ORDER

In partial modification of the consolidated guidelines on lockdown measures issued vide Order No. CSO/GAB-I/COM/GEN-I/2020, dated 30.08.2020 under Section 22 (2) (b) and Section 22 (2) (h) of the Disaster Management Act. 2005 for preventing and containing the spread of COVID-19, subsequently extended vide Order No. CSO/GAB-I/COM/GEN-I/2020, dated 30.09.2020; and in pursuance of the decision taken by the High Powered Committee in the meeting held on 18.12.2020, the following are hereby permitted with immediate effect outside the Containment Zones in the State of Nagaland:

(a) Cinema Halls/ Multiplexes/ Theatres are permitted to open with 50% of their sitting capacity subject to strict adherence to the provisions, as applicable, of the Standard Operating Procedure (SOP) for preventing the spread of COVID-19 enclosed as Annexure I

(b) Entertainment Parks, outdoor parks, recreation areas and similar places are permitted to open subject to strict adherence to the provisions, as applicable, of the Standard Operating Procedure (SOP) for preventing the spread of COVID-19, enclosed as Annexure II

(c) Business to Business Exhibitions are permitted to open subject to strict adherence to the provisions, as applicable, of the Standard Operating Procedure (SOP) for preventing the spread of COVID-19, enclosed as Annexure III

(d) Museums, exhibitions and art galleries are allowed to open subject to strict adherence to the provisions, as applicable of the Standard Operating Procedure (SOP) for preventing the spread of COVID-19 enclosed as Annexure IV.

(e) Social/ academic/ sports/ entertainment/ cultural/ political/ religious functions and congregations beyond the present limit of 100 persons is permitted outside the Containment Zones, and subject to the following conditions:
   a. In closed spaces, a maximum of 50% with a ceiling of 200 persons. Wearing of face masks, maintaining social distancing, provision of thermal screening and use of hand wash or sanitizer will be mandatory.
   b. In open spaces, keeping the size of the ground/space in view and with strict observance of social distancing, mandatory wearing of face masks, provision of thermal screening and hand wash or sanitizer.

2. In view of the increase in the limit for gatherings and congregations, and the need for relaxing the timing of opening of any religious place/place of worship, the Order...
issued vide No. CSO/GAB-I/COM/GEN-I/2020, dated 10.06.2020 regarding opening of religious places/places of worship shall stand modified as under:

(a) Para 3 (i) of the aforesaid Order shall be read as: “The number of persons to be allowed in any religious place/place of worship at any point of time should not be more than 200 or 50% of the capacity of that building/place, whichever is lower.”

(b) Para 3 (ii) of the aforesaid Order stands revoked, and the timings for the opening and closing of any religious place/place of worship may be decided as per requirements by the trustee/management concerned.

To
All DCs/ CP/SPs for information and necessary action

NO.GAB-I/COM/GEN-4/2020
Kohima, dated, the 21st December, 2020

Copy to:
1. The Commissioner Secretary to Governor, Nagaland for kind information.
2. The Additional Chief Secretary to Chief Minister, Nagaland for kind information.
3. The Sr. PS to Deputy Chief Minister, Nagaland for kind information.
4. The Sr. PS to Speaker, Nagaland for kind information.
5. The Sr. PS to all Ministers/Advisors for kind information.
7. The Director General of Police for kind information.
8. The JD, SIB for kind information
10. The Commissioner, Nagaland for kind information.
11. All AHOs for kind information.
12. The Staff Officer, 3 Corps/IGAR (N) for kind information.
13. The Station Commander, Military Station, Jakhama/Chief Engineer, Project Sewak, Dimapur/ DIG, CRPF, Kohima for information.
14. All HODs for information
15. The Comdt. 93 Bn. BSF, Chedema/ Comdt. 111 Bn. BSF, Satakha for information.
16. The DRC, ARC Nagaland House, Delhi, Kolkata, Guwahati, Shillong.
17. The Station Director, AIR and Doordarshan, Kohima for information and publicity
18. The Director, IPR for wide publicity.

(ABHIJIT SINHA) IAS
Principal Secretary, Home
Annexure I

SOPs for Exhibition of Films on preventive measures to contain spread of COVID-19

1. Background
Given the current COVID-19 outbreak it is important that various stakeholders involved in the activities of exhibition of films take suitable measures to restrict transmission of the virus while conducting their operations and activities.

2. Scope
This SOP outlines the Standard Operating Procedures (SOPs) in terms of various generic precautionary measures to be adopted in addition to specific measures to be ensured during exhibition of films in cinema halls/theatres/multiplexes to prevent spread of COVID-19.

No Exhibition of Film shall be allowed in containment zones.

The District Task Force (DTF) may consider proposing additional measures as per their field assessment.

3. SOPs related to Exhibition of films
General Guidelines
The generic measures include public health measures that are to be followed to reduce the risk of transmission of COVID-19. These measures need to be observed by all (workers and visitors) at all times.

These include:

i. Adequate physical distancing of at least 6 feet to be followed outside the auditoriums, common areas and waiting areas at all times.

ii. Use of face covers/masks to be made mandatory at all times.

iii. Availability of hand sanitizers, preferably in the touch-free mode, at entry and exit points as well as common areas within the premises.

iv. 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.

v. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.

vi. Spitting shall be strictly prohibited.

vii. Installation & use of Aarogya Setu App shall be advised to all.

Entry & Exit Points

a. Thermal screening of visitors/staff is to be carried out at entry points. Only asymptomatic individuals shall be allowed to enter the premises.
b. Provisions for hand sanitization should be made available at all entry points and in work areas.
c. Designated queue markers shall be made available for entry and exit of the audience from the auditorium and the premises.
d. The Exit should be done in a staggered row-wise manner to avoid crowding.
e. Sufficient time interval between successive screenings on a single screen as well as on various screens in a multiplex shall be provided to ensure row-wise staggered entry and exit of the audience.

