

PROHIBITORY ORDER UNDER SECTION 144 CrPC
(No.C&S.3/2009/PT.II/254, Dated Shillong, the 2nd August, 2020)

Whereas, in view of the prevailing situation concerning COVID-19 in the state, country and globally;

Whereas, to put in place preventive measures and awareness, to identify and take more stringent steps to ensure social distancing so the pandemic of COVID - 19 is contained, reduced and eliminated in East Khasi Hills District and Meghalaya, by way of rigorous contact tracing, testing, quarantine, isolation and ensuring observance of strict protocols of the Advisories issued by Government of Meghalaya in the Health & Family Welfare Department;

Now, therefore, I Smti. M. War Nongbri, IAS, District Magistrate, East Khasi Hills District, Shillong in exercise of the powers conferred upon me under section 144 Cr. P.C. read together with Regulation 3 of the Meghalaya Epidemic Diseases, COVID-19 Regulations, 2020 **do hereby prohibit as under, with effect from 3rd of August, 2020 (Monday) upto 10th of August, 2020 (Monday) only for timings falling between 05:00 AM to 09:00 PM each day in all of East Khasi Hills District including Shillong Urban Agglomeration, Civil Sub-Divisions of Sohra/Pynursla and C&RD Blocks:**

1. Inter-State movement.
2. Any assembly whatsoever and while enforcing this, every individual to mandatorily maintain social distancing of at least 6 feet, wearing of masks, respiratory etiquette and to strictly follow without fail, the various protocols and advisories of the Government in the Health and Welfare Department at all times.
3. Operation of **UNREGULATED** major markets (iew heh/ iew die lang) and **UNREGULATED** shopping complexes.
4. Border Haats and markets located in the Inter-State Borders.
5. Operation of all cinema halls, gymnasium, swimming pools, entertainment parks, theatres, bars and auditorium, assembly halls and similar recreational places.
6. All forms of contact sports and spectators in Sports grounds and stadia.
7. Operation of Educational Institutions, training centers and coaching classes (tuitions) barring online/distance learning.
8. Opening of religious places/places of worship of all faiths to the public including religious gatherings and congregation. However, Marriage Rituals in places of worship is permitted only after obtaining due permission from the Undersigned.
9. All forms of large public gathering and congregation including social, political, entertainment, academic, cultural, religious functions, etc.
10. Moving in public, work places and during transport without a Mask.
11. Spitting in public places.
12. Consumption of liquor, paan, gutka, tobacco, etc in public places.
13. Operation of Cyber Café, Gaming Parlours, Jackpot Parlours and Lottery Counter.
14. Incoming additional workforce from outside the District **EXCEPT** for skilled highly, skilled, specialized professionals & technicians regulated by SOP of Labour Department, Meghalaya vide Notification No. LBG.23/2020/PT.III/13, Dated 09/06/2020 read together with Order No.Health.74/2020/123, Dated Shillong the 29th July, 2020 issued by Government of Meghalaya in Health & Family Welfare Department. **Due permission with Undertaking to be taken from this Office. (Annexure-A and Annexure-B respectively)**



General Instructions

1. In addition to the prohibitions listed above, the public shall strictly comply, without fail to the measures listed in this Office Orders for containment areas (List of containment areas enclosed at Annexure-C).
2. Individuals must maintain a minimum distance of 6 feet/2 metres in public places.
3. Funeral/Last rites related gatherings: Number of guest not to exceed 20 (twenty).
4. Weddings ceremonies will be allowed in religious places/places of worship and the number of guest shall not exceed one-third of the seating capacity or 50 (fifty) guests, whichever is less inclusive of the host and the Authority/s presiding over the wedding. **However wedding receptions are suspended, till further orders.**
5. Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years in public places are advised to stay at home, except for meeting essential requirements and for health purposes.
6. Operation of SUPPLY CHAINS/WHOLESALERS AND RETAIL OUTLETS, SHOPS, SERVICES AND OTHER ESTABLISHMENTS in the whole of East Khasi Hills District **will be regulated as per scheduled timings and dates which shall be released in advance from time to time by the Undersigned.**
7. Operation of PERMITTED SHOPS, SERVICES, ESTABLISHMENTS, AGRICULTURAL, INDUSTRIAL AND COMMERCIAL ACTIVITIES shall strictly adhere to the prescribed Standard Operating Procedures (SOPs) and National Directives of Government for COVID-19 Management in Public Places and Work Places including mandatory compliance to the Advisories of Health and Family Welfare Department, without fail.
8. Employers for all form of activities including SHOPS, SERVICES, ESTABLISHMENTS, AGRICULTURAL, INDUSTRIAL, ETC shall ensure that **Aarogya Setu Application and Behavioral Change management App** is installed by all their employees, without fail.
9. All residents of the District to install **Aarogya Setu Application and Behavioral Change management App** and regularly update their health status on the apps for containment of COVID-19 pandemic.
10. SOP dated 4th June, 2020 issued by Ministry of Health & Family Welfare on preventive measures to contain spread of COVID-19 in Office (Public and Private) shall be duly complied. (Annexure-D).
11. 50 % of private and public transport will operate in East Khasi Hills District as per the following Orders:
 - i. Order No.C&S.7/2020/Vol.VII/78, Dated 2nd June, 2020. (Odd - Even arrangements Annexure-E).
 - ii. Order No.C&S.7/2020/Vol.VII/91 Dated 3rd June, 2020. (seating capacity at Annexure-F)
 - iii. Order No.C&S.7/2020/Vol.VII/205, Dated 4th June, 2020. (Exemption from odd- even arrangements at Annexure-G).
12. Movement of vehicles and other traffic arrangements will be prepared and regulated by the office of the Superintendent of Police, East Khasi Hills District, Shillong. Inter-District movement of persons is permitted.
13. Designated Joint Secretaries/Heads of Department, Sub Divisional Officer (C) Sohra/ Pynursla, Block Development Officers and District Heads of Office in East Khasi Hills **will issue vehicle passes only to their respective Officers and staff specifically for official purposes.**
14. The designated Joint Secretaries/Heads of Department, Sub Divisional Officer (C) Sohra/ Pynursla, Block Development Officers and District Heads of Office will ensure that the passes are utilized strictly for the specified purpose (Official) and any deviation will render the Issuing Authority and the employee/staff/pass holder **liable to legal action.** Name, Address, contact details, timings and purpose of the pass to be clearly reflected.



