ORDER
(U/S 34 of the Disaster Management Act, 2005)

In view of the Order No. 40-3/2020-DM-I (A) dated 29th April, 2020 issued by the Ministry of Home Affairs, Government of India regarding the movement of persons stranded at different places and as per the directions of the State Task Force for COVID-19 on 30th April, 2020 regarding evacuation of stranded persons from different parts of the country from 4th May, 2020, I, Raj Yadav, IAS, District Magistrate cum Chairperson, District Disaster Management Authority, East Sikkim hereby direct the following Standard Operating Procedures (SOP) to be strictly followed:

A. STANDARD OPERATING PROCEDURES FOR RETURNEES FROM OUTSIDE SIKKIM THROUGH RANGPO CHECKPOST

1. All returnees to Sikkim through Rangpo Checkpost shall register themselves in the portal registration.covid19sikkim.org created by the Government of Sikkim and also fill the Self-Declaration Form provided to them by officials of SNT at Siliguri.

2. All returnees shall assemble at the designated place as decided by the Nodal Officer Sh. Bhupendra Chetri, DGM Operation/ SNT Siliguri maintaining proper social distancing. The Nodal Officer shall ensure proper hygiene and sanitisation of the buses and also ensure that only non-Air Conditioned buses are used for the transportation of returnees.

3. The SNT buses ferrying the returnees shall be disinfected under the Disinfection Tunnel at Rangpo Checkpost with all the windows and doors closed. The buses shall then proceed to the ground at Majhigaon, near Rangpo Checkpost for thermal screening of the returnees.

4. Police personnel shall ensure that there is no deviation from the designated route and proper barricading shall be done at necessary places.

5. The returnees shall wait at the waiting area duly maintaining social distancing. The filled up Self-Declaration Forms shall be submitted by all returnees and their thermal screening shall be done at the designated area by the Medical Team. The returnees shall be checked by the Medical Teams and assigned either home quarantine or institutional/facility quarantine as per the SOP of Health Department, Government of Sikkim for a period of 14 days. All returnees should have compulsorily installed Aarogy Setu app on their smart phones.

6. The interior of the SNT buses shall be disinfected and sanitised at the identified area by NDRF personnel/volunteers under the supervision of the Nodal Officer, Sh. Sonam Wongyal Lepcha, DD/DM. The buses shall not be used for intra-state transportation of returnees to facility quarantine centres and shall return to Siliguri.

7. During the screening, if any returnee is found symptomatic then he/she shall be taken to the designated Hospital/Triage facility for further tests and monitoring using designated ambulances. CMO/East shall ensure proper arrangements for ambulances, PPEs for all officials of Health Department and other officials engaged for this purpose. CMO/East shall also arrange availability of sufficient stock of masks, gloves, sanitizers, etc at the screening centre.

8. After the screening of the returnees, they shall be escorted to the area designated for food and refreshments. The Nodal Officer, Sh. Tenzing Denzongpa, ADC(Dev)/Gangtok shall ensure necessary arrangements duly maintaining social distancing.
9. The Nodal Officer, Sh. Bharani Kumar, ADC/ East shall constitute a team and set up a Help Desk and direct all returnees who have completed the screening process to their respective buses/vehicles for transportation to identified facility quarantine centres or nearest assembly point for returnees who have been advised home quarantine in coordination with the Nodal Officer for Transportation Sh. Kamal Kumar Gurung, Jt. GM SNT. The Nodal Officer shall inform the concerned SDM and Medical Team for making necessary arrangements for the returnees at the facility quarantine centres.

10. The SDMs shall arrange transportation to the returnees who have been advised home quarantine from the assembly point to their respective GPUs with the help of the concerned Panchayat members.

11. Nodal Officers from North & South Sikkim shall be present at the Rangpo Checkpost and set up a separate Help Desk to assist returnees to their respective districts and to facilitate their transportation to facility quarantine centres identified in their districts. Sufficient space shall be identified for buses/vehicles bound for other districts.

12. SDM Rangpo shall ensure proper barricading and demarcation of the entire area. Public Address System and loudspeakers shall be installed at the ground. Power supply and backup shall be arranged at the ground. Hand wash facilities, drinking Water (water bottles) and toilet facilities for all returnees and officials & staff on duty shall be arranged.

