

**GOVERNMENT OF NCT OF DELHI
DELHI DISASTER MANAGEMENT AUTHORITY**

F/1.(571)/DDMA(HQ)/DDMA Orders/Misc. Matters/21/353

Dated: 31.01.2021

ORDER

Whereas, Delhi Disaster Management Authority (DDMA) has issued order No. 345 dated 31.12.2020 for containment of COVID-19 in the NCT of Delhi, for a period upto 31.01.2021;

2. And whereas, Ministry of Home Affairs, Govt. of India has issued Order & DO letter No. 40-3/2020-DM-I(A) dated 27.01.2021 annexed with guidelines for Surveillance, Containment and Caution, which will be in force upto 28.02.2021 (**copy enclosed**) which inter alia provides that all activities (subject to strict adherence of SOPs issued from time to time) will be permitted, outside containment zones;

3. And whereas, the situation of COVID-19 has been reviewed and considering that the number of active and new cases of COVID-19 have been declining steadily during last two months and therefore, it has been decided that guidelines annexed with aforesaid MHA, Gol order dated 27.01.2021 alongwith SOPs issued by the Ministry of Information & Broadcasting for Cinema halls & theatres (Annexure-A), Ministry of Youth Affairs & Sports for operation of Swimming pools (Annexure-B) & for opening up of Stadia for sports events (Annexure-C) and Department of Commerce, Govt. of India for holding Trade Exhibitions (Annexure-D) shall be applied "mutatis mutandis" in NCT of Delhi.

4. Now, therefore, in exercise of powers conferred under Section 22 of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD hereby directs that all District Magistrates of Delhi, their counterparts District Dy. Commissioners of Police and all authorities concerned shall ensure strict enforcement of aforesaid guidelines annexed with MHA, Gol order dated 27.01.2021.

5. Standing Operating Procedure (SOP), as per directions in para 5(i) of MHA, Gol guidelines dated 27.01.2021, on Social / religious/ sports / entertainment / educational / cultural gatherings etc. issued by DDMA is annexed for compliance by all concerned in NCT of Delhi (Annexure-E).

6. All District Magistrates of Delhi & their counterpart District Deputy Commissioners of Police and all authorities concerned shall ensure strict compliance of this order and shall adequately inform and sensitize the field functionaries about these instructions for strict compliance, in letter and spirit.

7. This order will be in force upto 28.02.2021 or further orders, whichever is earlier.



(Vijay Dev)

Chief Secretary, Delhi

Copy for compliance to:

1. All Additional Chief Secretaries/Principal Secretaries/Secretaries/HODs of Government of NCT of Delhi.
2. Commissioner of Police, Delhi
3. Chairman, New Delhi Municipal Council.

4. Commissioner (South DMC/East DMC/North DMC).
5. Secretary (I&P) for wide publicity in NCT of Delhi
6. CEO, Delhi Cantonment Board.
7. All District Magistrates of Delhi
8. All District DCPs of Delhi

Copy for kind information to:-

1. Secretary to Hon'ble Lt. Governor, Delhi.
2. Addl. Secretary to Hon'ble Chief Minister, GNCTD
3. Secretary to Hon'ble Dy. Chief Minister, GNCTD.
4. Secretary to Hon'ble Minister of Health, GNCTD.
5. Secretary to Hon'ble Minister of Revenue, GNCTD.
6. Secretary to Hon'ble Minister of Labour, GNCTD.
7. Secretary to Hon'ble Minister of Social Welfare, GNCTD.
8. Secretary to Hon'ble Minister of Food & Supply, GNCTD.
9. Addl. Chief Secretary (Services)/ State Nodal Officer, GNCTD.
10. Addl. Chief Secretary (UD), GNCTD.
11. Pr. Secretary (Home), GNCTD
12. Pr. Secretary (Health), GNCTD.
13. Pr. Secretary (Revenue)-cum-Divisional Commissioner, GNCTD.
14. All members of State Executive Committee, DDMA, GNCTD.
15. System Analyst, O/o Divisional Commissioner, Delhi for uploading of the order on website –
ddma.delhigovt.nic.in.
16. Guard file.

No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001

Dated 27th January, 2021

ORDER

Whereas, an Order of even number dated 25.11.2020 was issued for containment of COVID-19 in the country, for a period upto 31.12.2020, which was further extended for a period upto 31.01.2021 vide an Order of even number dated 28.12.2020;

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, National Disaster Management Authority (NDMA) has directed the undersigned to issue an order with guidelines for containment of COVID-19 in the country;

Now therefore, in exercise of the powers, conferred under Section 10(2)(1) of the Disaster Management Act 2005, the undersigned hereby directs that guidelines for surveillance, containment and caution, as annexed, will be in force upto 28.02.2021.


Union Home Secretary

and, Chairman, National Executive Committee (NEC)

To:

1. The Secretaries of Ministries/ Departments of Government of India
 2. The Chief Secretaries/Administrators of States/Union Territories
- (As per list attached)

Copy to:

- i. All Members of the National Executive Committee
- ii. Member Secretary, National Disaster Management Authority

Guidelines for Surveillance, Containment and Caution
[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A)
dated 27th January, 2021]

The number of active cases of COVID-19 have been declining steadily over the last four months. However, with a view to consolidate the substantial gains that have been achieved against the spread of COVID-19, and to fully overcome the pandemic, there is a need to maintain caution and strictly follow the prescribed containment strategy, focussed on surveillance, containment and strict observance of the guidelines.

The following guidelines are issued to be effective from 1st February 2021.

COVID appropriate behavior

1. State/ UT Governments shall take all necessary measures to promote COVID-19 appropriate behaviour and ensure wearing of face masks, hand hygiene and social distancing.
2. The National Directives for COVID-19 Management, as specified in **Annexure I**, shall be strictly followed throughout the country.

Surveillance and Containment

3. Containment Zones, if required, shall be carefully demarcated by the district authorities, at the micro level, taking into consideration the guidelines prescribed by the Ministry of Health and Family Welfare (MoHFW) in this regard. Within the demarcated Containment Zones, containment measures, as prescribed by MoHFW, shall be scrupulously followed.
4. It shall be the responsibility of local district, police and municipal authorities to ensure that the prescribed Containment measures are strictly followed. State/ UT Governments shall ensure accountability of the officers concerned in this regard.

Strict adherence to the prescribed SOPs

5. All activities will be permitted outside Containment Zones. However, the following activities will be subject to strict adherence of SOPs, as indicated below:
 - i. Social/ religious/ sports/ entertainment/ educational/ cultural/ religious gatherings, subject to SOP of the State/ UT concerned.
 - ii. Cinema halls and theatres, subject to a revised SOP to be issued by Ministry of Information & Broadcasting in consultation with MHA.
 - iii. Swimming pools, subject to a revised SOP to be issued by Ministry of Youth Affairs & Sports (MoYA&S) in consultation with MHA.
 - iv. Exhibition halls, subject to a revised SOP to be issued by the Department of Commerce in consultation with MHA.

 27/01/2021

6. For further opening up of international air travel of passengers, Ministry of Civil Aviation (MOCA) may take a decision in consultation with Ministry of Home Affairs (MHA).
7. SOPs, as updated from time to time, have been prescribed for various activities. These include: movement by passenger trains; air travel; metro trains; schools; higher educational institutions; hotels and restaurants; shopping malls, multiplexes and entertainment parks; yoga centres and gymnasiums, etc. These SOPs shall be strictly enforced by the authorities concerned, who shall be responsible for their strict observance.

