State COVID-19 Control Room

To

All the Deputy Commissioners in the State of Punjab.

No.SCCR/2020/ 313
Date, Chandigarh, 03-07-2020

Subject: **Standard Operating Procedure for management of inward movement of persons to Punjab by all means of Transport i.e. Air, Rail and by Road.**

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This issues as a complete collage of instructions for people coming into Punjab (International as well as Domestic) by all means of Transport i.e. Air, Rail and by Road.

1.0 Inward Movement By Road- Bus, Truck, Car, Two-Wheeler,Cycle,Cart, on Foot etc.

1.1 DCs/CPs/SSPs of each district bordering other states will ensure that Border Check Posts (BCPs) are designated and set up at each important road entry pointsin thedistrict. Roads without BCPs shall be sealed.

1.2 Each BCP shall be operated 24 hours daily with teams stationed at BCPs consisting of personnel from Police Department, Health Department, Data Entry Operators, trained personnel for facilitating downloading of COVA App. The constitution and number of teams may vary depending upon the volume of traffic at BCPs.

1.3 Theteams stationed at BCPs should have a mobile phone with COVA uploaded on it. The team shall ensure the following:

a. Parking of vehicles

i. After stopping the vehicles, the station of departure/destination of the vehicle be asked.

ii. In case the vehicle is only to pass through Punjab for another state like J&K, Haryana, HP, Rajasthan etc. & the vehicle as an e-registration slip then it be allowed to pass & if it does not have an e-registration slip then vehicle number & contact number of its driver be noted & vehicle be allowed to pass.

iii. All Goods vehicles and inbound vehicles in transit to other States with proof of the Destination e.g. Bill of Transport shall be allowed to pass without restriction.

iv. In case the destination point of the vehicle is any part of Punjab, such vehicles shall be parked at designated spots to avoid crowding and to follow the principle of 'First Come First Serve'.Staggered stoppages from BCPs may be set up keeping in

view the volume of traffic.

b. Alighting of passengers and Queue Management

Only such number of passengers shall be requested to alight from their vehicles, who can be accommodated in a lane/queue with paint marks as per social distancing protocol. These passengers shall be escorted from their vehicles to lanes/queues and then to different counters- Screening counter, COVA download facilitation counter, Data Capturing Counter in same sequence.

c. Screening Counter

Each person will undergo screening as per health protocol.After screening, **Asymptomatic** persons shall move to following counters:-

d. CoVA Download Facilitation Counter

Personnel at the counter will facilitate downloading of COVA App on smart mobile phones of all such persons.

e. Data Capturing Counter

i. After downloading of COVA App, information of each such person would be entered using "Employee Section" of the COVA App.

ii. In case of persons having the COVA App and self-generated e-registration on their mobile phones, they will be screened &allowed to pass without any other formality.In case e-registration sliphas been downloaded& pasted on vehicle by the incoming passengers than the team at BCP will simply scan on its mobile, the QR code of the pasted e-registration slip & let the vehicle pass without any other formality except screening of all passengers sitting in it.

iii. The incoming vehicles (transit or Punjab bound) shall have the facility to generate an e-registration print by logging on to https://cova.punjab.gov.in/registration.

iv. In case any inbound person does not have a smart phone & is unable to download/ activate COVA App for any reason then his/her mobile number (or if he/she does not have a mobile phone, then mobile number of his family member) should be noted and his/her details be filled by personnel concerned in the "Employee section" of COVA App.

During screening, persons found to be **symptomatic** or **suspect** or **high risk** case

v. Such persons shall also follow the same steps as mentioned above but separate counters/facilities will be set up for them so as to prevent the spread of COVID-19. Such persons will be shifted to

district health facility of their destination districts for testing through dedicated ambulances parked at BCPs. If tested positive, such person will be treated as per health protocol (mentioned in Para 5.0 below). If tested negative at health facility, they will be allowed to go home after submitting an undertaking(copy enclosed) for home quarantine for 14 days and updating their health status on "Self-Monitoring" module of COVA app daily .They must report to the nearest health facility(on phone no:104) in case of development of any symptoms of COVID-19.

