

**GOVERNMENT OF ANDHRA PRADESH
HEALTH MEDICAL & FAMILY WELFARE DEPARTMENT**

Order No.83 /COVID-19/2020,

Date:13.10.2020

Sub: HMFWD –COVID-19 – IEC Activities on controlling and containing COVID-19 – Operationalization - instructions issued.

Ref : 1.G.O RT.NO.520, Health Medical & Family Welfare (B2) Department,
Dt.09.10.2020

COVID INSTANT ORDER -83

The Government of Andhra Pradesh has undertaken several measures including strengthening of surveillance for prevention, containment, and control of COVID-19. After an intensive activity to control and contain Coronavirus with multiple lockdowns, and gradual unlocking, the State has reached a stage where the number of cases are declining on a day to day basis. However, to further reduce the spread of infection and to effectively contain and control the same a massive communication exercise and behaviour change communication strategy which is already in place is required to be continued. There is a need to inculcate the COVID appropriate behaviours such as Wearing of Mask, Maintenance of Social Distancing and Frequent Hand Washing as new normal to keep the virus away. This will enable the communities to be more resilient for any future epidemic.

In this direction the Government have issued G.O RT.NO.520 cited at reference for intensified IEC/BCC activities to contain and control COVID.

Detailed Standard Operating Procedures with IEC protocols have been prepared and annexed to this order for operationalization and strict implementation of G.O RT.NO.520 by the District Collectors in their respective districts.

The District Collectors are requested to conduct a detailed meeting with all the departments for whom SOP's are created and to ensure dissemination of the SOPs and protocols to the end users immediately.

The District Collectors are also requested to review all departments entrusted with the responsibility of implementation of G.O RT.NO.520 as per the intervals

mentioned in the annexures of the said GO and submit compliance to the Commissioner Health and Family Welfare for monitoring the same.



PRINCIPAL SECRETARY TO GOVERNMENT

To
All the Collector & District Magistrates

Copy to:

The Director, Medical Education, AP, Vijayawada
The Director, Public Health & Family Welfare
The Commissioner, APVVP, Vijayawada
The Regional Directors of Medical & Health Services, Andhra Pradesh
All the DM&HOs in the State
All the DCHSs in the State

Detailed SOP's along with IEC Protocols

1. RTC Buses:

- Hoardings on no mask, no entry have to be erected at the entrance gate of bus stands.
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted inside the buses and outside the buses
- Posters on COVID appropriate behavior have to be affixed inside bus stations and also have to be displayed at ticketing counters, platforms, restaurants etc.
- Hand washing techniques have to be displayed inside the toilets.
- Continuous Announcements shall be given at bus stands and bus stations every half an hour on COVID appropriate behavior through public address system. Inside the bus also announcements have to be made on COVID appropriate behavior before the bus starts
- RTC Authorities to ensure that
 - all APSRTC staff including officers, drivers, conductors, cleaners etc. shall be thermal screened before permitting them to duty at the entrance gate.
 - any employee exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all employees shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - passengers after thermal screening and wearing mask are only permitted into the bus depots.
 - physical distancing between passengers in the bus depot is maintained at all times
 - only passengers with valid tickets are permitted into bus stations
 - **passengers below 10 years and above 60 years shall not be allowed**
- Buses shall be sanitized before successive trips with 1% sodium hypochlorite spray
- The Conductors shall wait outside the entrance door of the bus and shall ensure that

- all passengers shall be lined up in a queue duly following COVID appropriate behavior
- 6 feet distance between passengers shall be maintained before entering the bus
- allow the passengers into the bus only after thermal screening
- only passengers without any symptoms shall be allow to enter the bus
- allow only passengers waring mask properly to enter the bus
- educate the passengers to ware mask properly to cover nose and mouth fully
- make passengers without mask to procure mask on payment and wear it before entering the bus.
- all passengers shall be requested to sanitize their hands before entering bus
- only one person at a time shall be allowed to enter the bus in a queue duly maintaining 6 feet distance between successive passengers
- ensure all seats are filled with one passenger per seat and then only the second passenger shall be allowed to sit in that seat after all the seats are filled.
- while seating their shall be a seat gap between two passengers at any period of time during the entire journey.
- all passengers to sanitize their hands periodically during the journey, sanitizer spray shall be made available in the bus with conductor for this purpose
- COVID appropriate behavior shall be played through audio/ video before bus starts or the conductor shall explain the COVID appropriate behavior to the passengers
- luggage shall be allowed to be kept in luggage carriers only after sanitization and proper spacing shall be maintained
- proper waring of mask throughout journey shall be strictly be ensured/enforced
- all the surfaces frequently touched by passengers in the bus shall be sanitized before and after journey to ensure safety
- Hepa filters shall be fitted in A/C buses

2. Private Buses

- Hoardings on no mask, no entry have to be erected at the alighting points of the bus.
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted inside the buses.
- Posters on COVID appropriate behavior have to be affixed inside the waiting room at the alighting point.
- Hand washing techniques have to be displayed inside the toilets.
- Private bus players to ensure that buses are properly sanitized before successive trips with 1% sodium hypochlorite spray
- The private bus management shall ensure
 - all Private bus staff including drivers, attendants, cleaners etc. shall be thermal screened before permitting them to duty
 - any employee exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all employees shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
- The Private bus players to ensure that
 - all passengers shall be lined up in a queue duly following COVID appropriate behavior. Announcements on COVID appropriate behavior has to be made before the bus starts.
 - 6 feet distance between passengers shall be maintained before entering the bus
 - allow the passengers into the bus only after thermal screening
 - only passengers without any symptoms shall be allow to enter the bus
 - allow only passengers waring mask properly to enter the bus
 - educate the passengers to wear mask properly to cover nose and mouth fully
 - make passengers without mask to procure mask on payment and wear it before entering the bus.

- all passengers shall be requested to sanitize their hands before entering bus
- only one person at a time shall be allowed to enter the bus in a queue duly maintaining 6 feet distance between successive passengers
- ensure that tickets are sold in a way that all seats are filled with one passenger per seat and then only the second seat shall be sold
- while selling tickets only alternate seats are sold to ensure a seat gap between two passengers at any period of time during the entire journey.
- all passengers to sanitize their hands periodically during the journey, sanitizer spray shall be made available in the bus with the attendant for this purpose
- COVID appropriate behavior shall be through audio/ video played before bus starts
- luggage shall be allowed to be kept in luggage carriers only after sanitization and proper spacing shall be maintained
- proper wearing of mask throughout journey shall be strictly be ensured/enforced by the attendant
- all the surfaces frequently touched by passengers in the bus shall be sanitized before and after journey to ensure safety
- Heppa filters shall be fitted in A/C buses

3. Schools (Government/Private):

- Hoardings on no mask, no entry have to be erected at the entrance gate of the school
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted inside the school premises.
- Posters on COVID appropriate behavior has to be displayed at the assembly point
- Posters on COVID appropriate behavior have to be affixed inside class rooms.
- Hand washing techniques have to be displayed inside the lunch rooms and toilets.