Local restrictions

8. 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.

Protection of vulnerable persons

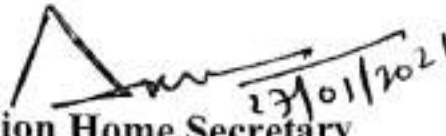
9. Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years are advised to take necessary precautions.

Use of *Aarogya Setu*

10. Use of *Aarogya Setu* may continue on best effort basis on compatible mobile phones. This will facilitate timely provision of medical attention to those individuals who are at risk.

Strict enforcement of the guidelines

11. All the District Magistrates shall strictly enforce the above measures. For the enforcement of social distancing, State/ UT Governments may, as far as possible, use the provisions of Section 144 of the Criminal Procedure Code (CrPC) of 1973.
12. 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**.


Union Home Secretary

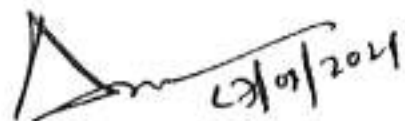
and, Chairman, National Executive Committee

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 adequate distance in public places.
Shops will ensure physical distancing among customers.
3. **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 or regulations.

Additional directives for Work Places

4. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
5. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.
6. **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.
7. **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.

A handwritten signature in black ink, appearing to be 'A. M. K.', followed by the date '27/07/2021'.

Offences and Penalties for Violation of Lockdown Measures

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

51. Punishment for obstruction, etc.—Whoever, 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 the 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.

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 direction, 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 tends 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.

अजय भल्ला, भा.प्र.से.
AJAY BHALLA, IAS



गृह सचिव
Home Secretary
भारत सरकार
Government of India
नॉर्थ ब्लॉक/North Block
नई दिल्ली/New Delhi

No. 40-3/2020-DM-I(A)

27th January, 2021

Dear Chief Secretary,

Kindly refer to Ministry of Home Affairs (MHA) Order of even number issued today by which guidelines for surveillance, containment and caution have been issued.

2. As you are aware, the number of active and new cases in the country, have been declining steadily over the last 4 months. However, there is a need for maintaining caution and strict surveillance so as to fully overcome the pandemic.

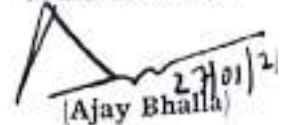
3. All activities have already been permitted except for a few which have been permitted with certain restrictions. In view of the improved situation in the country, and requests received from the stakeholders, those restrictions in the new guidelines are being removed subject to revised SOPs. With regard to social/ religious/ sports/ entertainment/ education/ cultural/ religious gatherings, guidelines for their regulation will be issued by State/ UT concerned. With regard to activities on cinemas and theatres, swimming pools and exhibition halls, revised SOPs will be issued by Ministry of Information & Broadcasting, Ministry of Youth Affairs & Sports and Department of Commerce respectively in consultation with MHA before 1st February 2021.

4. I would like to reiterate that the essence behind the graded re-opening and progressive resumption of activities is to move ahead. However, the SOPs prescribed for different activities, as updated from time to time, shall be strictly enforced by authorities concerned, who shall be responsible for their strict adherence. It is further reiterated that 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.

5. I would urge you to ensure the compliance of the aforesaid guidelines and direct all authorities concerned for its strict implementation. Further, guidelines issued by MHA and consequent Orders issued by the respective State Governments/UT Administrations should be widely disseminated to the public and to the field functionaries for implementation.

With regards,

Yours sincerely,


(Ajay Bhalla) 27/01/21

Chief Secretaries of all the States
(As per Standard List attached)

M-35020/8/2020-US(FILMS)
Government of India
Ministry of Information & Broadcasting

Date: 30 January, 2021

SOPs for cinema halls and theatres on preventive measures to contain spread of COVID-19

1. Background

The Ministry of Home Affairs, Government of India has permitted the opening of cinema halls and theatres vide their order No. 40-3/2020-DM-I(A) dated 27th January, 2021.

2. Scope

2.1 This document outlines the Standard Operating Procedures (SOPs) in terms of various generic precautionary measures to be adopted in addition to specific measures to be ensured in cinema halls and theatres to prevent spread of COVID-19.

2.2 No Exhibition of Film shall be allowed in containment zones.

2.3 Further, States/UTs may consider proposing additional measures as per their field assessment.

3. SOPs related to cinema halls and theatres

3.1 General Guidelines

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

These include:

- i. Adequate physical distancing of at least 6 feet to be followed outside the auditoriums, common areas and waiting areas at all times.
- ii. Use of face covers/masks to be made mandatory at all times.

- iii. Availability of hand sanitizers, preferably in the touch-free mode, at entry and exit points as well as common areas within the premises.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of *Aarogya Setu* App shall be advised to all.

3.2 Entry & Exit points

- a. Thermal screening of visitors/staff is to be carried out at entry points. Only asymptomatic individuals shall be allowed to enter the premises.
- b. Provisions for hand sanitization should be made available at all entry points and in work areas.
- c. Designated queue markers shall be made available for entry and exit of the audience from the auditorium and the premises.
- d. The Exit should be done in a staggered row-wise manner to avoid crowding.
- e. Sufficient time interval between successive screenings on a single screen as well as on various screens in a multiplex shall be provided to ensure row-wise staggered entry and exit of the audience.

3.3 Seating Arrangements

Seating arrangement inside the auditorium of the cinemas/theatres/multiplexes is to be allowed upto 100% seating capacity.

3.4 Physical Distancing Norms

- a. Proper crowd management in the parking lots and outside the premises—duly following physical distancing norms shall be ensured.
- b. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.
- c. Efforts shall be made to avoid overcrowding in the common areas, lobbies and washrooms during the intermission. Audience may be encouraged to avoid movement during the intermission. Longer intermissions may be used to allow audience seated in different rows of the auditorium to move in a staggered manner.

3.5 Staggered Show Timings at Multiplexes

- a. Staggered show timings shall be followed for multiple screens to avoid crowding.
- b. The show commencement time, intermission period and finish time of a show at any screen shall not overlap with the commencement time, intermission period or finish time of a show at any other screen in a multiplex.

3.6 Booking and Payments

- a. Digital no-contact transactions should be the most preferred mode for issue/verification/payments for tickets, food, and beverages, etc. by using online bookings, use of e-wallets, QR code scanners, etc.
- b. Contact number shall be taken at the time of booking of tickets to facilitate contact tracing.
- c. The purchase of tickets at the box office shall be open throughout the day and advance booking shall be allowed to avoid crowding at the sale counters.
- d. Sufficient number of counters at the box office shall be opened with adequate physical distancing norms, to prevent crowding during physical booking of tickets.
- e. Floor markers shall be used for physical distancing during queue management at the box office.

3.7 Sanitization of the Premises

- a. Frequent sanitization of the entire premises, common facilities, and all points which come into human contact, e.g. handles, railings, etc. shall be ensured.
- b. The cinemas/theatres/multiplexes auditorium shall be sanitized after every screening.
- c. Regular cleaning and disinfection of the box office, food and beverage areas, employee and staff lockers, toilets, public areas, and back office areas shall be ensured.
- d. Measures for the safety of sanitization staff such as adequate provisions for rational use of gloves, boots, masks, PPE, etc. shall be undertaken.
- e. Disinfection of the premises to be taken up if any person is found positive.