(Note:-Till the result of the test comes, the person shall remain in the health facility.)

vi. In case of such symptomatic/suspect case, private/public vehicles of such persons shall be sanitized by the sanitizing team stationed at BCPs.

1.4 Each team member deputed at BCPs shall be assigned a defined task for role clarity and responsibility.Maximum number of pro bono volunteers shall be engaged for manning such BCPs particularly for parking management, queue management, escorting passengers from vehicles to various counters.

1.5 District authorities shall make arrangements for drinking water facilities and temporary public conveniences at BCPs on National/State Highways.

1.6 Officer in charge (OIC) at BCP

a. OIC shall be responsible for safe departure of passengers after completing all formalities.

b. OIC shall maintain important document file containing the duty roster of all teams stationed at BCP and shall keep contact numbers of the civil/police officers concerned of districts.

2.0 Inward Movement by Trains:

2.1 Railway Station Check Posts (RCPs) shall be established with teams as mentioned in Para 1.2 above. These teams are to be stationed as per the schedule of incoming trains which have stoppages at the station. These teams shall ensure the following:-

a. Each person shall undergo screening as per health protocol.

b. Though the Railways are providing prior intimation to passengers about the Quarantine requirements in the state and about the necessity of downloading COVA App, before boarding for their destination in Punjab, personnel concerned shall facilitate downloading of COVA App on smart mobile phones and shall follow steps as mentioned in Para 1.3 (d) & 1.3(e) (i)(ii),(iii) above.

c. In case any inbound person does not have a smart phone or is unable to download/ activate COVA App for any reason or is unable to generate e-registration slip, then after showing a valid ID proof (Aadhaar Card/Driving License/Voting Card/any other ID proof issued by Govt.), he/she shall submit a self-declaration to the team deputed at RCP and

given details shall be filled by personnel concerned in the "Employee section" of COVA App.

d. Passengers found to be **symptomatic** or **suspect** or **high risk** during screening shall also follow the same steps as mentioned above but separate counters/facilities will be set up for them so as to prevent the spread of COVID-19. Such persons will be shifted to respective district health facility for testing through dedicated ambulances parked at RCPs. Similar health protocol will be followed after testing results as mentioned in Para 1.3(e)(v) above.

2.2 Passengers who have a return ticket scheduled before the completion of duration of home quarantine shall be allowed to return only if asymptomatic.

2.3 As the Railways also e-mail the list of passengers de-boarding at respective railway stations to all the concerned DCs on daily basis, respective DCs shall ensure that these passengers are quarantined as per govt. instructions. District nodal officer designated for this purpose shall ensure that this data is uploaded on COVA portal also.

3.0 <u>Incoming Air Passengers</u>

3.1 Airport Check Posts (ACPs) shall be set up with teams as mentioned in Para 1.2 above at Amritsar, Mohali and other domestic Airports. These teams are to be stationed as per the schedule of incoming flights- International and Domestic. These teams shall ensure the following:-

a. Each international passenger shall handover self declaration form having personal and health details to the team stationed. All international travelers landing straight at these airports shall deposit their passports to the personnel concerned and these passports will be delivered to respective DCs within two days.

b. Each passenger shall undergo screening as per health protocol.

c. Though the Airlines are providing prior intimation to passengers about the Quarantine requirements in the state and about the necessity of downloading COVA App, before boarding for their destination in Punjab, personnel concerned shall facilitate downloading of COVA App on smart mobile phones and shall follow steps as mentioned in Para 1.3 (d) & 1.3(e) (i)(ii)(iii)(iv) above.

d. In case of Airlines providing details of passengers beforehand for COVA registration (for Domestic/International flights) with DCs of Districts where flight is landing, such data shall be entered in "Employee Section" of COVA App or on COVA Portal by concerned district before arrival. If after arrival of the flight, some passenger(s) does not turn up, then on "Manage Traveler" section of COVA Portal comment to this effect may be recorded. Respective DCs shall ensure that these passengers are quarantined as per instructions.

