



GOVERNMENT OF ODISHA
DEPARTMENT OF SPORTS & YOUTH SERVICES

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No: SYS-CC-MISC-0001-2020 3882 /SYS , Bhubaneswar dated the 02.06.2020

NOTIFICATION

Keeping in view of the situation of COVID-19 pandemic, the Sports & Youth Services Department hereby issues Standard Operating Procedure for trainees & staff at different Sports Complex/ Sports Hostels/ GIHs across Odisha in performing the sports activities associated with different categories of sports as per the S.O.P. (on resumption of sports activities) attached herewith with immediate effect until issue of further guidelines. This will override the previous guidelines issued vided No. 3380/ SYS dated 21.5.2020.

By order of
Commissioner-cum Secretary


26/6/2020
Deputy Secretary

Memo No: SYS-CC-MISC-0001-2020 3883 /SYS, Bhubaneswar dated the 02.06.2020
Copy submitted to the Director I & PR Department for kind information and necessary action.


26/6/2020
Deputy Secretary

Memo No: SYS-CC-MISC-0001-2020 3884 /SYS, Bhubaneswar dated the 02.06.2020
Copy forwarded to Administrator, Kalinga Stadium, Bhubaneswar/ Officer in charge Kalinga Stadium, Bhubaneswar/ In charge B.P. Swimming Pool/ In-charge of J.N.I.S. Cuttack/ In-charges of GIH / All District Sports Officers/ All Coach in charges of Sports Hostels/ All Sections of this Departments/ I.T. Section (to publish in department website) for information and necessary action.


26/6/2020
Deputy Secretary

Memo No: SYS-CC-MISC-0001-2020 3885 /SYS, Bhubaneswar dated the 02.06.2020
Copy forwarded to all Deputy Secretary/ Under Secretary/ Sr. Coach, Technical Cell, Sports & Youth Services Department for information and necessary action


26/6/2020
Deputy Secretary



Sports and Youth Services Department, Odisha
Standard Operating Procedure for Sports Activities

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Introduction

The COVID-19 pandemic has sent shockwaves around the globe, leading to public health emergency that has killed thousands and plunged the global economy into what the International Monetary Fund describes as one of the biggest economic downturns since the Great Economic Depression. COVID-19 has also upended the sporting calendar, with professional leagues everywhere suspending their activities and the Olympic Games being pushed by a year.

Given the emerging challenges, the world must think of exploring new ways of thinking, finding innovative ways to resume training, including cyber training while ensuring that protection of athletes, coaches and management staff remains a paramount concern.

It is true that in the grand scheme of things with life at stake, sports may not seem like the most pressing issues. However, in this current dark reality, sports doesn't matter, but it does. Why?

Tom Fordyce writing in the *BBC.com* said, "Because sports order our lives in many ways – from the element of exhilaration that comes from watching a team compete to the structure and order imposed by seasons and schedules. Sports makes sense, most of the time. There are precedents and organizations and timelines. You do this and this happens. You start here and you end there. None of which feels true in the path of a pandemic that has accelerated across old borders. And so sports becomes our prism for trying to understand what that is and what it means."

Sports is a collective therapy for the society and it is a powerful resources of solidarity and ingenuity. While dealing with the COVID-19 pandemic is undoubtedly the overarching objective of the society collectively, encouraging sports through cautious and innovative steps will help to enrich the lives of the people.

The Government of India's Department of Sports and Youth Affairs issued a Standard Operating Procedures for getting Sports Authorities of India's (SAI) Training Centers and National Centre of Excellence ready after COVID-19 lockdown. Odisha's Department of Sports and Youth Services (DSYS) will seek to implement the SOP issued by the central government with context to its local ground realities for getting its Sports Hostels and Sports Facilities ready after the lockdown.

DSYS shall offer a training environment with best possible protection against infection. The precautionary measures and protocols mentioned in this SOP are based on best practices, but in no way could guarantee the complete elimination of risks posed by COVID-19 pandemic.

2. Principles for the resumption of sport and recreation activities

- Resumption of sport and recreation activities should not compromise the health of individuals or the community.
- Resumption of sport and recreation activities will be based on objective health information to ensure they are conducted safely and do not risk increased COVID-19 local transmission rates

- All decisions about resumption of sport and recreation activities must take place with careful reference to these National Principles following close consultation with Local Public Health Authorities
- All individuals who participate in, and contribute to, sport and recreation will be considered in resumption plans, including those at the high performance/professional level, those at the community competitive level, and those who wish to enjoy passive (non-contact) individual sports and recreation
- Resumption of other sporting activity should take place in a staged fashion with an initial phase of small group (<10) activities in a non-contact fashion, prior to moving on to a subsequent phase of large group (>10) activities including full contact training/competition in sport. Individual jurisdictions will determine progression through these phases, taking account of local epidemiology, risk mitigation strategies and public health capability
- The age of the athletes shall be between 12 years to 60 years and they will be allowed to train and use the facilities as per protocol. Priority will be given to elite athletes who are preparing for international competitions.
- At all times sport and recreation organizations must respond to the directives of Public Health Authorities. Localized outbreaks may require sporting organizations to again restrict activity and those organizations must be ready to respond accordingly. The detection of a positive COVID-19 case in a sporting or recreation club or organization will result in a standard public health response, which could include quarantine of a whole team or large group, and close contacts, for the required period.

3. Scope and Coverage in Odisha

This SOP applies to all DSYS Training Centers, Sports Hostels and Sports Facilities across Odisha wherein athletes may undertake training. Resumption of training shall be allowed in a phased manner as per government guidelines.

This SOP covers all stakeholders active at the training centers, sports hostels, and sports facilities, including:

- All athletes
- All technical and non-technical support staff
- All DSYS administrative staff
- All hostels and facility management staff
- All parents/ guardians to the training center/sports hostel/facility

A nation-wide lockdown had been announced from March 25, 2020, under which there were complete restrictions on movement of individuals. Thus, people were stranded at their immediate location resulting in creation of various scenarios with respect to the status of athletes and staff during lockdown. A concerted effort has been made to ensure all possible scenarios are covered under the ambit of this SOP.

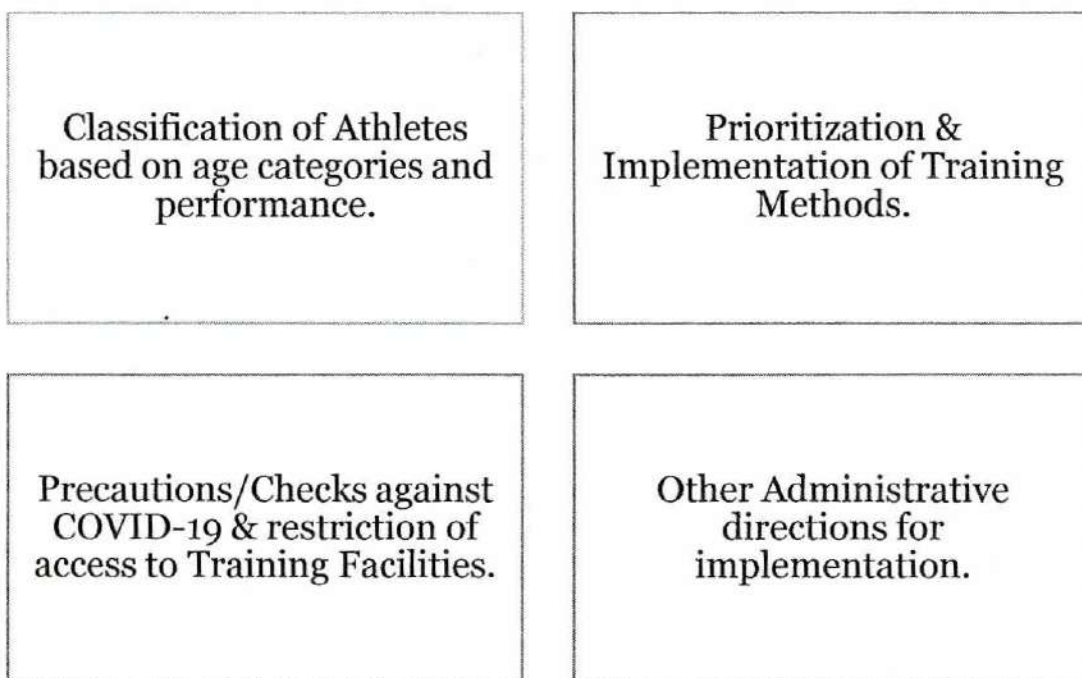
The lockdown for prevention of spread of COVID-19 cases in Odisha will be eased in phased manner. Therefore, it is very important that the SOP be formulated and adhered to for smooth transition for Sports Hostels and other Sports Training Facilities across Odisha, so

that these training establishments can regain their full working potential without compromising the health concerns and government orders on the subject.

