

GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT

Memo No.3654/General/2020-3

Dated: 13-04-2020

Sub: MA&UD Deptt. - COVID 19 Pandemic - Review on sanitation and relief measures in COVID 19 Containment Zones in GHMC - Operational Guidelines for day-to-day management of Containment Zones - Reg.

Ref: 1. G.O. Ms. No.45 General Administration (OP-IV) Department, dated 22-03-2020.
2. G.O. Ms. No.46 General Administration (OP-IV) Department, dated 23-03-2020.

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Whereas in the references 1st and 2nd cited, the Government have notified "Lockdown" of Telangana State till 14th April 2020 in order to prevent and contain the spread of the COVID-19. The said notifications and all provisions contained therein shall continue until further orders or April 30th whichever is earlier. The purpose and objective of the Lockdown is to prevent the spread of virus through human transmission and thus minimizing the movement of people and thereby minimizing the possibility, except for essential services as notified and subject to following the required precautions and protocols. The concepts of "home isolation" or "home quarantine" since then have been effectively implemented with particular focus on those having returned from overseas/ people with foreign travel history since February, 2020 and certain people with symptoms of the virus. The practice of "social distancing" is also being followed by the citizens.

Despite all these measures, some of the cases which had a history and prior symptoms in either of these categories have turned positive and their treatment is going on in Gandhi Hospital, Hyderabad. Given the highly contagious nature of the virus and the manner it spreads, it is felt that more stringent measures need to be put in place, in addition to over and above the existing lockdown norms so that its spread is minimized, localized and subdued. The objective is to define the likely influence zone from the house where a positive patient is there, identify houses and households and people in the said zone and undertake all necessary measures aimed at breaking the chain of likely transmission and thus preventing its spread to others and new areas by implementing the concept of "Containment". It basically means isolating the influence zone of a positive case and undertake all what it takes to contain the spread of virus. It involves a detailed set of guidelines and "do's and don'ts" and creating a mechanism in place whereby defined protocols are put in place for civic, health & police personnel and for carrying out sanitation and other such measures including arranging essential services and monitoring all other persons in such a zone.

Accordingly, the following guidelines are hereby issued:

1) Establishment of Containment Zones (CZ)

- All the localities reporting Corona positive cases to be contained by barricading the entire locality; the exact boundaries of CZ shall be location specific and depending upon the number of positive cases from that area;
- Each such Containment Zone shall have a description of its boundaries;
- Barricading shall be complete by closing all roads and thoroughfares, by leaving one common entry and exit point to the Zone;

[P.T.O.]

- The entire perimeter of the CZ shall be barricaded with permanent barricades of at least 8 ft in height;
- The common entry and exit point to the Containment Zone shall be closely monitored by arranging for adequate police force on 24 X 7 basis; there shall be only one entry/exit to each of these CZ;
- No outsider is allowed inside and insider to go outside without valid reason and express consent from the CZ monitoring authorities;
- Confinement of people to their houses shall be enforced by ensuring no physical movement of them outside their houses;
- No movement of the people within the CZ shall be allowed even on to the foot-paths / public thoroughfares in front of their residences;
- Proper Signage shall be established for easy visibility of the Containment Zone;
- Size of the Containment Zone shall depend on the incidence level with an approximate radius of 100 mtrs / 200 mtrs / 500 mtrs and to the extent possible should be co-terminus with existing physical boundaries such as roads etc;
- Each CZ shall be finalized based on 100 HHs for every positive case to the extent possible. A Containment Zone can be made by cordoning off its approach roads; As such an apartment / gated community can also be a CZ;
- In cases, where there are more than one positive case in a particular area, a CZ can be made for an area of 250 mts clearly defining the area being covered;
- Adequate Buffer Zone to each Containment Zone shall be finalized.
- Local public representatives may be consulted while finalizing the CZ;

2) Surveillance Teams

NODAL TEAM at the CZ level - There's likelihood of more than one CZ in every circle of GHMC and it is essential that each of such CZ has a dedicated Nodal Team which will look after that CZ round the clock.

The Nodal Team at CZ level shall be site specific and shall consist of the following:

- Nodal Officer - of the rank of DC/SE/EE/ACP/AMOH or ZC himself or his representative from Zonal Team;
- Police Official (in the rank of ASI/SI/Inspector)
- Representatives from M&H Department - ASHA / ANM / AWT
- A nodal officer specifically in-charge of tying up and ensuring the availability of essential commodities
- Sanitation officer as appointed by AMOH
- An official from entomology Dept; and
- Bill Collector

This will be followed by a **DC level (Circle level) team** which will consist of the following:

Circle Level Surveillance Team shall comprise

- AMOH / SFA / Asst Entomologist / DEE / AE/WI / VO / RI / BC/CO;
- Representative from the Police Deptt. preferably ACP;
- WS Lineman / Sewer Line maintenance workers from HMWSSB;
- Representative from M&H Department; and
- Executive Engineer, TSSPDCL

At the Zonal level, there shall be a zonal nodal team.