During screening, passengers found to be **symptomatic** or **suspect** or

high risk case:-

e. Such persons shall also follow the same steps as mentioned in Para 3.1(c)(d) above but separate counters/facilities will be set up for them so as to prevent the spread of COVID-19. Such persons will be shifted to respective district health facility for testing through dedicated ambulances parked at ACPs. If tested positive, such persons will be treated as per health protocol (mentioned in Para 5.0 below). Passengers tested negative at health facility, will be taken into Institutional quarantine (Govt/Hotel quarantine) on payment basis and will be re-tested on the 5th day (RT-PCR samples for COVID testing to be sent). If tested negative, they shall be allowed to go home after completion of 7 days of institutional quarantine and will be advised for home quarantine for another 7 days (a written undertaking in this regard shall be submitted to health officials and district administration) and must report to the nearest health facility (on phone no: 104) in case of development of any symptoms of COVID-19. If tested positive, they shall be shifted to Government isolation facility and treated as per health protocol(mentioned in Para 5.0 below).

f. Deputy Commissioners concerned will return the passports under receipt to persons on completion of quarantine period.

Domestic Passengers

a. Each passenger shall follow the steps mentioned in Para 3.1(b)(c)(d)

b. During screening, passengers found to be **symptomatic** or **suspect** or **high risk** case, such persons shall also follow the same steps as mentioned in Para 3.1(c)(d) above but separate counters/facilities will be set up for them so as to prevent the spread of COVID-19. Such persons will be shifted to respective district health facility for testing through dedicated ambulances parked at ACPs. If tested positive, such persons will be treated as per health protocol(mentioned in Para 5.0 below). Passengers tested negative at health facility, they will be allowed to go home after submitting an undertaking (copy enclosed) for home quarantine for 14 days and uploading their health status on self-monitoring COVA app daily. They must report to the nearest health facility (on phone no: 104) in case of development of any symptoms of COVID-19.

(Note:- Passengers who have a return ticket scheduled before the completion of duration of home quarantine shall be allowed to return only if asymptomatic.)

4.0 <u>Frequent Interstate Travelers (FIT)</u>

a. Frequent interstate travelers who need to move outside Punjab, such as MP/MLA, salespersons, transporters, doctors, journalists, executives, engineers, traders, consultants etc need not be home quarantined.

b. Such persons shall have auto generated e-registration on COVA App for frequent/multiple entry/exit to/from Punjab on submission ofan undertaking for self monitoring of their health status to DCs/SDMs concerned. The details of such persons shall be filled by personnel concerned in the "Employee Section" of COVA App.

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c. All such persons must download COVA App which should remain active.

d. Persons residing in Punjab and persons residing in border districts of neighboring states of Haryana, Himachal Pradesh, Rajasthan, Jammu & Kashmir, Chandigarh who frequently travel to/ from Punjab would be entitled to downloading e-registration slip.

5.0 Health Protocol

a. RT-PCR samples as per ICMR criteria of all suspected cases will be taken for COVID testing.

b. Those who test positive & asymptomatic, provided they are less than 60 years of age or do not have any co-morbidity will be kept in COVID-Care centres.However mild symptomatic/asymptomatic persons testing positive for COVID-19 shall be offered home isolation provided that they meet the eligibility criteria and district administrationverifies availability of space and other requirements for home isolation as mentioned in letter No IDSP/NHM/Pb/20/6482-6525,dated 12th June, 2020 issued by DoHFW.

c. Those who test positive and need medical supervision (either due to severity of symptoms or any associated co-morbidity or of above 60 years of age)will be shifted to Level II or Level III facility depending on their medical condition.

d. All such persons may be discharged as per revised discharge policy of Health Department issued from time to time.

