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COMMISSIONERATE
Health & Family Welfare and Ayush Services

No: DHS/DD/SSU/COVID-19/17/2019-20

Date: 22/05/2020

Dear BBMP Commissioner/DCs,

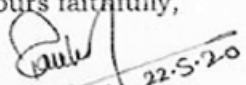
Sub: Standard Operating Procedures version-3 for
inter-state passengers to Karnataka - reg...

Please find attached the Standard Operating Procedure (SOP Version 3.0) for guidance & necessary action to take care of for entry of persons from other States to Karnataka at various check posts, airports & seaports.

You are requested to make all necessary arrangements for their health screening, tests, isolation and quarantine as per the need.

Best wishes,

Yours faithfully,


22.5.20

Commissioner,

Health & Family Welfare Services.



Department of Health & Family Welfare Services

**Standard Operating Procedures (SOPs) for entry of persons
from other States to Karnataka**

Version 3

No: DHS/DD/SSU/COVID-19/17/2019-20

Dated: 22nd May 2020

(The changes from the version 2 are in **bold italics and underlined** for easy identification)

1.0. Preface

- 1.1 Government of India has taken a decision to allow Interstate travel of migrant workers, pilgrims, tourists, students, and other persons **stranded** in different states due to lockdown to return to their home states.
- 1.2 A large number of persons are expected to return from other states to Karnataka by road/ rail/ water / air. State is planning to quarantine all such persons. The quarantine guidelines framed as below will be applicable. Stranded persons from other States can enter Karnataka either in buses / private vehicles / trains / flight.
- 1.3 The movement of vehicles from one state to another state **transiting** through Karnataka should not be stopped anywhere in the middle till the exit check post.

2.0 e-Pass from Seva Sindhu

- 2.1 Returnees from other States should produce e-Pass obtained from Seva Sindhu portal at the Border check post of Karnataka.
- 2.2 At the border check post the authenticity of e-Pass will be verified.
- 2.3 Persons arriving at the state border without e-Pass will not be allowed to enter into the State.
- 2.4 **The applicants will be informed through SMS and voice messages on their mobile numbers recorded at the portal regarding approval & date of arrival.**
- 2.5 **Transit passengers passing through Karnataka should mandatorily apply through Seva Sindhu to ensure tracking.**

3.0 Norms for processing of applications:

- 3.1 **All pending and future applications at Seva Sindhu portal should be decided on following basis.**

a. The application covered by any of the following compelling reasons only should be allowed.

i. Those required to return to Karnataka due to death of a family member

ii. Those facing medical emergency/treatment for terminal illness.

iii. Pregnant women / Elderly persons

iv. Migrant workers / Labourers who have been laid off

v. Students if their educational institutions / hostels have been closed

vi. Tourist / pilgrims stranded due to lockdown

vii. Those returning to Karnataka from abroad at airports outside Karnataka.

4. Passengers travelling by Road / Rail / Air :

a. The returnees from high prevalence states (notified by state government from time to time, given in Annexure-5) coming via road/ rail / air should be kept in institutional quarantine for a period of 7 days and after their Covid test comes out negative (swab should be taken between 5-7 day after their arrival) using Pool testing, they should be sent for home quarantine for another 7 days.

However, home quarantine should be for categories given below along with one attendant after their test result is negative (swabs to be taken immediately after arrival in quarantine centre)

- a. Pregnant Women
- b. Children below the age of 10 years and below
- c. Senior citizens the age of 80 years and above
- d. Terminally ill patients (For example, Cancer, Chronic kidney disease and Stroke)

b. The returnees from other low prevalence states should be asked to follow 14 days of home quarantine.

c. In special cases where businessmen are coming for urgent work (for example bidders coming to participate in auction of perishable / agricultural commodities etc.), they are permitted without the necessity of quarantine if they bring the negative test report of Covid-19 from ICMR approved Laboratory & it should be not be more than two days older from the date of travel. However, in case they don't have such certificate they have to undergo Covid-19 test & stay in paid Institution quarantine (Hotels identified by Govt.) till the test result comes out. After negative test result they will be allowed to finish their engagements & return back. In case their total stay is beyond 5 days they will go to Fever Clinic & get themselves examined to get an auto extension of another 5 days if found asymptomatic.