15. **HOWEVER, PASSES FOR ALL FORMS OF OUTWARD INTER-STATE MOVEMENT FROM EAST KHASI HILLS DISTRICT SHALL ONLY BE ISSUED BY THE UNDERSIGNED.**

In view of the urgency of the matter, this Order has been made ex parte.

Given under my hand and seal this the 2nd of August 2020.

(M. War Nongbri, IAS)
District Magistrate,
East Khasi Hills District,
Shillong.

Memo. No. C&S.3/2009/PT.II/254-A

Dated Shillong, the 2nd August, 2020.

Copy to:-

1. The Chief Secretary to the Govt. of Meghalaya, Shillong.
2. The Additional Chief Secretary to the Govt. of Meghalaya, Home (Police) Department, Shillong.
3. The Additional Chief Secretary to the Govt. of Meghalaya, Political Department, Shillong.
4. The Commissioner of Divisions for East/West/South West Khasi Hills/East/West Jaintia Hills & Ri Bhoi District, Meghalaya, Shillong.
5. The Commissioner & Secretary to the Govt. of Meghalaya, Health & Family Welfare Department, Meghalaya, Shillong.
6. Commissioner of Transport, Meghalaya, Shillong for information and necessary action.
7. The Director, Information & Public Relation, Meghalaya for favour of causing wide circulation, press release and giving wide publicity through Fixed Loud Speakers.
8. The Superintendent of Police, East Khasi Hills District, Shillong for information and to ensure strict enforcement of the Order above by all concerned.
9. The Sub-Divisional Officers (C), Pynursla/Sohra Civil Sub Division, Pynursla/Sohra for information and necessary action to ensure strict enforcement of the Order above by all concerned.
10. All Additional Deputy Commissioner, East Khasi Hills District, Shillong for information and necessary action.
11. The Incident Commanders and Block Development Officers, East Khasi Hills District, for information and necessary action to ensure strict enforcement of the Order above by all concerned.
12. The District Medical & Health Officer, East Khasi Hills District, Shillong for information and necessary action.
13. **The District Transport Officer, East Khasi Hills, Shillong for information and strict necessary action to enforce this Office Order No.C&S.7/2020/Vol.VII/78 Dated 2nd June, 2020, Order No.C&S.7/2020/Vol.VII/91 Dated 3rd June, 2020 and Order No.C&S.7/2020/Vol.VII/205 Dated 4th June, 2020.**
14. The Station Director, All India Radio, Shillong for announcement in the news bulletin in English & Khasi.
15. **The permitted Services and Economic Activities are to strictly limit their personnel on ground to the barest minimum.**



District Magistrate,
East Khasi Hills District,
Shillong.

**GOVERNMENT OF MEGHALAYA
LABOUR DEPARTMENT**

NOTIFICATION

No. LBG.23/2020/Pt.III/13

Dated: Shillong the 9th June, 2020

**STRANDARD OPERATING PROCEDURES FOR ENGAGING SKILLED/HIGHLY
SKILLED LABOURERS / WORKERS FROM OUTSIDE THE STATE.**

The Standard Operating Procedures (SOPs) aim to provide general guidance and information to employers in order to enable workers to return to work safely while keeping the risk of contamination as low as possible.

The following Standard Operating Procedures (SOPs) are issued for employers who intend to bring skilled / highly skilled workers from outside the State:

1. Employers shall obtain permission from the respective Deputy Commissioners prior to bringing in the workers from outside the State and provide complete details of the workers including their permanent address, current location and contact details.
2. Employers shall submit an undertaking to the Deputy Labour Commissioner of the district confirming adherence to the guidelines of Ministry of Home Affairs and protocols issued by the Health and Family Welfare Department, Government of Meghalaya before the commencement of operations.
3. After permission is obtained, Employers shall register such workers with the Deputy Labour Commissioner of the respective Districts providing complete details of the workers including their permanent address, current location, and contact details.
4. Employers shall ensure that the workers are well aware of "return to work" plans and procedures before they move from their current location.
5. Upon arrival, all workers will be screened and tested for COVID-19 as per the protocols issued by the Health and Family Welfare Department, Government of Meghalaya and shall be transported by the Employer to the paid quarantine facilities where they shall undergo quarantine till the test results are known. Payment for the quarantine facilities will be made by the Employers. Anyone tested positive, shall follow the protocols issued by the Health and Family Welfare Department, Government of Meghalaya.
6. Persons who are tested negative may be transported to the quarantine facility to be arranged by the employer and placed in quarantine for 14 days.

