

**UT ADMINISTRATION OF
DADRA AND NAGAR HAVELI AND DAMAN AND DIU
STATE DISASTER MANAGEMENT AUTHORITY,
SECRETARIAT, DAMAN**

No. DMHS/COVID-19/2020/3246

Date:- 18th April, 2020.

- Read:-**
- 1) No. DMHS/COVID-19/2020/2634 dated 23rd March, 2020
 - 2) No. DMHS/COVID-19/2020/2699 dated 24th March, 2020
 - 3) No. DMHS/COVID-19/2020/ 2870 dated 31st March, 2020
 - 4) No. DMHS/COVID-19/2020/3130 dated 14th April, 2020

ORDER

Whereas, the National Disaster Management Authority (NDMA) under Section 6(2)(i) of the Disaster Management Act, 2005, directed all the Ministries/Departments of Government of India, State Governments and State Authorities to take measures for ensuring social distancing so as to prevent the spread of COVID-19 in the country and also directed the National Executive Committee to issue necessary guidelines under Section 10(2)(i) of the National Disaster Management Act, 2005;

And whereas, the Chairperson of the National Executive Committee/Home Secretary, Ministry of Home Affairs, Government of India in exercise of the powers conferred under Section 10(2)(1) of the National Disaster Management Act, 2005 issued guidelines vide order dated 24th March, 2020 with the directions for strict implementation for a period of 21 days w.e.f. 25.03.2020 i.e. till 14th April, 2020. The guidelines to implement the lockdown measures were further modified on 25.3.2020, 27.3.2020, 2.4.2020, 3.4.2020 and 10.4.2020.

And whereas, the chairperson of the National Executive Committee/Home Secretary, Ministry of Home Affairs, Government of India in in exercise of the powers conferred under Section 10(2)(1) of the National Disaster Management Act, 2005 vide order No. 40-3/2020-DM-I(A) dated 14.4.2020 extended the existing lockdown measures to be continued to be implemented in all parts of the country upto 3.5.2020.

And whereas, the chairperson of the National Executive Committee/Home Secretary, Ministry of Home Affairs, Government of India in in exercise of the powers conferred under Section 10(2)(1) of the National Disaster Management Act, 2005 vide order No. 40-3/2020-DM-I(A) dated 15.4.2020 issued consolidated revised guidelines for strict implementation. Also, ordered to include some more activities in the consolidated revised guidelines vide order No. 40-3/2020-DM-I(A) dated 16.4.2020.



And Whereas the UT Administration of Dadra & Nagar Haveli and Daman & Diu vide order No. DMHS/COVID-19/2020/2634 dated 23.03.2020, notified strict and intensive measures in Union Territory in order to ensure Social Distancing and isolation measures for the containment of COVID-19. And thereafter, the UT Administration, vide Order No. DMHS/COVID-19/2020/2699 dated 24.03.2020 notified LOCKDOWN in the entire territorial jurisdiction of the UT from 00.00 hrs of 25th March, 2020 to 23:59 hrs of 31st March, 2020. This was further extended till 14th April, 2020 at the first instance and thereafter extended till 3rd May, 2020 vide orders of the Administration dated 31/03.2020 and 14/04/2020 respectively.

Now therefore, in continuation of this Administration's earlier orders issued vide No. DMHS/COVID-19/2020/2634 No. dated 23.03.2020 and vide No. DMHS/COVID-19/2699 dated 24.03.2020, the consolidated guidelines of the measures along with Directives and Standard Operating Procedures (SOPs) to be taken by various departments/institutions in the Union Territory of Dadra & Nagar Haveli and Daman & Diu annexed to this order for containment of COVID 19 epidemic are issued for strict implementation. The additional activities permitted under these guidelines will be operational from 20th April, 2020 and the activities which were prohibited / exempted under the earlier orders will continue to operate unless modified under these guidelines.

By order and in the name of the
Hon'ble Administrator,
UT of Dadra and Nagar Haveli and Daman and
Diu

Up at home
18/4/2020
Secretary (Health & Family Welfare)

Copy for information and necessary action to:

1. PS to Hon'ble Administrator, Secretariat, Daman
2. PS to Advisor to the Administrator, Secretariat, Daman
3. The Secretary (I&P), Secretariat, Daman for wide publicity
4. All the Administrative Secretaries, DNH&DD for information and necessary action please.
5. The Deputy Inspector General of Police, DNH&DD
6. All the Collectors of the UT of Dadra and Nagar Haveli and Daman and Diu
7. All the Superintendents of Police, DNH&DD
8. The Director of Medical and Health Services, DNH&DD
9. All the Head of Offices for information and necessary action please.
10. Office file.

Consolidated guidelines of the measures to be undertaken by various departments in the Union Territory of Dadra & Nagar Haveli and Daman & Diu for containment of COVID 19 epidemic are issued with the direction for their strict implementation.

PART-A

I. With the extension of the LOCDOWN period, the following activities will continue to be prohibited across the territory till 3rd May, 2020.

a. Public Places:

- i. All cinema halls, malls, shopping complexes, gymnasiums, sports complexes, swimming pools, beaches, parks, theatres, auditoriums, assembly halls and similar places shall remain closed.
- ii. No social/ political/ sports/ entertainment/ academic/ cultural/ religious functions/ other gatherings shall be permitted.
- iii. All religious places/ places of worship shall be closed for public. Religious congregations are strictly prohibited.
- iv. Disinfection should be taken up in a large scale in public places including markets, roads, hospitals and Govt. offices. Frequent cleaning and disinfection of common places by Municipal and District Panchayat authorities in their respective areas
- v. Minimum number of people (i.e. not more than 20) only shall be allowed to attend funerals.
- vi. Order issued under Section 144 CrPC shall continue to be in place to prohibit gathering of 5 persons and above in public places.

b. Public/Private Transport:

- i. All types of Public Transport including Buses, Taxis, Auto Rickshaws are not allowed to ply in the entire territory.