d. All returnees who have come to Karnataka since 4th May, 2020 will be tested from 5th - 7th day of their arrival. If they are found negative they should be sent for home quarantine for the remaining quarantine period. The usual process of hand stamping & notices for home quarantine should be followed.

e. GOI has advised that all states/UTs shall allow inter State movement of medical professionals, nurses and Para-medical staffs, sanitation personnel and ambulances without any restriction (Para 10 (i) order no. 40-4/2020-DM-I(A), dated 17.05.2020).

Therefore, inter-state movement of above professionals with only home quarantine is allowed.

f. Wherever members of Defence, Para-military, Railways, DRDO, ISRO, PSUs can stay in institutional quarantine for 14 days in dedicated guest house or quarantine facility of the organisation then they should be allowed to do so.

g. In rural areas – those staying in farm houses are allowed to be quarantined in the farm house.

Surveillance Arrangements: The surveillance arrangements to be made by the border districts and destination districts as detailed below:

5.0 State Border Receiving Centre (BRC):

5.1 Border check post

A check post at the state border with facilities of health screening, water supply, food, temporary shelter, adequate toilet facilities will be set up by the Deputy Commissioner at or near the entry point on the State border on the lines of election mustering / de-mustering centres.

5.2 The State has notified entry and exit points for each of the border districts. Deputy Commissioners should ensure that passenger vehicles enter into Karnataka only through these points.

5.3 The border district should make adequate number of counters for health screening, categorise passengers into symptomatic (Category-I) and asymptomatic (category-II), stamp category-II passengers for quarantine within outer limit of 04 hours after their arrival at the designated centre.

5.4 Category-I persons will be quarantined in hospitals of border districts.

Category-II persons:

a. The returnees from high prevalence states (notified by state government) from time to time coming via road, rail or air should be kept in institutional quarantine for a period of 7

days and after their Covid test comes out negative using Pool testing, they should be sent to home quarantine for another 7 days.

However, home quarantine is allowed for categories given below along with one attendant after their test result is negative (swabs to be taken immediately after arrival to quarantine centre)

- a. Pregnant Women
- b. Children below the age of 10 years
- c. Senior citizens the age of 80 years and above
- d. Terminally ill patients (For example, Cancer, Chronic kidney disease and Stroke)

During the period of home quarantine such persons should be tested again between 12-14 days using Mobile Swab Collection Centres.

- b. The returnees from other states should be asked to follow 14 days of home quarantine.
- c. In special cases where businessmen are coming for urgent work (for example bidders coming to participate in auction of perishable / agricultural commodities etc.), they are permitted without the necessity of quarantine if they bring the negative test report of Covid-19 from ICMR approved Laboratory & it should be not be more than two days older from the date of travel. However, in case they don't have such certificate they have to undergo Covid-19 test & stay in paid Institution quarantine (Hotels identified by Govt.) till the test result comes out. After negative test result they will be allowed to finish their engagements & return back. In case their total stay is beyond 5 days they will go to Fever Clinic & get themselves examined to get an auto extension of another 5 days if found asymptomatic.
- d. GOI has advised that all states/UTs shall allow inter State movement of medical professionals, nurses and Para-medical staffs, sanitation personnel and ambulances without any restriction (Para 10 (i) order no. 40-4/2020-DM-I(A), dated 17.05.2020.
Therefore, inter-state movement of above professionals with only home quarantine is allowed.
- e. Wherever members of Defence, Para-military, Railways, DRDO, ISRO, PSUs can stay in institutional quarantine for 14 days in dedicated guest house or quarantine facility of the organisation then they should be allowed to do so.

f. In rural areas – those staying in farm houses are allowed to be quarantined in the farm house.

5.5 Indelible ink stamping pad should be used by screening teams and passengers should be stamped on back of palm (left hand).

5.6 No person coming from other state by bus/train should be allowed to get down midway during the course of onward journey to the receiving district.

