

From

Labour Commissioner,  
Haryana, Chandigarh.

To

Joint Director (NCR) (IS&H)  
All Deputy Directors, (IS&H)  
All Deputy Directors (IH)  
All Deputy Labour Commissioners  
All Assistant Directors (IS&H) & Chemical  
All Assistant Directors (IH)  
All Assistant Labour Commissioners.

No. 896-985 Dated:- 19.3.20

**Subject:- Guidelines regarding Novel Coronavirus (COVID-19) .**

This is with reference to the mail received from the State Disaster Management Authority, New Secretariat Building, Haryana, Sector 17, Chandigarh addressed to the Labour Commissioner vide which guidelines regarding Novel Corona virus ( COVID-19) Guidelines, has been issued.(copy enclosed).

As per the guidelines, the roles and responsibilities of the different Departments have been issued. The Role of the Labour Department is mentioned at 4.10 and is reproduced as below:-

**Department of Industries and Commerce, Department of Labour**

- Prepare a database of medical equipment manufacturer such as masks, boots, goggles, PPE, etc..
- Direct the management of industries and units to prepare health check-up plan in case of emergency for their units.
- To get ready the list of manufacturer of essential logistics required for the containment and to evaluate the capacity and timelines of the manufacturers to provide the said logistics.
- To ensure that there is no escalation of prices of essential commodities in the containment area.
- Ensure that all hotels/dharmshalas etc. will inform the District Authorities about each and every visitor from the affected countries / areas. Further in case of containment no one from outside will come and stay in the containment zone and if the person is already staying in the hotel in the containment zone he will not go outside till 28 days of positive case of that area.
- Sensitize and trained Medics/Paramedics of health institutions under ESI regarding COVID preparedness.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

Other than above, general advisory for the public has also been mentioned in the guidelines along with symptoms, mode of transmission with presentations.

In view of above, you all are hereby directed to give the following information as desired in the guidelines latest by 20.03.2020 (forenoon). The proforma for the said information is given as below:-

Performa-I

Sr.no.	Information desired	Name of the Manufacturing Unit & Address	District	Items manufactured.
1.	Medical equipment manufacturer such as masks, boots, goggles, PPE, etc.			

Performa-II

Sr.no.	Information desired	Name of the Manufacturing Unit & Address	District	Items manufactured.	Timelines of the manufacturers to provide the said logistics	Capacity of the Unit to manufacture the items..
1.	Manufacturer of essential logistics required for the containment.					

You shall ensure that the compliance of all the related points mentioned in the guidelines should be followed in all the factories, shops and establishments and further you are directed to circulate the public advisory to all the concerned.



For Labour Commissioner,  
Haryana, Chandigarh  
19/3/20

Endst. No. 986-87

Dated:- 19-3-20

A copy is forwarded to the following for information and necessary compliance.

1. Addl. Labour Commissioner NCR, Gurugram.
2. Addl. Labour Commissioner, Headquarter.



For Labour Commissioner,  
Haryana, Chandigarh  
19/3/20

Endst. No. 988-89

Dated:- 19-3-20

A copy is forwarded to the following for kind information, please.

1. PS/ ACS, Revenue for information of Addl. Chief Secretary, to Govt. Haryana, Revenue Department.
2. PS/ PS (L) for information of Principal Secretary to Govt. Haryana, Labour Department.



For Labour Commissioner,  
Haryana, Chandigarh  
19/3/20



# Novel Coronavirus (COVID-19) Guidelines

Government of Haryana

March 2020

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## **INTRODUCTION**

### **1. 1 Background**

On 31<sup>st</sup> December 2019, the World Health Organization (WHO) China Country Office was informed of cases of pneumonia of unknown etiology (unknown cause) detected in Wuhan City, Hubei Province of China. On 7<sup>th</sup> January 2020, Chinese authorities identified a new strain of Coronavirus as the causative agent for the disease. The virus has been renamed by WHO as SARS-CoV-2 and the disease caused by it as COVID-19. The disease since its first detection has affected all the provinces of China and 76 other countries.

World Health Organization on 30<sup>th</sup> January, 2020 declared the current novel coronavirus outbreak as a Public Health Emergency of International Concern (PHEIC). According to WHO, “all countries should be prepared for containment, including active surveillance, early detection, isolation and case management, contact tracing and prevention of onward spread of SARS-CoV-2 infection.

### **1.2. Epidemiology**

Coronaviruses belong to a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats, bats etc. Rarely, animal corona viruses may evolve and infect people and then spread between people as witnessed during the outbreak of Severe Acute Respiratory Syndrome (SARS, 2003) and Middle East Respiratory Syndrome (MERS, 2014). The etiologic agent responsible for current outbreak of SARSCoV-2 is a novel coronavirus is closely related to SARS-Coronavirus.

In humans, the transmission of SARS-CoV-2 can occur via respiratory secretions (directly through droplets from coughing or sneezing, or indirectly through contaminated objects or surfaces as well as close contacts). Nosocomial transmission has been described as an important driver in the epidemiology of SARS and MERS and has also documented in COVID-19. Current estimates of the incubation period of COVID range from 2-14 days, and these estimates will be refined as more data becomes available. Most common symptoms include fever, fatigue, dry cough and breathing difficulty. Upper respiratory tract symptoms like sore throat, rhinorrhoea, and gastrointestinal symptoms like diarrhoea and nausea/ vomiting are seen in about 20% of cases.

Due to paucity of scientific literature based on community based studies, the available data on host factors is skewed towards cases requiring hospitalization. As per analysis of the biggest cohort reported by Chinese CDC, about 81% of the cases are mild, 14% require hospitalization and 5% require ventilator and critical care management. The deaths reported are mainly among elderly population particularly those with co-morbidities. At the time of writing this document, many of the crucial epidemiological information particularly source of infection, mode of transmission, period of infectivity, etc. are still under investigation.<sup>1</sup>

Hence, in this regards, it is desired that necessary precautions are to be taken to prevent the occurrence of these cases in the State.

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<sup>1</sup> Containment Plan, Ministry of Health and Family Welfare, Government of India

# GUIDING PRINCIPLES



**SITUATION AWARENESS** at all levels (global, national and sub-national) for risk assessment for allowing informed and timely decision making.



**INTER-SECTORAL COORDINATION** at all levels.



**ADHERENCE TO CORE CAPACITIES** for disease preparedness and response:

Surveillance; Laboratory Diagnosis; Hospital Preparedness; Logistic Management; Capacity Building; Risk Communication



Although **THE NEED, SCALE AND EXTENT OF EACH WILL INCREASE EXPONENTIALLY AS PER EVOLVING SCENARIO**

# RESPONSE STRATEGY

The overall goal of the strategic preparedness and response plan is to stop transmission of 2019-nCoV and to mitigate the impact of the outbreak within the State of Haryana.

Taking the above into account, the strategic objectives of the plan are to:

- Limit human-to-human transmission, including reducing secondary infections among close contacts and healthcare workers, preventing transmission amplification events;
- Identify, isolate, and care for patients early, including providing optimized care for infected patients;
- Communicate critical risk and event information to all communities, and counter misinformation;
- Minimize social and economic impact through multi sectoral partnerships.

These objectives can be achieved by:

- a) Rapidly establishing departmental coordination to deliver strategic, technical, and operational support through existing mechanisms and partnerships;
- b) Scaling up State preparedness and response operations, including strengthening readiness to rapidly identify, diagnose and treat cases; identification and follow-up of contacts when feasible (with priority given to high-risk settings such as healthcare facilities); infection prevention and control in healthcare settings; implementation of health measures for travelers; and awareness raising in the population through risk communication and community engagement.
- c) Contingency plans.

The case definitions for surveillance currently provided by WHO is annexed below:-

## 1. Asymptomatic travelers

A traveler who has started journey from China,(not necessarily limited to Wuhan city), or as the disease evolves, from any country notified to be ‘affected’ and has arrived in the state directly at one of the notified PoEs in the State, or indirectly after landing at neighboring or other airports in the country, And who has no symptoms whatsoever.

## 2. Suspect case

i) A person with severe acute respiratory illness (SARI), + history of fever and cough requiring admission to hospital, + no other etiology that fully explains the clinical presentation (clinicians should also be alert to the possibility of atypical presentations in patients who are immune compromised); AND any one of the following

- A history of travel to Wuhan, Hubei Province China 14 days prior to symptom onset.
- \*the disease occurs in a health care worker who has been working in an environment where patients with severe acute respiratory infections are being cared for, without regard to place of residence or history of travel;
- \*\*the person develops an unusual or unexpected clinical course, especially sudden deterioration despite appropriate treatment, without regard to place of residence or history of travel, even if another etiology has been identified that fully explains the clinical presentation, Or

ii) Individuals with acute respiratory illness of any degree of severity who, within 14 days before onset of illness, had any of the following exposures:

- close physical contact with a confirmed case of Coronavirus infection, while that patient was symptomatic;
  - a healthcare facility in a country where hospital associated Coronavirus infections have been reported;
  - direct contact with animals (if animal source is identified) in countries where then Coronavirus is known to be circulating in animal populations or where human infections have occurred as a result of presumed zoonotic transmission
- \*\*\* OMU (outbreak monitoring unit) alert to be given to decide on further evaluation and management.

### **3. Confirmed case**

The person as described above, in whom the recommended tests (Rt-PCR)/any other which may be notified later, from NIV Pune are documented as positive for Coronavirus. Samples collected have to be transported to NIV Pune in a coordinated manner after liaisoning with the Nodal Person at NIV, in the district. The DSO would be the nodal person to coordinate collection of samples, storage, dispatch etc. as per existing guidelines on safe procedures.

# **LEGAL FRAMEWORK**

According to the Constitution of India, health is a state subject. The primary responsibility of dealing with biological disasters rests with the state government. There are a number of legislations that control and govern the nation's health policies. The government can enforce these legislations to contain the spread of diseases. Some of the commonly used legal instruments are discussed below.

## **3.1 Legislation that Supports Health Action at Grass-root Level**

The 73rd Constitutional Amendment on Panchayati Raj Institutions (PRIs) provides for setting up of a three-tiered structure of local governance at district, block and village level. Health is a subject matter that can be acted upon by PRIs. The amendment mandates setting up of health and sanitation committees in each village, the most peripheral body at the grass-root level, to take decisions on health matters for the community.

The Municipal Acts are civic Acts that govern the civic responsibilities of local bodies such as municipalities and municipal corporations. The Acts provide for the provision of safe drinking water, hygiene and sanitation, food safety, notification and control of diseases, and public health concerns, including containment of outbreaks.