- ii. Inter District and Inter State movement of individuals, except for Medical reasons or for activities permitted under these guidelines shall not be permitted. People are to be discouraged for unnecessary travel.
- iii. Only two wheeler private vehicles with no pillion rider shall ply for the purposes mentioned under Point XIII of Part-B below.
- iv. All domestic air travel of passengers is prohibited except for movement of all medical, para-medical, veterinary personnel including ambulances.

c. Educational Institutions:

- i. Schools, colleges and all other educational, training, coaching institutions, etc., shall remain closed until further orders.

d. Others:

- i. All industrial and commercial activities shall be prohibited, other than those specifically permitted under these guidelines.
- ii. All Hospitality services such as Hotels, Restaurants, Bars, Motels, lodges, etc. shall be prohibited other than those specifically permitted under these guidelines.

II. Operation of guidelines in Hotspots and Containment zone:

- a. 'Hotspots', i.e., areas of large COVID-19 outbreaks, or clusters with significant spread of COVID-19, will be determined as per the guidelines issued by Ministry of Health and Family Welfare (MoHFW), Government of India (GoI).
- b. In these hotspots, containment zones will be demarcated by UT/ District Administration as per the guidelines of MoHFW, GoI.
- c. In these containment zones, the activities allowed under these guidelines will not be permitted. There shall be strict perimeter control in the area of the containment zones to ensure that there is not unchecked inward/outward movement of population from these zones except for maintaining essential services (including medical emergencies and law

and order related duties) and Government business continuity. The guidelines issued in this regard by MoHFW, GoI will be strictly implemented by all departmental and the District authorities.

PART-B

I. SELECT PERMITTED ACTIVITIES ALLOWED WITH EFFECT FROM 20TH APRIL, 2020.

- a. In pursuance to the guidelines issued by MHA vide order dated 15th April, 2020 and to mitigate hardship to the public, select additional activities have been allowed which will come into effect from 20th April, 2020. These limited exemptions will be operationalized by the District Administration and the respective Departmental Authorities. Also, before allowing these selected additional activities, it shall be ensured that all preparatory arrangements with regard to the Standard Operating Procedures (SOPs) and Directives as issued by the UT Administration for social distancing in offices, workplaces, factories and establishments, as also other sectoral requirements are followed.
- b. The consolidated revised guidelines incorporating these select permitted activities along with the detailed schedule of operations are enumerated under **Part-B** of these Guidelines.
- c. All Departmental Authorities and the District Administration shall not dilute these guidelines issued under the Epidemic Diseases Act, 1897 and the Disaster Management Act, 2005 in any manner and shall strictly enforce the same.
- d. The District Administration and/or concerned department may, however, impose stricter measures than these guidelines as per the requirement of the local area.

II. All health services (including AYUSH) to remain functional, such as:

- a. Hospitals, nursing homes, clinic, telemedicine facilities.
- b. Dispensaries, chemists, pharmacies, all kinds of medicine shops including *Jan Aushadi Kendras* and medical equipment shops.

- c. Medical laboratories and collection centres.
- d. Pharmaceutical and medical research labs, institutions carrying out COVID-19 related research.
- e. Veterinary Hospitals, dispensaries, clinics, pathology labs, sale and supply of vaccine and medicine.
- f. Authorised private establishments, which support the provisioning of essential services or efforts for containment of COVID-19, including home care providers, diagnostics, supply chain firms serving hospitals.
- g. Manufacturing units of drugs, pharmaceuticals, medical devices, medical oxygen, their packaging material, raw material and intermediates.
- h. Construction of medical/ health infrastructure including manufacture of ambulances.
- i. Movement (inter and intra State, including by air) of all medical and veterinary personnel, scientists, nurses, para-medical staff, lab technicians, mid-wives and other hospital support services, including ambulances.

III. Agricultural and related activities: following to remain functional:

- a. All agricultural and horticultural activities to remain fully functional, such as:
 - i. Farming operations by farmers and farm workers in field.
 - ii. Agencies engaged in procurement of agriculture products, including MSP operations.
 - iii. Any direct marketing operations by any agency directly from farmers/ group of farmers/co-operatives etc.
 - iv. Shops of agriculture machinery, its spare parts (including its supply chain) and repairs to remain open.
 - v. 'Custom Hiring Centres (CHC)' related to farm machinery.
 - vi. Manufacturing, distribution and retail of fertilizers, pesticides and seeds.



- vii. Movement (inter and intra State) of harvesting and sowing related machines like combined harvesters and other agriculture/horticulture implements.
 - viii. Collection, harvesting and processing of Minor Forest Produce (MFP)/ Non Timber Forest Produce (NTFP) by Scheduled Tribes and other forest dweller in forest areas.
 - ix. Bamboo, Coconut, Arecanut, Cocoa, Spices plantation and their harvesting, processing, packaging, sale and marketing.
- b. Fisheries - the following activities will be functional:
- i. Operations of the fishing (marine and inland)/ aquaculture industry, including feeding & maintenance, harvesting, processing, packaging, cold chain, sale and marketing.
 - ii. Hatcheries, feed plants, commercial aquaria.
 - iii. Movement of fish/shrimp and fish products, fish seed/feed and workers for all these activities.
- c. Animal husbandry – the following activities will be functional:
- i. Collection, processing, distribution and sale of milk and milk products by milk processing plants, including transport and supply chain.
 - ii. Operation of animal husbandary farms including poultry farms & hatcheries and livestock farming activity.
 - iii. Animal feed manufacturing plants, including supply of raw material.
 - iv. Operation of animal shelter homes, including *Gaushalas*.