- 5.7 Those coming by 2 wheelers/cars/four wheelers from other states into Karnataka should be screened for health conditions and then accumulated into a group of 10-15 persons at the border check post and sent to the destination district along with bus headed for the same district.
- 5.8 Each bus from border district should be sent off to destination districts by seating an official (called nodal staff who can be police constable/male health worker / village accountant etc.) The nodal staff in the bus should carry the list of passengers of the destination districts. He /She should ensure that no passenger gets down mid-way and also all private vehicles tagged with the bus or taken along. The bus should go to the designated drop point of destination district (Stadium /College ground or any other suitable place) and hand over returnees of the district along with papers for sending them to their homes. The destination district shall arrange suitable transport to drop the returnees to the designated institutions for facility quarantine. For returnees arriving by private vehicles the same stamping and quarantine procedure will apply.
- 5.9 The bus / private vehicle in which the passengers arrive into the State from other State should be used for dropping the returnees to their respective districts. Bus arranged by the district will then drop returnees to their homes / facility quarantine. Municipal Commissioner / Ward Officer / Chief Officer of the municipality or the Panchayat Development Officer of the Gram Panchayat should maintain a list of all such returnees for ensuring their quarantine, their health follow up and necessary tests as instructed by Government from time to time.
- 5.10. Deputy Commissioners shall be informed of the number of people coming to the district every day from Seva Sindhu & the passes issued by originating districts & accordingly plan the arrangements at the entry point.
- 5.11 Food & Refreshments :
- Foods and refreshments for the staff and the returnees at the designated check-posts, health screening centres shall be arranged by the Deputy Commissioner of the district.
- 5.12 Police Deployment
- To be arranged by respective SP/Commissioner of Police at check-posts, screening centres, DCHC and DCH in consultation with Deputy Commissioners / BBMP Commissioner.
- i. **Border Receiving Centre (BRC):** Border district to specify location officer(s) in-charge and their contact number(s) of its border receiving centre (BRC);
- a. this BRC should have proper internet connectivity and may be different than border entry point, if communication signals are generally weak at the entry point location.
- b. this BRC in border district will be different than the DRC for that district for its own Inter State Returnees.
- ii. **Verification Desks:** BRC to have desks for:
- a. Verification of e-pass (e-pass desk)
- b. Health check (Health desk)
- c. Record in Contact Tracing app (CT desk)

Note: For each of above three functions, number of desks will have to be set-up depending on the expected number of Inter State Returnees arrivals.

- iii. **Sequential flow of ISRs:** BRC to have physical barriers to ensure sequential movement of ISRs from 3(a) to 3(b) to 3(c).

5.13 Process:

(Note: At present we do not have integration with Seva Sindhu (SS); the process suggested below is an interim arrangement; we expect to provide a better process for direct connect to Contact Tracing App in 2 to 3 days based on porting of SS data on periodic basis)

5.13.1 e-pass verification

- a. e-pass (print or e-copy) to be seen at e-pass desk
- b. A call is made by e-pass desk person to mobile number given in the e-pass.
 - i) If the call succeeds by ringing of mobile of the ISR, verification is accepted and ISR is allowed to go to next stage of health check
(Note: e-pass desk person should have mobile phone)
 - ii) If the call does not succeed because ISR is not carrying the mobile number declared in SS or does not have a mobile, he is asked to produce an Id
 - If Id is found valid, he is allowed to go to health check desk after recording his new mobile number on the e-pass copy (if print copy is being carried), and Recording old (number in e-pass) and new number in a tabular sheet with 4 columns with e-pass desk
(Sl. No., Name; Seva Sindhu mobile number; New mobile number)
 - If Id is not found valid, the entry is denied.
- iii. A family of few ISRs may have one e-pass and one mobile; the same may be accepted for the entry. However, any large group of apparently unrelated ISRs seeking entry based on a single mobile should not be allowed or at least discouraged; such ISRs may be allowed entry only on production of valid Ids and taken to destination district under escort supervision.

