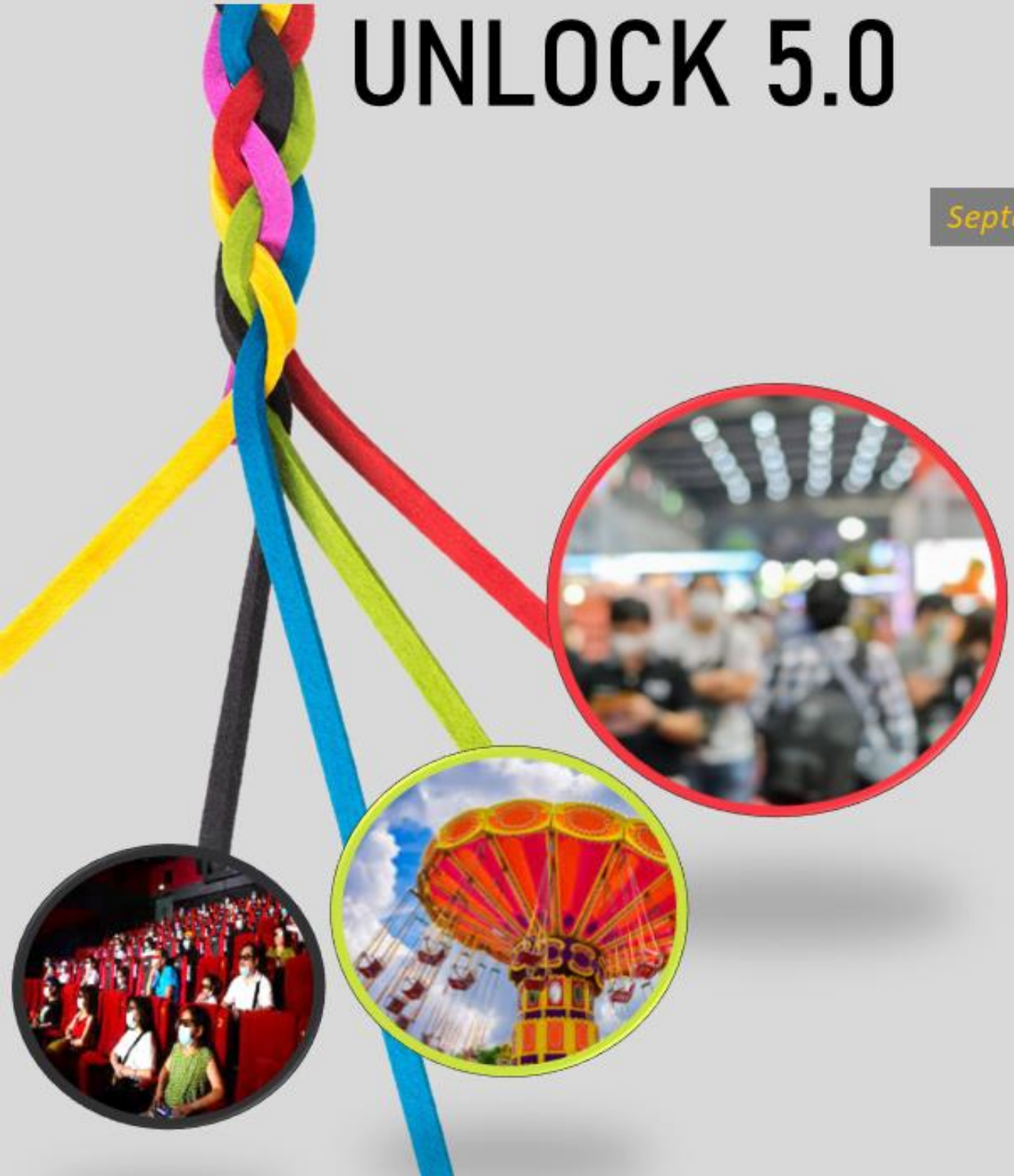
FICCI

Recommendations for UNLOCK 5.0

September 2020



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1. MHA Guidelines for Phased Re-opening (Unlock 4.0)

No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001

Dated 29th August, 2020

ORDER

Whereas, an Order of even number dated 29.07.2020 was issued for containment of COVID-19 in the country, for a period upto 31.08.2020;

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, National Disaster Management Authority (NDMA) has directed the undersigned to issue an order to re-open more activities in areas outside the Containment Zones and to extend the lockdown in Containment Zones upto 30.09.2020;

Now therefore, in exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act 2005, the undersigned hereby directs that guidelines on **Unlock 4,** as **annexed**, will be in force upto 30.09.2020.

29/08/2020

Union Home Secretary

and, Chairman, National Executive Committee (NEC)

To:

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

(As per list attached)

Copy to:

i. All Members of the National Executive Committee

ii. Member Secretary, National Disaster Management Authority

Guidelines for Phased Re-opening (Unlock 4)

[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 29th August, 2020]

1. **Activities permitted during Unlock 4 period outside the Containment Zones**

In areas outside the Containment Zones, all activities will be permitted, except the following:

(i) Schools, colleges, educational and coaching institutions will continue to remain closed for students and regular class activity up to 30th September 2020. However, following will be permitted:

a. Online/ distance learning shall continue to be permitted and shall be encouraged.

b. States/ UTs may permit upto 50% of teaching and non-teaching staff to be called to the schools at a time for online teaching/ tele-counselling and related work, in areas outside the Containment Zones only, with effect from 21st September 2020 for which, Standard Operating Procedure (SOP) will be issued by the Ministry of Health & Family Welfare (MoHFW).

c. Students of classes 9 to 12 may be permitted to visit their schools, in areas outside the Containment Zones only, on voluntary basis, for taking guidance from their teachers. This will be subject to written consent of their parents/ guardians and will be permitted with effect from 21st September 2020 for which, SOP will be issued by MoHFW.

d. Skill or Entrepreneurship training will be permitted in National Skill Training Institutes, Industrial Training Institutes (ITIs), Short term training centres registered with National Skill Development Corporation or State Skill Development Missions or other Ministries of Government of India or State Governments.

National Institute for Entrepreneurship and Small Business Development (NIESBUD), Indian Institute of Entrepreneurship (IIE) and their training providers will also be permitted.

These will be permitted with effect from 21st September 2020 for which, SOP will be issued by MoHFW.

e. Higher Education Institutions only for research scholars (Ph.D.) and post-graduate students of technical and professional programmes requiring laboratory/ experimental works. These will be permitted by the Department of Higher Education (DHE) in consultation with MHA, based on the assessment of the situation, and keeping in view incidence of COVID-19 in the States/ UTs.

29/08/2020

(ii) Metro rail will be allowed to operate with effect from 7th September 2020 in a graded manner, by the Ministry of Housing and Urban Affairs (MOHUA)/ Ministry of Railways (MOR), in consultation with MHA. In this regard, SOP will be issued by MOHUA.

(iii) Social/ academic/ sports/ entertainment/ cultural/ religious/ political functions and other congregations with a ceiling of 100 persons, will be permitted with effect from 21st September 2020, with mandatory wearing of face masks, social distancing, provision for thermal scanning and hand wash or sanitizer.

However, marriage related gatherings with number of guests not exceeding 50 and funeral/ last rites related gatherings with number of persons not exceeding 20 will continue to be allowed upto 20th September 2020, after which the ceiling of 100 persons will apply.

(iv) Cinema halls, swimming pools, entertainment parks, theatres and similar places will remain closed. However, open air theatres will be permitted to open with effect from 21st September 2020.

(v) International air travel of passengers, except as permitted by MHA.

2. **National Directives for COVID-19 Management**

National Directives for COVID-19 Management, as specified in **Annexure I**, shall continue to be followed throughout the country.

3. **Lockdown limited to Containment Zones**

(i) Lockdown shall remain in force in the Containment Zones till 30th September, 2020.

(ii) Containment Zones shall be demarcated by the District authorities at micro level after taking into consideration the guidelines of MoHFW with the objective of effectively breaking the chain of transmission. Strict containment measures will be enforced in these containment zones and only essential activities will be allowed. There shall be strict perimeter control to ensure that there is no movement of people in or out of these zones, except for medical emergencies and for maintaining supply of essential goods and services. In the Containment Zones, there shall be intensive contact tracing, house-to-house surveillance, and other clinical interventions, as required. Guidelines of MoHFW shall be effectively implemented for the above purpose.

(iii) These Containment Zones will be notified on the websites by the respective District Collectors and by the States/ UTs and information will be shared with MOHFW.

4. **State/ UT Governments shall not impose any local lockdown (State/ District/ sub-division/City level), outside the containment zones, without prior consultation with the Central Government.**

29/08/2020

5. **No restriction on Inter-State and intra-State movement**

There shall be no restriction on inter-State and intra-State movement of persons and goods including those for cross land-border trade under Treaties with neighbouring countries. No separate permission/ approval/ e-permit will be required for such movements.

6. **Movement of persons with SOPs**

Movement by passenger trains; domestic passenger air travel; movement of persons on Vande Bharat and Air Transport Bubble flights; and sign-on and sign-off of Indian seafarers will continue to be regulated as per SOPs issued.

7. **Protection of vulnerable persons**

Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years are advised to stay at home, except for essential and health purposes.

8. **Use of *Aarogya Setu***

(i) *Aarogya Setu* enables early identification of potential risk of infection, and thus acts as a shield for individuals and the community.

(ii) With a view to ensuring safety in offices and work places, employers on best effort basis should ensure that *Aarogya Setu* is installed by all employees having compatible mobile phones.