IV. Financial sector: following to remain functional:

- a. Bank branches and ATMs, IT vendors for banking operations, Banking Correspondents (BCs), ATM operation and management agencies.
- b. Bank branches be allowed to work as per normal working hours till disbursal of DBT cash transfers is complete.



- c. District Administration to provide adequate security personnel at bank branches and BCs to maintain social distancing, law and order and staggering of account holders.
- d. Capital and debt market services as notified by the Securities and Exchange Board of India (SEBI).
- e. Insurance companies.
- f. Non-Banking Financial Institutions (NBFCs) including Housing Finance Companies (HFCs) and Micro Finance Institutions (NBFC-MFIs) with bare minimum staff.
- g. Cooperative Credit Societies.

V. Social Sector: following to remain functional:

- a. Operation of homes for children/disabled/mentally challenged/senior citizens/destitute/women/widows.
- b. Observation homes, after care homes and places of safety for juveniles.
- c. Disbursement of social security pensions, e.g., old age/widow/freedom fighter pensions; pension and provident fund services, provided by Employees Provident Fund Organisation (EPFO).
- d. Operation of *Anganwadis*-distribution of food items and nutrition preferably at the doorsteps of beneficiaries, e.g., children, women and lactating mothers. Beneficiaries will not attend the *Anganwadis*.

VI. MNREGA works to be allowed:

- a. MNREGA works are allowed with strict Implementation of social distancing and face mask.
- b. Priority to be given under MNREGA to irrigation and water conservation works.
- c. Other schemes relating to irrigation and water conservation sectors may also be allowed to be implemented and suitably dovetailed with MNREGA works.



VII. Public utilities: following to remain functional:

- a. Operations of Oil and Gas sector, including transportation, distribution, storage and retail of products, e.g., petro, diesel, kerosene, CNG, LPG, PNG etc.
- b. Generation, transmission and distribution of power at Central and UT level.
- c. Postal services, including post offices.
- d. Operation of utilities in water, sanitation and waste management sectors, at municipal/local body levels in the UT.
- e. Operation of utilities providing telecommunications and internet services.

VIII. Movement, loading/unloading of goods/cargo (inter and intra State) is allowed, as under:

- a. All goods traffic will be allowed to ply.
- b. Operations of Airports and related facilities for air transport for cargo movement, relief and evacuation.
- c. Movement of all trucks and other goods/carrier vehicles with two drivers and one helper subject to the driver carrying a valid driving license; an empty truck/vehicle will be allowed to ply after the delivery of goods, or for pick up of goods.
- d. Shops for truck repairs and dhabas on highways, with a stipulated minimum distance as prescribed by the UT authorities.
- e. Movement of staff and contractual labour for operations of railways, airports/air carriers and ships/ vessels are allowed on passes being issued by the local authority on the basis of authorizations issued by the respective designated authority of the railways and airports.

IX. Supply of essential goods is allowed, as under:

- a. All facilities in the supply chain of essential goods, whether involved in manufacturing, wholesale or retail of such goods through local stores, large brick and mortar stores or e-Commerce companies should be

allowed to operate, ensuring strict social distancing as per the timing of opening and closure prescribed by the Administration from time to time.

- b. Shops (including *Kirana* and single shops selling essential goods) including ration shops (under PDS), dealing with goods and groceries (**for daily use**), hygiene items, fruits and vegetables, bread and bakery, sweets and/or snacks, dairy & milk booths, poultry, meat and fish, animal feed and fodder etc, should be allowed to operate, ensuring strict social distancing.
- c. Hawkers with or without carts selling essential goods as stated in point (b) above shall be allowed to operate with enforcement of strict social distancing and hygienic measures.
- d. District authorities may encourage and facilitate home delivery to minimize the movement of individuals outside their homes.

X. Commercial and private establishments, as listed below, will be allowed to operate:

- a. Print and electronic media including broadcasting, DTH and cables services.
- b. IT and IT enabled Services, with upto 50% strength.
- c. Data and call centres for Government activities only.
- d. Government approved Common Services Centres (CSCs) at Gram Panchayat level.
- e. E-commerce companies. Vehicles used by e-commerce operators will be allowed to ply with necessary permissions.
- f. Courier services.
- g. Cold storage and warehousing services, including at ports, airports, container Depots, individual units and other links in the logistics chain.
- h. Private security services and facilities management services for maintenance and upkeep of office and residential complexes.
- i. Hotels, homestays, lodges and motels, which are accommodating tourists and persons stranded due to lockdown, medical and emergency staff, air and sea crew.



- j. Establishments used/earmarked for quarantine facilities.
- k. Services provided by self-employed persons, e.g, electrician, IT repairs, plumbers, mechanics and carpenters.