## **3.2 State and District Level**

The Epidemic Diseases are regulated by the Epidemic Diseases Act (Act No. 3 of 1897) - an Act to provide for the better prevention of the spread of Dangerous Epidemic Diseases. In exercise of the powers conferred under Section 2, 3 & 4 of Epidemic Disease Act, 1897, Department of Health and Family Welfare Haryana has issued "The Haryana Epidemic Disease, COVID-19 Regulations 2020" vide notification no. 46/4/2020-5HB-II dated 11.03.2020 ( at **Annexure 'A'**).

The Disaster Management Act (DM Act), 2005, provides for the effective management of disasters and for all matters connected therewith or incidental thereto. Department of Revenue and Disaster Management constituted District Disaster Management Authority vide notification No. 1576-ER-6-2007/15911 dated 09.10.2017 (**Annexure B**). It empowers the district authorities to requisition by order any officer or any department at the district level or any local authority, to take such measures for the prevention or mitigation of disaster, or to effectively respond to it, as may be necessary, and such officer or department shall be bound to carry out such orders. For the purpose of assisting, protecting or providing relief to the community in response to any threatening disaster situation or disaster, the district authority is also empowered to (a) give directions for the release and use of resources available with any department of the government and the local authority in the district; (b) control and restrict vehicular traffic to, from and within, the vulnerable or affected area; (c) control and restrict the entry of any person into, his movement within and departure from, a vulnerable or affected area; and (d) procure exclusive or preferential use of amenities from any authority or person. These provisions imply that for biological disasters, necessary quarantine measures will be legally instituted using private sector health facilities also for comprehensive patient care.

As per Clause (1) and (2) of Section 26 under DM Act, 2005 the Chairperson of the District Authority i.e. Deputy Commissioner can exercise and discharge such powers and functions of the District Disaster management authority as the District Authority may delegate to him.

# **DEPARTMENT WISE ROLES AND RESPONSIBILITIES**

## **4.1 Animal Husbandry:-**

Animal Husbandry and Dairying Department, Haryana is the nodal department for all actions to be taken for prevention of Coronavirus outbreak in animals and livestock's. In the light of Coronavirus outbreak in Haryana, there may be possibility that people returned from Coronavirus affected Countries may be having domestic and pet animals. As a matter of abundant precaution it is necessary to have a system to provide care to the animals as their owners are on home isolation and they are not expected to come out of their homes and remain in isolation.

- The Deputy Director, Animal Husbandry & Dairying Department in all districts of the State should identify animals in the Coronavirus isolated households, if any, especially pet animals like dogs and cats, other animals like cows, buffalo etc. quarantine these animals at the site itself till the period of isolation for the family members ends.
- Ensure isolation/ separation of sick and healthy animals and prepare for arrangements for keeping, feeding and watering of animals suffering from contagious diseases.
- Ensure separate transportation of animals suffering from contagious diseases /Corona Virus.
- Ensure proper disinfection of space, vehicle and manpower involved in transportation of sick/ infected and dead animal from contagious diseases.
- Ensure fully functional mobile veterinary unit at disposal.
- Identify space for burial of animals and ensure proper disposal of dead animals.
- Identify volunteers and other resources for feeding fodder and water to the quarantined animals along with the local self Government institutions.
- Veterinary surgeon/VLDA at the Gram Panchayat level shall also monitor the health of animals.
- People caring for pets/domestic/farm animals should observe personal hygiene.
- Unusual signs and symptoms or death in pets/domestic/farm animals should be reported to the concerned Veterinary authorities.
- Awareness to farmers and other stakeholders should be imparted by the Animal Husbandry & Dairying Department.
- Through animal surveillance mechanism improve monitoring mechanisms in live animal markets, locations with migratory birds/wild birds and slaughter houses which may offer a unique opportunity for viruses to spill over from domestic/wild animals into the human population.
- Cleanliness and disinfection shall be ensured in all the veterinary care centers/hospitals. Adequate arrangements for the same shall be made.
- The Deputy Director, Animal Husbandry & Dairying Department in all districts of the State shall coordinate these activities and report to the Deputy Commissioners on daily basis and take further steps as per the need to ensure providing support and care to animals.

#### **4.2 Department of Education (School/Higer/Technical/ Skill Development)**

- Educational institutes shall be advised to avoid any large gatherings of students during the course of the day. Departments concerned with education may consider closure of classes for a few weeks.
- Organise awareness generation programs in educational institutes for students, teachers, administrative staff and other helpers. These programs should focus on do's and don'ts for Coronavirus focusing on simple public health measures of hand and respiratory hygiene.

##### **Hand hygiene:**

- ✓ Wash hands frequently and thoroughly with soap and water or use alcohol based hand sanitizer, even when hands are visibly clean.
- ✓ Not to share food/drinks, eating utensils, toothbrushes or towels with others.

##### **Respiratory hygiene:**

- ✓ Everyone should cover their mouth with a tissue/handkerchief (or their sleeve if there are no tissues available) wash their hands afterwards.
- ✓ Not to touch eyes, nose and mouth
- ✓ Everyone should throw away used tissues/materials in a bin and wash their hands after contact with coughing/ sneezing.

- All students/teachers/other school staff members residing in families of returnees from affected countries who are already in Home isolation should not attend classes and should be in home isolation for 28 days from the date of contact with the returnee. If they develop symptoms they should contact the designated numbers of medical college hospital and district general hospital.
- If no close contact has occurred with the affected countries returnee, the student/ teacher/other school staff can stay with a relative in a different house and attend school. A child with close contact with a confirmed corona case or belonging to a family with a history of control with a confirmed corona close shall be in home isolation.
- Ensure that other students/ teachers/staff with signs of fever, cold and upper respiratory infections do not attend the school and district medical officer may intimated.
- Frequently touched surfaces – door knobs, switches, desk tops, hand railings, and in play schools- toys and commonly shared items should be disinfected daily and especially when contaminated by nasal or oral secretions.etc. also should be disinfected.
- Provide alcohol based hand cleaners/sanitizers in frequented spots of the school; ensure availability of soap and water in rest rooms at all times.
- In hostels, health status of students as well as the other ancillary staff, should be monitored on regular basis. In case there are suspected cases, the authorized local medical authority should be called for examination.
- Anybody with signs & symptoms (cough, fever or difficulty in breathing) should call State helpline number 8558893911 or Ministry of Health & Family Welfare 24\*7 helpline at 011-23978046 or visit public health facility with a mask or mouth covered.

#### **4.3 Department of Information Technology**

- To provide technologies with use of artificial intelligence (AI) to strengthen contact tracing and the management of priority populations.
- To arrange services of telecom sector for awareness generation through CSR.
- To provide assistance in maintaining disease outbreak monitoring call center.
- To provide assistance in maintaining information on Government web portal for public use.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.4 Department of Civil Aviation**

- Identify safe locations that can be used as helipads.
- Identify air ambulances which can be used for Transportation of patients, if required.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.5 Department of Development and Panchayats**

- To prepare mechanism for proper solid waste management, disposal of waste.
- To prepare for prompt provision of temporary toilets/ trench latrines as and when required.
- To issue instructions to all PRIs to support district administration and health deptt officials in containment area and to ensure that all Zila Parishad/ Block samiti/ Panchayat members are sensitized that in case of containment in rural area for Coronavirus. They will assist and facilitate the house to house visit of health professionals like ASHA / ANM etc.
- To sensitize the community about the need of containment and other concerns related to it.
- Gram Sabha may be organized to spread awareness regarding the epidemic.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.6 District Red Cross Society**

- Organise awareness generation programs at local level with coordination with Department of Health and Family Welfare.
- Cleanliness and disinfection shall be ensured in the office. Adequate arrangements for the same shall be made.

#### **4.7 Department of Power**

- Prepare a database of critical and lifesaving infrastructure in the district and prepare for providing uninterrupted power supply to them.
- Prepare for providing continuous power supply to Hospitals.
- Prepare to provide electrical connections and system at short notice in hospitals.
- Prepare for prompt replacement/ recommissioning of affected power supply system.
- Ensure trained construction and maintenance staff at disposal.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.8 Department of Food & Supplies**

- Prepare a database of godowns and cold storage facilities in the district.
- Prepare a database of catering services providers.

- Prepare for out-movement of food grains to a pre-decided safer location, if required.
- Ensure availability of adequate food grains storage in godowns in view of the scarcity or emergency period.
- Prepare database of private retailers and wholesalers of edible food items.
- Prepare a database of providers of refrigerated vehicles for transportation of perishable food items.
- Prepare for large scale movement of food grains, their transportation, expeditious unloading, proper storage and prompt distribution through fair price shops, if required.
- Prepare a database of private providers of tents, tarpaulin sheets, poles, kanats, cooking utensils, polythene bags, shrouds and other essential items that could be used for community kitchen and cremation and burial.
- To ensure that there is no escalation of prices of essential commodities in the containment area.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.9 Department of Transport**

- Ensure proper functioning of filling station, vehicles and equipments including fire extinguishers, first aid kits, etc.
- Prepare for prompt deployment of vehicles at short notice for various purposes like mass evacuation, transportation of response teams, relief items, victims, etc.
- Train drivers and conductors in first aid and basic life saving techniques.
- Ensure sanitation/ hygiene in every bus.
- Make a database of private vehicles available with schools, colleges and other private agencies.
- Ensure no private vehicles and commercial vehicles enter or exit from the containment zone.
- To ensure that each vehicle leaving the containment zone is disinfected as per protocol. The supply of the disinfectant will be given by the Health Department. Health Department will also impart one time training to the transport officials for disinfecting the vehicles.
- Cleanliness and disinfection shall be ensured in the offices. Adequate arrangements for the same shall be made.

#### **4.10 Department of Industries and Commerce, Department of Labour**

- Prepare a database of medical equipment manufacturer such as masks, boots, goggles, PPE, etc.
- Direct the management of industries and units to prepare health check-up plan in case of emergency for their units.
- To get ready the list of manufacturer of essential logistics required for the containment and to evaluate the capacity and timelines of the manufacturers to provide the said logistics.
- To ensure that there is no escalation of prices of essential commodities in the containment area.