(iii) District authorities may advise individuals to install the *Aarogya Setu application* on compatible mobile phones and regularly update their health status on the app. This will facilitate timely provision of medical attention to those individuals who are at risk.

9. **Strict enforcement of the guidelines**

(i) State/ UT Governments shall not dilute these guidelines issued under the Disaster Management Act, 2005, in any manner.

(ii) For the enforcement of social distancing, State/ UT Governments may, as far as possible, use the provisions of Section 144 of the Criminal Procedure Code (CrPC) of 1973.

(iii) All the District Magistrates shall strictly enforce the above measures.

10. **Penal provisions**

Any person violating these measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at **Annexure II.**

29/08/2020

Union Home Secretary
and, Chairman, National Executive Committee

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2. Recommendations for lifting restrictions on Prohibited Activities with Unlock 5.0

FICCI submits the following recommendations on allowing activities for Phase V of Unlock process:

i. Exhibitions and Trade Fairs

Exhibitions are highly efficient B2B Market places. Going beyond the role of mere marketplaces, Exhibitions also serve as a major stimulus for industrial and commercial development in the regions where these are held. They bring in a major contribution to the economy of the country along with avenues for bringing in investments, joint ventures, regional & global partnerships.

FICCI Recommendations

Given the strategically adopted phased approach by the Government towards opening up other sectors, continued social distancing norms and guidelines for containing the spread of the virus, the Government may consider opening up of the trade shows subject to strict implementation of the SOPs and adherence of safety measures.

While some of the procedures to be considered by exhibition organisers are mentioned below, the detailed proposed SOPs are mentioned in Annexure -1

- **Pre-Event Phase:**
  - All organizers should do a thorough pre-event review of the show at least 8-16 weeks prior to the planned dates and do a risk assessment.
  - Analysis of then-prevalent health and safety situation at the event location.
  - If national / International persons are expected to attend the show, analysis of health and safety situation should be carried too from those zones
  - Appointment of a Key contact within the organising team who is competent to liaise with local and national authorities if need arises.
  - Effective communication with exhibitors, visitors, service providers and other stakeholders via emails, social media channels etc.
- **Event Phase:**
  - Devise signages to publicise availability and locations of medical aid and isolation centre.
  - Ample availability of sanitizers, soaps, tissue papers as required.

- Usage of masks by all attendees, if recommended by health authorities.
- Screening of participants by temperature check and subsequent action plan for unwell persons, as a safety precaution, or if recommended by local public authorities. Promote safe distancing as required.
- Ensure availability of Medical and First Aid facilities and services, Paramedic Ambulance and Doctor.
- Identify isolation area for COVID-19 suspects and subsequent action plan if any person is considered as a suspect. Isolation area should have adequate quantities of sanitizers and masks. Attending medical staff should wear PPE kits while attending suspects and ensure thorough cleaning of hands after each contact. There should be ready availability of ambulance to transfer suspect to hospital, if necessary.
- Regular health and safety announcements in English and local language. These should be standardized and made in simple understandable language. It should highlight availability of onsite doctors and ambulance.
- Onsite risk assessment and plan-updation as the event proceeds. Escalation plan to decide any revision of original schedule or postponement or cancellation

- **Post Event:**
  - Organizers should keep data of all attendees and provide traceability support of suspects to local health authorities, if required.
  - Information of any overseas COVID-19 cases who were detected during or after the event should be passed on to their respective embassies.

FICCI recommends strong adherence to safety protocols and SOPs. **Proposed SOPs are annexed (Annexure – 1)**.

ii. Civil Aviation

FICCI Recommendations

- Request for Simplification / Removal of Mandatory Quarantine for International Passengers, and Business Travelers in particular
  - Companies are in the process of installing new plant & machinery, and venturing into new contracts, for which they need consultants from abroad. Typically, these consultants are paid on a per-diem basis, which are to the tune of INR 1.5 lakhs per day, excluding boarding and lodging.
  - With mandatory quarantine for 14 days, these consultants are reluctant to travel to India. Also, not many man-days are available with these consultants so they would rather go elsewhere. Thus, companies face challenge on the high cost front and also on the non-availability of such experts. Further in many cases this cannot be done by other engineers / experts as the warranty will not be available.
  - Certain countries such as Italy has allowed unrestricted travel, including for tourism, business, with no quarantine requirements from some selected countries. (https://www.thelocal.it/20200702/who-is-allowed-to-travel-to-italy-from-june-3rd). UK has also come up with certain exemptions, with no self-isolation requirement on arrival in England from certain countries. (https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england)
  - It is proposed that a model could be explored where travellers undertake COVID test 2 -3 days prior to the departure and are permitted to travel if the report is negative. After landing, they are required to undergo mandatory COVID test again within 72 hours, if found negative they could be permitted to work. If the mandatory quarantine for international travellers could be exempted keeping all other requirements as necessary, this will drastically reduce the cost to the companies and enable industries to venture into new contracts and installation of plant and machinery.
- International Operations:
  - Creating green corridor/bubble airport arrangements with more countries to boost international travel. Countries can create a mutually agreed health protocol such as COVID Negative certificate. (MHA Order No. 40-3/2020-DM-I (A) has already laid out the plan for this. It can be

extended to more airports especially in the US, Europe, Middle East and Australia).

- Such arrangements can be made into scheduled operations with a longer-term outlook at least up to March 2021. (MHA Order No. 40-3/2020-DM-I (A) on In-bound Flights, mentions that MEA/MOCA will publish schedules 2 days in advance which is a short timeline for passengers. This timeline can be increased to provide longer visibility such as in scheduled operations)
- Visa issuance restrictions may be removed/reduced to give visas to all passenger classes. (MHA Order No. 40-3/2020-DM-I (A) under In-bound flights, gives priority to travellers in distress. This may be updated to include all passengers)

- Domestic Operations:
  - Homogenization of quarantine rules across states within India to remove ambiguity within the minds of passengers which is discouraging them from travel. Special consideration of removing home quarantine requirements can be given to:
    a. Asymptomatic passengers
    b. Business passengers with return flight schedules within 72 hours of arrival.
    c. Use of COVID Negative certificate covering not only air travel but also connecting travel to and from the airports.
  - Increasing the capacity utilization restriction on domestic scheduled operations from 45% to 75% of capacity.
- **Others:**
  - Exemption for Airport personnel in case of travel to and from containment zones for commuting to place of work.
  - Restart of direct airport transport services like metros and buses to help passengers looking for connectivity within city.

iii. Tourism and Hospitality

FICCI Recommendations

- Clear cut dates should be announced by the states to open tourism, monuments, tourist attractions, hotels, restaurants, and bars.
    - All states/UTs should have a clear date and announce this for every vertical under tourism so that this also gives time to the stakeholders to prepare themselves accordingly.
- Address the demand from the tourists:
    - The states/UTs should have a targeted marketing campaign to communicate the safety measures taken by the Government at various tourist attractions and the private stakeholders to ensure the safety of the tourists when travelling to the destination. This will help to educate tourists and build their confidence to travel for tourism purposes.
- Wedding, Events and Banquets
    - Presently, only marriage related functions are permitted at hotels, and are capped to a maximum of 100 guests, (including support staff, etc). This results in poor turn over for the hotels, compounding the very poor occupancies already being experienced by the hotels.

Suggestion: Permission should be granted for hosting all kinds of banquet and conference in the hotel, however a ceiling of 50% of venue capacity maintaining social distancing norm should be permitted enabling the hotel to earn some revenue when other source of business has dried up. Therefore, instead of restricting the number of guests to an absolute number like 100 for any banqueting event, it should be proportionate to the size of the banquet hall allowing for social distancing.

- Banquets/ halls/ party areas should be allowed to conduct weddings/ events with a larger guest list however ensuring that at any time only the specified number of guests as per regulations are present at any point in time. Customers & venues could do this by staggering/rotational guest flow.
- If a host books more than one event area at a venue, they should be allowed to invite more guests proportionally.
- Booking office of banquets/ halls/ party areas should be allowed to open unhindered - these should be looked at as a non-essential shop/ establishment and not as a banquet/ hall/ party area itself.

- Events should be self-regulated i.e. venue owners should be allowed to operate basis self-certification of adherence to guidelines instead of approvals by authorities. In case approvals are required, clear guidelines should be defined (from police, municipal bodies, or other entities) for venues to operate and conduct events - to solve for ambiguity around requirements.
- Event timelines should not be restricted to daytime and allowed to go beyond sunset up to midnight - as several 'mahurat' times could be in the evening requiring events to be conducted later than current guidelines.
- For added safety of guests, there could be a specific guidelines around food arrangements, which is the most vulnerable part of the event. Sneeze guards at buffet counters, a single server set-up for buffets to avoid multiple touch, etc
- Many states have permitted reopening of hotels but have sealed their borders for entry from other areas/regions/districts which hinders the arrival of the guests.

Suggestion: COVID-19 test before arrival is an expensive and inconvenient requirement which is there in some states. This should be removed. Temperature checks, use of masks and social distancing should of course be mandated.

- Standard procedures for visiting a State:
  - The entry process for tourists to any state/UT should be uniform and standard. Currently, states have different rules and requirements for validity of COVID-19 test before travel, duration of stay, number of days for quarantine if necessary, etc.

Suggestion: All states should synergize and have uniform guidelines for smooth movement of domestic tourists.

- Lift ban of tourist movement in the places of interests: Most of the States have not lifted the ban of the tourist movements in the places of Tourist interests.

Suggestion: It is advised to open up all places of tourist interests pan India to promote domestic tourism with strict SOPs on activities like restriction of number of persons in a slot, social distancing norms, thermal check-up, compulsory wearing of masks etc.

