



Health and Family Welfare Department

Letter No.01/CS/2020, dated 15.3.2020

From

The Chief Secretary to Government,
Government of Tamil Nadu.

To

All Secretaries to Government,
The Director General of Police,
All Heads of Departments,
All District Collectors,
Registrars of All Universities (including Deemed Universities)
Government of India Institutions in Tamil Nadu.

Sir/Madam,

Sub: COVID-19 – Preventive Strategies – Instructions – Reg.

Ref: Hon'ble Chief Ministers Press Release dated 14.3.2020.

World Health Organisation has declared COVID-19 as pandemic and Government of India has decided to treat it as a notified disaster eligible for assistance under SDRF. In continuation of the instructions already issued, the following guidelines viz.,

- a) Roles and responsibilities of various departments
- b) Guidelines for Disinfection and Prevention practices for the control of COVID-19 in various campuses
- c) Disinfection procedure for Public places

are issued.

All the Secretaries concerned and Collectors in the respective districts are instructed to closely co-ordinate with the H&FW department and various other departments, Private institutions and general public in effective implementation of these guidelines.

All the District Collectors are instructed to periodically review and ensure effective implementation of all preventive measures in close co-ordination with Health and Family Welfare Department on a war footing. Official meeting must be restricted to bare minimum and use of apps like 'ZOOM cloud Meetings' or such apps which enable video conferencing (with upto 100 persons) may be used. Public should be advised to avoid crowding places in public places and social gathering should be restricted to the minimum possible level.

Yours sincerely,


Chief Secretary

a. Roles and Responsibilities of various Departments

Department of Health and Family Welfare

- COVID-19 Nodal officer to be appointed for the Department at State/District level and Name and Phone Number to be shared with all other departments
- Intensive course Training to be given for Government doctors, paramedical and all other staff in the Department
- Establishing 24x7 District level Control Room
- Display of District level Control Room Phone numbers in all PHCs
- Ensuring availability of adequate PPE kits, Thermal Scanner, Triple Layer Mask, N95 Mask and disinfectants like 1% Hypochlorite and Lysol
- Forming a District level Rapid Response Team comprising of Health Officer, DSO, Physician, Microbiologist and Entomologist
- Intensive health education for schools, colleges, SHGs and others to be carried out for all sections of community done,
- Screening and IEC at Check-posts in inter-state borders
- Co-ordination with all other line Departments for ensuring the Preventive activities like screening in airport, seaport, railway stations, Bus Station, State borders and isolation of suspected cases, diagnostic facilities and quarantine.
- In GH, Medical Colleges and Private Hospitals with Isolation rooms, the isolation rooms to be set up and maintained as per the Guidelines and Check-list (already shared)
- Orientation meeting for all Private Hospitals and treatment/reporting protocol (at State/District/Sub District level) on continuous basis
- Doctors in Government and Private Medical institutions, IMA must be sensitized to ascertain the travel history of the patients with viral symptoms and take follow up measures.
- Display of posters, pamphlets and other awareness in all health facilities including all Private hospital
- Apart from Covid 19 call centres, the staff operating 104 facility be trained to guide the callers and provide counseling. Helpline number must be widely published

- In view of shortage of hand sanitizers, Deputy Director of Health Services to give training to Government and private hospitals to prepare sanitizers as per WHO guidelines.
- Patient education and IEC to encourage health safety behaviour and avoid getting medicine from Pharmacies directly. Drug controller to be asked to issue strict instructions not to issue OTC drugs. Strict action to be taken to cancel the licence of such pharmacies.
- In the event of unfortunate demise of patient with corona virus infection, the protocol to dispose the mortal remains be communicated to all Government and private hospitals and health workers, ambulance personnel educated on the same. The local bodies must be educated on the protocol to be followed for cremation in crematorium
- Inter State Co-ordination on COVID-19 on realtime basis

Revenue Department

- **Revenue department under District Collector will have the power and responsibility to supervise and issue periodic instructions to all departments and agencies (in all districts except Chennai where the Commissioner of Corporation of Chennai will exercise these powers)**
- Co-ordination and support to Health department with various agencies
- Collectors shall form a (CONTACT TRACING TEAM-For tracing the persons who were in contact with the positive patient) by mobilizing personnel from Revenue, Police and Health authorities
- Routine review meetings should be deferred and officers must be called for only when absolutely necessary. Even in such cases, meetings in AC facilities may be avoided. Air conditioning filters be cleaned
- General public may be advised to avoid visiting public offices and instead asked to communicate using phone and email
- Cleaning surfaces frequently touched by hands like fee counters, hand rails, etc., with Disinfectants like 1% Hypochlorite and Lysol
- While Health department will be able to supply specialized masks and other necessities, district Collector shall monitor and ensure procurement and

deployment of ordinary masks and disinfectants locally by the respective departments. Manufacturing of disinfectants by local manufacturers SHGs may be encouraged to meet the shortfall.