Seating Arrangements

a. The occupancy of the cinemas/theatres/multiplexes shall not be more than 200 or 50% of their total seating capacity, whichever is lower.
b. Seating arrangement inside the auditorium of the cinemas/theatres/multiplexes to be made in such a way that adequate physical distancing is maintained. A model seating arrangement is attached at Annexure A.
c. Seats that are “Not to be occupied” shall be marked as such during booking (for both online booking and at the box office sale of tickets).

Note: The “Not to be occupied “seats inside cinemas/theatres/multiplexes should either be taped or marked with fluorescent markers to prevent people from occupying these seats so as to ensure adequate physical distancing at all times.

Physical Distancing Norms

a. Proper crowd management in the parking lots and outside the premises—duly following physical distancing norms shall be ensured.
b. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.
c. Efforts shall be made to avoid overcrowding in the common areas, lobbies and washrooms during the intermission. Audience may be encouraged to avoid movement during the intermission. Longer intermissions may be used to allow audience seated indifferent rows of the auditorium to move in a staggered manner.

Staggered Show Timings at Multiplexes

a. Staggered show timings shall be followed for multiple screens to avoid crowding.
b. The show commencement time, intermission period and finish time of a show at any screen shall not overlap with the commencement time, intermission period or finish time of a show at any other screen in a multiplex.

Booking and Payments

a. Digital no-contact transactions should be most preferred mode of issue/verification/payments for tickets, food, and beverages, etc. by using online bookings, use of e-wallets, QR code scanners, etc.
b. Contact number shall be taken at the time of booking of tickets to facilitate contact tracing.
c. The purchase of tickets at the box office shall be open throughout the day and advance booking shall be allowed to avoid crowding at the sale counters.
d. Sufficient number of counters at the box office shall be opened with adequate physical distancing norms, to prevent crowding during physical booking of tickets.
e. Floor markers shall be used for physical distancing during queue management at the box office.

**Sanitization of the Premises**

a. Frequent sanitization of the entire premises, common facilities, and all points which come into human contact, e.g. handles, railings, etc. shall be ensured.
b. The cinemas/theatres/multiplexes auditorium shall be sanitized after every screening.
c. Regular cleaning and disinfection of the box office, food and beverage areas, employee and staff lockers, toilets, public areas, and back office areas shall be ensured.
d. Measures for the safety of sanitization staff such as adequate provisions for rational use of gloves, boots, masks, PPE, etc. shall be undertaken.
e. Disinfection of the premises to be taken up if any person is found positive.

**Staff Related Measures**

a. Wearing of face cover for staff is mandatory at all workplaces and adequate stock of such face covers should be made available.
b. All employees who are at higher risk, i.e., older employees, pregnant employees, employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
c. With a view to ensure safety at the workplace, employers on best effort basis should ensure that Arogya Setu is installed and updated by all employees their mobile phones.
d. Communication and training of the staff on precautions related to COVID-19, respiratory hygiene, hand hygiene, etc. shall be carried out.
e. Self-monitoring of health by all employees/staff and reporting any illness at the earliest shall be ensured.

**Public Awareness**

a. Do’s and Don’ts shall be communicated at prominent access points: Online sale points, digital tickets, public areas like lobbies, washrooms, etc.
b. Public Service Announcements on wearing mask, observing physical distancing and maintaining hand hygiene as well as specific announcements on the precautions and measures to be followed within and outside the premises shall be made before the screening, during intermission and at the end of the screening.
c. Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently outside and inside of the venues.
Air-Conditioning/Cooling

For air-conditioning/ventilation, the guidelines of CPWD shall be followed which, inter alia, emphasizes the following:

a. Temperature setting of all air conditioning devices should be in the range of 24-30°C.

b. Relative humidity should be in the range of 40-70%.

c. Re-circulation of air to be avoided to the extent possible.

d. Intake of fresh air should be as much as possible.

e. Cross ventilation should be adequate.

Anti-stigma Behaviour

COVID-19 related stigmatization or unruly behaviour shall be dealt with strictly by coordination between the auditorium manager(s) and the local authorities.

Food and Beverage Area

a. Show timings in the cinema halls to be staggered to ensure that intervals of different shows do not occur simultaneously.

b. Customers shall be encouraged to use cinema apps/QR codes, etc. for ordering food as much as possible.

c. Multiple sale counters in food and beverage area be made available wherever possible.

d. One line systems to be followed using floor stickers to maintain physical distancing at every sale counter.

e. Only packaged food and beverages shall be allowed.

f. Delivery of food and beverage inside the hall/auditorium shall be prohibited.

g. Management shall ensure observance of physical distancing and preventing crowds in the food and beverages area.

h. Safe disposal of the food and beverage waste shall be ensured by the management of the premises.


5. Any violation of the above SOP issued will attract action as per legal provisions against the management of the cinema hall/theatre/multiplex or the visitor as the case may be.
Model Seating Arrangement for Exhibition of Films
**SOP on preventive measures to be followed in Entertainment Parks and similar places to contain spread of COVID-19**

1. **Background**

Entertainment Parks and similar places are frequented by a large number of people for leisure and entertainment. To prevent spread of COVID-19 infection, it is important that required physical distancing and other preventive measures are followed in these places.

2. **Scope**

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at Entertainment Parks and similar places to prevent spread of COVID-19. Entertainment Parks and similar places in Containment Zones shall remain closed. Only those outside Containment Zones will be allowed to reopen.

The District Task Force (DTF) may consider implementing additional measures as per their local assessment.