In this regard, the comprehensive SOP issued by SAI is being incorporated in the Sports Hostels and Sports Training Establishments in Odisha. The copy of SAI SOP is attached with this order. SAI's SOP clearly lays down the norms of social distancing and prerequisite of arrival of Athletes in the Sports Hostels which will be adopted in the Sports Hostels in the state. In this SOP the practical aspects peculiar to Sports Hostels, Sports Training Centers and Sports Facilities in Odisha have been incorporated for implementation.

The present aims and objectives, age group, accommodation venue, type of training required as per priority in the Sports Hostels and Sports Facilities across Odisha has been considered while formulating the SOP.

The SOP for Odisha has been sub-divided in four parts:



1. Part I – Classification of Athletes based on Age and Performance
2. Part II – Prioritization and Implementation of Training Methods including alternate training methods and Use of training facility protocol to avoid compromising social distancing norms while training for Non-Contact/ Minimal Contact/Contact/Water and Sports Games.
3. Part III – Precautions/Checks against COVID-19 and restriction of entry and exit to outsiders and sportspersons inside the Sports Hostels and Sports Facilities established by Govt. of Odisha.
4. Part IV – Other Administrative directions for implementation.

Part I – Classification of Athletes

Elite Athletes	Athletes or Sportspersons/Coaches /Supports Staff and their training partners who are preparing for international events.
Above 15 years of age	This group will be identified based on their age profile of the Sports Hostels, but it is not to exceed 50% of their overall strength. In case the sportspersons in a Sports Hostel are more than 50% of their strength in the above-16 years of age category, then the better-performing sportspersons shall be considered for undergoing training.
Up to 60 years of age (for recreation and fitness)	This group of persons who train and play for recreation and fitness in government facilities.

Part II – Prioritization of Training Methods & Use of Training Facilities Protocols:

- a) All sports and games are divided into two broad aspects – **Individual Fitness** (strength and conditioning); and **Skills** (group skills and individual skills).

Fitness of the sportspersons can be achieved in an open field by maintaining social distancing (without much utilization of gym) through free-hand exercises, running, plyometric exercises, yoga and other calisthenic exercises.

In the skill aspect, individual skills can be performed with maintaining social distancing, even some of the basic skills like pass, push, receive specific only to hockey and to an extent in football also can be trained. The community sharing assets like swimming pool/ice bath/gym) will not be used, except for elite athletes who are preparing for international events with a rider that they maintain social distancing and sanitization protocol. The weightlifters will be allowed in their weightlifting gym only with social distancing and sanitization protocol.

- b) DSYS will strive to provide help and consultancy for training improvisation and methods through video conferencing to the coaches/trainer whenever possible.

Part III – Precautions against COVID-19

The best method to check the spread/to remain unaffected is to remain self-disciplined in the matter of sanitization and self-protection. The following will be ensured by the in-charge of the Sports Hostel/Sports Facilities/Sports Establishment.

- a) The Sports Hostels and Sports Training Establishments will be completely sanitized before the sportspersons are received in the premise. All athletes joining the training facilities afresh shall be tested for COVID-19 to prevent any chance of infection to the personnel who have been staying in an infection- free environment at the facilities.
- b) All sportspersons will be tested and quarantine methods will be followed for COVID-19 as per protocol as prescribed in the SOP. The returning athletes shall be quarantined till the test results clear them of COVID-19 contraction. The final clearance should be provided by the Doctor-in-charge at the nearest government hospital.

- c) Adequate sanitization facility and utility will be in place before the sportspersons arrive.
- d) Sportspersons presently staying in the **Red Zone** will not be recalled, until declared Orange/Green by the Government of Odisha.
- e) In the first phase, less than 50% of strength will be recalled and staying area will be de-cluttered and arrangement of living area will be made suitable according to social distancing norms. In case, due to paucity of space, social distancing cannot be maintained then a suitable percentage of strength will be reduced for which the in-charge of Sports Hostel/Sports Facilities/Sports Establishment will consult and inform DSYS with details.
- f) A thorough briefing on social distancing and precautions to be taken, will be carried out by the Sports Hostel/Sports Facilities/Sports Establishment in-charge before the sportspersons and persons staying or visiting the area will be carried out before giving entry.
- g) The entry/exit will be restricted to bare minimum. The persons concerned for smooth functioning of these establishment will be allowed inside the campus, with masks, social distancing and sanitization procedure. The method prescribed in the SOP will be implemented while receiving utility and food items.
- h) Visitors such as parents and relatives of the sportspersons will only be allowed in adherence to social distancing protocol as per this SOP.

PART IV – Other Administrative Directions

- a) All sportspersons and staff in the hostels/sports facilities will be tested before induction and quarantined within the hostels/premise till test results are received. Testing teams will be arranged through district administration and DSYS.
- b) Hostels and facilities if located in Red Zone will not be opened till government orders.
- c) The Sports Hostel/Facility in-charge has to be strict in enforcing the social distancing norms, especially for very young and older users/sportspersons.
- d) In Phase I – only 50% of sportspersons of above 14 /15/16 years of age be allowed to come to the hostels. Remaining balance 50% after arrangements are made to fulfill the social distancing norms and COVID-19 test results are received and every test result has been found negative.

In case of a test result being positive, the Sport Hostel/Facility will be sealed and all sportspersons will be quarantined within the Hostel/Facility. The Sports Hostel/Facility in-charge will immediately inform the local medical authority, Deputy Commissioner of the district and DSYS for further necessary action. In case of a positive case scenario balance remaining, other sportspersons will be called till the positive case has recovered.