5.13.2 Health Check

The team should have

- a) Handheld Thermal scanner
- b) Appropriate masks
- c) Pulse oximeter
- d) Hand Sanitizer
- e) Briefing with instructions - Guidelines for Home Quarantine (*Annexure-1*)
- f) Stamps and indelible ink for stamping of returnees.
- g) Computer / laptop / Mobile for necessary data entry along with computer operator and Wi-Fi Connection.

5.13.3 Categorization of passengers should be done by the team and segregate those having symptoms.

5.13.4. The team should ensure that returnees download the following apps on their smart phones necessarily.

- a) Arogya Setu: <https://play.google.com/store/apps/details?id=nic.goi.aarogyasetu> .
- b) Quarantine Watch: <https://play.google.com/store/apps/details?id=com.bmc.qrtwatch>.
- c) Apthamitra: <https://play.google.com/store/apps/details?id=com.kargov.apthamitra>.

5.13.5 The team should do the stamping on back of the left palm for "Home Quarantine" indicating also, the date on which the Quarantine ends.

5.13.6 Symptomatic ISR is taken to hospital within bordering district under escort

5.13.7 Asymptomatic ISR are hand-stamped and allowed to next stage

5.14 . Record in Contact Tracing App

- a. ISRs with hand-stamping only are allowed
 - b. Following details are recorded in CT App for each ISR
 - i. Patient ID: P0IS (P Zero IS)
 - ii. ISR Name
 - iii. Age
 - iv. Sex
 - v. Address as per e-pass (there are 7 fields in CT App with 6 as mandatory including district; district name from drop down should be recorded correctly; errors in others can be managed later)
 - vi. Mobile number (as per e-pass or new number if recorded on the print copy by e-pass desk)
- (Note: State War Room is working to pre-populate some of above data in next 2 to 3 days; till then data entry is inevitable)
- c. A pre-printed token can be given to each ISR to proceed. Location of DRC may be indicated in the token.

5.15 Transport and Escort arrangements

ISRs in private vehicles should be allowed to move only in convoy formation under supervision of escort or nodal officer.

5.16 Hand Stamp Verification at BRC check-post

- a. Set-up a hand-stamp and token verification check-post few km down the BRC
- b. Only those with hand-stamp and pre-printed token are allowed to go further to destination district under supervision of trip nodal officer / convoy escort
- c. Those without hand-stamping and token, if found to have sneaked out of segregated lot at health check stage, are taken to hospital in border district.

6.0 District Receiving Centres:

6.1 Pre-requisites:

i. **District Receiving Centre (DRC):** Each district to specify location, officer(s) in-charge and their contact number(s) of its district receiving centre (DRC) at the district HQ (e.g., XYZ college, Mandya);

a. all 30 districts and BBMP to have such DRCs;

b. BBMP may set-up more than one DRC due to large number of ISRs.

6.2. Verification at DRC

a. State War Room to arrange (through District Bhoomi Consultant) a list of all ISRs (sorted on name basis) of that district recorded at BRCs during past 24 hours

b. Health is checked again to segregate any ISR who might have developed symptoms after BRC; those are taken to hospital and location recorded in address fields.

c. For Asymptomatic ISR, Institutional Quarantine location is recorded in the address fields.

d. If any ISR does not turn up within 24 hours, the details (mobile number and address in SS) are provided to police / revenue / municipal authorities to trace the person by visit to that address and location search of mobile.

6.3. Verification at Border district hospital

ISRs segregated at BRC are examined and admitted and their location (hospital) is entered in CT app address fields.

7.0 Categorisation for Passengers:

7.1 All the passengers arriving from other states should be compulsorily screened for symptoms of COVID-19. Deputy Commissioner of the bordering district will deploy personnel from health and other departments.

