GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER EAST KHASI HILLS DISTRICT
::SHILLONG::

ORDER
(No.C&S.7/2020/Vol-VIII/59, Dated Shillong the 7th June, 2020)

In compliance to Order No.POL.75/2020/Pt/44, Dated 3rd June, 2020 of Government of Meghalaya in Political Department, the following shops operating FROM FIXED PREMISES will open as per schedule below w.e.f. 08:00AM to 08:00PM in Shillong Urban Agglomeration for AREAS FALLING UNDER POLICE BAZAAR, G.S ROAD, KEATING ROAD, JAIL ROAD, CANTONMENT AND MOTHPHAN.

Barber Shops, Beauty Parlours, Salons, Cyber Cafe, Gaming Parlours, Jackpot Parlours, Teer Counter and Lottery Counter shall remain closed, till further Orders.

<table>
<thead>
<tr>
<th>For Standalone Shops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sl No of shops allotted</td>
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<td>Sl No of shops allotted</td>
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</table>

<table>
<thead>
<tr>
<th>For Shopping Malls and Complexes (except Glorissy Plaza, J M Towers and Jivan Ram Complex)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sl No of shops allotted</td>
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<td>Sl No of shops allotted</td>
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</tbody>
</table>

Glorissy Plaza, J M Towers (Except COSMOS) and Jivan Ram Complex (Bhutia Market)

| Sl No of shops allotted | 1                  | 2                  | 3                  | 4                  | 5                  | 6                  |
| Sl No of shops allotted | 2                  | 3                  | 4                  | 5                  | 6                  | 1                  |

Contd...Pg/-2
A. INSTRUCTIONS FOR SHOPPING MALLS AND COMPLEXES:

Shopping Malls and complexes SHALL STRICTLY FOLLOW the Standard Operating Procedures to contain spread of COVID-19 issued vide Office Memorandum F.No.Z.28015/19/2020-EMR(Pl.) Dated 4th June, 2020 by Government of India in Ministry of Health and Family Welfare, WITHOUT FAIL. (SOP attached at Annexure-I)

1. Gaming Arcades shall remain closed.
2. Children play area shall remain closed.
3. Cinema Hall inside shopping complex and mall shall remain closed.
4. Restaurant and food stall shall only operate for takeaways and home deliveries. An Undertaking for due compliance shall be submitted to the Undersigned.

THE OWNER OF THE SHOPPING MALL/COMPLEX AND THE RESPECTIVE SHOPKEEPERS SHALL COMPULSORILY COMPLY TO SOPs OF GOVERNMENT AND INSTRUCTIONS FROM THIS OFFICE FAILING WHICH, THE CONCERNED SHOP OR THE SHOPPING MALL/COMPLEX WILL BE CLOSED DOWN FOLLOWED BY LEGAL ACTION.

No LOITERING is allowed in the shopping mall/complex, only customers shall enter to make purchase and exist immediately thereafter, without fail.

B. GENERAL INSTRUCTIONS

The arrangements above will not affect the operation of the following shops and services which shall open as per the schedule below:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Categories of shops</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wholesale and Retail Pharmacies/Clinics (Private and Public/Labs/Veterinary Hospital/Dispensary)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Petrol Pump</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Home Delivery and takeaway of food</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mobile Car repairing service consisting of two technicians and mechanics</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Courier service and e-commerce operation for all goods and common service centres.</td>
<td>DAILY</td>
</tr>
<tr>
<td>6</td>
<td>Services provided by self-employed persons, e.g., electrician, IT repairs, plumbers, motor mechanics and carpenters.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Automobile showrooms</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Wine store and Bonded Warehouse AS PER ORDER No.K/EX/11/Pt-II/83-03/50, Dated 5th June, 2020</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Fair Price Shops (NFSA and Non-NFSA)</td>
<td></td>
</tr>
</tbody>
</table>

C. THE FOLLOWING ESTABLISHMENTS AND SERVICES SHALL OPEN DAILY IN SHILLONG URBAN AGGLOMERATION FOR AREAS FALLING UNDER POLICE BAZAAR, G.S ROAD, KEATING ROAD, JAIL ROAD, CANTONMENT AND MOTPHRAN EXCEPT BARBER SHOP, SALONS, BEAUTY PARLOURS, SPA AND OTHER SIMILAR REJUVENATING CENTRE.

i. Only in-situ construction works in with only in-situ worker which shall include labourers, supervisors, contractors, etc. etc, working in the construction site coming from their residence within the same District. They shall obtain permission and submit an Undertaking to the Undersigned.

ii. Private Office Establishments with 33% employee-strength. They shall obtain permission and submit an Undertaking to the Undersigned and mandatorily comply to the National Directives/SOPs of Government of India for COVID-19 Management and to all Advisories of Health and Family Welfare Department.