- Ayurveda Tourism - India has a huge potential to tap into Ayurveda Tourism and this should be promoted with all safety guidelines.

iv. Sports

FICCI Recommendations

- Clear guidelines are required for organising sports camps and staging competitions / events. Special provisions to be made for travel, stay and quarantine of international players participating in events.
- Based on risk involved in spread of the infection, the sports should be classified into different categories as follows:
    - **No risk:** No Physical contact. Shooting, Racquet games (Badminton and Tennis), All Track and Field events (Running, Shot Put, Javelin etc), Cricket, Archery, etc.
    - **Low Risk:** Limited Physical contact. Football, Volleyball, Handball, Hockey, etc.
    - **Mid-High Risk:** Physical Contact and common resource. Wrestling, Boxing, Kabaddi, Swimming, Judo etc.
- **No Risk or Low Risk:** games in which there is hardly any physical contact and where large number of spectators are not required can start in Unlock 5.0 while utilizing one-third capacity of available infrastructure.
- Strict adherence to the SOPs and the Sanitization norms should be followed & the players/staff should go through regular COVID-19 tests. Some gap can be maintained in terms of organizing events at same venue or same player's participation in consecutive games.
- Gradually, complying with SOPs and observing stringent safety norms, the mid risk games could also be allowed to resume.
- Sports training facilities, located in those metro cities where the COVID-19 growth rate is flattening or declining & those located in the tier 2 & tier 3 cities which are corona free should be allowed to start operating in Unlock 5.0 with strict adherence to the SOPs and every human resource going through the COVID-19 test, as required.
- To enable the nation, maintain a fit lifestyle, increase immunity of the citizens and give importance to physical and mental health, sports retailers should be facilitated to ensure uninterrupted supply of sports and fitness products. This will enable the sports retailers to deliver their home use sports/fitness products in districts that are still categorised as containment zones and in those districts that could be under lock down. This will further enable citizens across the Country to purchase sports products which in turn will help them remain mentally and physically fit.

v. Amusement Parks

FICCI Recommendation

- Indian amusement industry includes both outdoor & indoor facility which consist of: - Theme Park, Amusement Park, Water Park, Indoor Amusement Centre, Adventure Park, Snow Park, Virtual Reality, Trampoline Park, Bird Park, Museum, Aquarium, amusement ride manufacturers and related.
- Over the last 6 months, industry has seen job losses, salary reductions, closure of many businesses related to the amusement sector and smaller players might not be able to open back post pandemic. The amusement industry is a very high CAPEX industry employing a large number of people. It is an integral part of India's social infrastructure and tourism industry. Reopening of the amusement industry which is still in its nascent stage needs the support of the Government now more than ever to tide over this crisis.
- Government may consider reopening of Amusement Parks and Entertainment Parks with strict SOPs and safety measures in place, such as:
    - Controlled pre-booked admissions / proper use of ticketing system to ensure social distancing
    - Screenings & temperature check of all visitors to the park including its employees at entry
    - Sanitization & disinfection of surfaces repeatedly through a properly guided process.
    - Social distancing on ride seating.
    - Controlled F&B activities
    - Keeping visitors in open areas and not to allow entry in confined spaces.

The detailed SOPs have been prepared by *Indian Association of Amusement Parks and Industries* (www.iaapi.org).

vi. Schools

FICCI Recommendations

- Government may decide to open educational institutions and schools depending on the local situation of COVID cases. In case it is decided to open the schools, FICCI recommends strong adherence to safety protocols and SOPs. **Proposed SOPs are annexed (Annexure – 2)**.
- **Remote Delivery Execution Framework for Schools**
  - Till the schools are closed, it is recommended that a proper digital teaching framework may be put in place so that the learning is not impacted.
  - The guidelines and safeguards recommended by the MHRD through 'Pragyata' creates an exciting opportunity for schools to structure their curriculum and delivery in a manner that maximizes student learning.
  - A remote classroom delivery environment is comparable to a traditional classroom setting wherein the student focus is on one of the three aspects:
    a. Blackboard or the computer screen with content (e.g. audio/video/image etc.)
    b. Teacher delivering instruction (e.g. dissemination of knowledge and explanation of concepts)
    c. Project or individual activity (e.g. writing, taking a test, reflection, self-learning, assimilation of information etc.)
  - Recommended functional framework are annexed **(Annexure – 3)**

vii. Cinema Halls and Theatres

FICCI Recommendations

- Government may consider opening Cinema halls and theatres with proper safety and hygiene measures in place**. Proposed SOPs are enclosed as (Annexure – 4**)

Annexure 1:
Proposed SOPs for organizing Exhibitions

Plan:
All exhibitions have multiple touch points. IEIA has carefully reviewed the entire journey of exhibition organization and has created recommendations for the same. These include SOPs for:

a. Pre-Event Planning Phase (0-16 weeks prior to the show)
b. Event Activation Phase (Build Up Period, During Exhibition & Dismantle Period)
c. Post Event Phase

Our plans have considered the specific requirements for Exhibition Organisers, Service Providers, Exhibitors and Visitors to the show.

In this document, words "exhibitions", "show" and "events" have been used interchangeably

a. Pre-Event Planning Phase:
IEIA recommends that all organizers should do a thorough pre-event review of the show at least 8-16 weeks prior to the planned dates and do a risk assessment. This should include:

1. Analysis of then-prevalent health and safety situation at the event location.
2. If national / International persons are expected to attend the show, analysis of health and safety situation should be carried too from those zones
3. Appointment of a Key contact within the organising team who is competent to liaise with local and national authorities if need arises.
4. Effective communication with exhibitors, visitors, service providers and other stakeholders via emails, social media channels etc.

The organizers should take a decision to organize the shows once they are reasonably assured about the health and safety situation in the place of organization.

Based on health and safety analysis of visitor origin cities, the organizers should avoid promoting their events to visitors from affected areas whose visit to the event may possibly impact the health and safety of other visitors at the show.

Intention to Proceed with the Event
Once the organizer has decided to proceed, IEIA suggests formulation of an internal health and safety action plan to ensure that risks identified in the pre-show review are mitigated. This action plan should include:

1. Actions the organizers will take
2. Actions the venue will take
3. Action the health authorities will take
4. Plan in case the event must be postponed or cancelled mid-way

b. Event Activation Phase

Starting from the date of venue possession, all organizers are expected to make efforts to adhere to health and safety requirements notifications on safe distancing etc., wherever possible. The latest guidelines should be followed.

Once the organizer team is at the venue, the organizer should ensure in active consultation with the venue:

1. Active promotion of suggested health and safety precautions. Promote 'Namaste' greetings as a replacement to handshakes. Devise signages to publicise availability and locations of medical aid and isolation centre.
2. Ample availability of sanitizers, soaps, tissue papers as required.
3. Usage of masks by all attendees, if recommended by health authorities.
4. Promote self-monitoring and discourage visit of any person who has an above normal temperature or is unwell for any reason.
5. Screening of participants by temperature check and subsequent action plan for unwell persons, as a safety precaution, or if recommended by local public authorities. Promote safe distancing as required.
6. Availability of Medical and First Aid facilities and services, Paramedic Ambulance, and doctor.
7. Identification of isolation area for COVID-19 suspects and subsequent action plan if any person is considered as a suspect. Isolation area should have adequate quantities of sanitizers and masks. Attending medical staff should wear PPE kits while attending suspects and ensure thorough cleaning of hands after each contact. There should be ready availability of ambulance to transfer suspect to hospital, if necessary.
8. Regular health and safety announcements in English and local language. These should be standardized and made in simple understandable language. It should highlight availability of onsite doctors and ambulance.
9. Onsite risk assessment and plan-updation as the event proceeds. Escalation plan to decide any revision of original schedule or postponement or cancellation.

c. Post Event Phase

1. Organizers should keep data of all attendees and provide traceability support of suspects to local health authorities, if required.
2. Availability of information of any overseas COVID-19 cases who were detected during or after the event should be passed on to their respective embassies.

d. General Recommendations for Health & Safety

1. Venues should ensure that their infrastructure is well maintained with specific focus on AC ducts, F&B areas, kitchens, toilets and public areas. Venues should ensure that toilets and resting spaces for event workers are clean and serviced regularly. Venues should have a well-planned garbage disposal policy.
2. It is recommended that no one should be permitted entry, if he has above normal temperature or is unwell for any reason.
3. Organizers should make efforts to enhance awareness about adequate social distancing and minimize overcrowding. Special emphasis should be paid at registration area, F&B outlets and toilets.
4. Organisers should encourage pre-registration of visitors to minimize queues at the registration area and seek health declarations from all attendees in a pre-exhibition entry safe zone. All attendees should be registered in order to ensure traceability, if needed at a later date.
5. Organizers should encourage use of technology to minimize human interface.