XI. Industries/Industrial Establishments (both Government and private), as listed below, will be allowed to operate :

- a. Industries operating in rural areas, i.e, outside the limits of municipal councils.
- b. Manufacturing and other industrial establishments with access control in Special Economic Zones (SEZs) and Export Oriented Units (EoUs), Industrial estates, and industrial townships. These establishments shall make arrangements for stay of workers within their premises as far as possible and/ or adjacent buildings and for implementation of the Standard Operating Protocol (SOPs) and Directives issued by the UT Administration in this regard. The transportation of workers to work place shall be arranged by the employers in dedicated transport by ensuring social distancing.
- c. Manufacturing units of essential goods, including drugs, pharmaceuticals, medical devices, their raw material and intermediates.
- d. Food processing industries in rural areas, i.e, outside the limits of municipal councils.
- e. Production units, which require continuous process, and their supply chain.
- f. Manufacturing of IT hardware.
- g. Mines and mineral production, their transportation, supply of explosives and activities incidental to mining operations.
- h. Manufacturing units of packaging materials.
- i. Jute industries with staggered shifts and social distancing.



XII. Construction activities, listed as below, will be allowed to operate:

- a. Construction of roads, irrigation projects, buildings and all kinds of industrial projects, including MSMEs, in rural areas, i.e., outside the limits of municipal councils and all kinds of projects in industrial estates.
- b. Construction of renewable energy projects.
- c. Continuation of works in construction projects within the limits of municipal councils, where workers are available on site and no workers are required to be brought in from, outside (in situ construction).
- d. Construction activities in rural areas, includes, water supply and sanitation; laying/erection of power transmission lines and laying of telecom optical fibre and cable along with related activities.

XIII. Movement of persons is allowed in the following cases:

- a. Only in cases of emergency services, including medical and veterinary care, and for procuring essential commodities, movement of persons is allowed.
- b. All personnel travelling to place of work and back in the exempted categories, as per the instructions of the UT/local authority.

XIV. Offices of the GoI/Union Territory Governments, their Autonomous Bodies and local Governments will remain open as mentioned below:

- a. Police, Home Guards, Civil Defence, Fire and Emergency Services, Disaster Management, Prisons and Municipal services will function without any restrictions.
- b. All other Departments of the UT to work with restricted staff, Group 'A' and 'B' officers may attend as required. Group 'C' and levels below that may attend upto 33% of strength, as per requirement to ensure social distancing. However, delivery of public services shall be ensured, and necessary staff will be deployed for such purpose.
- c. District Administration and Treasury (including field offices of the Accountant General) will function with restricted staff. However,



delivery of public services shall be ensured, and necessary staff will be deployed for such purpose.

- d. Office of the Joint Resident Commissioner of the UT at New Delhi, only to the extent of coordinating COVID-19 related activities and internal kitchen operations.
- e. Forest office staff/workers required to operate and maintain nurseries, wildlife, fire-fighting in forests, watering plantations, patrolling and their necessary transport movement.

XV. Persons to remain under mandatory quarantine, as under:

- a. All such persons who have been directed by health care personnel to remain under strict home/institutional quarantine for a period as decided by local Health Authorities.
- b. Persons violating quarantine will be liable to legal action under relevant sections of IPC.
- c. Quarantined persons, who have arrived in India after 15.02.2020 after expiry of their quarantine period and being tested Covid-19 negative, will be released following the protocol prescribed in the SOPs issued by MHA/MoHFW, GoI.

XVI. Instructions for enforcement of above lockdown measures:

- a. All the District Magistrates shall strictly enforce all the COVID 19 Directives as issued by this Administration and specified in **Annexure I**. Penalties prescribed shall be levied and collected from all persons and entities violating these directives.
- b. All industrial and commercial establishments, work places, Offices etc, shall put in place arrangements for implementation of SOPs as specified in **Annexure II** before starting their functioning.
- c. In order to implement these containment measures, the District Magistrate will deploy Executive Magistrates as Incident Commanders in the respective local jurisdictions. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions. All other line department officials in the

specified area will work under the directions of such Incident Commander. The Incident Commander will issue passes for enabling essential movements as explained.

- d. The Incident Commanders will in particular ensure that all efforts for mobilization of resources, workers and material for augmentation and expansion of hospital infrastructure shall continue without any hindrance.
- e. Additional activities permitted in these guidelines shall be implemented in a phased manner, after making all arrangements necessary for strict implementation of the guidelines. These will come into force with effect from 20th April 2020.

XVII. Penal provisions

Any person violating these lockdown measures will be liable to be prosecuted against as per the provisions of section 51 to 60 of the Disaster Management Act 2005 besides legal action under Sec. 188 of the IPC, and other relevant legal provisions as applicable. Extracts of these penal provisions are at **Annexure III**.



UT Directives for COVID-19 Management

The Directives issued by the UT Administration in accordance to the Directives issued by MHA shall be enforced by the District Magistrate through fines and penal action as prescribed in the Disaster Management Act 2005.

PUBLIC SPACES

1. Wearing of Face Mask is compulsory in all public places & work places.
2. All persons in charge of public places, work places and transport shall ensure social distancing as per the guidelines issued by Ministry of Health and family Welfare, GoI.
3. No organization/manager of public place shall allow gathering of 5 or more persons.
4. Gatherings such as marriage and funerals shall remain regulated by the District Magistrate.
5. Spitting in public spaces shall be punishable with fine.
6. There should be strict ban on sale of liquor, gutka, tobacco etc. and spitting should be strictly prohibited.

WORK SPACES

7. All work places shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.
8. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
9. Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encouraged to work from home.
10. Use of Arogya setu will be encouraged for all employees both private and public.
11. All organizations shall sanitize their work places between shifts.
12. Large meetings to be prohibited.

MANUFACTURING ESTABLISHMENT

13. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.
14. No overlap of shifts and staggered lunch with social distancing in canteens shall be ensured.
15. Intensive communication and training on good hygiene practices shall be taken up.



Standard Operating Procedure (SOPs) for Offices, Workplaces, Factories and Establishments.