Contd...Pg/3
In addition, they SHALL STRICTLY FOLLOW the Standard Operating Procedures on preventive measures to contain spread of COVID-19 in office/work place of Office Memorandum F.No.Z.28015/19/2020-EMR(Pl) Dated 4th June, 2020 issued by Government of India in Ministry of Health and Family Welfare, WITHOUT FAIL. (SOP attached at Annexure-II).

iii. Operation of notified weighbridges to facilitate checking of loaded vehicles. They shall obtain permission and submit an Undertaking to the Undersigned.

iv. Non-contact sports excluding gymnasium. They shall obtain permission and submit an Undertaking to the Undersigned.

v. 50 % of private and public transport will operate in East Khasi Hills District as per the following Orders:

vi. Movement of vehicles and other traffic arrangements will be prepared and regulated by the office of the Superintendent of Police, East Khasi Hills District, Shillong.

vii. Inter-District movement of persons is permitted. HOWEVER, INTER-STATE MOVEMENT OF PERSONS WILL CONTINUED TO BE RESTRICTED.

*Operation of PERMITTED ESTABLISHMENTS & SERVICES shall strictly adhere to the prescribed Standard Operating Procedures (SOPs) of Government and mandatory compliance to the Advisories of Health and Family Welfare Department, without fail.

Zonal Magistrates, District Police and Shillong Municipal Board will regulate the operation of the shops, services and commercial establishments also to ensure due compliance to the Advisories of Government in the Health & Family Welfare Department with special and strict reference to Social Distancing concerning the COVID-19 situation.

In addition, the public are requested to strictly:

a) Maintain Social Distancing of at least 6 feet.
b) Not to overcrowd in one area/shop.
c) To wear mask. This is mandatory.
d) Not to spit in public places.
e) Cooperate with management made by the District Administration, District Police and Shillong Municipal Board.

f) Ensure compulsory compliance to conditions in Prohibitory Order, No No.C&S.3/2009/PT.II/217, Dated Shillong, the 7th June 2020 and Night Curfew Order No.C&S.3/2009/PT.II/216, Dated Shillong, the 7th June 2020 which are promulgated under Section 144 CrPC.

Copy to:-

1. P.S to the Chief Secretary to the Government of Meghalaya for kind information of the Chief Secretary.
2. P.S to the Addl. Chief Secretary to the Government of Meghalaya, Home Police Department for kind information of the Addl. Chief Secretary.
3. P.S to the Addl. Chief Secretary to the Government of Meghalaya, Political Department for kind information of the Addl. Chief Secretary.
4. The Commissioner of Divisions, Khasi, Jaintia and Ri-Bhoi Districts for kind information.
5. The Commissioner and Secretary to the Government of Meghalaya, Health & Family Welfare Department for kind information.
7. The Director of Information and Public Relations, Meghalaya for information and to cause wide circulation, Press Release and giving publicity through fixed loud speaker.
8. The Superintendent of Police, East Khasi Hills District for kind information and necessary action.
9. The Superintendent of Police (Traffic), East Khasi Hills District for kind information and necessary action to prepare action plan for regulation of movement of vehicle and traffic arrangements.
10. The SDO (Civil), Pynursla/ Sohra Civil Sub-Division for information and similar necessary action.
11. All the Addl. Deputy Commissioner, Law and Order/CEO, DDMA/In Charge Essential Commodities, East Khasi Hills District for kind information and necessary action.
13. All BDOs/Incident Commanders, East Khasi Hills District for information and necessary action.

Attached Executive Magistrates to ensure full compliance of all advisories of Health and Family Welfare Department, especially Social Distancing, No spitting and wearing of mask.