Checklist of SOPs for all stakeholders:

Activity	Stakeholder
Performa pre-defined risk analysis and create operations plan	✓
Core SOP Management Team	✓
Replace manual processes with technology wherever feasible	✓
Communication plan for critical information	✓
Awareness briefings for team members	✓
Display awareness posters in office and strategic places	✓
Use of sanitizer and mask, as recommended by local health authorities	✓
Arrange alternate personnel for key functions	✓

SOPs for Routine Pre Event Office Activities for all Stakeholders:

Activity	Protocol
Office Premises	Sanitization of all surfaces, floors, doors, cabinets, pantry, restrooms etc. before start of work, between shift timings and end of the day with disinfectant. Provision of well covered dustbins near all work stations, common areas etc. Liberal placement of sanitizers at entry and all other strategic points.
Storage of Cleaning Materials	Separate provision for drying and storage of cleaning materials away from contact.
Attendance	Use of bio-metrics to be avoided wherever possible or else staff to be instructed to use sanitizers before and after use of bio-metrics. Encourage team members to self-declare any symptoms and refrain from coming to office and consult medical practitioner before resuming office. Follow Government rules as in place for movement.
Staff Movement	Maintain adequate social distancing in office and public meeting areas. Adequate gap between shifts to avoid cross movement and close contact of personnel. Staff may wear masks, if advised by local health authorities. Avoid unnecessary contact through movement of self, files etc. and adopt online modes of communication and work transfer.
Canteen	Sanitization of all tables, serving desks etc. before opening of canteen and in between all shifts and at closing hours. Placement of sanitizers at entry point. Maintain adequate social distancing. Break timings to be staggered in shifts to ensure sanitization and avoiding cross movement of staff. Use of disposables for eatables and drinking water. Staff to be encouraged to bring own water bottles. Provision of tissue papers near water dispensers, Tea/ Coffee makers etc. to avoid direct contact with hand.
Restrooms	Regular sanitization of all surfaces, WC, taps etc. Other standard protocols for deployed personnel and hygienic maintenance of restrooms.

Planning for Exhibitions

Below is the recommended list of activities which exhibition organizers are requested to plan together with venue owners during their discussions. All service providers should be informed accordingly.

Activity	Protocol
Set up Core Emergency response team	Set up core emergency response team with involvement of senior officials of all service partners and venue. Identify and convey emergency contact numbers to all stakeholders on repeat basis till the exhibition dates.
Medical Aid	Establish contact and arrange for professionally qualified and approved local medical teams as per local authorities. Provision of Ambulance during entire tenancy of venue.
Isolation area	Allocate isolation areas to deal with suspected COVID affected cases. Arrange standby emergency vehicles with pre-trained drivers and approved attendants from the medical team for transporting any reported or suspected patient with symptoms of COVID-19. Disinfect the emergency vehicles after dropping the identified suspected patient to nearby approved hospital equipped with treatment of COVID-19 cases for necessary guidance.
Communication Plan	Set up cross functional communications plan to ensure smooth and prompt communication of critical information during exhibition days. Identify all key stakeholders and establish the flow of emergency information through WhatsApp group, walkie-talkie etc. Repeatedly communicate all important information regarding health, safety and operations. SOPs to be followed by all stakeholders at the exhibitions site.
Awareness Posters	Display of posters / banners etc. to act as reminders for instructions on precautions, hygiene, social distancing norms and avoidance of handshakes etc. Promote 'Namaste' Greetings as a replacement to handshakes. Display of posters for emergency contact details.

Exhibition Timings	Ensure adequate operational hours of the exhibition to minimize crowding.
Delegate / Visitor / Exhibitors Registration	Encourage advance registration for exhibitors, visitors and service providers. Ensure mandatory registration to ensure traceability. Include self-declaration of health form as essential. Encourage contactless entry.
Venue Entry	Allocate and convey gate numbers to all prospective entrants in coordination with organizers. Encourage contactless payments of parking fees. Hand sanitizers to be placed at entry gates, near registration areas and all other strategic points. Well covered dust bins to be placed at all strategic points for disposing of used masks, gloves, tissue papers etc.
Temperature Monitoring	Monitor temperature of all people entering the venue from different gates, or at pre-determined safe zones, starting from set up to dismantling dates of the exhibition if advised by health authorities. Refuse entry to unwell persons and ask them to go back home and seek medical help, if necessary.
Venue Management	Conduct sanitization of all functional areas of the venue before start of the set-up dates of the exhibition. Sanitization of all functional areas including stalls, meeting rooms, restrooms etc. before official start of the exhibition and before start and end of each exhibition day continuing till complete dismantle of the exhibition. Regular cleaning of all frequently touched surfaces during exhibition days. Cleaning of exhibition halls at the end of each event day.
Parking Area	Mark up clearly defined spaces for parking of vehicles so as to maintain social distancing in the parking areas.

AHUs	Ensure regular maintenance and cleaning of AHUs. Maintain adequate in-hall temperature as recommended by health authorities.
Food Courts	Cleaning of all tables, counters, serving desks etc., before opening of Food Courts and in between all shifts and at closing hours. Encourage use of digital payment. Adequate number of security personnel to be deployed to check maintenance of social distancing. Serving personnel to wear masks and gloves. Placement of hand sanitizers at entry point. Break timings to be staggered in shifts with gap of minimum 15 minutes to ensure cleaning and avoiding cross movement. Use of disposables for eatables and drinking water. Visitors to be encouraged to bring own water bottles. Provision of tissue papers near water dispensers, Tea / Coffee makers etc. to avoid direct contact with hand.
Rest Rooms	Open up all restrooms in the functional areas of the venue during the exhibition days. Regular sanitization of all surfaces, WC, taps etc. Install contactless taps. Develop standard protocols for deployed personnel and hygienic maintenance of restrooms.
Exhibition Set Up / Break Down	Encourage use of pre-fabricated stand build up to ensure minimum time spent by the stand fabricators, fitters etc. Encourage all workers, transporters and service professionals to maintain social distancing and observe good hygiene protocols. Encourage use of hand sanitizer at the time of entry, exit and break timings. After removal of display exhibits, clean the stall along with furniture, fixtures etc., before dismantling the stall. Dismantle and deliver all material back to the warehouse using clean vehicle without any transit stops.

Exhibitor / Visitor Movement	Encourage crowd movement effectively to avoid overcrowding. Deploy visitor management personnel and closely monitor visitor movement in all functional areas through CCTV, if available to ensure social distancing and control overcrowding at any point. Arrange for necessary announcement to manage the crowd movement. Restrict hall entry if there is rush inside the halls and recommence entry after the easing of rush. Plan for staggered exit of exhibitors and visitors at the closing time of the show on each day. Encourage the use of e-brochures to minimise contact and paper wastage.
Conferences	Identify closed door conference areas for any conference sessions planned during the exhibition with seating and avoid any standing attendees. Speaker/ panellist chairs to be placed ensuring safe distancing. Ensure social distancing for attendees and sanitization after regular intervals.
Transportation	If organizers are providing transport shuttles, they should be cleaned regularly. Placement of hand sanitizers near the entry gate of the shuttles. Drivers to wear masks and gloves, if necessary. Maintain adequate social distancing. Avoid transportation to/fro from any red zones, if identified by the Government.

These SOPs are indicative. All staff of Venues, Exhibition Organizers, Service Providers, Exhibitors and Visitors are requested to follow and implement all directives issued by the Central and State Governments, as in force, along with the protocols recommended in this SOP for conduct of exhibitions.

Annexure 2:
Proposed SOPs for reopening of Schools

1. **Entry Gate: Security Check**

   Mandatory:

   - Face Mask
   - Temperature Check – Standard 38C or 98 F
   - Hand Sanitizer

   Recommendatory:

   - Footwear Sanitization Tray
   - School bags sanitization

2. **Academics:**

   Mandatory:

   - **Staggered Student Attendance:** Student strength commensurate to ensuring students are able to maintain 2 yards of distance at a given time. Schools to accordingly stagger student attendance. Schools to provide asynchronous work to students for the days they do not come to school.
   - **Sports:** Team matches to be avoided. Sports training and physical fitness to be conducted maintaining social distance of 2 yards.
   - **Teachers**: To wear face covering transparent Visors available in PPE kits instead of face mask while teaching. *(Positives - Healthy breathing, facial expression seen by students)*
   - **Assemblies and school functions:** School Functions and Assemblies to be avoided till further advisory is issued
   - **Stationary / Notes/ Books:** Sharing of items between students to be strictly avoided
   - **Hand Sanitizing/Washing:** Inculcate hand sanitizing/washing every two hours as part of the schedule

   Recommendatory:

   - For students who choose not to attend physical school, record class lessons and host on school portal/LMS

3. **School Transport**

Mandatory:

- All trained Conductors, Maids and Drivers and constant training and briefing daily
- Buses to be sanitized before morning pickup and before departure for drops in the evening *(with Anti-viral disinfectant)*
- Drivers, conductors to be screened by security before leaving the campus in the morning and evening
- Strength in the buses to be maintained at 50%
- Staff & Students to be wearing Mask during bus travel.
- Before staff and student board the bus check Temperature and spray hand sanitizer
- Distribute arrival and departure of buses across school's various entry points
- No pickup from containment zones till it is lifted
- Que masters and markings for de-boarding the buses

Recommendatory

- Footwear sanitization

4. **Attendance**: Recording attendance to be contactless. No biometric - face recognition attendance system advised