The following measures shall be implemented by all offices, factories and other establishments of this UT:

A. Public spaces:

- (i) Social distancing is a must and strict enforcement shall be done in all areas.
- (ii) All people need to stay at home and venture out only for purchasing essential commodities like groceries, vegetables, medicines and other household goods and for other purposes exempted under the guidelines.
- (iii) Wearing of face mask is compulsory in all public places.
- (iv) Spitting in public spaces is strictly prohibited.
- (v) People to avoid gatherings, greet from a distance, wash hands regularly, maintain cough hygiene and stay one metre apart from other people.

B. Public transport and Check posts at the Entrances of the territory:

- (i) All check posts at Daman, Diu and Dadra Nagar Haveli are to be sealed for all inter-state and inter-district movements except for the purposes exempted under these guidelines. Reinforcement of the borders with adequate deployment of police personnel including IRBN and Home guards if required shall be done.
- (ii) The movement of trucks and other goods/carrier vehicles with two drivers and one helper is allowed as long as the driver is carrying a valid driver's licence. This is irrespective of the cargo whether essential or otherwise.
- (iii) Empty trucks/goods carriers should also be allowed to operate while on way to pick up goods or returning after completing a delivery provided they have valid documents such as driving licence and road permit.
- (iv) The trucks/goods carrier vehicles entering the Territory need to be disinfected at the entrance itself on a regular basis.

- (v) The driver and cleaner and other travellers should invariably wear masks.
- (vi) Health workers have to be deployed at the check posts in sufficient strength with thermal sensors for scanning and screening of all drivers/cleaners/transporters/commuters.
- (vii) The District Administration is authorised to permit the movement of private persons in case of Medical emergencies, deaths of immediate family members after necessary risk assessment and verification.

C. Educational Institutions

- (i) Online classes for all Higher Educational Institutions shall be undertaken. Printed booklets, assignments for School students shall be prepared and given.
- (ii) Take Home Rations (THR) shall be distributed to children covered under Mid Day Meal scheme.

D. Anganwadis

- (i) All anganwadis will be closed.
- (ii) Take Home Ration (THR) will be given to children, lactating and pregnant women covered under ICDS.

E. Shops and Commercial Establishments

- (i) The Shop owners are responsible for keeping their establishment neat and clean. They should regularly carry out disinfection measures in and around the shop areas.
- (ii) Restaurants, bars and Hotels shall remain closed.
- (iii) Shops selling liquor shall remain closed.
- (iv) Shops for truck repairs will be allowed to operate.
- (v) The shop owners to wear face cover/mask.
- (vi) All shops/establishments are advised to keep hand sanitizers and tissues near the entry for the use of customers.



- (vii) Social distancing needs to be strictly enforced by the establishments and properly maintained/followed by the customers. The Customers have to wear a mask/face cover while going to shops/market areas, during purchase and returning back to home.
- (viii) The customers need to avoid gatherings and personal contacts, use sanitizers, maintain cough hygiene and stay one metre apart from fellow customers.
- (ix) Enforcement authorities to ensure that the customers follow strict social distancing.
- (x) Volunteers to be deployed by the District Administration at the market places for ensuring social distancing.
- (xi) Adequate arrangements for temperature screening of the customers/ public at market places to be done.
- (xii) All the customers having smart phones should be asked to download the Arogya Setu App.

F. Banking and Financial Institutions

- (i) All nationalised/private/cooperative banks/NBFCs should regularly sanitize and disinfect their premises.
- (ii) Intensive monitoring of the disinfection measures at the ATMs to be carried out.
- (iii) Social distancing needs to be strictly enforced by the establishments and properly maintained/followed by the customers.
- (iv) Volunteers to be deployed by the District Administration to all banks and ATMs to ensure social distancing.
- (v) The Customers have to wear a mask/face cover while going to bank, during the transaction and returning back to home and maintain social distancing at all points of time.
- (vi) Enforcement authorities to ensure that the customers follow strict social distancing.
- (vii) All the customers having smart phones should be asked to download the Arogya Setu App.



- (viii) All banks to keep hand sanitizers and tissues at ATMs and near the entry of Banks for the use of customers.

G. Health

- (i) Cluster containment plan which includes enhanced active surveillance, testing all suspected cases, isolation of cases, quarantine of contacts and risk communication to create awareness among public on preventive public health measures to be followed strictly as per the guidelines issued by Govt. of India to contain the Covid-19 Pandemic. Early detection of cases, breaking the chain of transmission and preventing the spread to new areas should also be undertaken.
- (ii) All health facilities both in Government and private sector shall report clinically suspect case of Covid-19 (with or without travel history) on real time basis (including NIL report) to the State Surveillance Officer.
- (iii) Samples wherever mandated as per the testing strategy communicated by ICMR should be collected and sent to the designated laboratories for testing. All test results as far as possible should be available within 12 hours of sampling.
- (iv) The contacts of the laboratory confirmed case/suspect case of COVID-19 shall be line-listed and tracked and kept under surveillance for 28 days.
- (v) Presumptive screening tests i.e. rapid tests shall be conducted as per directives/advisory of ICMR.
- (vi) All such persons who have been directed by health care personnel to remain under strict home/institutional quarantine for a period as decided by local Health Authorities should follow the same strictly.
- (vii) Rapid identification, diagnosis and management of the cases, identification and follow up of the contacts, infection prevention and control and implementation of all preventive health measures shall be followed in strict sense.