7. Post-quarantine, employers to ensure workers stay within the premises. The employers will also be responsible ensuring that all social distancing norms are strictly followed and workers wear masks at all times. Employers shall ensure that workplace is sufficiently stocked with the necessary sanitization materials including soap, hand sanitizer and masks. Employers shall ensure availability of water-stations in the site and direct workers to frequently and regularly wash their hands.
8. Employers shall put in place a plan for systematic cleaning and disinfection of tools as well as stocking up on cleaning supplies and any protective equipment that may be needed.
9. Employers shall inform and sensitise workers about COVID-19 which should include topics such as what the symptoms are, how each individual can protect themselves, current restrictions (e.g. travel bans), and the rationale behind physical distancing.
10. Employers to ensure that each worker is covered under Health Insurance Scheme at their cost.

Sd/-
D.P. Wahlang, IAS,
Principal Secretary to the Government of Meghalaya,
Labour Department.

No. LBG.23/2020/Pt.III/13-A

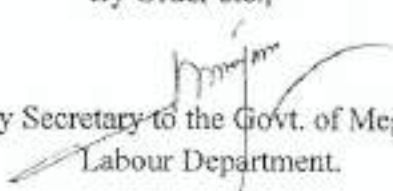
Dated: Shillong the 9th June, 2020

Copy to:

1. P.S. to the Hon'ble Chief Minister to the Govt. of Meghalaya for kind information of the Chief Minister.
2. P.S. to the Deputy Chief Minister i/c Labour Department for kind information of the Deputy Chief Minister.
3. P.S. to all Ministers to the Govt of Meghalaya for kind information of the Minister.
4. P.S. to the Chief Secretary to the Govt. of Meghalaya for kind information of the Chief Secretary.
5. P.S. to the Additional Chief Secretary to the Govt. of Meghalaya for kind information of Additional Chief Secretary.
6. All Administrative Departments
7. The Labour Commissioner, Meghalaya, Shillong.
8. The Deputy Commissioners. Shillong/Jowai/Khliehriat/
Nongstoin/Mawkyrwat/Nongpoh/Tura/Williamnagar/
Ampati/Resubelpara/Baghmara.
9. The Director, Printing & Stationery for publication in the Meghalaya Gazette.
10. The Director, Information and Public Relations for information with a request to generate publicity.

} For kind information and
necessary action.

By Order etc.,


Deputy Secretary to the Govt. of Meghalaya,
Labour Department.

**GOVERNMENT OF MEGHALAYA
HEALTH & FAMILY WELFARE DEPARTMENT**

No.Health.74/2020/123

Dated Shillong the 29th July, 2020.

ORDER

In partial modification of this Department's Order No.Health.74/2020/122 dt.28.7.2020, the following Standard Operating Procedures (SOP) are issued for people entering Meghalaya from other States etc.

A. Pre-registration for entry :

Pre-registration for entry into the State will be subject to the instructions issued by Political Department.

B. Screening and Testing at entry points

1. All persons who enter the State at the designated entry points will be scanned by an infrared thermometer or thermal scanner to detect body temperature.
2. **All persons who have come from outside the State shall be tested by Rapid Antigen Test kits and/or sampled for RT PCR test at the entry point of the State.**
3. Sampling can be done either at entry points or at quarantine/CCCs/ at facilities as designated by the Districts.
4. (a) If the Test result is negative, they shall be sent home for quarantine.
(b) If the Test result is positive, the protocol dated 28th March,2020 and dated 27th July,2020 for COVID positive cases shall be followed.

C. Home Quarantine

- i. All people coming from outside the state should mandatorily undergo home quarantine for 14 days, using the Home Quarantine Diary
- ii. People who have been tested negative and who have completed 14 days of home or community or institutional quarantine, will then be allowed to go out and attend to their routine work. However, they will have to follow the health protocols as per the self monitoring diary for the next 14 days. They will also follow the three non-negotiable points of regular hand cleansing, wearing of face masks properly with cough etiquette and maintaining of 6 feet physical distancing at all times.
- iii. Those under home quarantine will be monitored by:
 - (a) District Surveillance Team
 - (b) Community COVID Management Team

D. Self-Reporting using Diary

- i. People under home quarantine should enter their daily health status in the diary provided.
- ii. They can also enter the health status of their family members in this diary.
- iii. If they find any symptoms for themselves or their family members, they shall report to 108 or contact District Helpline number given in the diary.