- Ensure that all hotels/dharmshalas etc. will inform the District Authorities about each and every visitor from the affected countries / areas. Further in case of containment no one from outside will come and stay in the containment zone and if the person is already staying in the hotel in the containment zone he will not go outside till 28 days of positive case of that area.
- Sensitize and trained Medics/Paramedics of health institutions under ESI regarding COVID preparedness.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.11 Department of Urban Local Bodies**

- To prepare mechanism for proper solid waste management.
- To make sure that biomedical waste disposal of the containment areas happen as per GoI and NGT guidelines.
- To support health officials in the containment zone and to make sure that Mayors/ Councillors/ Municipal Commissioners / EO's/ Secretaries/ are sensitized that in case of containment in urban area for Corona Virus they need to facilitate the house to house visit of health professionals like ASHA / ANM etc.
- To sensitize the community about the need of containment and other concerns related to it.
- Ensure that all hotels will inform the District Authorities about each and every visitor from the affected countries / areas. Further in case of containment no one from outside will come and stay in the containment zone and if the person is already staying in the hotel in the containment zone he will not go outside till 28 days of positive case of that area.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.12 Department of Home**

- To arrange for public address system and siren.
- To prepare Contingency Plan for response to law and order emergencies.
- To prepare for protection against hoarding, black marketing of relief material.
- To prepare for safety and security arrangements for affected area, hospital, medical centre, cattle camps and feeding centres.
- To ensure traffic plan of Police at disposal.
- To provide all necessary support to the district administration in case of containment of a particular area by blocking all sort of entry and exit point as per the guideline containment plan of GoI.
- To review the law and order situation proactively in the affected area and apprise the Deputy Commissioner time to time with the situation. In case of requirement of police force and Magistrates, the DC may be informed timely so that appropriate steps can be taken accordingly.
- To coordinate with judiciary and prosecution department for any sort of legal complications / writ petitions in the said matter.
- Lifting of the patients for quarantine if required.

- To liaison with Army/paramilitary forces in the state for assistance, if required.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.13 Department of Public Health Engineering**

- To ensure that distribution of water purifying tablets, bleaching powder and chlorination of public water resources, if required.
- To ensure prompt repair of pipelines supplying potable water.
- To ensure make standby arrangements of generators for running the water pumps.
- Ensure availability of adequate number of water tankers or identify private suppliers to prepare for supply of water.
- Prepare for prompt provision of temporary toilets/ trench latrines as and when required.
- To ensure that there is uninterrupted potable water in the containment zone and proper sewage disposal of that area.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.14 Department of Information, Public Relations and Languages**

- To prepare for proper public address system ensuring rumor control and all rebuttals be given immediately after checking up with DC.
- Prepare for media management.
- Ensure awareness of dos and don'ts of COVID-19 in the districts.
- Ensure distribution of IEC material to community for awareness generation.
- Publicize the information in the interest of public awareness through booklets, pamphlets, radio, television, film shows, newspapers, documentary films, door to door campaign, meetings, etc.
- To ensure that mike announcement and pamphlet distribution is there in the population of containment area. Contents of the message will be provided by the Health Department.
- Media management for the all situations.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.15 Department of Public Works (B&R)**

- Prepare for construction of temporary facilities like that of medical post, temporary shelters, etc at short notice.
- Prepare for prompt establishment of helipad near the affected site for VVIP visits.
- Identify buildings which can be used for isolation, if required.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.16 Department of Revenue and Disaster Management**

- Ensure proper mechanism in place for early warning of CoViD-19 at village level through tehsildars, patwaris.
- Release of fund.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.16 Department of Tourism**

- Ensure that all hotels will inform the District Authorities about each and every visitor from the affected countries / areas. Further in case of containment no one from outside will come and stay in the containment zone and if the person is already staying in the hotel in the containment zone he will not go outside till 28 days of positive case of that area. Maintain a list of all travelers with phone, email IDs and address who have a travel history of traveling in the n-Corona affected countries, are arriving in the Hotel/resort/home stays/ lodgein Haryana. Concerned Medical Office should be informed about these travelers and ensure the surveillance of these travelers. All the travelers included in the list shall be in isolation in their current place of Stay as directed by the concerned medical officer.
- Any staff or other guests with no symptoms but with history of close contact with Corona confirmed traveler or affected countries returnee after 15<sup>th</sup> February should be kept in isolation for a period of 28 Days. If symptoms develop, the same should be communicated to the concerned medical officer.
- Rooms, Vehicles used by the guests with symptoms should be disinfected.
- Multi-language “Dos” and “Don’ts” leaflets with helpline Numbers should be given to all travelers and also hospitality staff.
- Convene meeting with Resorts, Hotels, Restaurant associations and groups to do capacity building. Establish a cell at their department to facilitate the activities as per the guidelines. Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.
- To create awareness on Corona do’s and don’ts of the n-Corona should be displayed on all the tourist places.

#### **4.19 Department of Medical Education and Research**

- Organize trainings and capacity building programmes for medics and paramedics in the State.
- Involve medical education and research institutions in COVID-19 preparation.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

#### **4.18 Department of Health and Family Welfare**

Health department will be the nodal department and will prepare the protocols for COVID-19 diagnosis and treatment, surveillance, epidemiological investigation, management of close contacts, and laboratory testing and relevant surveillance activities and epidemiological investigations etc.

- To ensure that the isolation wards and ventilator facilities are available in order to isolate / admit cases if an emergency arrives and should have contingency plan ready to expand the isolation facility in case of an emergency.

- Chalkout the requisite bed capacity in every District Civil Hospital/ Govt. Medical Colleges ready for isolation and the preparedness to expand the facility immediately with ventilator support in case of an emergency.
- Screening of the patients at dispensaries and at hospitals
- Prepare trained team of paramedics.
- Develop dos and don'ts and IEC materials regarding health and hygiene.
- Organise awareness camps with help of CHC/ PHCs and Development and Panchayat Department for hygiene promotion and public health issues.
- Ensure proper functioning of District Control Room, if required.
- Ensure availability of trained mobile medical teams at disposal.
- Prepare psychological and psychosocial care teams.
- Ensure availability of generator sets and buffer stock of fuel at disposal.
- Ensure availability of adequate supply of life saving equipment and stock of medicines, portable supplies including portable oxygen cylinders, portable X-ray machine, portable ultrasound machines, triage tags, PPE/N-95masks etc.
- Ensure availability of adequate space with suitable facilities for storage of medicines.
- Prepare a database of private hospitals and nursing homes with services and facilities available.
- Prepare a database of doctors registered with Indian Medical Association (IMA).
- Prepare a database of available ambulance services from government, private agencies and District Red Cross Society, if any.
- Train drivers and attendants of ambulance and mobile medical units in first aid and basic life saving techniques.
- Prepare a decontamination ward in view of any possible chemical or industrial hazard.
- Prepare for prompt establishment of temporary hospital, mobile surgical unit, etc at short notice, near the affected area.
- Ensure proper and safe mechanism for medical waste disposal.
- Prepare for proper disease surveillance system.
- Make proper arrangement and mechanism for mass casualty management.

### **Role of Deputy Commissioners**

Early stage of the outbreak, the main strategy focused on preventive measures with overall aim to control the source of infection, block transmission and prevent further spread. The response mechanism will require multi-sectoral involvement in joint prevention and control measures. Deputy Commissioner will be overall in charge & Responsible officer for response preparedness in the District.

- To ensure that the quarantine and isolation facilities and ventilator facilities are available in order to isolate / admit Corona cases or suspected cases. Also they should have contingency plan ready to expand the isolation/quarantine facilities in case of an emergency.
- Coordinate with IMA and Major hospitals for urgent admission/ isolation of cases and management, if required.

- Arrange the requisite bed capacity in every District Civil Hospital/ Govt Medical Colleges ready for isolation and the preparedness to expand the facility immediately with ventilator support in case of an emergency.
- Ensure that adequate logistics arrangement has been made.
- Monitor the activities of all the line departments.
- To ensure that there is no escalation of prices of essential commodities in the district/containment area.
- To coordinate with Army, Air-force, ITBP, BSF or any other hospitals in the district.
- To make sure that district disaster management plan is activated and a district level control room is operational.
- An awareness programme against the corona virus should be imparted to each and every individual of the state through Munadi in the Villages, Loud speakers, Newspaper, Social Media etc by District Administration.
- Issue necessary directions regarding maintaining of hygiene and cleanliness in educational institutes, work places etc. in the district.
- To make arrangements to sensitize the PRIs and ULBs w.r.t Corona Virus.
- Sensitization/advisory to all RWAs of their respective areas not to have large gatherings.
- To give Press/Media briefings regularly and in case DC is not available, then a nominated senior officer not below the rank of ADC shall do so.
- Protocols for COVID-19 diagnosis and treatment, surveillance, epidemiological investigation, management of close contacts, and laboratory testing and relevant surveillance activities and epidemiological investigations shall be followed as issued by State Health Department and Ministry of Health & Family Welfare.
- Ensure that all hotels/dharmshalas etc. will inform about each and every visitor from the affected countries / areas. Further in case of containment no one from outside will come and stay in the containment zone and if the person is already staying in the hotel in the containment zone he will not go outside till 28 days of positive case of that area.
- Maintain a list of all travelers (with phone, photograph, email IDs and address) who have a travel history of traveling in the n-Corona affected countries arriving in the district in the Hotel/resort/home stays/ lodge.
- Any staff or other guests with no symptoms but with history of close contact with confirmed corona confirmed traveler or affected countries returnee after 15<sup>th</sup> February should be kept in isolation for a period of 28 Days. If symptoms develop prompt actions shall taken.
- Rooms, Vehicle used by the guests with symptoms should be disinfected.
- Ensure capacity building of all Resort, Hotels, and Restaurant associations.
- Cleanliness and disinfection shall be ensured. Adequate arrangements for the same shall be made.

In case of containment-

- In case any local cluster is found in the district then Deputy Commissioner shall be available 24x7 in the district and shall not leave HQ without prior permission. He shall

coordinate with all senior functionaries at HQ for any funding or other help needed in that situation and shall not leave to his CMO.

- To decide the perimeter of the containment zone as per the containment plan guidelines of GoI and as per the situation in the district.
- To direct the police and provide duty magistrates at all nakas of the containment area and make sure that entry and exit of containment area is restricted. All the vehicles/ persons entering or exiting the containment area in case of extreme emergency are duly noted in a register. To assess the network of private hospitals of the containment area.
- Coordinate with prosecution department and judiciary in case of any legal matters or complaint cases w.r.t containment area.
- To make sure that all educational institutions, Markets, Malls, Public places where a gathering usually happens in the containment area are closed.
- To promote the activities like Hand Hygiene and Respiratory practice (how to cough etc.) and other protocols required in case of containment.

