

**COVID-19:**  
**MASTER CIRCULAR ON OTHER IMPORTANT**  
**INFORMATION**

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## A. Declaration of COVID-19 as a 'Disaster' (13-Mar-2020)

In pursuance of the provisions under Section 2 (d) of the Disaster Management Act, 2005 (hereinafter referred to as 'Act'), the State Government do hereby declare COVID-19 as a "Disaster" for the State of Odisha and authorise the Disaster Management Authorities, State Executive Committee & the Public Authorities in the State to take such action under the Act as may be required for management of the said disaster.

## B. Issue of The Odisha COVID-19 Regulations 2020 (18-Mar-2020)

In supersession of the Notification No.7662/H, dtd.13.03.2020 read with Addendum No.7880/H.,dtd.14.03.2020 issued by Health & Family Welfare Department and in exercise of the powers conferred under section 2, 3 & 4 of the Epidemic Diseases Act, 1897 (the Act), the Government of Odisha is pleased to issue following Regulations regarding COVID-19 (Corona Virus Disease 2019):

1) **Short Title & Extent:-**

- i) These regulations may be called 'The Odisha COVID-19 Regulations, 2020'
- ii) They shall extent to the whole of the State of Odisha.

2) **Definitions:-**

- i) COVID-19 means the Corona Virus Disease caused by Severe Acute Respiratory Syndrome Coronavirus2 (SARS CoV 2) as defined by the World Health Organization (WHO)/ Government of India.
- ii) 'Empowered Officer' means officers empowered under Section 2(1) of the Act to take such measures as are necessary to prevent the outbreak of COVID-19 or the spread thereof within their respective jurisdictions.

The following officers are empowered to exercise jurisdiction in the whole State:

- Director, Public Health (DPH)
- Director, Health Services (OHS)
- Director, Medical Education & Training (DMET)

The following officers are empowered to act in their respective jurisdictions:

- Collector & CDM&PHO
- Municipal Commissioner
- Sub-Collector
- Tehsildar
- BOO
- Executive Officer of Urban Local Bodies

- iii) 'Home Quarantine' means confining a person to a dwelling unit or part thereof with a purpose to minimize possibility of direct or indirect contact with other persons for the containment and better prevention of the spread of COVID-19.

3) **Duties and Responsibilities of the Hospitals:-**

- i) All hospitals (government & private) shall have separate and distinct COVID-19 corners for screening of suspected cases of COVID-19.

- ii) All hospitals (government & private) during screening of such cases shall record the history of travel of the person to any country or area where COVID-19 has been reported. In addition, the history of contacts of the suspected or confirmed case of COVID-19 is also required to be recorded.
- iii) In case the person has any history of travel abroad in last 14 days and he/she is asymptomatic, he/she must be advised to remain in home quarantine for 14 days from the day of exposure. He/she must abide by the Home Quarantine Guidelines issued by Ministry of Health & Family Welfare, Government of India & the State Government meticulously. All those persons may be clearly told that if they do not observe the Home Quarantine Guidelines shall be put up in the quarantine facilities set up by Government. Further, they may also be prosecuted under the provisions of Indian Penal Code & Code of Criminal Procedure.
- iv) Person with travel history and symptoms as per case definition of
- v) COVID-19, must be isolated in a hospital as per protocol and he/ she will be tested for COVID-19 as per protocol. The close relatives such as family members shall also either home quarantined or isolated in a health facility based on risk assessment. If any of them develop symptoms, their samples shall also be taken for testing by the hospital.
- vi) Information of all such cases must be given to State Surveillance Unit immediately.
- vii) No person other than the Medical Superintendent or person duly authorized by him shall speak to the media regarding persons who are under treatment and isolation. Under no circumstances the name, exact address and telephone number of the persons shall be disclosed.