3. **Promoting COVID appropriate behavior**

Simple public health measures are to be promoted to reduce the risk of spread of COVID-19 infection. These measures are to be observed by all (staff and visitors) in these places at all times.

These include:

i. Physical distancing of at least 6 feet to be followed as far as feasible.

ii. Use of face covers/masks to be made mandatory.

iii. 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.

iv. 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.

v. Self-monitoring of health by all and reporting any illness at the earliest to State or District helpline.

vi. Spitting shall be strictly prohibited.

vii. Installation & use of Aarogya Setu App shall be advised to all.

4. **Protecting the vulnerable population**

i. Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home. Entertainment Park management to advise its clients accordingly.

ii. Employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions must take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
5. Providing and maintaining healthy environment at Entertainment Park and similar places

i. Prior to resumption of activities, all work areas, public utility areas and open spaces (including but not limited to rides, museums, gardens, food courts, gift shops, theatres, etc.) shall be sanitized with 1% Sodium Hypochlorite solution. Thereafter this will be done on a regular basis. Detailed guidelines are available at: https://www.mohfw.nic.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf.

ii. Cleaning and regular disinfection (using 1% Sodium Hypochlorite solution) of frequently touched surfaces (door knobs/handles, elevator buttons, hand rails, slides, chairs, tabletops, benches, washroom fixtures, etc.) and floors, walls etc. to be done before opening of Entertainment Park, at the end of the day and at other appropriate times.

iii. Provisions to be made for multiple hand washing stations and hand sanitizers for the use of public. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.

iv. Deep cleaning of all drinking and hand washing stations, washrooms, showers and lavatories shall be ensured.

v. Visitors and employees should be advised to dispose of used face covers/masks in separate covered bins placed in common areas.

vi. Swimming Pool (wherever applicable) shall remain closed.

vii. Water themed Entertainment Parks and water rides shall ensure adequate and regular water filtration and chlorination as per laid down standards.

viii. Staggered timing and regulation of physical numbers on these rides be ensured.

ix. Theatres will only allow 50% of seating capacity duly ensuring physical distancing norms.

6. Planning for operations, scheduling and monitoring of activities

Physical distancing

i. For ensuring physical distancing inside and outside the premises, specific markings on the floor may be made. Similarly, physical distancing shall also be maintained in office areas and common utility areas.

ii. There will be queue management inside and outside the premises. Enough personnel will be deployed to monitor the queue and physical distancing.

iii. Lockers for staff and visitors will remain in use; physical distancing and regular disinfection to be maintained.

Crowd management

i. The crowd density does not remain the same throughout and usually peaks on weekends and holidays. Planning should specifically factor-in requirement for these peak days.

ii. Provision for online tickets must be encouraged.

iii. The tickets sold shall be commensurate with the floor area per person that is required for fulfilling the physical distancing norms. Accordingly, entry to the Entertainment Park shall be regulated.

iv. Entry of visitors with tickets to be monitored to ensure that the number of visitors inside the Entertainment Park at any given time doesn’t exceed the permissible limit.

v. CCTV monitoring shall be ensured to detect crowding at any Rides or Food Court etc.
vi. For those who reach the Entertainment Park without online ticket or where facility of on-line ticketing does not exist, adequate number of ticket counters shall be planned duly ensuring physical distancing norms.

vii. A simple do's and don'ts Advisory may be distributed at the time of issue of tickets/passes or may be printed on the tickets itself. Do’s and Don’ts also to be displayed at vantage points.

The park management may make suitable provisions for contact-less payment.

**Ensuring ventilation**

i. As far as feasible, natural ventilation must be ensured and use of small enclosed spaces must be discouraged.

ii. Circulation of outdoor air needs to be increased, as much as possible, by opening windows and doors, using fans, or other methods.

iii. For air-conditioning/ventilation, of closed enclosures, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate. Air handling unit needs to be cleaned prior to switching on.

**Making available COVID related supplies**

i. Appropriate arrangements for personal protection devices like face covers/masks, and other logistics like hand sanitizers, soap, sodium hypochlorite solution (1%) etc. shall be made available by management for their employees as per requirements.

ii. Provide an adequate supply of calibrated thermal guns.

iii. Ensure availability of covered dustbins and trash cans in sufficient numbers to manage waste as per CPCB guidelines (available at: https://cpch.nic.in/uploads/Projects/Bio-Medical-Waste/COVID-19.pdf)

7. Creating awareness

i. The mobile application or web site of the Entertainment Park must display preventive measures for COVID-19.

ii. The website/Mobile application shall inform the visitors on self-monitoring of health and not to visit the park if suffering from symptoms of Covid-19.

iii. Provisions must be made for display of Posters/standees/AV media on preventive measures against COVID-19 at prominent places in the Entertainment Park.

iv. Recorded messages on precautionary measures and COVID appropriate behaviour may be played.

v. Display State helpline numbers and also numbers of local health authorities at prominent places.

8. Maintaining Healthy operations

At the entry point and exit.

i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.

ii. Multiple gates/separate gates, if feasible, should be used for entry and exit.

iii. Only asymptomatic persons (managerial staff, employees, visitors) to be allowed in the premises.
iv. Management staff, employees and visitors living in containment zones shall not be allowed entry in entertainment park and other similar places.

v. All employees/visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the entertainment park.

vi. Staggering of visitors to be done for maintaining physical distancing of a minimum of 6 feet, when queuing up at the time of entry and for rides etc.

vii. Proper queue management shall be followed at the ticket counters, the parking lots, in corridors and in elevators—duly following physical distancing norms shall be organized.

viii. Valet parking, if available, shall be operational with operating staff wearing face covers/masks as appropriate. A proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up, before taking over and handing over the vehicle.

