Guidelines for
SARS-CoV-2 & Covid-19 Prevention

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Guidelines Formulated by:
Government Medical College, Srinagar

in collaboration with
District Disaster Management Authority (DDMA), Srinagar
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"We are in this together- and we will get through this, together"

Below listed are some of the general precautions which we must take to safeguard ourselves and our loved ones from SARS-CoV-2 or COVID-19.

1) General Information

a. Safe guarding our elders above the age of 65 years and those with health issues and lower immunity status which may include those with diabetes, obesity, heart disease, kidney related ailments, cancers, patients on steroid treatment etc. necessarily don’t venture into public places. For them STAYING AT HOME is STAYING SAFE. It’s the duty of the other family members, not allowing them to venture out as mortality due to COVID-19 is much higher among such groups.

b. We must ensure to use at least 2 layer cloth mask, or triple layer surgical mask (Based on availability), practice correct hand washing with soap and water for at least 20 seconds or more and use hand sanitizer or alcohol based hand rub (70% alcohol) for maintaining hand hygiene. Moreover, practicing cough etiquettes like covering the mouth and nostrils while coughing and sneezing are highly appreciated. Those who are sick should always stay home unless they get better.

c. Use of sanitizing sprays or chemicals over the body is highly discouraged without the approval of your treating doctor as they may cause skin related allergies and infections. Exposure into eyes or mucous membrane may cause irritation and is highly dangerous.

d. Use of Tele-consultation may be helpful for those having minor ailments; they can seek appropriate medical advice from their treating doctor on phone and in this way can avoid un-necessary visits to hospitals. Those who are seriously sick or in emergency can visit hospitals with prior consultation with the hospital staff so that necessary arrangements are made before their arrival into the hospital. Similarly, avoid visits to your dentist unless of an emergency.

e. Those showing signs of COVID-19 like illness should voluntarily observe home quarantine for at least 14 days and observe self isolation in separate rooms in their own homes to safeguard themselves and other family members. Information of such cases must be brought to health authorities.

f. People should avoid sharing/using each other’s phones, gadgets, desks, offices, work tools and equipment. Clean and disinfect the items before and after use.
g. Spitting and smoking is strictly prohibited. If person is found involved in such kind of act, strict action will be taken as per rules (Epidemic Disease Act 1897).
h. Violators of all kind shall be strictly punished and whole facility/workplace/shops/sector of that area will be closed and sealed as per provisions of law (Epidemic Disease Act 1897 and Disaster Management Act 2005) followed by enquiry for violation thereof.
i. Congested workplaces/markets/facilities should be numbered as per sequence and only 1/3rd (in zigzag manner) should be allowed to operate at a fixed interval (with strict adherence to protocols as already mentioned).
j. Aggressive Community mobilization for behavior change communication by means of advocacy, mass media needs to be upscale and assessed regularly in a response driven mechanism.
k. For any kind of emergency, COVID helpline numbers must be called for assistance.
l. Those who are on treatment should follow the prescribed medicine regimen and doses.
m. Help others in need and support the Authorities by observing the instructions/advisories issued from time to time.

2) **Precautions to be taken by Banks/ Insurance/Other Banking Institutions**

a. It is the responsibility of the Banks/Insurance Offices to make necessary arrangements for customers who visit banks/insurance offices. Such offices must adhere to social distancing norms (i.e.) Make such arrangements so that customers stand one meter distance from each other and from the counters. If there is scarcity of adequate space within the premises, then a provision for waiting area outside the premises should be made, with seating arrangement keeping adequate distance.
b. Such offices must also ensure the availability of hand sanitizers within the premises. All customers entering and leaving such offices should sanitize their hands and should use face masks all the time while in the banks/insurance offices. Employees of such offices must also adhere to hand washing practices, should wear masks while dealing with customers and should sanitize their hands from time to time during the office hours.
c. Such offices must also ensure to keep Infrared thermal temperature measuring devices available at the entry point and ensure that employees and customers are checked before entering the office premise. Temperature reading should be below 37°C or 98.60 F. If
the reading is above this threshold the customer /employee should be advised to immediately report to a doctor / referred for medical consultation and not allowed entry in the premises. Office staff carrying out temperature checks of customers and office employees must be equipped with appropriate PPE all the time.

d. The placement of visitors as well as hosts (employees, workers etc.) is to be arranged in a zigzag pattern so that no two persons may sit directly across each other.

e. Necessary arrangement must be made by banks/insurance offices to place cheque drop boxes outside the office premises (if possible), so that unnecessary entry into the office premises can be avoided.