### **Checklist for assessment of Public health Safety in District:-**

1. Activation of integrated disease surveillance programme
2. Set up Control room.
3. Plan on identification, treatment screening, follow-up, contact tracing and isolation of cases if arises.
4. Hospital Isolation and quarantine capacity.
5. Surge capacity estimated, ventilator stockpile.
6. Deployment of Rapid Response Teams, Lab devices sampling collection and sending mechanism
7. Media addressal strategy and Extensive campaigning.
8. Involvement of ASHA and Aaganwari works.
9. Status of PHC and CHC in dealing with patients for identification and referral.
10. Emergency Medical Services, Ambulances
11. Training and awareness among healthcare officials
12. Mechanism to deal with Foreign Nations of found positive.
13. Strategy of social distancing and personal hygiene awareness campaigns for public.
14. Circulation of public hygiene and awareness etiquette as well as Do's and Don'ts on social media outreach.
15. Awareness about the travel & Other Health advisory being constantly updated.
16. Planning and discussion and exercise on isolation, quarantine, infection control, confinement measure, risk communication, surge capacity and networking as well as inter sectoral coordination involving all stakeholders.

Futuristic as scenario evolves

1. Advisories for schools, business, offices and healthcare organizations
2. Other surveillance, disinfection, Law enforcement and precautionary measures
3. Adequate means to maintain business continuity, essential services and avoid panic spread
4. Directive to avoid public gathering in confined spaces.
5. Psychological support help
6. Contact tracing and home isolation and follow-up strategy.

# IEC Corner

## **Noval Coronavirus (2019-nCoV)-General Advisory for Public**

The 2019 novel coronavirus (2019-nCoV), Wuhan coronavirus, is a contagious virus that causes respiratory infection, can transfer from human to human.

### **Symptom**

- Fever
- Difficulty in Breathing
- Coughing
- Tightness of Chest
- Running Nose
- Head Ache
- Feeling of being Unwell
- Pneumonia
- Kidney Failure

**Incubation Period: 14 days asymptomatic**

### **Mode of transmission**

Human Coronavirus (2019-nCoV) most commonly spread from an infected person to other through:

- The air by coughing and sneezing
- Close personal contact, such as touching or shaking hand
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

### **How to reduce risk of Coronavirus infection (2019-nCoV)**

- Clean hand with soap and water or alcohol based hand rub
- Cover nose and mouth when coughing & sneezing with tissue or flexed elbow
- Avoid close contact with anyone with cold or flu like symptoms
- Avoid frozen meet
- Isolation of symptomatic patients for atleast 14 days.

### **DO's and DON'T's**

<b>DO's</b>	<b>DON'Ts</b>
<ul style="list-style-type: none"><li>• Cover your nose and mouth with disposable tissue or handkerchief while coughing or sneezing</li><li>• Frequently wash your hands with soap and water</li><li>• Avoid crowded places</li><li>• Person suffering from Influenza like illness must be confined at home</li><li>• Stay more than one arm's length distance from persons sick with flu</li><li>• Take adequate sleep and rest</li><li>• Drink plenty of water/liquids and eat nutritious food</li><li>• Person suspected with Influenza like illness must consult doctor</li></ul>	<ul style="list-style-type: none"><li>• Touching eyes, nose or mouth with unwashed hands</li><li>• Hugging, kissing and shaking hands while greeting</li><li>• Spitting in public places</li><li>• Taking medicines without consulting doctor</li><li>• Excessive physical exercise</li><li>• Disposal of used napkin or tissue paper in open areas</li><li>• Touching surfaces usually used by public (Railing, door gates, etc)</li><li>• Smoking in public places</li><li>• Unnecessary testing</li></ul>

## Steps for Hand washing



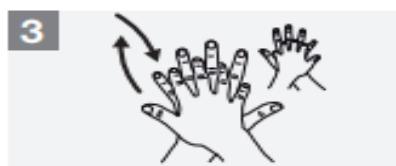
Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



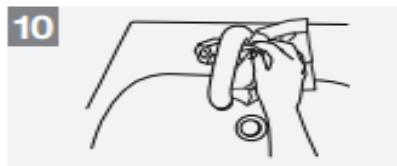
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



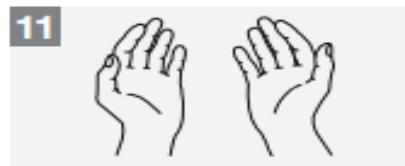
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.

## कोरोना वायरस

कोरोना वायरस एक तरह का संक्रमित वायरस है। यह वायरस एक व्यक्ति से दूसरे व्यक्ति में संक्रमण के जरिए फैलता है। इस वायरस के लक्षण निम्नोनिया की तरह हैं।

कोरोना वायरस के लक्षण :-

- सिर दर्द ।
- साँस लेने में तकलीफ़ ।
- छींक ।
- खांसी ।
- बुखार ।
- किडनी फेल ।

कोरोना वायरस से बचाव :-

अपने हाथ साबुन और पानी या अल्कोहल युक्त हैंडरब से साफ करे। खांसते और छींकते वक्त अपनी नाक और मुँह को टिशू या मुँड़ी हुई कोहनी से ढके। जिन्हें सर्दी या फ्लू जैसे लक्षण हो तो उनके साथ करीबी संपर्क बनाने से बचें।

## क्या करें - क्या न करें

क्या करें	क्या न करें
<ul style="list-style-type: none"><li>• खाँसने और छींकने के दौरान अपनी नाक व मुँह को कपड़े अथवा रुमाल से अवश्य ढकें</li><li>• अपने हाथों को साबुन व पानी से नियमित धोयें</li><li>• भीड़-भाड़ वाले क्षेत्रों में जाने से बचें</li><li>• फ्लू से संक्रमित हों तो घर पर ही आराम करें</li><li>• फ्लू से संक्रमित व्यक्ति से एक हाथ तक की दूरी बनाए रखें</li><li>• पर्याप्त नींद और आराम लें</li><li>• पर्याप्त मात्रा में पानी / तरल पदार्थ पियें और पोषक आहार खाएं</li><li>• फ्लू से संक्रमण का संदेह हो तो चिकित्सक से सलाह अवश्य लें।</li></ul>	<ul style="list-style-type: none"><li>• गंदे हाथों से आँख, नाक अथवा मुँह को छूना</li><li>• किसी को मिलने के दौरान गले लगना, चूमना या हाथ मिलाना</li><li>• सार्वजनिक स्थानों पर थूकना</li><li>• बिना चिकित्सक के परामर्श के दवाएं लेना</li><li>• इस्तेमाल किए हुए नेपकिन, टिशू पेपर इत्यादि खुले में फेंकना</li><li>• फ्लू वायरस से दूषित सतहों का स्पर्श (रेलिंग, दरवाज़े इत्यादि)</li><li>• सार्वजनिक स्थलों पर धूम्रपान करना</li><li>• अनावश्यक एच 1 एन 1 की जांचें करवाना</li></ul>

## **Q&A on coronaviruses (COVID-19) as per WHO**

### **What is a coronavirus?**

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.

### **What is COVID-19?**

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019.

### **What are the symptoms of COVID-19?**

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.

### **How does COVID-19 spread?**

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. This is why it is important to stay more than 1 meter (3 feet) away from a person who is sick.

### **Can the virus that causes COVID-19 be transmitted through the air?**

Studies to date suggest that the virus that causes COVID-19 is mainly transmitted through contact with respiratory droplets rather than through the air. See previous answer on “How does COVID-19 spread?”

### **Can COVID-19 be caught from a person who has no symptoms?**

The main way the disease spreads is through respiratory droplets expelled by someone who is coughing. The risk of catching COVID-19 from someone with no symptoms at all is very low. However, many people with COVID-19 experience only mild symptoms. This is particularly true

at the early stages of the disease. It is therefore possible to catch COVID-19 from someone who has, for example, just a mild cough and does not feel ill. WHO is assessing ongoing research on the period of transmission of COVID-19 and will continue to share updated findings.

### **Can I catch COVID-19 from the feces of someone with the disease?**

The risk of catching COVID-19 from the feces of an infected person appears to be low. While initial investigations suggest the virus may be present in feces in some cases, spread through this route is not a main feature of the outbreak. WHO is assessing ongoing research on the ways COVID-19 is spread and will continue to share new findings. Because this is a risk, however, it is another reason to clean hands regularly, after using the bathroom and before eating.

### **What can I do to protect myself and prevent the spread of disease?**

#### **Protection measures for everyone**

Stay aware of the latest information on the COVID-19 outbreak, available on the WHO website and through your national and local public health authority. Many countries around the world have seen cases of COVID-19 and several have seen outbreaks. Authorities in China and some other countries have succeeded in slowing or stopping their outbreaks. However, the situation is unpredictable so check regularly for the latest news.

You can reduce your chances of being infected or spreading COVID-19 by taking some simple precautions:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Why?

Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

- Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing. Why?

When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.

- Avoid touching eyes, nose and mouth. Why?

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and make you sick.

- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. Why?

Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19.

- Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority. Why?

National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to

the right health facility. This will also protect you and help prevent spread of viruses and other infections.

- Stay informed on the latest developments about COVID-19. Follow advice given by your healthcare provider, your national and local public health authority or your employer on how to protect yourself and others from COVID-19.  
Why?

National and local authorities will have the most up to date information on whether COVID-19 is spreading in your area. They are best placed to advise on what people in your area should be doing to protect themselves.

- Keep up to date on the latest COVID-19 hotspots (cities or local areas where COVID-19 is spreading widely). If possible, avoid traveling to places – especially if you are an older person or have diabetes, heart or lung disease.  
Why?

You have a higher chance of catching COVID-19 in one of these areas.

### **Protection measures for persons who are in or have recently visited (past 14 days) areas where COVID-19 is spreading**

Follow the guidance outlined above (Protection measures for everyone)

- Self-isolate by staying at home if you begin to feel unwell, even with mild symptoms such as headache, low grade fever (37.3 C or above) and slight runny nose, until you recover. If it is essential for you to have someone bring you supplies or to go out, e.g. to buy food, then wear a mask to avoid infecting other people. Why? Avoiding contact with others and visits to medical facilities will allow these facilities to operate more effectively and help protect you and others from possible COVID-19 and other viruses.
- If you develop fever, cough and difficulty breathing, seek medical advice promptly as this may be due to a respiratory infection or other serious condition. Call in advance and tell your provider of any recent travel or contact with travelers. Why? Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also help to prevent possible spread of COVID-19 and other viruses.

### **How likely am I to catch COVID-19?**

The risk depends on where you are - and more specifically, whether there is a COVID-19 outbreak unfolding there.

For most people in most locations the risk of catching COVID-19 is still low. However, there are now places around the world (cities or areas) where the disease is spreading. For people living in, or visiting, these areas the risk of catching COVID-19 is higher. Governments and health authorities are taking vigorous action every time a new case of COVID-19 is identified. Be sure to comply with any local restrictions on travel, movement or large gatherings. Cooperating with disease control efforts will reduce your risk of catching or spreading COVID-19.