Within the premises of the entertainment park complex.

i. Seating arrangement to ensure a distance of 6 feet between chairs, benches, etc.

ii. Staggering of visitors for different rides to be done, to allow for adequate physical distancing.

iii. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.

iv. Use of escalators with one person on alternate steps may be encouraged.

During rides

i. Disinfect the common touched surfaces of the ride equipment, before commencing the ride.

ii. Visitors shall sanitize their hands before and after using the rides. For such purpose hand sanitizer should be provided at the entry and exit of ride stations etc.

iii. Ensure physical distancing in rides.

Activities in common areas—Souvenir Shops, stalls, cafeteria, food courts, changing rooms, showers, etc.

i. Adequate crowd and queue management to be ensured.

ii. In food courts and restaurants, not more than 50% of seating capacity to be permitted.

iii. The seating arrangement should ensure adequate physical distancing.

iv. Food court staff/waiters should wear masks and hand gloves and take other required precautionary measures.

v. Contactless mode of ordering and digital mode of payment to be encouraged.

vi. Tables to be sanitized each time customer leaves.

vii. In the kitchen, the staff should follow physical distancing norms at workplace.

9. Reporting of a suspect or confirmed case in the premises:

i. Place the ill person in a room or area isolated from others.

ii. Provide a mask/face cover till such time he/she is examined by a doctor.

iii. Immediately inform the nearest medical facility (hospital/clinic) or call the State or District helpline.

iv. A risk assessment will be undertaken by the designated public health authority (District RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.

v. Disinfection of the premises to be taken up if the person is found positive.

10. Any violation of the above SOP issued will attract action as per legal provisions against the management of the entertainment park or the visitor as the case may be.
Standard Operating Procedure (SOP) / Preventive measures to be taken while holding of Business to Business (B2B) Trade Exhibitions to contain spread of Covid-19

1. Background
The exhibition industry enables business opportunities across all industries by directly connecting the buyers with the sellers, and these B2B market places also serve as a major stimulus for industrial and commercial development in the regions where these are held. The Business to Business (B2B) exhibitions have been permitted outside the Containment zones and to prevent spread of COVID-19 infection, it is important that necessary preventive measures are followed during such events. The SOP as under aims to minimize all possible physical contacts between Exhibition organizers, service providers, Buyers/Sellers/Exhibitors/business visitors and maintain social distancing and other preventive and safety measures against COVID-19.

2. Scope:
The SOP outlines various generic and precautionary measures to be adopted, in addition to the specific measures, for holding Business to Business (B2B) Exhibitions. The measures to be put in place are divided under the following categories viz:

i. Measures to be adopted by Venue Provider(s)
ii. Measures to be adhered to by Fair/Exhibition Organizers
iii. Measures to be adhered to by Service Providers
iv. Measures to be followed by Exhibitors
v. Measures to be followed by Business Visitors / Delegates

The District Task Force (DTF) concerned may implement additional measures within their jurisdiction as per their local assessment.

Note: The words Fair/Trade Fair/Exhibition have been used interchangeably in this SOP.

3. Generic Preventive Measures:
The generic preventive measures that include public health measures are to be followed to reduce the risk of COVID-19. These measures need to be observed by all: the venue providers, exhibition organizers, service providers, exhibitors, business visitors/delegates and are as follows:-

i. 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. Fair/Trade Exhibition Organizers to advise accordingly.
ii. The other generic measures include simple public health measures that are to be followed during the trade exhibition at all times. These include:-
• Physical distancing of at least 6 feet to be followed as far as feasible.
• Use of face covers/masks to be mandatory.
• 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.
• 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.
• Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
• Spitting shall be strictly prohibited.
• Installation and use of ‘Aarogya Setu’ app shall be mandatory for all with smart-phones.

4. All the stakeholders, the venue providers, exhibition organizers, service providers, exhibitors, business visitors/delegates, shall also ensure the following:

A. Measures to be adopted by Venue Provider(s)

i. The self-assessment through Aarogya Setu Mobile App is recommended for all the entrants and is mandatory for ones with a smart-phone. All the entrants should be instructed not to have a close contact with anyone if they are experiencing any of the symptoms in respect of the virus.

ii. Venue Provider should setup health/first-aid kiosks manned by optimal staff with adequate equipment like thermal guns and hand sanitizers at all entry/exit gates of the venue for mandatory thermal scanning and hand sanitization of all the entrants. All Security and cleaning staff should use Face Mask, Face Shield and Gloves.

iii. Preferably multiple and separate entry and exits for visitors shall be ensured. The structure/space/venue for the event must also ensure adequate natural cross-ventilation.

iv. The Exhibition halls shall be disinfected before giving possession. A well-planned garbage disposal policy should be implemented.

v. A well-planned garbage disposal policy should be implemented.

vi. For air-conditioning /ventilation, the guidelines of CPWD shall be followed which emphasize that the (i) temperature setting of all air conditioning devices should be in range of 24-30 degree (ii) relative humidity should be in the range of 40-70%, (iii) recirculation of air to be avoided to the extent possible, (iv) intake of fresh air should be as much as possible and (v) cross ventilation should be adequate. The air handling unit is required to be cleaned and maintained regularly to maintain adequate in-hall temperature/air movement as recommended by health authorities.

vii. Adequate number of CCTV should be installed in the venue/ campus, including inside the halls and the F&B locations, to closely monitor visitor movement to ensure social distancing and control overcrowding at any point. There should be adequate AV unit for announcement to manage the crowd movement.
vili. A dedicated lane for vehicles movement with single entry and single exit of the vehicles needs to be created. The round robin arrangements should also follow this dedicated lane. The drop-off points and parking points should be identified. The spaces for parking of vehicles should be clearly defined so as to maintain social distancing in the parking areas. The parking space provided should have adequate distancing norms between vehicles.

