

**GOVERNMENT OF NAGALAND
OFFICE OF THE CHIEF SECRETARY
NAGALAND::KOHIMA**

NO.CSO/GAB-I/COM/GEN-I/2020

Kohima, dated, the 19th March, 2021

ORDER

In continuation and partial modification of this office order of even number dated 21st December 2021 issued under Section 22 (2) (b) and Section 22 (2) (h) of the Disaster Management Act. 2005 for preventing the spread of COVID-19, the following are hereby ordered with immediate effect outside the Containment Zones in the State of Nagaland:

- (a) Exhibitions/Trade Fairs/Fairs are allowed to open subject to strict adherence to the provisions, as applicable of the Standard Operating Procedure (SOP) for preventing the spread of COVID-19 enclosed as **Annexure I**.
- (b) Swimming Pools are permitted to open subject to strict adherence to the provisions of the Standard Operating Procedure for preventing the spread of covid-19 enclosed as **Annexure II**.
- (c) Theatres/ Multiplexes/Cinema Halls are permitted to open with up to 100% of their seating capacity subject to strict adherence to the provisions, as applicable, of the Standard Operating Procedure (SOP) for preventing the spread of COVID-19 enclosed as **Annexure II**.
- (d) Social/academic/sports/entertainment/cultural/political/religious functions and congregations is permitted outside the Containment Zones, subject to the following conditions:
 - a. In closed spaces, with up to 100% of the seating capacity; and with wearing of face masks, maintaining social distancing, provision of thermal screening, and use of hand wash or sanitizer, being mandatory.
 - b. In open spaces, the limit on the gathering of the people will be decided by the size of the ground/space concerned, and the requirement of strict adherence to social distancing; with wearing of face masks, provision of thermal screening, and hand wash or sanitizer, being also mandatory.

2 In view of the increase in the limit for gatherings and congregations in closed spaces, the SOP annexed with this office order of even number dated 5th March 2021 regarding opening of sports complexes/stadiums and holding of sporting events will stand modified as under:

- (a) Para 4.3 (i) and 5.3 (ii) of the aforesaid SOP shall be read as: ' For outdoor sports events, the number of spectators to be allowed will be up to 100% of the seating capacity of the galleries in the stadium subject to mandatory wearing of face masks, thermal screening, strict adherence to social distancing and regular use of hand



sanitizers. In case of open ground, the upper limit of attendance will be decided by the space available and the requirement for strict adherence to social distancing, with wearing of face masks, thermal screening and regular use of hand sanitizers being also mandatory.'

(b) Para 4.3 (ii) and 5.3 (iii) of the aforesaid SOP shall be read as: 'For indoor sports events, the number of spectators allowed will be up to 100% of the seating capacity subject to strict adherence to social distancing, mandatory wearing of masks, thermal screening and regular use of hand sanitizers.'

Sd/-

J. ALAM, IAS
Chief Secretary

To

1. All DCs/ CP/SPs for information and necessary action
2. All Chief Medical Officers for information and necessary action
3. All District Sports Officers for information and necessary action

NO.CSO/GAB-I/COM/GEN-I/2020

Kohima, dated, the 19th March, 2021

Copy to:

1. The Commissioner Secretary to Governor, Nagaland for kind information.
2. The Principal Secretary to Chief Minister, Nagaland for kind information.
3. The Sr. PS to Deputy Chief Minister, Nagaland for kind information.
4. The Sr. PS to Speaker, Nagaland for kind information.
5. The Sr. PS to all Ministers/Advisors for kind information.
6. The CRC, Nagaland House, New Delhi for kind information.
7. The Director General of Police for kind information.
8. The JD, SIB for kind information
9. The Pr. Accountant General, Nagaland for kind information.
10. The Commissioner, Nagaland for kind information.
11. All AHoDs for kind information.
12. The Chief of Staff, Hq. 3 Corps, Rangapahar/IGAR (N) , Kohima for kind information.
13. The Station Commander, Military Station, Jakhama/ Chief Engineer, Project Sewak, Dimapur/ DIG, CRPF, Kohima for information.
14. All HODs for information
15. The Comdt. 93 Bn. BSF, Chedema/ Comdt. 111 Bn. BSF, Satakha for information.
16. The DRC, ARC Nagaland House, Delhi, Kolkata, Guwahati, Shillong.
17. The Station Director, AIR and Doordarshan, Kohima for information and publicity
18. The Director, IPR for wide publicity.