- Collectors are instructed to send daily report to Commissioner of Revenue Administration.

Border Check Posts

- To be jointly operated by Transport, Health and Family Welfare and Police departments to identify and isolate patients with viral symptoms from entering / leaving border under the supervision of district collectors. All such posts must be manned round the clock and personnel to be trained to take precaution and trained to follow protocol to deal with patients with symptoms

EMRI 108 ambulance services

- Training for 108 ambulance staff to be conducted dealing with suspected patients.
- Ensuring availability of adequate PPE kits, Triple Layer Mask, N95 Mask and disinfectants like 1% Hypochlorite and Lysol

Food Safety Department

- Awareness generation on Hand hygiene, Respiratory hygiene and Food hygiene to all restaurants, hotels and licensed premises.
- Ensuring availability of Soap/ Hand sanitizers for hand washing
- Frequent floor and surface cleaning including chairs and tables with disinfectants like 1% Hypochlorite and 5% Lysol in all hotels/restaurants etc.,
- Updated information on travel advisory information issued by GOI time to time regarding

Police/ Home Department

- Commissioners of Police and Superintendents of Police shall work in close coordination with Collector and Health authorities in taking all measures to curtail the spread of the virus.

- Permission for mass gathering be discouraged in view of the possibility of spread of virus
- Extending support and assistance to the Health Department and other departments whenever need arises and as per request

Railways

- Cleaning of railway stations and trains before and after journey with disinfectants like 1% Hypochlorite and 5% Lysol, one hour prior to journey.
- Make announcements to direct the passengers with symptoms like fever, cough and breathing difficulties to their Health help-desk / medical screening camp
- Entry / Exit screening of all passengers, who enter / exit Railway stations all across the State with Thermal Scanner and isolation.

Transport Department

- Ensuring disinfection of Government buses, omni buses, private buses like 1% hypochlorite and Lysol.
- Meeting regarding use of disinfectants for cleaning of all private cabs, van, bus and other vehicle owners to be conducted
- Ensuring availability of disinfectants like Lysol with sprayers
- Cleaning of buses with disinfectants like Lysol to be done before and after journey

Airport Authority

- Extending support for Health authorities for screening of international as well as domestic passengers at airports
- Display of awareness messages in LED TVs
- In-flight announcements of awareness messages in regional languages
- Ensuring availability of disinfectants like 1% Hypochlorite and Lysol and Hand Sanitizers for the Public
- Screening of all passengers from foreign countries and sharing of passengers list with the Health Department
- All passengers to submit their self-reporting form
- Cleaning of aircrafts with Disinfectants like 1% Hypochlorite and Lysol to be done

Port Trust/Ports and Minor Ports

- Ensuring availability of Disinfectants like 1% Hypochlorite and Lysol
- Cleaning of Port with disinfectants like 1% Hypochlorite and Lysol to be done
- Extending support for Health authorities for screening of passengers at port
- Screening of all passengers from foreign countries and sharing of passengers list with the Health Department
- All passengers/crew to submit their self-reporting form

School Education Department /WDAP/Forest/BC, MBC Hostels/ADTW & TW Hostels

- Awareness to be created among school students on hand washing, including demonstration of hand washing
- Capacity building and training of all teachers
- Ensuring availability of disinfectants like Lysol for wet mopping and Soap/ Hand sanitizer for students
- Providing information about travel to foreign countries by the students' family members
- Advising students to refrain from attending school if they have symptoms like fever, cough or breathing difficulty and consult doctors

Higher Education Department

- Awareness to be created among school students on hand washing, including demonstration of hand washing
- Capacity building and training of all teachers
- Ensuring availability of disinfectants like Lysol for wet mopping and Soap/ Hand sanitizer for students
- Providing information about travel to foreign countries by the students' family members
- Advising students to refrain from attending college / polytechnic if they have symptoms like fever, cough or breathing difficulty and consult doctors.