E. External Monitoring using technology and physical inspection through Community COVID Management Teams.

- i. The designated monitoring team set up by the respective District (any selected member of CCMT) will visit those under quarantine on a daily basis. The team will use a Web App (<https://coronamegh.cdfi.co.in>) which is GPS enabled, thus helping in tracking the movement of the monitoring team and ensuring that they visit all the houses allotted to them.
- ii. All those who are under quarantine and symptomatic shall be tested through RT-PCR.
- iii. The monitoring team will also assess the psychological state of those under home quarantine and ensure counselling support
- iv. While monitoring for COVID symptoms the team should also check for any other viral infections such Measles-Rubella, SARI, ILI like symptoms.
- v. The data from this App will be used for analysis at the district and the state levels on a daily basis
- vi. The phone numbers of all those entering the State shall be put for geo-fencing and an SMS warning will be sent to those who break the quarantine.

F. If COVID-19 symptoms develop,

- (i) the persons who develop any symptoms in the 14 days quarantined period would be tested using RT-PCR test.
- (ii) Those of who test positive shall be handled as per the COVID positive patient handling protocol of the Government of Meghalaya

Sd/-

(Sampath Kumar, IAS)

Commissioner & Secretary to the Government of Meghalaya,
Health & Family Welfare Department.

Memo No. Health.74/2020/123-A,

Dated Shillong the 29th July, 2020

Copy to:

15. The Secretary to the Governor of Meghalaya for kind information of Governor.
16. PS to the Chief Minister, Meghalaya for kind information of Chief Minister.
17. PS to the Deputy Chief Minister, Meghalaya for kind information of Deputy Chief Minister.
18. PS to the Minister, Health & Family Welfare Department, Meghalaya for kind information of Minister.
19. PS to all Ministers, for kind information of Hon'ble Ministers.
20. PS to Chief Secretary to the Government of Meghalaya for kind information of Chief Secretary.
21. The Additional Chief Secretary/Principal Secretaries/Commissioner & Secretaries/Secretaries of all Departments, Government of Meghalaya.
22. Director of Health Services (MI)/(MCH&FW)/(Research), Meghalaya, Shillong.
23. The Director of Information & Public Relations, Meghalaya, Shillong for wide circulation in the print and electronic media of the State.
24. The Director General of Police, Meghalaya.
25. The Deputy Commissioner,
East Khasi Hills, **Shillong** /West Khasi Hills, **Nongstoin**/ South-West Khasi Hills, **Mawkyrwat**/ East Jaintia Hills, **Khliehriat**/ West Jaintia Hills, **Jowai**/ Ri-Bhoi District, **Nongpoh**/ West Garo Hills, **Tura**/ South-West Garo Hills, **Ampati**/ East Garo Hills, **Williamnagar**/ South Garo Hills, **Baghmara** /North Garo Hills, **Resubelpara**.

26. Joint Director of Health Services (MCH&FW) I/c IDSP, Meghalaya, Shillong,
27. District Medical & Health Officer
East Khasi Hills, **Shillong** /West Khasi Hills, **Nongstoin**/ South-West Khasi Hills,
Mawkyrwat/ East Jaintia Hills, **Khliehriat**/ West Jaintia Hills, **Jowai**/ Ri-Bhoi District,
Nongpoh/ West Garo Hills, **Tura**/ South-West Garo Hills, **Ampati**/ East Garo Hills,
Williamnagar/ South Garo Hills, **Baghmara** /North Garo Hills, **Resubelpara**
28. All Administrative Departments/Heads of Departments

By Orders, etc.,


(T.G. Monin)
Joint Secretary to the Government of Meghalaya,
Health & Family Welfare Department.

LIST OF CONTAINMENT AREAS IN EKHD

Sl No	Containment area	Order No	Date
1	Ftr Hqr BSF Campus, Umpling	No.DDMA.EKH/119/2020/113	09.07.2020
2	Nongrah Dongkatieh	No. DDMA.EKH/119/2020/VOL-I/14	24.07.2020
3	Lower Lummawrie (from building of Dr. P K War till old Super Care building)	No.DDMA.EKH/119/2020/VOL-I/17	24.07.2020
4	Jhalupara	No.DDMA.EKH/119/2020/VOL-I/24	24.07.2020
5	Dongkamon, Nongmynsong : 1. House of Shri. Rohan Chettri (Dongkamon, Nongmynsong). 2. House of Smt. Laxmi Mizar (Dongkamon, Nongmynsong). 3. House of Shri. Guttam Rai (Dongkamon, Nongmynsong). 4. House of Smt. Sony Joshi (Dongkamon, Nongmynsong). 5. House of Savitry Thapa (Dongkamon, Nongmynsong).	No.DDMA.EKH/119/2020/VOL-I/46	26.07.2020
6	Mawpat Circle I & III : 1. Building of Kristina Kharkongor (Circle I). 2. Building of Pangngiat Syiem (Circle I). 3. Building of Armillian Syiem (Circle I). 4. Building of Sypailin Kharir (Circle I). 5. Building of Baleisha Pyngrope (Circle III). 6. Building of Pulsylinda Marbaniang (Circle III).	No.DDMA.EKH/119/2020/VOL-I/50	26.07.2020