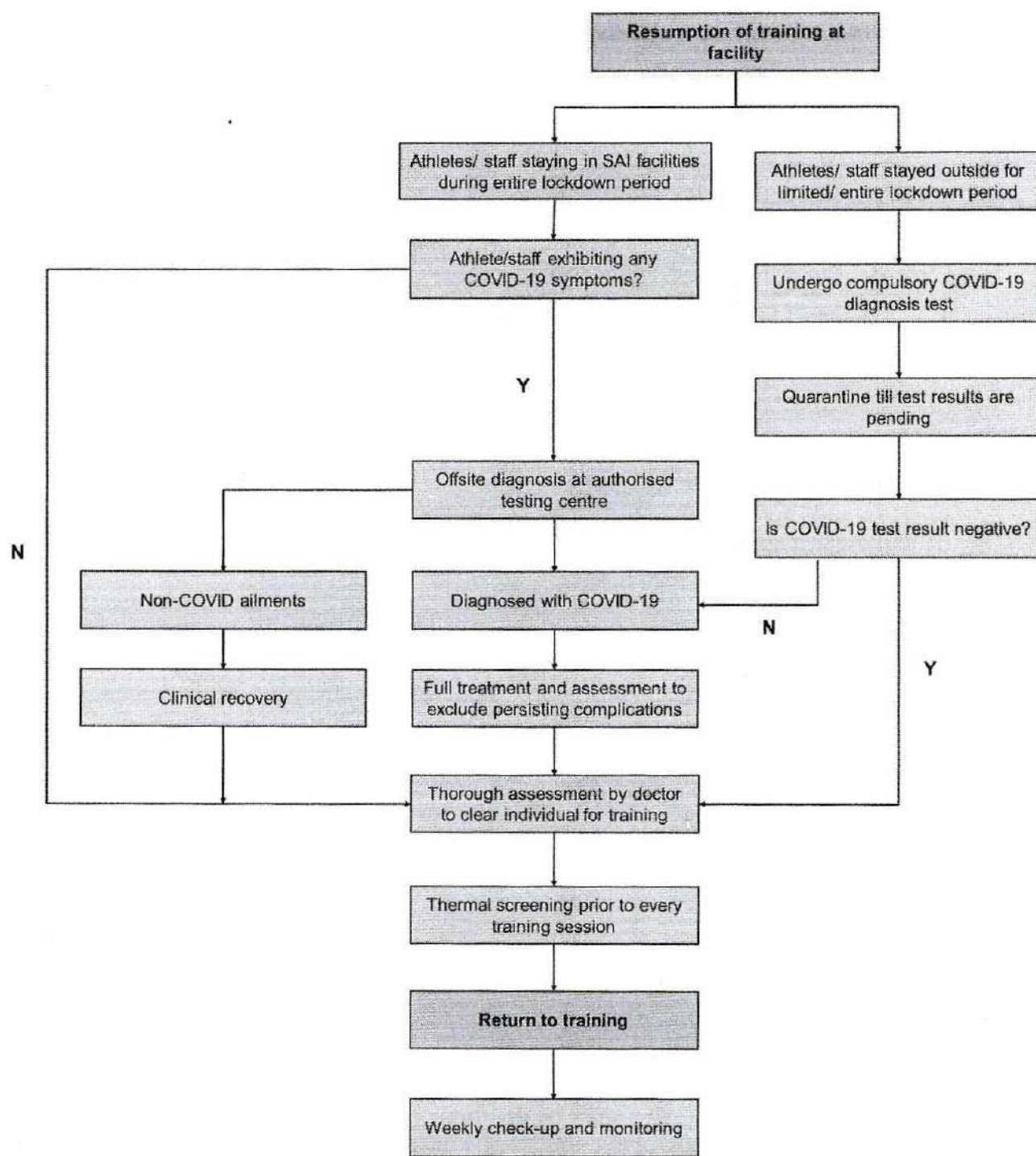
- e) In Phase II – Below 14 years but above 10 years will be allowed to come to the Sports Hostels only when social distancing norms are relaxed or alternate living arrangements are made available. In case of a particular Sports Hostel having adequate space to maintain the social distancing protocol, then decision to call them will be issued by DSYS subsequently.
- f) Performance Analysis & Evaluation Tests as per approved norms be carried out at the respective Sports Hostel/Facility immediately post 6 to 8 weeks of training to de-clutter the sports hotels. In case of team sports, the group, skills test could be avoided and sportspersons to be evaluated accordingly.
- g) Elite athletes, along with support staff and training partners be allowed to train in gym by maintaining social distancing and sanitization norms only in the Kalinga Stadium Sports Complex when decisions are issued by the government of Odisha.
- h) Weightlifting and other gym apparatus and equipment are to be sanitized immediately after use by the sportsperson himself/herself, when decisions are issued by the government of Odisha for gymnasiums.
- i) It will be sought to have online coaches training and reorientation program/capsule on strength training and conditioning conducted under the aegis of DSYS for better training of sportspersons under these circumstances. Date and time will be intimated separately.
- j) Swimming pools shall be shut till further government orders. However, swimmers can carry on with fitness training outside the pool.
- k) Declaration form in Annexure-1 from the Athletes/ coach/ administrative and support staff, be obtained when sportspersons are recalled to Sports Hostel/Facility.
- l) The Sports Hotels In-charge will project the requirement of additional funds required as per scale and government approved rates for tests, maintenance of sanitization protocols and other unforeseen emergency.
- m) Training will be commenced in the Sports Hostel/Facility only after test results are obtained and till then sportsperson are to be quarantined in the hostels where applicable. However, online school classes will be allowed.

4. SAI's SOP for Sports Activities

The comprehensive SOP issued by SAI is being incorporated by DSYS for the Sports Hostels and Sports Training Establishments/Facilities in Odisha. The copy of SAI SOP is attached with this order. SAI's SOP clearly lays down the norms of social distancing and prerequisite of arrival of Athletes in the Sports Hostels which will be adopted in the Sports Hostels in the state. In this SOP the practical aspects peculiar to Sports Hostel, Sports Training Center/Facility in Odisha have been incorporated for implementation.

5. Flowchart for resumption of operations

The following flowchart illustrates the key steps and considerations for resumption of training at the centers and applies to all the scenarios mentioned in Section 2 of this SOP document.



6. Measures to be implemented prior to resumption of operations

6.1 COVID Task Force

- Identify and assign a COVID Task Force at each training center to guide and monitor all trainees and staff within the center/facility. The Task Force shall include the chief coaching staff from DSYS as its member (and as applicable locally). The center-in-

charge is the ex-officio Chairman of the Task Force and is responsible for overall implementation of protocols outlined in this SOP.

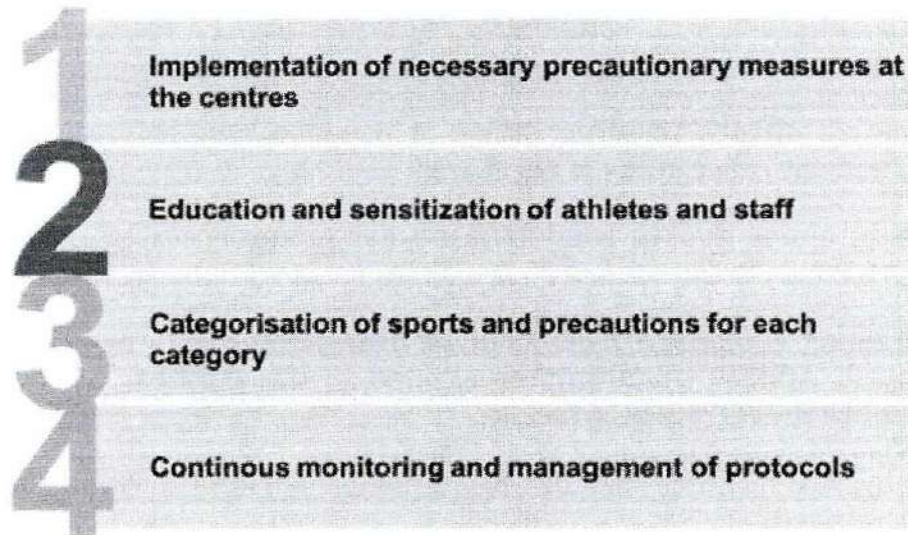
- Their responsibilities would be including but not limited to:
 - a) Supervision of security arrangements at the entry points
 - b) Monitoring of entry into the campus/playing areas
 - c) Monitoring of drop point for daily supplies
 - d) Monitoring of group movements of athletes/visitors/staff
 - e) Placement of notices/advisories in time
 - f) Update of action plan to administration on daily basis
 - g) Update of COVID-19 cases to SAI management
 - h) Provision of information of COVID-19 helpline centers
 - i) Follow-up of foreign coaches and their health & travel advise
 - j) Training of facility management staff to follow the protocols
- COVID Task Force shall work closely with the coaches and support staff to define guidelines and protocols addressing the following questions:
 - a) What training can still be effectively performed from home?
 - b) How can training be staggered to minimize numbers and reduce contact?
 - c) How can the numbers at training be managed to maintain some social distancing?
 - d) How can training times be modified so that there are less people present at one time?
- The Task Force shall ensure each athlete and NSF staff provides a signed consent form declaring their consent and knowledge of all the limitations and risks associated with training under current scenario. SAI shall offer a training environment with best possible protection against infection. The precautionary measures and protocols mentioned in this SOP have been derived from study of best practices and inputs from experts but in no way could guarantee the complete elimination of risks posed by COVID-19 pandemic.
- Travel of trainees and coaches shall be closely regulated and monitored by Task Force
- The use of *Arogya Setu* app shall be made mandatory for all athletes and staff at the center. The Task Force shall ensure a 100% coverage of *Arogya Setu* among all athletes and staff at the center.

6.2 Disinfection of premises

- All areas within the premises shall be disinfected using clinically approved disinfectants (like 1% sodium hypochlorite solution) which have no significant side-effects on exposure through touch or smell. The areas to be disinfected are including but not limited to:
 - a) Entrances (doorknobs, handles etc.) to premise, buildings, rooms
 - b) All common areas which are used by trainees, staff and visitors
 - c) Playing surfaces, various equipment at the field of play, operational areas for field of play which includes control panels for irrigation system, floodlights and adjacent areas
 - d) Gymnasiums

- e) Washrooms and toilets
 - f) All other surfaces which are touched by users after every single use
- The disinfection shall be performed by professional staff/agency and procedures will be set in place to ensure the same is performed at regular interval (minimum twice every week). Sample guidelines on disinfection is provided in **Annexure 3**.
 - The schedule of disinfection activity must be intimated to all trainee and staff well in advance so that necessary training schedule is prepared based on the disinfection activity and the same should be appropriately displayed to bring to notice for visitors.