4) **Duties & Responsibilities of citizens, institutions & media:**

No person/ Institution/ organization will use any print or electronic media for information regarding COVID-19 without prior permission of the DMET, DPH, OHS or Collector or Medical Superintendent as the case may be. This is to avoid spread of any unauthenticated information and/or rumours regarding COVID-19. If any person/ Institution / organization is found indulging in such activity, it will be treated as a punishable offence under these Regulations and other provisions of Law.

5) **Duties and Responsibilities of persons coming from abroad:**

- i) All persons with a history of travel abroad in last 14 days must mandatorily register himself/herself in the Toll Free Number 104 or on the online portal <https://covid19.odisha.gov.in> within 24 hours of his/her arrival in the state with basic details such as name, age, address, travel history, telephone number, etc. Advance registration before arrival will be highly preferable.
- ii) Their family members are also duty bound to provide such information if the person is not in a position to do so.
- iii) They will be required to be in home quarantine for 14 days.
- iv) Failure to provide the required information in the portal or in the Toll-Free Number 104 will be punishable under the provisions of Indian Penal Code and Code of Criminal Procedure and these Regulations.

6) **Duties and Responsibilities of persons with no history of travel but having symptoms of COVID-19**

Any person with no history of travel but having symptoms of COVID-19 as per the case definition should report himself/herself to the State Surveillance Unit immediately so that necessary measures could be initiated, if required.

7) Duties and Responsibilities of Panchayats, Municipal Bodies and Resident Welfare Associations, Hotels/ Lodges:

- i) Sarpanch of the G.P., Panchayat Executive Officer, Ward Member, Corporator, Councillor of the Urban Ward, office bearers of the Resident Welfare Associations will promptly report about the arrival of any person (Foreigner as well as Indian) from abroad within last 14 days on the 104 Toll Free Number. The information should contain the details such as name, age, telephone number, address, etc. of the person concerned.
- ii) Hotels/ Lodges shall also report about the arrival of such persons in 104 Toll Free Number/ online portal.
- iii) This information should be provided within 24 hours of the arrival of the person in the locality.

8) **Enforcement :**

- i) Officers empowered under the Act are authorized to isolate and /or admit a person who develops symptoms simulating that of the COVID-19 infection as per the case definition criteria published by WHO or Government of India from time to time. The empowered officer may initiate action under the section 188 of Indian Penal Code (48 of 1860) against the person who refuses to comply to such advice of isolation and/or admission.
- ii) In the event of COVID-19 being reported from a defined geographic area such as village, town, ward, colony, settlement, the officers empowered under these Regulations shall be competent to implement following containment measures, but not limited to these, in order to prevent spread of the disease.
  - a. Barring entry and exit of population from the containment area.
  - b. Closure of schools, offices, cinemas, swimming pools, gyms etc and banning mass congregations, functions as will be deemed necessary.
  - c. Initiating active and passive surveillance of COVID-19 cases.
  - d. Hospital isolation of all suspected cases and their contact
  - e. Designating any Government Building as a quarantine facility
  - f. Any other measure as directed by Health & Family Department. Welfare
- iii) Officers empowered under the Act may impose required restrictions on assemblies, congregations, institutions and establishments aiming at 'social distancing' as necessary to prevent the outbreak of COVID-19 within their respective jurisdictions.
- iv) Staff of all Government Departments of the concerned area will be at the disposal of Collectors/ Municipal Commissioners and other Empowered Officers for carrying out containment measures. If required, the empowered officer may requisition the services of any other person also. Additionally, services may be outsourced and persons may be engaged under short term contracts.

9) **Penalty:**

Any person/ Institution / organization found violating any provision of these regulations shall be deemed to have committed an offence punishable under section 188 of Indian Penal Code (45 of 1860). Empowered Officers may penalize any person I institution / organization found violating provisions of these Regulations or any further orders issued by Government under these Regulations .

**10) Protection to persons acting under the Regulation :**

No suit/legal proceedings shall lie against any person for anything done or intended to be done in good faith under this Regulation unless proved otherwise.