- All students should be sensitized on COVID appropriate behavior during daily assembly.
- The school principal/ management shall ensure that
 - all Scholl staff including teachers, workers etc. shall be thermal screened before permitting them to duty at the entrance gate.
 - any employee exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all employees shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
- COVID appropriate behavior shall be explained to all students during school assembly in the morning.
- 6 feet physical distance shall be ensured between students during school assembly.
- students shall be encouraged to enter school only with mask and hand sanitizer at entrance gate.
- every student must be allowed to enter the school only after thermal screening at entrance
- no students with symptoms like fever, cold , cough shall be allowed to enter the school
- teacher shall explain the COVID appropriate behavior to students before starting the class
- teacher shall sanitize the hands of all the students before starting the class and after the class is completed
- teacher shall also ensure that students wear masks properly during the entire duration the class
- teacher shall ensure 6 feet physical distance is maintained between the students in the class
- school toilets shall be cleaned every hourly with 1% sodium hypochlorite solution and allowed to dry
- students shall be allowed to enter the toilets only after cleaning their hands properly with soap and water for 20 seconds. After using the toilets also their should be encouraged to ensure that their hands are clean with 20 seconds with soap and water. Soap and running water shall be made available in toilets.

- lunch place shall be sanitized with 1% sodium hypochlorite solution just before lunch hour
- all students entering the lunch room shall be encouraged to wash hands with soap and water for 20 seconds and after completion of lunch the same has been repeated
- If the lunch is in class room all the students shall be asked to leave the room and sanitize the room before the lunch
- all students shall have lunch only after cleaning their hands with soap and water for 20 seconds or with sanitizer before and after lunch
- Students shall be screened with thermal scanner after lunch hour again
- only students without symptoms shall be continued
- any student showing symptoms shall be allowed to leave the class immediately with proper medical advise
- student shall not be allowed to play in the ground.
- sports classes shall be suspended temporarily.
- students should be advised not to congregate in rooms.
- students shall be allowed to leave the class one after another duly maintaining 6 feet physical distance after final bell
- all schools should mandatorily maintain essential commodities such as masks, sanitizers, soaps and emergency medication etc.
- provide sufficient number of dust bins for waste disposal.
- teachers shall guide the students in maintaining personal hygiene by not spitting and sneezing openly and always cover the nose during sneezing with hand kerchief or tissue these should be disposed at designated dust bins only. an inculcate habit of sneezing or coughing in bent elbow.

Precautions to be taken for conducting examinations:

- teachers should maintain a safe distance of minimum 6 feet between the two students during examination and maintain physical distance from others at all times.
- Sanitizers or soaps should always be maintained by the institutions in the exam hall.
- All students and staff should be encouraged to practice handwash before entering examination room.

- Closely observe the students and staff present in the institution for exhibiting any symptoms.
- School should maintain a thermal noninvasive thermometer and any person exhibiting symptoms like cough and breathlessness should be examined with thermometer for fever. Any person with cough, fever and breathlessness should be restrained from attending exams.

Maintenance of premises:

- All rooms (including hostel & classrooms, benches, chairs, library), corridors and surroundings should be sanitized with 1% Sodium Hypochlorite solution. After the application of solution, the place should be left vacant for one hour to dry.
- All frequently touched surfaces like doorknobs, dusters, switches, desktops, hand railings etc. should be disinfected and sanitized.
- All washroom including fittings, sinks etc. shall be sanitized and leave them dry for one hour as frequently as possible.
- Any waste generated by the students should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal.

4. Colleges:

- Hoardings on no mask, no entry have to be erected at the entrance gate of the college
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted inside the college premises.
- Posters on COVID appropriate behavior have to be affixed inside class rooms and library.
- Hand washing techniques have to be displayed inside the lunch rooms and toilets.
- COVID appropriate messages should be given on public address system.
- The college principal/ management shall ensure that
 - all college staff including lectures, staff etc. shall be thermal screened before permitting them to duty at the entrance gate.

- any employee exhibiting COVID like symptoms shall not be permitted to attend duty.
- all employees shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
- students shall be encouraged to enter college duly wearing mask properly
- every student must be allowed to enter the college only after thermal screening at entrance
- all students hands shall be sanitized at entrance gate.
- no students with symptoms like fever, cold , cough shall be allowed to enter the college
- lecturer shall explain the COVID appropriate behavior to students before starting the class
- lecturer shall also ensure that students wear masks properly during the entire duration the class
- lecturer shall ensure 6 feet physical distance is maintained between the students in the class
- college toilets shall be cleaned every hourly with 1% sodium hypochlorite solution
- students shall be educated to enter the toilets only after cleaning their hands properly with soap and water for 20 seconds. After using the toilets also they should be encouraged to wash their hands with 20 seconds with soap and water
- lunch place shall be sanitized with 1% sodium hypochlorite solution just before lunch hour
- all students entering the lunch room shall be encouraged to wash hands with soap and water for 20 seconds and after completion of lunch the same has to be repeated
- guide the students in maintaining personal hygiene by not spitting and sneezing openly and always cover the nose during sneezing with hand kerchief or tissue. These should be disposed at designated dust bins only. An inculcate habit of sneezing or coughing in bent elbow
- students should be advised not to congregate in rooms.

- college cafeteria shall have sufficient place to maintain 6 feet physical distancing. Seating should be arranged accordingly then only permission to open cafeteria shall be given by college management
- Provide sufficient number of dust bins for waste disposal.
- any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal

Precautions to be taken for conducting examinations

- lecturers should maintain a safe distance of minimum 6 feet between the two students during exams and maintain physical distance from others at all times.
- Sanitizers or soaps should always be maintained by the institutions.
- All students and staff should be encouraged to practice handwash before entering examination room.
- Closely observe the students and staff present in the institution for exhibiting any symptoms.
- College should maintain a thermal noninvasive thermometer and any person exhibiting symptoms like cough and breathlessness should be examined with thermometer for fever. Any person with cough, fever and breathlessness should be restrained from attending exams.
- All educational institutions should mandatorily maintain essential commodities such as masks, sanitizers, soaps and emergency medication etc.

Maintenance of premises:

- All rooms (including hostel & classrooms, benches, chairs, library), corridors and surroundings should be sanitized with 1% Sodium Hypochlorite solution. After the application of solution, the place should be left vacant for one hour to dry.
- All frequently touched surfaces like doorknobs, switches, desktops, hand railings etc. should be disinfected and sanitized.
- All washroom including fittings, sinks etc. shall be sanitized and leave them dry for one hour as frequently as possible.

- Any waste generated by the students should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal.