6.0 Enforcement of Quarantine

6.1 All incoming passengers- By air/road/train shall strictly observe quarantine protocol.The District authorities shall inform each such person about their being under surveillance by geo-fencing.

6.2 For effective monitoring and checking of persons under quarantine

a. Sufficient number of Flying Squad Teams andRRTs to be constituted in each district.

b. Teams formed by DCs shall paste quarantine poster on each house having quarantined person with dates (starting/ending quarantine period) written on it within 24 hours of the arrival of the person in the State. These posters cannot be removed before the end date indicated and criminal proceedings shall be initiated against anyone removing these posters. Updated lists of quarantined persons in the district would be shared Thana wise with RRTs and Flying Squadson daily basis by the district authorities.

c. These teams will conduct surprise visits to check observance of quarantine protocols by these persons and shall submit the report on "Employee Section" of COVA App namedas "Quarantine Inspection".Health screening is to be done as per protocol and other instructions of Health Department are to be followed.

d. Each quarantined person would be directed to call daily once at 112 &

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inform that he is under effective quarantine.

6.3 Secretary, Governance Reforms shall share quarantine breach data daily with DCs/Sector officers (via COVA Portal/Email) and immediate swift action shall be taken in case of violations and action taken be uploaded on the COVA portal.

6.4 DCs shall engage local print/electronic media to educate and guide Sarpanches, Municipal counselors, RWAs, general public particularly neighbors of person under quarantine on the following:

a. Person under Home Quarantine is not a threat and has been put under Home Quarantine only as a measure of abundant precaution and prevention against the spread ofCOVID-19.
b. To extend assistance for ensuring home delivery of supplies to the main gate of the home under quarantine – taking all necessary precautions.
c. To post any unreported inward movement of a person in one's locality, on COVA App under "Report Inter-state Traveler" or inform the District Authorities/Police Station.
d. To inform the Control Room/ Area PS/ RRT, in case of breach of Home Quarantine

6.5 Any person violating home quarantineprotocol shall be criminally liable under S/269, 270 and 188 of the IPC besides relevant provisions of Epidemic Diseases Act 1897 and NDMA. The visitors to residence of person under home quarantine shall also be liable for criminal action.

(Note:- Advisory on home quarantine of returnees from within the country was issued vide letter No MD/MHM/2020/3322(R)-3326(R), dated 8th May,2020 by DoHFW)

6.6 Since in many cases COVA will be uploaded on mobiles of incoming persons at a location different from the one where they will undertake home quarantine hence the teams located at each check post will be told to inform every incoming passenger to press option of " Mark home Location" on the app after reaching home so that false quarantine breach does not get reported .

7.0 **Data Monitoring**

The data captured shall be the source data of all incoming passengers entering into Punjab. In this regard, Nodal Officers (for COVA App/Portal) designated in all the Districts will check this data on daily basis and follow-up the details of persons moved in the district. DCs shall ensure that a nodal officer (with assistance of GR representative) monitors this data on the COVA App/Portal every day.

8.0 Deployment of Staff

DCs shall ensure deployment of sufficient number of Nodal officers and supporting staff at District leveland sufficient number of staff for teams managingBCPs, RCPs, ACPs and for surveillance teams, Flying Squads, RRTs. The administrative departments shall not request respective DCs for

exemption/ withdrawal of these officers from these COVID-19related. In case of urgent need, the request for exemption be made preferably with replacement. The decision of Deputy Commissioner will be final.

9.0 **Practical Amendments:-**DCs shall request Head Control Room for making such practical amendments in these instructions as the ground situation may so warrant, once these instructions are implemented.

10.0 The arrangements detailed in these instructions should be made from existing resources & additional expenses for hiring CCTV Cameras/HR etc. SHOULD NOT BE MADE.