(ABHIJIT SINHA) IAS
Principal Secretary, Home

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

1. Background :

It is important that necessary preventive measures are followed during exhibitions and the SOP aims to minimize the physical contact and maximize physical distancing between Exhibition organizers, service providers, Buyers/Sellers/Exhibitors/ visitors, and other preventive and safety measures against COVID-19.

2. Scope:

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

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

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

3. Generic Preventive Measures:

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

- i Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes. Fair/Trade Exhibition Organizers to advise accordingly.
- ii The other generic measures include simple public health measures that are to be followed during the trade exhibition at all times. These include:-
 - a) Physical distancing of at least 6 feet to be followed as far as feasible.

- b) Use of face covers/masks to be made mandatory.
- c) Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- d) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- e) Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
- f) Spitting shall be strictly prohibited.
- g) Installation and use of 'Aarogya Setu' app shall be mandatory for all with smart-phones.

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

A. Measures to be adopted by Venue Providers

- i. The self-assessment through Aarogya Setu Mobile App is recommended for all the entrants and is mandatory for ones with a smart-phone. All the entrants should be instructed not to have a close contact with anyone if they are experiencing any of the symptoms in respect of the virus. Any person exhibiting symptoms suggestive of COVID-19 disease should not be allowed entry.
- ii. Venue Provider should setup health/first-aid kiosks manned by optimal staff with adequate equipment like thermal guns and hand sanitizers at all entry/ exit gates of the venue for mandatory thermal scanning and hand sanitization of all the entrants. All Security and cleaning staff should use Face Mask, Face Shield and Gloves.
- iii. Preferably multiple and separate entry and exits for visitors shall be ensured. The structure/space/venue for the event must also ensure adequate natural cross-ventilation.
- iv. The Exhibition halls shall be disinfected before giving possession.
- v. A well-planned garbage disposal policy should be implemented. The waste disposal should be in accordance with Central Pollution Control Board guidelines.
- vi. For air-conditioning /ventilation, the guidelines of CPWD shall be followed which emphasize that the (i) temperature setting of all air conditioning devices should be in range of 24-30 degree (ii) relative humidity should be in the range of 40-70%, (iii) re-circulation of air to be avoided to the extent possible, (iv) intake of fresh air should be as much as possible and (v) cross-ventilation should be adequate. The air



handling unit is required to be cleaned and maintained regularly to maintain adequate in-hall temperature / air movement as recommended by health authorities.

- vii. Adequate number of CCTV should be installed in the venue/ campus, including inside the halls and the F&B locations, to closely monitor visitor movement to ensure physical distancing and control overcrowding at any point. There should be adequate AV unit for announcement to manage the crowd movement.
- viii. A dedicated lane for vehicles movement with single entry and single exit of the vehicles needs to be created. The round robin arrangements should also follow this dedicated lane. The drop-off points and parking points should be identified. The spaces for parking of vehicles should be clearly defined so as to maintain physical distancing in the parking areas. The parking space provided should have adequate distancing norms between vehicles.
- ix. The F&B service providers to be advised that proper hygiene be maintained and the infrastructure be disinfected regularly. They may be advised to offer pre- packed food to the extent possible and to avoid a buffet-style set-up to avoid queue-ups. Digital payments must be encouraged. The F&B outlets / counters shall mandatorily install glass partitions as a physical distancing measure. The serving personnel should wear masks and gloves. The F&B services providers will be required to follow the guidelines issued by the relevant government agencies. The Visitors/delegates to be encouraged to bring their own water bottles. There should be a provision of tissue papers near water dispensers, Tea/Coffee makers etc. to avoid direct contact with hand. All equipment should be as far as possible made contactless.
- x. To maintain physical distancing the number of individuals that can be permitted in any given hall, stall/ booth and toilet/ washroom at any particular time may be moderated so that physical distancing are complied-with, which currently translates into a 3.25 sq. m per person in the halls. (10,000 sq. m hall should have a maximum of 3076 persons; a 5,000 sq. m hall should have a maximum of 1538 persons.)
- xi. Isolation centre should be created by the venue owner on a permanent basis.