7. Guiding Principles for resumption of training



7.1 Implementation of necessary precautionary measures at the centers

7.1.1 Protocols and precautions for training

It is the responsibility of the concerned Elite Athlete/ Sports person to follow complete adherence to the training protocol as per their NSF guidelines and as per the SOP issued by DSYS.

- Obligatory written confirmation (could be in the form of text message) of the infection-free condition of players and staff shall be provided to COVID Task Force officers before entering the premises
- All personal training equipment belonging to an athlete shall be disinfected while the athlete is inducted into the training center
- Athletes and staff shall be screened before being allowed access to common field-of-play/training facilities. Oropharyngeal or nasal Swab test shall be conducted for new/returning athletes (especially athletes in Olympic camps). MoHFW may be consulted for same regarding Government guidelines and cost of testing
- FoP equipment shall be handed over to the athletes and support staff only by the ground staff wearing personal protective equipment for diagnostic officers (FFP 2-3, protective gowns, goggles, gloves)

- Athletes shall change before and after the training at their respective home or room. Use of low ventilated spaces and rooms that prevent social distancing, such as locker rooms and small dry-land rooms shall be eliminated
- A coach or staff member should ask athletes, as they come into practice, if they feel ill in any way, specifically listing certain symptoms, and send home those athletes reporting illness or experiencing symptoms. Symptoms include mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms
- Athletes/coaches who begin to cough/sneeze for any reason, must move away from others until coughing/sneezing dissipates
- As most injuries occur early in the season, deconditioned athletes shall not be rushed back to full practice, or competition. Activities may be increased by 10% each week upon resumption of training
- Residential athletes requiring usage of common shower areas shall ensure soaps, towels and any other utility is not shared
- On-field training shall be conducted in small groups ensuring minimum distancing of 1.5 to 2 meters ("*2 Gaz ki doori*") is maintained at all times by trainees and staff
- Any training equipment used shall be disinfected before next usage by a different individual. Athletes shall only be allowed to use personal equipment as including utilities like towels, water bottles etc.
- Hand-hygiene facilities shall be made available adjacent to field-of-play for use as and when necessary.
- Physical contact of any form shall be avoided as part of training routine, for example handshakes, high-fives, tackling, sparring etc.
- Spitting and clearing of nasal/respiratory secretions on the pitch or at any place within the facility other than toilets shall be prohibited.
- Training shall be planned in a manner which prevents the need of physiotherapy or recovery post training
- Use of swimming pool shall be avoided during this period. Separate SOP covering guidelines for swimming activities may be referred as necessary
- All trainers and support staff shall also adhere to the precautionary measures mentioned in this SOP at all times without exception
- Athletes shall also perform hand-hygiene before and after use of all training equipment
- Special precautions shall be taken for training engagement of para-athletes as per guidelines and instructions of qualified medical personnel
- Athletes must remain inside the training facilities till the COVID-19 situation stabilizes
- No spectators shall be allowed within training center at any time. Only athletes/sportspersons and training staff shall be present at the venue

- Primary focus shall be on creating a healthy environment with quality experience, progressive training and safety of all athletes and staff.
- Coaches may use downtime to ensure all safety skills are up-to-date, including complete sport safety, concussion training etc.

7.1.2 Precautions for gymnasium/physiotherapy room

- Use of gym shall be avoided/ limited to inescapable requirement; and as far as possible exercise shall be allowed using personal equipment, which shall not be shared by any other trainee
- If exercising in gym is deemed necessary by any international athlete, distancing norms of 1.5 to 2 meters shall be adhered to at all times and it shall be ensured that no utility like towel, water bottle etc., is shared
- The use of gym shall be allowed in specific time slots, allowing sufficient time for disinfection between two slots, and the maximum number of people allowed to use the gym at a time shall be determined by the COVID Task Force of respective center as decided by the government of Odisha
- Use of the fitness equipment shall be permitted only while wearing gloves and face mask and under consequent use of disinfectants afterwards. Use of the fitness room shall be permitted only in small groups of maximum 5 people under observance distancing norms.
- Spatial separation and sufficient distance between gym equipment shall be ensured at all times
- Each gym equipment shall be disinfected after every single use. Additional staff shall be appointed for proper disinfection of the gym equipment prior to continuous usage
- Trainees shall be encouraged to undertake additional freehand exercises and practice yoga extensively during this period
- All physiotherapy/massage shall be avoided unless absolutely necessary. In case physiotherapy is deemed necessary, the following shall be exercised:
 - a) Athletes must take a proper shower before physiotherapy/massage
 - b) Athletes shall be treated individually in spacious, ventilated rooms. If necessary, additional rooms may be opened with disinfected examination couches.
 - c) Both the physiotherapist and the athlete shall sanitize hands prior and after the therapy session using sanitizers placed within treatment room
 - d) Both physiotherapist and athlete shall wear facial masks during the treatment session
 - e) Physiotherapist shall use disposable gloves, discarding them after each therapy session
 - f) Physiotherapist shall avoid touching eyes, nose and mouth of the athlete
 - g) Athletes shall carry their own towel for the therapy session
 - h) All surfaces used during the course of each therapy session shall be disinfected before use for a different athlete

- i) Medical equipment such as ultrasound/ shockwave/etc. shall be used economically and only after prior and subsequent disinfection.
 - j) Doors shall remain open as far as possible to avoid use of door handles
- Recovery areas including sauna, hydrotherapy etc. shall be made inaccessible during this period
 - Services of a masseur/masseuse may be utilized preferably only once high intensity training starts or wherever recovery is an issue. Additionally, services utilizing recovery equipment/ massage table/game ready shall be resumed only after proper disinfection only
 - As an interim measure, a massage chair/Lympha Press system shall be used for recovery purposes by adopting due disinfection protocol.

7.1.3 Precautions at Medical Center

- All medical room furniture in each room shall be sterilized prior to 8.30 am and then once again at 11 am.
- Patients entry door into the building complex shall have a wall installed hand sanitizer which must be used by every patient before entry
- Medical facilities at the center must be upgraded (including modern COVID diagnosis devices) to ensure all provisions are made for protection from and treatment of COVID-19 infection. Sufficient staff shall also be provisioned to handle such treatment
- Athletes shall resort to tele-consultation as much as possible and not visit the medical center unless it is a case of emergency
- Any trainee/staff treated in the medical center shall be treated in accordance to local/national protocols for treatment of infectious diseases.
- Entry shall be regulated, and marks shall be made outside the medical center for maintaining social distancing by designating standing/waiting points
- Screening of all patients shall be done at the entrance at separate tables placed in the waiting area
- General medical check-up shall be conducted every weekend for all athletes and support staff including mess and horticulture staff, ground-persons, security, etc.) till situation stabilizes. Medical register shall be maintained and checked regularly to track all personnel who may be susceptible to virus by virtue of respiratory illness or other relevant ailments
- Minimum distancing criteria shall also be followed within the medical center between patients
- All medical staff including doctors, nurses, medical attendants, shall be advised to wear all necessary PPE like goggles, face shield, mask, gloves, coverall/gowns (with or without aprons), head cover and shoe covers while handling a suspected COVID-19 case

- Adequate number of PPE, N 95 face masks, hand sanitizers should be available in wards
- Protocols shall be put in place for disposal of waste generated during treatment/ diagnosis/ quarantine of COVID-19 patients/suspected patients as per guidelines issued by Central Pollution Control Board.