Sl No	Containment area	Order No	Date
7	<p>Malki:</p> <ol style="list-style-type: none"> 1. The houses and compounds of Shri Jerry Leiis Fancon, Smti Sweety Jala, Shri H. Wanpynshai Dkhar and Smti Winnie Amandaleen Kharmujai at Malki Kharmalki 2. The houses and compounds of Smti Larisha Kharsati, Smti Cicilia Suting and Smti Ellabella Suting at Khliehshnong Malki. 3. The houses and compounds of Mandalyn Lyngdoh Mawnai, Albinia Lyngdoh Mawnai, Reena Lyngdoh and Sylvanus Shangpliang at Malki Chinapatty. 4. The entire stretch of Riat Bharat at Malki Nongshilliang. 5. The entire Lane from the house of Smti Onima Nongkhlaw (Late Kongtai Nongkhlaw) till the junction near the house of Dr. Sondra Kharmalki at Malki Nongshilliang. 6. The houses of Shri Lambert R. Shabong Malki Pdengshnong. 7. The house of Shri IashanborlangMukhim at Malki Nongpyngrope. 	No.DDMA.EKH/119/2020/VOL-I/52	28.07.2020
8	Mawshaton	No.DDMA.EKH/119/2020/VOL-I/53	28.07.2020
9	<p>Lumpynggad</p> <ol style="list-style-type: none"> 1. The Building & Compound of Mayorika Lyngdoh, house of Kitbok Wanrieh, house of Sweety Lapang and house of Ricky Kharshandi of Block –II. 2. The house of Wanpynshai Nongrum of Block-III. 	No.DDMA.EKH/119/2020/VOL-I/55	29.07.2021
10	House No C/D-015 Near Full Gospel Fellowship Church, Central Nongrim Hills	No.DDMA.EKH/119/2020/VOL-I/56	29.07.2022
11	Block-II Golfink Khliehshnong, Shillong : Houses and compounds of Smti. Elinora Lyngdoh and Smti. Margareth Lyngdoh	No.DDMA.EKH/119/2020/VOL-I/64	30.07.2020
12	Saint Nanak School Lane, Pynthorbah : Hhouse of Shri. Bapon Dey, Saint Nanak School Lane	No.DDMA.EKH/119/2020/VOL-I/65	30.07.2020
13	Lane near Bilco School, Pynthorbah : House of Shri. Perlinsila Rumnong near Bilco School, Pynthorbah	No.DDMA.EKH/119/2020/VOL-I/66	30.07.2020
14	Block-2 of Pynthorbah : House of Shri Mildred Pyngrope near Shiv Mandir, Block-2 of Pynthorbah	No.DDMA.EKH/119/2020/VOL-I/67	30.07.2020

Sl No	Containment area	Order No	Date
15	R.R Colony: House and Compound of Karuna Dey, Lane No. 3 and Plot No. 44	No.DDMA.EKH/119/2020/VOL-I/68	30.07.2020
16	Mawbah Barapathar : The compound of Abdul Bari and Sanisha Kharlukhi at Mawbah Barapathar	No.DDMA.EKH/119/2020/VOL-I/73	08.01.2020
17	Lower New Colony : The Building and compound of Shri Anil Toi of Lower New Colony, Laitumkhrah	No.DDMA.EKH/119/2020/VOL-I/74	08.01.2020
18	Laitkor : Laitkor Nongdaneng and Laitkor Rngi	No.DDMA.EKH/119/2020/VOL-I/78	08.01.2020
19	Mawiong Rim : a. Block II, Mawiong Rim from the building of Talas Massar to Flower Nursery. b. Block IV, Mawiong Rim from the building of M. R. Nongrum to H. Marwein. c. Block IV, Mawiong Rim from the House of G. Lyngdoh to the House of S. Marwein	No.DDMA.EKH/119/2020/VOL-I/79	08.01.2020
20	Nongrimmaw : The building and compound of Smti Julie Kharmawphlang of Block D, Nongrimmaw	No.DDMA.EKH/119/2020/VOL-I/80	08.01.2020
21	The house and compound of Dr. Teiborlang Rymbai in Demthring Block-I	No.DDMA.EKH/119/2020/VOL-I/82	08.01.2021
22	The House No. U/B- 007, Behind Victoria Landmark Guest House, Upper Nongrim Hills	No.DDMA.EKH/119/2020/VOL-I/84	08.01.2022
23	Malki Addition : a. House of Smti Mainly Warjri (Chinapatty Malki) b. House of Smti Arcdia Kharmujai (Dhanketi, Malki) c. House of Smti Dapda Warjri (Lumbalang, Malki) d. House of Smti Parkordor Jarain (Lumbalang, Malki) e. House of Jenny Mary Basaiawmoit (KhliehShnong, Malki) f. House of Mr. Balbarico Kharmudai (Kharmalki, Malki) g. De'Arco and Lovely Stores at Malki Point, Malki	No.DDMA.EKH/119/2020/VOL-I/85	08.01.2023

4th June, 2020

**Government of India
Ministry of Health & Family Welfare**

SOP on preventive measures to contain spread of COVID-19 in offices

1. Background

Offices and other workplaces are relatively close settings, with shared spaces like work stations, corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc. and COVID-19 infection can spread relatively fast among officials, staffs and visitors.

