

IMMEDIATE/URGENT

From

Additional Chief Secretary to Government of Haryana,
Urban Local Bodies Department,
Chandigarh.

To

1. All the Deputy Commissioners in the State of Haryana.
2. All the Commissioners of Municipal Corporations in the State of Haryana.
3. All the Executive Officers/Secretaries of Municipal Councils/Committees in the State of Haryana.

Memo No. ADULB/Admn./2020/29612

Dated: 31.05.2020

Subject:- Standard Operating Procedure (SOP) for ensuring social distancing in the market areas within the Municipal limits upto 30th June, 2020.


In reference to the subject cited above.

2. Ministry of Home Affairs, Government of India has extended the lockdown period in the Containment Zones upto 30.06.2020 and to re-open prohibited activities in a phased manner (Unlock 1) in areas outside Containment Zones vide its order dated 30th May, 2020.

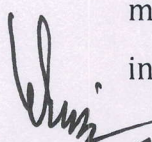
3. The restrictions imposed in containment zones including closure of shops etc. as decided by District Administration shall continue to remain in force till further orders.

4. Municipalities have to ensure social distancing by shopkeepers as well as visitors/customers during trading activities as per below mentioned revised Standard Operating Procedure (SOP):-

- i. All permitted shops other than essential goods can open from 09:00 AM to 07:00 PM to ensure the compliance of Night Curfew regarding movement of individuals between 09:00 PM to 05:00 AM.
- ii. Social distancing (*2 gazkidoori*) should be strictly maintained in all such market areas by all concerned i.e., shopkeepers as well as visitors/customers visiting these market areas.
- iii. Shopkeepers should wear gloves and masks to avoid hand contact. They shall ensure frequent sanitization of all points which come into human contact e.g., door handles etc.
- iv. Shopkeepers shall ensure the deployment of minimum required staff in their shops to avoid overcrowding. Alternatively they can call the staff in shifts.
- v. The guards at the entry point of large size and AC shops should be provided with sanitizers and thermal scanner. Shopkeepers and salesmen shall invariably wear masks while attending the customers. The shop owner shall ensure that no customer is allowed to enter the shop without thermal scanning, sanitization and mask. It shall also be ensured that not more than 5 persons including shopkeeper, helpers & customers are present at a time in any shop.
- vi. The customers/visitors should wear masks and be asked to stand in queue at a distance of minimum 6 feet. Proper marking of circles at the required distance should be done on regular basis so that customers/visitors shall wait for their turn.
- vii. Temporary barriers with thermal scanning system should be provided at the entry and exit points of these market places so as to maintain the flow of customers/visitors for ensuring social distancing.
- viii. The customers visiting these market places should not park their vehicles (both two-wheelers and four-wheelers) in front of any shop/rehris but park these vehicles at designated parking places and walk on foot to the market place. Further while coming out of their vehicles they shall maintain social distancing. It shall also be ensured that the parking areas are managed properly.
- ix. Citizens should be motivated to visit in minimum numbers (only one member of the family at a time) to these market areas to avoid over-crowding.


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- x. Municipal staff shall ensure proper cleanliness and sanitization of such market places/areas at regular intervals during day as well as night. Challaning should be strictly enforced against spitting in open/market areas.
 - xi. Shopkeepers/Street Vendors shall display a Public Notice regarding downloading of "AarogyaSetu Mobile App" for public/customer awareness and motivate them to install the same and regularly update their health status on this app. The shopkeepers shall ensure that all the employees must install AarogyaSetu Mobile App and use the same regularly.
5. In the areas falling under the jurisdiction of any Municipal Corporation, if it is not possible to enforce the social distancing norms set out by the Ministry of Home Affairs, Government of India in congested markets, then Deputy Commissioner concerned in consultations with Commissioner, Municipal Corporation concerned shall take essential measures to notify the protocol for operating shops such as 50% opening of the markets, etc. The above restriction will not be applicable to Municipal Councils/Committees. However, the principle of social distancing as well as standard of hygiene are to be followed in all the Municipal areas (Municipal Corporations/Councils/Committees) during the opening of markets.
6. Food restaurants and food aggregators like Zomato, Swiggy etc. are permitted to operate kitchens for home delivery of food items. The upper time limit for operation of kitchen will be 08:00 PM and home delivery by all means will be completed before 08:30 PM or earlier to ensure that no delivery boy will be out on roads beyond 09:00 PM. All standards of hygiene like wearing of masks, gloves, caps etc. are being followed while cooking food in such kitchens. It shall be ensured that kitchen staff or delivery boys are not having any illness or symptoms of cold and cough etc. The thermal scanning of staff on daily basis and regular medical checkup of all such staff be ensured by the owner.
- Delivery boys shall wear gloves and masks during home delivery. No signature/thumb impression of the customer shall be taken by them while delivering the items. Preferably online electronic mode of payment shall be ensured to avoid contact and to maintain social distancing.
7. Municipalities should also endeavor to publicize these guidelines amongst the shopkeepers/rehriwalas/fruit & vegetable vendors etc. for their awareness about maintaining social distancing.
8. The joint teams constituted by Deputy Commissioner for enforcing the above instructions/directions should ensure extensive checking and challan the violators as per directions issued vide this office memo No. ADULB/Admn./2020/26642 dated 05.05.2020. Municipalities shall forward daily consolidated reports to this office at e-mail suda.haryana@yahoo.co.in.
9. The directions regarding barber shops, sweet shops and banquet/marriage halls will remain in force as already circulated.
10. In such of the markets, where there is no restriction on opening of shops on daily basis, weekly off system as prevailing prior to lockdown shall be restored. However, congested markets where there is restriction on daily opening of shops, the condition of weekly off as included in instructions dated 22.05.2020 shall apply.