14. W. Mokha Singh, Area Sales Manager, North East for information and necessary action. The Local Vishal Megamart located in Jail Road, Shillong shall operate on alternate days only when standalone shops with Serial No.1 are scheduled to open.

However, the Local Vishal Megamart SHALL STRICTLY FOLLOW the Standard Operating Procedures put in place for Shopping Malls to contain spread of COVID-19 vide Office Memorandum F.No.Z.28015/19/2020-EMR(Pt.) Dated 4th June, 2020 issued by Government of India in Ministry of Health and Family Welfare, WITHOUT FAIL. (SOP attached at Annexure-I)

In addition, the Local Vishal Megamart SHALL STRICTLY FOLLOW the Standard Operating Procedures in your Letter Dated 5th June, 2020 forwarded vide your email dated Sat, June 6th 2020 at 12:07 PM.


Deputy Commissioner,
East Khasi Hills District, Shillong.
SOP on preventive measures in shopping malls to contain spread of COVID-19

1. Background

Shopping malls get frequented by large number of people for shopping, entertainment and food. To prevent spread of COVID-19 infection, it is important that required social distancing and other preventive measures are followed.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at particular places to prevent spread of COVID-19. Shopping malls in containment zones shall remain closed. Only those outside containment zones will be allowed to open up.

3. Generic preventive measures

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, except for essential and health purposes. Shopping mall management to advise accordingly.

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (workers 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 and district helpline.

vi. Spitting shall be strictly prohibited.

vii. Installation & use of Aarogya Setu App shall be advised to all.
viii.
4. **All shopping malls shall ensure the following arrangements:**
   i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
   ii. Only asymptomatic customers/visitors shall be allowed.
   iii. All workers/customers/visitors to be allowed entry only if using face cover/masks. The face cover/masks has to be worn at all times inside the shopping mall.
   iv. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
   v. Staggering of visitors to be done, if possible.
   vi. Adequate manpower shall be deployed by Mall Management for ensuring social distancing norms.
   vii. All employees who are at higher risk i.e. older employees, pregnant employees and 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. Shopping Mall management to facilitate work from home wherever feasible.
   viii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms shall be ensured.
   ix. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up.
   x. Any shops, stalls, cafeteria etc., outside and within the premises shall follow social distancing norms at all times.
   xi. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
   xii. Preferably separate entry and exits for visitors, workers and goods/supplies shall be organized.
   xiii. The staff for home deliveries shall be screened thermally by the shopping mall authorities prior to allowing home deliveries.
   xiv. Required precautions while handling supplies, inventories and goods in the shopping mall shall be ensured. Proper queue management and disinfection shall be organized.
   xv. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the shopping mall as far as feasible.
   xvi. Number of customers inside the shop to be kept at a minimum, so as to maintain the physical distancing norms.
   xvii. Seating arrangement, if any, to be made in such a way that adequate social distancing is maintained.
   xviii. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
   xix. Use of escalators with one person on alternate steps may be encouraged.
   xx. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises 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.

xxi. Large gatherings/congregations continue to remain prohibited.

xxii. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.

xxiii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all malls in common areas as well as inside shops, elevators, escalators etc.

xxiv. Proper disposal of face covers / masks / gloves left over by visitors and/or employees should be ensured.

xxv. Deep cleaning of all washrooms shall be ensured at regular intervals.

xxvi. In the food-courts:
   a. Adequate crowd and queue management to be ensured to ensure social distancing norms.
   b. In food courts and restaurants, not more than 50% of seating capacity to be permitted.
   c. Food court staff / waiters should wear mask and hand gloves and take other required precautionary measures.
   d. The seating arrangement should ensure adequate social distancing between patrons as far as feasible.
   e. Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
   f. Tables to be sanitized each time customer leaves.
   g. In the kitchen, the staff should follow social distancing norms at work place.

xxvii. Gaming Arcades shall remain closed.

xxviii. Children Play Areas shall remain closed.

xxix. Cinema halls inside shopping malls shall remain closed.

xxx. 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. Disinfection of the premises to be taken up if the person is found positive.
1. **Background**

Offices and other workplaces are relatively close settings, with shared spaces like work stations, corridors, elevators & stairs, parking places, cafeteria, meeting rooms and conference halls etc. and COVID-19 infection can spread relatively fast among officials, staffs and visitors.