There is a need to prevent spread of infection and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. Scope

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in office settings. The document is divided into the following sub-sections

- (i) Generic preventive measures to be followed at all times
- (ii) Measures specific to offices
- (iii) Measures to be taken on occurrence of case(s)
- (iv) Disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

Offices in containment zones shall remain closed except for medical & essential services. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women are advised to stay at home, except for essential and health purposes. Office management to facilitate the process.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

- i. Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.

- ii. Use of face covers/masks to be mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App by employees.

4. Specific preventive measures for offices:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff/visitors shall be allowed.
- iii. Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff should be permitted to work from home and it will not be counted as leave period.
- iv. Drivers shall maintain social distancing and shall follow required dos and don'ts related to COVID-19. It shall be ensured by the service providers/ officers/ staff that drivers residing in containment zones shall not be allowed to drive vehicles.
- v. There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/ spray. A proper disinfection of steering, door handles, keys, etc. should be taken up.
- vi. Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Office management to facilitate work from home wherever feasible.
- vii. All officers and staff / visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
- viii. Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened.
- ix. Meetings, as far as feasible, should be done through video conferencing.
- x. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.

- xi. Staggering of office hours, lunch hours/coffee breaks to be done, as far as feasible.
- xii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured.
- xiii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of vehicles should be taken up.
- xiv. Any shops, stalls, cafeteria etc., outside and within the office premises shall follow social distancing norms at all times.
- xv. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- xvi. Preferably separate entry and exit for officers, staff and visitors shall be organised.
- xvii. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.
- xviii. Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- xix. Required precautions while handling supplies, inventories and goods in the office shall be ensured.
- xx. Seating arrangement to be made in such a way that adequate social distancing is maintained.
- xxi. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- xxii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which *inter alia* emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xxiii. Large gatherings continue to remain prohibited.
- xxiv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxv. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas
- xxvi. Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.
- xxvii. In the cafeteria/canteen/dining halls:
 - a. Adequate crowd and queue management to be ensured to ensure social distancing norms.
 - b. Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
 - c. The seating arrangement to ensure a distance of at least 1 meter between patrons as far as feasible.
 - d. In the kitchen, the staff to follow social distancing norms.

5. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

- i. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:
 - a. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
 - b. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - c. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
 - d. The suspect case if reporting very mild/mild symptoms on assessment by the health authorities would be placed under home isolation.
 - e. Suspect case, if assessed by health authorities as moderate to severe, will be treated as per health protocol in appropriate health facility.
 - f. The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.
 - g. The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.
- ii. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

iii. Management of contacts:

- a. The contacts will be categorised into high and low risk contacts by the District RRTs detailed in the Annexure I.
- b. The high-risk exposure contacts shall be quarantined for 14 days.

- c. These persons shall undergo testing as per ICMR protocol.
- d. The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.
- e. The flowchart for management of contact/ cases is placed at **Annexure - II**.