11) These Regulations shall come into force with immediate effect and shall remain valid for a period of one year from the date of its publication

## **C. IEC Activities (09-Mar-2020)**

1. High resolution soft copies of all IEC material i.e. posters, leaflets, banners, hoardings, School Advisory, Workplace Advisory, Holi Advisory, radio jingles, audio- visuals etc, are available online at [www.nhmodisha.gov.in/corona.aspx](http://www.nhmodisha.gov.in/corona.aspx). This is updated periodically with new material being added.

2. Letter to all Collectors:

Dissemination of correct information on COVID-19 and precautions to be followed to contain it to be carried out by the following means:

- i) The IEC material is to be widely shared on social media (Facebook & Twitter accounts).
- ii) Information & Public Relation Deptt. has been provided high resolution hoarding prototypes in different sizes. The same is to be displayed at prominent locations up to Gram Panchayat level. You are requested to review & ensure that the hoardings are put up.
- iii) Health & Urban Development Deptt. has been provided high resolution prototypes of videos and posters to be played/ displayed at Aahar Kendras, Malls, LED boards in public places and other prominent location in ULBs. This is to be ensured by you for your district.
- iv) Commerce & Transport Deptt. has been provided high resolution prototypes of scrolling material, videos and posters to be displayed/ played in bus stands, buses and other public places. This is to be ensured by you for your district.
- v) All COM & PH9s have been given high resolution prototypes of posters, hoardings and videos to be displayed in all Public Health Facilities.
- vi) Additionally, "Guidelines for Community Workers" have been uploaded on [www.nhmodisha.gov.in](http://www.nhmodisha.gov.in). This is to be printed at district level and distributed to all ANMs, ASHAs, AWWs and PRI members, and discussed in the Gram Panchayat and Panchayat Samiti meetings.
- vii) The "Workplace Advisory" is to be displayed prominently in all government offices, private commercial establishments, industries etc. in the district.
- viii) The "School Advisory" is to be given to all public and private schools in the district, and to be followed meticulously

## **D. Distribution of food grains & S.K. Oil to beneficiaries under NFSA & State Food Security Scheme for the allotment month of April-May-June 2020 (17-Mar-2020)**

- i) The beneficiaries under NFSA and State Food Security Scheme shall be distributed rice, wheat & S. K. Oil for the allotment months of April, May and June 2020, from 1st of April to 15th of May 2020.
- ii) Suitable instructions may be issued to licensing authorities (Sub Collectors and ADMs concerned) to complete the process of renewal / appointment of licenses of existing Fair Price Shops (except 2590 private Fair Price Shops) as well as ration card tagging of all eligible beneficiaries in RCMS by 24th March 2020.
- iii) The selection and appointment process of 2590 WSHGs in place of private FPSs shall also be completed by 24th March 2020. However, in case of reasonable delay in selection and appointment of WSHGs, for all or some of the above private Fair Price Shop locations beyond 24th March 2020, suitable instructions may be issued to the field functionaries to tag the cards of these 2590 private FPSs to the nearest Fair Price Shops in the Gram Panchayats/ Wards for generation of State Allotment Order on 25th March 2020 for lifting and distribution to beneficiaries.
- iv) Keeping in view the ongoing Corona virus threat, the distribution period has been increased to 45 days (1st April to 15th May 2020) in order to have a staggered distribution so that rush will be avoided at FPS points. Adequate IEC activities may be undertaken informing beneficiaries not to approach the FPSs at a time. Advance planning of distribution shall be chalked out by the field functionaries so as to avoid huge gathering at FPS points during distribution.
- v) Since the Corona virus is contagious in nature, any type of bio-metric scanning through either fingerprint scanner or IRIS scanner attached to e-PoS during above distribution cycle is waived off. However, the FPS Dealers shall continue to distribute food grains using e-PoS devices (in online/ offline mode) and data shall be synced to the server soon after distribution is over (in case of offline distribution). Necessary instructions shall be issued to the field functionaries/ all Fair Price Shop Dealers accordingly.