f. Those employees who mainly deal with cash must be provided hand sanitizers and they should sanitize their hands frequently and preferably after every transaction.

g. Open air ventilation should be preferred, wherever possible, in all work places/shops/offices/educational institutes etc.

h. Centralized air-circulation systems and Air conditioning should not be used for time being if possible.

i. Loitering and crowding in corridors/hallways/workplaces/central spots should be strictly avoided and maintain physical distance.

j. Security guards manning the ATMs should be provided with sanitizers and they should ask every customer to sanitize their hands every time they enter to make a transaction. Security guard should ensure that only one person enters the premises of the ATM. Customers waiting outside the ATM should stand 1 m–1.5 m (6 feet) away from the ATM door.

k. Office premises and ATMs especially ATM machine buttons/screen, door handles etc should be sanitized frequently.

l. Banks/insurance offices must ensure to display instructions and information regarding to hygiene and COVID-19 at the office entry and within the premises preferably in the local language.
3) **Precautions to be taken by the Police Personnel**

a. All police personnel must ensure that while on patrolling duty or Naka/Check posts duty; they must protect themselves from the exposure.

b. Police personnel must also ensure social distancing norms as much as possible and try to maintain a distance of at least 1 – 1.5 meter (6 feet) from other persons.

c. Police personnel should also practice proper hand hygiene with soap and water or with alcohol based hand sanitizer and must ensure not to touch their face with unwashed hands.

d. Ensure Wearing protective gear (masks / gloves etc.) when posted near hospitals / quarantine facilities / check posts / entry points / traffic duties.

e. They must also use gloves while handling documents / papers and while handling traffic duties and ensure proper disposal of such items after use.

f. After their duties they must ensure to wash the used clothes thoroughly or follow the standard procedures for laundering uniforms.

4) **Precaution to be taken by public transport owners/drivers/conductors**

a. Public transport owners/drivers/conductors must ensure that their vehicles are sanitized/ disinfected preferably after each trip, and certainly at the end of the day.

b. Drivers/Conductors should wear masks at all times and should ensure that travelling passengers who will board the vehicle are wearing masks too.
c. Vehicle owners must ensure the availability of hand sanitizer in the public transport vehicle.
d. Hands of the passengers boarding the vehicle must be sanitized.
e. Follow the instructions relating to seating arrangements by adhering to proper social distancing norms.
f. Such public transport vehicles must also ensure to keep Infrared thermal temperature measuring devices available and ensure that every passenger is checked before boarding the vehicle. Temperature reading should be below 37°C or 98.60 F. If the reading is above this threshold the passenger should be advised to immediately report to a doctor / referred for medical consultation and not allowed entry in the vehicle.
g. Authorized cab / taxi drivers/Auto rickshaw drivers should not allow any passenger to sit on the front seat.
h. If driver / helper / conductor opens the door for passenger or handles their luggage, they should immediately sanitize their hands.
i. All transport vehicles must follow the instructions of police personnel on the route.
j. The placement of passengers to be arranged in a zigzag pattern so that no two persons may sit directly across each other.
k. Don’t stop the vehicle at any other place or near markets or congested places other than at the specified destination(s).
l. Drivers / helpers / conductors should wear protective gowns, wash their hands/take bath and wash their clothes at the end of the day and maintain proper hygiene.
m. Public transport vehicles must ensure to display instructions and information regarding to hygiene and COVID-19 within the vehicle preferably in the local language.
5) **Precautions to be taken by grocery shops / fruit / vegetable / fish vendors / medical stores, etc.**

a. All establishments must adhere to the guidelines issued for Covid-19 by the State Government Authorities/MHA from time to time.
b. All establishments must have provision for social distancing outside and inside the shop/ premises.
c. All establishments must sanitize the premises/surfaces/buckets/stands/display units/shopping trays/containers every day, preferably every morning and night.
d. Employees of such establishments must wear masks and gloves all the time.
e. Employees should sanitize their hands frequently, especially those who will be handling cash.
f. Centralized air-circulation systems and Air conditioning should not be used for time being if possible.
g. Employees/owners of such establishments must ensure and insist that the customer entering the premises has a face mask in place all the time while in premises.
h. Employees should be provided with sanitizers and they should ask every customer to sanitize their hands every time they enter the establishment premises.
i. People should enter into the buildings through different gates in a staggered manner wherever possible. Further, exit gates should be earmarked.
j. Such establishments should preferably arrange to make home delivery of items and avoid un-necessary crowd.
k. Such establishments must also ensure to keep Infrared thermal temperature measuring devices available and ensure that every customer is checked before entering the premises. Temperature reading should be below 37°C or 98.60 F. If the reading is above this threshold the customer should be advised to immediately report to a doctor / referred for medical consultation and not allowed entry in the vehicle.
6) Precautions to be taken by the employees working in Government Offices / Private Enterprises