ix. The F&B service providers to be advised that proper hygiene be maintained and the infrastructure be disinfected regularly. They may be advised to offer pre-packed food to the extent possible and to avoid a buffet-style set-up to avoid queue-ups. Digital payments must be encouraged. The F&B outlets/counters shall mandatorily install glass partitions as a physical distancing measure. The serving personnel should wear masks and gloves. The F&B services providers will be required to follow the guidelines issued by the relevant government agencies. The business visitors/delegates to be encouraged to bring their own water bottles. There should be a provision of tissue papers near water dispensers, Tea/Coffee makers etc. to avoid direct contact with hand. All equipment should be as far as possible made contactless.

x. To maintain social distancing the number of individuals that can be permitted in any given hall, stall/booth and toilet/washroom at any particular time at any particular time may be moderated such that the latest guidelines on social distancing are complied-with, which currently is maximum 200 or 50% of the hall capacity, whichever is lower.

Isolation centre should be created by the venue owner on a permanent basis.

B. Measures to be adhered to by Trade Exhibition Organizers

i. The Trade Fair/Exhibition Organizer should assess the risk involved by doing a thorough pre-event review of the event prior to the planned dates. The Organizer should also analyze the health and safety situation of the zones of the expected attendees, both national and International.

ii. Based on health and safety analysis of visitor origin cities, the Organizer 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.

iii. A plan should be prepared well in advance about conduct of each activity separately (exhibitions, meetings, shows, food/catering arrangements etc.)

iv. B2B arrangements shall be permitted outside the containment zones only. Fair/Trade Exhibition Organizers, venue providers, service providers, exhibitors and business visitors from containment zones shall not be permitted.

v. Keeping in view the physical distancing norms, event sites should have adequate floor area at all locations which are likely to be visited by public. The Organizer should ensure that the number of business/trade delegates into the Venue, in respect of their event, is regulated as per the Govt. guidelines during that particular time. Physical distance of a minimum of 6 feet, when queuing up for entry and inside the
venue as far as feasible. Specific marking for the purpose may be done at various places like, queues at entry and exit of halls, in front of registration desks, in front of booths/stalls in the passageways etc.

vi. Fair/Exhibition Organizers should stagger the operational hours of exhibition so that there is organised gathering. The Organizer may also be requested to plan for staggered exit of exhibitors and business visitors / delegates at the closing time of the show on each day.

vii. The Organizer should maintain record of all the entrants & participants who will enter the venue in respect of their event. They should be able to provide traceability support of suspects to local health authorities, if required. In line with the govt. guidelines, the entrants screened-out based on travel history/symptoms/information based on the medical interview sheet may be refused entry. Availability of information of any overseas COVID-19 cases that were detected during or after the event should be passed on to their respective embassies.

viii. The Organizer must ensure that they, along-with the exhibitors, visitors, staff/labour belonging to all the agencies for Construction and Decoration (C&D), Food and Beverages (F&B), Security, Housekeeping etc. hired by the organizer and any other staff deployed by them, in connection with the exhibition/conference, are aware of and are following all the precautionary measures advised by the Govt. Authorities, in respect of Covid-19 virus, from time to time.

ix. Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available by Fair/Trade Exhibition Organizers/exhibitors for their staff as per requirements.

x. The Organizer should regularly play recorded messages/announcements on the precautionary measures, good practices and relevant information in respect of the virus during the full tenancy period. Regular Health and safety announcements may be made in English and local languages. It should highlight availability of onsite doctors and ambulance. Signage/boards are to be installed at all prominent places, about preventive measures to be followed by entrants and also that spitting inside the premises will be prohibited. A short advisory on social distancing in all signage, digital messages, boards etc may be included to reinforce the standard signage.

xi. Business visitors should be given prior information on what they should carry, which includes face mask, water bottle, hand sanitizer.

xii. The Organizer should advise all the entrants to practice hand washing etiquettes (even if the hands are visibly clean) with soap and water or alcohol-based hand rub/sanitizer with at least 70% alcohol content.

xiii. The Organizers should encourage pre-registration of business visitors / delegates 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. Contact-less entry should be encouraged.

xiv. Adequate number of ticket counters/registration counters shall be planned duly
ensuring physical distancing norms. The Organizer should consider minimal social contact while setting up their Registration area. Queue masters could be used to manage movement flow. Registration counters set up by the organizer could have transparent glass partitions to act as a barrier to physical contact.

xv. The Organizer shall also encourage online registration with the option of printing of entry badges at home. Further, QR Code may be generated during the registration and the entry can be allowed inside the hall by scanning the QR code by the Organizer.

xvi. The Organizers should encourage use of technology to minimize human interface. The organizer should ask its exhibitors to encourage the use of e-brochures to minimize contact and paper wastage.

xvii. The Organizers should be advised to monitor the number of business visitors/delegates in a particular hall by technology-enabled/other means by tracking the inflow as well as outflow of visitors in real-time. As soon as the hall reaches saturation as per the hall-wise occupancy load notified by Government agencies, inflow may be restricted. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.

xviii. The furniture and other surfaces (frequently touched or otherwise) present in each of the halls and going to be used in respect of their event need to be wiped with disinfectant regularly by the Organizer.

xix. During the event, the Organizer should ensure that there are sufficient hand sanitizers/soap/tissues in all the washrooms. Their housekeeping agency should be strictly instructed to regularly monitor the hygiene of all the halls including the washrooms. All the tissues should be in closed bins. Visitors and staff should be advised to dispose of used face covers/masks in covered bins available at premises. The housekeeping agency should ensure that the used tissues are thrown into closed bins immediately after use. The CPCB guidelines available at https://cpcb.nic.in/uploads/Projects/Bio-Medical-waste/BMW-GUIDELINES-COVID-1.pdf may be referred to for bio-medical waste management (mask, tissues, etc.)