Animal Husbandry Department

- Avoiding close contact with sick animals
- Advising for hand washing after handling pet animals
- Ensuring availability of disinfectants like 1% Hypochlorite and Lysol for cleaning and Soap/Hand Sanitizers for the Public

Municipal Administration & Water Supply

- Ensuring cleaning with disinfectants and availability of Soap/ Hand Sanitizers for Public in shopping malls /Cinema theatres / markets
- Cleaning of public institutions, bus stands, public parking places, parks and public toilets with disinfectants like 1% Hypochlorite and Lysol
- Sensitization of Sanitary workers and other staffs about Hand hygiene, Respiratory hygiene and Food hygiene
- Educating authorities in-charge of Temple / Mosque / Church to screen pilgrims for viral symptoms, and periodic disinfection with 1% Hypochlorite and Lysol.

Rural Development Department

- Ensuring cleaning with disinfectants and availability of Soap/ Hand Sanitizers for Public in shopping malls/Cinema theatres/markets
- Cleaning of public institutions, bus stands, public parking places, parks and public toilets with disinfectants like 1% Hypochlorite and Lysol
- Sensitization of Sanitary workers and other staffs about Hand hygiene, Respiratory hygiene and Food hygiene
- Educating authorities in-charge of Temple / Mosque / Church to screen pilgrims for viral symptoms, and periodic disinfection with 1% Hypochlorite and Lysol.

Hindu Religious & Charitable Endowments Department/ Mosque/ Church Authorities

- Cleaning surfaces frequently touched by hands like ticket counters, hand rails, and other places in temples, churches, mosques and other religious places with disinfectants like 1% Hypochlorite and Lysol

- Discouraging persons with flu like symptoms from visiting religious premises. Restricting persons with symptoms like fever, cough or breathing difficulty to refrain from attending festivals and ceremonies
- Review of procedures and protocol and avoiding such practices which may aid in spread of virus

PWD

- Providing necessary support for isolation and quarantine facilities

Tourism Department

- Display of banners and posters in their premises
- Providing information about foreign travellers staying in their hotels
- Discouraging tours in groups
- Cleaning surfaces frequently touched by hands like fee counters, hand rails, etc., with disinfectants like 1% Hypochlorite and Lysol
- Restricting persons with symptoms like fever, cough or breathing difficulty to refrain from attending tourist spots

Information & Public Relations Department

- Displaying of short films and messages in cinema theatres, publicity vans and Cable TV

Youth Welfare and Sports Development

- Cleaning surfaces in stadiums, frequently touched by hands like fee counters, hand rails, etc., with disinfectants like 1% Hypochlorite and Lysol
- Restricting persons with symptoms like fever, cough or breathing difficulty to refrain from attending sport events
- Avoiding / postponing of sports meets.

Labour Department

- Cleaning surfaces, frequently touched by hands with disinfectants like 1% Hypochlorite and Lysol

- Restricting persons with symptoms like fever, cough or breathing difficulty to refrain from attending work
- Sensitization of workers and other staffs in industries and workplace about Hand hygiene, Respiratory hygiene and Food hygiene.

Social Welfare Department

- Cleaning surfaces, frequently touched by hands with disinfectants like 1% Hypochlorite and Lysol
- Restricting children and their staff with symptoms like fever, cough or breathing difficulty
- Providing information about travel to foreign countries by the children's family members

All Departments

- Display of standees, banners and posters in their premises
- Visitors may be discouraged visiting offices and instead use telephone / email.
- Periodic disinfection with 1% Hypochlorite and Lysol.
- Staff education on personal hygiene and staff with viral symptoms be discouraged from attending office and consult doctor.

b. Guidelines for Disinfection and Prevention practices for the control of COVID-19 in various campuses

Hospitals

- Separate OP screening room for fever with Influenza Like Illness (ILI). Persons with such symptom must be screened in such a room so as to avoid spread of disease to other patients and health workers
- Hand sanitizer should be placed in every entry and exit points of the hospital campus
- If needed, staff may be deployed to put sanitizer drops to all the people entering the hospital and leaving out
- The floors of hospital buildings should be done wet mopping frequently with 1% Hypochlorite solution
- The surfaces frequently touched by hands like OP ticket counters, OP room doors and handles, hand rails, arms of seats, pharmacy counters, injection room door and door handles, labs, all the inpatient wards and operation theaters to be disinfected with 5% Lysol
- Adequate stock of PPE including masks and disinfectants like Lysol and Hypochlorite solution to be available at all times
- Strict protocol following the Bio-medical waste management rules
- Follow up of infection control procedures in all ambulances including disinfection of ambulance after every trip

Schools, Colleges and other educational institutions

- Class room floors of students to be disinfected with 1% Hypochlorite and surfaces like door handles, tables, etc. to be disinfected with 5% Lysol
- Screening and restricting persons with symptoms like fever, cough or breathing difficulty from attending the school/colleges/institutions
- Ensuring availability of Soap/Hand sanitizers in appropriate places

