



STANDARD OPERATING PROCEDURE

COVID 19

MAY 2021

West Bengal Forests

1 Health Management

- a. All Units shall monitor daily health condition of their personnel.
- b. Symptoms of fever, dry cough, difficulty in breathing, shortness of breath, sneezing etc. shall be monitored on daily basis and information gathered must be brought to the notice of Unit Head/ In Charge officer.
- c. If any personnel or his/her immediate family member staying in same house are found symptomatic, she / he is to be advised to go for quarantine immediately and go for testing as per ICMR protocol under intimation to the controlling authority.
- d. The personnel whose report is negative should join duty after getting fit certificate.

2 Offices

2.1 PCCF / APCCF/ CCF/ CF/ DCF Offices

2.1.1 Reception

- a. The movement into such Offices, where a separate "Reception" area is generally available, general public should be allowed only after proper checking and sanitizing measures.
- b. There should be arrangements for thermal screening and ample sanitizers at all possible places. At the entry point one should enter inside after proper hand sanitization by a designated person and thermal checking.
- c. Entry and Exit points should be sanitized regularly with Bleaching Powder, Sodium Hypochlorite, and Phenyl.
- d. On duty personnel dealing with general public should always wear face mask, face shield hand gloves and head cover. Such equipment should always be disposed properly.
- e. Use necessary means during entry where sliding doors / flip doors should not be touched by visitors.
- f. If a visitor comes with symptoms like fever, cough etc. entry will not be permitted and he should be immediately advised to report to the nearest health care facility.
- g. Outsiders should not have access to the inner areas without valid approval from the concerned authority.
- h. Safety guidelines related to Covid- 19, should be printed and displayed in different corners.

2.1.2 Visitor's Room

- a. In visitor's room maintain atleast 1 to 1.5 m. gap between visitors for sitting.
- b. Visitor's room should be disinfected and sanitized regularly.
- c. Use disposable glass in visitor's room for drinking water.

2.1.3 Staircase/ Corridor/ Lift

- a. All these areas should be sanitized with sodium hypochlorite regularly.
- b. Buttons of lift should not be touched with fingers. Tissue papers and dust bin should be kept near lift and specific instruction should be given to the users for using them for pressing lift buttons.
- c. Don't use railings in stairs and corridors.

2.1.4 Office Sanitization

- a. All offices should be deep sanitized atleast once a week.
- b. In case of any personnel having attended office within 48 hrs of showing a positive test result, the office should immediately be deep sanitized and closed for the day.

- c. During sanitization process use PPE kit, mask, gloves, sanitizers and rubber boot. If PPE kit was torn in process, then change the kit using sanitization protocol.
- d. Cotton Cloth should be used for cleaning different equipment. Every entry- exit points, stairs, furniture, mattress, toilets etc. should be sanitized using sodium hypochlorite and phenyl.
- e. The apparel used during sanitization should be cleaned thoroughly and kept in sunlight for a while or disposed following protocol.
- f. After sanitization, clean both hands using soap and running water for atleast 20 seconds.
- g. Electronic Gadgets like, wireless less, computers, printers, modem, surveillance system, telephone, photo copier, video cameras etc. used in different offices should be sanitized properly. Don't use excessive cleaners on gadgets.
- h. Don't use water on gadgets.
- i. No bleaching agents should be used to clean electronic gadgets.
- j. Check power sources before switching on, that gadgets were dried properly.

2.2 Range / Beat / Other Field Offices

2.2.1 Reception

- a. The movement into such Offices, where a separate "Reception" area is generally not available, should be restricted for general public. A specific / earmarked visitor's room / area should be set up where general public should be allowed only after proper checking and sanitizing measures.
- b. There should be arrangements for thermal screening and ample sanitizers. At the entry point one should enter inside after proper hand sanitization by a designated person and thermal checking.
- c. Entry and Exit points should be sanitized regularly with Bleaching Powder, Sodium Hypochlorite, and Phenyl.
- d. On duty personnel dealing with general public should always wear face mask, face shield hand gloves and head cover. Used things should be discarded following protocol.
- e. Use necessary means during entry where sliding doors / flip doors should not be touched by visitors.
- f. If a visitor comes with symptoms like fever, cough etc. then he should be immediately advised to report to the nearest health care facility.
- g. Outsiders should not have access to the inner areas without valid approval from the concerned authority.