a. The employer should educate the employees on recent advisories on COVID-19 and interact with them regularly.
b. Employer should display instructions and information regarding to hygiene and COVID-19 prominently in the premises preferably in local language.
c. Employer should ensure the availability of hand sanitizer in the offices. Sanitizer should have at least 70% alcohol content and employees should rub it on hands for 20 to 40 seconds. If using soap and water, hands should be scrubbed for at least 40 to 60 seconds.
d. Employer must also ensure to keep Infrared thermal temperature measuring devices available and ensure that every employee is checked before entering the premises. Temperature reading should be below 37°C or 98.60 F. If the reading is above this threshold the employee should be advised to immediately report to a doctor / referred for medical consultation and not allowed entry in the office premises.
e. All employees should take care of their own health and check out for symptoms like fever, cough, respiratory illness etc. If unwell, or are having any such symptoms, they should refrain from attending office and they should report to their seniors.
f. If employees are unwell, they should home quarantine themselves as per the guidelines issued by the State Government / Ministry of Health and Family Welfare, Govt. of India.
g. Employer should ensure that employees in the vulnerable groups such as aged employees, pregnant women employees and those who have existing sickness / co-morbidities should take extra precautions and preferably work from home.
h. All surfaces where physical contact is possible, should be wiped clean and sanitized regularly such as lifts, door handles, tables, desks, visitor’s chairs, keyboards, telephones, staircases, railings, water dispensers, etc.
i. Open air ventilation should be preferred, wherever possible, in all work places/shops/offices/educational institutes etc.
j. Centralized air-circulation systems and Air conditioning should not be used for time being if possible.
k. People should enter into the buildings through different gates in a staggered manner wherever possible. Further, exit gates should be earmarked.
l. Loitering and crowding in corridors/hallways/workplaces/central spots should be strictly avoided and maintain physical distance.
m. Toilets should be kept clean and sanitized periodically.
n. Employer should ensure that the housekeeping staff should be provided with proper gear and directed to wear gloves while cleaning. Periodic deep cleaning should be done in the premises. Employees should carry their own hand sanitizers and sanitize their hands while travelling/commuting to work.

o. Employees should wear an appropriate face cover/masks at all times.

p. Employer should ensure practice of social distancing norms in the office. Gatherings in the canteen and dining area should be avoided.

q. Employer should ensure that the employees have limited contact with others, including through shaking hands, meeting in person, group lunches, etc.

r. Employer should ensure to avoid physical meetings unless it is very essential to convene.

s. Seating arrangement for employees in the sections should be in accordance with the social distancing norms with a distance of at least two meters.

t. Employees should inform the employer if they are unwell or if their family member(s) is/are unwell and should not report to the office.

u. Employer should make it convenient to share information/contact numbers of local hospitals, helpline numbers, etc. with the employees.

v. Employer should create a task force/vigilant team/committee to supervise social distancing, cleanliness, and hand hygiene practices etc., in the office.

w. Employers should arrange periodical psychological counseling for employees.

x. Every Office should formulate a Resilience Plan, with details of helpline numbers, nearest hospitals, deep cleaning and sanitation schedules, proper seating arrangements and facilities to attend to the visiting public/clients, constitute a task force to handle COVID-19 related or any other medical emergency in the Office, constitute a vigilant team to supervise this Plan, conduct sensitization sessions on this pandemic and precautionary measure which each individual needs to take, etc.
7) Precautions to be taken by the Owners of hotels/lodges/guest houses/restaurants

a. Owners of the hotels/lodges/guest houses/restaurants must ensure the availability of hand sanitizers in the premise.

b. They must also ensure to keep Infrared thermal temperature measuring devices available and ensure that every person is checked before entering the premises. Temperature reading should be below 37°C or 98.60 F. If the reading is above this threshold the individual should be advised to immediately report to a doctor / referred for medical consultation and not allowed entry in the premises.

c. Keep the premises clean, hygienic and sanitized frequently.

d. Make sure some rooms/area is kept vacant for any emergency situation/isolation purposes.