Zonal Level Surveillance Team shall comprise

- Zonal Commissioner, GHMC;
- Deputy Commissioner of Police concerned;
- An official appointed by the Director of Health;
- Superintendent Engineer, TSSPDCL; AND
- GHMC Zonal Level officials - SE / CP / AD Vet / AD UB
- This team shall be in-charge for overall regulation of the CZs
- ***Nodal Officers for Surveillance Team***
 - Zonal Commissioner shall take in-charge of the Containment Zones, where the incidence is above average or abnormally high as Nodal Officer;
 - The Deputy Commissioners shall take Charge as Nodal Officer for 3 to 4 Containment Zones, depending upon the circumstances;
 - Next level officers like EE / ACP / AMOH / DPO / DEE / Manager UB shall be designated as Nodal Officer for remaining Containment Zones; and
 - Nodal Officer shall visit the allotted CZ twice a day for proper monitoring.

3) General guidelines for Containment Zone

- All entry and exits shall be recorded and monitored;
- No person or vehicles shall be allowed to enter or exit the perimeter;
- The movement of individuals out of their houses is also not allowed within the CZ;
- Preventive Public Health measures including distribution of safety masks shall be done in regular intervals;
- One dedicated Vehicle for each CZ will be arranged for supply of provisions within the CZ;

[P.T.O.]

- Personal Protective Equipment (PPE) shall be arranged for all team members;
- Tie up with vegetable vendor / milk vendor / 4 to 5 grocery shops shall be done and it shall be ensured by the nodal team that delivery of commodities/supplies are done at the doorstep and necessary arrangements shall be put in place;
- A pamphlet shall be printed in Telugu/Urdu and it will contain the name and phone number of the nodal officer. It shall also contain a number/numbers which people in the CZ can contact when they need something;
- Materials as asked for by the people in the locality shall be arranged against payment and;
- Price regulation is to be done as goods are to be made available to the citizens at the door step;
- An Auto shall be arranged for each of the CZ with a pre- recorded message on “dos and don’ts” and why explaining people “why CZ”. The message shall be played at regular intervals.

4) Checklist for Surveillance Team Members

Sanitation

- Sanitation shall be done on daily basis;
- Lifting of garbage shall commensurate with its generation and there shall not be any leftover garbage in the CZ;
- The garbage collected from hotspots such as CZ and identified hospitals shall not be mixed with other garbage. The AC (sanitation) shall draw up a plan whereby all the MSW from CZ and hospitals is taken directly for incineration;
- Bio Medical Waste (BMW) shall be collected from the Index Case houses and shall be taken separately as per the protocol (issued separately);
- Disinfectant spraying shall be done twice daily covering the entire CZ including lanes and by-lanes.

Health Services

- “Fever Survey” shall be conducted covering all the HHs to identify symptomatic persons;
- Any symptomatic case, if detected, should be shifted to the designated hospital;
- Daily symptoms inspection, social distancing awareness;
- Emergency medical / ambulance services including shifting of symptomatic cases to Isolation Centres;
- In case of fresh positives, line listing of primary contacts shall be done as per protocol and shall be reported in prescribed proforma;
- Contact tracing, identification of low / high risk people, quarantining and isolation;

Contd...5

Supply of essential commodities

- Indents received up to 12.00 noon every day shall be listed and indexed for door delivery;
- The indents will be segregated based on the cluster approach and intimated to the identified volunteer as well as the earmarked vendor;
- The vendor / supplier shall make a package of items with proper billing;
- Only one person (duly following all protocols) shall go inside the CZ to deliver goods; and
- In case of deliveries to houses with positive cases, the delivery person shall invariably wear PPE with adequate precaution;
- A CZ specific contact number shall be mentioned in the pamphlet so that people can call up and place their indents.