Offices / Industrial premises / Shops

- Restricting person with symptoms
- Floors and other surface to be disinfected with 1% hypochlorite / lysol.
- Periodic disinfection of door handles / telephone etc.,
- ensure available soap/ hand wash in appropriate places

Cinema theatres

- Floors of cinema theatres to be disinfected with 1% Hypochlorite solution periodically
- Surfaces frequently touched by hands like ticket counters, hand rails, arms of seats, doors and handles to be disinfected with 5% Lysol, after every show
- Short films and messages on awareness should be screened before and in-between the shows
- Restricting persons with symptoms like fever, cough or breathing difficulty from attending the shows
- Ensuring availability of Soap/Hand sanitizers in Rest rooms

Marriage halls and other community halls

- Floors of marriage halls to be disinfected with 1% Hypochlorite solution
- Surfaces frequently touched by hands like hand rails, arms of seats, doors, door handles in halls, dining tables and chairs to be disinfected with 5% Lysol
- Ensuring availability of Soap/Hand sanitizers in Rest rooms in appropriate places

Public transports /Cabs / Taxi / School Bus / Office Vehicles

- All vehicles used for public transport should be disinfected by wet mopping of floors with 1% Hypochlorite solution everyday
- Surfaces frequently touched by hands like hand rails, arms of seats to be disinfected with 5% Lysol
- Ensuring availability of Hand sanitizers in the vehicle

Hotels, Shopping Malls and Lodges

- Floors should be wet mopped with 1% Hypochlorite solution frequently, as many times as possible
- Mirrors and Glasses, Hand railings Lockers, Table, Cupboards, Wardrobes, Benches, Shelves and Cots to be disinfected with 5% Lysol daily
- Land-line Telephone and Light switches should be cleaned with 5% Lysol, paying special attention to the ear and mouth piece and to dry it properly.
- Mattress cover and pillow cover should be covered with a reusable mattress cover. It should be changed for each individual.
- Soap/Hand sanitizers should be placed in appropriate places.

Houses with quarantined persons/family members

- Houses should be wet mopped with 5% Lysol or 1% Hypochlorite solution
- All the equipment, door handles and surfaces touched by the patient have to be wiped with 5% Lysol
- All clothes and linen used by the patient to be decontaminated with 1% hypochlorite solution
- Surroundings of the house to be disinfected with bleaching powder
- Separate dishes and utensils to be used for serving foods to the quarantined person and those to be cleaned by the persons themselves to prevent spread of infection among others.

c). Disinfection Procedure for Prevention of COVID-19 in Public places

Corona virus spreads from person to person directly through respiratory droplets produced when an infected person coughs or sneezes. People also become infected by touching surfaces contaminated with corona viruses by droplets generated while coughing or sneezing and then touching their mouth or nose or eyes.

Respiratory Hygiene, Hand Hygiene and cleaning and disinfection of surfaces frequently touched by hands are essential strategies for the prevention and transmission of COVID-19.

Disinfection of floors and surfaces frequently touched by hands such as seats, hand rails, straps in trains and buses, door handles, lifts, hand rails, chairs, tables, ticket counters, in the shopping malls, hotels, cinema theatres, marriage halls, seats in trains and buses will certainly help in interruption of transmission to a larger extent.

a. Disinfections for surfaces frequently touched by hands

- Disinfection of seats, chairs, door handles, ticket counters and hand railings in cinema theatres should be cleaned with Lysol spray after every show.
- In buses and trains, the door handles, straps, hand rails and seats should be cleaned with Lysol periodically after every trip.
- In hotels, lodging houses and marriage halls, Lysol should be sprayed on the surfaces frequently touched by hands should be done periodically, as many times as possible.

Lysol spray for disinfection

Lysol IP (50% Cresol and 50% Liquid soap)

- Bus stands, railway stations, buses, trains, vehicles, malls, cinema theatres, marriage halls, etc.,
 - 2.5% Lysol (1 litre of Lysol in 19 litres of water)
- Hospitals, clinics and ambulances
 - 5% Lysol (1 litre of Lysol in 9 litres of water)

As per the concentration of Lysol in the market, required concentrations can be prepared.

b. Disinfections for floors/ambulances

01% Hypochlorite solution should be used for cleaning the floors

Sprayers

Different kinds of sprayers including power sprayers and water wash pumps can be used for spraying, and cleaning can be done by wet mopping.

Technical Guidance and Support

Deputy Directors of Health Services/City Health Officers of the concerned districts may be contacted for technical guidance and support.

24X7 Control Room for information in COVID-19	
044-29510400	9444340496
044-29510500	8754448477