(https://www.tnpcb.gov.in/pdf_2020/Guideline_COVID_19_waste.pdf)

- Medical center shall be operated in close coordination with local hospitals and treatment centers equipped with COVID-19 testing and treatment. All concerned cases shall be dealt with as per guidance of these centers
- Medical center shall maintain close coordination with COVID Task Force and have direct access to COVID-19 Helpline

7.1.4 Security procedures at entry gate

- ONLY ONE access point will be open for entry and exit to and from the center respectively. The utilization of facilities by non-DSYS athletes/outsideers shall be prohibited till relaxations are announced by Government based on local conditions
- Compulsory screening will be performed of all persons visiting the centers. The security personnel manning the entry gate at each shift shall be trained to perform the thermal tests and conduct screening based on any obvious symptoms
- Provision of wash basin with soap solution or alcohol-based hand sanitizer shall be made at the entry point and all visitors shall wash their hands before entering the premise
- Any person exhibiting any symptom attributed to COVID-19 will be immediately prevented from entering the center
- All visitors or vehicles must have valid authorization issued by competent authority to enter the premise
- Any parcel/courier shall be collected from building entry gate by the addressee
- Any person entering the premise must be wearing a mask covering their nose and mouth.

7.1.5 Sanitization at center

- Hand sanitizers shall be made available at the entrance and a notice shall be displayed with guidelines on proper sanitization process
- Sanitizers shall be placed at entry points of rooms of officials, FOP, gymnasium, medical center, dining hall/mess and other strategic points throughout the center
- Every person within the center shall sanitize their hands regularly as per guidelines displayed on illustrative notices throughout the center

- Wherever possible, windows shall be kept open and operation of A/C avoided
- Handshakes and other forms of greetings which need physical contact shall be avoided
- Meetings with trainee groups shall be avoided as far as possible
- For all discussions, which demand physical presence, trainees and staff shall strictly adhere to the social distancing norm of minimum 1.5 to 2 meters (“2 Gaz ki doori”) between each individual
- All packed supplies delivered at center shall be placed in an open area for a period of 24 hrs (cardboard packing) or 72 hours (plastic packing) before usage. Unwrapped items like fruits or vegetables shall be washed under running water immediately after being delivered at center. Fruits and vegetables may be soaked in diluted vinegar, salt or lemon water for few hours and left to dry prior to consumption

7.1.6 Sanitization and precautions at common places/utilities

- Sanitizers shall be placed at entry point of all common areas and facilities
- All doors/windows shall be kept open at all times during office hours to avoid operation of A/C and provide natural ventilation
- All surfaces, which can potentially be touched by multiple individuals shall be sanitized at regular intervals during the day
- Special attention shall be given to surfaces in wash rooms/toilets/showers by periodical cleaning, swabbing and disinfecting
- Mandatory 1.5 to 2 meters (“2 Gaz ki doori”) distance between tables and between individuals in serving area shall be maintained in canteen or mess
- Socializing and group meals shall be avoided.
- Cooking of common item by multiple individuals shall be avoided. The food handlers shall be allowed to prepare and handle food with bare hands only upon practicing proper hand washing procedures. If gloves are used, the gloves shall be changed frequently and hands shall be washed whenever gloves are removed
- Food handlers shall be quarantined as per norms upon returning to center, and shall remain at the center for a duration of 1 to 2 months after quarantine, working on a rotational roster
- Air filters shall be installed in common areas

7.1.7 Precautions for residential trainee and staff

- Training Centers shall ensure that all athletes are accommodated in single rooms.
- The linen/bed sheets shall be changed at frequent intervals

- The use of toilet shall be allowed at a maximum 50% capacity to ensure social distancing in the toilet area as well
- Workout shoes should be kept separately, washed properly and dried under sunlight to keep it germ free. There shall be separate pair of shoes or Slippers for use outside the room and any footwear used for walking outside the room should be kept outside the room. Shoes or slippers must get cleaned properly and dried under sunlight
- Windows of rooms should be kept open as much as possible to ensure ventilation
- Quarantine facilities for existing and new/returning athletes and staff shall be provisioned in a separate building to the hostel building. These quarantine rooms shall be well ventilated, with an attached washroom. Quarantine rooms shall be serviced by a separate pool of staff. The quarantine facilities shall adhere to all other recommendations mentioned in the Ministry of Health and Family Welfare (MoHFW) guidelines -
<https://www.mohfw.gov.in/pdf/90542653311584546120quartineguidelines.pdf>

7.1.8 Personal Protective Equipment (PPE) and additional measures

- All trainee and staff within the premises shall be wearing mask covering nose and mouth at all time while present in common areas
- All those involved in cleaning and sanitation activities shall make use of adequate PPE as provisioned at the center
- Provision of adequate tissues and no-touch disposal receptacles shall be made
- Provision shall be made for adequate liquid soap and water in the workplace. If hands are visibly dirty, soap and water should be chosen over hand sanitizer
- Regular thermal screening shall be performed for all trainees and staff
- Provision of sufficient masks for all trainees and staff shall be made

7.2 Athlete's/ Sportspersons' Education

- Prior to resuming training activities at the centers, each athlete/sportspersons shall be educated on COVID precautionary measures, which are to be implemented at the facility and during training. Athletes/sportspersons shall be given refresher training on better hygiene and health safety practices
- Non-residential athletes and residential athletes returning to the center shall be educated on the existing precautionary measures regarding usage of common facilities within the center

- Provision shall be made for education material for athletes and other personnel to promote required behaviors (e.g. regular and thorough hand-washing, covering mouth and nose with a tissue or sleeve during coughing/sneezing). Some topics on which resources (preferably published by WHO) shall be made available are:
 - a) Good hygiene for coronavirus (COVID-19)
 - b) Hand washing guidance (Annexure 3)
 - c) Covering of coughs and sneezes
 - d) Self-isolation (self-quarantine) for coronavirus (COVID-19)
 - e) Advice for people at risk of coronavirus (COVID-19)
- Posters illustrating hygiene best practices and anti-COVID precautionary measures shall be displayed at clearly visible spots throughout the center
- High performance/professional athletes and other personnel shall be educated on hygiene practices and required behaviors relevant to their sport and environment. Some mandatory precautionary practices include:
 - a) No sharing of drink bottles and towels
 - b) No sharing of mats, or equipment without an appropriate cleaning protocol, in between training sessions
 - c) No physical contact in the form of handshakes, hugs, high-fives etc.
- Use of *Arogya Setu* app shall be made mandatory and the athletes shall be trained on effective usage of the app
- Resources published by Ministry of Health & Family Welfare may be found on the following link - <https://www.mohfw.gov.in/>
- Resources published by WHO on everyday preventive measures may also be referred to through the following link:
https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public?gclid=EAIaIQobChMIlo6fucyj6QIVySMrCh222wpTEAAAYASACEgJG_PDBwE

7.3 Categorization of sports and precautions for each category

SAI has categorized sports depending on the nature of training and competition requirements and assigned baseline precautions to each category. These precautions shall be adhered to at all times without exception.

CATEGORY 'A'	CATEGORY 'B'	CATEGORY 'C'	CATEGORY 'D'
Non-contact sports	Minimal/ Medium contact sports	Full contact sports	Water sports
Description			
Individual sports with no requirement for physical contact during training or competition and minimal requirement for sharing of equipment	Mostly team sports which require some level of physical contact during training or competition and where equipment is usually shared	Individual sports (all combat sports) which require mandatory physical contact during training or competition	Individual or team sport which require presence in water body, albeit without swimming activity
Examples			