5. Training Programs both in Government and Private Sector:

- Hoardings on no mask, no entry have to be erected at the entrance gate of the training institutes.
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted inside the training hall.
- Posters on COVID appropriate behavior have to be affixed inside training rooms
- Hand washing techniques have to be displayed inside the lunch hall and toilets.
- All Training Programs should be conducted online where there is a possibility
- If physical training programs are warranted, the following guidelines should be followed
 - All the participants should sanitize their hands before entering into Training Halls.
 - Management of Trainings should display IEC on appropriate COVID behavior.
 - All the participants should check with non-invasive thermal scanner. If any person found symptomatic (not only temperature but also sneezing and regular cough), he / she should not be allowed into training hall.
 - Participant shall allowed only to enter training hall with mask properly worn to covering nose and mouth
 - All the participants should be encouraged to wear mask properly throughout the training sessions
 - Management of the Training Program is responsible for sitting arrangements with 6 feet distance
 - The management should not give any physical training material. All the training material should be given online only i.e., email, WhatsApp etc.,
 - No Shake Hands between participants or management

- If management is providing snacks or lunch, management is completely held responsible for providing hygienic food with proper physical distance and management should use disposable plates and cups to serve foods.
- All plates, glasses, cutlery shall be steam sanitised and dried or UV sanitised before use
- All used plates, glasses, cutlery should be soaked in soap water for an hour and properly cleaned and dried before next use.
- Management should sanitize training hall and wash rooms with lyzol or 1% sodium Hypochlorite solution before starting the training program and wash rooms should be cleaned at regular intervals.
- However, training programs should be conducted in small batches instead of conducting large training programs.

6. Seminars:

- Hoardings on no mask, no entry have to be erected at the entrance gate of the seminar hall.
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted inside the seminar hall.
- Posters on COVID appropriate behavior have to be affixed inside seminar rooms
- Hand washing techniques have to be displayed inside the lunch hall and toilets.
- All Seminars should be conducted online where there is a possibility
- If physical seminars programs are warranted, the following guidelines should follow:
 - All the participants should sanitize their hands before entering into seminar halls.
 - Management of workshop should display material IEC on appropriate COVID behavior.
 - All the participants should be checked with non-invasive thermo meter. If any person found symptomatic (not only temperature but also sneezing and regular cough), he / she should not be allowed into seminar hall and advise him to undergo COVID Testing.
 - All the participants should be encouraged to wear mask properly

- Management of the seminar is responsible for sitting arrangements with 6 feet physical distance
- The management should not give any handouts. If any handouts to be given that should be given online only i.e., email, WhatsApp etc.,
- No Shake Hands between participants or management
- If management is providing snacks or lunch, management is completely held responsible for providing hygienic food with proper physical distance and management should use disposable plates and cups to serve foods.
- All plates, glasses, cutlery shall be steam sanitised and dried or UV sanitised before use
- All used plates, glasses, cutlery should be soaked in soap water for an hour and properly cleaned and dried before next use.
- The management / trainer should fix up the responsibility on someone to ensure all the participants should wear mask properly and to maintain gap between participants
- Management should sanitize seminar hall and wash rooms with lyzol or 1% Hypochlorite solution before starting the seminar and wash rooms should be cleaned on regular intervals.
- However, seminar should be conducted in small batches instead of conducting large seminars.

7. Workshops:

- Hoardings on no mask, no entry have to be erected at the entrance gate of the workshop venue
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted inside the workshop hall.
- Posters on COVID appropriate behavior have to be affixed inside workshop rooms
- Hand washing techniques have to be displayed inside the lunch hall and toilets.
- All workshops should be conducted online where there is a possibility
- If physical workshop are warranted, the following guidelines should follow:
 - All the participants should sanitize their hands before entering into Training Halls.

- Management of workshop should display IEC on appropriate COVID behavior.
- All the participants should check with non-invasive thermo meter. If any person found symptomatic (not only temperature but also sneezing and regular cough), he / she should not be allowed into training hall and advise him to undergo COVID Testing.
- All the participants should be encouraged to wear mask properly
- Management of the workshop is responsible for sitting arrangements with 6 feet distance
- The management should not give any handouts. All the material should be given online only i.e., email, WhatsApp etc.,
- No Shake Hands between participants or management
- If management is providing snacks or lunch, management is completely held responsible for providing hygienic food with proper physical distance and management should use disposable plates and cups to serve foods.
- All plates, glasses, cutlery shall be steam sanitised and dried or UV sanitised before use
- All used plates, glasses, cutlery should be soaked in soap water for an hour and properly cleaned and dried before next use.
- The management / trainer should fix up the responsibility on someone to ensure all the participants should wear mask properly and to maintain gap between participants
- Management should sanitize the hall and wash rooms with lyzol or 1% Hypochlorite solution before starting the training program and wash rooms should be cleaned on regular intervals.
- However, workshops should be conducted in small batches instead of conducting large workshops.

8. Shops:

- Posters on no mask, no entry have to be erected at the entrance of the shop
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside the shop and at parking area
- Posters on COVID appropriate behavior have to be affixed inside shop walls and glass panels.

- The shop owner shall ensure
 - all workers entering the shop are screened with non invasive thermal scanner.
 - any worker exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all workers shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - all workers shall be made to frequently sanitize their hands
- No Mask, No Entry policy shall be strictly enforced
- COVID appropriate behavior shall be ensured to all customers
- 6 feet of physical distance must be ensured between the customer before entering the shop.
- customers should be allowed to line up with 6 feet distance between them outside the shop
- only adequate number of customers shall be allowed into the shop to ensure physical distancing properly
- additional person shall be allowed into the shop only when one person comes out of the shop one-in and one-out policy shall be implemented
- every person shall be screened with thermal scanner before allowing him into the shop.
- only persons wearing mask properly shall be allowed into the shop
- before entering the shop the hands of the customer shall be sanitized properly for this purpose sanitizer shall be maintained at the gate with security guard
- mask shall be sold to persons coming to shop without wearing mask and ensure they shall enter the shop with mask properly worn
- all frequently touched surfaces in the shop shall be periodically sanitized with 1% sodium hypochlorite
- before closing the shop the entire shop shall be sanitized properly
- any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal
- guide the customers in maintaining personal hygiene by not spitting and sneezing openly and always to cover the nose during sneezing with hand

kerchief or tissue these should be disposed at the designated dust bins only or into bent elbow .

9. Shopping Malls:

- Posters on no mask, no entry have to be erected at the entrance gate of the shopping malls.
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside the shopping mall and at parking area
- Posters on COVID appropriate behavior have to be affixed inside shopping malls, all prominent areas and digital screens
- Maintenance physical distance and Hand washing techniques have to be displayed inside the food courts
- Hand washing techniques have to be displayed inside the toilets
- The management shall ensure
 - all the shop owners, staff and workers etc. entering the mall are screened with non-invasive thermal scanner.
 - any shop owners, staff and workers etc. exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all shop owners, staff and workers etc. shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - all shop owners, staff and workers etc. shall be made to frequently sanitize their hands
- No Mask, No Entry policy shall be strictly enforced
- there shall be a regular audio played on COVID appropriate behavior in all malls through public address system
- No Mask, No Entry board/sticker shall be kept in front of every mall
- COVID appropriate behavior shall be ensure to all customers during their stay in mall or in mall premises.
- 6 feet of physical distance must be ensured between the customer before entering the mall. They should be allowed to line up with 6 feet distance between them

- only adequate number of customers shall be allowed into the mall to ensure physical distancing properly
- every person shall be screened with thermal scanner before allowing into the mall.
- people suffering from cough, breathlessness and fever should not be permitted
- only persons wearing mask properly shall be allowed into the mall
- before entering the mall the hands of the customer shall be sanitized properly for this purpose sanitizer shall be maintained at the gate with security guard
- provision for hand wash & sanitizer preferably with touch free mechanism shall be made at all entry and exit points and common areas.
- mask shall be sold to persons coming to mall without wearing mask and ensure they will enter the mall with mask properly worn
- all frequently touched surfaces in the mall shall be periodically sanitize with 1% sodium hypochlorite
- all frequently touched surfaces like floors, doorknobs, switches, desktops, hand railings, lifts, elevators, food courts (including tables and chairs) etc. should be disinfected and sanitized.
- before closing the mall the entire mall shall be sanitized properly
- any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal
- all washrooms including fittings, sinks etc. shall be sanitized frequently and leave them dry for one hour
- encourage customers to utilize cashless-payment methods to avoid exchange of infected notes
- guide the people in maintaining personal hygiene by not spitting and sneezing openly and always cover the nose during sneezing with hand kerchief or tissue these should be disposed at the designated dust bins only or into bent elbow.