11.0 Daily Progress Reports

a. Annexure 1 - Includes the complete Process/workflow to be used by Nodal Officers in "Employee section" of Cova App covering the entire data capturing process of Incoming traveler in the Punjab State through all modes (Road, Rail and Air). It also details registration options available to Inbound persons.

b. Annexure 2 - Includes the format of Reports prepared by COVA Team at Department of Governance Reforms highlighting the District wise progress on Active Home Quarantine, COVA App Installation, Home Quarantine vs COVA App Installation of Incoming Travelers (Road, Rail, Air) and Geo Fencing Breaches.

c. Annexure 3 - Includes the format of the report to be prepared by all the Deputy Commissioners and send to State Covid19 Control Room every Friday on email id sccrmail2@gmail.com.

d. Rest of the annexures are declarations/undertakings etc.

Head, SCCR –cum- Secretary
Employment Generation & Training, Punjab

No.SCCR/2020/ 315 **Date, Chandigarh,**

Copy is forwarded to following for kind information:

1. Chief Principal Secretary to CM,Punjab.
2. Chief Secretary, Government ofPunjab.
3. Director General of Police,Punjab.
4. ACS Health to the Govt. of Punjab
5. PSCM Punjab
6. Secretary,PWD.
7. Secretary, NRIAffairs.

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8. Secretary Governance Reforms to the Government of Punjab

9. All the CPs/SSPs in the state ofPunjab.

10. Director, Information and Public Relations,Punjab with request to give maximum publicity to the issue that for entering Punjab people must download COVA &must paste/downloade- registration slip on their vehicle /mobile or they must register themselves on portalhttps://cova.punjab.gov.in/registration& paste/download e-registration slip on their vehicle/mobile. DIPR is also requested to publicize the Advisory issued for Inbound persons by State Control Room Punjab

Head, SCCR –cum- Secretary
Employment Generation & Training, Punjab

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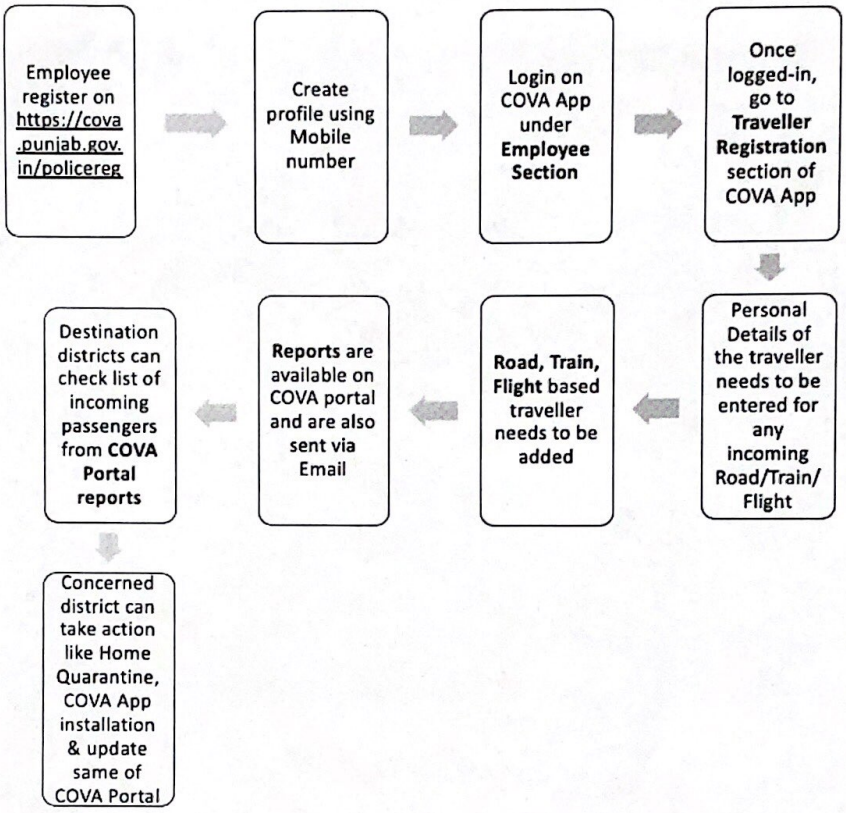
Annexure 1

Flow 1: Process flow of Traveler Registration on Employee Section



Flow 2:- For incoming vehicles

OPTION I	OPTION II	OPTION III
Persons coming by road to download COVA app and generate e-registration slip and paste it onwindscreen or keep it in their mobile as the case may be	Persons coming by road logs on to https://cova.punjab.gov.in/registration&generates e-registration slip and pastes it on windscreen or keeps it in their mobile as the case may be	Flow 1 process given above is allowed.