5. **School Building:**

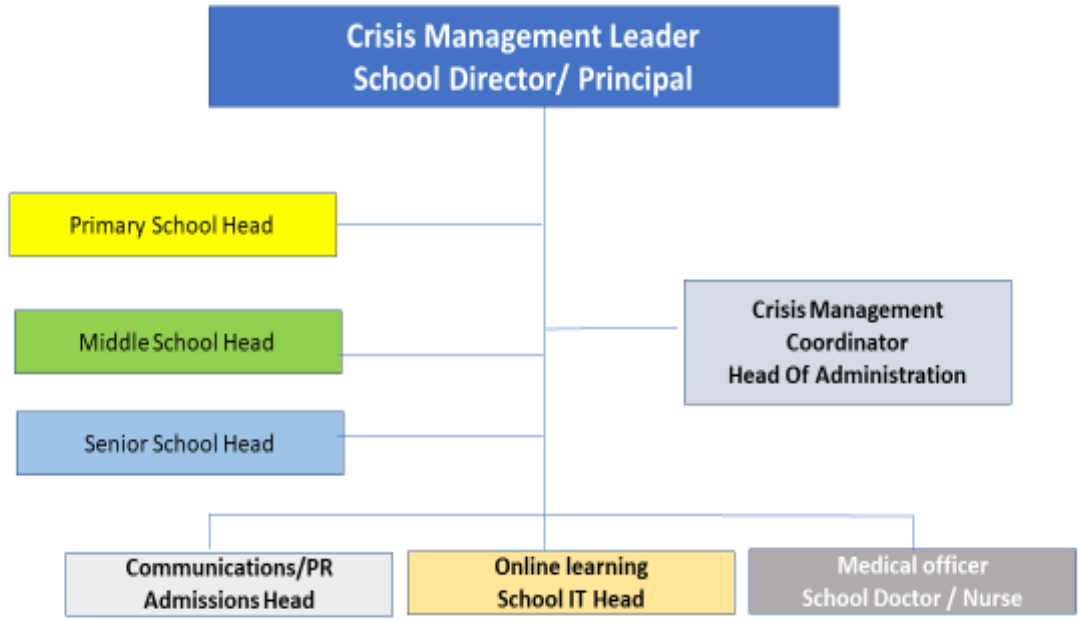
- All building entry points and classrooms to have Sanitizers
- All doors to remain open
- Teachers to ensure students wear Masks all the time
- Washrooms to be monitored to ensure there is no overcrowding.
- Maximum safety signage's all-around campus
- All Pathways and Corridors to be made one way to avoid brushing into each other and adequately marked with direction arrows.
- No overtaking while walking in the corridors, but walk maintaining social distancing
- Markers and stickers to ensure Physical distancing
- Floor markings for entering or exiting the classes room.
- In case of two entry doors, one for entry and another for Exit to be used and marked accordingly

6. **Detecting Symptoms of COVID 19 in school**

- Move Student or Staff to isolation room in the Infirmary, in case infirmary not available, designate a room with basic medical amenities.

- Inform Crisis Management Leader or Crisis Management Coordinator
- Inform Parent of Student or Spouse of staff
- Make a chart of Personnel who have come in close contact
- Social Isolation of those Identified Personnel
- If two of the main Symptoms identified by the medical personnel immediately shift to hospital for testing
- Move identified Student / Staff in complete isolation and nurse in full PPE to the hospital.
- The area should be disinfected and if it is a building and there have been more than two cases detected it should be sealed off for 48 hrs

7. COVID School Crisis Management Team



Recommended actions of Crisis team:

1. Crisis team to continue to monitor, plan and prepare for the recovery situation, referring to the applicable current Phase levels and required action plans
2. Evaluate current protocol, update, and revise as necessary
3. Crisis team to evaluate the response and to revise plans and begin recovery actions
4. Crisis team to conduct a post-event evaluation with lessons learned for continuous improvement

8. Catering & Dining hall services Action Plan

- Catering services to follow WHO guidelines for prevention from communicable diseases.
- Briefing of staff. Awareness posters to be placed.
- All services and kitchen staff regularly wash hands, use sanitizers
- Ensure mandatory washing of hands every two hours.
- All staff to be checked for personal hygiene before entering the shift.
- Update checklist on personal hygiene record, have a column for Flu/Fever
- Use Anti-viral disinfectants when cleaning
- All cutlery and crockery to go through the automatic sanitization process
- Sanitize equipment on regular intervals
- All buffet surfaces to be sanitized with Suma on regular intervals.
- Kitchen and service staff to use Personal Protective Equipment (PPE) to ensure complete safety
- Dining hall to cater only 1/3 of strength to ensure Physical Distancing. And students to be sent in shifts
- Cater to meals for Primary in classroom/block

9. Actions to be taken prior to school opening

- Whole school sanitization and proper training and briefing to all support staff, faculty and Administration staff
- Communication to all parents and staff of school opening and safety preparations to receive students.
- Declaration from all parents with respect to
  - Any trips made abroad or any travels outside NCR.
  - Self-declaration for Health and fitness for all students
- Ensure travel, health and fitness declaration of all staff and support staff
- Medical team to continue to spread awareness and be on high alert

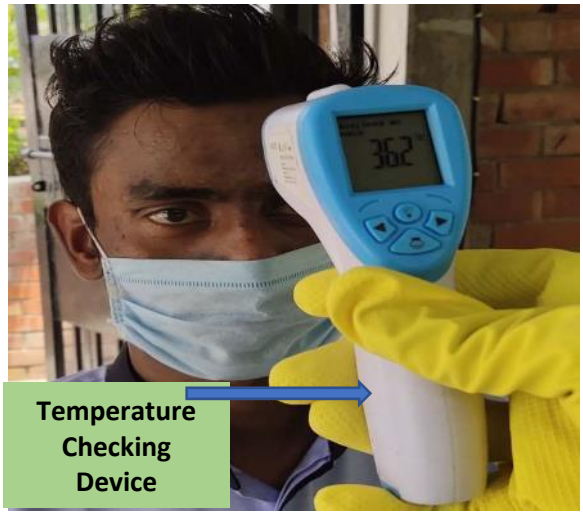
10. Parents / Visitors/ Vendors

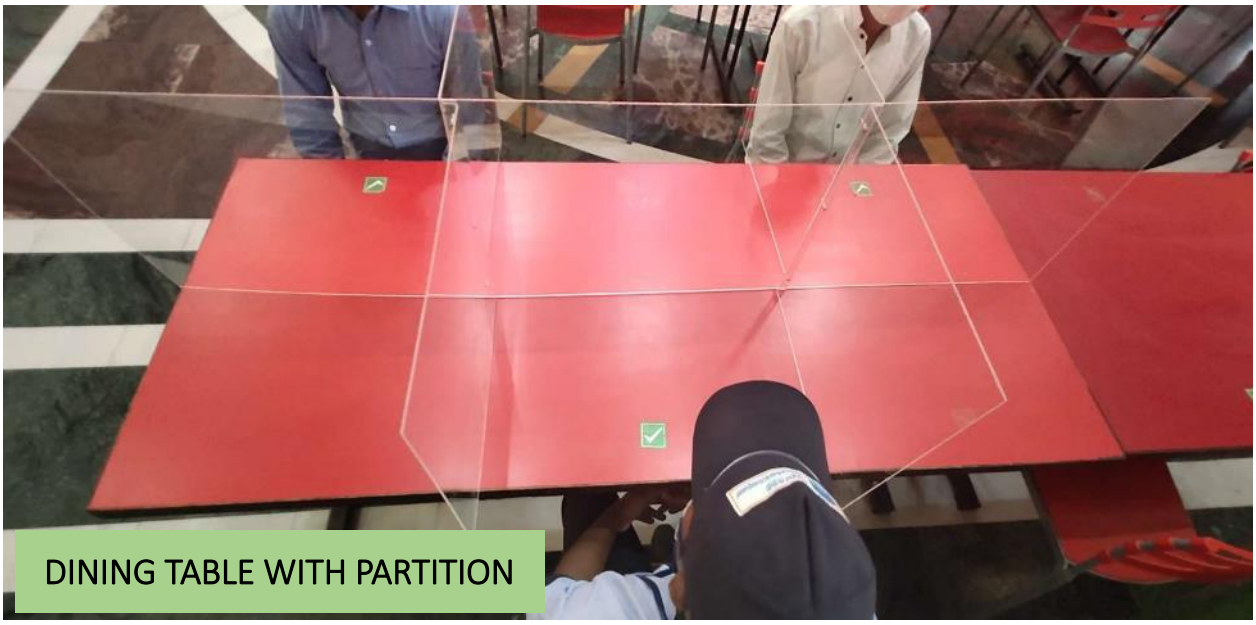
- Parents and Visitors to be allowed in the campus only if it is absolutely essential
- Vendors only for critical services to be allowed
- Gate security should ensure that every person entering the campus is temperature screened, wears a mask, and sanitizes hands before entering

11. Recommended Communication from School

- School team to create a COVID 19 information page on website posting regular updates
- Create a stay healthy section on website sharing physical and mental health ideas and linked resources
- Weekly newsletters and bulletins to be shared with parents
- Online Q&A sessions to be done with parents and staff when necessary

12. Safety Features to Implement



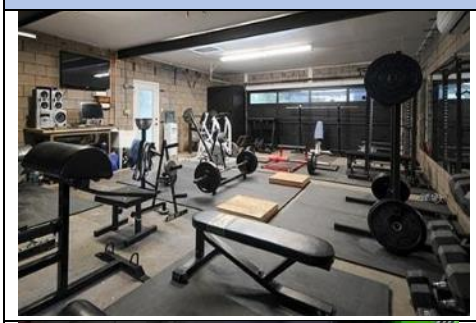
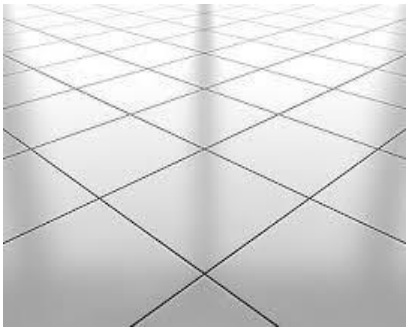