B. Measures to be adhered to by Exhibition Organizers

- i. The Fair/Exhibition Organizer should assess the risk involved by doing a thorough pre-event review of the event prior to the planned dates. The Organizer should also analyze the health and safety situation of the zones of the expected attendees, both national and International.
- ii. Based on health and safety analysis of visitor origin cities, the Organizer should avoid promoting their events to visitors from affected areas whose visit to the event may possibly impact the health and safety of



- other visitors at the show.
- iii. A plan should be prepared well in advance about conduct of each activity separately (exhibitions, meetings, shows, food/catering arrangements etc.)
 - iv. Fairs/Exhibitions shall be permitted outside the containment zones only. Fair /Trade Exhibition Organizers, venue providers, service providers, exhibitors and business visitors from containment zones shall not be permitted.
 - v. Keeping in view the physical distancing norms, event sites should have adequate floor area at all locations which are likely to be visited by public. The Organizer should ensure that the number of visitors into the Venue, in respect of their event, is regulated as per the Govt. guidelines during that particular time. Physical distance of a minimum of 6 feet, when queuing up for entry and inside the venue may be ensured as far as feasible. Specific marking for the purpose may be done at various places like, queues at entry and exit of halls, in front of registration desks, in front of booths/stalls in the passageways etc.
 - vi. Fair/Exhibition Organizers should stagger the operational hours of exhibition so that there is organised gathering. The Organizer may also be requested to plan for staggered exit of exhibitors and visitors / delegates at the closing time of the show on each day.
 - vii. With regard to B2B events, the Organizer should maintain record of all the entrants & participants who will enter the venue in respect of their event. They should be able to provide traceability support of suspects to local health authorities, if required. In line with the govt. guidelines, the entrants screened-out based on travel history/symptoms/ information based on the medical interview sheet may be refused entry. Availability of information of any overseas COVID-19 cases that were detected during or after the event should be passed on to their respective embassies.
 - viii. The Organizer must ensure that they, along-with the exhibitors, visitors, staff/ labour belonging to all the agencies for Construction and Decoration (C&D), Food and Beverages (F&B), Security, Housekeeping etc. hired by the organizer and any other staff deployed by them, in connection with the exhibition/conference, are aware of and are following all the precautionary measures advised by the Govt. Authorities, in respect of Covid-19 disease, from time to time.
 - ix. Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available by Fair/ Exhibition Organizers/exhibitors for their staff as per requirements.
 - x. The Organizer should regularly play recorded messages/announcements on the precautionary measures, good practices and relevant information in respect of the virus during the full tenancy period. Regular Health and safety announcements may be made in English and local languages. They should promote 'Namaste' greetings as a replacement to handshakes. It should highlight availability of onsite doctors and ambulance. Signage/boards are to be installed at all prominent places, about preventive measures to be followed by entrants and also that spitting inside the premises will be prohibited. A