There is a need to prevent spread of infection and to respond in a timely and effective manner in case suspect case of COVID-19 is detected in these settings, so as to limit the spread of infection.

2. **Scope**

This document outlines the preventive and response measures to be observed to contain the spread of COVID-19 in office settings. The document is divided into the following sub-sections:

(i) Generic preventive measures to be followed at all times

(ii) Measures specific to offices

(iii) Measures to be taken on occurrence of case(s)

(iv) Disinfection procedures to be implemented in case of occurrence of suspect/confirmed case.

Offices in containment zones shall remain closed except for medical & essential services. Only those outside containment zones will be allowed to open up.

3. **Generic preventive measures**

Persons above 65 years of age, persons with comorbidities, pregnant women are advised to stay at home, except for essential and health purposes. Office management to facilitate the process.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

   i. Individuals must maintain a minimum distance of 6 feet in public places as far as feasible.
ii. Use of face covers/masks to be 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 the immediate supervisory officer.
vi. Spitting shall be strictly prohibited.

vii. Installation & use of Aarogya Setu App by employees.

4. Specific preventive measures for offices:

i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
ii. Only asymptomatic staff/visitors shall be allowed.
iii. Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified. Such staff should be permitted to work from home and it will not be counted as leave period.
iv. Drivers shall maintain social distancing and shall follow required dos and don’ts related to COVID-19. It shall be ensured by the service providers/ officers/ staff that drivers residing in containment zones shall not be allowed to drive vehicles.
v. There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/ spray. A proper disinfection of steering, door handles, keys, etc. should be taken up.
vi. Advise all employees who are at higher risk i.e. older employees, pregnant employees and 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. Office management to facilitate work from home wherever feasible.

vii. All officers and staff / visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
viii. Routine issue of visitors/temporary passes should be suspended and visitors with proper permission of the officer who they want to meet, should be allowed after being properly screened.
ix. Meetings, as far as feasible, should be done through video conferencing.
x. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
xi. Staggering of office hours, lunch hours/coffee breaks to be done, as far as feasible.

xii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms be ensured.

xiii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of vehicles should be taken up.

xiv. Any shops, stalls, cafeteria etc., outside and within the office premises shall follow social distancing norms at all times.

xv. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.

xvi. Preferably separate entry and exit for officers, staff and visitors shall be organised.

xvii. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces must be ensured.

xviii. Ensure regular supply of hand sanitisers, soap and running water in the washrooms.

xix. Required precautions while handling supplies, inventories and goods in the office shall be ensured.

xx. Seating arrangement to be made in such a way that adequate social distancing is maintained.

xxi. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.

xxii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which *inter alia* emphasises 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.

xxiii. Large gatherings continue to remain prohibited.

xxiv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.

xxv. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas.

xxvi. Proper disposal of face covers / masks / gloves left over by visitors and/or employees shall be ensured.

xxvii. In the cafeteria/canteen/dining halls:

   a. Adequate crowd and queue management to be ensured to ensure social distancing norms.
   b. Staff / waiters to wear mask and hand gloves and take other required precautionary measures.
   c. The seating arrangement to ensure a distance of at least 1 meter between patrons as far as feasible.
   d. In the kitchen, the staff to follow social distancing norms.
5. **Measures to be taken on occurrence of case(s):**

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

i. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

   a. Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.
   
   b. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
   
   c. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
   
   d. The suspect case if reporting very mild/mild symptoms on assessment by the health authorities would be placed under home isolation.
   
   e. Suspect case, if assessed by health authorities as moderate to severe, will be treated as per health protocol in appropriate health facility.
   
   f. The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.
   
   g. The necessary actions for contact tracing and disinfection of workplace will start once the report of the patient is received as positive. The report will be expedited for this purpose.

ii. If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in workplace setting. Due to the close environment in workplace settings this could even be a large cluster (>15 cases). The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

iii. **Management of contacts:**

   a. The contacts will be categorised into high and low risk contacts by the District RRT as detailed in the Annexure I.
   
   b. The high-risk exposure contacts shall be quarantined for 14 days.
c. These persons shall undergo testing as per ICMR protocol.
d. The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.
e. The flowchart for management of contact/ cases is placed at Annexure - II.