13. SDM Rangpo shall identify and arrange 5 rooms at the Tourist Lodge for officials to cater to any emergency.

14. SDPO/ Rangpo shall ensure deployment of sufficient police personnel to regulate the returnees and to prohibit unnecessary visitors and crowd at the ground. No guardian/relative of the returnees shall be allowed to enter the screening area.

15. Press and Media Persons shall cover the operations only from the designated area and avoid interviews of returnees in group to maintain social distancing.

B. STANDARD OPERATING PROCEDURES TO BE FOLLOWED FOR RETURNEES FROM OUTSIDE SIKKIM WHO HAVE BEEN ADVISED FACILITY/INSTITUTIONAL QUARANTINE

1. The returnees after being screened by the Medical Team and assigned facility quarantine centre at Rangpo Checkpost shall be transported to the concerned quarantine centre in coordination with concerned SDM and Medical Team.

2. The returnees who have been advised facility quarantine may opt to stay at free or paid facility quarantine centres and give their preference at the Help Desk at Rangpo Checkpost.

3. The Chief Medical Officer/East shall deploy sufficient officials to monitor the health of the returnees at the quarantine centres.

4. Concerned SDM and Medical Teams shall visit the quarantine centres daily and ensure that all SOPs are strictly followed.

5. The In-Charges of the quarantine centres shall make all necessary arrangements to set up the facilities as per the guidelines of Ministry of Health and Family Welfare, Government of India and Health Department, Government of Sikkim.

6. Arrangements for food shall be made by the concerned SDMs in free quarantine centres through SHGs/volunteers and by the respective In Charge at paid quarantine centres.

7. Nodal Officer, Sh. Sonam Wongyal Lepcha, DD/DM shall arrange periodic sanitization and disinfection of the quarantine centres.

8. The returnees who opt to stay at free quarantine centre shall make their own arrangements for bed sheets, blankets and pillows. Only mattresses shall be made available at the quarantine centres.
A. The following centres have been identified for free facility quarantine in the district in Phase I and shall be under the overall supervision of the concerned Sub Divisional Magistrate:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Quarantine Centre</th>
<th>Capacity</th>
<th>Incharge</th>
<th>Sub Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rangpo Mining Facility</td>
<td>30</td>
<td>SDM/Rangpo</td>
<td>Rangpo</td>
</tr>
<tr>
<td>2</td>
<td>New Tourism Building</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PWD Guest House</td>
<td>7 (Ladies)</td>
<td>SDM/ Pakyong</td>
<td>Pakyong</td>
</tr>
<tr>
<td>4</td>
<td>JNV School</td>
<td>160 (Gents)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Govt College Rhenock</td>
<td>40 (Ladies)</td>
<td>SDM/Rongli</td>
<td>Rongli</td>
</tr>
<tr>
<td>6</td>
<td>St. Joseph's Hostel</td>
<td>20 (Gents)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>IHM, Sajong Rumtek</td>
<td>24 (Gents)</td>
<td>SDM/ Gangtok</td>
<td>Gangtok (Rural)</td>
</tr>
<tr>
<td>8</td>
<td>SRM Hostel, Deorali</td>
<td>18 (Ladies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Harkamaya College &amp; Damber Singh College</td>
<td>20 (Gents) + 20 (Ladies)</td>
<td>SDM/HQ-I &amp; II</td>
<td>Gangtok (Urban)</td>
</tr>
<tr>
<td>10</td>
<td>ICFAI Reechu Hostel</td>
<td>18 (Gents)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>ICFAI Regency Hostel</td>
<td>18 (Ladies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Vinayaka Mission</td>
<td>20 (Ladies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>SMIMS Girls’ Hostel, Tadong</td>
<td>26 (Ladies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>SICUN, Assam Lingzey</td>
<td>60 (For Students only)</td>
<td>Director/Education Department</td>
<td>Gangtok (Rural)</td>
</tr>
<tr>
<td>15</td>
<td>SMIT Old Girls Hostel</td>
<td>260(Girls)</td>
<td></td>
<td>Rangpo</td>
</tr>
<tr>
<td>16</td>
<td>Himalayan Pharmacy Institute</td>
<td>176(Girls) + 243(Boys)</td>
<td></td>
<td>Rangpo</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1130</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. The following centres have been identified for paid facility quarantine in the district in Phase I:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Quarantine Centre</th>
<th>Capacity</th>
<th>Incharge</th>
<th>Sub Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summit Narmang</td>
<td>23</td>
<td>Sh. Amit Mishra, 8077830069</td>
<td>Gangtok</td>
</tr>
<tr>
<td>2</td>
<td>Summit Golden, Sichey</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Summit Mount</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Siniolchu Lodge, Chandmari</td>
<td>40</td>
<td>Sh. Ajay Tamang, 7908703198</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Hotel Mayur</td>
<td>10</td>
<td>Sh. Rupesh Kumar, 7679703078</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Hotel Lemontree, Sichey</td>
<td>130</td>
<td>Sh. Bishnu, 7477783212</td>
<td>Rongli</td>
</tr>
<tr>
<td>7</td>
<td>Guest House at Aritar</td>
<td>14</td>
<td>Sh. Hari Prasad Chettri, 9800706088</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>281</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. STANDARD OPERATING PROCEDURES TO BE FOLLOWED FOR RETURNEES FROM OUTSIDE SIKKIM WHO HAVE BEEN ADVISED HOME QUARANTINE

