



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

File No. HFW-SCH-I-COVID-0025-2021- 154687H Dated, 25-05-2021

From

Shri. P.K. Mohapatra, I.A.S.,
Additional Chief Secretary to Government.

To

All Collector & DMs

All Municipal Commissioners

All CDM&PHOs

Director, MHI, SCBMCH, Cuttack

Sub:- SOP on preventive measures in Mental Health Hostels/ Short Stay Homes/ Orphanages/Child Health Care Homes during COVID-19 Resurgence.

Madam/sir,

In inviting a reference to the subject cited above, I am to say that public health challenges have been compounded owing to the resurgence of COVID-19 pandemic in the state. In this context, it is also necessary that protective measures are followed in Mental Health Hostels / Short Stay Homes / Orphanages / Child Health Care Home throughout the state during this pandemic situation.

Keeping in view the directions received from all applicable agencies including Central Government and State Government, a SOP has been prepared for the purpose and a copy of the same is enclosed herewith as Annexure-I for necessary reference.

It is, therefore, requested to issue necessary instruction to all concerned within your respective jurisdiction to adhere strictly to the SOP.

Yours faithfully,


Additional Chief Secretary to Government

Memo No. 15469 /H

Dated, 25-05-2021

Copy with enclosure forwarded to the Mission Director, NHM, Odisha / DHS, Odisha/DMET, Odisha/DPH, Odisha / Director, Capital Hospital, Bhubaneswar / Director, RGH, Rourkela / Sr. RD, ROH&FW for information and necessary action.

[Signature]
25/05/21
Deputy Secretary to Government

Memo No. 15470 /H

Dated, 25-05-2021

Copy with enclosure forwarded to ME-I Section / FW Section of H&FW Deptt. for information and necessary action.

[Signature]
25/05/21
Deputy Secretary to Government

Memo No. 15471 /H

Dated, 25-05-2021

Copy forwarded to Joint Secretary to Government, SSEPD Department for information and necessary action.

[Signature]
25/05/21
Deputy Secretary to Government

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SOP on Preventive Measures in Mental Health Hostels/ Short Stay Homes/ Orphanages /Child Care Homes to contain spread of COVID-19

The document provides information on the protective measures to be followed in mental health Short stays homes /hostels/shelter homes/Child Care homes during the COVID-19 outbreak. This SOP has been prepared in tandem with directions received from all applicable agencies including Central, State Government.

Through this SOP, the administration is adopting a set of Standard Operating Procedures (SOPs) with comprehensive Preventive Public Health Measures to prevent and deal with COVID-19 pandemic by setting the policy and procedural guidelines for the inmates, staff and workers.

Generic Preventive Measures

1. The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19 among all staff & inmates at all times. These include-
 - (a) Physical distancing of at least 6 feet to be followed as far as feasible.
 - (b) Use of face covers/masks is mandatory.
 - (c) Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
 - (d) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
 - (e) Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
 - (f) Spitting shall be strictly prohibited. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
 - (g) Upon arrival, the new inmates will undergo COVID test which would be facilitated by district IDSP control room in coordination with the district Mental Health Team.
2. **Facility staff shall ensure the following arrangements:**
 - (a) Entrance will have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and exit inside the hostel/homes as far as feasible. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
 - (b) Only asymptomatic staff and students/inmates shall be allowed. All staff and students to be allowed entry only if using face cover/masks. The face cover/mask has to

be worn at all times inside the hostel/homes.

(c) An Isolation room must be earmarked in every Hostel/Home for isolation of a suspected case.

(d) Thermal screening will be done twice for every boarder, morning & evening and record will be maintained by the wardens.

3. Hostel/Home(Rooms)

(a) Rooms are allotted with proper spacing to ensure social distancing. At any time, there should not be more than two students/inmates in a room. Students are expected to maintain social distance. Crowding of students/inmates (more than two) in the hostel room is not permitted.

b) Students/Inmates are expected to observe high sense of self-discipline and COVID responsible behavior at all time inside and outside hostel premises. All students are expected to observe the following: -

(i) Regular and thorough hand hygiene.

ii) Social distancing.

iii) Avoid touching eyes, nose, and mouth.

iv) Face masking and good respiratory hygiene.

(c) Hand disinfectants should be used after exchanging objects with fellow students/faculty/staff, as also after touching surfaces like walls, doors, door knobs, stair handrails, switches, etc.

(d) Social distancing includes refraining from hugging, intimating, or shaking hands with other students/friends/inmates. It involves maintaining a distance of at least 1m (3 ft.) and avoiding anyone who is coughing and sneezing.

(e) Respiratory hygiene means masking/covering mouth and nose with suitable medicated masks or wrapping a clean washed piece of cloth to secure self and other in surroundings when coughing or sneezing.

(f) Students are encouraged to restrain and not to share cups, eating utensils, food or drinks with others.

(g) Students/inmates are encouraged to maintain proper ventilation and air exchange in their rooms by keeping their windows open (while keeping mess windows always closed) along with the door open from time to time. The Hostel/Home Warden will intimate time when these MUST BE KEPT OPEN.