e. All employees / management and guests should follow social distancing norms, and maintain a distance of at least 1 m – 1.5 m (6 feet) from each other. They must also wear face masks most of the time and practice cough etiquettes.

f. The owners of such establishments must keep a logbook of visitors with name, address, and telephone numbers, e-mail ID, and collect photo ID and other details.

g. No visitors should be allowed other than those specified in guidelines issued by Government Authority.

h. Employees of such establishments should be wearing neat and clean attire as per job responsibilities and should maintain appropriate social distancing and hand washing practices.

i. Owners of such establishments must ensure that the visitors are served breakfast and food in their rooms. The waiter/attendants serving food/breakfast should maintain appropriate social distancing.

j. Centralized air-circulation systems and Air conditioning should not be used for time being if possible.

k. People should enter into the buildings through different gates in a staggered manner wherever possible. Further, exit gates should be earmarked.

l. Loitering and crowding in corridors/hallways/workplaces/central spots should be strictly avoided and maintain physical distance.

m. Display instructions and information regarding to hygiene and COVID–19 prominently in the premises preferably in the local language.

n. Any doubtful / suspected person(s) with visible symptoms of
COVID-19 should be immediately isolated and the same may be informed to the Health Department / State authorities concerned.

Ensure that the housekeeping staff has the proper gear to clean all common areas. They should regularly disinfect high contact surfaces such as railings and lift buttons.

Such establishments must follow the guidelines issued by the State Government Authorities from time to time.

8) Precautions to be taken by the Educational Institutions

a. Head of such Institutions must ensure that appropriate social distancing in seating arrangement of students is maintained.

b. Ensure the availability of hand sanitizer in the premise of such educational institutes.

c. Head of such Institutions must also ensure to keep Infrared thermal temperature measuring devices available and ensure that every student / teacher / non-teaching staff / parent / visitor entering the premise is checked before entering the premises. Temperature reading should be below 37°C or 98.60 F. If the reading is above this threshold such individuals should be advised to immediately report to a doctor / referred for medical consultation and not allowed entry in the premises.

d. Display instructions and information regarding to hygiene and COVID – 19 in the premises preferably both in English and the local language.
e. All surfaces where physical contact is possible should be wiped clean and sanitized regularly such as lifts, door handles, tables, desks, visitor’s chairs, keyboards, telephones, staircases, railings, water dispensers, etc. Toilets should be kept clean and sanitized periodically. 6. Ensure that all wear appropriate face covers/masks.

f. All teaching and non-teaching staff should take care of their own health and check out for symptoms like fever, cough, respiratory illness etc. If unwell, or are having any such symptoms, they should refrain from attending school duties and they should report the matter to their seniors.

g. Open air ventilation should be preferred, wherever possible, in all work places/shops/offices/educational institutes etc.

h. Centralized air-circulation systems and Air conditioning should not be used for time being if possible.

i. People should enter into the buildings through different gates in a staggered manner wherever possible. Further, exit gates should be earmarked.

j. Loitering and crowding in corridors/hallways/workplaces/central spots should be strictly avoided and maintain physical distance.

k. Parents should be advised not to send their child to school if they have any type of illness and/or symptoms related to COVID-19.

l. Such Institutions must abide by the directions issued by the Directorate of Education/Higher Education/Technical Education/Health Authorities/State Government and Local Body Authorities
9) **Precautions to be taken by the domestic help working in the house**

a. House owners must ensure that the domestic help should maintain personal hygiene and should be provided with a clean face mask or an appropriate face cover/ mask, to be worn at all times within the house as well as when s/he moves out of the house.
b. They should make use of a hand sanitizer before entering and leaving the house.
c. He/she should move out of the house only if extremely necessary.
d. He/she should wash their hands/sanitize every time s/he goes out for essential items.
e. House owners should ensure that all family members maintain a safe distance with domestic help. Do not stay close to him/her all the time for giving instructions.
f. If any refreshments or meals are to be served to them, the same may be given in a Tiffin/appropriate container, to consume it at their home.
g. If s/he is having any symptoms of COVID-19 or any other illness, s/he should be taken for testing and medical check-up immediately. Provide him/her with necessary support for getting medical help immediately.