COVID-19 outbreaks can be contained and transmission stopped, as has been shown in China and some other countries. Unfortunately, new outbreaks can emerge rapidly. It's important to be aware of the situation where you are or intend to go. WHO publishes daily updates on the

COVID-19 situation worldwide. You can see these at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>.

### **Should I worry about COVID-19?**

Illness due to COVID-19 infection is generally mild, especially for children and young adults. However, it can cause serious illness: about 1 in every 5 people who catch it need hospital care. It is therefore quite normal for people to worry about how the COVID-19 outbreak will affect them and their loved ones.

We can channel our concerns into actions to protect ourselves, our loved ones and our communities. First and foremost among these actions is regular and thorough hand-washing and good respiratory hygiene. Secondly, keep informed and follow the advice of the local health authorities including any restrictions put in place on travel, movement and gatherings. Learn more about how to protect yourself at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>.

### **Who is at risk of developing severe illness?**

While we are still learning about how COVID-2019 affects people, older persons and persons with pre-existing medical conditions (such as high blood pressure, heart disease, lung disease, cancer or diabetes) appear to develop serious illness more often than others.

### **Are antibiotics effective in preventing or treating the COVID-19?**

No. Antibiotics do not work against viruses, they only work on bacterial infections. COVID-19 is caused by a virus, so antibiotics do not work. Antibiotics should not be used as a means of prevention or treatment of COVID-19. They should only be used as directed by a physician to treat a bacterial infection.

### **Is there a vaccine, drug or treatment for COVID-19?**

Not yet. To date, there is no vaccine and no specific antiviral medicine to prevent or treat COVID-2019. However, those affected should receive care to relieve symptoms. People with serious illness should be hospitalized. Most patients recover thanks to supportive care.

Possible vaccines and some specific drug treatments are under investigation. They are being tested through clinical trials. WHO is coordinating efforts to develop vaccines and medicines to prevent and treat COVID-19.

The most effective ways to protect yourself and others against COVID-19 are to frequently clean your hands, cover your cough with the bend of elbow or tissue, and maintain a distance of at least 1 meter (3 feet) from people who are coughing or sneezing. (See Basic protective measures against the new coronavirus).

### **Is COVID-19 the same as SARS?**

No. The virus that causes COVID-19 and the one that causes Severe Acute Respiratory Syndrome (SARS) are related to each other genetically, but they are different. SARS is more deadly but much less infectious than COVID-19. There have been no outbreaks of SARS anywhere in the world since 2003.

### **Should I wear a mask to protect myself?**

Only wear a mask if you are ill with COVID-19 symptoms (especially coughing) or looking after someone who may have COVID-19. Disposable face mask can only be used once. If you are not ill or looking after someone who is ill then you are wasting a mask. There is a world-wide shortage of masks, so WHO urges people to use masks wisely.

WHO advises rational use of medical masks to avoid unnecessary wastage of precious resources and mis-use of masks (see Advice on the use of masks).

The most effective ways to protect yourself and others against COVID-19 are to frequently clean your hands, cover your cough with the bend of elbow or tissue and maintain a distance of at least 1 meter (3 feet) from people who are coughing or sneezing. See basic protective measures against the new coronavirus for more information.

### **How to put on, use, take off and dispose of a mask?**

1. Remember, a mask should only be used by health workers, care takers, and individuals with respiratory symptoms, such as fever and cough.
2. Before touching the mask, clean hands with an alcohol-based hand rub or soap and water
3. Take the mask and inspect it for tears or holes.
4. Orient which side is the top side (where the metal strip is).
5. Ensure the proper side of the mask faces outwards (the coloured side).
6. Place the mask to your face. Pinch the metal strip or stiff edge of the mask so it moulds to the shape of your nose.
7. Pull down the mask's bottom so it covers your mouth and your chin.
8. After use, take off the mask; remove the elastic loops from behind the ears while keeping the mask away from your face and clothes, to avoid touching potentially contaminated surfaces of the mask.
9. Discard the mask in a closed bin immediately after use.
10. Perform hand hygiene after touching or discarding the mask – Use alcohol-based hand rub or, if visibly soiled, wash your hands with soap and water.

### **How long is the incubation period for COVID-19?**

The “incubation period” means the time between catching the virus and beginning to have symptoms of the disease. Most estimates of the incubation period for COVID-19 range from 1-14 days, most commonly around five days. These estimates will be updated as more data become available.

### **Can humans become infected with the COVID-19 from an animal source?**

Coronaviruses are a large family of viruses that are common in animals. Occasionally, people get infected with these viruses which may then spread to other people. For example, SARS-CoV was associated with civet cats and MERS-CoV is transmitted by dromedary camels. Possible animal sources of COVID-19 have not yet been confirmed.

To protect yourself, such as when visiting live animal markets, avoid direct contact with animals and surfaces in contact with animals. Ensure good food safety practices at all times. Handle raw meat, milk or animal organs with care to avoid contamination of uncooked foods and avoid consuming raw or undercooked animal products.

### **Can I catch COVID-19 from my pet?**

No. There is no evidence that companion animals or pets such as cats and dogs have been infected or could spread the virus that causes COVID-19.

### **How long does the virus survive on surfaces?**

It is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment).

If you think a surface may be infected, clean it with simple disinfectant to kill the virus and protect yourself and others. Clean your hands with an alcohol-based hand rub or wash them with soap and water. Avoid touching your eyes, mouth, or nose.

### **Is it safe to receive a package from any area where COVID-19 has been reported?**

Yes. The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also low.

### **Is there anything I should not do?**

The following measures ARE NOT effective against COVID-2019 and can be harmful:

- Smoking
- Taking traditional herbal remedies
- Wearing multiple masks
- Taking self-medication such as antibiotics

**In any case, if you have fever, cough and difficulty breathing seek medical care early** to reduce the risk of developing a more severe infection and be sure to share your recent travel history with your health care provider.



Ministry of Health & Family Welfare  
Government of India

## Novel Coronavirus (COVID 19)



Always remember!

A sick person's saliva can get on to other things such as



For further information :

Call at Ministry of Health, Govt. of India's 24\*7 control room number

+91-11-2397 8046

Email at [ncov2019@gmail.com](mailto:ncov2019@gmail.com)



Ministry of Health & Family Welfare  
Government of India

## नोवल कोरोना वायरस (COVID 19)

Help us to  
help you

सदैव सतर्क रहें



उनके हाथ



दरवाजे का हैंडल



कप

कलम



डिजिटल उपकरण

ट्रेन के अंदर पकड़ने  
की पट्टियां



टिशू



सीढ़ी की रेलिंग



लिफ्ट के बटन



माउस

फेस मास्क का  
बाहरी हिस्सा



स्वास्थ्य व्यक्ति



चॉपस्टिक्स

स्वास्थ्य सम्बन्धी जानकारी के लिए:

स्वास्थ्य एवं परिवार कल्याण मंत्रालय भारत सरकार के 24\*7 हेल्पलाइन नं.

+91-11-2397 8046 पर संपर्क करें



## नोवल कोरोना वायरस (COVID 19)

### सभी के लिए बुनियादी सुरक्षा के उपाय



- > अपने हाथों को बार-बार धोएं
- > एक दूसरे से दूरी बनाए रखें
- > अपनी आंखों, नाक और मुँह को छूने से बचें
- > श्वसन स्वच्छता का अभ्यास करें - जब आप खांसते या छींकते हैं, तो अपने मुँह और नाक को अपने हाथों से अथवा टिशू से ढंकें
- > यदि आपको बुखार, खांसी और सांस लेने में कठिनाई हो, तो जल्द-से-जल्द डॉक्टर से सम्पर्क करें
- > इससे संबंधित महत्वपूर्ण जानकारियों से अवगत रहें और अपने डॉक्टर द्वारा दी गई सलाह का पालन करें
- > अगर आप अस्वस्थता महसूस करते हैं, तो डॉक्टर से संपर्क करें - डॉक्टर से मिलने के दौरान अपने मुँह और नाक को ढंकने के लिए मास्क/कपड़े का प्रयोग करें
- > अगर आप में कोरोनावायरस के लक्षण हैं, तो कृपया राज्य हेल्पलाइन नंबर या स्वास्थ्य मंत्रालय की 24\*7 हेल्पलाइन नंबर **+91-11-23978046** पर कॉल करें या **ncov2019@gmail.com** पर ईमेल करें।

### स्वास्थ्य सम्बन्धी जानकारी के लिए:

स्वास्थ्य एवं परिवार कल्याण मंत्रालय भारत सरकार के 24\*7 हेल्पलाइन नं.

**+91-11-2397 8046** पर सम्पर्क करें

ई-मेल करें **ncov2019@gmail.com**



Ministry of Health & Family Welfare  
Government of India

## Novel Coronavirus (COVID19)

# Basic Protective Measures For All



- > Wash your hands frequently
- > Maintain social distancing
- > Avoid touching your eyes, nose and mouth
- > Practice respiratory hygiene by covering your mouth and nose with your bent elbow or tissue when you cough or sneeze
- > If you have fever, cough and difficulty breathing, seek medical care at the earliest
- > Stay informed and follow the advice given by your doctor
- > See a doctor if you feel unwell - while visiting a doctor wear a mask/cloth to cover your mouth and nose
- > If you have any symptoms, please call State Helpline Number or Health Ministry 24\*7 helpline number +91-11-23978046 or email at [ncov2019@gmail.com](mailto:ncov2019@gmail.com)

### For further information :

Call at Ministry of Health, Govt. of India's 24\*7 control room number

**+91-11-2397 8046**

Email at **ncov2019@gmail.com**



Ministry of Health & Family Welfare  
Government of India

## नोवल कोरोना वायरस (COVID 19)



कोरोनावायरस कैसे फैलता है?  
वायरस तब फैलता है, जब



स्वास्थ्य सम्बन्धी जानकारी के लिए:

स्वास्थ्य एवं परिवार कल्याण मंत्रालय भारत सरकार के 24\*7 हेल्पलाइन नं.