## **E. Renewal of licenses of 2590 private fair Price Shops (20-Mar-2020)**

Letter to All Collectors

- i) In view of smooth functioning of Public Distribution System in the wake of COVID-19 exigency, it has been decided to allow renewal of licenses of 2,590 private Fair Price Shops in consonance with Clause 7 of 'Odisha Public Distribution (Control) Order, 2016 (as amended from time to time)', for 'part of a year' i.e. from April to July 2020.
- ii) It is therefore requested to take immediate appropriate steps and issue necessary directions to concerned licensing authorities accordingly in order to avoid dislocation in distribution of PDS commodities

## **F. Media related guidelines (21-Mar-2020)**

In exercising the power conferred under Section-2 of the Epidemic Disease Act.- 1897 and in conformity with Rule-17 of guidelines issued by the Press Council of India, the State Government have been pleased to issue the regulations / advisory for prevention of Novel Corona Virus (COVID-19) as under.

- A. The security and safety of the affected person, his/her relatives, treating doctor, assisting medical staff is of paramount importance in the emerging situation. Hence, confidentiality of the information relating to the affected persons, his/her relatives, treating doctors, assisting medical staff and the residential address of the person and relatives are to be kept confidential.
- B. Therefore, no media shall publish the name and address of the person infected I affected with COVID-19 Virus, his/her parents, relatives, the doctor treating the patient and the assisting medical staff, obtained through any source, in any Print/ Electronics/ Web/ Social Media.
- C. That no media shall interview any patient affected with COVID-19, his/her parents/ relatives/ treating doctors, assisting medical staff, in any form.

Any person disobeying any regulation or order made under the above provisions shall be deemed to have committed an offence punishable under Section-188 of IPC as per Section-3 of the Epidemic Disease Act 1897.

## **G. Create awareness to prevent abandoning of pets or inflicting cruelty in animals due to fear of spread of Covid-19 (18-Mar-2020)**

Letter to All Chief District Veterinary Officers

- A. It has come to the notice that animal owners and pet owners in few instances are abandoning their animals to stray without proper food, water or shelter due to the fear of spread of COVID-19. In this regards, World Health Organization (WHO) has clarified that dogs and cats are not involved in spreading infection In the current episode of Cororavirus infection. The current spread of COVID-19 is a result of human to human transmission. To date, there is no evidence that companion animals can spread the disease. Therefore, there is no justification in taking measures against companion animals which may compromise their welfare. Hence with the present information available, there is no evidence to suggest that companion animals/pets play a role in the spread of COVID-19.
- B. In view of the above, All Chief District Veterinary Officers are requested to create ample awareness amongst the public that companion animals and pets shall not be left for straying and also not to inflict unnecessary pain or suffering to animals because of the fear of spread of COVID-19. However, it is always advisable to practice healthy habits around pets and other animals. These include washing hands after handling animals, their food, waste, or supplies and practicing good pet hygiene and cleaning up of pets properly.

## **H. Guidelines to Factory Management (17-Mar-2020)**

The following guidelines shall be strictly implemented in all the factories in the State:

1. Promote frequent and thorough hand washing by the workers with a place to wash their hands with soap or alcohol-based hand rubs
2. Encourage workers to stay home, if they are sick and to call helpline number 104.
3. Encourage respiratory etiquette, including covering coughs and sneezes.
4. Employers should explore flexible work hours to minimize contact among the employees.
5. Discourage workers from using other worker's phone, desks, offices or other work tools and equipment to the extent possible