- short advisory on physical distancing in all signage, digital messages, boards etc may be included to reinforce the standard signage.
- xi. Visitors should be given prior information on what they should carry, which includes face mask, water bottle, hands sanitizer.
 - xii. The Organizer should advise all the entrants to practice hand washing etiquettes (even if the hands are visibly clean) with soap and water or alcohol-based hand rub/sanitizer with at least 70% alcohol content.
 - xiii. The Organizers should encourage online purchase of tickets.
 - xiv. The Organizers should encourage pre-registration of business visitors / delegates to minimize queues at the registration area and seek health declarations from all attendees in a pre-exhibition entry safe zone. All attendees should be registered in order to ensure traceability, if needed at a later date. Contact-less entry should be encouraged.
 - xv. Adequate number of ticket counters/registration counters shall be planned duly ensuring physical distancing norms. The Organizer should consider minimal social contact while setting up their Registration area. Queue masters could be used to manage movement flow. Registration counters set up by the organizer could have transparent glass partitions to act as a barrier to physical contact.
 - xvi. The Organizer shall also encourage online registration with the option of printing of entry badges at home. Further, QR Code may be generated during the registration and the entry can be allowed inside the hall by scanning the QR code by the Organizer.
 - xvii. The Organizers should encourage use of technology to minimize human interface. The organizer should ask its exhibitors to encourage the use of e-brochures to minimize contact and paper wastage.
 - xviii. The Organizers should be advised to monitor the number of visitors in a particular hall by technology-enabled/other means by tracking the inflow as well as outflow of visitors in real-time. As soon as the hall reaches saturation as per the hall-wise occupancy load notified by Government agencies, inflow may be restricted. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.
 - xix. The furniture and other surfaces (frequently touched or otherwise) present in each of the halls and going to be used in respect of their event need to be wiped with disinfectant regularly by the Organizer.
 - xx. During the event, the Organizer should ensure that there are sufficient hand sanitizers/soap/tissues in all the washrooms. Their housekeeping agency should be strictly instructed to regularly monitor the hygiene of all the halls including the washrooms. All the tissues should be in closed bins. Visitors and staff should be advised to dispose of used face covers/masks in covered bins available at premises. The housekeeping agency should ensure that the used tissues are thrown into closed bins immediately after use. The CPCB guidelines available at https://cpcb.nic.in/uploads/Projects/Bio-Medical-waste/BMW-GUIDELINES- COVID_1.pdf may be referred to for bio-medical waste management(mask, tissues, etc.)
 - xxi. The Organizer should encourage use of pre-fabricated material while constructing stands to ensure minimum time spent by the stand fabricators, fitters etc. The organizer should also instruct the C&D agent to disinfect the booth construction material etc. Stand Contractors



- should use mechanized trolleys / pallets etc. to minimize human labour while bringing / taking out material out of the halls.
- xxii. The minimum stall size should be 12 sq mtrs and preferably all stalls should be two side open. The passage width for movement of people should be a minimum of 5 metres.
 - xxiii. The organizer needs to ensure that a minimum of 60% of the area in an exhibition hall is left open for circulation of visitors
 - xxiv. The Organizers will construct minimum of one Isolation Room of minimum 3m x 3m (four sides & ceiling covered, with lockable door), which would be manned by the Fair Organiser staff adept in handling a COVID-19 patient and would have adequate facilities like PPE kit, face masks and sanitizers. The Fair /Exhibition Organizer would also ensure to identify and safely transfer the identified suspected COVID-19 patient to the isolation room till arrival of medical team or transferring to a COVID Hospital. Disinfection of premises shall be taken up if the person is found positive.
 - xxv. The Fair/Exhibition Organizer should ensure that the paramedic ambulances that are inside the venue for their event are manned by full-time doctor/healthcare staff/nurses with personal protective equipment like mask, visors, gloves etc.
 - xxvi. The Fair/Exhibition Organizer shall set up and chair Core COVID-19 response team with involvement of senior officials of all service partners and venue. The organizer should Identify and convey emergency contact numbers to all the stakeholders on repeat basis till the exhibition dates.
 - xxvii. Digital payments should be encouraged.
 - xxviii. If Organizers are providing transport shuttles, they should be cleaned regularly. Avoid transportation to/fro from any Containment Zones, if identified by the Government.
 - xxix. Organizers should ensure that there should be no live music events.
 - xxx. Organizers to ensure that all eating places must be outdoors as far as feasible.

