

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./2020/29028

Dated: 22.05.2020

Subject:- Clarification on the Standard Operating Procedure (SOP) dated 18.05.2020 for ensuring social distancing in the market areas within the Municipal limits upto 31st May, 2020.

In continuation of this office memo No. ADULB/Admn./2020/28396-99 dated 18.05.2020 on the subject cited above.

2. Government vide above referred letter has issued Standard Operating Procedure (SOP) dated 18.05.2020 for ensuring social distancing in the market areas within the Municipal limits upto 31st May, 2020. Some further clarifications are being issued for facilitating the traders as well as public and for easy implementation of the SOP. During opening of markets/shops in Municipal areas, all the guidelines issued earlier including measures related to social distancing are to be strictly followed. The details are as under:-

- a. There is no requirement of weekly off as the markets are to be opened on maximum 50% limit on daily basis.
- b. Barber shops, salons, beauty parlours etc. shall provide services with complete safety precautions, disinfection and sanitization after each service. The other main precautions and measures to be taken by these shops are attached as Annexure "A".
- c. Mithai shops are not allowed to serve sweets/food inside the shop to the customers. The customers can take away packed items and the facility of home delivery can also be provided to the customers.
- d. Marriage/Banquet Halls can be opened with a maximum number of fifty guests at any time. However, they have to obtain prior permission for organizing marriage function in their premises from the Deputy Commissioner or any other officer authorized by him.


Every Marriage/Banquet Hall owner shall deploy guards at the entry point with sanitizers and thermal scanner. It shall be ensured that no person is allowed to enter without thermal scanning, sanitization and mask. The owner shall also ensure frequent sanitization of all points which come into human contact e.g., door handles etc. Parking of vehicles shall be managed in such manner so that proper social distancing is maintained. All staff and helpers shall use face masks, gloves etc. during the whole function period. The owners shall ensure display of posters at the entrance about cough etiquette and social distancing. The advisory for performing Marriage Function is attached as Annexure "B".

3. Needless to mention here that the directions of Ministry of Home Affairs, Government of India regarding lockdown guidelines dated 17th May, 2020 should not be diluted in any manner, whatsoever, while complying with the directions mentioned above.

4. The compliance of the above directions be ensured by all concerned in letter and spirit.

This issues with the approval of Additional Chief Secretary to Government of Haryana.

Encl: As above.


Additional Director (Admn.) 22/05/2020
for Additional Chief Secretary to Govt. Haryana,
Urban Local Bodies Department.

Endst. No. ADULB/Admn./2020/29029

Dated: 22.05.2020

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.)

for Additional Chief Secretary to Govt. Haryana,
Urban Local Bodies Department.

Endst. No. ADULB/Admn./2020/29030

Dated: 22.05.2020

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.)

for Additional Chief Secretary to Govt. Haryana,
Urban Local Bodies Department.

Endst. No. ADULB/Admn./2020/29031

Dated: 22.05.2020

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.)

for Additional Chief Secretary to Govt. Haryana,
Urban Local Bodies Department.

CC:-

1. PS/ULBM.
2. Secy./CS.
3. SPS/ACSULB.
4. PA/DGULB.

Annexure-A

SOP for Hair-cutting Saloons and Barber Shops.

The following advisory is issued in view of ongoing COVID 19 pandemic:-

1. Persons with fever, cold, cough and throat pain shall NOT be allowed inside.
 2. Persons without face masks (clients and staff) shall not be allowed inside.
 3. Hand sanitizers shall be made available at entry.
 4. All Staff shall wear face mask, head cover and apron at all times and compulsorily.
 5. Disposable towel/paper sheet shall be used for each client.
 6. All equipments shall be sanitised after each use on a client using 7% Lysol for 30 minutes. It is advised to have multiple sets while one set is disinfected and other can be used.
 7. Staff should sanitise their hands after every haircut/shave etc.
 8. Appointments or token system to be adopted to stagger client's entry.
 9. Adequate spacing (at least 1 metre) shall be maintained for seating.
 10. All common areas, floors, lifts, lounge area, staircase and handrails must be disinfected with 1% sodium hypochlorite solution (minimum twice daily).
 11. Carpets and floor area shall be cleaned frequently.
 12. Sharp waste which includes blades, disposable razors etc. shall be collected in puncture proof, leak proof white container with 1% sodium hypochlorite solution. The container once 3/4th filled shall be handed over separately to municipalities for further disposal by designated bio-hazardous waste disposal agency.
 13. All staff and helpers shall be educated to use face masks and cough etiquette, if they are found to be symptomatic for COVID 19, they shall be immediately referred to health department. They shall not enter the premises till complete recovery.
 14. Display Posters at the entrance about cough etiquette and social distancing.
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Advisory for performing Marriage Function:

The following advisory is issued in view of ongoing COVID 19 pandemic:-

1. Necessary prior permission for the event, travel passes shall be obtained from Deputy Commissioner or any other officer authorized by him.
 2. A maximum number of 50 guests at any time shall attend the marriage function.
 3. Every marriage function shall be conducted in a suitable public place with good natural ventilation. No central air conditioning is to be used.
 4. Person from containment zone shall not be allowed to attend this function.
 5. Sanitizers at the entry and at appropriate places shall be provided.
 6. Thermal screening of all persons shall be conducted at entry of the venue. The scanner should be held 3-15 centimeters away from the person's forehead.
 7. Anyone found having fever (37.50 C or 99.50 F), cold, cough, difficulty in breathing shall not be permitted to attend the function and immediately referred to seek medical advice.
 8. All persons shall wear face mask compulsorily.
 9. All persons shall maintain physical distance more than 1 meter.
 10. Hand wash with soap and water at wash rooms shall be provided.
 11. Consumption of liquor, paan, gutkha, tobacco, etc is not allowed.
 12. The venue shall be maintained clean and hygienic.
 13. Spitting in public places is prohibited.
 14. A Nodal Person shall be identified for overseeing the arrangements and coordination at the venue by the owner.
 15. A list of attendees of the marriage with contact details has to be maintained.
 16. All guests should have downloaded Arogya Setu app on their mobile.
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