek medical attention

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### IMPORTANT MANDATES!



**MINIMAL HUMAN CONTACT**





**FOLLOWING THE BEST HEALTH AND HYGIENE NORMS**











**ADHERING TO ALL SOCIAL DISTANCING NORMS AND GUIDELINES**

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### DISINFECTING ALL POSSIBLE AREAS OF THE CINEMA PREMISES




 <b>BOX OFFICE</b>	 <b>SECURITY</b>	 <b>LOBBY</b>	 <b>AUDI</b>	 <b>F&amp;B STANDS</b>	 <b>REST ROOM</b>	 <b>EXIT</b>
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### SOCIAL DISTANCING MANDATES



**BODY TEMPERATURE CHECKS WITH INFRARED SCANNERS**



**MASKS MANDATORY AND PPE KITS MADE AVAILABLE FOR PURCHASE**



**HAND SANITIZERS TO BE PLACED IN AT ALL STRATEGIC LOCATIONS**

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## SOCIAL DISTANCING MANDATES



**PROPERLY DEMARCATED CIRCLES IN ALL RELEVANT AREAS OF CINEMAS**



**ALL POINT OF SALE WILL HAVE DEMARCATED DIRECTIVES**



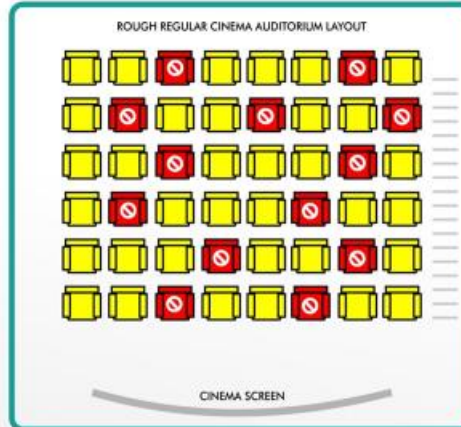
**ENCOURAGE DIGITAL TRANSACTIONS TO AVOID QUEUING**

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## PRECAUTIONARY SOCIAL DISTANCING IN NORMAL AUDITORIUMS

**FAMILIES, GROUPS OR COUPLES WOULD BE SEATED TOGETHER, HOWEVER ONE ADJACENT SEAT WOULD BE LEFT EMPTY**

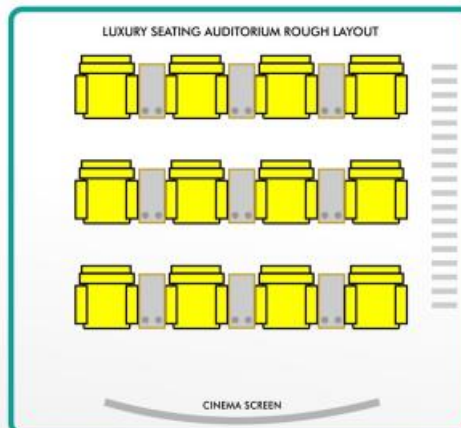
**THIS IS AS PER GLOBAL CINEMA STANDARDS**



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## LUXURY AUDITORIUMS

**GIVEN THERE IS EXISTING WIDTH BETWEEN EACH RECLINER SEAT, NO SEAT WILL BE LEFT VACANT BETWEEN THEM**



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## CLEANLINESS AND HYGIENE



**DEEP CLEANING AND  
SANITIZATION OF STRATEGIC  
LOCATION PERIODICALLY**



**STAFF TO WASH HANDS  
PERIODICALLY DURING  
WORKING HOURS**



**DEEP CLEANING OF  
AUDITORIUM SEATS  
ON A DAILY BASIS**

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## BOX OFFICE & FOOD/BEVERAGE SALE



**CONTACT-LESS  
TICKET PURCHASE  
TO BE ENCOURAGED**



**FOOD AND BEVERAGE  
CAN BE ORDERED  
ONLINE OR THROUGH AN APP**



**SINGLE USE  
DISPOSABLE PACKAGING  
FOR FOOD & BEVERAGE**  
NOTE: PREMIUM CINEMAS WILL  
BE USING CUTLERY AND CROCKERY

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## CINEMA EMPLOYEES MANDATES



**AAROGYA SETU APP  
WILL BE MADE MANDATORY  
FOR ALL CINEMA STAFF**



**ONLY MEDICALLY CERTIFIED  
AND FIT STAFF ALLOWED  
TO COME TO WORK**



**MASKS AND GLOVES  
MANDATORY FOR  
ALL CINEMA STAFF**

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## HYGIENE AND SANITIZATION MANDATES



**SANITIZATION AND DISINFECTANTS PURCHASED ONLY FROM AUTHENTICATED SUPPLIERS**



**WASHROOMS TO BE FREQUENTLY SANITISED. PATRONS WILL BE ENCOURAGED TO USE ALTERNATE URINALS**



**METHODICAL SEPARATION AND DISPOSAL OF GARBAGE**

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## OTHER IMPORTANT MANDATES



**ALL PRECAUTIONARY MEASURES WILL BE PROMOTED THROUGH ALL MEDIUMS OF THE CINEMA**



**CINEMA STAFF TO BE CONSTANTLY ON A VIGIL TO MANAGE CROWD AND DETECT ISSUES**



**SINGLE USE 3D GLASSES TO BE USED**  
\*PREMIUM IMAX 3D GLASSES WILL BE DISINFECTED AFTER EVERY USE

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## Annexure 4: Proposed SOPs for allowing Live Events

### **For Visitors**

- Masks should be compulsory while viewing a show in a theatre or any other entertainment space.
- Venues should be sanitised pre and post events
- Sanitising tunnels to be placed at every venue, hotel, restaurant etc.
- Thermal temperature monitors to be there to monitor people

### **For Staff**

- Hand sanitizers to be used by personnel interacting with guests
- Food and beverage service staff to utilise disposable gloves
- Sanitizers to be available for guests use at visible locations of the venues
- Staff interacting with guests would utilise masks.
- Staff would undergo temperature checks and be checked for symptoms of cold, influenza, etc.

### **Capacity**

- 50% capacity to be the norm with a gap of at least one seat between people
- Venues to have a max capacity beginning at 50 people and then with the gradual decrease of the virus audience capacity would go up to 200 then 500, etc. These would need to be linked to the weekly data from the CMO of the state and would be dependent on the rise and fall in cases.
- In hot spots, there should be restrictions on public gathering.

### **Offices**

- Companies should encourage stay at home in hot spot districts
- Companies with more than 20 employees should have restrictions in terms of number of people attending office at any one given time.
- Sanitizers to be placed at the reception.
- Masks to be available for all.
- Regular checks of the employees.



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