Archery, Shooting, Cycling, Fencing, Athletics, Weightlifting, Lawn Tennis, Badminton, Table Tennis etc.	Football, Hockey, Volleyball, Basketball etc.	Boxing, Judo, Wushu, Karate, Taekwondo, Wrestling etc.	Canoeing, Rowing, etc. No swimming shall be permitted
Precautions for training activity			
<ul style="list-style-type: none"> • Full array of training activities may be performed as individual or pair maintaining – <ul style="list-style-type: none"> i. distancing norms of 1.5 to 2 meters between athletes and staff ii. exiting facility as soon as training is concluded 	<ul style="list-style-type: none"> • Training activities may be performed in small groups (maximum 8-10) maintaining distancing norms of 1.5 to 2 meters between athletes and staff and ensuring aspects of training which require physical contact are avoided like tackling, body-blocking etc. • The pitch shall be divided into three/ four areas, with a maximum of three players in each space who will train and stick to their partnerships should a player test positive for coronavirus. • Chief Coach and an assistant coach shall oversee proceedings from the safe distance/ video tower, with the pair the only staff allowed to pick up balls and cones, which would then be disinfected. • Training shall be in small groups, players staying 10 meters from each other during exercises and sessions not exceeding one hour per day. However, “drastic measures” shall be taken to avoid contact with no competitive games being played. • Athletes shall exit facility as soon as training is concluded 	<ul style="list-style-type: none"> • Selective training activities may be performed by athletes individually without engaging in physical combat with other athletes and utilizing alternative practice equipment like punching/kicking bags, slam balls, choke dummies etc. • Distancing norms of 1.5 to 2 meters between athletes and staff shall be maintained • Athletes shall exit facility as soon as training is concluded 	<ul style="list-style-type: none"> • Full array of training activities may be performed as individual or pair maintaining – <ul style="list-style-type: none"> i. distancing norms of minimum 2 meters between athletes and staff ii. exiting facility as soon as training is concluded
Precaution for equipment usage			
<ul style="list-style-type: none"> • Personal equipment such as bow, gun, sword, javelin, discus, rackets etc. shall be used without sharing. • In the dire need of sharing any of such personally used equipment; equipment shall be properly 	<ul style="list-style-type: none"> • Personal equipment such as hockey stick, gloves, face masks, mouth guard, helmet, shin guards, wrist band, head band, shoes etc. shall be used without sharing. • All such equipment shall be properly disinfected after every single use as per 	<ul style="list-style-type: none"> • Personal equipment such as gloves, face masks, mouth guard, helmet, wrist band, head band, training uniform, shoes etc. shall be used without sharing. • All such equipment shall be properly 	<ul style="list-style-type: none"> • Personal equipment such as hats, swimsuits, training uniforms, swimming goggles shall be used without sharing. • All such equipment shall be properly disinfected after every single use as per the

<p>disinfected after every single use as per the standard procedure using disinfectant, wearing face masks, gloves and personal precautionary equipment etc.</p> <ul style="list-style-type: none"> • Sports specific safety equipment such as a helmet, eye protectors, face protectors etc. shall not be shared. • Shared Training equipment such as arrows, targets, Olympic bar/ weights etc. must be disinfected after every single use. • Additional staff shall be appointed for proper disinfection of the equipment prior to continuous usage. • Equipment which is bound to be shared and utilized continuously during a training such as balls, shuttlecocks must be used carefully without using such equipment to rub/ touch face, remove sweat, cover mouth while hyperventilating etc. • Consistent hand sanitization is a must before, during and after every training session. 	<p>the standard procedure using disinfectant, wearing face masks, gloves and personal precautionary equipment etc.</p> <ul style="list-style-type: none"> • Additional staff shall be appointed for proper disinfection of the equipment prior to continuous usage. • Equipment which is bound to be shared and utilized continuously during a training such as balls must be used carefully without using such equipment to rub/ touch face, remove sweat, cover mouth while hyperventilating etc. • Consistent hand sanitization is a must before, during and after every training session. 	<p>disinfected after every single use as per the standard procedure using disinfectant, wearing face masks, gloves and personal precautionary equipment etc.</p> <ul style="list-style-type: none"> • Additional staff shall be appointed for proper disinfection of the equipment prior to continuous usage. • Equipment which is bound to be shared and utilized continuously during a training such as punching/ kicking bags, slam balls, skipping ropes etc., must be used carefully without using such equipment to rub/ touch face, remove sweat, cover mouth while hyperventilating etc. • Consistent hand sanitization is a must before, during and after every training session. 	<p>standard procedure using disinfectant, wearing face masks, gloves and personal precautionary equipment etc.</p> <ul style="list-style-type: none"> • Additional staff shall be appointed for proper disinfection of the equipment prior to continuous usage. • Equipment which is bound to be shared and utilized continuously during a training such as paddles, oars etc. must be used carefully without using such equipment to rub/ touch face, remove sweat, cover mouth while hyperventilating etc. • Consistent hand sanitization is a must before, during and after every training session.
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7.4 Continuous monitoring and management of protocols

To ensure smooth functioning/ structuring of the training and to achieve desired results after resumption of training, a proper monitoring process shall be put in place to ensure any early detection of illness within the training group.

7.4.1 Monitoring of athletes/sportspersons/support staff/ management staff:

- All athletes/sportspersons and support staff, including the ground staff and management staff shall be consistently apprised regarding early reporting of any suspected COVID-19 symptoms. Monitoring process shall include:
 - a) Submission of a weekly assessment/testing report by medical personnel and physiotherapist to the Doctor-in-charge at the respective training center.

- b) Assessment of symptom check, resting heart-rate and temperature. Further addition of a checklist of respiratory symptoms, with follow up of reported symptoms, shall be considered

7.4.2 Managing a suspected COVID-19 case

- DSYS/In-charge of center/facility shall refer to local state/territory guidelines on the assessment process for a possible case
- A doctor must make decisions about investigations, treatment, and management
- Unwell athletes/other personnel must always call ahead before attending for assessment
- All athletes/ other personnel must be made aware not to attend training if they are unwell with any of the following symptoms, even if only mild:
 - a) Cough
 - b) Sore throat
 - c) Fever (e.g. night sweats or chills)
 - d) Shortness of breath
- Any athlete with a possible respiratory tract infection should refrain from training (even at home) until a doctor, given the potential for worsening illness, has cleared them to do so
- If an individual is being tested for COVID-19:
 - a) They must immediately self-isolate and discontinue training until COVID-19 has been excluded and they have been medically cleared by a doctor to return to the training environment
 - b) Any such diagnosis and treatment shall be performed outside the campus premises
 - c) Isolation of close contacts will be a decision for medical staff, based on case specific details
- Definition of close contacts:
 - a) Face-to-face contact in any setting with a confirmed or probable case, for greater than 15 minutes cumulative over the course of a week, in the period extending from 48 hours before onset of symptoms in the confirmed or probable case, or
 - b) Sharing of a closed space with a confirmed or probable case for a prolonged period (e.g. more than 2 hours) in the period extending from 48 hours before onset of symptoms in the confirmed or probable case
 - c) Contact is considered to have occurred within the period extending 48 hours before onset of symptoms in the patient, until the patient is classified as no longer infectious by the treating team (usually 24 hours after the resolution of symptoms)

7.4.3 Managing a confirmed COVID-19 case

- Case of COVID-19 must be brought to the notice of local public health authorities immediately and steps are to be taken as per instructions of the health authorities
- Training facilities including medical center may be closed on the instruction of the local Public Health Authority

- Re-opening of the training facility should only occur after close consultation with the local Public Health Authority.
8. **Revision-** The Government in Sports and Youth Services Department reserves the power to modify this SOP by means of issue of further orders as and when and wherever it may be felt necessary.

By order of
Commissioner-cum- Secretary



Deputy Secretary

References:

The SOP has been created through extensive research of available public domain information and expert consultation. A concerted effort has been made to ensure all measures and protocols mentioned in the SOP are derived from credible sources.

The following is a list of references used for creating the SOP:

1. *The Australian Institute of Sport Framework for Rebooting Sport in a COVID-19, Environment, May 2020*
2. *Standard Operating Procedure for Work Resumption after Lock down, BHEL*
3. Ministry of Home Affairs Order No. 40-3/2020-DM-I (A) dated May 1, 202
4. *Guidelines for Quarantine Facilities, MoHFW*
5. *Getting your workplace ready for COVID-19, World Health Organization*
6. AIIMS booklet on COVID-19
7. *Study on Resumption of Sport in India – COVID-19 Scenario, IOA*
8. *How is the coronavirus affecting sports?– Master Studies*
9. *Germany Prepared for Soccer Returns– The New York Times*
10. *Bayern Munich resumes training after COVID-19 break – Anadolu Agency*
11. *Standard Operating Procedure and Guidelines for Hockey India*

Key Dos and Don'ts as per stakeholders

Athletes/Sportspersons/Users

Sl.No.	Dos	Don'ts
1	Educate oneself of precautionary measures	Share any personal equipment or utility like water bottle, towel etc.
2	Change at respective rooms before and after training	Spit or clear nasal/respiratory secretions anywhere other than the toilet
3	Practice hand hygiene at regular intervals	Engage in any form of physical contact like hand shake, high-five, hugs etc.
4	Maintain distance of 1.5 to 2 meters from other individuals at all times and at all places	Socialize before or after training with other athletes/ staff
5	Shower before physiotherapy/ massage	Touch face or mouth while handling shared sports equipment
6	Immediately inform medical personnel if experiencing any illness and avoid training	
7	Use face masks while near other athletes/staff at any common area	
8	Exit training facility as soon as training ends	
9	Use <i>Arogya Setu</i> app	