- (viii) Focused attention shall be given to children under the age of five and the elderly as early testing and healthcare in this population could improve the clinical outcomes.
- (ix) Discharge policy for suspected cases of COVID-19 who are tested negative will be based on the clinical assessment of the treating physician. For those tested positive for COVID19, their discharge from hospital will be governed by consecutive two samples tested negative and the patient is free from symptoms.
- (x) Detailed guidelines available on MoHFW's website and updated from time to time, shall be followed for clinical management.
- (xi) Assessments for the PPE, ventilators and testing kits likely to be required by both public and private healthcare institutions over the next four months shall be done and source them and keep them in readiness and ensure that there is no shortage of the same. PPE should include masks, examination gloves and goggles.
- (xii) Ensure adequate supply and stock of medical oxygen cylinders in all hospitals.
- (xiii) The National list of essential medicines and WHO list of essential medicines should be referred and adequate supply and stock of the same to be ensured.
- (xiv) Wide publicity regarding Aarogya Setu Mobile Application should be given in both Gujarati and Hindi in order to ensure maximum downloads by health care personnel.

H. Agriculture, Horticulture and Animal Husbandry:

- (i) The workers have to wear a mask/face cover while going to field, working in the field and returning back to home and maintain social distancing of 1 meter at all points of time.
- (ii) All the farm workers, farm owners having smart phones should download the **Arogya Setu App**
- (iii) Sanitizers/soaps have to be kept at the farm for the use of workers.

- (iv) Regular health check up has to be carried out for agriculture and allied workers.
- (v) Vehicles transporting farm produce/farm inputs/equipment need to be disinfected regularly.
- (vi) Cattle feed should be provided regularly at Gaushala and to the stray cattle and animals.
- (vii) Prophylactic measures to be put in place in all gaushalas and the area should be sanitised and disinfected on a regular basis.

I. Fisheries

- (i) Fishermen shall be allowed for fishing in the territorial waters till 31st May, 2020.
- (ii) Disinfection spraying and cleanliness shall be carried out at all jetties/landing centres and has to be continued as a regular practice till situation becomes normal.
- (iii) Entry into Jetty/Fish landing centres shall be restricted only for fishermen and crew members of the vessels/boats (i.e. only for fishing related activities).
- (iv) A Facilitation Centre in Fishing Department (for registration, departure and arrival related information) shall be set up and the details of same shall be conveyed to District Disaster Control Room or State Control Room.
- (v) A surveillance booth shall be established at each jetty/fish landing centre with the deployment of Personnel from Police and Fisheries Department. The team deployed at surveillance booth shall constantly monitor the movement of fishing vessels including upkeep and maintenance of boat movement books/records.
- (vi) CCTV cameras shall be installed at all the jetties/fish landing points.
- (vii) Medical Check Up/Screening Camps to be setup in advance at fish landing centres in co-ordination with Health Department of each District. Health Department should provide a separate team of doctors/medical practitioners for medical screening of fisherman and crew members as per their movement timings. Medical Screening Team should also make fisherman &



crew members aware about the symptoms related to COVID-19 and its prevention.

- (viii) Boat operators and owners shall declare the list the crew members to the personnel posted at the Surveillance Booth and Fishing Department and are also directed to fill all details in the movement register including the date of sailing for fishing.
- (ix) Disinfection of Fishing Boat & equipments shall be carried out before their departure.
- (x) District Administration shall also earmark few vehicles (in consultation with Fisherman Association) exclusively for supply of diesel, ice etc. and collection and transportation of Fish catch after arrival at fish landing centre.
- (xi) The boat owner shall apply for fishing permission along with details of crew in advance. The information of crew is to be given to Medical Screening Team by Fisheries Dept.
- (xii) The crew members should be fishermen, who are currently residing/present within that district only. Movement of crew should be preferably limited within the district only, since there can be chances of spread if crew is moving from any COVID-19 Hotspot or COVID – 19 Positive Case District or Locality.
- (xiii) Boat operators and crew members with Biometric ID Cards/Aadhar Card shall only be allowed to operate the fishing vessels. Undertaking shall be taken that the Crew members shall not interact with any other fishermen from any other State/District.
- (xiv) All crew members shall provide contact details of their family members/ relatives and AAROGYA SETU Mobile App to be downloaded on their phone (if they have compatible mobile device).
- (xv) All the fishing boat crew members shall be subjected to thermal scanning at the monitoring booth and they shall be allowed to embark into the boat only after the scanning



- (xvi) Provisions to be made for frequent hand washing and supply of soap / hand wash, Face Masks and sanitizers on board for all the crew members to be done. Department will ensure that all the boat owners have complied with these instructions. Fisheries Co-op. Societies and Fisheries Department shall help in provision of Sanitizers & Masks.
- (xvii) It is mandatory for every fishing vessel to take tokens and make entry in their movement book before and after every Fishing trip. After every trip, details regarding the voyage route, quantity and type of fish catch, etc., shall be shared with department officials.
- (xviii) Subject to clearance from the health department, permission shall be granted to depart for fishing. The details shall be entered in the boat movement book and also in the records maintained at surveillance booth.
- (xix) The boat and crew members shall be allowed to remain in mid sea to carry out fishing and shall return to the jetty within the stipulated date and time as informed to Surveillance Booth and Fisheries Department.
- (xx) Fishing crew members shall be advised that no contacts to be made with other boats/vessels and crew members of other boats/vessels fishing in the area.
- (xxi) To track the location as well as for monitoring and surveillance of fishing vessels, Vessel Tracking Systems (VTS) or tracking device (GPS based etc) shall be used.
- (xxii) All fish collection centre/markets to be sanitized on daily basis as per the advice of the Health Authorities and Food Safety Inspectors

If any crew member is reported sick:

- (i) When any crew member is reported sick and develop any symptoms like coughing, headache, fever, body ache, shortness of breath, nasal congestion, runny nose, and sore throat etc. while fishing in sea, the fishing activity should be abandoned immediately and the boat shall return back to the jetty/ landing site.
- (ii) The crew members to maintain distance while on board and avoid contact with the fellow crew members having symptoms.



