

COVID-19 MITIGATION PLAN

DISTRICT MAHENDERGARH

GOVERNMENT OF HARYANA

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1. CORE TEAM

Composition:

- Deputy Commissioner-cum-Chairperson, District Disaster Management Authority, Mahendragarh at Narnaul(Head)
- Superintendent of Police, Mahendragarh at Narnaul.
- Additional Deputy Commissioner, Narnaul.
- SDM, Mahendragarh/Narnaul/Kanina.
- City Magistrate/DRO, Narnaul.
- Civil Surgeon-cum-Chief Medical Officer, Narnaul.
- DD&PO, Narnaul.
- E.O./Secretary, Municipal Council/Municipal Committees, district M.Garh
- Epidemiologist
- Representative from a private hospital

Mandate:

- The control team shall be the ultimate decision-making authority at the district level.
- The members shall formulate the overall district plans and issue orders, in consultation with relevant stakeholders.
- The members shall meet at least twice a week (and more frequently as required) to review reports from all other teams, discuss and modify plans of action, proceed against any non-compliant department, entity, or person. The frequency may be modified later in consonance with the severity of the epidemic at the relevant time.

2. SUB-TEAMS

2.1 HELPLINE TEAM

Nodal Officer: DIO Mahendragarh

HELPLINE Numbers

District Call Center	1950
Ambulance Helpline	108
24*7 Helpline	9306754767
9am-5pm Helpline	01282-250391

Official twitter handle: **@DCMahendragarh**

Mandate:

- Call center to be operational 24*7 (Contact: 9306754767)
- Documentation of all the activities happening in the call center
- Daily consolidation report at 4.30 pm
- To answer medical queries, logistics and administrative issues regarding health and health related problem
- Information on preventive measures
- Information regarding nearest laboratory testing facilities and prescribed procedure
- Complaint regarding fake news/ rumors
- Complaints may concern black market for masks/ sanitizers (notified as essential commodity).

2.2 PUBLIC AWARENESS AND MEDIA MANAGEMENT TEAM

Nodal Officer: DIPRO, Narnaul, Smt. Usha Rani

Dissemination at various hotspots through the following:

E-Pamphlet	Sh. Manoj
Bus Stations	GM Roadways
Railways	Respective Municipal Committee
Traffic Signals	SHO Traffic
Rural Areas	CEO Zila Parishad and DDPO

Mandate:

- This team shall be responsible for sensitizing and generating awareness among the public at large, and training professionals and frontline workers for COVID-19 preparedness, standard operating procedure, and treatment.
- Create posters, banners, audio-video (including those from officers), SMS content on the basis of advisories and IEC/ BCC material authorized by the MoHFW or District Administration, Mahendragarh.

Special focus shall be on:

- Social distancing
- Hand-washing techniques
- Quarantine and home-based care
- Importance of working from home
- Importance of avoiding mass gatherings - especially on public festivals like Ram Navami (2nd April), Mahavir Jayanti (6th April), Good Friday (10th April), Ambedkar Jayanti (14th April).
- Use of masks/ sanitizers
- Need to isolate and take special care of vulnerable persons (including senior citizens; persons with HIV-AIDS, Tuberculosis, Diabetes, auto-immune

diseases, cancer, and other immune-suppressive conditions; persons with cardiovascular disease or lung disease; pregnant women; etc.).

- o Nearest testing centres and hospital facilities
- o Other orders issued by the District Administration
- o Jingles/ catchy awareness campaigns on unhygienic habits observed locally
- o Dangers of spitting in public places, indiscriminate dumping of used masks/ tissues.

2.3 SURVEILLANCE TEAMS

Nodal Officer: Concerned SDM

Mandate:

This team shall collect daily reports from the following:

- Buses at transport checkpoints
- Any other check-post created at the border or in the interior of Mahendragarh District
- Teams may be constituted in similar lines as FST/ SST during elections, as and when required.