Coaches and support staff

Sl.No.	Dos	Don'ts
1	Educate oneself of precautionary measures	Allow physical contact of any form during training
2	Practice hand hygiene at regular intervals	Socialize before or after training with athletes/ other staff
3	Maintain distance of 1.5 to 2 meters between athletes and other staff at all times and at all places	Spit or clear nasal/respiratory secretions anywhere other than the toilet
4	Ensure disinfection of equipment shared by athletes before and after every use	
5	Immediately inform medical personnel if experiencing any illness and avoid training	
6	Use face masks while near athletes/ other staff at any common area	
7	Use <i>Arogya Setu</i> app	
8	Ask athletes if they are feeling ill before each training session	

Physiotherapist

Sl.No.	Dos	Don'ts
1	Educate oneself of precautionary measures	Touch eye, nose or mouth of athlete
2	Sanitize hands prior to treatment	Allow more than one athlete to be in room during treatment
3	Wear facial masks during treatment	Allow congregation of athletes in the physiotherapy room
4	Use disposable gloves for treatment	
5	Disinfect every surface used during treatment after session	
6	Use <i>Arogya Setu</i> app	

Medical personnel

Sl.No.	Dos	Don'ts
1	Sterilize medical room furniture twice every morning	Allow congregation of athletes in the medical center
2	Perform weekly check-up of all athletes and staff	
3	Provide weekly report to doctor-in-charge	
4	Screen all patients entering medical center	
5	Train security staff on thermal testing	
6	Ensure social distancing is practiced in the waiting area	
7	Wear PPE gear while handling suspected COVID-19 cases	
8	Use <i>Arogya Setu</i> app	

Administrative and facility management staff

Sl.No.	Dos	Don'ts
1	Educate oneself of precautionary measures	Socialize in common areas
2	Practice hand hygiene at regular intervals	Engage in physical contact of any form
3	Wear masks while around athlete/ other staff in common areas	Conduct group meetings
4	Maintain social distancing at all times within center	
5	Ensure disinfection of common areas, rooms, toilets at regular intervals	
6	Ensure availability of hand sanitizers at strategic locations to provide easy access	
7	Display posters in common areas highlighting the Dos and Don'ts	
8	Use <i>Arogya Setu</i> app	

**FORM OF DECLARATION FOR ATHLETES/ SPORTSPERSONS/ COACH/
ADMINISTRATIVE STAFF**

1. Name-
2. Designation-
3. Category of sports- _____

I undertake that I have no symptom of Novel CORONA viruse infection. I don't have any travel histroy or contact history which would lead to my suspectibility of having an infection.

That, I fully understand that use of the sports facility for my training/ in the capacity of an official/ coach, etc. shall not gurantee absence of any infection. I understand the limitations and risks involved in the use and also understand that in the event of any such adversity, neither the Sports and Youth Services Department nor any other authority shall be held responsible and be liable for any compensation.

I undertake that I am fully educated about how to prevent the spread of the infections and shall behave accordingly with my family memebtrs and all persons coming in my contact after use of the sports facility.

I undertake that I shall abide all restrictions and advices that may be issued to me in future by the Sports and Youth Services Department or any other authority.

Signature

Date-

**NSF/ State Association undertaking for resumption of training
Declaration**

Name of NSF/ State Association- _____

- We hereby acknowledge the risks associated with resuming training at the centre under the present COVID-19 pandemic situation.
- We hereby declare that we have studied the Standard Operating Procedure (SOP) in detail and assume the responsibilities allocated to us within the SOP
- We hereby declare that we shall adhere to the protocols and precautionary measures prescribed in the SOP and various Government orders issued from time to time in the context of COVID-19 prevention prior to and after resumption of training

(Authorized Signatory from NSF/ State Association)

(Name of Authorized Signatory)

(Designation of Authorized Signatory)

COVID-19: Guidelines on disinfection of common public places including offices

Scope:

This document aims to provide interim guidance about the environmental cleaning/decontamination of common public places including offices in areas reporting COVID-19. Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants.

In view of the above, the following guidelines are to be followed, especially in areas reporting COVID-19. For ease of implementation the guideline divided these areas into (i) indoor areas, (ii) outdoor areas and (iii) public toilets.

1. Indoor areas including office spaces

Office spaces, including conference rooms should be cleaned and disinfected every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.

- Start cleaning from cleaner areas and proceed towards dirtier areas
- All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenol disinfectants
- High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable
- Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces
- In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite
- Carefully clean the equipment used in cleaning at the end of the cleaning process
- Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible.

2. Outdoor areas

Outdoor areas have less risk than indoor areas due to air currents and exposure to sunlight. These include bus stops, railway platforms, parks, roads, etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.

3. Public toilets

Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet.

Areas	Agents / Toilet cleaner	Procedure
Toilet pot/ commode	Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	<ul style="list-style-type: none"> • Inside of toilet pot/commode - Scrub with the recommended agents and the long handle angular brush. • Outside - clean with recommended agents; use a scrubber.
Lid/ commode	Nylon scrubber and soap powder/detergent 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Wet and scrub with soap powder and the nylon scrubber inside and outside. • Wipe with 1% Sodium Hypochlorite
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Scrub floor with soap powder and the scrubbing brush • Wash with water • Use sodium hypochlorite 1% dilution
Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	<ul style="list-style-type: none"> • Scrub with the nylon scrubber. • Wipe with 1% sodium hypochlorite
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	<ul style="list-style-type: none"> • Thoroughly scrub the floors/tiles with warm water and detergent • Wipe over taps and fittings with a damp cloth and detergent. • Care should be taken to clean the underside of taps and fittings. • Wipe with 1% sodium hypochlorite/ 70% alcohol
Soap dispensers	Detergent and water	<ul style="list-style-type: none"> • Should be cleaned daily with detergent and water and dried.

- 70% Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxylenol (4.5-5.5%)/ Benzalkonium Chloride or any other

disinfectants found to be effective against coronavirus may be used as per manufacturer's instructions)

- Always use freshly prepared 1% sodium hypochlorite.
 - a. Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus
 - b. To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag
 - c. Disinfect all cleaning equipment after use and before using in other are
 - d. Disinfect buckets by soaking in bleach solution or rinse in hot water

4. Personal Protective Equipment (PPE):

Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.

- a. Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask
- b. Gloves should be removed and discarded damaged, and a new pair worn.
- c. All disposable PPE should be removed and discarded after cleaning activities are completed
- d. Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning.


Masks are effective if worn according to instructions and properly fitted. Masks should be discarded and changed if they become physically damaged or soaked.

Guidelines for use of mask


HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-wln


Do's →




Wash your hands before touching the mask




Inspect the mask for tears or holes




Find the top side, where the metal piece or stiff edge is




Ensure the colored-side faces outwards




Place the metal piece or stiff edge over your nose




Cover your mouth, nose, and chin




Adjust the mask to your face without leaving gaps on the sides




Avoid touching the mask




Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it




Discard the mask immediately after use preferably into a closed bin




Wash your hands after discarding the mask


Don'ts →




Do not Use a ripped or damp mask




Do not wear the mask only over mouth or nose




Do not wear a loose mask




Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask


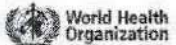


Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

Guidelines for handling bio-medical waste

**Guidelines for Handling, Treatment, and Disposal of Waste Generated during
Treatment/Diagnosis/ Quarantine of COVID-19 Patients**

March, 2020



Central Pollution Control Board
(Ministry of Environment, Forest & Climate Change)
Parivesh Bhawan, East Arjun Nagar
Delhi - 110032

[Handwritten signature]

**Guidelines for Handling, Treatment, and Disposal of Waste Generated during
Treatment/Diagnosis/ Quarantine of COVID-19 Patients**

In order to deal with COVID-19 pandemic, State and Central Governments have initiated various steps, which include setting up of quarantine centers/camps, isolation wards, sample collection centers and laboratories.

Following specific guidelines for management of waste generated during diagnostics and treatment of COVID-19 suspected / confirmed patients, are required to be followed by all the stakeholders including isolation wards, quarantine centers, sample collection centers, laboratories, ULBs and common biomedical waste treatment and disposal facilities, in addition to existing practices under BMW Management Rules, 2016.