2.2.2 General Office Space

- a. Other parts of office should be sanitized with Sodium Hypochlorite on a regular basis.
- b. All the accessories used in units like chairs, tables, computers, printers, telephones etc should be sanitized with 1% Sodium Hypochlorite and other metallic objects should be sanitized with 70% alcohol sanitizers.
- c. There should be strict implementation of physical distancing norms in units.
- d. Every Personnel of office should always wear face mask. Cover your nose when coughing/ sneezing with tissue or mask and dispose off used tissues and masks in the covered dustbins. One must perform hand hygiene after contact with respiratory secretions.

2.2.3 Accommodation and Barracks

- a. Personnel staying in Barracks must adhere to social distancing norms. Small number of people should be housed in a room to avoid crowding.
- b. The beds should be installed with a minimum distance of 1 m between 2 beds.

- c. Personnel should be discouraged from sharing personal belongings like towel, bedsheets, soaps, toothbrush etc.
- d. Hand wash facilities, sanitizers at the entry points of the barracks/indoor areas shall always be kept ready for use.
- e. Touch free dustbins should be used to dispose any contaminated material. Decontamination of buckets and other equipment must be done regularly.
- f. The Personnel and their family members living in Range / Beat campuses are compelled to go out for bringing vegetables, groceries and other essential items. Therefore, unit heads should operationalize mobile vendors to supply vegetables, groceries and other essential items to families.
- g. Outsiders/ visitors should not be allowed as far as possible.

3 Field Operations

3.1 Checking at Check Posts and on Roads

- a. During such checking, stop the vehicle atleast 20 yards away from checking point and maintain safe distance with the passengers during procedure.
- b. During Checking, personnel must wear triple layered mask, gloves and use sanitizers.
- c. During conversation with vehicle owner, maintain social distance.
- d. Paper work should be done wearing gloves all the time.
- e. Seized vehicle must be sanitized before sending to depots.
- f. Hard Copy documents should be sanitized before handling.

3.2 Patrolling

- a. During patrolling, Personnel should wear mask and gloves and must carry sanitizer.
- b. Always maintain social distancing during patrolling.
- c. Don't shake hands or come to close proximity to any public or other personnel.
- d. Use mobile phones for conversation. If one has to interact with public, maintain distance.
- e. Interact with public with humility and compassion.
- f. The vehicle used for patrolling must be sanitized before and after its use.

3.3 Raids / Wildlife Rescue

- a. In charge officers must brief the personnel properly about safety measures before deploying.
- b. Items like Body Armour, Dhal, lathi, Helmet, Face Mask should be sanitized properly before using.
- c. Always use face mask, face shield, gloves, and sanitizers for crowd control.
- d. During arrest/ Dispersal of crowd use face mask, face shield, gloves. After making arrest disinfect these with sanitizers.
- e. Suddenly gathered crowd should be made aware about social distancing norms and other safety protocols through miking.

3.4 Arrest and Seizure

- a. While making arrest personnel must keep face mask, gloves, sanitizers and PPE Kit (to be used whenever required) with them.
- b. Arrested person should be given face mask immediately.
- c. In vans/vehicles a person should sit with arrested person/prisoner maintaining atleast 1 m distance.
- d. A person should be clinically tested before making arrest.