7.2 For all Persons: At the health Counter.

- Thermal scanning will be done
- Pulse oximeter reading will be taken
- History of co-morbidity will be taken (*Hypertension, Diabetes Mellitus, Asthma or any lung disease, history of organ transplantation, Cancer, on immuno-suppressants, liver disease, kidney disease, Heart Disease, Tuberculosis etc.*)

7.3 Categorization will be done as follows.

- **Category I:** Symptomatic on arrival (i.e. person with temperature $\geq 99.5^{\circ}\text{F}$ or $\geq 37.5^{\circ}\text{C}$ or with Symptoms of cold, cough, breathlessness or with $\text{SpO}_2 < 90$).
- **Category II:** Asymptomatic on arrival.

7.4 The Category – I returnees should be taken to Dedicated Covid Health Centre (DCHC) or Dedicated Covid Hospital (DCH) of the bordering districts depending on their medical condition.

7.5 The Category-II returnees should be quarantined as follows.

- a. The returnees from high prevalence states (notified by state government from time to time) coming via road / rail / air / sea should be kept in institutional quarantine for a period of 07 days and after their Covid test comes out negative using Pool testing, they should be sent to home quarantine for another 7 days.

However, home quarantine is allowed for categories given below along with one attendant after their test result is negative (swabs to be taken immediately after arrival to quarantine centre)

- a) Pregnant Women
- b) Children below the age of 10 years
- c) Senior citizens the age of 80 years and above
- d) Terminally ill patients (For eg. Cancer, Chronic kidney disease and Stroke)

During the period of home quarantine such persons should be tested again between 12-14 days using Mobile Swab Collection Centres.

- b. The returnees from other states should be asked to follow 14 days of home quarantine.

C. In special cases where businessmen are coming for urgent work (for example bidders coming to participate in auction of perishable / agricultural commodities etc.), they are permitted without the necessity of quarantine if they bring the negative test report of Covid-19 from ICMR approved Laboratory & it should be not be more than two days older from the date of travel. However, in case they don't have such certificate they have to undergo Covid-19 test & stay in paid Institution quarantine (Hotels identified by Govt.) till the test result comes out. After negative test result they will be allowed to finish their engagements & return back. In case their total stay is beyond 5 days they will go to Fever Clinic & get themselves examined to get an auto extension of another 5 days if found asymptomatic.

- d. GOI has advised that all states/UTs shall allow inter State movement of medical professionals, nurses and Para-medical staffs, ~~situation~~ *situation* ~~personnel~~ *personnel* and ambulances without any restriction (Para 10 (i) order no. 40-4/2020-DM-I(A), dated 17.05.2020).

Therefore, inter-state movement of above professionals with only home quarantine is allowed.

- e. Wherever members of Defence, Para-military, Railways, DRDO, ISRO, PSUs can stay in institutional quarantine for 14 days in dedicated guest house or quarantine facility of the organisation then they should be allowed to do so.
- f. In rural areas – those staying in farm houses are allowed to be quarantined in the farm house.

7.6 The schools/institutions selected for quarantining should have well ventilated and airy rooms, availability of potable water & clean toilets. The cots & bedding shall be provided by the Gram Panchayat/ family members of the returnees. The laundry of the quarantined persons should be placed in 1% hypochlorite upto 30 minutes & later washed in detergent solution. The quarantined person can wash his/her clothes. Gram Panchayath/ULB will make arrangement for the food of the returnees. Every individual should use separate utensils. As far as possible each returnee should be given an individual room.

7.7 The various protocols of institutional quarantine, cleaning of premises, bio-medical waste disposal etc. should be diligently followed. The GP/ULB will make a daily phone call to the quarantine persons enquiring about their health especially presence of any symptoms of cold, cough, fever, breathlessness, sore throat etc. In case of person reports these symptoms he/she should be taken to the nearest fever clinic for triage and subsequent sample drawl using dedicated 108 ambulance. the Ambulance should be disinfected after the usage. After the sample is taken at swab collection centre, the suspect patient should be kept in isolation at Covid Care Centre till the result comes out as negative. If it's Covid positive result, the patient should be shifted to Dedicated Covid Hospital using 108 Covid Ambulance.

8.0 Testing Protocol:

8.1 Swab testing for RT-PCR for all persons (both Nasal and Throat swabs should be taken and kept in viral transport media).