10. Medical Shops:

- Posters on no mask, no entry have to be erected at the entrance of the medical shop
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside the shop
- Posters on COVID appropriate behavior have to be affixed inside shop walls and glass panels.
- The medical shop management shall ensure
 - all workers entering the shop are screened with non-invasive thermal scanner.
 - any worker exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all workers shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - all workers shall be made to frequently sanitize their hands
- No Mask, No sale policy shall be strictly enforced
- No Mask, No sale board/sticker shall be kept in front of every medical store
- COVID appropriate behavior shall be ensured to all customers
- 6 feet of physical distance must be ensured between the customer before reaching counter.
- only persons wearing mask properly shall be allowed into the medical shop one out one in policy shall be strictly implemented
- before entering the shop the hands of the customer shall be sanitized properly for this purpose sanitizer shall be maintained at the gate with security guard
- all frequently touched surfaces in the shop shall be periodically sanitized with 1% sodium hypochlorite
- before closing the shop the entire shop shall be sanitized properly
- any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal

- guide the customers in maintaining personal hygiene by not spitting and sneezing openly and always to cover the nose during sneezing with hand kerchief or tissue these should be disposed at the designated dust bins only or into bent elbow .

11. Ration/Fair price Shops:

- Posters on no mask, no entry have to be erected at the entrance of the shop
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside the shop
- Posters on COVID appropriate behavior have to be affixed inside shop walls.
- The ration shop owner shall ensure
 - all workers entering the ration shop are screened with non-invasive thermal scanner.
 - any worker exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all workers shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - all workers shall be made to frequently sanitize their hands
- No Mask, No sale policy shall be strictly enforced
- No Mask, No sale board/sticker shall be kept in front of every ration shop
- COVID appropriate behavior shall be ensured to all ration/rice card holders
- only one person per ration card shall be allowed in queue
- crowding shall be avoided in front of ration shop
- 6 feet of physical distance must be ensured between the ration/rice card holders before reaching counter.
- before reaching the counter the hands of the ration/rice card holders shall be sanitized properly for this purpose sanitizer shall be maintained by the fair price dealer
- to an extent possible no touch policy shall be ensured

- ration shall be handed over to the ration/rice card holders by dealer by ensuring COVID appropriate rules (no touch policy)
- guide the ration/rice card holders in maintaining personal hygiene by not spitting and sneezing openly and always to cover the nose during sneezing with hand kerchief or tissue these should be disposed at the designated dust bins only or into bent elbow .

12. Fertilizer Shops:

- Posters on no mask, no entry have to be erected at the entrance of the shop
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside the shop
- Posters on COVID appropriate behavior have to be affixed inside shop walls.
- The fertilizer shop owner shall ensure
 - all workers entering the shop are screened with non-invasive thermal scanner.
 - any worker exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all workers shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - all workers shall be made to frequently sanitize their hands
- No Mask, No sale policy shall be strictly enforced
- No Mask, No sale board/sticker shall be kept in front of every fertilizer shop
- COVID appropriate behavior shall be ensured to all rythu visiting shop
- 6 feet of physical distance must be ensured between the rythu before entering the shop
- before reaching the counter the hands of the rythu shall be sanitized properly for this purpose sanitizer shall be maintained by the fertilizer shop dealer to an extent possible no touch policy shall be ensured
- Fertilizer shall be handed over to the rythu by dealer by ensuring COVID appropriate rules

- Guide the rythu in maintaining personal hygiene by not spitting and sneezing openly and always to cover the nose during sneezing with hand kerchief or tissue these should be disposed at the designated dust bins only or into bent elbow .

13. Hotels and Lodges:

- Posters on no mask, no entry have to be erected at the entrance gate of the hotel/lodge
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside the hotel, at the reception area and at parking area
- Posters on COVID appropriate behavior have to be affixed inside hotel premises, corridors and rooms
- Maintenance physical distance and Hand washing techniques have to be displayed inside the restaurants.
- Hand washing techniques have to be displayed inside the toilets
- The Hotel management shall ensure
 - all staff and workers entering the hotel are screened with non-invasive thermal scanner.
 - any staff and worker exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all staff and worker shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - all staff and workers shall be made to frequently sanitize their hands
- All hotels should maintain a thermal non-invasive scanner at the entrance
- People suffering from cough, breathlessness and fever should be discouraged from entering
- Ensure customers enter in only after duly sanitizing their hands
- Only customers wearing proper mask shall be permitted into the hotel
- Physical distancing of 6 feet shall be maintained at the reception while checking in and checking out
- COVID appropriate behaviour has to be briefed to the customers by the receptionist at the time of checking in.

- All the rooms, corridors and bath rooms shall be disinfected by the management
- All the frequently touched surfaces shall be periodically disinfected
- Only 4 persons shall be allowed at 4 corners of the lift
- All blankets, seat covers, pillows etc. to be washed thoroughly for disinfection
- Provide closed dust bins for disposing of any waste
- Customers shall be educated to maintain a distance of at least 6 feet and avoid any services that involve physical touch
- Provide sanitizers or soap with water at washrooms, restaurants etc. and water for washing hands
- Customers should sanitize hands before entering restaurant where people should wash hands with soap or sanitizer for at least 20 seconds.
- All restaurants should display hand washing protocol at washbasins, toilets and outside their premises
- guide the people in maintaining personal hygiene by not spitting and sneezing openly and always cover the nose during sneezing and coughing with hand kerchief or tissue. These should be disposed at the designated dust bins only
- All staff should avoid physical contact.
- waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal

14.Restaurants

- Posters on no mask, no entry have to be erected at the entrance gate of the restaurants
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside the restaurant and at parking area
- Posters on COVID appropriate behavior have to be affixed inside the restaurant
- Maintenance physical distance and Hand washing techniques have to be displayed inside the restaurants.