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Annexure 2

Report 1: Home Quarantine & Cova App Installation Count

District Wise App Installation(Home Quarantine Citizens)				
Sr No	District Name	Total Home Quarantine	Mobile App Installed by	% of Home Quarantine with cova App installed

Report 2: Incoming Punjabi travelers& their Home Quarantine Status

District Wise Incoming Punjabi Travelers& their Home Quarantine / Cova App Installation Status							
Sr. No.	District Name	Incoming Migrants Count	Home Quarantine Count	Percentage of Incoming Punjabis Home Quarantined (%)	COVA App Installed Count	GPS/ Bluetooth Shared Count	Last Day incoming passengers

Report 3: District wise Geo Fencing Breaches Report

Geo fencing Breaches District Wise Action Taken Report						
S.No	District	Geo fencing breaches by Home Quarantine Citizens (HQ by District Administration)	Action Pending (No.)	Geo fencing breaches by Self Quarantine Citizens (as Registered on COVAMobile App)	Action Pending (No.)	Total Pendency Percentage

Report 4: Incoming Foreign Travelers& their Home Quarantine Report

District Wise Incoming Foreign Traveler Report						
Sr. No.	District Name	Total Traveler Count	Home Quarantine Status update pending	Total Cova App Installation Count	COVA App Installed Count	Percentage of Cova App Installation

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Annexure 3

ATR PROFORMA

DISTRICT:
DATE:

	Question for ATR	Answer	Remarks
1.	In case your district is bordering other state(s), if a check post/Naka is set up at each inter-state point.		
2.	If YES in case of para-1, please mention number of check posts/nakas set up for your district.		
3.	Number of designated entry points for entry into State via your district.		
4.	Number of teams at inter-state/district check points for recording details of all the inbound persons.		
5.	If teams at check posts are working 24*7, round the clock		
6.	If Nodal officer for COVA app/portal has been deputed in your district (give details).		
7.	If wide publicity/press notes release is being done by district administration for installation of COVA app and self-generated e- registration or entry on portal and downloading e- registration slip beforehand necessary pre-requisites to enter into State of Punjab.		
8.	If sufficient number of teams have been deployed under nodal officer for managing incoming passengers at railway stations, • If YES, mention details of nodal officer and number of teams.		
9.	If sufficient number of teams have been deployed under nodal officer for managing incoming passengers at airports, • If YES, mention details of nodal officer and number of teams.		
10.	If sufficient number of teams have been deployed under nodal officer for managing incoming passengers at bus stands, • If YES, mention details of nodal officer and number of teams.		
11.	If Protocol for quarantine (Home/Hotel/Institutional quarantine), in case of domestic as well as international inbound persons is being ensured as per the guidelines issued by Department of Health and Family Welfare, Punjab.		
12.	Total number of persons moved inward in the district by all modes of transportation. (Road+Rail+Air give specific figures)		
13.	Total number of persons in home quarantine currently in district.		

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14.	If Sector Officers, with their Surveillance teams as well as RRTs, are active in your district.		
15.	If quarantine poster has been posted outside each concerned house, • If YES, mention number of posters pasted outside houses.		
16.	If needful legal action is being initiated against those breaching quarantine, • If YES, number of breaches and action taken may be mentioned.		
17.	If all the relevant data is being uploaded at the COVA app as well as COVA portal by the district.		