L&O / Police

- There shall be a designated officer (with his team) for every CZ;
- Restraining the inmates to confine to their houses;
- Ensuring that no person is ventured into the roads / footpaths;
- Strict monitoring of entry and exit point and restraining all unauthorized crossovers;
- Providing protection to the field team members in the CZ from all sorts of untoward incidents and anti-social elements;
- Whenever any untoward incident taken place within the CZ, reporting the same

Identification and protection of destitute

- The Nodal Officer with the assistance of the Police Officials and Sanitary Field Assistant (SFA) shall identify the homeless and destitute within the CZ;
- The identified homeless / destitute shall be shifted to the shelter homes available, even if it is outside the CZ; When such sifting is done, care shall be taken to lodge all family members together;
- Food supply @ free of cost shall be arranged to them through any volunteers or through Annapurna meals till they are shifted to the Shelter home;
- If there are migrant labours within a CZ, special care shall be taken about their day to day necessities, especially food supplies;
- Vulnerable Households within the CZ especially old aged shall be identified and in case of absolute need, food supplies shall be ensured through Annapurna Mobile Food Distribution facility.

5) Dissemination of information***Pamphlets***

- Information Pamphlets about Do's and Don'ts in a Containment Zone shall be published in Telugu & Urdu in a single page with obverse and reverse print;

- For emergency contact, a Containment Zone (CZ) specific contact number shall be printed in the information pamphlet;
- The Pamphlets shall be distributed to each Household in the CZ;

Banners

- Display banners shall be affixed at vantage points indicating the Containment Zone name, its boundary, No-entry sign& the Contact Number of the Nodal Officer and Control Room; and
- These banners shall also be there at the road closure barricading points and at the single entry point.

Public Address System

- An auto fitted with Public Address System shall roam in the CZ for at least twice a day with pre-recorded message on precautions to be taken by the Citizens within the CZ; and
- The Publicity shall be done in Telugu & Urdu;

6) Functionaries and responsibilities

i) Commissioner, GHMC

- The Commissioner, GHMC shall
 - Finalize the list of CZ depending upon the number of cases and geographical area and will add/amend depending upon new cases/ and complete cure of the existing ones in the vulnerable group depending upon the timelines;
 - Shall set up a CZ control room and shall appoint a senior officer as the Nodal officer at the GHMC level;
 - Shall finalize the list of CZ wise Nodal team, circle and zonal team;
 - Shall maintain a close liaison with Commissioner of Police (CP) - Hyderabad, Cyberabad and Rachakonda;
 - Communicate a list of Containment Zones (CZs) to the CS, DGP, CPs, Principal Secretary, MA&UD Department, and Medical and Health dept,
 - to the MD, HMWSSB & CMD TSSPDCL and to insist that water supply and power situation remains uninterrupted;
 - to the Internet Service Providers and insist them to facilitate uninterrupted service provision for the convenience of the citizens;

ii) Director, EV&DM

- Planning of disinfectant activities to cover the entire city every fortnight;
- Special focus on disinfectant spraying activities in Containment Zones, twice daily;
- Deploy two Jetting Machines per Zone and get the Zonal sanitation functionaries are trained in operating the machines for spraying purpose;

- Ensure adequate availability of safety protective gears and personal protective equipment to the field level functionaries; and
- Assess and procure adequate quantities of sanitation consumables and disinfectant chemicals and shall always keep sufficient reserves;

iii) Zonal Commissioner, GHMC

- Discuss with the Public representatives as well as the Police in identifying and finalizing Containment Zone against;
- Define Containment Zones within his / her jurisdiction;
- Identify barricading points to make it a single entry-cum-exit Zone;
- Define Buffer Zone based on risk assessment;
- Work in close liaison with Zonal level police chief and with respective CPs.
- Appoint Surveillance Team members for each CZ;
- Identify and appoint inter-disciplinary teams @ 1 per every 50 households for provision of services;
- Ensure adequate availability of safety protective gears and personal protective equipment to the field level functionaries; and
- Assess and procure adequate quantities of sanitation consumables and disinfectant chemicals and shall always keep sufficient reserves;
- Establishment of Zonal Control Room to function on 24/7 Basis; and
- Daily monitoring and report collection

iv) DCP / ACP of Police Department

- Identification of feasible point for entry-cum-exit for the CZ;
- Maintenance of L&O and Bundobust at the entry-cum-exit point on 24X7 basis;
- Supporting and facilitating free supply of essential and emergency services;
- CCTV surveillance;
- Support to all members of the field teams for smooth discharge of their functions in the CZ.

v) Deputy Commissioner

- Allocation of areas of operation to the Inter-disciplinary Teams to Sectors (GHMC, Police and Health);
- Line Listing of Primary contacts for Index Case(s) and allocation of dedicated medical team for Lab Testing, Medical Check-up;
- Monitoring Fever Survey;