+91-11-2397 8046 पर संपर्क करें

ई-मेल करें [ncov2019@gmail.com](mailto:ncov2019@gmail.com)



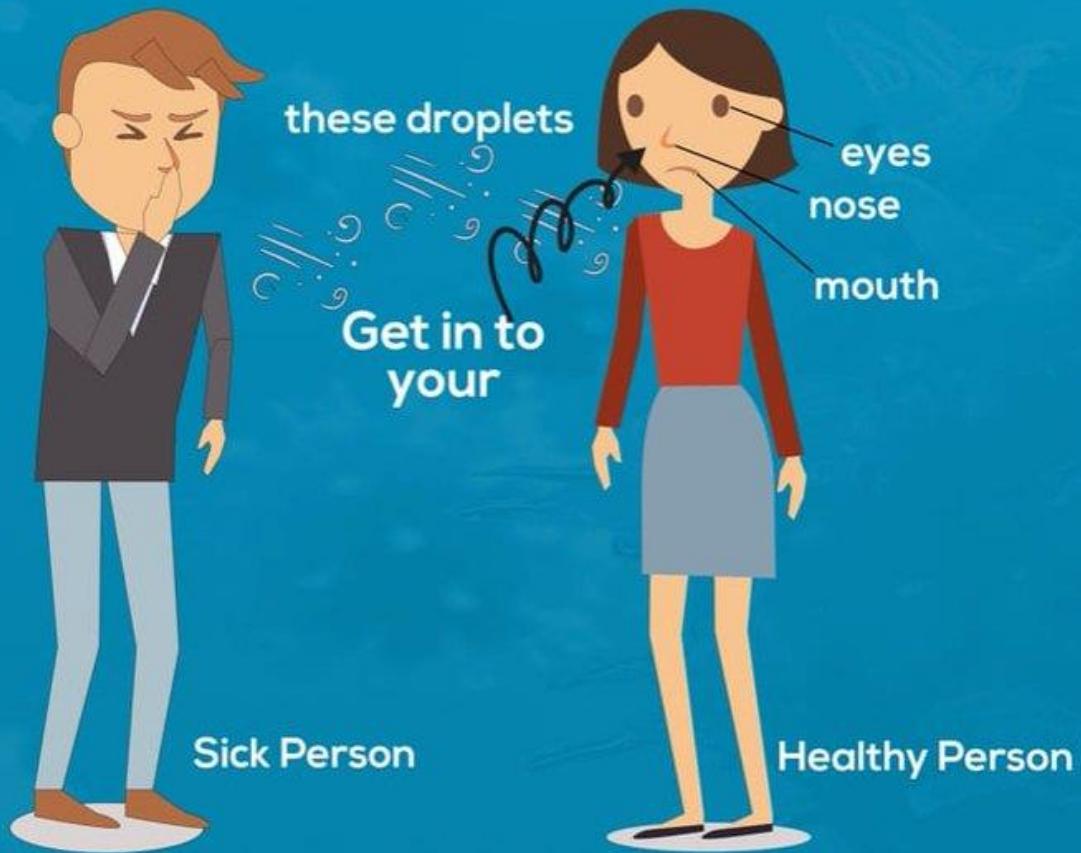
Ministry of Health & Family Welfare  
Government of India

## Novel Coronavirus (COVID 19)



Help us to  
help you

### How does a Coronavirus spread? The virus spreads when



#### For further information :

Call at Ministry of Health, Govt. of India's 24\*7 control room number

+91-11-2397 8046

Email at [ncov2019@gmail.com](mailto:ncov2019@gmail.com)

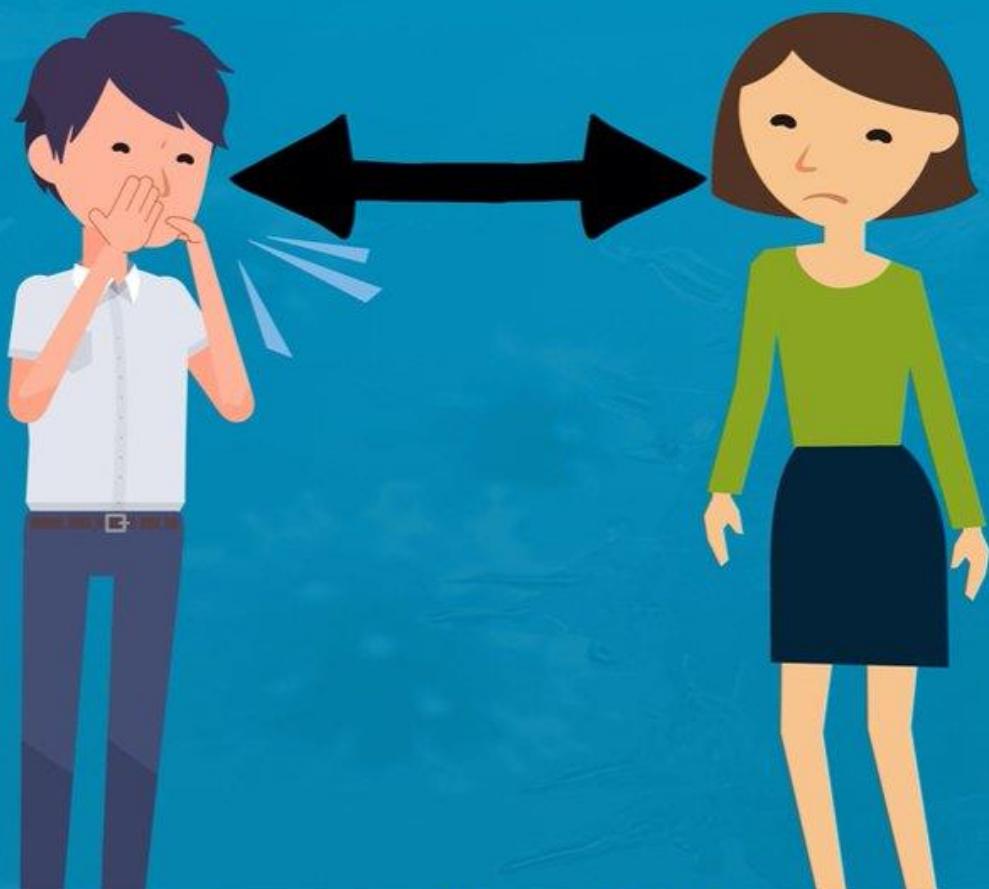


Ministry of Health & Family Welfare  
Government of India

## नोवल कोरोना वायरस (COVID 19)



खाँसते/छिंकते व्यक्तियों से कम से कम  
1 मीटर (3 फीट) की दूरी बनाए रखें



स्वास्थ्य सम्बन्धी जानकारी के लिए:

स्वास्थ्य एवं परिवार कल्याण मंत्रालय भारत सरकार के 24\*7 हेल्पलाइन नं.

+91-11-2397 8046 पर संपर्क करें

ई-मेल करें [ncov2019@gmail.com](mailto:ncov2019@gmail.com)

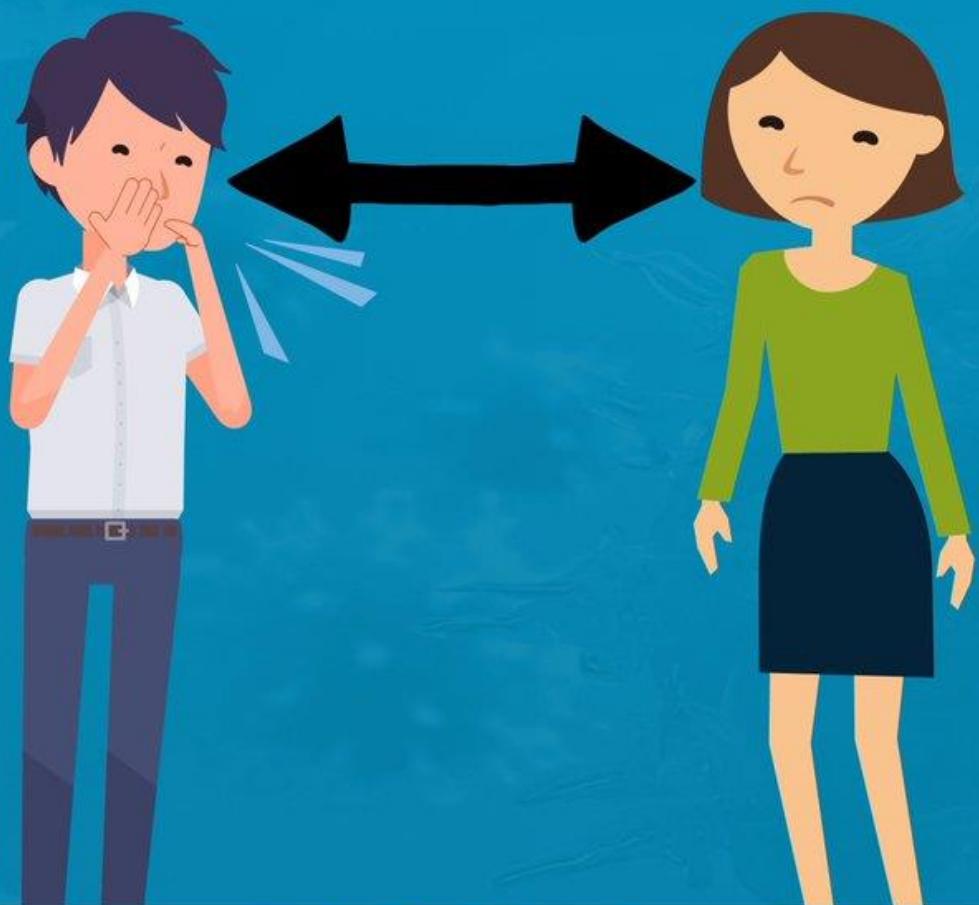


Ministry of Health & Family Welfare  
Government of India

## Novel Coronavirus (COVID 19)



Maintain at least 1 m (3 feet) distance between yourself and anyone who is coughing or sneezing



For further information :

Call at Ministry of Health, Govt. of India's 24\*7 control room number

+91-11-2397 8046

Email at [ncov2019@gmail.com](mailto:ncov2019@gmail.com)

# NOVEL CORONAVIRUS (COVID-19)



**Protect yourself and others!**  
**Follow these Do's and Don'ts**

## Do's



Practice frequent hand washing.  
Wash hands with soap and water or  
use alcohol based hand rub. Wash  
hands even if they are visibly clean



Cover your nose and mouth  
with handkerchief/tissue while  
sneezing and coughing



Throw used tissues  
into closed bins  
immediately after use



See a doctor if you feel unwell  
(fever, difficult breathing and  
cough). While visiting doctor wear  
a mask/cloth to cover your mouth  
and nose



If you have these signs/symptoms  
please call State helpline number  
or Ministry of Health & Family  
Welfare's 24\*7 helpline at  
011-23978046