xx. If Organizers are providing transport shuttles, they should be cleaned regularly. Avoid transportation to/fro from any Containment Zones, if identified by the Government.

xxi. The Organizer should encourage use of pre-fabricated material while constructing stands to ensure minimum time spent by the stand fabricators, fitters etc. The organizer should also instruct the C&D agent to disinfect the booth construction material etc. Stand Contractors should use mechanized trolleys / pallets etc. to minimize human labour while bringing / taking out material out of the halls.

xxii. The Organizers will construct minimum of one Isolation Room of minimum 3m x 3m (four sides & ceiling covered, with lockable door), which would be manned by the Fair Organiser staff adept in handling a COVID-19 patient and would have adequate facilities like PPE kit, face masks and sanitizers. The Fair /Exhibition Organizer would also ensure to identify and safely transfer the identified suspected
COVID-19 patient to the isolation room till arrival of medical team or transferring to a COVID Hospital. Disinfection of premises shall be taken up if the person is found positive.

xxii. The Fair/Exhibition Organizer should ensure that the paramedic ambulances that are inside the venue for their event are manned by full-time doctor/healthcare staff/nurses with personal protective equipment like mask, visors, gloves etc.

xxiv. The Fair/Exhibition Organizer shall set up and chair Core COVID-19 response team with involvement of senior officials of all service partners and venue. The organizer should identify and convey emergency contact numbers to all the stakeholders on repeat basis till the exhibition dates.

C. Measures to be adhered to by Service Providers

i. Duly filled in Self health Declaration forms shall be collected from all Stand Fabricators.

ii. Service providers shall park their vehicles at designated places till they get clearance from Venue Owner to enter.

iii. Vehicles shall be parked by maintaining social distancing.

iv. All service providers shall undergo thermal scanning at entrance of the exhibition venue by maintaining social distancing.

v. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (doorknobs, elevator buttons, hand rails, queue barricades, seats, benches, washroom fixtures, etc.) to be mandatory in all public utility common areas.

vi. The bio-medical waste (mask, face covers, visors, PPEs etc.) generated may be disposed off in accordance with the hazardous waste disposal guidelines. (https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID1.pdf)

vii. While setting-up the Exhibition:

• Arrange maximum pre-fabrication of the confirmed stand design at own premises.
• Ensure necessary social distancing among workers, supervisory staff etc.

viii. While Transporting the prefabricated materials to exhibition venue:

• Sanitize the delivery vehicle and all materials before loading.
• Driver and other personnel involved in transportation of material must ensure social distancing and wear all necessary PPE.
• Ensure contact-less transportation of materials to the exhibition venue.

ix. Complete stand build up maintaining social distancing at the site.

x. While Dismantling:

• Sanitise the stall along with furniture, fixtures etc. before dismantling the stall.
• Dismantle and deliver all material back to the warehouse using sanitised vehicle and mandatory use of masks and other required PPE by the driver and other personnel.
• Avoid any unnecessary stopover during transit.
xi. Duly filled in Self health Declaration forms shall be collected from all Logistic Providers.

xii. Sanitise the logistics and warehouse facilities along with all equipment before use by the workers.

xiii. During Pickup and Transportation:
   - Exhibitor goods shall be sanitized before packaging.
   - Pick up and ensure contactless transportation of the exhibitor goods to the exhibition venue.

xiv. During Re-transportation:
   - Sanitise the exhibitor goods before pick up from the venue.
   - Re-transport to the port of origin.

D. Measures to be followed by Exhibitors
   i. Aarogya Setu Mobile App is recommended for all the persons manning the stall and is mandatory for the ones with a smart-phone.
   ii. All the stalls should have hand sanitizers. They should ensure that a sufficient gap (of two yards) is maintained at all time between the people manning the stall. All the personnel at the stall should use Face Mask, till COVID-19 is prevalent.
   iii. Every stall should have a covered dustbin.
   iv. To maintain social distancing the number of individuals that can be permitted in any given stall/booth at any particular time may be moderated such that the latest Government guidelines on social distancing are complied-with.
   v. Exhibitors should encourage Digital Payment Options at Food & Beverage (F&B) outlet.

E. Measures to be followed by Business Visitors/Delegates
   i. Aarogya Setu Mobile App is recommended for all business visitors/delegates and mandatory for the ones with a smart-phone.
   ii. Visitors should pre-register themselves.
   iii. The business visitors/delegates should not enter the venue ground if their temperature is not normal.
   iv. Visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn by all, at all times, while in public places.
   v. Frisking of persons entering the venue, if planned, shall be undertaken after thermal screening. Personnel involved in frisking shall wear triple layer medical mask (in addition to gloves). Proper hand hygiene shall be maintained by such personnel every time they change their gloves.
   vi. The business visitors/delegates must ensure that they maintain a sufficient distance (of about two yards) from other persons at all the time. Proper physical distancing shall be maintained while exiting the premises too.
vii. The number of visitors inside the event venue shall be restricted in accordance with the order issued by Ministry of Home Affairs from time to time.

viii. Seating arrangement in the exhibition halls, food courts, meetings, etc. to be made in such a way that adequate physical distancing of 6 feet is maintained.

ix. In case a person falls sick, he must report to the COVID help desk.

x. Visitors should adhere to all the guidelines prescribed by the Trade Exhibition Organizer.