- Hand washing techniques have to be displayed inside the toilets and wash basins
- The restaurant owner/management shall ensure
 - all staff and workers entering the restaurant are screened with non-invasive thermal scanner.
 - any staff and worker exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all staff and worker shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - all staff and workers shall be made to frequently sanitize their hands
 - all staff and workers shall be educated on cough etiquette.
- No Mask, No entry policy shall be strictly enforced
- No Mask, No entry board/sticker shall be kept in front of every restaurant
- COVID appropriate behavior shall be ensured by restaurant management at kitchen, and inside restaurant
- all restaurants should always be equipped with sanitizers or soaps and water for washing hands
- customers should sanitize hands before entering restaurant where people should wash hands with soap or sanitizer for at least 20 seconds.
- all restaurants should display handwashing protocol at washbasins, toilets and outside their premises
- encourage open air seating with pr adequate distancing
- avoid any services that involve physical touch
- mass gatherings should be restricted
- provide sufficient number of dust bins for waste disposal
- ensure physical distancing (minimum 2 meters) between tables
- ensure people standing in queue at parcel counter should maintain at least 6 feet distance
- guide the people in maintaining personal hygiene by not spitting and sneezing openly and always cover the nose during sneezing and coughing with hand kerchief or tissue which should be disposed at the designated dust bins only

Maintenance of Restaurants premises:

- All areas including rooms, kitchen, tables, chairs, and surroundings should be sanitized with 1% Sodium Hypochlorite solution. After the application of solution, the place should be left vacant for one hour
- all plates, glasses, cutlery shall be steam sanitised or UV sanitised before use.
- all used plates, glasses, cutlery should be properly cleaned and dried before next use.
- All frequently touched surfaces like doorknobs, switches, hand railings, lift, counters etc. should be disinfected and sanitized
- All washrooms including fittings, sinks etc. must be sanitized and leave them dry for one hour
- Any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal

15. Tourism & Culture:

- Hoardings on no mask, no entry have to be erected at the entrance gate
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside and inside at all prominent locations
- Posters on COVID appropriate behavior have to be affixed at all prominent locations
- Maintenance physical distance and Hand washing techniques have to be displayed at the food courts and restaurants
- Hand washing techniques have to be displayed inside the toilets
- Postponement of all sporting events and competitions till easing of these instructions.
- Information kiosks to be setup and display COVID - 19 publicity material for public awareness at all tourist destinations
- All hotels should maintain a thermal noninvasive thermometer and people should be examined for fever
- People suffering from cough, breathlessness and fever should be discouraged from entering

- Ensure sanitizers and emergency medication available in hotels
- All blankets, seat covers, pillows etc. to be washed thoroughly for disinfection
- Provide closed dust bins for disposing of any waste
- People are advised to maintain a distance of at least 6 feet & follow social distancing and avoid any services that involve physical touch
- Provide sanitizers or soap with water at washrooms, restaurants etc. and water for washing hands
- People should sanitize hands before entering restaurant where people should wash hands with soap or sanitizer for at least 20 seconds.
- All restaurants should display hand washing protocol at washbasins, toilets and outside their premises
- Encourage open air seating with adequate distancing
- guide the people in maintaining personal hygiene by not spitting and sneezing openly and always cover the nose during sneezing and coughing with hand kerchief or tissue. These should be disposed at the designated dust bins only
- All staff should avoid physical contact.

Tourist places:

- Information kiosks to be setup and display COVID - 19 publicity material for public awareness at all tourist destinations
- Ensure sanitizers and emergency medication available at all tourist destinations
- All hotels should maintain a thermal noninvasive thermometer and people should be examined for fever
- People suffering from cough, breathlessness and fever should be discouraged from visiting the place
- Provide closed dust bins for disposing of any waste
- People are advised to maintain a distance of at least 6 feet & follow social distancing and avoid any services that involve physical touch
- Provide sanitizers or soap with water at washrooms, restaurants, food kiosks etc.
- People should sanitize before entering restaurant where people should wash hands with soap or sanitizer for at least 20 seconds.

- All restaurants, food kiosks should display hand washing protocol at washbasins, toilets and outside their premises
- guide the people in maintaining personal hygiene by not spitting and sneezing openly and always cover the nose during sneezing and coughing with hand kerchief or tissue. These should be disposed at the designated dust bins only
- All staff should avoid physical contact and regularly sanitized

Maintenance of premises:

- All rooms, chairs, benches, furniture, corridors and surroundings should be sanitized with 1% Sodium Hypochlorite solution regularly. After the application of solution, the place should be left for one hour to dry
- All frequently touched surfaces like floors, walls, doorknobs, switches, hand railings, lifts, elevators, food courts (including tables and chairs) etc. should be disinfected and sanitized
- All washroom including fittings, sinks etc. shall be sanitized frequently and leave them dry for one hour
- Any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal

16. Swimming Pools:

- Hoardings on no mask, no entry have to be erected at the entrance gate
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside swimming pool
- Hand washing techniques have to be displayed inside the toilets
- Management of Swimming Pools are strictly directed to monitor that no COVID positive person should come for swimming.
- Management of Swimming pools should display IEC on appropriate COVID behavior.
- Management should check swimmers with non-invasive thermo meter and Pulse Oximeter before entering into the pool
- Dress Change Rooms, Toilets should be cleaned thoroughly with disinfectant cleaner.

- Swimmers should carry all the mandatory accessories that is Swimming spectacles, ear caps etc., to carry for swimming.
- Make sure that swimming pool water should be cleaned at regular intervals.
- However, limited persons should be allowed for swimming at a time.
- Only sports persons practicing shall be allowed.
- Swimming pools are not open for general public.

17. Cinemas:

- Hoardings on no mask, no entry have to be erected at the entrance gate of the cinema theatre
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside the cinema theatre and at parking area
- Posters on COVID appropriate behavior have to be affixed at the ticketing counter and at the entrance door of the theatre.
- Maintenance physical distance and Hand washing techniques have to be displayed inside the food courts
- Hand washing techniques have to be displayed inside the toilets
- The management shall ensure
 - all staff and workers entering the theatre complex are screened with non-invasive thermal scanner.
 - any staff and worker exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all staff and worker shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - all staff and workers shall be made to frequently sanitize their hands
- encourage customers (viewers) to utilize cashless-payment methods to avoid exchange of infected notes.
- customers (viewers) encouraged to use scannable e-tickets instead of physical tickets
- while selling tickets at counters 6 feet physical distance between the persons shall be ensured

- while selling tickets, tickets should be sold by keeping one seat empty between two seats. After all such seats are sold then only the middle seats should be sold.
- display COVID appropriate behaviour for public awareness as an advertisement in theatres or announcement shall be given before the beginning of the show
- customer(viewers) shall be allowed into the theatres only one after another duly maintain 6 feet physical distance
- customer(viewers) shall be thermally scanned before allowing them into to theatre
- only customer(viewers) wearing mask and covering nose and mouth properly are allowed into the theatre.
- The hands of every customer(viewers) shall be sanitized before allowing them into the theatre
- customer(viewers) suffering from cough, breathlessness and fever should be discouraged from entering the theatres
- Provision for hand wash & sanitizer preferably with touch free mechanism shall be made at all entry and exit points and common areas.
- One seat gap shall be ensured while tickets are sold
- Viewers shall be encourage to wear mask during the entire show
- All washroom including fittings, sinks etc. shall be sanitized frequently and leave them dry for one hour
- Persons using the toilets be encouraged to wash hands with soap and water for 20 seconds or use a sanitizer. Soap and water shall be made available in the toilets.
- After the movie, customers (viewers) to leave the theatre one after another duly maintaining physical distance
- Theatres should be sanitized after every show.
- COVID appropriate behaviour shall announced in the premises of movie theatre
- customers (viewers) are advised to maintain & follow social distancing and avoid any services that involve physical touch while in the theatre complex

- All frequently touched surfaces like floors, doorknobs, hand railings, lifts, elevators, food courts (including tables and chairs) etc. should be disinfected and sanitized.
- Any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal.