(h) Students/Inmates should use their own soaps and disinfectants, and avoid sharing such materials. Periodic cleaning and dis-infection of the rooms and toilets would be carried out. The cleanings of wash rooms will be carried out every day.

(i)Corridors Social distancing should be maintained. No gathering of students is permitted.

(j) Students/Inmates should not crowd in the dining area,corridors & toilets. They should form queues for entry into the washroom with social distancing. Proper cleanliness to be maintained in these areas.

(k)No get-togethers are allowed in any part of the hostel building/Homes and students should avoid meeting in groups.

(l) No more than 3 students/inmates shall be permitted, (even with proper social distancing and respiratory etiquette) to gather or stand or chat outside the hostel/Home or between hostel/home lawns or garden area. Students/inmates should avoid gathering or sitting in groups.

4. Dining & Mess

(a) Keeping with social distancing norms, the seating capacity of the students/Inmates in the dining hall to be reduced. The meal timings must be staggered to ensure smooth conduct of meal distribution.

(b) A slot-based coupon system will be introduced to ensure full communication and complete adherence.

(c) The staff on duty in the mess hall and the cook house, will be screened for their health conditions/hygiene before starting their duty every day and will mandatorily wear face-mask, head cover, and hand gloves while on duty. The mess staff will also ensure social distancing norms.

(d) The mess staff shall be trained on COVID appropriate behaviour by the Staff(hostel/Inmates). They shall be monitored for their adherence at all time by the administrative dept.

(e) Awareness posters to be displayed all around the corridors,cooking and dining area. Sufficient soap for hand washing with provision of water facility shall be provided and supervisors to ensure adherence.

(f) Spitting shall be strictly prohibited. Use of mosquito-nets by inmates to be encouraged.

(g) Doctor on call of the Home/Hostel would carry out one round daily of the cook house to ensure hand and respiratory hygiene of the mess staff. Weekly sensitization & awareness talk to be given by the Doctor on call to the mess staff.

(h) The medical facilities are available and special tie-up with DHH/SDH/CHC in case of in any kind of emergency needs to be done and ensured.

- (i) A dedicated ambulance along with its contact no. is to be made available round the clock for any health emergencies. First aid facilities to be made available with Wardens of every hostel/Home .
- (j) Necessary coordination for treatment of minor ailment to be done with District Healthteam and Teleconsultation may be opted for consultation with the MO IC/DPHO of the district for further assistance regarding treatment, care, support or counselling as the case may be.
- (k) Awareness activities must be conducted among the inmates, staff of homes/hostels/orphanages /CCIs by the district Mental Health Team/District RRT Team/ DSSO for upscaling knowledge and skills about COVID appropriate behaviour.
- (l) In case the inmate is found positive, they will be shifted to the isolation centre in the hostel/Home and the MOIC of DHH/SDH/CHC MO I/C and the guardians would be informed and the student will be shifted to the hospital if necessary.
- (m) The District IDSP Control Room must be informed regarding any symptomatic inmates suffering from Fever, Cough, Sore throat and diarrhoea for further assistance.
- (n) One Nodal Person from the Hostel/Home to be identified for close coordination and contact with District IDSP Control room/District Mental Health unit during any emergency.

5. Going Out

- (a) It is not recommended to allow students visiting any place outside the campus, including eateries outside the campus.
- (b) Students may be allowed to go outside for a maximum time of 15 Minutes per week for utmost important requirements, on case to case basis.
- (c) Anyone proceeding outstation or going outside the city/ town/location of the institute limits will have to undergo a process/ quarantine period, as may be suggested by the campus doctor.

6. Collaborative Studies

(a) Students are encouraged to use collaborative/meeting software like 'GoToMeeting', Google Meet, Microsoft Teams etc. for any collaborative work like assignment, case studies, etc.

(b) Students are not expected to physically meet in a group for such work.

7. Delinquency Treatment

All those failing to observe the SOP shall be treated as delinquents and will be liable to disciplinary action. Wardens shall issue an "On The Spot Caution" and endorse it in Anomaly Report Form. Any delinquent worker, student or staff who has earned a caution shall be proceeded against for disciplinary action based on facts enumerated in Anomaly Report Form.

8. Visitors to Homes / Centres

(a) No visitor shall be allowed to the Centres/ Homes and in case of exigencies, visitor may meet at waiting room/space dedicated for the purpose.

(b) Before allowing visitors, thermal screening, compulsory use of mask & sanitization be ensured to meet any inmate in a dedicated place.

(c) One staff should be identified to monitor the register of the visitors and make them aware of this SOP.

(d) Details of contact, address, mobile number & identity proof of visitor to be maintained for supporting contact tracing, if necessary.

Summary

The paramount purpose of the elaborated SOP stipulating the policy and procedural observance is to instill a sense of self-discipline to observe COVID responsible behavior.

Social distancing norms, hand & respiratory hygiene, use of sanitizers frequently, negation of gatherings and crowding shall ensure responsible acts by individuals to safeguard the community interest and prevent spread of COVID-19 pandemic. Reporting of anomalies through the Anomaly Report Form and subsequent action to segregate the irresponsible individuals shall minimize chances of susceptibility. This shall pave the way to focus on the ultimate aim of imparting and receiving education and achieve our primary objective of being among the best.