- Monitoring cases identified by Passive Surveillance Listing (Including SARI / ILI Cases);
- Monitoring of Essential Items;
- Identification and shifting of symptomatic cases;
- Arrangement of Medical Camp for emergency medical services including placement of Ambulance;

vi) Nodal Officer for Health

- Daily fever survey and follow up every 3 days;
- Laboratory Testing of Primary Contacts of MR;
- Shifting of symptomatic cases;
- Line listing of Asymptomatic Cases (MR Contacts; Primary Contacts; Passive Surveillance Cases);
- Passive surveillance including mapping of all health facilities in the CZ and line listing of ILI / SARI cases;
- Identification of chronic diseases of Public in CZ;

vii) Nodal Officer for Essential Services

- Each team will have a nodal officer for the essential services and his/her number shall be mentioned in the pamphlet;
- Identification and coordination with Vendors / Rythu Bazar Vans / Super Markets / Kirana / Milk Vendors / Vegetable vendors / Medical shops for supplies at doorstep to the Households;
- Mapping of suppliers to the Households;
- Indent, billing & payment system including digital payments;

7) Standard Operating Procedure (SOP) for new cases

Whenever a new positive case is found in the CZ or elsewhere, the following protocol is to be followed:

- i) Shift the person to the Gandhi Hospital
- ii) Make the area as Containment Zone as per protocol
- iii) Track down his/her primary contacts like family members/close contacts;
- iv) Shift all of them to the Government Quarantine Centers located at
 - a. Nizamia Tibby Hospital, Charminar;
 - b. Nature Cure Hospital, Begumpet;
 - c. Sarojini Devi Eye Hospital, Mehadipatnam;
 - d. Ayurveda Medical College, Ameerpet

- e. Government Homeopathy College, Ramanathapur
- f. King Koti Hospital (for walk-ins only)

The District Collector will organize i) Teams for monitoring the Government Quarantine facilities at the above 5 designated hospitals and the 1 walk-in hospital; and ii) Exclusive teams for shifting the positive patients to Gandhi Hospital' which is the designated COVID hospital for Telangana State.

- v) Collection of swabs with proper protocol and sent to testing
- vi) Keep them in Government Quarantine Centre till test results are received
- vii) If they test positive, shift them to the Gandhi Hospital;
- viii) If they test negative, affix home quarantine stamp with 14 days time frame;
- ix) Daily visits to such home quarantine centers on daily basis to ascertain their health status;
- x) In case of any positive results in subsequent tests, shift the person to the Gandhi Hospital;
- xi) Ensure repeat of the process with tracking down of his / her primary contacts
- xii) Whenever home quarantine for negative result persons is imposed, and the person has no sufficient facility for home quarantine at his home, keep them in the Government quarantine facilities only
- xiii) Whenever a patient is shifted to Gandhi Hospital, the handing over shall be in proper format and the team designated for the task shall handover the patient with proper documentation only;
- xiv) The shifting of positive tested patients to the Gandhi Hospital as swift as possible

All Department shall keep details of positive cases and their primary contacts for further use.

In case of Secunderabad Cantonment Board (SCB) area, whenever positive cases are reported or primary contacts to positive cases are established, the CEO, Cantonment shall be informed by the GHMC to follow similar procedure. In case of their failure or no response in time, the same shall be attended by the GHMC itself.

The Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad and all the Zonal Commissioners, GHMC shall take necessary action accordingly. A CZ wise Nodal team shall be formed in accordance with point (2) above and shall be furnished. For the circle & zonal level, a proforma (annexure I) is enclosed which shall be filled in by DC/ZC for each CZ and a copy of the same shall be made available to CS, DGP, CPs and all concerned.

Further, the Commissioner GHMC, Hyderabad shall furnish a daily status report on the monitoring of Containment Zones in the format (annexure II) annexed herewith.

[P.T.O.]

These protocol operational guidelines for CZ shall come into force with immediate effect.

ARVIND KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad
All the Zonal Commissioners, GHMC (through the Commissioner, GHMC)
The Collector & District Magistrate, Hyderabad District.
The Chief Executive Officer, Secunderabad Cantonment Board.

Copy to:

OSD to Minister (MA&UD)

PS to Chief Secretary to Government

PS to Special Chief Secretary to Govt., HM&FW Department

The Director General of Police, Government of Telangana (for necessary action)

The Commissioners of Police, Hyderabad / Cyberabad / Rachakonda
(for necessary action)

The Collector & District Magistrates of Ranga Reddy, Medchal-Malkajgiri and Sanga Reddy Districts.