- e. Inside lock-up, arrested persons should maintain social distancing.
- f. After making arrest the personnel must sanitize himself.
- g. Interrogation should be made inside spacious, windowed room and interrogating personnel should wear face mask and maintain at least 2mtrs distance during interrogation.
- h. Maintain close liaison with local health workers
- i. Mobile phone, radio set etc should be kept separately while handling arrests.
- j. Lock ups should also be sanitised regularly

4 Meetings / Workshops / Trainings

- a. As a general rule, meetings and trainings should be conducted online. Avoid physical meetings as far as a general practice.
- b. In case of physical meetings, ensure total sanitization of Meeting Hall/ Conference Room atleast 2 hours prior to meeting.
- c. Maintain strict social distancing during meeting.
- d. Hand Sanitizers should be kept at entry point.
- e. Symptomatic person should not be allowed for meeting.
- f. Use face mask and hand sanitizer during meeting.
- g. Personal items like pen, mobile, diary etc. should not be interchanged.
- h. During communication don't remove face mask.
- i. Don't shake hands or come to close proximity of others.
- j. During meeting no food items should be taken inside hall. For such events requiring service of food, it should be pre-packed and sourced from sanitized kitchens. The eating area should be in open spaces, with appropriate seating for physical distancing. Waste material should be disposed off immediately as per protocol.

5 Vehicle Maintenance

- a. All vehicles used by the officers and staff for official purpose should be sanitised at least once a week through fumigation.
- b. Thermal scanning of the Driver, Personal Security Officer and staff using the vehicle should be done daily before embarking.
- c. The staff sharing a vehicle / travelling together should always have their face covered with face mask.

6 Eco tourism and Use of Forest Rest Houses

Separate advisory issued for this purpose vide No. 1002-For/FR/O/N/6M-10/2020 dt. 18.09.2020 should be strictly followed.

7 Advisories of State Government

Government of West Bengal has issued advisories for functioning of offices and other public places in view of the ongoing COVID pandemic. It must be noted that there is no general lockdown, as was imposed in March 2020. However, many issues need to be taken care of in all public offices and places. All Units to keep track of such Advisories issued henceforth with changing scenario.

The Advisories as on 01.05.2021 that should be taken note of are:

7.1 715-Home(Cons)/R1M(Cons)-92/2021 Dated 17.04.2021

- a. Effective enforcement of wearing masks, physical distancing and other COVID-19 appropriate protocol in all public places.
- b. Complete sanitisation of entire work place at least once a week.
- c. Attendance in any office/ establishment under the State Government shall not exceed 50% on any given day as stipulated under Finance Department's memo No. 2272-F(P) dt.21.7.2020. The employees will attend office on a rotational basis as may be decided by the appropriate authority.

7.2 2272-F(P) dated 21.07.2020

- a. In partial modification of Memo No.1912-F(H) dated 09.06.2020 read with Order No. 218-CS/2020 dated 30.05.2020 it is hereby ordered that the overall attendance in any office/establishment under the State Government should not be more than 50% on any given day.

7.3 1912-F(H) dated 09.06.2020

- a. Only asymptomatic officers and staff shall be allowed to attend office on rotation basis. Anyone with any sort of symptom like mild fever, cough and cold need not attend office.
- b. Officer and staff residing in containment zone shall not come to office. He/she will work from home till the area is declared as a Clear Area.
- c. Attendance of officers and staff who share a common sitting place should not exceed 10 on rotation basis. The sitting arrangements must be made in such a way that the distance between the two desks should not be less than 2.0 metres. In case it is not possible to maintain the distance of 2.0 metres with the presence of 10 persons in a common area/enclosure, the number of officer and staff should be further reduced.
- d. Officers who have separate cubicles/sitting arrangements, may be asked to attend office on all working days and as per normal working hours.
- e. Sitting arrangements of visitors shall also be made at a distance of at least 2.0 metres.
- f. Officers/staff will disinfect their personal equipment like keyboards, mouse phone, AC remote etc. themselves as frequently as possible.
- g. Arrangements shall be made for disinfection of frequently touched places such as electric switches, door knobs, washroom fixtures, elevator switches etc.