6. Closure of workplace

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

7. Disinfection Procedures in Offices

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

Risk profiling of contacts

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

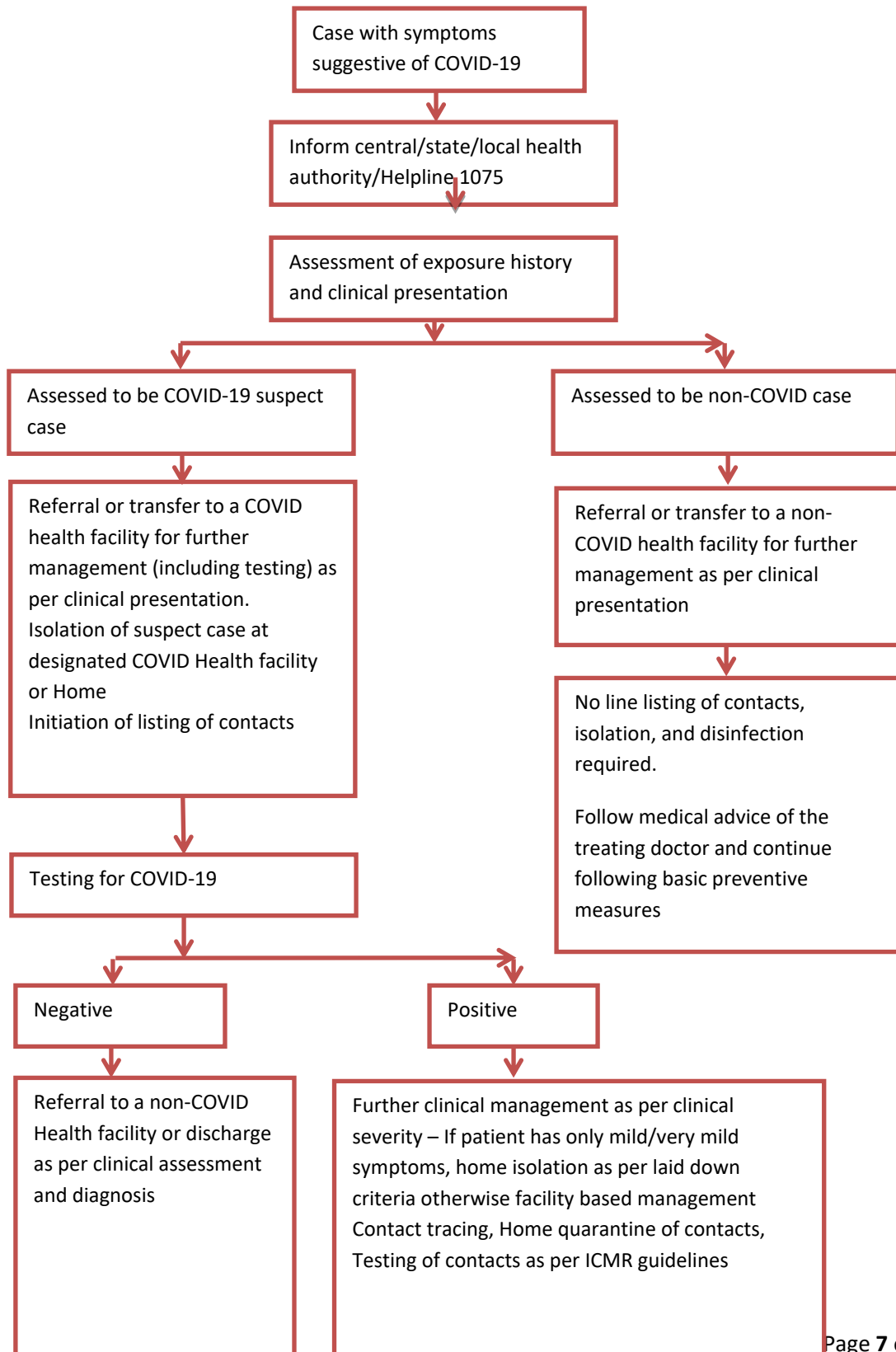
High-risk contact

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

Low-risk contact

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

Management of the case(s) and contacts



GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
: EAST KHASI HILLS DISTRICT :: SHILLONG :

No. C&S.7/2020/Vol.VII/78

Dated Shillong, the 2nd June, 2020.

OFFICE ORDER


In compliance with Order No.TPT/25/2020/53-A, dated: 2nd June 2020 issued by the Commissioner & Secretary, Transport Department, Government of Meghalaya, Shillong and this office Prohibitory Order No. C&S.3/2009/PT.II/208, dated: 30th May 2020, the following arrangement is made for 50% of Public and Private Transport vehicles to ply in East Khasi Hills District as mentioned below:-

Days	Vehicles to ply
Monday	Only Vehicles with odd numbers (Ending with 1,3,5,7 & 9)
Tuesday	Only Vehicles with even numbers (Ending with 0,2,4,6 & 8)
Wednesday	Only Vehicles with odd numbers (Ending with 1,3,5,7 & 9)
Thursday	Only Vehicles with even numbers (Ending with 0,2,4,6 & 8)
Friday	Only Vehicles with odd numbers (Ending with 1,3,5,7 & 9)
Saturday	Only Vehicles with even numbers (Ending with 0,2,4,6 & 8)
Sunday	Only private vehicles (both odd and even) are allowed to ply

This arrangement of Public Transport and Private Transport vehicles on rotation basis is allowed from 5:00 AM to 9:00 PM for areas falling under Shillong Agglomeration with immediate effect and will continue until further orders.

The vehicles are to strictly utilize only 50% seating capacity and for small 4(four) wheelers to ply only with 2(Two) passengers and Driver and for 2(Two) wheelers, one pillion rider restricted only to female or child below the age of 12 years. The driver and passengers are to strictly ensure social distancing, wearing of masks at all times, use of gloves, use of hand sanitizers and all other advisories of Health and Family Welfare Department.

Violation of any norms and advisories of the Government of Health and Family Welfare Department and this office will liable to action as per the Meghalaya Epidemic Diseases, COVID-19 Regulations, 2020.


Deputy Commissioner
East Khasi Hills District, Shillong

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
: EAST KHASI HILLS DISTRICT : : SHILLONG :

No. C&S.7/2020/Vol.VII/91


Dated Shillong, the 3rd June, 2020.

OFFICE ORDER

In compliance with the Order No.TPT/25/2020/253-A, dated: 2nd June 2020 issued by the Commissioner & Secretary, Transport Department, Meghalaya, Shillong and in continuation to this office Order No. C&S.7/2020/Vol.VII/78, dated: 2nd June 2020, the following will be the maximum number of persons allowed to be carried by the different categories of Public/Private Transport vehicles:-

1. Bus:- 50% of total capacity
2. SUV including Sumo and Maxi Cab:- 4 persons excluding driver.
3. Light Motor Vehicle (LMV):- 2 persons excluding driver
4. Auto Rickshaw :- 1 person excluding driver
5. Two -wheeler :- One pillion rider restricted only to female or child below the age of 12 years.

This order shall come into force with immediate effect and until further order.


Deputy Commissioner
East Khasi Hills District, Shillong

Dated Shillong, the 3rd June, 2020.

Memo No. C&S.7/2020/Vol.VII/91-A

Copy to:-

1. The P.S to the Chief Secretary of Meghalaya to kindly bring to the information of the Chief Secretary.
2. The P.S to the Additional Chief Secretary to The Government of Meghalaya, Political Department, for information to kindly bring to the information of the Additional Chief Secretary.
3. The P.S to the Commissioner & Secretary, Transport Department, Government of Meghalaya to kindly bring to the information of the Commissioner & Secretary.
4. The Commissioner of Transport, Meghalaya, Shillong for favour of information.