1. The returnees after being screened by the Medical Team and assigned home quarantine at Rangpo Checkpost shall be transported to the concerned Sub Division in coordination with concerned SDM and Medical Team. The SDMs shall arrange transportation to the returnees who have been advised home quarantine from the assembly point to their respective GPUs with the help of the concerned Panchayat members.

2. The Municipal Commissioner, Gangtok Municipal Corporation and Municipal Executive Officer Rangpo & Singtam Nagar Panchayat shall constitute a team comprising of Councilor, ASHA and Anganwadi Worker/volunteer ward-wise to monitor the returnees who have been advised home quarantine. In case of insufficient officials and staff, a team shall be assigned for more than one ward.

3. All Block Development Officers shall constitute a team comprising of Panchayat President, ASHA and Anganwadi Worker/volunteer GPU-wise to monitor the returnees who have been advised home quarantine.

4. The guardian/relative of the returnees shall make necessary arrangements for home quarantine of the returnee as per the directions of Ministry of Health and Family Welfare, Government of India and Health Department, Government of Sikkim.

5. All returnees undergoing home quarantine shall wear protective face mask and follow cough etiquette and hand hygiene, and maintain social distance (avoid close contact within 1 meter, avoid talking face-to-face, kissing, hugging, etc) with family members, relatives or colleagues. They shall strictly avoid going out of their houses and stay in a separate room.

6. All returnees shall monitor for clinical signs like fever, cough, shortness of breath, general weakness and body ache and in case of any such symptoms shall immediately report to the concerned Medical Team immediately.

Any person violating these directions will be liable to be prosecuted against as per the provisions of Disaster Management Act, 2005, besides legal action under section 188 of the IPC, and other legal provisions as applicable.

Given under my hand and seal this 02\textsuperscript{nd} May, 2020.

Raj Yadav, IAS
District Magistrate cum Chairperson,
District Disaster Management Authority,
East Sikkim

Copy to:

1. The Chief Secretary, Government of Sikkim – for kind information
2. The District Magistrate, North / South/West Sikkim - for information and necessary action
3. The Superintendent of Police, East- for information and necessary action
4. All Sub Divisional Magistrates and Block Development Officers of East Sikkim- for n. a
5. The Chief Medical Officer/ East
6. The SDPO, Rangpo - for information and necessary action
7. DIO/IPR- for wide publicity
SOP for Screening of the passenger at the check post

1. The vehicle entering with passengers will be parked in the designated Parking Lot.

2. After disembarking from the vehicle, passengers will wash their hands with soap for twenty seconds.

3. They will then proceed to and rest in the waiting hall, maintaining proper social distance.

4. Here registration forms are filled in the meantime.

5. Then they will proceed for the screening.

6. At the screening centre they will first show arogya setu app to the screening personal.

7. Passengers will have to show the filled form to the DEO and provide details from the outside (No contact is ensured)

8. DEO to enter the details in the computer and print.

9. The temperature of the passenger is monitored by use of Thermal Scanner or Infrared Thermometers. (Normal temperature, less than 98.6 degree F / 36.5 degree C). If above normal temperature – He/she is sent to the holding area for another 30 minutes and re-examined.