3.8 Staff Related Measures

- a. Wearing of face cover for staff is mandatory at all workplaces and adequate stock of such face covers should be made available.
- b. 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.
- c. With a view to ensure safety at the workplace, employers on best effort basis should ensure that Aarogya Setu is installed and updated by all employees their mobile phones.
- d. Communication and training of the staff on precautions related to COVID-19, respiratory hygiene, hand hygiene, etc. shall be carried out.
- e. Self-monitoring of health by all employees/staff and reporting any illness at the earliest shall be ensured.

3.9 Public Awareness

- a. Do's and Don'ts shall be communicated at prominent access points: Online sale points, digital tickets, public areas like lobbies, washrooms, etc.
- b. Public Service Announcements on wearing mask, observing physical distancing and maintaining hand hygiene as well as specific announcements on the precautions and measures to be followed within and outside the premises shall be made before the screening, during intermission and at the end of the screening.
- c. Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently outside and inside of the venues.

3.10 Air-Conditioning/Cooling

For air-conditioning/ventilation, the guidelines of CPWD shall be followed which, inter alia, emphasizes the following:

- a. Temperature Setting of all air conditioning devices should be in the range of 24-30°C.

- b. Relative humidity should be in the range of 40-70%.
- c. Re-circulation of air to be avoided to the extent possible.
- d. Intake of fresh air should be as much as possible.
- e. Cross ventilation should be adequate.

3.11 Anti-stigma Behaviour

COVID-19 related stigmatization or unruly behaviour shall be dealt with strictly by coordination between the auditorium manager(s) and the local authorities.

3.12 Food and Beverage Area

- a. Show timings in the cinema halls to be staggered to ensure that intervals of different shows do not occur simultaneously.
- b. Customers shall be encouraged to use cinema apps/QR codes, etc. for ordering food as much as possible.
- c. Multiple sale counters in food and beverage area be made available wherever possible.
- d. One line systems to be followed using floor stickers to maintain physical distancing at every sale counter.
- e. Management shall ensure observance of physical distancing and preventing crowds in the food and beverages area.
- f. Safe disposal of the food and beverage waste shall be ensured by the management of the premises.

- 4. The National Directives for COVID-19 Management and the relevant guidelines issued by the Ministry of Home Affairs, Ministry of Health & Family Welfare, state governments, etc. shall be strictly complied with during all activities and operations.
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F. No.J-17011/42/2020-SP.V
Government of India
Ministry of Youth Affairs and Sports
Department of Sports

Shastri Bhavan, New Delhi
Dated: 30th January, 2021

CIRCULAR

Subject: - Standard Operating Procedures (SOP) & Guidelines for operation of Swimming Pools – Reg.

The undersigned is directed to refer to the above subject and to say that Standard Operating Procedures have been updated in consultation with the Ministry of Home Affairs and the Ministry of Health & Family Welfare, in pursuance of the Guidelines for Surveillance, Containment and Caution issued vide MHA Order No.40-3/2020-DM-I (A) dated 27.01.2021.

2. A copy of the SOP is attached herewith.



(A.K.Singh)

Under Secretary to the Government of India
Tel. No. 2338 1003

To All concerned.

Copy to :

1. The Ministry of Home Affairs, North Block, New Delhi.
2. The Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi.

SOP and guidelines for operation of Swimming Pools in a COVID-19 Environment

1. Background

Government of India is following a phase-wise unlocking of activities. In continuation of this process, Ministry of Home Affairs has allowed resumption of activities at swimming pools subject to strict adherence to standard operating procedure issued by Ministry of Youth Affairs and Sports.

2. Scope and Coverage

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at swimming pools to prevent spread of COVID-19. Swimming pools in Containment Zones shall remain closed.

This SOP applies to all swimming pools allowing such facilities to resume operations outside containment zones and are meant to serve as safety guidelines for operating the facility in consonance with any other guidelines issued by State government while granting such permission.

3. Promoting COVID appropriate behaviour

Simple public health measures are to be promoted to reduce the risk of spread of COVID-19 infection. These measures are to be observed by all (Swimmers/coaches/visitors/staff) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible, in pool (use of alternate lanes in opposite direction), deck, sitting arena, shower areas etc.
- ii. Use of face covers/masks to be made mandatory, at all times, except when the swimmer is in the pool.
- 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 avoid use of swimming pool if one is suffering from symptoms suggestive of COVID-19
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

4. Protecting the vulnerable population

Swimmers/ coaches/ visitors/ staff who are at higher risk i.e. age 65 years or more, pregnant women, children below 10 years, and those who have underlying medical conditions or co-morbidities must avoid using swimming pool.

5. Providing and maintaining healthy environment at swimming pools

- i. Prior to resumption of activities, all work areas, common utility areas, railings of the pool, gymnasium/physiotherapy centres (if attached to pools) etc. shall be sanitized with 1% Sodium Hypochlorite solution (alternatively 70% alcohol based disinfectant for use on metallic surfaces). Thereafter this will be done on a regular basis. Detailed guidelines are available at:
<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>.
- ii. Cleaning and regular disinfection (using 1% Sodium Hypochlorite solution or 70% alcohol based disinfectant for use on metallic surfaces) of frequently touched surfaces (door knobs/handles, elevator buttons, hand rails, chairs, tabletops, benches, washroom fixtures, etc.) and floors, walls etc to be done before start of activities, at the end of the day and at other appropriate times at all locations.
- iii. All sanitary staff shall use appropriate PPE (mask, heavy duty gloves, face shields, aprons).
- iv. Provisions would be made for multiple hand washing stations and hand sanitizers for the use of swimmers/coaches/ visitors/staff. Provision of soaps in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- v. Deep cleaning of all drinking and hand washing stations, washrooms, showers and lavatories shall be ensured.
- vi. Swimmers/ coaches/ visitors/ staff should be advised to dispose of used face covers / masks in separate covered bins placed in common areas.
- vii. Swimming pool shall ensure adequate and regular water filtration and chlorination as per laid down standards*.
- viii. The swimming pool management may make suitable provisions for contact-less payments.
- ix. All personal training equipment belonging to any swimmer/coach shall be disinfected every time before use.
- x. Sharing of personal articles such as soaps, towels, any other utility must be avoided by all.
- xi. Ensure availability of covered dustbins and trash cans in sufficient numbers to manage waste as per CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)

6. Planning for operations, scheduling and monitoring of activities of swimming pool

6.1 Institutional arrangements

- i. The swimming pool management shall be responsible for overall implementation of protocols outlined in this SOP.

* WHO guidelines for safe recreational water environments recommends that for pools with good hydraulics and filtration, free chlorine level of 1 mg/l throughout the pool.
(https://www.who.int/water_sanitation_health/publications/safe-recreational-water-guidelines-2/en/)

- ii. One of the staff/ coach shall be identified as the Nodal person and sensitised on the basics of COVID-19 available at: https://igot.gov.in/igot/explore-course/course/do_312993264544849920136 and COVID Appropriate behavior (available at: https://igot.gov.in/igot/play/content/do_31304842933413478411107?contentType=ExplanationResource). He/she shall be well versed with the SOPs issued by Ministry of Youth Affairs and Sports, as amended from time to time.
- iii. Prior to resuming operation of swimming pools, every user and staff shall be sensitised on COVID appropriate behavior, which are to be implemented at the swimming pool.
- iv. 100% coverage of Aarogya Setu application among all persons using the pool is desirable.