PS to Principal Secretary to Government, MA&UD Department

PA to Secretary to Government, MA&UD Department

The Director of Municipal Administration, Telangana, Hyderabad
*(with a request to communicate this to all the Municipal Commissioners /
District Collectors / Additional Collectors in the State for adherence
whenever Containment Zones are proposed in their respective ULBs)*

SF/SC

//FORWARDED BY ORDER//


SECTION OFFICER

Annexures to Memo No. 3654/General/2020-3, MA&UD (General) Department, Dated 13-04-2020)**ANNEXURE-I****GHMC Coordination Mechanism
Mapping of concurrent Jurisdictions
(required for zonal/circle level coordination and teams)**

Sl. No.	GHMC Zonal Commissioner		GHMC Deputy Commissioners		Health Department/DMHO		Police DCP		Police Divisional ACPs		Police Station		Remarks
	Zone	Name and Phone Number	Circle	Name and Phone Number	Circle	Name and Phone Number	Zone	Name and Number	Division	Name and Number	Name of Police Station	Name and Number	
					Kapra	Dr Narayan Rao 9949047631							
					Uppal	Dr Raghunath Swamy 9704448453							
					Hayathnagar	Dr Bheema Nayak 9440239296							
					LB Nagar	Dr S C Bose 9848042219							
					Sarooranagar	Dr S C Bose 9848042219							
					Malakpet	Dr M Geetha 9441024463							
					Santhosh Nagar	Dr H K Raj Kumar 9849093305							
					Chandhrayana Gutta	Dr K Jyothi 9849286186							
					Charminar	Dr T Sreenivasulu 9440142897							
					Falaknuma	Dr R B Gyaneshwar 9052060150							
					Rajendranagar	Dr Jaya ChandraMohan 9396584805							
					Mehidhipatnam	Dr Nagendra Babu 9502325458							
					Karwan	Dr Anuradha 9000100058							

Sl. No.	GHMC Zonal Commissioner		GHMC Deputy Commissioners		Health Department/DMHO		Police DCP		Police Divisional ACPs		Police Station		Remarks
	Zone	Name and Phone Number	Circle	Name and Phone Number	Circle	Name and Phone Number	Zone	Name and Number	Division	Name and Number	Name of Police Station	Name and Number	
					Goshamahal	Dr Padmaja 9912758158							
					Khairathabad	Dr Revathi 8712162500							
					Jubilee Hills	Dr B Nirmal Karuna 9949505218							
					Musheerabad	Dr G Sakkubai 9441885027							
					Amberpet	DR Balaji 9676567709							
					Malkajgiri	Dr H K Raj Kumari 9849093305							
					Secunderabad	Dr Raja Sree 9848070222							
					Begumpet	Dr Raja Sree 9848070222							
					Yousofguda	Dr B Nirmal Karuna 9949505218							
					Serilingampally	Dr Srujana 9573811956							
					Chandhanagar	Dr Srujana 9573811956							
					RC Puram & Patancheruvu	Dr NagaNirmala 9490165918							
					Moosapet	Dr Anand 7013377897							
					Kukatpally	Dr Sandhya Rani 9848422054							
					Quthbullapur	Dr Nirmala 9110734762							
					Gajularamaram	Dr Tukaram 9441868609							
					Atwal	Dr Reddy Kumari 7396715568							

**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o the Director of
Municipal Administration,
T.S., Hyderabad.

Endt.Roc.No.186618/2020-H3, 14/04/2020

"A copy of Govt.Memo.No.3654/General/2020-3, Dt.13.04.2020 along with operational guidelines for day to day management of Containment Zones is communicated to all the Municipal Commissioners and requested to take necessary action whenever a Containment Zone is proposed in the Municipality duly following the standard operational procedure for new cases and other guidelines as indicated by the Government and also report the same to this office in the proforma prescribed. The surveillance teams may be constituted based on the local availability of officers.

**DR N SATYANARAYANA IAS
DIRECTOR OF MPL ADMN**

To

All the Municipal Commissioners of Municipalities in the State.

Copy to the Regional Directors of Municipal Administration concerned

Copy to all the Additional Collectors in the State for information

Copy to all the Collectors & District Magistrates in the state for information

Copy submitted to the Principal Secretary to Government, MA & UD Dept, Telangana,
Hyderabad.

Signature valid

Digitally signed by Dr M
Satyanarayana IAS
Date: 2020.04.14 11:26:47 IST
Reason: Approved