Avoid participating  
in large gatherings



Have a close contact with  
anyone, if you're experiencing  
cough and fever



Touch your eyes, nose and  
mouth



**Don'ts **

Spit in public

**Together we can fight Coronavirus**

**For further information:**

Call at Ministry of Health, Govt. of India's 24\*7 control room number

**+91-11-2397 8046**

Email at **ncov2019@gmail.com**



स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
भारत सरकार



Help us to  
help you

# नोवल कोरोनावायरस (COVID-19)



— खुद रहें सुरक्षित, दूसरों को रखें सुरक्षित —  
क्या करें और क्या ना करें



बार-बार हाथ धोएं। जब आपके हाथ स्वास्थ रूप से गवे न हों, तब भी अपने हाथों को अल्कोहॉल - आधारित हैंड बॉश या साबुन और पानी से साफ करें



छाँकते और खांसते समय,  
अपना मुँह व नाक टिशू/रुमाल  
से ढकें



प्रयोग के तुरंत  
बाद टिशू को  
किसी बंद डिब्बे में  
फेंक दें



अगर आपको बुखार, खांसी और सांस लेने में कठिनाई है तो डॉक्टर से संपर्क करें। डॉक्टर से मिलने के दौरान अपने मुँह और नाक को ढंकने के लिए मास्क/कपड़े का प्रयोग करें



अगर आप में कोरोना वायरस के लक्षण हैं, तो कृपया राज्य हेल्पलाइन नंबर या स्वास्थ्य मंत्रालय की 24X7 हेल्पलाइन नंबर 011-23978046 पर कॉल करें



भीड़-माड़ वाली  
जगहों पर जाने से बचें



**✗** यदि आपको खांसी और बुखार का अनुभव हो रहा हो, तो किसी के साथ संपर्क में ना आयें



अपनी आंख, नाक या मुँह को ना छूयें



सार्वजनिक स्थानों  
पर ना थूकें

हम सब साथ मिलकर कोरोनावायरस से लड़ सकते हैं

अधिक जानकारी के लिए

स्वास्थ्य एवं परिवार कल्याण मंत्रालय भारत सरकार के 24X7 हेल्पलाइन नं.

+91-11-2397 8046 पर कॉल करें या

ई-मेल करें [ncov2019@gmail.com](mailto:ncov2019@gmail.com)

## Novel Coronavirus (COVID19)

# Protect yourself and others!



Help us to  
help you

## Follow these Do's and Don'ts

### Do's

- Observe good personal hygiene
- Practice frequent hand washing with soap
- Follow basic respiratory etiquette - cover your mouth while sneezing and coughing
- Wash your hands with soap and running water (when hands are visibly dirty)
- Clean your hands with alcohol-based hand rub or soap and water (when your hands are not visibly dirty)
- Throw used tissues into closed bins immediately after use
- See a doctor if you feel unwell - while visiting a doctor wear a mask/cloth to cover your mouth and nose
- If you have any symptoms, please call State Helpline Number or Health Ministry 24\*7 helpline number +91-11-23978046 or email at [ncov2019@gmail.com](mailto:ncov2019@gmail.com)

### Don'ts

- Have a close contact with anyone, if you're experiencing cough and fever
- Spit in public
- Contact with live animals or consumption of raw/undercooked meat
- Travel to farms, live animal markets or where animals are slaughtered

### For further information :

Call at Ministry of Health, Govt. of India's 24\*7 control room number

**+91-11-2397 8046**

Email at [ncov2019@gmail.com](mailto:ncov2019@gmail.com)



Ministry of Health & Family Welfare  
Government of India



Help us to  
help you

# NOVEL CORONAVIRUS (COVID-19)

— Protect yourself and others! —



## WHEN TO GET TESTED FOR COVID-19?

- You are **not required to get tested** for COVID-19 if you **do not have any symptoms** (Cough, fever or difficulty in breathing)
- If you have any of the above symptoms and have travelled to any of the COVID-19 affected countries including Italy, Iran, Republic of Korea, France, Spain, Germany, UAE etc or you are a contact of a laboratory confirmed positive case immediately call the State Helpline Number or Ministry of Health & Family Welfare, Government of India's **24x7 helpline 011-2397 8046**
- The helpline service will note down your contact details and contact you with the **testing protocols** of COVID-19
- If you qualify as a case for testing as per the protocol, you will be tested at a **Government approved lab only**.

- List of Government approved labs is available at <https://www.lcmr.nic.in/>
- Currently, **no private hospital/private laboratory** is authorized to test for COVID-19

Together we can fight Coronavirus

For further information call Ministry of Health & Family Welfare, Government of India's 24X7 control room number  
**+91-11-23978046** or email at **ncov2019@gmail.com**



— खुद रहें सुरक्षित, दूसरों को रखें सुरक्षित —

### क्या आपको COVID-19 की जांच की आवश्यकता है?

- यदि आपको खांसी, बुखार या सांस लेने में कठिनाई जैसे लक्षण नहीं हैं तो आपको COVID-19 की जांच करवाने की आवश्यकता नहीं है।
- यदि आपमें उपरोक्त लक्षण हैं और आपने इटली, ईरान, कोरिया गणराज्य, फ्रांस, स्पेन, जर्मनी, या संयुक्त अरब अमीरात, आदि किसी भी COVID-19 प्रभावित देश की यात्रा की है या आप प्रयोगशाला से प्रमाणित COVID-19 के किसी रोगी के संपर्क में आये हैं, तो तुरंत राज्य हेल्पलाइन नंबर या स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार की **24x7 हेल्पलाइन 011-2397 8046** पर सम्पर्क करें।
- हेल्पलाइन सेवा आपके संपर्क विवरणों को नोट करेगी और COVID-19 के परीक्षण प्रोटोकॉल के साथ आपसे संपर्क करेगी।
- प्रोटोकॉल के अनुसार यदि आपको जांच की आवश्यकता है तो आपकी जांच केवल सरकार द्वारा अनुमोदित प्रयोगशाला में की जायेगी।

- सरकार द्वारा अनुमोदित प्रयोगशालाओं की सूची <https://www.icmr.nic.in/> पर उपलब्ध है।
- वर्तमान में, COVID-19 के परीक्षण के लिए कोई भी निजी अस्पताल/निजी प्रयोगशाला अधिकृत नहीं है।

**हम सब साथ मिलकर कोरोनावायरस से लड़ सकते हैं**

अधिक जानकारी के लिए स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के 24X7 हेल्पलाइन नं.

**+91-11-23978046** पर कॉल करें या ई-मेल करें **ncov2019@gmail.com**

# कोरोना वायरस

## संक्रमण का खतरा घटाएं



हरियाणा सरकार

अफवाहों और आधारहीन सूचनाओं पर विश्वास न करें

कोरोना वायरस एक नई बीमारी है जो कि ग्राज कल चीन व अन्य देशों में फैल रही है और अन्य देशों को भी प्रभावित कर रही है। यह एक फलू जैसी बीमारी है।

### कोरोना वायरस के लक्षण

- खांसी
- बुखार
- सांस लेने में तकलीफ
- लक्षण पाये जाने पर लापरवाही न बरतें

### क्या करें

- अपनी व्यक्तिगत स्वच्छता पर ध्यान दें।
- साबुन से लगातार हाथ धोते रहें।
- छींकने और खांसने के दौरान अपना मुँह ढकें।
- जब आपके हाथ गदे दिखें, तब अपने हाथों को साबुन और बहते पानी से धोएं।
- जब आपके हाथ स्पष्ट रूप से गंदे न हों, तब भी अपने हाथों को अल्कोहल आधारित हॉड वॉश या साबुन और पानी से साफ करें।
- प्रयोग के तुरंत बाद टिशु को किसी बंद डिक्के में फेंक दें।
- अखरख महसूस होने पर डॉक्टर से मिलें।

यदि आप पिछले दिनों कोरोना वायरस से प्रभावित देश से लौटे हैं और आप में उपरोक्त लक्षण भौजूद हों, तो राष्ट्रीय हेल्पलाइन नं. 011-23978046 या राज्य की हेल्पलाइन नं. 85588-93911 पर या अपने नजदीकी स्वास्थ्य केन्द्र पर तुरंत सम्पर्क करें।



### क्या न करें

- यदि आपको खांसी और बुखार हो तो किसी के संपर्क में न आएं।
- सार्वजनिक स्थानों पर न थूकें।
- कच्चे अधिक सांस के सेवन से बचें।
- जानवरों के वध किये जाने वाले स्थलों पर न जाएं।



अगर खांसी, बुखार या सांस लेने में परेशानी हो तो तुरंत डॉक्टर से संपर्क करें।

# Reduce the Risk of Coronavirus Infection



Please do not believe on rumours and baseless information

Coronavirus is a new flu type disease, spreading in China and other countries

### SYMPTOMS OF CORONAVIRUS

- Cough
- Fever
- Shortness of Breath

Don't Neglect the Symptoms

### Do's

- Observe good personal hygiene
- Practice frequent hand washing with soap
- Follow basic respiratory etiquette - cover your mouth while sneezing and coughing
- Wash your hands with soap and running water (when hands are visibly dirty)
- Clean your hands with alcohol - based hand rub or soap and water (when your hands are not visibly dirty)
- Throw used tissues into closed bins immediately after use
- See a doctor if you feel unwell

### Don'ts

- Have a close contact with anyone, if you are experiencing cough and fever
- Spit in public
- Consume raw / undercooked meat
- Visit the places where animals are slaughtered



If you have come from one the Coronavirus affected country and have the above symptoms, call at  
National Helpline No. 011-23978046,  
State Helpline No. 8558893911 or  
report to nearest Government Health Centres



If you have cough, fever, or difficulty in breathing, contact a doctor immediately.

**HARYANA GOVERNMENT**

**HEALTH DEPARTMENT**

**Notification**

The 11<sup>th</sup> March, 2020

No. 46/4/2020-5HB-II- In exercise of the powers conferred under section 2, 3 & 4 of the Epidemic Disease Act, 1897, The Governor of Haryana is pleased to issue following regulations regarding COVID-19 (Corona Virus Disease 2019):

1. These regulations may be called ‘The Haryana Epidemic Disease, COVID-19 Regulations, 2020’.
2. “Epidemic Disease” in these regulations means COVID-19 (Corona Virus Disease 2019)
3. Authorized persons under this Act are Director Health Services, Director Medical Education and Research at State Level and Deputy Commissioner, Civil Surgeon, SDM and Senior Medical Officer in the Districts and officers as authorized by Department of Health Services.
4. All hospitals (Government & Private) should have Flu corners for screening of suspected cases of COVID-19.
5. All hospitals (Government & Private) during screening of such cases shall record the history of travel of the person if he/she travelled to any country or area where COVID-19 has been reported. In addition the history of coming in contact with a suspected or confirmed case of Covid-19 shall be recorded.
  - i. In case the person has any such history in last 14 days and the person is asymptomatic then the person must be kept in home quarantine for 14 days from the day of exposure.
  - ii. In case the person has any such history in last 14 days and the person is symptomatic as per case definition of COVID-19, person must be isolated in a hospital as per protocol and will be tested for COVID-19 as per protocol.
  - iii. Information of all such case should be given to office of Civil Surgeon of the district immediately.
6. No person /Institution/Organization will use any print or electronic media for information regarding COVID-19 without prior permission of Health Department, Haryana. This is to avoid spread of any rumour or unauthenticated information regarding COVID-19. In case, any person/Institution/Organization is found indulging in such activity, it will be treated as a punishable offence under these regulations.