6. **Closure of workplace**

i. If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection as per laid down protocol.

ii. However, if there is a larger outbreak, the building/block will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building/block is adequately disinfected and is declared fit for re-occupation.

7. **Disinfection Procedures in Offices**

Detailed guidelines on the disinfection as already issued by Ministry of Health & Family Welfare as available on their website shall be followed.
Annexure I

Risk profiling of contacts

Contacts are persons who have been exposed to a confirmed case anytime between 2 days prior to onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).

High-risk contact

- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces; e.g. being coughed on, touching used paper tissues with a bare hand)
- Had direct physical contact with the body of the patient including physical examination without PPE
- Touched or cleaned the linens, clothes, or dishes of the patient.
- Lives in the same household as the patient.
- Anyone in close proximity (within 1 meter) of the confirmed case without precautions.
- Passengers in close proximity (within 1 meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

Low-risk contact

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.
Annexure II

Management of the case(s) and contacts

Case with symptoms suggestive of COVID-19

Inform central/state/local health authority/Helpline 1075

Assessment of exposure history and clinical presentation

Assessed to be COVID-19 suspect case

Referral or transfer to a COVID health facility for further management (including testing) as per clinical presentation. Isolation of suspect case at designated COVID Health facility or Home. Initiation of listing of contacts

Testing for COVID-19

Negative

Referral to a non-COVID Health facility or discharge as per clinical assessment and diagnosis

Positive

Further clinical management as per clinical severity – If patient has only mild/very mild symptoms, home isolation as per laid down criteria otherwise facility based management. Contact tracing, Home quarantine of contacts, Testing of contacts as per ICMR guidelines

Assessed to be non-COVID case

Referral or transfer to a non-COVID health facility for further management as per clinical presentation

No line listing of contacts, isolation, and disinfection required. Follow medical advice of the treating doctor and continue following basic preventive measures
OFFICE ORDER

In compliance with Order No.TPT/25/2020/53-A, dated: 2nd June 2020 issued by the Commissioner & Secretary, Transport Department, Government of Meghalaya, Shillong and this office Prohibitory Order No. C&S.3/2009/PT.II/208, dated: 30th May 2020, the following arrangement is made for 50% of Public and Private Transport vehicles to ply in East Khasi Hills District as mentioned below:-

<table>
<thead>
<tr>
<th>Days</th>
<th>Vehicles to ply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Only Vehicles with odd numbers (Ending with 1,3,5,7 &amp; 9)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Only Vehicles with even numbers (Ending with 0,2,4,6 &amp; 8)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Only Vehicles with odd numbers (Ending with 1,3,5,7 &amp; 9)</td>
</tr>
<tr>
<td>Thursday</td>
<td>Only Vehicles with even numbers (Ending with 0,2,4,6 &amp; 8)</td>
</tr>
<tr>
<td>Friday</td>
<td>Only Vehicles with odd numbers (Ending with 1,3,5,7 &amp; 9)</td>
</tr>
<tr>
<td>Saturday</td>
<td>Only Vehicles with even numbers (Ending with 0,2,4,6 &amp; 8)</td>
</tr>
<tr>
<td>Sunday</td>
<td>Only private vehicles (both odd and even) are allowed to ply</td>
</tr>
</tbody>
</table>

This arrangement of Public Transport and Private Transport vehicles on rotation basis is allowed from 5:00 AM to 9:00 PM for areas falling under Shillong Agglomeration with immediate effect and will continue until further orders.

The vehicles are to strictly utilize only 50% seating capacity and for small 4(four) wheelers to ply only with 2(Two) passengers and Driver and for 2(Two) wheelers, one pillion rider restricted only to female or child below the age of 12 years. The driver and passengers are to strictly ensure social distancing, wearing of masks at all times, use of gloves, use of hand sanitizers and all other advisories of Health and Family Welfare Department.

Violation of any norms and advisories of the Government of Health and Family Welfare Department and this office will liable to action as per the Meghalaya Epidemic Diseases, COVID-19 Regulations, 2020.