C. Measures to be adhered to by Service Providers

- i. Duly filled in Self health Declaration forms shall be collected from all StandFabricators.
- ii. Service providers shall park their vehicles at designated places till they get clearance from Venue Owner to enter.
- iii. Vehicles shall be parked by maintaining physical distancing.
- iv. All service providers shall undergo thermal scanning at entrance of the exhibition venue by maintaining physical distancing.
- v. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, hand rails, queue barricades, seats, benches, washroom fixtures, etc.) to be made mandatory in all public utility common areas.



- vi. The bio-medical waste (mask, face covers, visors, PPEs etc.) generated may be disposed off in accordance with the hazardous waste disposal guidelines.

(https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES- COVID_1.pdf)

vii. While setting-up the Exhibition:

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

viii. While transporting the prefabricated materials to exhibition venue:

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

ix. While Dismantling:

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

x. During Pickup and Transportation:

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

xi. During Re-transportation:

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



D. Measures to be followed by Exhibitors

- i. Aarogya Setu Mobile App is recommended for all the persons manning the stall and is mandatory for the ones with a smart-phone.
- ii. All the stalls should have hand sanitizers. They should ensure that a sufficient gap (of two yards) is maintained at all time between the people manning the stall. All the personnel at the stall should use Face Mask at all times.
- iii. Every stall should have a covered dustbin.
- iv. To maintain physical distancing the number of individuals that can be permitted in any given stall / booth at any particular time may be moderated. This will also need to be moderated by exhibitor for the customer depending on the size of its stall and open interface for interaction with the customers.
- v. Exhibitors should encourage Digital Payment Options.

E. Measures to be followed by Visitors

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



F. Additional SOPs for holding Conferences during Exhibitions

- i. Identify closed door conference areas for any conference sessions planned during the exhibition with seating and avoid any standing attendees. Preferably the conference sessions can be held in an Open air Conference Hall.
- ii. Speaker / panelist chairs to be placed ensuring safe distancing.
- iii. Ensure physical distancing for attendees and sanitization of conference area after regular intervals.
- iv. For holding B2B meetings during the event, a suitable facility ensuring sufficient space must be created to hold the meetings. The Meeting table must be separated by a distance of at least 6 feet. Not more than two people are allowed to sit at the table at a time for the meeting. Face shield along with mask and hand gloves must be made mandatory for the B2B participants.

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

H. Any violation of the above provisions of the SOP will attract action as per the legal provisions against the organizer of the exhibition/event or the visitor as the case may be.



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

1. Scope and Coverage

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

This SOP applies to all swimming pools allowing such facilities to resume operations outside containment zones and are meant to serve as safety guidelines for operating the facility.

2. Promoting COVID appropriate behaviour

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

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible, in pool (use of alternate lanes in opposite direction), deck, sitting arena, shower areas etc.
- ii. Use of face covers/masks to be made mandatory, at all times, except when the swimmer is in the pool.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and avoid use of swimming pool if one is suffering from symptoms suggestive of COVID-19.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

3. Protecting the vulnerable population

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

4. Providing and maintaining healthy environment at swimming pools

- i. Prior to resumption of activities, all work areas, common utility areas, railings of the pool the gymnasium/physiotherapy centres (if attached to pools) etc. shall be sanitized with 1% Sodium Hypochlorite solution (alternatively 70% alcohol based disinfectant for use on metallic surfaces). Thereafter this will be done on a regular basis. Detailed guidelines are available at:

<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>

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

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

Institutional arrangements

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

* WHO guidelines for safe recreational water environments recommends that for pools with good hydraulics and filtration, free chlorine level of 1 mg/l throughout the pool.



(https://www.who.int/water_sanitation_health/publications/safe-recreational-water-guidelines-2/en/)

- ii. One of the staff/ coach shall *be* identified as the Nodal person and sensitised on the basics of COVID-19 available at: <https://ieot.gov.in/ieot/explore-course/course/do312993264544849920136> and COVID Appropriate behavior (available at:

<https://igot.gov.in/igot/plav/content/do31304842933413478411107?contentType=ExplanationResource>).

He/she shall be well versed with the SOPs issued by Ministry of Youth Affairs and Sports, as amended from time to time.