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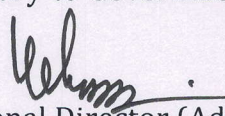
11. Needless to mention here that the directions of Ministry of Home Affairs, Government of India regarding lockdown guidelines dated 30th May, 2020 should not be diluted in any manner, whatsoever, while complying with the SOP mentioned above.

12. This SOP shall come into effect from 01.06.2020. All Municipalities shall ensure to arrange for wide publicity by MUNADI on its own vehicles being used for door-to-door garbage collection vehicles having Public Address System (PAS) facility or by hiring vehicles for this purpose today itself on priority basis. Wide publicity may also be carried out through press release and social media.

13. These instructions in so far as they relate to opening of shops and its duration shall not apply on the shops dispensing essential goods.

14. Strict compliance of the above directions be ensured by all concerned.

15. This issues with the approval of Additional Chief Secretary to Government of Haryana, Urban Local Bodies Department.

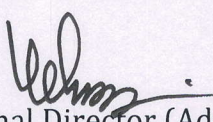

Additional Director (Admn.) 31/05/2020
for Additional Chief Secretary to Govt. Haryana,
Urban Local Bodies Department.

Endst. No. ADULB/Admn./2020/29613

Dated 31.05.2020

A copy of the above is forwarded to the following with the request to issue such directions in their respective jurisdictions:-

1. Chief Administrator, Haryana Shahari Vikas Pradhikaran, Panchkula.
2. Director General, Department of Town & Country Planning, Haryana, Chandigarh.
3. Chief Administrator, Housing Board Haryana, Panchkula.

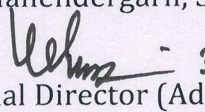

Additional Director (Admn.) 31/05/2020
for Additional Chief Secretary to Govt. Haryana,
Urban Local Bodies Department.

Endst. No. ADULB/Admn./2020/29614

Dated: 31.05.2020

A copy of the above is forwarded to the following for information and necessary action please:-

1. All the Commissioners of Municipal Corporations-cum-Coordinating Supervisory Officers (COVID-19) in their designated area in the State of Haryana.
2. Deputy Commissioner-cum-Coordinating Supervisory Officer (COVID-19) for Districts of Kurukshetra, Kaithal, Bhiwani, Charkhi Dadri, Rewari, Mahendergarh, Sirsa and Jind.

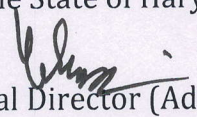

Additional Director (Admn.) 31/05/2020
for Additional Chief Secretary to Govt. Haryana,
Urban Local Bodies Department.

Endst. No. ADULB/Admn./2020/29615

Dated: 31.05.2020

A copy of the above is forwarded to the following for information and necessary action please:-

1. Director General of Police, Haryana.
2. All Commissioners of Police in the State of Haryana.
3. All Senior Superintendents/Superintendents of Police in the State of Haryana.


Additional Director (Admn.) 31/05/2020
for Additional Chief Secretary to Govt. Haryana,
Urban Local Bodies Department.

CC:-

1. PS/ULBM.
2. Secy./CS.
3. SPS/ACSULB.
4. PA/DGULB.
5. AMD, SUDA for compilation.