These guidelines are based on current knowledge on COVID-19 and existing practices in management of infectious waste generated in hospitals while treating viral and other contagious diseases like HIV, H1N1, etc. These guidelines will be updated if need arises.

Guidelines brought out by WHO, MoH&FW, ICMR and other concerned agencies from time to time may also be referred.

Guidelines for handling, treatment and disposal of COVID-19 waste at Healthcare Facilities, Quarantine Camps/Home-care, Sample Collection Centers, Laboratories, SPCBs/PCCs, ULBs and CBWTFs :

(a) COVID-19 Isolation wards:

Healthcare Facilities having isolation wards for COVID-19 patients need to follow these steps to ensure safe handling and disposal of biomedical waste generated during treatment;

- Keep separate color coded bins/bags/containers in wards and maintain proper segregation of waste as per BMW Rules, 2016 as amended and CPCB guidelines for implementation of BMW Management Rules.
- As precaution double layered bags (using 2 bags) should be used for collection of waste from COVID-19 isolation wards so as to ensure adequate strength and no-leaks;
- Collect and store biomedical waste separately prior to handing over the same CBWTF. Use a dedicated collection bin labelled as "COVID-19" to store COVID-19 waste and keep separately in temporary storage room prior to handing over to authorized staff of CBWTF. Biomedical waste collected in such isolation wards can also be lifted directly from ward into CBWTF collection van.
- In addition to mandatory labelling, bags/containers used for collecting biomedical waste from COVID-19 wards, should be labelled as "COVID-19 Waste". This marking would enable CBWTFs to identify the waste easily for priority treatment and disposal immediately upon the receipt.
- General waste not having contamination should be disposed as solid waste as per SWM Rules, 2016;
- Maintain separate record of waste generated from COVID-19 isolation wards

Handwritten signature and date
16/3

Guidelines for Handling, Treatment, and Disposal of Waste Generated during Treatment/Diagnosis/ Quarantine of COVID-19 Patients

- Use dedicated trolleys and collection bins in COVID-19 isolation wards. A label "COVID-19 Waste" to be pasted on these items also.
- The (inner and outer) surface of containers/bins/trolleys used for storage of COVID-19 waste should be disinfected with 1% sodium hypochlorite solution.
- Report opening or operation of COVID-19 ward to SPCBs
- Depute dedicated sanitation workers separately for BMW and general solid waste so that waste can be collected and transferred timely to temporary waste storage area.

(b) Sample Collection Centers and Laboratories for COVID-19 suspected patients

Report opening or operation of COVID-19 sample collection centers and laboratories to concerned SPCB. Guidelines given at section (a) for isolation wards should be applied suitably in in case of test centers and laboratories also.

(c) Quarantine Camps/Home Care for COVID-19 suspected patients

Less quantity of biomedical waste is expected from quarantine centers. However, quarantine camps/centers/home-care for suspected COVID-19 cases need to follow these steps to ensure safe handling and disposal of waste;

- Treat the routine waste generated from quarantine centers or camps as general solid waste and the same need to be disposed as per SWM Rules, 2016. However, biomedical waste if any generated from quarantine centers/camps should be collected separately in yellow coloured bags and bins.
- Quarantine camps/centers shall inform CBWTF operator as and when the waste is generated so that waste can be collected for treatment and disposal at CBWTFs.
- In case of home-care for suspected patients, biomedical waste should be collected separately in yellow bags and the same shall be handed over to authorized waste collectors engaged by local bodies. ULB should engage CBWTFs to pick-up such waste either directly from such quarantined houses or from identified collection points.

(d) Duties of Common Biomedical Waste Treatment Facility (CBWTF):

- Report to SPCBs/PCCs about receiving of waste from COVID-19 isolation wards / Quarantine Camps / Quarantined homes / COVID-19 Testing Centers;
- Operator of CBWTF shall ensure regular sanitization of workers involved in handling and collection of biomedical waste;
- Workers shall be provided with adequate PPEs including three layer masks, splash proof aprons/gowns, nitrile gloves, gum boots and safety goggles;
- Use dedicated vehicle to collect COVID-19 ward waste. It is not necessary to place separate label on such vehicles;
- Vehicle should be sanitized with sodium hypochlorite or any appropriate chemical disinfectant after every trip.

LOS
14/3

**Guidelines for Handling, Treatment, and Disposal of Waste Generated during
Treatment/Diagnosis/ Quarantine of COVID-19 Patients**

- COVID-19 waste should be disposed-off immediately upon receipt at facility.
- In case it is required to treat and dispose more quantity of biomedical waste generated from COVID-19 treatment, CBWTF may operate their facilities for extra hours, by giving information to SPCBs/PCCs.
- Operator of CBWTF shall maintain separate record for collection, treatment and disposal of COVID-19 waste.
- Do not allow any worker showing symptoms of illness to work at the facility. May provide adequate leave to such workers and by protecting their salary.

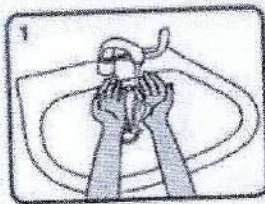
(e) Duties of SPCBs/PCCs

- Shall maintain records of COVID-19 treatment wards / quarantine centers / quarantines homes in respective States.
- Ensure proper collection and disposal of biomedical waste as per BMW Rules, 2016 and SoPS given in this guidance document;
- Allow CBWTFs to operate for extra hours as per requirement;
- May not insist on authorisation of quarantine camps as such facilities does not qualify as health facilities. However, may allow CBWTFs to collect biomedical waste as and when required;

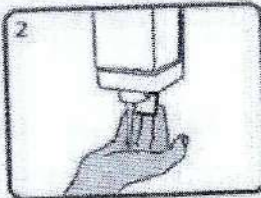


Steps of Hand Hygiene

Hand-washing technique with soap and water



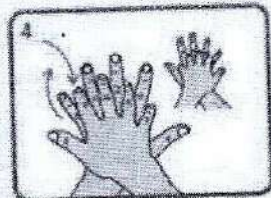
1 Wet hands with water



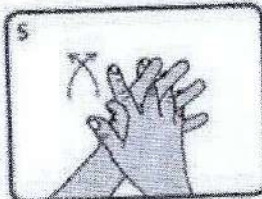
2 Apply enough soap to cover all hand surfaces



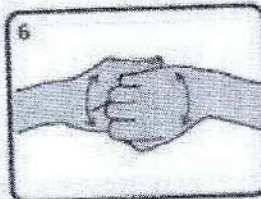
3 Rub hands palm to palm



4 Rub back of each hand with palm of other hand with fingers interlaced



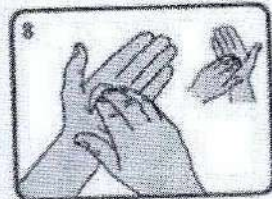
5 Rub palm to palm with fingers interlaced



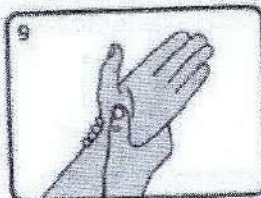
6 Rub with back of fingers to opposing palms with fingers interlocked



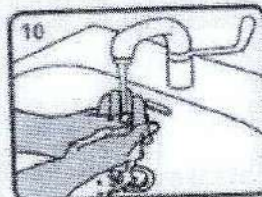
7 Rub each thumb clasped in opposite hand using a rotational movement



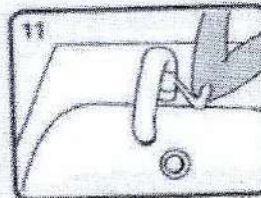
8 Rub tips of fingers in opposite palm in a circular motion



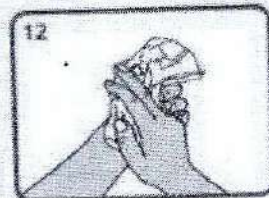
9 Rub each wrist with opposite hand



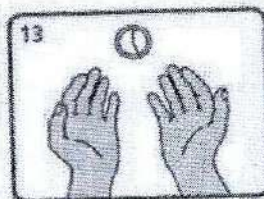
10 Rinse hands with water



11 Use elbow to turn off tap



12 Dry thoroughly with a single-use towel



13 Hand washing should take 15-30 seconds

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