13. Cleaning & Sanitization Protocol

Picture	What	How	When
	Bio Metrics Surface	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Liter of water. • Wear gloves & mask while cleaning	Minimum 3 times a day
	Toilets/ Washroom/ Soap dispenser / Tissue paper holder / Jet Spray etc.	• Wipe with dry duster • Wipe with a wet duster of Virex II 256 – 4MLin 1 Litre of water. R1 – 20 Ml in 1 Litre of water. • Wear gloves & mask while cleaning	Minimum 3 times a day
	Water Dispenser Tap & Bubble top water jar 20 litres.	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water. • Wear gloves & mask while cleaning	Minimum 3 times a day
	All door handles	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water. • Wear gloves & mask while cleaning	Minimum 3 times a day
	Seating table in changing Room & Lockers etc	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Liter of water • Wear gloves & mask while cleaning	Minimum 3 times a day

Picture	What	How	When
	Desktop Keyboard & Mouse	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water. • Wear gloves, goggles & mask while cleaning	Minimum 3 times a day
 	Elevator Button/ Hand	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256– 4ML in 1 Litre of water • Wear gloves & mask while cleaning	Minimum 3 times a day
	Toilets/ Washroom/ Soap dispenser / Tissue paper holder / Jet Spray etc. Water Dispenser Tap & Bubble top water jar 20 litres.	• Wipe with dry duster • Wipe with a wet duster of Virex II 256 – 4ML in 1 Litre of water. R1 – 20 Ml in 1 Litre of water. • Wear gloves & mask while cleaning	Minimum 3 times a day
	Remote (AC/ VC/ TV/ Projector etc.)	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water. • Wear gloves, goggles & mask while cleaning	Minimum 3 times a day

Picture	What	How	When
	Office Chairs (Handle) Office Desk / Work Station / Reception desk	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water. • Wear gloves & mask while cleaning	Minimum 2 times a day
	Trays used in entrance for baggage scan machine	• Wipe with dry duster • Wipe with a wet duster of Virex II 256 – 4ML in 1 Litre of water. • Wear gloves, goggles & mask while cleaning	Minimum 3 times a day
	Visitors ID card/ gate pass etc	• Wipe with dry duster • Wipe with a wet duster of Virex II 256 – 4ML in 1 Litre of water. • Wear gloves, goggles & mask while cleaning	As and when used
	Handover of the Parcels	• Wear Gloves while receiving any parcels, courier, letter etc.	As and when received
	POS Machine / billing machine	• Wipe with dry duster • Wipe with a wet duster of Virex II 256 – 4ML in 1 Litre of water. • Wear gloves, goggles & mask while cleaning	Minimum 3 times a day

Picture	What	How	When
	Gym equipment's / Seating surfaces	• Wipe with dry duster • Wipe with a wet duster of Virex II 256 –4ML • in 1 Litre of water. • Wear gloves & mask while cleaning	Minimum 3 times a day
	Recreation Area Surfaces	• Wipe with dry duster • Wipe with a wet duster of Virex II 256 –4ML in 1 Litre of water. • Wear gloves & mask while cleaning	Minimum 3 times a day
	Floor	• Wipe with dry duster • Wipe with a mop of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water. • Wear gloves & mask while cleaning	Minimum 3 times a day
	Dining Area – Tables surface and Chair handles	• Wipe with dry duster • Wipe with a wet duster of Virex II 256 – 4ML in 1 Litre of water. • Wear gloves, goggles & mask while cleaning	Minimum 3 times a day

Picture	What	How	When
	Walkway Handrails	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water. • Wear gloves, goggles & mask while cleaning	Minimum 3 times a day
	Surface of Sofa	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water. • Wear gloves, goggles & mask while cleaning	Minimum 3 times a day
	Xerox Machine (key/ Display/ Buttons etc.)	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water • Wear gloves, goggles & mask while cleaning	Minimum 3 times a day

Picture	What	How	When
	Water Bottles/ Water Jars/ Jugs etc.	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm • / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water. – Wear gloves & mask while cleaning	As and when used/ During the refiling
	Coffee Vending Machines (Button/ Flap Etc.)	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm/ Micro-chlor 200 PPM solution or Virex II 256 4ML in 1 Litre of water. • Wear gloves & mask while cleaning	Minimum 3 times a day
 	All Area (Such as Doors, handles, walls, offices, Main Gate, Railings, Washrooms, Classrooms, Dining Area, Vehicle etc.)	• Spray with STIHL SR 4000 Machine • Disinfectant spray Virex II 256 – 10 ML in 1 Litre of water / Alcohol disinfectant with IPA. • Wear gloves, mask, safety googles while spray	Minimum 3 times a day

Picture	What	How	When
	Surface of the strip curtains	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water • Wear gloves & mask while cleaning	Minimum 3 times a day
	Surfaces of Bain Marie Counter	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water • Wear gloves & mask while cleaning	Minimum 3 times a day
	Weighing Scale Surface, Display etc.	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water • Wear gloves & mask while cleaning	Minimum 3 times a day
	Food Crates	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm/ Micro-chlor 200 PPM solution or Virex II • 256 – 4ML in 1 Litre of water • Wear gloves & mask	Minimum 3 times a day

Picture	What	How	When
	Storage Racks Surface	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water. Wear gloves & mask while cleaning	Minimum 3 times a day
	Food Display Counter Surfaces, Sliding door knobs etc	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water. Wear gloves & mask while cleaning	Minimum 3 times a day
	Surface of kitchen Working Tables	• Wipe with dry duster • Wipe with a wet duster of Suma tab 150 ppm • / Micro-chlor 200 PPM solution or Virex II 256 – 4ML in 1 Litre of water. Wear gloves & mask while cleaning	Minimum 3 times a day

14. KNOW COVID-19

Posters with COVID -19 advisory and SOP of Campus Safety and Security related to the Virus to be placed in Hindi and English at prominent locations

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KNOW CORONAVIRUS

Coronavirus (CoV) are a large family of virus that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). These viruses are transmitted between animals and people.

SYMPTOMS

FEVER

COUGH

HEADACHE

SORE THROAT

RUNNY NOSE

DIFFICULTY IN BREATHING

Standard recommendation to prevent infection spread:

- Regular hand washing
- Covering mouth and nose while coughing and sneezing
- Thoroughly cooking meat and eggs
- Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing

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15. Preparing Staff for post COVID Reopening

- Let staff including teachers and support staff, start attending first for a week, get used to sanitization, hygiene and other protocols, training on what activities to avoid, how to quarantine, how to handle social distancing, mental health etc- Ensure that Training for support staff is done thoroughly especially about - strict hygiene, handwashing, social distancing and mask rules
- Conduct a risk assessment for teachers and other staff (considering age, chronic conditions, and other risk factors), then implement a staggered approach for returning to school
- Appraise teachers about the structure of functioning, classroom arrangement, social distancing, circulars, and policies pertaining to COVID guidelines for safety and procedures sent to parents
- Train teachers on every aspect of the manual
- Ask them to share any health-related issue pertaining to them or their family members with you
- Equip teachers to deal with both learning recovery and students' mental health and psychosocial (MHPSS) needs
- Teachers should be trained to identify age- related behavioral and cognitive changes and provide age-appropriate learning support
- Inform teachers not to focus on academics only. Also ensure that the curriculum plans do not include any workbook or worksheets for the first few months. There should be no exchange of books, papers etc between teacher-child-parent
- No water play, sand play or any activity like playdoh in which children end up touching the same items as others
- Ensure that teachers/co teachers/ helpers must wear a mask at all times. Make them Understand that because they have a mask on their faces, children are unable to see their expressions, so ensure that you speak in voice modulation and use your eyes to convey a lot of emotions
- The same is with children, their faces are covered with masks which may end up masking their emotions and feelings! Teachers must be trained in understanding body language, eye movements and emotions in the voices of children, so that they are able to respond
- Train teachers not to remove masks for speaking as children imitate them.

Train teachers in LISTEN-COMFORT-REASSURE

i. *LISTEN*: Give children opportunities to talk about what they are feeling. Encourage them to share concerns and ask questions

ii. *COMFORT*: Use simple tools to comfort and calm children, for e.g. telling stories, singing with them, and playing games. Praise them frequently for their strengths, such as showing courage, compassion, and helpfulness

iii. *REASSURE*: children that you are prepared to keep them safe. Provide them with correct information through valid sources

- Train teachers to help children understand the basic concepts of disease prevention and control.
- Use exercises that demonstrate how germs can spread. For example, by putting coloured water in a spray bottle and spraying over a piece of white paper. Observe how far the droplets travel
- With a puppet show, make them aware of why it is important to keep social distancing and not touch hands or faces of others, including masks. *For example, a child/teacher comes to school with a cold. He/she sneezes and covers it with his/her hand. He/she shakes hands with another person or touches them on their face. What did the teacher/child do that was risky? What should he/she have done instead?*

16. <u>Aarogya Setu:</u>

- It is recommended that all employees on campus should install the app on their mobile phones and update their health status on it. The recently launched app Aarogya Setu, meaning Health Bridge, a Bluetooth and GPS-based system is a mobile based application which helps in contact tracing to minimize the spread of the virus. It can be downloaded at https://www.mygov.in/aarogya-setu-app/.