2.4 BLOCK LEVEL TEAMS

Nodal Officer: Concerned BDPO

Mandate:

This team shall collect daily reports from the following:

- Information on quarantine and high risk cases
- Any other information from panchayat/ward level

2.5 MATERIALS AND FACILITY MANAGEMENT

Nodal Officer: Addl. Deputy Commissioner, Narnaul

Procurement: CMO, DCO, Secretary Red Cross

Distribution: CEO, Z.P., Narnaul, Dr. S.P. Singh, Red Cross Society, Narnaul

Quick Response teams: Respective Tehsildar/ Naib Tehsildar

Mandate:

- Procurement of thermal scanners, masks, sanitizers, medicated liquid soap for use at air strip, railway stations, entry to government buildings, etc.
- Procurement of PPE and medicated soaps/ sanitizers for healthcare/ frontline/field/ paramedical/ sanitation/ security workers
- Procurement of advanced life support ambulances as necessary
- Procurement and civil works, as required, for isolation wards at Civil hospital and various quarantine centres (including ventilators, life support equipment, etc.)
- Procurement for setting up of testing centres at Civil Hospital
- Smooth disbursement of items
- Reports to be sent once in 3 days to Core Team

2.6 HEALTHCARE TRAINING AND SURVEILLANCE TEAM

Nodal Officer: CMO, Narnaul

Sub-Teams (heads of sub-teams to be decided by nodal officer)

- Healthcare Training Team
- Hospital Surveillance Team
- Field Surveillance Team
- Private Hospital Surveillance Team
- Transportation and Ambulance Management Team

2.6.1 Healthcare Training Team

- Training of doctors (especially those deputed to COVID-19 screening, isolation wards, and treatment centres), nurses, laboratory technicians, ambulance personnel on latest SoP (usage of personal protective equipment, testing, specimen collection and transport,

ambulance use, biomedical waste management, isolation and quarantine, dead body management, etc.)

- Training of frontline workers on identification and reporting of suspected cases (symptoms, timelines, vulnerable groups – elderly, pregnant women, etc.)
- Focused training on healthcare personnel working with patients with tuberculosis, HIV-AIDS, cancer, sickle cell anemia, and other immunosuppressive conditions – identification and reporting of symptomatic persons.
- All workers to be provided with PPE as per mandated technical specifications, and trained on proper usage/ techniques

2.6.2 Hospital Surveillance Team

- The condition of the Symptomatic patients admitted at isolation wards of hospitals will be closely scrutinized and reports will be updated to surveillance team

2.6.3 Field surveillance Team

- Field workers in their corresponding PHC area will monitor those patients discharged from hospitals.
- Those asymptomatic travelers/contacts in home isolation will also be monitored for 14 days by field workers and reports will be sent to the sub-team head.

2.6.4 Private Hospital Surveillance Team

Team should compile the data regarding the general public visiting private and suspect and identify any missed-out contacts of contacts reaching the facilities.

2.6.5 Transportation and ambulance management team

The teams should compile the data regarding the availability spacing, training of drivers of ambulances and vehicles carrying patients from home isolation to the hospital isolation facilities and back it should be ensured that there should be continuous availability of vehicles 24 x 7 in the district.

2.7 TROUBLESHOOTING TEAM

Nodal Officer: ADC, CTM/DRO, and CEO ZP, Narnaul

- Manage deputation of resources
- Investigate and address complaints coming through helpline
- Receive reports from single-window helpline team, Healthcare Training and Surveillance Team, block/ CHC-level helplines, or any other source, regarding high-risk persons who need to be quarantined.
- Daily meetings to be held at block level to be reported to district level (coordination with block development officers)

3. Quarantine Facility Duties

Task	Assigned Officers
Identification of site	DTP, DSP Hq, E.O., M.C., Narnaul
Setting up of the facility	Concerned SDM, CMO, SE, DHBVN, NNL, XEN, PWD(B&R), NNL, E.O., MC, NNL and Secretary, Red Cross, NNL
Food & other items	DFSC & Secretary, Red Cross
Electricity arrangements	XEN, DHBVN, NNL, XEN, MC, NNL, SDE, PWD (B&R) Electrical
Sanitization	CSI/SI, MC, NNL
Arrangements for volunteers	CTM/DRO, Narnaul
Law & Order	Duty Magistrates + Police (list attached)
Health & other medical facilities	CMO, Narnaul
Identification of cremation and burial sites	XEN, MC, NNL
Dead body management	EO, MC, NNL
Documentation	DEO office

4. Other Duties:

Overall supervision of Emergency resources (Food, Medicine, clothing, safety items): Sanitization (Due care to be taken for Bi-medical and quarantined facilities)	Addl. Deputy Commissioner, Narnaul MCs: EO/Secretary
Decontamination of major public places like :- Local Bazaars, public toilets, Ghettos, old age homes, orphanages, schools, Public transport etc.	CMO (MC Narnaul) SMO concerned (for other MCs)
Portable wash basins at hotspots	SE Public Health, NNL

Dealing of Complaints of Hoarding	DFSC, Secretaries of Mkt. Committees and DCO
Volunteer Management	DDPO, Narnaul
Industries/BPOs (Enforcement of orders)	Labour Officer, Rewari.
Shopping Areas/Commercial Establishments (Enforcement of orders)	DETC (ST)
VIP Visits	City Magistrate, Narnaul

Provision of essential items:

Food & Clothing	Additional Deputy Commissioner, Secretary, Red Cross, DFSC, Narnaul
Water	Concerned XEN, Public Health.