F. Additional SOPs for holding Conferences during Exhibitions

i. Identify closed door conference areas for any conference sessions planned during the exhibition with seating and avoid any standing attendees. Preferably the conference sessions can be held in an Open air Conference Hall.

ii. Speaker / panelist chairs to be placed ensuring safe distancing.

iii. Ensure social distancing for attendees and sanitization of conference area after regular intervals.

iv. For holding B2B meetings during the event, a suitable facility ensuring sufficient space must be created to hold the meetings. The Meeting table must be separated by a distance of at least 6 feet. Not more than two people are allowed to sit at the table at a time for the B2B meeting. Face shield along with mask and hand gloves must be made mandatory for the B2B participants.

G. The National Directives for COVID-19 Management and the relevant guidelines issued by the Ministry of Home Affairs, Ministry of Health & Family Welfare, State Government, shall be strictly complied with during all activities.

H. Any violation of the above SOP issued will attract action as per legal provisions against the management of the exhibition/event or the visitor as the case may be.
Annexure IV

SOPs for Re-opening of Museums, Exhibitions and Art Galleries, on preventive measures to contain spread of COVID-19

1. Background
In order to allow museums and art galleries to re-open and resume their operations and activities, which had been closed due to the COVID-19 pandemic, it is essential that strict precautionary measures are observed by all staff members and visitors to prevent further transmission of COVID-19.

2. Scope
This document outlines the Standard Operating Procedures (SOPs) for museums, art galleries, temporary and permanent exhibitions, to conduct safe operations upon re-opening and prevent the spread of COVID-19. These SOPs are to be followed by all staff members and visitors of museums and art galleries.

No museums and art galleries falling within the containment zones shall be permitted to re-open.

3. SOPs related to Re-opening of Museums and Art Galleries

3.1 General Dos and Don’ts

Following basic principles can help prevent the spread of the disease. These measures need to be observed by all employees and visitors at all times.

Dos
i. Adequate physical distancing of at least 6 feet to be followed at all times.
ii. Use of face covers/masks to be made mandatory at all times.
iii. Sanitization of premises to be done on a regular basis.
iv. Availability of hand sanitizers, preferably in the touch-free mode, at entry and exit points as well as common areas within the premises.
v. Adequate dustbins must be provided at key points, with specially marked dustbins for proper disposal of masks, gloves or other equipment, especially those used by cleaning staff.
vi. 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.
vii. Self-monitoring of health by all and reporting any illness at the earliest to State and district helpline.
viii. Installation & use of AarogyaSetu App shall be advised to all visitors and staff having compatible mobile phones.
ix. Periodical public announcements should be made advising the visitors to follow standard protocols such as maintaining safe distance, covering face with mask, regular hand sanitization etc.
x. Designate on-site safety officer to report unsafe conditions in the premises, immediately.

xi. Management authorities of each museum/art gallery may establish a clear chain of command in case of emergency situations.

xii. In case of a suspect or confirmed case in the premises:
   a. Place the ill person in a room or area where they are isolated from others.
   b. Provide a mask/face cover till such time he/she is examined by a doctor.
   c. Immediately inform the nearest medical facility (hospital/clinic) or call the State or district helpline.
   d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
   e. Thorough disinfection of the premises to be taken up if the person is found positive.

**Don'ts**

i. Use of audio guides to be suspended unless these can be disinfected after every single use.

ii. Lift operation to be limited; preferably reserved for physically challenged or elderly persons. Crowding to be avoided.

iii. Vehicles will only be permitted to the extent of parking space while observing due physical distancing norms. Priority will be given to vehicles of staff/visitors with prior permission of museum authorities.

iv. Use of digital (touch based) technology to be limited except in cases where disinfection can be ensured after every single use.

3.2 Guidelines for Cleaning

i. Frequency of cleaning and disinfection of premises to be increased especially frequently touched surfaces and items.

ii. All indoor areas such as galleries, entrance lobby, corridors and staircases, elevators, security guard booths, cafeteria, to be cleaned with prescribed disinfectant as per latest norms, such as disinfectant with 1% sodium hypochlorite or phenolic disinfectants.

iii. All seats, hand railings, washroom areas, braille signage, door knobs, dustbins, etc., to be regularly cleaned.

iv. For metallic surfaces like door handles, security locks, keys etc., 70% alcohol can be used to wipe down surfaces where the use of bleach (Sodium Hypochlorite) is not suitable.

v. High contact surfaces (elevator buttons, handrails, call buttons, elevator handrails, public counters, intercom systems, telephone, printers/scanners and other office machines prescribed disinfectant as per latest norms shall be used for regular cleaning twice a day (linen/absorbable cloth soaked in 1% sodium hypochlorite can be used).

vi. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee/water dispensing machines etc. shall be specially cleaned.

vii. All cleaning measures taken, may be implemented in a way that does not damage the heritage value/old surfaces of the museum/art gallery.
3.3 Guidelines for Purchase of Tickets

i. For purchase of entry tickets, non-cash payment methods like online ticket purchase, contactless card, UPI applications or mobile wallets are advised.

ii. Sale of tickets at museums/art galleries to be kept to bare minimum, to avoid human interaction.

iii. Pre-booked time slots could be introduced to reduce the number of visitors in locations at the same time.

iv. Floor markers shall be used for physical distancing during queue management at the ticket counter.

v. UV-c/UV-d sterilizing box to be made available in the ticket counter for exchange of currency notes and printed tickets.