- a) Category I will be tested immediately at DCHC.
- b) Category II persons will be tested once between Day 5 & 7 of arrival from high prevalence State (as notified by state govt. from time to time). The district administration will either get category II person to approved Swab Collection Centres (SCC) and draw swabs or use mobile swab collection vehicles to collect swabs from such people. All necessary precautions while collecting samples shall be followed in either of the cases.
- c) It shall be ensured that the data entry is done in GOI software at Swab Collection Centre (either stationary or mobile).

9.0 Actions for each Category:

9.1 Action for Category I: - Segregated from other persons and sent to **Dedicated COVID Health Centre (DCHC)** for swab test and isolation.

- a) If tested **Positive**- Will be shifted to **Dedicated COVID Hospital (DCH)**.
- b) If **Negative**:
These patients with symptoms will be kept at CCC / DCHC for 7 days and will be tested again between 5 to 7 days.
- c) If tested **positive** on 7th day, will be isolated at DCH and treated accordingly.
- d) If tested **negative** on 7th day, the person will be continued in the health facility for another 7 days where he/she will be tested on 12th day.

9.2 Action for Category II: All persons are sent for 7-days institutional quarantine in case of high prevalence States and tested on day 5-7. For other States they are sent for home quarantine for 14 days.

- a) If tested Positive- Will be shifted to Dedicated COVID Hospital (DCH)
- b) *Anytime during home quarantine/ institution quarantine or during reporting period-* if they develop symptoms they should be tested immediately.

10.0 Notice to the Returnee and the Neighbour:

10.1 Notices shall be issued to the neighbours of the returnee (*Annexure-4*) and his/her mobile/landline number should be recorded in software. This will be applicable only for home quarantine persons.

10.2 Also, one notice shall be pasted at the home of the returnee at a prominent place (*Annexure-3*).

11. Bio-medical Waste management

To be followed strictly as per MoHFW-GOI and CPCB guidelines

<https://www.mohfw.gov.in/pdf/National%20Guidelines%20for%20IPC%20in%20HCF%20-%20final%281%29.pdf>

<https://ncdc.gov.in/WriteReadData/1892s/63948609501585568987.pdf>

12. Enforcement of Home Quarantine (*Annexure-1*)

- a) Category II persons except those from high prevalence state will be stamped at the screening centre and released to 14 days of home quarantine
- b) The details of the person shall be recorded in the concerned software (Contact Tracing App).
- c) Instructions for home quarantine will be provided to all the passengers (hand-out) (*Annexure-1*).
- d) Notice to the person under home quarantine (*Annexure-2*)
- e) A home quarantine sticker shall be pasted on door/home of the passenger (*Annexure-3*)
- f) Neighbours will be informed, and their contact number shall be collected (*Annexure-4*).
- g) Telephonic Counselling sessions should be held for all the home quarantined persons by mental health team.
- h) They will be monitored by concerned health staff for 14 days. If they develop Fever/ Cough/ Difficulty in breathing within 14 days of home quarantine, they should immediately call 14410 (*Aphamitra Helpline*) for further management.
- i) IVRS Follow-up outbound calls will continue for all passengers during home quarantine period.
- j) Quarantine Watch App: Daily selfie upload

Each passenger must download the app from Google play store and upload selfie every

day on the app.

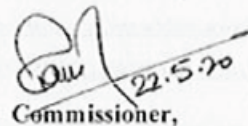
- k) Every district should ensure functional "Home quarantine enforcement squads" to take action on those not following home quarantine. If person is found to be not following home quarantine at any time, district administration can take decision to shift such person to facility quarantine apart from appropriate legal action.

13 Return passes

Deputy Commissioners will issue passes for the return journey of vehicles which have come to drop the passengers.

14 Miscellaneous

Many stranded persons have entered the State either walking / through two wheelers etc. & there is a need to trace, carry out health screening & then quarantine them. The municipality / Gram Panchayat should take the lead in identifying such persons & organize health screening at jurisdictional PHC. The same process as explained above applies to such persons also.



22.5.20

Commissioner,
Health & Family Welfare Services.