Annexure 4

1. I.....S/W of ..... resident of ..... contact No. ..... being diagnosed as a confirmed case of COVID-19, do hereby voluntarily undertake to maintain strict self-isolation at all times for the prescribed period. During this period I shall monitor my health and those around me and interact with the assigned surveillance team with the call center 104, in case I suffer from any deteriorating symptoms of my close family contacts develops any symptoms consistent with COVID-19.
2. I have facilities for home isolation as per the guidelines and the same can be verified by the officials for confirmation.
3. I have been explained in detail about the precautions that I need to follow while I am under self-isolation.
4. I have active COVA app https://play.google.com/store.apps.details?id=in.gov.punjab.cova&en_in on my phone and I assure that it will remain active throughout the period of isolation (through Bluetooth and Wi-Fi)
5. I am liable to be acted on under section 188 of IPC as per provision of "The Epidemic Diseases Act 1897) for any non-adherences to self-isolation protocol.
6. I have submitted a copy of my ..... as ID proof any my care taker's ..... as ID proof.

Signature of Patient ..... Signature of Care Taker.....

Date..... Date.....

Place..... Place.....

Annexure 5

To,

The Nodal Officer,
Govt. of Punjab,
Helpdesk, Airport
(Delhi/ Amritsar/ Mohali)

Subject: Request for transfer to District in Punjab from the Airport.

I arrived by flight no. _____ on date _____ from _____. I have beenquarantined at _____ since date_____. My Passport No.is _____ issued on_____ from _____.

I want to go to my home district _____ in Punjab. I am ready to bear all expenses fortravel to _____. Also, I will be bearing my expenses for mandatory intuitional quarantineat_____(In case of Hotel quarantine facility).

I am aware of Govt. of Punjab and Govt. of India guidelines and provisions of section 144 ofCr. PC,Epidemic Act, Disaster Management and I am bound to obey them in entirety.

Name:

Father's name:

Vehicle Registration No. being used for movement:

Total Number of Vehicles being used for movement:

Complete Address:

Address on Passport:

Mobile No.:

Annexure 6

State Covid 19 control Room Punjab

(Number 314 /Dated 03.07.2020)

Advisory for the incoming persons to the State of Punjab

1.0 In view of rising cases of Covid-19, the State of Punjab issues the following advisory for all inbound persons traveling to the State of Punjab.

2.0 This advisory will be applicable from 7-7-2020.

3.0 Any person whether major or minor coming to Punjab via any mode i.e Road, rail or air shall henceforth, and till further orders, be medically screened when he/she enters Punjab and will be required to e-register himself/herself through any of the following means before starting his/her journey to Punjab:

3.1 By uploading COVA app on his/her mobile phone & then registering himself/herself& each member of his/her family travelling with him/her& then would download this e-registration slip & paste it on the windscreen of his/her vehicle if travelling by personal vehicle through road or carry it with him/her on mobile if travelling in public transport or travelling by rail/ air.

OR

3.2 By logging on to portalhttps://cova.punjab.gov.in/registration & then e-registering all members of his/her family travelling with him/her to Punjab & then following the same process as given in para (3.1) above.

4.0 In case any inbound traveler does not undertake the step detailed in paras 3.0 to 3.2 above, then he/shewould be asked at border, rail, airport check post while entering Punjab to cooperate with the team of the Punjab Government who would undertake the data capturing process there at the spot itself. Since such process may take a lot of time hence for their convenience, the Inbound people are requested to follow the instructions of paras 3.0 to 3.2.

5.0 Except for frequent travelers, all inbound persons after reaching Punjab will have to undertake a self-quarantine of 14 days & during this period they will have to update their health status daily on COVA app OR would have to call 112 daily. In case they feel they are developing any symptoms of COVID-19, they will have to immediately call 104. For International Travelers, the quarantine would be institutional for first 7 days & home for the next 7 days.

6.0 Any violation of these instructions will make violators liable for penal action.

Head
State COVID-19 Control Room

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