18. Gatherings (Public/private):

- Hoardings on no mask, no entry have to be erected at the entrance gate
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside and inside at all prominent locations
- Posters on COVID appropriate behavior have to be affixed at all prominent locations
- Hand washing techniques have to be displayed inside the toilets
- all gatherings shall be discouraged to extent possible
- no gathering with more than 200 people shall be permitted
- COVID appropriate behaviour shall be ensured by the applicant and it is his mandatory obligation. A written consent shall be obtained from applicant that he shall ensure COVID appropriate behaviour
- while using lifts only 4 persons shall be allowed and to stand at 4 corners of the lift
- if lunch/dinner is hosted adequate care to be taken in food preparations and dining area shall be fully sanitised before and after use.
- all plates, glasses, cutlery shall be steam sanitised or UV sanitised before use
- all used plates, glasses, cutlery should be properly cleaned and dried before next use.
- proper physical distancing shall be enforced at dining place
- all frequently touched surfaces like floors, doorknobs, hand railings, lifts, elevators etc. should be disinfected and sanitized.
- provision for hand wash & sanitizer preferably with touch free mechanism shall be made at all entry and exit points and common areas.
- all washrooms including fittings, sinks etc. shall be sanitized frequently and leave them dry for one hour.

- guide the invitees in maintaining personal hygiene by not spitting and sneezing openly and always to cover the nose during sneezing with hand kerchief or tissue these should be disposed at the designated dust bins only or into bent elbow.
- any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal.

19. Marriages:

- Hoardings on no mask, no entry have to be erected at the entrance gate of the marriage venue
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside and inside of the marriage venue.
- Posters on COVID appropriate behavior have to be affixed inside the venue
- Hand washing techniques have to be displayed at the lunch place, wash basins and inside the toilets
- The function hall management shall ensure
 - all staff and workers entering the function hall are screened with non-invasive thermal scanner.
 - any staff and worker exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all staff and worker shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - all staff and workers shall be made to frequently sanitize their hands
- Marriage venue shall be fully sanitised before use
- No gathering with more than 200 people shall be permitted
- COVID appropriate behaviour shall be ensured by the applicant and it is his mandatory obligation. A written consent shall be obtained from applicant that he shall ensure COVID appropriate behaviour by the invitees

- if lunch/dinner is hosted adequate care to be taken in food preparations and dining area shall be fully sanitised before and after use.
- all plates, glasses, cutlery shall be steam sanitised and dried or UV sanitised before use
- all used plates, glasses, cutlery should be soaked in soap water for an hour and properly cleaned and dried before next use.
- proper physical distancing shall be enforced at dining place
- all frequently touched surfaces like floors, doorknobs, hand railings, lifts, elevators etc. should be disinfected and sanitized.
- provision for hand wash & sanitizer preferably with touch free mechanism shall be made at all entry and exit points and common areas.
- all washrooms including fittings, sinks etc. shall be sanitized frequently and leave them dry for one hour
- guide the invitees in maintaining personal hygiene by not spitting and sneezing openly and always to cover the nose during sneezing with hand kerchief or tissue these should be disposed at the designated dust bins only or into bent elbow.
- any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal.

20. Family Functions:

- posters on no mask, no entry have to be erected at the entrance gate of the function venue
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside and inside of the venue.
- Posters on COVID appropriate behavior have to be affixed inside the venue
- Hand washing techniques have to be displayed at the lunch place, wash basins and inside the toilets
- The function hall management shall ensure
 - all staff and workers entering the function hall are screened with non-invasive thermal scanner.

- any staff and worker exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all staff and worker shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - all staff and workers shall be made to frequently sanitize their hands
- Function venue shall be fully sanitised before use
 - No gathering with more than 200 people shall be permitted
 - COVID appropriate behaviour shall be ensured by the applicant and it is his mandatory obligation. A written consent shall be obtained from applicant that he shall ensure COVID appropriate behaviour by the invitees
 - if lunch/dinner is hosted adequate care to be taken in food preparations and dining area shall be fully sanitised before and after use.
 - All plates, glasses, cutlery shall be steam sanitised and dried or UV sanitised before use
 - All used plates, glasses, cutlery should be soaked in soap water for an hour and properly cleaned and dried before next use.
 - Proper physical distancing shall be enforced at dining place
 - All frequently touched surfaces like floors, doorknobs, hand railings, lifts, elevators etc. should be disinfected and sanitized.
 - Provision for hand wash & sanitizer preferably with touch free mechanism shall be made at all entry and exit points and common areas.
 - All washrooms including fittings, sinks etc. shall be sanitized frequently and leave them dry for one hour
 - Guide the invitees in maintaining personal hygiene by not spitting and sneezing openly and always to cover the nose during sneezing with hand kerchief or tissue these should be disposed at the designated dust bins only or into bent elbow.
 - Any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal.

21. Temples:

- Hoardings on no mask, no entry have to be erected at the entrance gate of the temple complex
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside and inside at all prominent locations
- Posters on COVID appropriate behavior have to be affixed at all prominent locations
- Regular announcements maybe given on COVID appropriate behaviour
- During prayers COVID appropriate messaging shall be given the priest
- Maintenance physical distance and Hand sanitization have to be displayed at queue lines
- Hand washing techniques have to be displayed inside the toilets
- The Executive officer shall ensure
 - all officers, priests, staff, workers etc. entering into the temple complex are screened with non-invasive thermal scanner.
 - any officers, priests, staff, workers etc. exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all officers, priests, staff, workers etc. shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - all officers, priests, staff, workers etc. shall be made to frequently sanitize their hands
- If any of the pilgrim visiting Temples has come in contact with COVID 19 positive person they shall be requested volunterely not to enter into Temple Complex.

Management at queue complex:

- **Endowment Department is requested to :**
 - Closely observe the pilgrims entering the Queue complex and if they notice any pilgrim exhibiting symptoms like cough and breathlessness, they should be examined with a thermal non-invasive thermo meter

to check whether they have fever or not and to restrain them from entering the queue complex

- Please guide them to maintain personal hygiene by not spitting openly, not sneezing in public while sneezing to cover the nose with hand kerchief or tissue and to safely dispose tissue used
- The que complexes have to be frequently sanitized with 1% Sodium Hypochlorite solution or with Lysol.
- All the frequently touched surfaces shall be sanitized periodically with 1% sodium hypochlorite solution.
- Adequate care should be taken at tonsuring location (kalyana katta).

- **Maintenance of Rooms and Accommodation:**

- Endowments Department is requested to take adequate precautions for sanitizing their guest rooms with 1% Sodium Hypochlorite solution or with Lysol soon after the room is vacated and leave it room for 45 minutes to 1 hour.
- The bathrooms also have to be sanitized on the same lines and leave them dry for one hour
- All bathroom fittings, pans, sinks etc., have to be sanitized
- All the linen has to be dipped in 1% Sodium Hypochlorite solution for 30 minutes and then to wash it.
- All the wastes generated by pilgrim shall be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal.
- All the surroundings of the rooms and corridors should be frequently cleaned with 1% Sodium Hypochlorite solution or with Lysol.