6.2 Physical distancing

- i. Physical distancing of 6 feet in the premises of the pool shall be ensured. For swimming, alternate lanes of the pool shall be used from both directions to maintain physical distancing, to the extent feasible.
- ii. Staggering of swimmers for different events/training sessions to be done, to allow for adequate physical distancing.
- iii. Locker rooms for swimmers/ coaches may remain in use provided there is adequate ventilation and regular disinfection.
- iv. Physical distancing of 6 feet also will be followed in shower rooms and change areas.

6.3. Crowd management

CCTV monitoring shall be ensured to detect crowding at the pool, visitor's gallery, common areas etc. and prompt steps must be taken to avoid such crowds.

6.4. Ensuring ventilation

- i. As far as feasible, natural ventilation must be ensured and use of small enclosed spaces must be discouraged.
- ii. Circulation of outdoor air needs to be increased, as much as possible, by opening windows and doors, using fans, or other methods.
- iii. For air-conditioning/ventilation, of closed enclosures, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate. Air handling unit needs to be cleaned prior to switching on.

6.5. Making available COVID related supplies

- i. Appropriate arrangements for personal protection devices like face covers/masks, heavy duty gloves, face shields, aprons and other logistics like hand sanitizers, soap, Sodium Hypochlorite solution (1%) etc. shall be made available by management.

- ii. Provide an adequate supply of calibrated thermal guns.
- iii. Ensure availability of covered dustbins and trash cans in sufficient numbers to manage waste.

6.7. Creating awareness

Provisions must be made for display of Posters/standees/AV media on preventive measures against COVID-19 at prominent places in the premises of the swimming pool.

7. Maintaining Healthy operations

7.1 Risk assessment

- i. Swimmers, coaches, visitors and staff shall submit a declaration to the management stating that they (i) are not suffering from any symptoms suggestive of COVID-19, (ii) have not come in close contact with a person who has tested positive for COVID-19, (iii) are not residing in an active containment zone.
- ii. It is the responsibility of the owners/authorities/agencies, etc., in-charge of the swimming pools concerned to ensure complete adherence to prescribed protocols and to secure declaration from respective users and staff that any activity undertaken shall be in full compliance to these protocols.
- iii. Thermal screening of all swimmers/coaches/visitors/staff shall be undertaken prior to allowing access to the pool.

7.2. At the entry and exit points

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic persons (swimmers, coaches, visitors and staff) to be allowed in the premises.
- iii. Separate gates, if feasible, should be used for entry and exit.
- iv. Swimmers, coaches, visitors and staff to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the premises, except for the time the swimmer is in the pool.

7.3. Precautions to be observed at the swimming pool

- i. Swimmers and coaches shall be screened by properly calibrated thermal guns at the entry of pool deck.
- ii. Wash hands with soap and water/ use hand sanitizer at the time of entry to the pool deck.
- iii. Swimmers will shower before entering and after exiting the pool.
- iv. Verbal cues should be kept to minimum and screaming should be avoided.
- v. Swimmers shall avoid taking pool water in their mouth and if required, spitting shall be done only in the pool gutter.

7.4. Activities in common areas – changing rooms, showers, locker rooms, visitor's gallery/audience stand, etc.

- i. Ensure physical distancing norms in all common areas.
- ii. In cafeteria, seating arrangement should ensure adequate physical distancing.
- iii. Cafeteria staff should wear mask and hand gloves and take other required precautionary measures.
- iv. Use of gymnasium (if available in the swimming pool complex), should be in accordance with MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>)
- v. In the kitchen, the staff should follow physical distancing norms at workplace.

8. Precautions to be followed in case of a suspect case in the premises

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

F. No.J-17011/42/2020-SP.V
Government of India
Ministry of Youth Affairs and Sports
Department of Sports

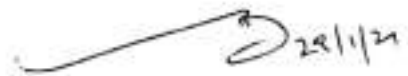
Shastri Bhavan, New Delhi
Dated: 29th January, 2021

CIRCULAR

Subject: - Standard Operating Procedures (SOP) for opening up of Stadia for sports events - Reg.

The undersigned is directed to refer to the above subject and to say that Standard Operating Procedures (SOP) has been updated in consultation with Ministry of Home Affairs and Ministry of Health & Family Welfare, in pursuance of the Guidelines for Surveillance, Containment and Caution issued vide MHA Order No.40-3/2020 - DM-IA dated 27.01.2021.

3. A copy of the SOP is attached herewith.



(A.K.Singh)

Under Secretary to the Government of India
Tel. No. 2338 1003

To All stakeholders concerned.

Copy to :

1. The Ministry of Home Affairs, North Block, New Delhi.
2. The Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi.

SOP for organizing sports competitions in context of COVID-19

An SOP for opening up of Stadia for Sports events was issued on 26th December 2020. The revised SOP is now being issued in pursuant to guidelines of surveillance, containment and caution issued by Ministry of Home Affairs vide their Order No. 40-3/2020-DM-I (A) dated 27th January 2021.

1. Promoting COVID appropriate behaviour

Simple public health measures are to be promoted to reduce the risk of spread of COVID-19 infection. These measures are to be observed by all athletes and Athlete Support Personnel (ASP) during conduct of sports competitions.

These include:

- i. Physical distancing of at least 6 feet to be strictly followed by athletes and ASPs always except by athletes in field of play necessitated by the type of sports, during the event.
- ii. Use of face covers/masks to be made mandatory at all times by all and as far as feasible when they are engaged in the field of play and in work out areas.
- iii. Athletes and ASPs, while not in field of play, shall 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 by athletes and ASPs. 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 athletes and ASPs and reporting any illness at the earliest to COVID-19 Response Team/Task Force constituted by event organizing committee.
- vi. Spitting shall be strictly prohibited in field of play, workout areas, during travel and in residential settings.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

2. Protecting the vulnerable population

ASPs who are at higher risk i.e. older, pregnant and those who have underlying medical conditions must take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with other athletes/coaches/other employees.

3. Providing and maintaining healthy environment at sport competition venue and workout areas

- i. The organizing committee shall coordinate with local health authorities to ensure that the venue for sporting event or the identified hostels/hotels do not fall within containment zone.
- ii. The organizing committee will keep situational awareness of prevalent COVID situation at the event site that may influence the conduct of the sporting event. They will also coordinate with local health authorities to identify local (COVID and non-COVID) treatment facilities, ambulance service providers etc.
- iii. Prior to resumption of activities, all workout areas, field of play, medical centre, physiotherapy centres, gymnasium, showers, washrooms, other common areas, etc. shall be sanitized with 1% Sodium Hypochlorite solution. Thereafter this will be done on a regular basis. Detailed guidelines are available at:
<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>.