Annexure 3:
Recommended Remote Delivery Execution Framework for Schools

With adherence to the government directives and expert recommendations, the following functional framework has been suggested:

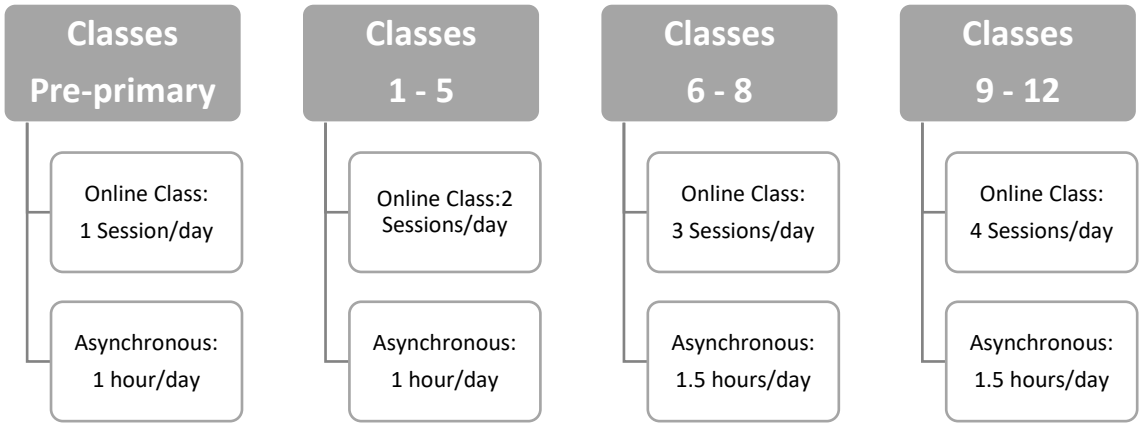
Framework for each "Session"

***Note: All figures in minutes per session. Effective Screen Time = Moderate + High Focal Intensity Activities**

Activity	Description	Time Off Screen (mins)	Time On Screen (mins)	Focal Intensity
Introduction	Attendance & Briefing	-	5	Low
Initial Interaction	Ice-breaking and warm-up	10	-	Low
	Contextual Association	-	5	Low
	Topical Overview	-	5	Moderate
Warmup & Engagement	Reading, writing, workbook, project, Individual expression	20	-	Low
Instruction & Lesson Delivery	Activity Demonstration	-	5	High
	Explanation of key concepts	-	10	High
Learning Evaluation	General Classroom Questions	10	5	Moderate
	Targeted Questions	-	5	High
Session Recap	Session Summary/Recap	-	5	Moderate
	Assignment Allocation/Closure	5	-	Low
Effective Screen Time* / Cumulative Screen Time			35 / 45 mins	
Cumulative Session Duration			90 mins	

Keeping all factors and perspectives into consideration, a suggested school schedule is presented here for COVID-19 impacted period. It has 3 components across class levels.

1. **Synchronous Learning** refers to Online Class. It is a learning event in which a group of students are engaging in learning at the same time.
2. **Asynchronous Learning** refers to a learning event in which teachers provide materials, lectures, tests, and assignments etc. that can be accessed by the students through digital medium.
3. **Small Group or Individual Learning Activities** refers to a learning event where student engage in learning activities that are performed by an individual or in a small group. This can be done in addition to the Synchronous or Asynchronous Learning.



In summary, the recommendations are as follows:

1. Synchronous Learning to be carried out via Online Classes, which are delivered by one of more Sessions of 90 mins duration and with screen time of up to 45 mins.
2. Sessions for Synchronous Learning to be restricted based on the level of the class - from a minimum of 1 per day (pre-primary) to a maximum of 4 per day (classes 9 to 12).
3. Asynchronous Learning to be from 1 hour a day to 1.5 hours a day.
4. About 15-45 mins per day to be allocated for Small Group or Individual Learning Activities. These are self-paced and not teacher-led activities and have no requirement of screen time.

For successful implementation of the framework above, teachers would need to be connected to the platform for the entire duration of the session to swiftly respond to student queries at any point during the synchronous learning process. Session frequency and time considerations can be modulated to suit senior grades *as per* the suggested norms.
This framework provides an initiation point for schools to structure their online classroom delivery in accordance with the issued guidelines and ensure efficient remote delivery of school education.

These are suggested guidelines only. Depending on the individual circumstances, school communities may or may not have the resources, technology, or wherewithal to implement this in spirit and there may be those who can do even more and better. Context is extremely important, and schools must adopt suitably to best meet the needs of their students.

Annexure 4:
Proposed SOPs for Opening up Cinema Halls

Multiplex Association of India
Under the aegis of
Federation of Indian Chambers of Commerce and Industry

Federation of Indian Chambers of Commerce and Industry

Make best endeavours to optimize show timings, entry and exits, to minimize crowding and ensure safe distance

- Stagger show timings in a manner not more than once screen starts the show at same time
- Stagger the entry in a manner that at any point of time only customers for a particular show are entering the Cinema/ Lobby/Lounge
- Strive to stagger show timings in a manner that only one screen has an interval at any point of time
- Ensure a minimum gap of 15 minutes between two shows in any screen for thorough cleaning and disinfecting
- Entry to lounge / waiting area to be allowed only 30 minutes before each showtime to avoid crowding
- Staggered and row-by-row entry and exits to be followed to ensure that at any point only limited number of people queue and enter or exit

Customers to follow: Strict Social Distancing, Cleanliness, Hygiene & frequent Sanitization, Compulsory Aarogya Setu

- Chequered Seating where no person will be permitted to sit directly in front of, behind, or next to another - in a way that each row is utilised with every alternate seat being blocked so that distances are maintained in all directions*.
- Disinfection to be carried out thoroughly after every show using Fogging Machine and prescribed disinfectants

**Premium recliner seats already having wide seats and no possibility of touching the adjoining seat shall be excluded*

- Use of paper tickets to be discontinued
- Customers to be encouraged to utilize digital platforms like website, mobile applications for booking tickets
- Hand sanitizers to be made amply available for dispensing near each entry of each theatre, and small packs to be readily available for sale at reasonable prices
- Contactless Temperature Gun and Handheld Metal Detector to be deployed at entry
- The customer must wear a facemask mandatorily throughout the visit
- Customers shall be screened for body temperature and visual symptoms such as coughing, sneezing, running nose and difficulty in breathing.
- Customers, if found with above visual symptoms and body temperature 99.14ºF (37.3ºC) or higher will be prohibited to enter the Cinema
- Customers to be encouraged to follow the social distancing guidelines at all the times even in the washrooms
- Customers shall be encouraged to scan QR codes for accessing food menus and food ordering

Well trained staff to minimize any risks

- Employees to always wear PPE- appropriate Gloves and Masks
- Employees to wash or sanitize hands every one hour during the duty hours
- Clearly articulated responsibilities
- Trained on all SOPs for operating the theatre

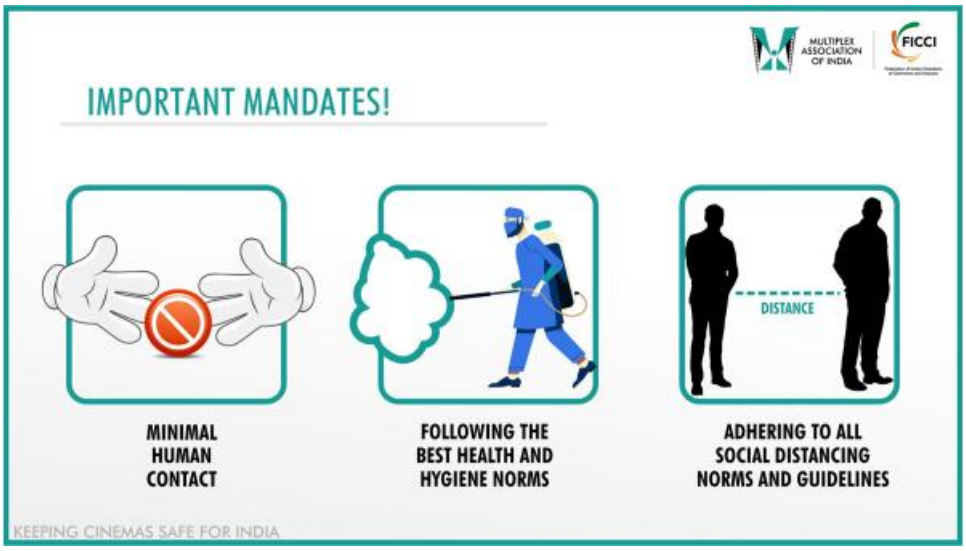
Cinema manager to ensure Strict Social Distancing, Cleanliness, Hygiene & frequent Sanitization, Compulsory Aarogya Setu

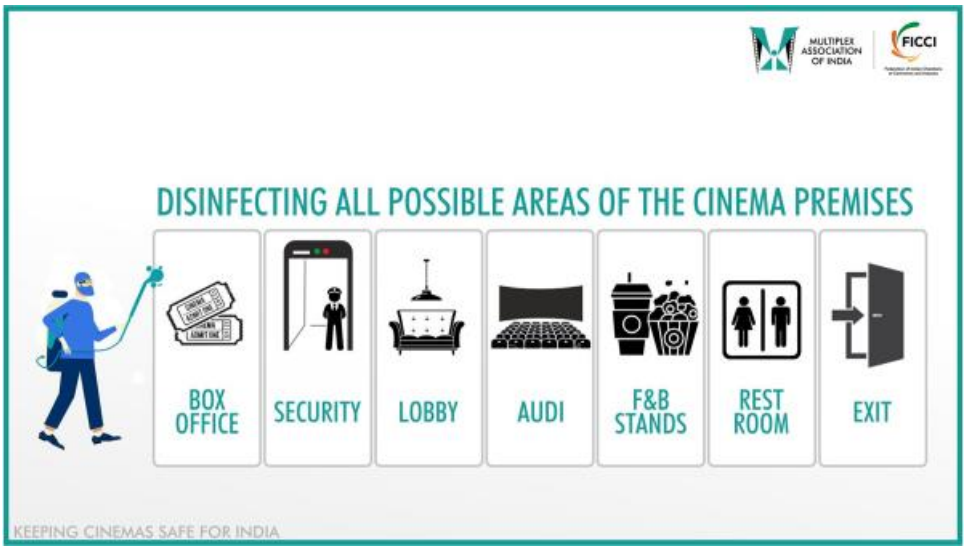
- No spitting shall be allowed any where
- Box Office areas such as floor and counter surfaces shall be disinfected regularly after every one hour during the operating hours of the Cinema
- The railings would be wiped before each show start and ends, and during intervals
- Disinfect the high-risk touchpoints such as Door, Door Handle, and Handrail before the show, during the interval and after the show.
- The floor marking or stickers shall be place appropriately to ensure social distancing
- Clear guidelines would be shown prominently in F&B areas as well as during Interval

