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ASSAM STATE DISASTER MANAGEMENT AUTHORITY
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No. ASDMA. 23/2020/03

Dated 27th March, 2020

From : Shri Pankaj Chakravarty, ACS
Deputy Secretary & State Project Coordinator
Assam State Disaster Management Authority
Dispur, Guwahati-781 006

To : The Deputy Commissioner cum Chairperson, DDMA
Kamrup (M) / Jorhat/ Dibrugarh/ Cachar/ Tinsukia/ Bongaigaon/ Barpeta
Nagaon/ Sonitpur/ Sivasagar/ Golaghat/ Hojai and Biswanath District

Sub : Advisory for Apartment Societies for COVID-19 prevention

Sir/Madam,

With reference to the subject cited above I am directed to inform you that an “**Advisory for Apartment Societies for COVID-19 prevention**” has been prepared encompassing visitors protocol, shutting down common activities, cleaning of common premises, mechanism for contactless delivery, ensuring stricter implementation of Home Quarantine etc.

Therefore you are requested kindly to distribute the same among the President/Secretaries/residents of the Apartment Societies in your district in collaboration with stakeholders like Police, UDD/GDD, Municipal Corporation/Boards, Town & CP, IAG/ Local NGOs etc.

Matter may be treated as URGENT.

Yours faithfully,

(Shri Pankaj Chakravarty, ACS)
Deputy Secretary & State Project Coordinator
Assam State Disaster Management Authority, Dispur

Memo No. ASDMA. 23/2020/03 (A)

Dated 27th March, 2020

Copy to:

1. P.S. to the Commissioner & Secretary to Govt. of Assam cum CEO, ASDMA for kind appraisal of the CEO.
2. The Addl. DC cum CEO, DDMA, Kamrup (M) / Jorhat/ Dibrugarh/ Cachar/ Tinsukia/ Bongaigaon/ Nagaon/ Barpeta/ Sonitpur/ Sivasagar/ Golaghat/ Hojai and Biswanath District for information and necessary action.

(Shri Pankaj Chakravarty, ACS)
Deputy Secretary & State Project Coordinator
Assam State Disaster Management Authority, Dispur



Assam State Disaster Management Authority

Advisory for Apartment Societies for COVID-19 prevention

- **Enact preventive measures-**
 - **Visitors protocol-** All Apartment Societies shall enforce a visitors' protocol limiting access of outside visitors to the apartment. Full details of the visitors shall be maintained, and details shall be entered by any person managing the entrance (security/other arrangement) including travel history if any.
 - **Hand Washing-** Each apartment society shall enforce hand washing at the time of entry for all types of visitors and even for the families residing within when they come from outside. Hand washing bay/basin with soap and liquid as well as a poster showing appropriate steps to wash hands shall be placed at the entrance and should be strictly ensured. If sanitizers are available, they can also be provided for use in the entrance
 - **Shutting down common activities where gathering occurs-** All apartment societies shall ensure that any public gathering platform be it park, swimming pool, fitness centers, common activity centers are closed, and no gathering of people is allowed within the apartment premises. The Apartment Societies shall refrain from organizing any community event, religious events or any other event that may require gathering of more than five people at a time.
 - **Frequent cleaning of common premises-** The Apartment Societies shall also implement cleaning and disinfection measures atleast three times a day particularly for lift buttons, handrails in the staircases, gates and grills and all other such areas within the apartment. As far as possible instruction should be given to visitors to avoid touching anything in the common premises.
 - **Mechanism for contactless delivery-** The Apartment Society shall take measures to ensure contact less delivery by placing delivery baskets at the security points. Or the families should be asked pick up deliveries outside the gate. Necessary disinfection should be carried out for any packet received.
 - **Domestic help-** The Apartment Society shall consider discussing with all resident families to give mandatory **leave with pay** to domestic help who work at multiple locations (except those who are staying within the apartment)
- **Ensuring stricter implementation of Home Quarantine-** The managing committee shall collect all relevant information about the health, travel location and duration of all the residents. If any resident has a travel history to COVID affected places or are being advised for self-quarantine, the management committee shall ensure the same while also maintaining confidentiality and not hurting/disrespecting the self-respect of such residents. Further, if any person is being asked for self-quarantine, the management society may consider
 - Supporting the home quarantined person in accessing daily necessities such as groceries, medicines etc.
 - Shall provide necessary psycho-social support while maintaining all infection control protocols



- Monitor and restrict any discriminatory practice that may hurt the self-esteem of the individual. The detailed guideline on home quarantine can be accessed here https://nhm.assam.gov.in/sites/default/files/swf_utility_folder/departments/nhm_lipl_in_o_id_6/portlet/level_2/guidelines_for_home_quarantine.pdf

- **Information Source**

Verified information can be accessed from the following:

- These information can be accessed from Ministry of Health and Family Welfare, Govt. of Assam <https://www.mohfw.gov.in/awareness.html> ,
- Department of Health and Family Welfare (National Health Mission, Govt. of Assam) <https://nhm.assam.gov.in/portlets/assam-covid-19-documents> or
- Assam State Disaster Management Authority <http://asdma.gov.in/>

N.B- If any person has cough and fever help shall be called for contacting @ 6913347770. For any information or support the following helpline numbers can also be accessed

- 104 (Health and family welfare)
- 1070/1079 (State Emergency Operation Centre) and 1077 (District Emergency Operation Centres)

Issued in Public Interest by Assam State Disaster Management Authority (ASDMA)