10. Health screening by the concerned health team.

11. If the temperature is still high he/she is sent for the isolation.

12. If normal he/she will be sent to the quarantine centers as deemed fit by the health team.

Passed by Technical Committee for COVID-19
STANDARD OPERATING PROCEDURE FOR SCREENING AT CHECK-POST

PARKING ➔ HANDWASHING ➔ WAITING ROOM (20 persons Maximum - Rest for 30 Minutes)

REGISTRATION
(Ensure all have forms filled & Aarogya Setu App Installed)

SCREENING (SEND 4 at a time)

DATA ENTRY – DEO TO ENTER DETAILS IN COMPUTER & PRINT
(Traveller/Passenger to show form to DEO & Provide details from outside – NO TOUCH & NO CONTACT)

TEMPERATURE MONITORING

NORMAL TEMPERATURE
(Less than 98.6°F/36.5°C)

HIGH TEMPERATURE
(REPEAT AFTER 30 MINUTES (Tell him/her to relax for 30 minutes. Then take second reading)

NORMAL

HIGH

INFORM DOCTOR OF TEAM - SEND TO HOLDING AREA FOR ISOLATION

HEALTH SCREENING/STATUS EVALUATION BY DOCTOR
GOVERNMENT OF SIKKIM
OFFICE OF THE DISTRICT COLLECTOR
DISTRICT ADMINISTRATIVE CENTRE
NAMCHI, SOUTH SIKKIM-737126

No. 3362/DC(S)

ORDER
(u/s 34 of Disaster Management Act, 2005)

Whereas, the people of Sikkim stranded outside the State is expected to return after the COVID-19 lockdown is lifted.

Whereas, the returnees have to undergo 14 days mandatory quarantine at designated Government quarantine centres.

Now therefore, in exercise of the powers conferred by Section 34 of Disaster Management Act, 2005, I Ragul K, IAS, District Magistrate, South hereby direct the following:

A. The following officers shall be the Nodal officer and Incharge of quarantine Centres.

<table>
<thead>
<tr>
<th>SL No</th>
<th>Quarantine Centre</th>
<th>Incharge</th>
<th>Nodal officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cherry Resort, Temi</td>
<td>1. Mr. P.K Subba, BDO (Temi) 2. Mr. Sonam Dadul, O.S (BAC, Temi)</td>
<td>Mr. Chiran Rizal, SDM(HQ)</td>
</tr>
<tr>
<td>2.</td>
<td>IHCAE, Chemchey</td>
<td>Mr Kazi Sherpa, Deputy Director, IHCAE</td>
<td>Mr. Agawne Rohan Ramesh, SDM(Namchi)</td>
</tr>
<tr>
<td>3.</td>
<td>Hotel Pangolin, Assangthang</td>
<td>Mr. Dikendra Bhujel, Deputy Director, Horticulture Department, Namchi</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Yatri Niwas, Chardham</td>
<td>Mr. Damber Kr Subba, Senior Supervisor, Chardham</td>
<td></td>
</tr>
</tbody>
</table>

B. The Incharge of quarantine centre shall ensure the following:

1. To make arrangements for facility quarantine as per the standard guidelines issued by the Health & Family Welfare Department.
2. To maintain the register of persons staying in the quarantine facility.

By order,

(Ragul K, IAS)
District Collector cum Magistrate (South)
Namchi, Sikkim

District Collector
South, District Namchi

Copy to:
1. The Chief Secretary, Government of Sikkim—for kind information.
2. The Principal Secretary Health & Family Welfare Deptt.—for kind information.
3. The Secretary, (Coordination for COVID-19), Home Department.
4. The Sr. Superintendent of Police, South—for security and traffic arrangement.
5. The Chief Medical Officer, South—
6. All concerned officers

Note: Traditional Magistrate