22. Mosques:

- Hoardings on no mask, no entry have to be erected at the entrance of the mosque
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside and inside at all prominent locations
- Posters on COVID appropriate behavior have to be affixed at all prominent locations

- Regular announcements on wearing of masks, hand sanitization and physical distance has to be given on public address system
- During prayer COVID messaging shall be given
- Maintenance physical distance and Hand sanitization have to be displayed at prayer locations
- All mosques should always be equipped with sanitizers or soaps and water for washing hands & feet
- People should sanitize before entering mosque
- All mosques to be ventilated daily by opening windows before and after each prayer
- Mosques should be closed after each prayer for one hour and the premises should be sanitized before opening again
- All prayer mats should be sanitized after each use and worshipper should be encouraged to bring sanitized own prayer mats to the mosque
- Visitors should maintain safe social distancing of minimum one metre between them
- Avoid any services that involve physical touch
- Any Visitors suffering from cough, breathlessness and fever should not be permitted and should be discouraged from entering the mosques
- Mass gatherings should be restricted
- Provide sufficient number of dust bins for waste disposal
- Guide the people in maintaining personal hygiene by not spitting and sneezing openly and always cover the nose during sneezing and coughing with hand kerchief or tissue. These should be disposed at the designated dust bins only
- NRIs and foreign nationals, within 14 days from arrival in India should restrain from visiting the mosques

Maintenance of premises:

- All areas including sanctum, rooms, corridors, benches, chairs, furniture and surroundings should be sanitized with 1% Sodium Hypochlorite solution or with Lysol before and after the use. After the application of solution, the place should be left vacant for one hour

- All frequently touched surfaces like doorknobs, switches, hand railings etc. should be disinfected and sanitized
- All washrooms including fittings, sinks etc. have to be sanitized and leave them dry for one hour
- Any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal

23. Churches:

- Hoardings on no mask, no entry have to be erected at the entrance of the church
- Posters on mask usage, maintenance of physical distance and hand sanitization to be pasted outside and inside the church
- Regular announcements on wearing of masks, hand sanitization and physical distance has to be given on public address system
- During prayer COVID messaging shall be given
- Maintenance physical distance and Hand sanitization have to be displayed at prayer locations
- All churches should always be equipped with sanitizers or soaps and water for washing
- People should sanitize before entering church
- Communion at churches should be encouraged to be offered only on the palm, as opposed to the tongue
- Before the distribution of Holy Communion, the Priest or Minister should purify their hands in a bowl of soap water or sanitizer. Holy water stoops may be kept dry
- Churchgoers have been instructed not to kiss or touch holy symbols and images across churches
- Sunday school classes and spiritual meetings should be discouraged
- NRIs and foreign nationals, within 14 days from arrival in India should restrain from visiting the churches
- Any person with slight cough, fever and breathlessness should not be discouraged to enter the church

- People should maintain safe social distancing of minimum one metre between them
- Avoid any services that involve physical touch
- Provide sufficient number of dust bins for waste disposal
- Guide the people in maintaining personal hygiene by not spitting and sneezing openly and always cover the nose during sneezing and coughing with hand kerchief or tissue. These should be disposed at the designated dust bins only

Maintenance of premises:

- All areas including sanctum, rooms, corridors, benches, chairs, furniture and surroundings should be sanitized with 1% Sodium Hypochlorite solution or with Lysol frequently. After the application of solution, the place should be left vacant for 45 minutes to one hour
- All frequently touched surfaces like doorknobs, switches, hand railings etc. should be disinfected and sanitized
- All washrooms including fittings, sinks etc. have to be sanitized and leave them dry for one hour
- Any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal

24. Municipalities:

The Commissioner of all Municipal Corporations / Municipalities are advised to ensure following:

- Hoardings displayed in prominent places
- Posters affixed in all public places
- Mike announcements using autos in all wards on COVID appropriate behaviour
- Gyms, museums, cultural and social centres, swimming pools etc. being opened shall adopt COVID appropriate behaviour
- Cinema halls, malls management shall be instructed through notice to adopt COVID appropriate behaviour and any deviations will be viewed seriously

- All the marriage halls and function halls shall be permitted with a notice to adopt COVID appropriate behaviour and any deviations will be viewed seriously
- All hotels, convention centres shall be permitted with a notice to adopt COVID appropriate behaviour and any deviations will be viewed seriously
- All private organizations to advised to allow employees to work from home wherever possible
- Advise to minimize or reschedule meetings involving large number of people unless necessary to disseminate IEC materials widely in their jurisdiction, display IEC material in all conspicuous public places like bus stops, railway stations, prominent public places, market areas etc.
- Officers for their respective jurisdictions shall hold meeting with local trade associations, opinion leaders, religious leaders to:
 - Make them aware of COVID appropriate behaviour
 - Ensure no mask no entry policy is strictly implemented by all shops and establishments and also no mask, no entry sticker placed at every shops and establishments
 - Create awareness on advisories and guidelines applicable for their jurisdiction
 - Appeal for their co-operation on implementation of advisories and guidelines
 - appeal to discourage mass gatherings at their business / religious and common places
 - Keep communities informed consistently and constantly on COVID appropriate behaviour.
 - Make them aware the law enforcement provisions
 - Meet with local trade associations and other stakeholders to regulate hours, exhibit DO's and DON'Ts, and take up a communication drive in market places like market places, Rythubazars, bus depots, railway stations, post-offices etc., where essential services are provided
 - Also conduct awareness generation program through House-to-house visit and mike announcements on prevention and containment measures for COVID-19 and also setup awareness generation kiosks at key places

Sanitation: The Commissioner of all Municipal Corporations / Municipalities are advised to ensure that all the garbage / waste collected from the households both dry and wet waste is to be sprinkled with bleaching powder and leave for an hour and then only to be disposed

- All the containers into which garbage is being collected to be sanitized every day with 1 % hypochlorite solution or bleaching powder
- All the dustbins both in public and private places have to be sanitized every day with 1 % hypochlorite solution or bleaching powder
- All the Garbage / waste collection from the malls, cinema theatres, amusement parks, places of tourist interest etc., is to be sprinkled with bleaching powder and to be safely disposed
- To instruct the hotel and restaurants to collect all the wastes into double bags and to sprinkle bleaching powder and pack them after an hour, only such bags to be lifted by the municipal authorities.
- All the garbage/ waste collected from public places, parks, rythubazars, markets shall be collected only in specified bins or double bags and sprinkle bleaching powder over them leave for 1 hour and to close the bags, then only dispose it.
- To direct the bio medical waste management agency to ensure all proper precautions are taken for safe disposal of all bio medical wastes.
- The trolleys and rickshaws in which household garbage is collected have to be sanitized as frequently as possible with 1% hypochlorite solution
- All the garbage collection vehicles have to be sanitized as frequently as possible with 1% hypochlorite solution
- All the public places, tourist spots, walkways, roads, road sides, drains, sewerages have to be sanitized with bleaching powder frequently.
- To give directions to the industries to ensure that all the Industrial wastes are collected and safely disposed
- To give directions to the street vendors, push cart vendors, other vendors to collect their wastes in double bags and to sprinkle bleaching powder on it leave for one hour and then to close it only such shall be collected
- All the sanitation staff should be equipped with proper protection wear such as goggles, gloves, shoes, masks, protective clothing etc.,