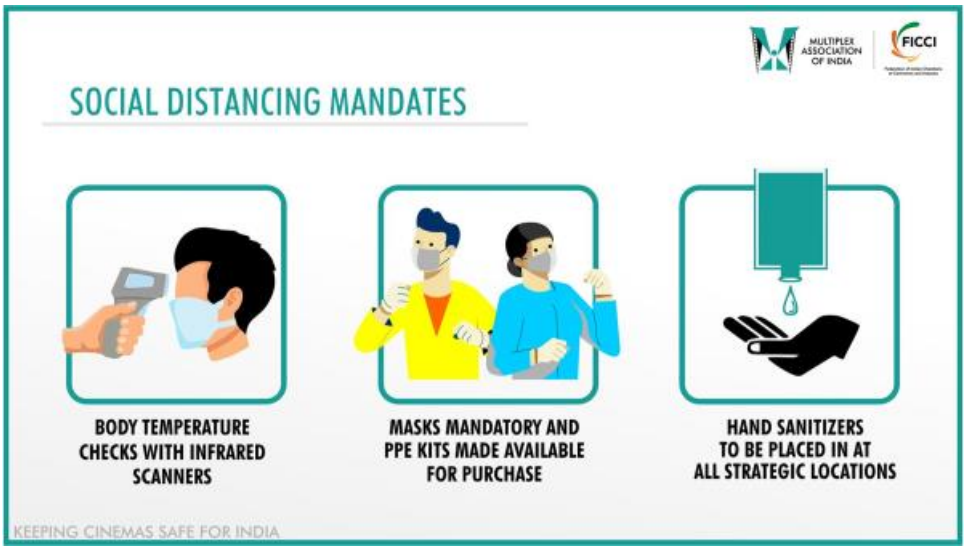
for promoting safe consumption of F&B and to maintain highest hygiene

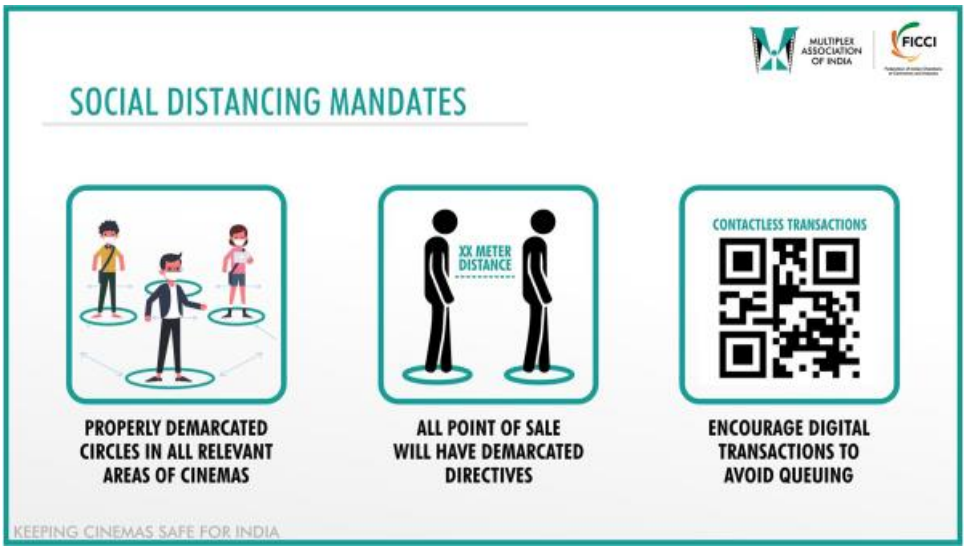
Air-conditioning and Ventilation

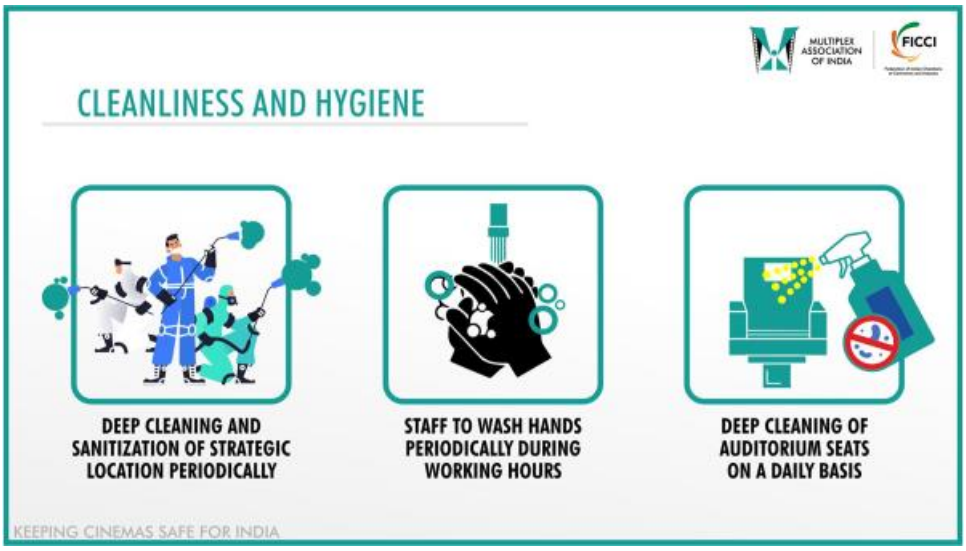
- Ensure fresh air intake in the ventilation
- Continuously run exhausts in washrooms and all common areas through the operating timings






SOCIAL DISTANCING MANDATES
BODY TEMPERATURE CHECKS WITH INFRARED SCANNERS
MASKS MANDATORY AND PPE KITS MADE AVAILABLE FOR PURCHASE
HAND SANITIZERS TO BE PLACED IN AT ALL STRATEGIC LOCATIONS
KEEPING CINEMAS SAFE FOR INDIA


SOCIAL DISTANCING MANDATES
PROPERLY DEMARCATED CIRCLES IN ALL RELEVANT AREAS OF CINEMAS
XX METER DISTANCE
ALL POINT OF SALE WILL HAVE DEMARCATED DIRECTIVES
CONTACTLESS TRANSACTIONS
ENCOURAGE DIGITAL TRANSACTIONS TO AVOID QUEUING
KEEPING CINEMAS SAFE FOR INDIA


CLEANLINESS AND HYGIENE
DEEP CLEANING AND SANITIZATION OF STRATEGIC LOCATION PERIODICALLY
STAFF TO WASH HANDS PERIODICALLY DURING WORKING HOURS
DEEP CLEANING OF AUDITORIUM SEATS ON A DAILY BASIS
KEEPING CINEMAS SAFE FOR INDIA

BOX OFFICE & FOOD/BEVERAGE SALE
CONTACT-LESS TICKET PURCHASE TO BE ENCOURAGED
FOOD AND BEVERAGE CAN BE ORDERED ONLY ONLINE OR THROUGH AN APP
SINGLE USE DISPOSABLE PACKAGING FOR FOOD & BEVERAGE
NOTE: PREMIUM CINEMAS WILL BE USING CUTLERY AND CROCKERY
KEEPING CINEMAS SAFE FOR INDIA

CINEMA EMPLOYEES MANDATES
Aarogya Setu
AAROGYA SETU APP WILL BE MADE MANDATORY FOR ALL CINEMA STAFF
ONLY MEDICALLY CERTIFIED AND FIT STAFF ALLOWED TO COME TO WORK
MASKS AND GLOVES MANDATORY FOR ALL CINEMA STAFF
KEEPING CINEMAS SAFE FOR INDIA

MULTIPLEX ASSOCIATION OF INDIA
FICCI
HYGIENE AND SANITIZATION MANDATES
SANITIZATION AND DISINFECTANTS PURCHASED ONLY FROM AUTHENTICATED SUPPLIERS
WASHROOMS TO BE FREQUENTLY SANITISED. PATRONS WILL BE ENCOURAGED TO USE ALTERNATE URINALS
METHODICAL SEPARATION AND DISPOSAL OF GARBAGE
KEEPING CINEMAS SAFE FOR INDIA

MULTIPLEX ASSOCIATION OF INDIA
FICCI
OTHER IMPORTANT MANDATES
ALL PRECAUTIONARY MEASURES WILL BE PROMOTED THROUGH ALL MEDIUMS OF THE CINEMA
CINEMA STAFF TO BE CONSTANTLY ON A VIGIL TO MANAGE CROWD AND DETECT ISSUES
SINGLE USE 3D GLASSES TO BE USED
*PREMIUM IMAX 3D GLASSES WILL BE DISINFECTED AFTER EVERY USE
KEEPING CINEMAS SAFE FOR INDIA

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