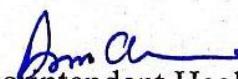
7. No private Laboratories have been authorized to take or test samples for COVID-19 in the State of Haryana. All such samples will be collected as per Guidelines of Govt. of India and these will be sent to designated labs by the District Nodal Officer appointed by Health Department, Haryana.
8. Any person with a history of travel in last 14 days to a country or area from where COVID-19 has been reported, must report to nearest Government Hospital or call at toll free helpline number 108 so that necessary measures if required may be intimated by Health Department.
9. All person with a history of travel to a country or area from where COVID-19 has been reported in last 14 days, but who do not have any symptoms of cough, fever, difficulty in breathing, should isolate themselves at home and cover their mouth and nose with a mask. Such persons must take precautions to avoid contact with any person including family members for 14 days from the date of arrival from such areas.
10. Authorized persons as per section 3 of these regulations are authorized under this Act to admit a person and isolate the person if required in case he/she has a history of visit to an area where COVID-19 is endemic and the concerned person is symptomatic.
11. If a suspected case of COVID-19 refuses admission or isolation, the officers authorized in section 3 of these regulations will have powers to forcefully admit and isolate such case for a period of 14 days from the onset of symptoms or till the reports of Lab tests are received, or such period as may be necessary.
12. If cases of COVID-19 are reported from a defined geographic area such as village, town, ward, colony, settlement, the District Administration of the concerned district shall have the right to implement following containment measures, but not limited to these, in order to prevent spread of the disease.
  - i. Sealing of the geographical area.
  - ii. Barring entry and exit of population from the containment area.
  - iii. Closure of schools, offices and banning public gatherings.
  - iv. Banning vehicular movement in the area.
  - v. Initiating active and passive surveillance of COVID-19 cases.
  - vi. Hospital isolation of all suspected cases.
  - vii. Designating any Government/ Building as containment unit for isolation of the cases.

- viii. Staff of all Government departments will be at disposal of district administration of the concerned area for discharging the duty of containment measures.
- ix. Any other measure as directed by Health Department Haryana.
13. District Disaster Management Committee headed by Deputy Commissioner is authorized for planning strategy regarding containment measures for COVID-19 in their respective Districts. The Deputy Commissioner may co-opt more officers from different departments for District Disaster Management Committee for this activity under these regulations.
14. **Penalty:** Any person/institution/organization found violating any provision of these regulations shall be deemed to have committed an offence punishable under section 188 of Indian Penal Code (45 of 1860). Additional Chief Secretary Health or Deputy Commissioner of a district may penalize any person/institution/organization if found violating provisions of these regulations or any further orders issued by Government under these regulations.
15. **Protection to person acting under Act:** No suit or legal proceedings shall lie against any person for anything done or intended to be done in good faith under this Act unless proved otherwise.
16. These regulations shall come into force immediately and shall remain valid for a period of one year from the date of publication of this notification.

RAJEEV ARORA  
Additional Chief Secretary to Government Haryana  
Health Department.

Endst. No. 46/4/2020-5HB-II      Dated, Chandigarh the 11.3.2020

A copy is forwarded to the Controller, Printing & Stationary, Haryana, Chandigarh with the request to publish this notification in the Extra Ordinary Gazette of Haryana Government and supply 100 copies of the same after publication.

  
Superintendent Health-II  
for Additional Chief Secretary to Govt. Haryana,  
Health Department.

Extract from Haryana Government Gazette, dated the 16th October, 2007 ]

**HARYANA GOVERNMENT**  
**REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

**Notification**

The 9th October, 2007

**No. 1576-ER-6-2007/15911.**—In exercise of the powers conferred by Sub-section (1) of Section 25 of the Disaster Management Act, 2005 (53 of 2005), the Governor of Haryana is hereby establishes District Disaster Management Authorities in all the Districts of Haryana consisting of the following members, namely :—

1. Deputy Commissioner of the District	Chairperson ex-officio
2. Chairman of Zila Parishad	Co-Chairperson
3. Additional Deputy Commissioner	Chief Executive Officer ex-officio
4. District Superintendent of Police (for Gurgaon District) Superintendent of Police/Deputy Commissioner of Police (Headquarter)	Member ex-officio
5. Chief Medical Officer	Member ex-officio
6. The Superintending Engineer PWD (B&R) concerned	Member
7. District Revenue and Disaster Management Officer	Member

2. The Headquarters of each District Disaster Management Authority will be at the headquarters of the District.

3. The District Disaster Management Authority shall meet at least once in a year, as and when required at such time and place as the Chairman of the Authority may think fit.

4. The objectives, powers and functions of the District Disaster Management Authority shall be as follows :—

- (1) The District Authority shall act as the district planning coordinating and implementing body for disaster management and take all measures for the purposes of disaster management in the district in accordance with the guidelines laid down by the National Disaster Management Authority and the Haryana State Disaster Management Authority .
- (2) Without prejudice to the generality of the provisions of sub-clause (1), the District Authority may—
  - (i) prepare a disaster management plan including district response plan for the district.
  - (ii) coordinate and monitor the implementation of the National Policy, Haryana State Disaster Management Policy, National Disaster Management Plan, Haryana Disaster Management Plan and District Disaster Management Plan;
  - (iii) ensure that the areas in the district vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the departments of the Haryana Government at the district level as well as by the local authorities;
  - (iv) ensure that the guidelines for prevention of disasters, mitigation of its effects, preparedness and response measures as laid down by the National Authority and the Haryana State Disaster Management Authority are followed by all departments of the Government at the district level and the local authorities in the district.
  - (v) give directions to different departments at the district level and local authorities to take such other measures for the prevention or mitigation of disasters as may be necessary;

- (vi) lay down guidelines for prevention of disaster management plans by the department of the Haryana Government at the districts level and local authorities in the district;
- (vii) monitor the implementation of disaster management plans prepared by the Departments of the Haryana Government at the district level;
- (viii) lay down guidelines to be followed by the Departments of the Haryana Government at the district level for purposes of integration of measures for prevention of disasters and mitigation in their development plans and projects and provide necessary technical assistance therefor;
- (ix) monitor the implementation of measures referred to in item No. (viii);
- (x) review the State of capabilities for responding to any disaster or threatening disaster situation in the district and give directions to the relevant departments or authorities at the district level for their up-gradation as may be necessary;
- (xi) review the preparedness measures and give directions to the concerned departments at the district level or other concerned authorities where necessary for bringing the preparedness measures to the levels required for responding effectively to any disaster threatening disaster situation;
- (xii) organize and coordinate specialized training programmes for different levels of officers, employees and voluntary rescue workers in the district by State Centre for Disaster Management Haryana;
- (xiii) facilitate community training and awareness programmes for prevention of disaster or mitigation with the support of local authorities, governmental and non-governmental organizations;
- (xiv) set up, maintain, review and upgrade the mechanism for early warnings and dissemination of proper information to public;
- (xv) prepare, review and update district level response plan and guidelines;
- (xvi) coordinate response to any threatening disaster situation or disaster;
- (xvii) ensure that the Departments of the Government at the district level and the local authorities prepare their response plans in accordance with the district response plan;
- (xviii) lay down guidelines for, or give direction to the concerned Department of the Government at the district level or any other authorities within the local limits of the district to take measures to respond effectively to any threatend situation or disaster;
- (xix) advise, assist and coordinate the activities of the Departments of the Government at the district level, statutory bodies and other governmental and non-governmental organizations in the district engaged in the disaster management;
- (xx) coordinate with, and give guidelines to, local authorities in the district to ensure that pre-disaster and post-disaster management activities in the district are carried out promptly and effectively;
- (xxi) provide necessary technical assistance or give advise to the local authorities in the district for carrying out their functions;
- (xxii) review development plans prepared by the Departments of the Government at the district level, statutory authorities or local authorities with a view to make necessary provisions therein for prevention of disaster or mitigation;
- (xxiii) examine the construction in any area in the district and, if it is of the opinion that the standards for the prevention of disaster or mitigation laid down for such construction is not being or has not been followed, may direct the concerned authority to take such action as may be necessary to secure compliance of such standards;

- (xxiv) identify buildings and places which could, in the event of any threatening disaster situation or disaster, be used as relief centres or camps and make arrangements for water supply and sanitation in such buildings or places;
- (xxv) establish stockpiles of relief and rescue materials or ensure preparedness to make such materials available at a short notice;
- (xxvi) provide information to the Haryana Disaster Management Authority relating to different aspects of disaster management;
- (xxvii) encourage the involvement of non-governmental organizations and voluntary social-welfare institutions working at the grassroots level in the district for disaster management;
- (xxviii) ensure communication systems are in order, and disaster management drills are carried out periodically;
- (xxix) perform such other functions as the Haryana Government or the Haryana Disaster Management Authority may assign to it or as it deems necessary for disaster management in the District.

5. The Chairperson of the District Authority shall, in addition to presiding over the meetings of the District Authority, exercise and discharge such powers and functions of the District Authority as the District Authority may delegate to him/her.

6. The Chairperson of the District Authority shall in the case of an emergency have power to exercise all or any of the powers of the District Authority but the exercise of such powers shall be subject to *ex-post-facto* ratification of the District Authority.

7. The District Authority or the Chairperson of the District Authority may, by general or special order, in writing, delegate such of its or his powers and functions, under clause 5 or 6 above, as the case may be, to the Chief Executive Officer of the District Authority, subject to such conditions and limitations, if any, as it or he deems fit.

8. The District Authority may, as and when it considers necessary, constitute one or more advisory committees and other committees for the efficient discharge of its functions.

9. The District Authority shall, from amongst its members, appoint the Chairperson of the Committee referred to under clause 8 above.

10. Any person associated as an expert with any committee or sub-committee constituted under clause 8 above, may be paid such allowances as may be prescribed by the State Government.

DHARAM VIR,  
Financial Commissioner and Principal Secretary to Government  
Haryana, Revenue and Disaster Management Department.