25. Panchayats:

The District Panchayat Officers/E.O P & RD are advised to ensure following:

- Hoardings displayed in prominent places
- Posters affixed in all public places
- Mike announcements using autos in the entire panchayat's on COVID appropriate behaviour
- Gyms, museums, cultural and social centres, swimming pools etc. being opened shall adopt COVID appropriate behaviour
- cinema halls, malls management shall be instructed through notice to adopt COVID appropriate behaviour and any deviations will be viewed seriously
- all the marriage halls and function halls shall be permitted with a notice to adopt COVID appropriate behaviour and any deviations will be viewed seriously
- all hotels, convention centres shall be permitted with a notice to adopt COVID appropriate behaviour and any deviations will be viewed seriously
- Advise to minimize or reschedule meetings involving large number of people unless necessary
- To disseminate IEC materials widely in their jurisdiction, display IEC material in all conspicuous public places like bus stops, railway stations, prominent public places, market areas etc.
- Shall hold meeting with local trade associations, opinion leaders, religious leaders to:
 - Make them aware of COVID-19 appropriate behaviour
 - Ensure no mask no entry policy is strictly implemented by all shops and establishments and also no mask, no entry sticker placed at every shop and establishments
 - Create awareness on advisories and guidelines applicable for their jurisdiction
 - Appeal for their co-operation on implementation of advisories and guidelines
 - Appeal to discourage mass gatherings at their business / religious and common places

- Keep communities informed consistently and constantly on COVID appropriate behaviour
- Make them aware the law enforcement provisions
- Meet with local trade associations and other stakeholders to regulate hours, exhibit DO's and DON'Ts, and take up a communication drive in market places like market places, bus depots etc., where essential services are provided

Sanitation : The District Panchayat Officers/E.O P & RD are advised to ensure that all the garbage / waste collected from the households both dry and wet waste is to be sprinkled with bleaching powder and leave for an hour and then only dispose.

- All the containers into which garbage is being collected to be sanitized every day with 1 % hypochlorite solution or bleaching powder
- All the dustbins both in public and private places have to be sanitized every day with 1 % hypochlorite solution or bleaching powder
- All the garbage/ waste collected from public places, parks, markets shall be collected only in specified bins or double bags and sprinkle bleaching powder over them and to close the bags, leave for 1 hour then only dispose it.
- To direct the bio medical waste management agency to ensure all proper precautions are taken for safe disposal of all bio medical wastes.
- The trolleys and rickshaws in which household garbage is collected have to be sanitized as frequently as possible with 1% hypochlorite solution or bleaching powder
- All the garbage collection vehicles have to be sanitized as frequently as possible with 1% hypochlorite solution or bleaching powder
- All the public places, tourist spots, walkways, roads, road sides, drains, sewerages have to be sanitized with bleaching powder frequently.
- To give directions to the street vendors, push cart vendors, other vendors to collect their wastes in double bags and to sprinkle bleaching powder on it and then to close it for one hour
- All the sanitation staff should be equipped with proper protection wear such as goggles, gloves, shoes, masks, protective clothing etc.,

26. Offices (Government/Private):

- Posters on no mask, no entry have to be erected at the entrance of the office and at parking area
- posters on mask usage, maintenance of physical distance and hand sanitization to be pasted at the entrance gate, lift, and inside the office rooms
- Posters on COVID appropriate behavior have to be affixed inside the office premises
- Announcement on COVID appropriate behavior to be followed through public address system
- Maintenance physical distance and Hand sanitization have to be displayed
- Hand washing techniques have to be displayed inside the toilets
- The head of the office shall ensure
 - all officers, staff and workers entering the office are screened with non-invasive thermal scanner.
 - any officers, staff and worker exhibiting COVID like symptoms shall not be permitted to attend duty.
 - all officers, staff and workers shall be permitted only after proper hand sanitization and duly maintaining COVID appropriate behavior (wearing mask properly and maintain 6 feet physical distance)
 - all officers, staff and workers shall be made to frequently sanitize their hands
- No Mask, No Entry board/sticker shall be kept outside the offices
- while using lifts only 4 persons shall be allowed and to stand at 4 corners of the lift
- no person shall be allowed into the premises without wearing mask properly
- persons shall be allowed only after sanitizing the hands properly
- all sitting desks shall be sanitized daily
- all frequently touched surfaces shall be periodically sanitized
- no visitor shall be allowed into the office
- all frequently touched surfaces like floors, doorknobs, switches, desktops, hand railings, lifts, elevators, cafeteria/canteen (including tables and chairs) etc. should be disinfected and sanitized.

- provision for hand wash & sanitizer preferably with touch free mechanism shall be made at all entry and exit points and common areas.
- any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal
- All areas including rooms, corridors, wash rooms, chairs, and surroundings should be sanitized with 1% Sodium Hypochlorite solution. After the application of solution, the place should be left vacant for one hour

27. Village and Ward Secretariates(V&WS):

- No Mask, No Entry board/sticker shall be kept outside the Village and Ward Secretariats
- Hoardings displayed in prominent places
- Posters affixed in all public places
- Mike announcements using rikshaws in the entire village/ward on COVID appropriate behaviour
- all the employees shall be allowed only after thermal screening
- all sitting desks shall be sanitized daily
- all frequently touched surfaces shall be periodically sanitized
- no person shall be allowed into the premises without wearing mask properly
- persons shall be allowed only after sanitizing the hands properly
- no visitor shall be allowed into the office
- any waste generated should be collected in double bags and should be disinfected by sprinkling bleaching powder and leave it for one hour before safe disposal

28. Guidelines to general public:

- To extent possible, visits to large public gatherings and crowding of areas shall be minimized or avoided to reduce the risk of transmission of COVID-19
- Person with history of contact with COVID-19 patients and having symptoms such as fever, cough & breathlessness shall not visit public

areas or public gatherings and remain isolated at home as prescribed by authorities

- People with low immune systems and people with comorbid conditions are more vulnerable to serious illness. These persons shall avoid visits to public gatherings or avoid crowded areas
- People shall maintain social distancing (Maintain at least 6 feet distance) among themselves and anyone who is coughing or sneezing
- Avoid direct contact such as handshakes, hugging etc. with other people
- Take precautions while sneezing or coughing by using tissue or handkerchief and avoid sneezing, coughing or spitting in open.
- Wear face masks properly while coming out of house any time
- Wash hands with soap and water regularly and especially after blowing your nose or sneezing 10.
- Avoid touching of eyes, nose and mouth with unwashed hands
- Reach out to 104 helpline or 14410 for medical advice and attention.
- Travel only if necessary.

All the above guidelines are only suggestive and will change time to time and in accordance with the guidelines issued by the Ministry of Home Affairs, Government of India and Government Orders issued by Government of Andhra Pradesh.