- (iii) The boat and crew members shall not land in any of the shores other than the jetty/landing area from where they have departed.
- (iv) The boat shall be anchored at an anchorage point near the jetty and kept in isolation. The crew members shall contact the health authorities and after thorough checking by the health authorities, the crew members shall be allowed to disembark.
- (v) Disinfection of the Fishing Boat & equipment to be done immediately by Fisheries Department as per the advice of the Health Authorities and Food Safety Inspectors after arrival.
- (vi) On arrival, all the crew members shall be scanned using thermal scanner and thereafter, they will be allowed to move out the landing area/jetty.
- (vii) All the crew members shall undergo mandatory quarantine as per procedure. The fish catch received from boat shall be destroyed as per Bio-medical waste disposal norms prescribed by MoH&FW or the Department concerned.

J. Industries

The following Directives are put in place and all the industries should adopt and follow the same in letter and spirit. The details are as under:

- (i) The industries which are permitted to function under the guidelines, shall furnish all required details especially the product to be manufactured, authorised list of workers, their movement and accommodation plan, etc.
- (ii) The required information shall be submitted through the online portal developed by the Administration.
- (iii) After an initial scrutiny of the application, the same is placed before the committee of officers for further examination. Thereafter, the permission to operate shall be given by the District Administration along with passes (system generated) to all executives and labourers of the industry. The passes shall be downloaded by the industries and provided to all their executives and labourers. These passes shall be available with the concerned at all times.



- (iv) The movement of the workers/executives from outside the territory other than bordering areas/States will be completely restricted.
- (v) In case of other staff of the permitted category of industries coming from the bordering areas/States, passes shall be issued by the District Administration with utmost caution. The pass shall contain particulars like name of employee, name of industry, industry Address, Aadhaar Number of the employee, Residential address of the employee, shift timing, etc. Executives/ Owners/ Support personnel coming to the unit for a day or two may be allowed provided they are not from the hotspot areas and proper screening and health check up to be done before entering the territory.
- (vi) The movement of these outside workers/executives from the border areas/States of the territory is a one-time movement and after that they shall stay at Dadra and Nagar Haveli and Daman and Diu at the facilities arranged by the unit. The industry shall arrange for their transportation and other logistics. Dedicated transportation to be provided by the industry.
- (vii) In case of permitted category of Industries, the District Administration shall ensure that all prophylactic measures are put in place and the same shall be strictly monitored.
- (viii) Passes for vehicles deployed by the industries for transportation of workers shall be issued by the District Administration.
- (ix) Any addition or reinforcement of workforce has to be duly informed to the District Administration for approval and passes have to be obtained before allowing them in the industries.
- (x) Every Industrial unit should have an Incident Management Team led by the Factory Manager/In-charge responsible for managing the situation on daily basis. Utmost and unprecedented measures have to be taken to stop the spread of Coronavirus across all sites. The Factory Manager/In-charge details and mobile number has to be provided to the District Administration.
- (xi) Biometric attendance system should be withheld and strict protocols on social distancing and hygiene at the work place/gatherings shall be followed.



- (xii) The Industrial unit shall do thermal scanning of all employees/visitors/drivers/transporters/representatives at the entry and exit points.
- (xiii) All the industrial workers/employee have to download the **Arogya Setu** mobile app in their mobile phones and the Bluetooth of the mobile phones will have to be activated always. The factory manager shall give details of the employees having mobile phones and the mobile app downloaded.
- (xiv) Industry is responsible to provide face masks to all the workers and ensure that the workers wear the masks the moment they step out their houses, during travel and while working in the factory.
- (xv) Wearing of face cover/mask is compulsory in work places.
- (xvi) Sufficient provisions to be made for frequent hand washing and supply of soap/hand wash and sanitisers to be provided for all the workers by the industry. It should be made available at entry/exit points and common areas. Frequent hand washing should be mandated.
- (xvii) Not more than 2 persons will be allowed to travel in lifts or hoists.
- (xviii) Use of staircase for climbing should be preferred.
- (xix) Cleaning and sanitation of the entire premises to be done atleast three times a day and between shifts.
- (xx) Areas such as Entrance gate of the industry, office, cafeteria, canteens, meeting room, conference halls/open areas available/veranda, pota cabins, buildings, equipments and lifts, wash rooms, toilets, water points, walls and all other surfaces should be disinfected completely using user friendly disinfectant mediums. All the vehicles and machineries entering the industrial unit should be sanitized and disinfected.
- (xxi) Industry should ensure a gap of one hour between shifts and should have staggered timing for lunch breaks for workers and employees of different units in the industry. There should not be any overlapping shifts.
- (xxii) Only authorised vehicles having passes issued by the District Administration have to be used for transportation of workers. These vehicles should transport workers only with 30-40% passenger capacity.