- iv. Cleaning and regular disinfection (using 1% Sodium Hypochlorite solution) of frequently touched surfaces (door knobs/handles, elevator buttons, hand rails, slides, chairs, tabletops, benches, washroom fixtures, etc.) and floors, walls etc to be done before start of activities, at the end of the day and at other appropriate times at all locations. Additional frequent cleaning may be required at medical centre, gymnasium, etc.
- v. Deep cleaning of all drinking and hand washing stations, washrooms, showers and lavatories shall be ensured.
- vi. All sanitary staff shall use appropriate PPE (mask, heavy duty gloves, face shields, aprons).
- vii. The event schedule should be planned in such a way that enough time is given in between multiple events for sanitization of field of play and equipment after every use, which may vary from sport to sport.
- viii. For warm-ups, fixed duration needs to be intimated along with time slots to the athletes and ASPs.
- ix. Provisions would be made for multiple hand washing stations and hand sanitizers for the use of athletes and ASPs. Provision of soaps in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- x. Swimming pool (wherever applicable) shall ensure adequate and regular water filtration and chlorination as per laid down standards.
- xi. Field of play equipment shall be handed over to the athletes and support staff by the ground staff after thorough disinfection.
- xii. Sharing of personal articles such as soaps, towels, any other utility may be avoided by all.
- xiii. Athletes, coaches and employees should be advised to dispose of used face covers / masks, used towels in separate covered bins placed in common areas.
- xiv. Ensure availability of covered dustbins and trash cans in sufficient numbers to manage waste as per CPCB guidelines (available at: <https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMWGUIDELINES- COVID 1.pdf>)

4. Planning for operations, scheduling and monitoring of activities

4.1 Institutional arrangements

- i. A COVID Task Force shall be constituted for each sporting competition event by the organizing committee to guide and monitor all athletes and ASPs. The Task Force shall be responsible for overall implementation of protocols outlined in this SOP as well as other direction issued by Ministry of Home Affairs (MHA) and Ministry of Health and Family Welfare from time to time.
- ii. The Task Force shall work closely with the athletes, ASPs to define guidelines and protocols to conduct the sporting event.
- iii. Travel of athletes and ASPs shall be closely regulated and monitored by the Task Force.

4.2 Facility arrangements

- i. The medical unit at the sporting venue shall have an isolation facility commensurate with the guidelines on COVID care centre (available at: <https://www.mohfw.gov.in/pdf/FinalGuidanceonManagementofCovidcasesversion2.pdf>)
- ii. Suitable referral linkage shall be established with nearest COVID treatment facility.
- iii. Advance coordination with ambulance service providers for shifting of suspect/confirmed COVID cases shall be arranged.

4.3. Physical distancing

- i. For ensuring physical distancing in the premises, specific markings on the floor with a gap of 6 feet may be made. Similarly, physical distancing shall also be maintained at all places except during the sporting event, by the athletes.
- ii. Locker rooms for athletes etc. can be used, provided there is adequate ventilation; physical distancing and regular disinfection of frequently touched surfaces is maintained.
- iii. To minimize participation by athletes and ASPs, the organizing committee shall ensure (i) enforcing strict qualification criteria to reduce the number of participants, (ii) reducing number of support staff and officials for the competition.
- iv. Support staff whose physical presence is not required can work from home through tele-work/video conferencing.

4.4. Spectator management

- i. For outdoor sports events, spectators will be allowed upto full seating capacity.
- ii. CCTV monitoring may be planned for larger events to detect over-crowding at entry & exit gates and seating arena.

4.5. Ensuring ventilation

- i. As far as feasible, natural ventilation must be ensured and use of small enclosed spaces must be discouraged.
- ii. Circulation of outdoor air needs to be increased, as much as possible, by opening windows and doors, using fans, or other methods.
- iii. For air-conditioning/ventilation, of closed enclosures, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate. Air handling unit needs to be cleaned prior to switching on.

4.6. Making available COVID related supplies

- i. Appropriate arrangements for personal protection devices like face covers/masks, face shields, PPEs, heavy duty gloves and other logistics like hand sanitizers, soap, Sodium Hypochlorite solution (1%) etc. shall be made available by organizing committee.
- ii. Ensure adequate supply of calibrated thermal guns for thermal screening.
- iii. Ensure availability of covered dustbins and trash cans in sufficient numbers to manage waste.

4.7. Creating awareness

- i. Organizing committee should ensure educational and training sessions for athletes and ASPs, sensitizing them on COVID appropriate behaviour and do's and don'ts.
- ii. Provisions must be made for display of Posters/standees/AV media on preventive measures against COVID-19 at prominent places in the sporting venue.
- iii. Display State helpline numbers and also numbers of local health authorities at prominent places.

5. Maintaining Healthy operations

5.1 Risk assessment

- i. Thermal screening of all athletes and ASPs shall be undertaken prior to allowing access to common field of play.
- ii. Depending on the risk perception and the scale of events, organizing committee may consider making RT-PCR Testing of athletes and ASPs carried out within 72 hours prior to the event and its

uploading on the website of organizing committee mandatory. In such cases, only those having a negative RT-PCR report shall be allowed to participate in the event. For this, organizing committee may also make suitable linkages with ICMR approved laboratories for COVID-19 testing of athletes and ASPs who report without a COVID test report.

5.2. At the entry and exit points to the sporting event arena

- i. Athletes/ASPs living in containment zones shall not be allowed entry in the main competition arena/field of play, warm-up area.
- ii. All entrance main competition arena/field of play, warm-up area to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Only asymptomatic persons (athletes and ASPs) to be allowed in the premises.
- iii. All athletes and ASPs to be allowed entry only if using face cover/masks.
- iv. Separate gates, if feasible, should be used for entry and exit.
- v. Visual markers such as arrows or lanes of travel to be marked to streamline movement of athletes and ASPs.

5.3. Within the premises of sporting arena (except field of play)

- i. Reduce or close the number of breakout rooms, lounges in which individuals gather.
- ii. Gathering of spectators shall be governed by the instructions issued by Ministry of Home Affairs (MHA) and Ministry of Health and Family Welfare from time to time.
- iii. Seating arrangement in parks, offices, hostel mess, other common utility areas to ensure a distance of 6 feet between chairs, benches, etc.

5.4. During exercise, physiotherapy and training sessions

- i. Disinfect the common touched surfaces of the exercise equipment, before commencing the exercise.
- ii. Physiotherapy/massage shall be avoided unless absolutely necessary. If physiotherapy or massage is deemed necessary, the athlete as well as the physiotherapist/masseurs will follow all precautions including hand sanitization, use of mask, sanitization of equipment, etc.
- iii. Athletes and coaches shall sanitize their hands before and after exercises, physiotherapy and training sessions, workouts and sporting event. For such purpose hand sanitizer should be provided at the entry and exit of these locations including field of play.
- iv. Ensure physical distancing during training sessions.
- v. Physical contact in any form shall be avoided during training and sporting event, for e.g. handshakes, high-fives, etc.
- vi. Special precaution shall be taken for training engagements of para-athletes as advised by qualified medical personnel.

5.5. Precautions to be observed at the field of play

- i. Staggering of athletes for different events/training sessions to be done, to allow for adequate physical distancing.
- ii. In case of multiple events, the next lot of athletes and ASPs should be outside the venue and shall enter the warmup area and field of play once the athletes and ASPs from previous event have left the venue, alternatively, organizing committee may explore multiple venues so that events may be conducted simultaneously.
- iii. Athletes and coaches shall be screened by properly calibrated thermal guns at the entry to field of play.
- iv. Wash hands with soap and water/ use hand sanitizer at the time of entry to the field of play.
- v. Athletes will shower before entering and after exiting the field of play.

- vi. Ensure physical distancing between coaches and athletes.
- vii. Athletes and coaches shall not be allowed to share equipment.
- viii. Wash hands/use hand sanitizers after leaving the field of play.

5.6. Activities of athletes in other common areas – changing rooms, showers, mess, etc.

- i. Ensure physical distancing norms in changing rooms and shower areas.
- ii. In mess / cafeteria, seating arrangement should ensure adequate physical distancing.
- iii. Cafeteria and mess staff should wear mask and hand gloves and take other required precautionary measures.
- iv. Tables, chairs in common areas to be sanitized once the athletes/coaches leave these locations.