Liasoning:

With MoHFW	C.E.O., Z.P., Narnaul
With Bordering districts	PA to DC

Helipads: Concerned **SDM, DSP, XEN, PWD (B&R), Narnaul, PA to DC**

5. Key Contact details

District Administration

Sr. No	Designation	Mobile No
1.	Deputy Commissioner Mahendragarh at Narnaul	9416527818
2.	Superintendent of Police Mahendragarh at Narnaul	7027792100
3.	Addl. Deputy Commissioner, Mahendragarh at Narnaul	9812220009
4.	City Magistrate, Narnaul	8620000004
5.	Sub Divisional Magistrate, M.Garh	9413948884
6.	Sub Divisional Magistrate, Narnaul	8684853009
7.	Sub Divisional Magistrate, Kanina	7015194283
8.	CEO, Zila Parishad, Narnaul	9306846750
9.	Deputy Superintendent of Police (Hq.), NNL	7056606001
10.	District Revenue Officer, Narnaul	9416360493
11.	XEN, M.C., Narnaul	9999740089
12.	DDPO Mahendragarh	9812241125
13.	DEO Mahendragarh	8295986528
14.	DIO Mahendragarh	7678555454
15.	DIPRO Mahendragarh	9467828034
16.	Secy., Red Cross Narnaul	9813453601
17.	BDPO Mahendragarh	9416423741
18.	BDPO Narnaul	9467257933
19.	BDPO Satnali	9416423741
20.	BDPO Ateli	9466881211
21.	BDPO Sihma	9416385644
22.	BDPO Kanina	9416385644
23.	BDPO Nangal Chaudhary	9467257933
24.	BDPO Nizampur	9416423741
25.	Tehsildar Mahendragarh	8901209838
26.	Tehsildar Kanina	8901209838
27.	Naib Tehsildar Satnali	9416445544
28.	Tehsildar Narnaul	8901209838
29.	Tehsildar Nangal Chaudhary	8901209838
30.	Tehsildar Ateli	8901209838
31.	Naib Tehsildar Mahendragarh	9416445544
32.	Naib Tehsildar Kanina	9416377709
33.	Naib Tehsildar Ateli	9416377709

Health Team

Sr. No	Designation	Mobile No
1	CMO Mahendragarh	7027841750
2	Dr. Sanjay Vishnoi	8683992850
3	Dr. Surender	9992079524
4	Dr. Harsh	8375800981
5	Dr. Swati	7023170696
6	Dr. Deepak Sharma	9802552052

Others

Sr. No	Designation	Mobile No
1	Drug Control Officer, Mahendragarh	9416404474

6. Guidelines/References from Government

- [Guidance Document for COVID-19 Surveillance](#)
- [Guidelines for Quarantine Facilities](#)
- [Guidelines on setting up Isolation Wards](#)
- [Updated case definitions and contact categorisation](#)
- [Guidelines on Clinical Management of COVID-19](#)
- [Checklist of items for preparedness of District Hospital Labs for Sample Collection from Suspected New Coronavirus Outbreak Cases](#)
- [Specimen Collection, Packaging and Transport Guidelines](#)
- [Advisory for Hospitals/ Clinics for management of suspect case](#)
- [Guidelines for Screening Centres](#)
- [Detailed Guidelines for Infection Prevention Control for Suspected Cases](#)
- [Guidelines on Clinical Management of SARI in suspect/ confirmed cases](#)
- [Guidelines on Ambulance Transfer](#)
- [Personal Protective Equipment \(PPE\) - Medical device specifications \(gown, shoe cover, face mask, gloves, disposable protective eye gear, body bag\)](#)
- [Biomedical Waste Management Guidelines for COVID-19 ward/ OPD](#)
- [Discharge Policy](#)
- [Guidelines for disinfection of quarantine facilities](#)
- [Guidelines on Dead Body Management](#)