6. Avoid grouping of the workers or staff at work site for meetings as far as possible. Inform the employees to practice social distancing.
7. Employers should inform and encourage employees to self-monitor for signs and symptoms of COVID-19.
8. Employers should develop procedures for employees to report when they are sick or experiencing symptoms of COVID-19.
9. Employers should take steps for immediately isolating, people who have signs and /or symptoms of COVID-19.
10. Although most worksites may not have specific isolation rooms, designated areas with closable doors shall be made as isolation rooms if required.
11. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
12. Maintain proper hygiene in Canteens / dining rooms.
13. Creches shall be specifically monitored and disinfected thoroughly.
14. Factories having Public address/Visual Display system may utilize the same for educating workers on the measures for preventing possible exposure of COVID-19 .
15. Occupiers shall avoid meetings with foreign delegates/Technical experts from outside State as far as possible.
16. Notwithstanding anything stated above, all factory management shall ensure strict compliance of directions of the Department of Health and family Welfare, Government of Odisha and Ministry of Health & Family Welfare, Government of India.

## **I. Prisons related Guidelines**

### **1. Regarding e-Mulakat for precautionary measures in Prisons in view of COVID-19 Corona virus (18-Mar-2020)**

After careful consideration, Government have decided to allow e -Mulakat system in District HQ jails to combat the threat or corona virus until further orders.

### **2. Precautionary measures in Prison (17-Mar-2020)**

Letter to The Senior Superintendents/Superintendents/ Jailer-cum-Superintendents of all Jails

The Senior Superintendents/Superintendents/ Jailer-cum-Superintendents of all Jails are advised to take following additional precautions for all Jails to prevent spread of Corona Virus.

1. Extreme care may be taken in handling prisoners &. visitors to Prisoners. You are requested to liase with CDMOs for arranging screening devices and kits to be used in prisons for screening inmates.
2. All newly admitted prisoners shall be kept in quarantine in a separate ward for a week under the supervision of the Medical Officer/Pharmacist. New incoming prisoners should be asked to sanitize themselves thoroughly during admissions to jails by sanitizers to be kept at main gates,
3. Advocate interview and general interview (Mulakat) stands suspended forthwith for safety of prisoners.
4. Video-Conferencing facility should be utilized for producing the prisoners before the Courts wherever and whenever it is possible.

5. Visitors may be encouraged not to come to Jails physically for Mulakats and Instead avail e-Mulakat facility from their homes.
6. Prisoners who are having the symptoms (4 0 S) I.e. sore throat, cough, fever and cold should be lodged separately I.e. isolation ward to be earmarked by Jailors. The prisoners who are having the symptoms should be immediately referred to Government Hospitals.
7. Prisoners after court production and hospital treatment should be property screened at the main gate.
8. All the Officers, men and prisoners should wash their hands before entering Into the Prison.
9. Physical contact of prisoners with visitors during interview should be avoided.
10. All type of Visit i.e. education, NGO activities should be suspended for one month.
11. FaceMask should be provided to the cooks to avoid contamination.
12. Personnel on duty may be provided with masks.
13. Prisoners after availing emergency leave/ ordinary leave should be screened thoroughly at the time of admission.
14. Prisoners sent to other state court production should be thoroughly screened at the time of admission.
15. Prison hospitals, prisons premises particularly outside visitors' area should be cleaned frequently.
16. Sanitation facility should be made available at the main gate with adequate water facility.

## J. References:

1. <https://health.odisha.gov.in/pdf/Declaration-of-COVID-19-as-State-Disaster-Revenue-and-Disaster-Management-13-03-2020.pdf>
2. <https://health.odisha.gov.in/pdf/Regulation-Regarding-Covid19-8301.pdf>
3. <https://health.odisha.gov.in/pdf/IEC-Collectors-09032020.pdf>
4. <https://health.odisha.gov.in/pdf/NFSA-SFS-6109.pdf>
5. <https://health.odisha.gov.in/pdf/Renewal-licenses-fair-price-shops-22032020.pdf>
6. <https://health.odisha.gov.in/pdf/Media-regulations-advisory-prevention-Covid-.pdf>
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