5.7. Arrangements at Medical Centre

- i. Organizing committee shall designate a COVID response team that athletes/ASPs should contact if they experience symptoms suggestive of COVID.
- ii. At the entrance, there will be provision of triaging (to be done by trained nurse/medical attendant)
- iii. Patient suspected to be suffering from COVID-19 (i.e. those reporting with fever, cough, breathlessness etc.) shall be isolated in the designated isolation room.
- iv. In case of referral, transportation of such cases shall be arranged in consultation with local health authorities.
- v. Doctors, nurses, paramedics will use full complement of PPE (coverall, N-95 mask, protective goggles, gloves) if sample collection or aerosol generating procedure is contemplated.
- vi. In the event of detection of a case, further management (including contact tracing, quarantine, testing, disinfection of premises etc. shall be done in consultation with the district/local health authorities.

5.8. Ensure Safe Stay at Hostels/Hotels/guest houses

To ensure safe stay, all athletes and ASPs should be accommodated in single rooms, as far as feasible. Further, the guidance issued by Ministry of Health & Family Welfare on preventive measures in Hotels and Other Hospitality Units to contain spread of COVID-19 may be referred to (available at: <https://www.mohfw.gov.in/pdf/5SoPstobefollowedinHotelsandotherunits.pdf>).

January 30, 2021

Government of India
Ministry of Commerce & Industry
Department of Commerce

Consolidated Standard Operating Procedure (SOP) / Preventive measures to be taken while holding Trade Exhibitions to contain spread of Covid-19

1. Background :

In terms of MHA Order No. 40-3/2020-DM-I(A) dated 27-1-2021 regarding guidelines for surveillance, containment and caution for COVID-19 in the country, the SOP has been prepared to restart exhibitions outside containment zones with adequate precautions to prevent spread of COVID-19 infection. It is important that necessary preventive measures are followed during such events and the SOP aims to minimize the physical contact and maximise physical distancing between Exhibition organizers, service providers, Buyers/Sellers/Exhibitors/ visitors, and other preventive and safety measures against COVID-19. This SOP will be effective from 1st February 2021.

2. Scope:

The document outlines various generic and precautionary measures to be adopted, in addition to the specific measures, for holding Exhibitions. The measures to be put in place are divided under the following categories viz:

- i. Measures to be adopted by Venue Provider(s)
- ii. Measures to be adhered to by Fair/Exhibition Organizer(s)
- iii. Measures to be adhered to by Service Provider(s)
- iv. Measures to be followed by Exhibitor(s)
- v. Measures to be followed by Visitors/ Business delegates

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.

Note: The words Fair/Trade Fair/Exhibition have been used interchangeably in this document.

3. Generic Preventive Measures:

The generic preventive measures that include public health measures are to be followed to reduce the risk of COVID-19. These measures need to be observed by all: the venue providers, exhibition organizers, service providers, exhibitors, visitors/delegates are as follows:-

- i. 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. Fair/Trade Exhibition Organizers to advise accordingly.
- ii. The other generic measures include simple public health measures that are to be followed during the trade exhibition at all times. These include:-
 - Physical distancing of at least 6 feet to be followed as far as feasible.
 - Use of face covers/masks to be made mandatory.
 - 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.
 - 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.
 - Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
 - Spitting shall be strictly prohibited.
 - Installation and use of 'Aarogya Setu' app shall be mandatory for all with smart-phones

4. All the stakeholders, the venue providers, exhibition organizers, service providers, exhibitors, visitors/delegates, shall also ensure the following:

A. Measures to be adopted by Venue Provider(s)

- i. The self-assessment through Aarogya Setu Mobile App is recommended for all the entrants and is mandatory for ones with a smart-phone. All the

entrants should be instructed not to have a close contact with anyone if they are experiencing any of the symptoms in respect of the virus. Any person exhibiting symptoms suggestive of COVID-19 disease should not be allowed entry.

- ii. Venue Provider should setup health/first-aid kiosks manned by optimal staff with adequate equipment like thermal guns and hand sanitizers at all entry/ exit gates of the venue for mandatory thermal scanning and hand sanitization of all the entrants. All Security and cleaning staff should use Face Mask, Face Shield and Gloves.
- iii. 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.
- iv. The Exhibition halls shall be disinfected before giving possession.
- v. A well-planned garbage disposal policy should be implemented. The waste disposal should be in accordance with Central Pollution Control Board guidelines.
- 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 range of 24-30 degree (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. The air handling unit is required to be cleaned and maintained regularly to maintain adequate in-hall temperature / air movement as recommended by health authorities.
- vii. Adequate number of CCTV should be installed in the venue/ campus, including inside the halls and the F&B locations, to closely monitor visitor movement to ensure physical distancing and control overcrowding at any point. There should be adequate AV unit for announcement to manage the crowd movement.
- viii. A dedicated lane for vehicles movement with single entry and single exit of the vehicles needs to be created. The round robin arrangements should also follow this dedicated lane. The drop-off points and parking points should be identified. The spaces for parking of vehicles should be clearly defined so as to maintain physical distancing in the parking areas. The parking space provided should have adequate distancing norms between vehicles.
- ix. The F&B service providers to be advised that proper hygiene be maintained and the infrastructure be disinfected regularly. They may be advised to offer pre- packed food to the extent possible and to avoid a buffet-style set-up to avoid queue-ups. Digital payments must be encouraged. The F&B outlets / counters shall mandatorily install glass

partitions as a physical distancing measure. The serving personnel should wear masks and gloves. The F&B services providers will be required to follow the guidelines issued by the relevant government agencies. The visitors/delegates to be encouraged to bring their own water bottles. There should be a provision of tissue papers near water dispensers, Tea/Coffee makers etc. to avoid direct contact with hand. All equipment should be as far as possible made contactless.

- x. To maintain physical distancing the number of individuals that can be permitted in any given hall, stall/ booth and toilet/ washroom at any particular time may be moderated such that the latest MHA/ MoHFW guidelines on physical distancing are complied-with, which currently translates into a 3.25 sq. m per person in the halls. (10,000 sq. m hall should have a maximum of 3076 persons; a 5,000 sq. m hall should have a maximum of 1538 persons.)
- xi. Isolation centre should be created by the venue owner on a permanent basis.

B. Measures to be adhered to by Exhibition Organizers

- i. The Fair/Exhibition Organizer should assess the risk involved by doing a thorough pre-event review of the event prior to the planned dates. The Organizer should also analyze the health and safety situation of the zones of the expected attendees, both national and International.
- ii. Based on health and safety analysis of visitor origin cities, the Organizer should avoid promoting their events to visitors from affected areas whose visit to the event may possibly impact the health and safety of other visitors at the show.
- iii. A plan should be prepared well in advance about conduct of each activity separately (exhibitions, meetings, shows, food/catering arrangements etc.)
- iv. Fairs/Exhibitions shall be permitted outside the containment zones only. Fair /Trade Exhibition Organizers, venue providers, service providers, exhibitors and business visitors from containment zones shall not be permitted.
- v. Keeping in view the physical distancing norms, event sites should have adequate floor area at all locations which are likely to be visited by public. The Organizer should ensure that the number of visitors into the Venue, in respect of their event, is regulated as per the Govt. guidelines during that particular time. Physical distance of a minimum of 6 feet, when queuing up for entry and inside the venue may be ensured as far as feasible. Specific marking for the purpose may be done at various places like, queues at entry and exit of halls, in front of registration desks, in front of booths/stalls in the passageways etc.
- vi. Fair/Exhibition Organizers should stagger the operational hours of exhibition so that there is organised gathering. The Organizer may also be requested to plan for