- ii. Prior to resuming operation of swimming pools, every user and staff shall be sensitised on COVID appropriate behavior, which are to be implemented at the swimming pool.
- iii. 100% coverage of Aarogya Setu application among all persons using the pool is desirable.

6. Physical distancing

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

7. Crowd management

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

8. Ensuring ventilation

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

be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate. Air handling unit needs to be cleaned prior to switching on.

9. Making available COVID related supplies

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

10. Creating awareness

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

11. Maintaining Healthy operations

11.1 Risk assessment

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

11.2 At the entry and exit points

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



11.3 Precautions to be observed at the swimming pool

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

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

- i. Ensure physical distancing norms in all common areas.
- ii. In cafeteria, seating arrangement should ensure adequate physical distancing.
- iii. Cafeteria staff should wear mask and hand gloves and take other required precautionary measures.
- iv Use of gymnasium (if available in the swimming pool complex), should be in accordance with the provisions of the SOPs enclosed as Annexure-D to Order NO.CSO/GAB-I/COM/GEN-I/2020/(A) dated 31st August 2020 (available at: <https://covid19.nagaland.gov.in/docs/1600410622.pdf>).
- iv. In the kitchen, the staff should follow physical distancing norms at workplace.

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

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

13. Violation of SOP

Any violation of the provisions of the above SOP will attract action as per legal provisions against the management of the swimming pool or the swimmer/visitor as the case may be.

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

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

No Exhibition of Film shall be allowed in containment zones.

The District Task Force (DTF) concerned may consider imposing additional measures as per their field assessment.

1. General Guidelines

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

These include:

- i. Adequate physical distancing of at least 6 feet to be followed outside the auditoriums, common areas and waiting areas at all times.
- ii. Use of face covers/masks to be made mandatory at all times.
- iii. Availability of hand sanitizers, preferably in the touch-free mode, at entry and exit points as well as common areas within the premises.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of *Aarogya Setu* App shall be advised to all.

2. Entry & Exit points

- a. Thermal screening of visitors/staff is to be carried out at entry points. Only asymptomatic individuals shall be allowed to enter the premises.
- b. Provisions for hand sanitization should be made available at all entry points and in work areas.
- c. Designated queue markers shall be made available for entry and exit of the audience from the auditorium and the premises.
- d. The Exit should be done in a staggered row-wise manner to avoid crowding.



- e. Sufficient time interval between successive screenings on a single screen as well as on various screens in a multiplex shall be provided to ensure row-wise staggered entry and exit of the audience.

3. Seating Arrangements

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

4. Physical Distancing Norms

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

5. Staggered Show Timings at Multiplexes

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

6. Booking and Payments

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



7. Sanitization of the Premises

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

8. Staff Related Measures

- a. Wearing of face cover for staff is mandatory at all workplaces and adequate stock of such face covers should be made available.
- b. All employees who are at higher risk, i.e., older employees, pregnant employees, employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
- c. With a view to ensure safety at the workplace, employers on best effort basis should ensure that Aarogya Setu is installed and updated by all employees their mobile phones.
- d. Communication and training of the staff on precautions related to COVID-19, respiratory hygiene, hand hygiene, etc. shall be carried out.
- e. Self-monitoring of health by all employees/staff and reporting any illness at the earliest shall be ensured.

9. Public Awareness

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



preventive measures about COVID-19 prominently outside and inside of the venues.

10. Air-Conditioning/Cooling

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

- a. Temperature Setting of all air conditioning devices should be in the range of 24-30°C.
- b. Relative humidity should be in the range of 40-70%.
- c. Re-circulation of air to be avoided to the extent possible.
- d. Intake of fresh air should be as much as possible.
- e. Cross ventilation should be adequate.

11. Anti-stigma Behaviour

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

12. Food and Beverage Area

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

13. Violation of the SOP

Any violation of the above provisions of the SOP will attract action as per legal provisions against the management of the cinema hall/theatre/multiplex or the visitor, as the case may be.