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GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
: EAST KHASI HILLS DISTRICT :: SHILLONG :

No. C&S.7/2020/Vol.VII/78

Dated Shillong, the 2nd June, 2020.

OFFICE ORDER

In compliance with Order No.TPT/25/2020/53-A, dated: 2nd June 2020 issued by the Commissioner & Secretary, Transport Department, Government of Meghalaya, Shillong and this office Prohibitory Order No. C&S.3/2009/PT.II/208, dated: 30th May 2020, the following arrangement is made for 50% of Public and Private Transport vehicles to ply in East Khasi Hills District as mentioned below:-

Days	Vehicles to ply
Monday	Only Vehicles with odd numbers (Ending with 1,3,5,7 & 9)
Tuesday	Only Vehicles with even numbers (Ending with 0,2,4,6 & 8)
Wednesday	Only Vehicles with odd numbers (Ending with 1,3,5,7 & 9)
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Saturday	Only Vehicles with even numbers (Ending with 0,2,4,6 & 8)
Sunday	Only private vehicles (both odd and even) are allowed to ply

This arrangement of Public Transport and Private Transport vehicles on rotation basis is allowed from 5:00 AM to 9:00 PM for areas falling under Shillong Agglomeration with immediate effect and will continue until further orders.

The vehicles are to strictly utilize only 50% seating capacity and for small 4(four) wheelers to ply only with 2(Two) passengers and Driver and for 2(Two) wheelers, one pillion rider restricted only to female or child below the age of 12 years. The driver and passengers are to strictly ensure social distancing, wearing of masks at all times, use of gloves, use of hand sanitizers and all other advisories of Health and Family Welfare Department.

Violation of any norms and advisories of the Government of Health and Family Welfare Department and this office will liable to action as per the Meghalaya Epidemic Diseases, COVID-19 Regulations, 2020.


Deputy Commissioner
East Khasi Hills District, Shillong

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
: EAST KHASI HILLS DISTRICT : : SHILLONG :

No. C&S.7/2020/Vol.VII/205

Dated Shillong, the 4th June, 2020.

OFFICE ORDER

In compliance with Order No.TPT/25/2020/256, dated: 3rd June 2020 issued by the Commissioner & Secretary, Government of Meghalaya Transport Department, Meghalaya, Shillong and in continuation to this office Order No. C&S.7/2020/Vol.VII/91, dated: 3rd June 2020, the following vehicles are exempted from the purview of Odd /Even arrangement for plying of public/private transport vehicles :-

1. All Government Vehicles (both State and Central)
2. Private vehicles of government officials on duty. Pass issued by respective Heads of Department should be prominently displayed on the windscreen.
3. Vehicles carrying Essential Commodities
4. Vehicles utilized for Essential Services as under
 - a. Medical Teams on duty.
 - b. Fire & Emergency duty.
 - c. MeECL , Powergrid and NEEPCO.
 - d. Public Works Department (PWD).
 - e. Public Health Engineering Department (PHED).
 - f. Food & Civil Supply Department including FCI.
 - g. Shillong Municipal Board.
 - h. Postal Service, Telecom, Communications and IT.
 - i. Press, Print & Electronic Media.
 - j. Banks.

All other vehicles shall strictly follow the Odd/Even arrangement.


Deputy Commissioner
East Khasi Hills District, Shillong

Contd. Pg. 2/-

by to:-

1. The P.S to the Chief Secretary of Meghalaya to kindly bring to the information of the Chief Secretary.
2. The P.S to the Additional Chief Secretary to The Government of Meghalaya, Political Department, for information to kindly bring to the information of the Additional Chief Secretary.
3. The P.S to the Commissioner & Secretary, Transport Department, Government of Meghalaya to kindly bring to the information of the Commissioner & Secretary.
4. The Commissioner of Transport, Meghalaya, Shillong for favour of information.
5. The Superintendent of Police, East Khasi Hills District, Shillong for information and necessary action to enforce the said order.
6. The Superintendent of Police (Traffic), East Khasi Hills District, Shillong for favour information and necessary action with a request to arrange Traffic Personnel to assist for enforcement of the same. The officer is to submit daily report.
7. The Director of Information and Public Relations, Meghalaya, Shillong with a request to publish in local dailies, U Mawphor, U Nongsain Hima and The Shillong Times for 2(Two) consecutive issues.
8. The Sub-Divisional Officers (C), Pynursla/Sohra Civil Sub Division for information and necessary action.
9. The Sub-Divisional Police Officer, Pynursla/Sohra Civil Sub Division for information and necessary action with a request to assist to enforce the said order.
10. The District Transport Officer, East Khasi Hills, Shillong for information and necessary action to regulates monitor and enforced the order above. The officer is to submit daily report.
11. The Motor Vehicle Inspectors and Enforcement Inspectors for information and necessary action and to regulates monitor and enforced the above order.
12. The President/Secretary, East Khasi Hills Local Taxi Welfare Association for information with a request to intimate and direct all members of the association to strictly comply the above mentioned order.
13. Office order file.


Deputy Commissioner
East Khasi Hills District, Shillong