- staggered exit of exhibitors and visitors / delegates at the closing time of the show on each day.
- vii. With regard to B2B events, the Organizer should maintain record of all the entrants & participants who will enter the venue in respect of their event. They should be able to provide traceability support of suspects to local health authorities, if required. In line with the govt. guidelines, the entrants screened-out based on travel history/symptoms/ information based on the medical interview sheet may be refused entry. Availability of information of any overseas COVID-19 cases that were detected during or after the event should be passed on to their respective embassies.
 - viii. The Organizer must ensure that they, along-with the exhibitors, visitors, staff/ labour belonging to all the agencies for Construction and Decoration (C&D), Food and Beverages (F&B), Security, Housekeeping etc. hired by the organizer and any other staff deployed by them, in connection with the exhibition/conference, are aware of and are following all the precautionary measures advised by the Govt. Authorities, in respect of Covid-19 disease, from time to time.
 - ix. Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available by Fair/ Exhibition Organizers/exhibitors for their staff as per requirements
 - x. The Organizer should regularly play recorded messages/announcements on the precautionary measures, good practices and relevant information in respect of the virus during the full tenancy period. Regular Health and safety announcements may be made in English and local languages. They should promote 'Namaste' greetings as a replacement to handshakes. It should highlight availability of onsite doctors and ambulance. Signage/boards are to be installed at all prominent places, about preventive measures to be followed by entrants and also that spitting inside the premises will be prohibited. A short advisory on physical distancing in all signage, digital messages, boards etc may be included to reinforce the standard signage.
 - xi. Visitors should be given prior information on what they should carry, which includes face mask, water bottle, hands sanitizer.
 - xii. The Organizer should advise all the entrants to practice hand washing etiquettes (even if the hands are visibly clean) with soap and water or alcohol-based hand rub/sanitizer with at least 70% alcohol content.
 - xiii. The Organizers should encourage online purchase of tickets.
 - xiv. The Organizers should encourage pre-registration of business visitors / delegates to minimize queues at the registration area and seek health declarations from all attendees in a pre-exhibition entry safe zone. All attendees should be registered in order to ensure traceability, if needed at a later date. Contact-less entry should be encouraged.
 - xv. Adequate number of ticket counters/registration counters shall be planned duly

- ensuring physical distancing norms. The Organizer should consider minimal social contact while setting up their Registration area. Queue masters could be used to manage movement flow. Registration counters set up by the organizer could have transparent glass partitions to act as a barrier to physical contact
- xvi. The Organizer shall also encourage online registration with the option of printing of entry badges at home. Further, QR Code may be generated during the registration and the entry can be allowed inside the hall by scanning the QR code by the Organizer.
- xvii. The Organizers should encourage use of technology to minimize human interface. The organizer should ask its exhibitors to encourage the use of e-brochures to minimize contact and paper wastage.
- xviii. The Organizers should be advised to monitor the number of visitors in a particular hall by technology-enabled/other means by tracking the inflow as well as outflow of visitors in real-time. As soon as the hall reaches saturation as per the hall-wise occupancy load notified by Government agencies, inflow may be restricted. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms
- xix. The furniture and other surfaces (frequently touched or otherwise) present in each of the halls and going to be used in respect of their event need to be wiped with disinfectant regularly by the Organizer.
- xx. During the event, the Organizer should ensure that there are sufficient hand sanitizers/soap/tissues in all the washrooms. Their housekeeping agency should be strictly instructed to regularly monitor the hygiene of all the halls including the washrooms. All the tissues should be in closed bins. Visitors and staff should be advised to dispose of used face covers/masks in covered bins available at premises. The housekeeping agency should ensure that the used tissues are thrown into closed bins immediately after use. The CPCB guidelines available at https://cpcb.nic.in/uploads/Projects/Bio-Medical-waste/BMW-GUIDELINES- COVID_1.pdf may be referred to for bio-medical waste management (mask, tissues, etc.)
- xxi. The Organizer should encourage use of pre-fabricated material while constructing stands to ensure minimum time spent by the stand fabricators, fitters etc. The organizer should also instruct the C&D agent to disinfect the booth construction material etc. Stand Contractors should use mechanized trolleys / pallets etc. to minimize human labour while bringing / taking out material out of the halls.
- xxii. The minimum stall size should be 12 sq mtrs and preferably all stalls should be two side open. The passage width for movement of people should be a minimum of 5 metres.
- xxiii. The organizer needs to ensure that a minimum of 60% of the area in an exhibition hall is left open for circulation of visitors.
- xxiv. The Organizers will construct minimum of one Isolation Room of minimum 3m x 3m

(four sides & ceiling covered, with lockable door), which would be manned by the Fair Organizer staff adept in handling a COVID-19 patient and would have adequate facilities like PPE kit, face masks and sanitizers. The Fair /Exhibition Organizer would also ensure to identify and safely transfer the identified suspected COVID-19 patient to the isolation room till arrival of medical team or transferring to a COVID Hospital. Disinfection of premises shall be taken up if the person is found positive.

- xxv. The Fair/Exhibition Organizer should ensure that the paramedic ambulances that are inside the venue for their event are manned by full-time doctor/healthcare staff/nurses with personal protective equipment like mask, visors, gloves etc.
- xxvi. The Fair/Exhibition Organizer shall set up and chair Core COVID-19 response team with involvement of senior officials of all service partners and venue. The organiser should Identify and convey emergency contact numbers to all the stakeholders on repeat basis till the exhibition dates.
- xxvii. Digital payments should be encouraged.
- xxviii. If Organizers are providing transport shuttles, they should be cleaned regularly. Avoid transportation to/fro from any Containment Zones, if identified by the Government.
- xxix. Organizers should ensure that there should be no live music events.
- xxx. Organizers to ensure that all eating places must be outdoors as far as feasible.

C. Measures to be adhered to by Service Providers

- i. Duly filled in Self health Declaration forms shall be collected from all Stand Fabricators
- ii. Service providers shall park their vehicles at designated places till they get clearance from Venue Owner to enter.
- iii. Vehicles shall be parked by maintaining physical distancing.
- iv. All service providers shall undergo thermal scanning at entrance of the exhibition venue by maintaining physical distancing.
- v. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, hand rails, queue barricades, seats, benches, washroom fixtures, etc.) to be made mandatory in all public utility common areas.
- vi. The bio-medical waste (mask, face covers, visors, PPEs etc.) generated may be disposed off in accordance with the hazardous waste disposal guidelines. (https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES- COVID_1.pdf)

vii. **While setting-up the Exhibition:**

- a) Arrange maximum pre-fabrication of the confirmed stand design at own premises.
- b) Ensure necessary physical distancing among workers, supervisory staff etc.

viii. **While Transporting the prefabricated materials to exhibition venue:**

- a) Sanitize the delivery vehicle and all materials before loading.
- b) Driver and other personnel involved in transportation of material must ensure physical distancing and wear all necessary PPE.
- c) Ensure contact-less transportation of materials to the exhibition venue.
- d) Complete stand build up maintaining physical distancing at the site.

ix. **While Dismantling:**

- a) Sanitise the stall along with furniture, fixtures etc. before dismantling the stall.
- b) Dismantle and deliver all material back to the warehouse using sanitised vehicle and mandatory use of masks and other required PPE by the driver and other personnel.
- c) Avoid any unnecessary stopover during transit. Duly filled in Self health Declaration forms shall be collected from all Logistic Providers.
- d) Sanitise the logistics and warehouse facilities along with all equipment before use by the workers.

x. **During Pickup and Transportation:**

- a) Exhibitor goods shall be sanitized before packaging.
- b) Pick up and ensure contactless transportation of the exhibitor goods to the exhibition venue.

xi. **During Re-transportation:**

- a) Sanitise the exhibitor goods before pick up from the venue.
- b) Re-transport to the port of origin.