3.4 Guidelines for Visitor Safety

Dos

i. Temperature screening of all visitors to be implemented.

ii. Contact details of all visitors to be recorded to ensure tracking in case any positive cases are found in the museum/art gallery.

iii. Visitors coming in vehicles may keep their belongings in their vehicles to avoid baggage checks at the entrance.

iv. Use of face covers/masks to be made mandatory at all times.

v. Body and baggage screening will be done by CISF, who should be equipped with PPEs, Face Shield, etc.

vi. The hand baggage of all the visitors should be properly sanitized before allowing them in or keeping them in a cloak room.

vii. Adequate physical distance between visitors to be ensured through the following:
   - Use of floor markers (or other forms of barricades) to guide visitors and maintain a distance of 1.5-meter between each individual.
   - Visitor numbers to be limited to avoid over-crowding. Social distancing is a must. No crowding should be permitted in the galleries, batches of no more than 20 to 25 persons are desirable in a single gallery.
   - Areas where visitors are likely to congregate (such as toilets, stair cases and other common areas) should be identified and measures put in place to disperse them (e.g. stationing MTS staff at these points to usher them along).
   - Holding area with seats if any, should be marked for seating as per social distancing norms.
   - Benches provided for seating of senior citizens in galleries should be marked as per social distancing.

viii. All visitors should carry online ticket as either printed or digital copy.

ix. Visitors may be provided with inexpensive disposable gloves at the entrance of gallery to facilitate safe touch while handling digital exhibits.

x. Time slots may be implemented, if possible, to prevent over-crowding. Limits on number of visitors will be introduced by each Museum/Gallery.
xi. Maximum number of visitors per exhibition room will be defined in a way that allows a safety distance of 1.5 m between each visitor.

xii. Separate flows of entrances and exits to be maintained and clearly communicated one-way routes and space queuing systems may be introduced to manage the flow of visitors.

xiii. Museums and galleries are encouraged to utilize their outdoor spaces and provide more outdoor art&culture experiences than indoors.

xiv. Museums and galleries should also limit the use of their lecture halls, seminar rooms, conference centres and event spaces.

xv. Sufficient liquid soap and water arrangements to be made in wash rooms preferably with foot operated devices/sensor based systems.

xvi. **Don'ts**

i. Entry of senior citizens, vulnerable groups, pregnant women, infants and toddlers should be discouraged in closed spaces.

ii. Access should be denied to persons showing symptoms of the disease.

iii. Guided tours should be avoided. If at all permitted, these may be restricted to groups having up to 10 persons, with adequate social distancing.

iv. No group photos should be permitted.

3.5 Guidelines for Staff Safety

**Dos**

i. Ensure staff have access to, and are using personal protective equipment such as reusable cloth masks.

ii. Adequate stock of Hand sanitizers to be provided to staff.

iii. Mandatory temperature checking to be done twice daily for all staff, once on arrival and a second time thereafter, the results of which shall be recorded.

iv. All staff/officials to be advised to take care of their own health and look out for symptoms such as fever, respiratory problems and, if feeling unwell, should leave the workplace immediately after informing.

v. A detailed planning activity and roster should be in place. Where possible, staggered timings/working from home may be explored.

vi. Flexible working arrangements can be implemented with each department divided into two or three teams.

vii. All contractors and their manpower including labour working within the premises, parking area, or those managing visitor amenities, shall also ensure the wearing of masks, regular washing of hands and adequate physical distancing.

viii. They shall also ensure cleanliness of the areas under their jurisdiction and of all equipment being used by them.

ix. All office vehicles to be sanitized on a daily basis, preferable twice a day.
Don’ts

i. Gathering of five or more persons at any one spot in the premises and in the canteen to be avoided.

ii. Entry of visitors in the office areas to be avoided completely.

3.6 Guidelines for Cafeteria

i. Tables in cafeteria should not be crowded; adequate distance to be maintained between seats.

ii. Services in the cafeteria may be restricted to serving only tea/coffee from vending machines and dry packed food items only.

iii. Use of disposable cutlery and crockery to be encouraged.

iv. Water dispenser, if any, should be used in such a manner as to avoid littering. Staff may bring their own water in recyclable bottles.

v. Littering must not take place and should be strictly monitored.

vi. Food & drink should only be consumed within the cafeteria zone and is strictly prohibited in the museum/gallery areas.

3.6 Guidelines for Adequate Training of Staff

i. Museum and gallery staff to be trained for advising visitors on necessary dos and don’ts.

ii. Staff should also be trained for regular cleaning, sanitizing and disinfecting commonly touched surfaces.

iii. Disinfection protocols should be strictly followed in the building/exhibition rooms as per guidelines.

iv. Training on correct procedure of wearing triple layer mask, reminders for frequent hand washing and observing physical distancing to be provided to all staff members.

3.7 Guidelines for Reception and Security Staff

i. Security staff will be present at the reception desk and in the museum rooms/galleries to ensure that there is sufficient distance between the visitor and the works on display.

ii. They will also ensure there is sufficient distance between visitors themselves.

iii. They will look out for visitors who appear unwell and discourage them to go around the premises.

3.8 Guidelines for Display of Signage

i. Signage with graphics are to be displayed at strategic locations (entrance gates, all floors, corridors etc.) for visitors’ information about Dos & Don’ts related to observing social distancing, and non-contact mode of operation of exhibits.

ii. The signage may be displayed in both English and local language of the State.
3.9 Guidelines for Air-Conditioning/Cooling

For air-conditioning/ventilation, the guidelines of CPWD shall be followed which, inter alia, emphasizes the following:

i. Temperature Setting of all air conditioning devices should be in the range of 24-30°C.
ii. Relative humidity should be in the range of 40-70%.
iii. Re-circulation of air to be avoided to the extent possible.
iv. Intake of fresh air should be as much as possible.
v. Cross ventilation should be adequate.

3.10 Anti-stigma Behaviour

COVID-19 related stigmatization or unruly behaviour should be dealt with strictly by coordination between museum/gallery manager(s) and the local authorities.

4. The National Directives for COVID-19 Management and the relevant guidelines issued by the Ministry of Home Affairs, Ministry of Health & Family Welfare, State Government, etc. shall be strictly complied with during all activities and operations.

5. Any violation of the above SOP issued will attract action as per legal provisions against the management or the visitor as the case may be.