- (xxiii) The vehicles used for the purpose of transportation of workers have to be parked inside the premises. There should not be any unnecessary movement of such vehicles on roads.
- (xxiv) Industrial workers residing in nearby areas will be allowed to go to the industries by walk. The workers going by walk should maintain the social distance and should always carry the pass issued by the concerned industry. No worker without valid pass shall be allowed.
- (xxv) Medical insurances for the workers is mandatory and industry shall ensure that the workers are insured.
- (xxvi) Maintain minimalistic footfall in factory. There should be a total ban on non-essential visitors to the industry.
- (xxvii) Large meetings to be prohibited.
- (xxviii) If meeting is unavoidable, it should be of less than 5 in number and seating at least 6 feet away from others.
- (xxix) Each industry should have a designated area as isolation area to confine any person developed/having symptoms till such time they are transported out to the medical facility. All such cases have to be informed immediately to the Director, Medical Health Services, DNH&DD.
- (xxx) Workers should be advised to stay at home in case if any worker has any of the symptoms viz. coughing, headache, fever, body ache, shortness of breath, nasal congestion, runny nose, and sore throat etc., and shall report to the health authorities immediately.
- (xxxii) Workers should be advised to not to spit in open places, work areas and other public places and also informed about the ill effects consuming tobacco products. Use of gutkha, tobacco etc should be prohibited.
- (xxxiii) Intensive communication and training on good hygiene practices among the workers/employees have to be done by the industry.
- (xxxiiii) All payments of wages/salaries to Industrial employees, Contract workers and labourers to be ensured by the 5th of every month. It is the responsibility of the industries to ensure timely payments.
- (xxxv) Necessary reports shall be submitted by the industrial authorities on a daily basis in the online portal developed by the Administration.



- (xxxv) Each industrial area is to be assigned to an officer i.e. the reporting officer by the District Administration to inspect, monitor and report on daily basis of all the activities and ensure social distancing and other prophylactic measures are properly followed by the industry. Consolidated district wise daily/industry reports shall be prepared and submitted by the District Administration.
- (xxxvi) The Health teams from Medical Health Services shall also inspect the industries on a daily basis and report on the prophylactic measures adopted by the Industries.
- (xxxvii) Hospital/clinics in the nearby areas, which are authorized to treat COVID-19 patients, shall be identified and the list shall be available at the work place at all times.

k. Building and Other Construction activities

- (i) Building and other construction workers shall avoid gatherings and personal contacts, wash hands regularly, maintain cough hygiene and stay one metre apart from fellow workers.
- (ii) Sanitizers/soaps shall be provided for the use of workers.
- (iii) Regular health checkups have to be carried out for building and other construction workers. Also required hygiene kits also to be distributed on a regular basis.
- (iv) Regular meals shall be provided by the BOCWW to the building and other construction workers.
- (v) The principal employer has to provide the accommodation facilities and cater to other needs of the workers.
- (vi) All the construction and other building workers having smart phones should download the Arogya Setu App.
- (vii) All payments of wages/salaries to the construction and other building workers to be ensured by the 1st week of every month. It is the responsibility of the principal employer to ensure timely payments.
- (viii) All work places shall have adequate arrangements for thermal screening and provide sanitizers at convenient places.



- (ix) Work places shall have staggered lunch breaks to staff, to ensure social distancing.
- (x) The details of construction works taken up in various areas have to be submitted by the construction agency to the Medical Health team.
- (xi) Health team from Medical Health Services shall inspect the construction sites and screen the workers, report on the prophylactic measures adopted by the agencies including observance of social distancing, wearing of masks, cleaning of hands and use of sanitizers.
- (xii) The site incharge should have the contact details of medical team and shall call in case of any medical/health emergency.

L. Labour Department

- (i) The tests, examination and inspections required to be done in the factory under the various provisions of the Factory Act, 1948 and Rules made there under and issue of certificates by the competent persons may be carried out by the employer.
- (ii) The labour authorities to ensure the payments are made by 5th of every month to the workers of regular industrial establishments and workers engaged on contract by the industries and agencies. An undertaking to this effect shall be furnished by the industrial authorities.
- (iii) The social distancing measures adopted by various industries including the provisions made for hand washing, disinfection of the factory premises need to be checked.
- (iv) Also, it is to be ensured whether the industries are meeting all other safety norms or not.
- (v) In case of violation, if any noticed, the same shall be brought to the notice of the concerned for appropriate action including closure of the industries.
- (vi) Compile the data received from the industries on daily basis and send a copy to the control unit and the Administrative Secretary



M. Social Welfare Department

- (i) All payments such as pension to senior citizens, widows, differently abled persons shall be released on time.

N. Food & Civil Supplies Department

- (i) The various entitlements under PM Garib Kalyan Ann Yojana (PMGKAY) shall be distributed promptly.
- (ii) All concerned stakeholders including FPS Owners, their Assistants, Nodal Teachers deployed at Fair Price Shops, Beneficiaries, etc., shall follow social distancing measures.
- (iii) The distribution to beneficiaries shall be done in a staggered manner.
- (iv) The timing of FPS Operations shall be as per the direction of the Administration issued from time to time.
- (v) Home delivery will be ensured in areas which are sealed as part of cluster containment strategy due to identification of COVID-19 positive case, if any.
- (vi) Simple surgical masks or cloth masks to be used to cover the mouth & face by everybody present in and visiting FPS. Sanitizers shall be provided to all FPS by the Food and Civil Supplies Department.
- (vii) FPS Owners and Nodal Teachers will ensure proper washing/sanitization of hand by each beneficiary before performing biometric authentication of ePoS devices.
- (viii) All the customers having smart phones should be made to download the Arogya Setu App.



Offences and Penalties for Violation of Lockdown Measures

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

51. Punishment of obstruction etc. – Whoever, without reasonable cause –

(a) obstructs any officer or employee of the Central Government or the State Government, or a person authorized 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 of 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 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 willfully 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 its 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 this office shall, unless he has obtained the express written permission of this 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 proved 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 shall also, he 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 any body 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 authorized 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 authorized 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 authorized 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 trends 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.