Deputy Commissioner
East Khasi Hills District, Shillong
OFFICE ORDER

In compliance with the Order No. TPT/25/2020/253-A, dated: 2\textsuperscript{nd} June 2020 issued by the Commissioner & Secretary, Transport Department, Meghalaya, Shillong and in continuation to this office Order No. C&S.7/2020/Vol.VII/78, dated: 2\textsuperscript{nd} June 2020, the following will be the maximum number of persons allowed to be carried by the different categories of Public/Private Transport vehicles:-

1. Bus:- 50\% of total capacity
2. SUV including Sumo and Maxi Cab:- 4 persons excluding driver.
3. Light Motor Vehicle (LMV):- 2 persons excluding driver
4. Auto Rickshaw :- 1 person excluding driver
5. Two–wheeler :- One pillion rider restricted only to female or child below the age of 12 years.

This order shall come into force with immediate effect and until further order.

Deputy Commissioner
East Khasi Hills District, Shillong

Copy to:-
1. The P.S to the Chief Secretary of Meghalaya to kindly bring to the information of the Chief Secretary.
2. The P.S to the Additional Chief Secretary to The Government of Meghalaya, Political Department, for information to kindly bring to the information of the Additional Chief Secretary.
3. The P.S to the Commissioner & Secretary, Transport Department, Government of Meghalaya to kindly bring to the information of the Commissioner & Secretary.
4. The Commissioner of Transport, Meghalaya, Shillong for favour of information.

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OFFICE ORDER

In compliance with Order No.TPT/25/2020/256, dated: 3rd June 2020 issued by the Commissioner & Secretary, Government of Meghalaya Transport Department, Meghalaya, Shillong and in continuation to this office Order No. C&S.7/2020/Vol.VII/91, dated: 3rd June 2020, the following vehicles are exempted from the purview of Odd /Even arrangement for plying of public/private transport vehicles :

1. All Government Vehicles (both State and Central)
2. Private vehicles of government officials on duty. Pass issued by respective Heads of Department should be prominently displayed on the windscreen.
3. Vehicles carrying Essential Commodities
4. Vehicles utilized for Essential Services as under
   a. Medical Teams on duty.
   b. Fire & Emergency duty.
   c. MeECL, Powergrid and NEEPCO.
   d. Public Works Department (PWD).
   e. Public Health Engineering Department (PHED).
   f. Food & Civil Supply Department including FCI.
   g. Shillong Municipal Board.
   h. Postal Service, Telecom, Communications and IT.
   i. Press, Print & Electronic Media.
   j. Banks.

All other vehicles shall strictly follow the Odd/Even arrangement.

Deputy Commissioner
East Khasi Hills District, Shillong

Contd. Pg. 2/-
Dated Shillong, the 4th June, 2020.

To:

1. The P.S. to the Chief Secretary of Meghalaya to kindly bring to the information of the Chief Secretary.
2. The P.S. to the Additional Chief Secretary to The Government of Meghalaya, Political Department, for information to kindly bring to the information of the Additional Chief Secretary.
3. The P.S. to the Commissioner & Secretary, Transport Department, Government of Meghalaya to kindly bring to the information of the Commissioner & Secretary.
4. The Commissioner of Transport, Meghalaya, Shillong for favour of information.
5. The Superintendent of Police, East Khasi Hills District, Shillong for information and necessary action to enforce the said order.
6. The Superintendent of Police (Traffic), East Khasi Hills District, Shillong for favourable information and necessary action with a request to arrange Traffic Personnel to assist for enforcement of the same. The officer is to submit daily report.
7. The Director of Information and Public Relations, Meghalaya, Shillong with a request to publish in local dailies, U Mawphor, U Nongsain Hima and The Shillong Times for 2(Two) consecutive issues.
8. The Sub-Divisional Officers (C), Pynursla/Sohra Civil Sub Division for information and necessary action.
9. The Sub-Divisional Police Officer, Pynursla/Sohra Civil Sub Division for information and necessary action with a request to assist to enforce the said order.
10. The District Transport Officer, East Khasi Hills, Shillong for information and necessary action to regulates monitor and enforced the order above. The officer is to submit daily report.
11. The Motor Vehicle Inspectors and Enforcement Inspectors for information and necessary action and to regulates monitor and enforced the above order.
12. The President/Secretary, East Khasi Hills Local Taxi Welfare Association for information with a request to intimate and direct all members of the association to strictly comply the above mentioned order.

Deputy Commissioner
East Khasi Hills District, Shillong