![Image of family watching TV]

10) **Precautions to be taken by Housing Societies/Complexes**

a. Restrict the use of the lift. If that is not possible, ensure that you are washing your hands or a sanitizer immediately after.
b. Ensure that the housekeeping staff has the proper gear to clean all common areas. They should regularly disinfect high contact surfaces such as railings and lift buttons, corridors, etc.
c. Adequate arrangements for masks and hand sanitizers, for security guards and other staff who have high exposure, should be made.
d. Maintenance services inside the complex related to electricity or water supply may be limited unless it is an emergency.
e. All visitors should be directed to wear masks and their details should be noted by the security guard.
f. The watchmen/security guard may be instructed not to touch ID cards, letters, licenses, etc., while allowing people to enter the housing compounds; without wearing gloves.
g. Ideally not more than 2 persons should use the lift at the same time. Depending on the capacity of the lift, at maximum 4 people may be allowed to use the lift at the same time. People inside the lift should stand facing the walls of the lift (avoiding contact) and not facing each other.
h. People should enter into the buildings through different gates in a staggered manner wherever possible. Further, exit gates should be earmarked.
i. Society Heads/Secretaries must ensure to keep Infrared thermal temperature measuring devices available and ensure that visitor entering the premise is checked before entering the premises. Temperature reading should be below 37°C or 98.60 F. If the reading is above this threshold such visitor should be advised to immediately report to a doctor/referred for medical consultation and not allowed entry in the premises.
j. If people living in such societies suspect that someone in their housing society may be having COVID-19 related symptoms, they report it to the local health officials.
k. Society Heads/Secretaries must ensure to display instructions and information regarding to hygiene and COVID-19 in the premises preferably in the local language.
11) **Precautions to be taken at Home**

a. Family members must ensure that they don’t touch anything outside their home.
b. Avoid using the lifts if possible or use your elbow to press the buttons.
c. Avoid touching the staircases and railings. If it is unavoidable, then sanitize your hands before and after contact.
d. Wear masks or appropriate face cover when moving out of the house.
e. Keep dedicated pair of shoes/slippers when you visit the market.
f. Don’t touch you face, eyes, nose and mouth when you are out of your house.
g. Reduce the visits to the market for buying essentials.
h. Don’t touch the door knobs/handles when you come from outside. Let someone inside the house open it for you.
i. Avoid visiting people as well as inviting people to your house. Postpone all gatherings and functions. If essential, limit the number of people and observe suitable physical distancing 10. Sanitize your hands every time you visit the ATMs, as also, when you handle currency notes or coins.
j. Wherever possible try to make payments digitally.
k. In case of services related to plumbing, electrical works, etc., insist that the technician wears a mask, make him sanitize his hands by giving him a sanitizer and disinfect the surfaces of contact, upon completion of the work.
l. Wash fruits, vegetables, milk packets and disinfect grocery items brought in from the market, immediately.
m. Keep shopping bags out in the sun after visiting the market or clean them well before reusing them.

n. Ensure that you wash yourself/have a bath/wash your clothes after visiting the market/crowded or congested places/travel in public transport/social visits.
o. Maintain cleanliness in and around your house.
p. Sanitize floors and tiled walls with appropriate disinfectants. Other surfaces and worn re-usable masks, as well as, worn clothes should be disinfected with 1% sodium hypochlorite solution or household bleach or appropriate disinfectants.
12) **Precautions to be taken with Children**

a. Parents must ensure that they teach children to maintain social distance with others of the same age group and with older people around.

b. Children must be advised not to touch, mouth, nose, eyes and not to hug or shake hands with others.

c. Parents must ensure they keep their children busy with their toys, reading books, playing indoor games/age appropriate games on a computer, as well as, online education programs.

d. Parents must encourage children and help them to participate effectively in online education programs of their school, as and when they commence.

e. Parents must teach them to regularly wash their hands with soap and keep separately their frequently used items like towels, etc.

f. Parents must ignore or discourage their children for group playing, social gatherings, etc., and use of playgrounds and parks.

g. Children must be taught not to touch high contact surfaces like doorknobs, railings, etc.
ENSURE HAND HYGIENE

WASH YOUR HANDS WITH SOAP AND WATER

How to:

1. Wet hands with water
2. Apply enough soap to cover all hand surfaces
3. Rub palm to palm
4. Rotational rubbing of left thumb clasped in right palm & vice versa
5. Palm to palm with fingers interlaced
6. Back of hands
7. Focus on wrists
8. Rinse with water and your hands are safe

Sources:
1. Do’s & Don’ts and FAQs on COVID-19 by National Disaster Management Authority, New Delhi. 2020
2. Guidelines by MOHFW GOI. 2020
3. Communication from Principal GMC Srinagar to DDMA, Srinagar Dated 30-05-2020