D. Measures to be followed by Exhibitors

- i. Aarogya Setu Mobile App is recommended for all the persons manning the stall and is mandatory for the ones with a smart-phone.
- ii. All the stalls should have hand sanitizers. They should ensure that a sufficient gap (of two yards) is maintained at all time between the people manning the stall. All the

- personnel at the stall should use Face Mask at all times.
- iii. Every stall should have a covered dustbin.
- iv. To maintain physical distancing the number of individuals that can be permitted in any given stall / booth at any particular time may be moderated such that the latest MHA / MoHFW guidelines on physical distancing are complied-with. This will also need to be moderated by exhibitor for the customer depending on the size of its stall and open interface for interaction with the customers.
- v. Exhibitors should encourage Digital Payment Options.

E. Measures to be followed by Visitors

- i. Aarogya Setu Mobile App is recommended for all visitors/delegates and mandatory for the ones with a smart-phone.
- ii. Visitors should pre-register themselves.
- iii. The visitors/delegates should not enter the venue ground if their temperature is not normal.
- iv. 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.
- v. Frisking of persons entering the venue, if planned, shall be undertaken after thermal screening. Personnel involved in frisking shall wear triple layer medical mask (in addition to gloves). Proper hand hygiene shall be maintained by such personnel every time they change their gloves.
- vi. The visitors must ensure that they maintain a sufficient distance (of about two yards) from other persons at all the time. Proper physical distancing shall be maintained while exiting the premises too.
- vii. The number of visitors inside the event venue shall be restricted in accordance with the order issued by Ministry of Home Affairs from time to time.
- viii. Seating arrangement in the exhibition halls, food courts, meetings, etc. to be made in such a way that adequate physical distancing of 6 feet is maintained
- ix. In case a person falls sick having fever, body ache, sore throat etc., he must report to the COVID help desk.
- x. Visitors should adhere to all the guidelines prescribed by the Trade Exhibition Organizer.

F. Additional SOPs for holding Conferences during Exhibitions

- i. Identify closed door conference areas for any conference sessions planned during the exhibition with seating and avoid any standing attendees. Preferably

the conference sessions can be held in an Open air Conference Hall,

- ii. Speaker / panelist chairs to be placed ensuring safe distancing.
- iii. Ensure physical distancing for attendees and sanitization of conference area after regular intervals.
- iv. For holding B2B meetings during the event, a suitable facility ensuring sufficient space must be created to hold the meetings. The Meeting table must be separated by a distance of at least 6 feet. Not more than two people are allowed to sit at the table at a time for the meeting. Face shield along with mask and hand gloves must be made mandatory for the B2B participants

5. The National Directives for COVID-19 Management and the relevant guidelines issued by the Ministry of Home Affairs, Ministry of Health & Family Welfare and relevant State Governments etc. shall be strictly complied with during all activities.

SOP on preventive measures to be followed in Social / religious/ sports / entertainment / cultural / marriage & funeral related gatherings / congregations to contain spread of COVID-19 in NCT of Delhi.

- Number of persons allowed in all kinds of gatherings/congregations, subject to following conditions:
 - a. In closed spaces, a maximum of 50% of the hall capacity will be allowed, with a ceiling of 200 persons. Wearing of face masks, maintaining social distancing, provision for thermal scanning and use of hand wash or sanitizer will be mandatory.
 - b. In open spaces, numbers will be allowed keeping the size of the ground/space in view, and with strict observance of social distancing, mandatory wearing of face masks, provision for thermal scanning and hand wash or sanitizer.

- **Promoting COVID appropriate behaviour :**

Simple public health measures are to be promoted during functions/ gatherings / congregations to reduce the risk of spread of COVID-19 infection. These measures are to be observed by all (host, guests and organisers) at all times.

These include:

- I. Physical distancing of at least 6 feet to be followed as far as feasible.
- II. Use of face covers/masks to be made mandatory.
- III. Practice frequent hand washing with soap 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 or District helpline.
- VI. Spitting shall be strictly prohibited.
- VII. Installation & use of Aarogya Setu App shall be advised to all.

- **Protecting the vulnerable population**

- I. Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home.
- II. Employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions must take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.

- **Providing and maintaining healthy environment at venue (Hotels/ Banquet halls / open grounds and other similar places) and other measures to be followed:**

- I. Only identified sites where social distancing can take place suitably to be used for gatherings / congregations.
- II. Prior to resumption of activities, all areas, public utility areas etc. shall be sanitized with 1% Sodium Hypochlorite solution. Thereafter this will be done on a regular basis.
- III. Cleaning and regular disinfection (using 1% Sodium Hypochlorite solution) of frequently touched surfaces (door knobs/handles, elevator buttons, hand rails, slides, chairs, tabletops, benches, washroom fixtures, etc.) and floors, walls etc. to be done before opening of venue, at the end of the day and at other appropriate times.

- IV. Provisions to be made for multiple hand washing stations and hand sanitizers for the use of host and guests. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- V. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- VI. Host and guests should be advised to dispose of used face covers / masks in separate covered bins placed in common areas.
- VII. For ensuring physical distancing inside and outside the premises, specific markings on the floor may be made.
- VIII. Entry of guests shall be regulated and ensure that the number of guests inside the venue at any time doesn't exceed the permissible limit.
- IX. A simple do's and don'ts Advisory may be displayed at the prominent places at venue.
- X. As far as feasible, natural ventilation must be ensured and use of small enclosed spaces must be discouraged.
- XI. Circulation of outdoor air needs to be increased, as much as possible, by opening windows and doors, using fans, or other methods.
- XII. For air-conditioning/ventilation, of closed enclosures, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate. Air handling unit needs to be cleaned prior to switching on.
- XIII. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- XIV. Multiple gates/separate gates, if feasible, should be used for entry and exit.
- XV. Only asymptomatic persons to be allowed in the premises/ venue.
- XVI. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks as appropriate.
- XVII. Seating arrangement to ensure a distance of 6 feet between chairs, benches, etc.
- XVIII. Food stall staff / waiters should wear mask and hand gloves and take other required precautionary measures.
- XIX. Tables to be sanitized each time after use.
- XX. In the kitchen, the staff should follow physical distancing & hygiene norms.

• **Reporting of a suspect or confirmed case in the premises:**

- I. Place the ill person in a room or area isolated from others.
- II. Provide a mask/face cover till such time he/she is examined by a doctor.
- III. Immediately inform the nearest medical facility (hospital/clinic) or call the State or District helpline.
- IV. A risk assessment will be undertaken by the designated public health authority (District 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.

Any person violating this SOP will be liable to be proceeded against as per the provisions of Disaster Management Act 2005, Notification dated 13.06.2020 read with Notification dated 20.11.2020 issued by H&FW Department, GNCTD, besides legal action under section 188 of the IPC and other legal provisions, as applicable.