

No.2/COVID-19/DHS-2020(Pt)
GOVERNMENT OF MANIPUR
DIRECTORATE OF HEALTH SERVICES

Imphal, the 25th July, 2020.

To

1. I.G. Assam Rifles (South), Mantripukhri
2. GOC, 57 Mtn Division, Leimakhong
3. IG, CRPF (M&N Sector), Langjing
4. DIG, BSF Hqrs, Koirengi.

Subject:- Standard Operating Procedures for Armed Forces Personnel.

Sir,

In reference to the subject cited above, I am enclosing herewith the Standard Operating Procedures for Armed Forces Personnel to be followed by your organization and its personnel returning/ reporting for duty in Manipur.

You are, therefore, requested to kindly take up necessary action as detailed in the enclosed "Standard Operating Procedures for Armed Forces Personnel" immediately to halt the COVID-19 spread and enhance coordination with the State officials.

Yours faithfully,

Encl:- As stated above.

(Dr. K. Rajo Singh)

Director of Health Services, Manipur

Endmt.No.2/COVID-19/DHS-2020 (Pt)

Imphal, the 25th July, 2020.

Copy to:

1. The Staff Officer to Chief Secretary, Govt. of Manipur.
2. The Director General of Police, Manipur.
3. Principal Secretary (Health & FW), Manipur
4. All the Dy. Commissioner, Manipur.
5. All the Chief Medical Officers, Manipur.
6. All the State COVID-19 Team leaders.
7. Guard file.

(Dr. K. Rajo Singh)

Director of Health Services, Manipur

① Received &c
by CT. W. Monchan
8449 (19)
23119

② 27/07/2020

② 27/07/2020

③ 27/07/2020

No.2/COVID-19/DHS-2020 (Pt)
GOVERNMENT OF MANIPUR
DIRECTORATE OF HEALTH SERVICES

STANDARD OPERATING PROCEDURES (SOP) for ARMED FORCES PERSONNEL

Imphal, the 25th July, 2020

1. Background


There are several hundred Army and paramilitary troopers (Assam Rifles, Border Security Force, Central Reserve Police Force, Sashastra Seema Bal, Central Industrial Security Force, National Security Guards, Indo-Tibetan Border Police, etc.) operating in the north-eastern states of India. They have a system of periodic shifting of station across the country. They are also engaged in different activities at their place of posting, which involve interacting with civilians. Therefore, in order to ensure the safety of them and contain the spread of Covid-19 during this pandemic, it becomes mandatory to share information about their movement, install a system of regular screening, testing, quarantining and isolating the diseased ones. Home Department, Government of Manipur has issued an “SOP for Army, AR and CAPF Personnel coming to Manipur for duty” vide No.9/6(1)/2020-H(Pt) dated the 24th July, 2020.

2. Purpose of the document

To guide army and paramilitary personnel to control and contain COVID-19 spread and coordinate with the state officials.

3. Institutional arrangement

- 3.1. Identify a Nodal Person at the State as well as Unit/Station level to coordinate with the State Covid-19 Control Office.
- 3.2. Establish Quarantine Centre/s for mandatory quarantining of those persons returning/ reporting for duty.
- 3.3. Establish separate medical unit for sample collection and testing of persons returning/ reporting for duty.
- 3.2. Establish Covid Care Centre and Covid Care Health Facility for care of mild to moderate COVID-19 cases.
- 3.3. To establish a channel for sharing of information.
- 3.4. Build capacity of the personnel and infrastructure for keeping patients and exposed persons.


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4. Actions to be taken at the Station/Unit Level

4.1. Establishment of Quarantine Centres

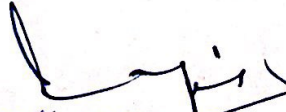
- 4.1.1 Establish quarantine facilities within the jurisdiction of the security institution.
- 4.1.2 Regulate the number of persons returning/ reporting for duty from outside/ within the State according to the size and number of quarantine centres.
- 4.1.3 Approach the concerned Deputy Commissioners in case of requirement of space for quarantine centre outside the security unit.
- 4.1.4 Each batch of returnees on the basis of date of arrival and place of origin should be kept in separate locations/blocks of the Quarantine Centre to avoid cross infection among the returnees.
- 4.1.5 Educate the personnel on IPC (Infection Prevention and Control) measures including social distancing regularly.
- 4.1.6 Install facilities to enable the personnel to practice proper hygiene and physical distancing.
- 4.1.7 The SOP for establishment of quarantine facility should be properly adhered to in the identified location and the same should also be inspected by the State Health Department.
- 4.1.8 The list of such approved quarantine centres should be provided to the concerned Deputy Commissioners for activating the same.

4.2. Information on Returnees

- 4.2.1. The details of the number of persons returning and date of return should be provided in advance to the concerned Deputy Commissioner in the format as given in Annexure – I
- 4.2.2. The Deputy Commissioners in turn will inform the Deputy Commissioners of Senapati/ Jiribam/ Imphal West (for Air Passengers) for providing necessary permission for entry in the State.
- 4.2.3. On entry the concerned returnees should be taken straight to the Quarantine Centre/s and should be kept there till the testing results are declared. On no account the persons who are kept under quarantine should be permitted to move out or intermingle with other personnel.


4.3. Sample Collection and Testing

- 4.3.1. Establish a unit for sample collection and testing in line with the National Guideline.
- 4.3.2. In respect of sample collection and testing, the SOP dated 26th June, 2020 of Directorate of Health Services shown as Annexure – II should be followed.
- 4.3.3. When the samples are collected and sent, the details should be provided in the format given as Annexure – III.


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- 4.4. **Establishment of Covid Care Facilities:** Establish Covid Care Center and Covid Care Health Facility to keep mild to moderate cases, who do not require critical care.
 - 4.5. **Undertake essential correspondence on official mail and avoid sending physical files to the extent possible.**
 - 4.6. **Establish a roster system for personnel engaged in duty outside the campus or those engaged in risky situation (like taking care of Covid-19 patient, attending to a suspect, etc.). This will facilitate quarantine, regular testing and risk minimization of the whole station.**
 - 4.7. **Avoid all non-essential mass gatherings like welfare activities till situation improves.**
 - 4.8. **Decontaminate the vehicles periodically as per the guidelines issued by MoHFW (Ministry of Health & Family Welfare), GoI.**
- 5. Action to be taken at the Individual Level**
- 5.1. Use surgical/reusable face mask.
 - 5.2. Follow respiratory etiquette, hygiene and social distancing.
 - 5.3. Practice frequent hand-washing with soap and water or use alcohol-based hand rub.
 - 5.4. Avoid touching eyes, nose and mouth. Don't spit in public places.
 - 5.5. Avoid playing cards together.
 - 5.6. Avoid handling currency as far as possible. Wash hand with soap & water after handling currency note (Money).
 - 5.7. Report any sign and symptom like fever, cough, shortness of breath to the Officer.
 - 5.8. Use glass rod for checking bags, use gloves for handling people or other stuffs and follow hand hygiene.



(Dr. K. Rajo Singh)
Director of Health Services
Manipur

Format for providing information on returnees in respect of Army/Paramilitary forces

Sl No	Name of the Quarantine Centre	Capacity	Details of inmates				
			Name	Age	Sex	Place of origin	Contact No

Format for COVID 19 sample collection and results

Sl No	Name of the quarantine centre	Total no of persons for testing	Sample collected and sent today	Pending samples to be collected	Results declared	Pending results

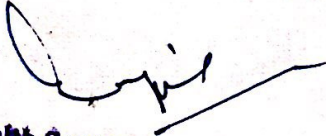

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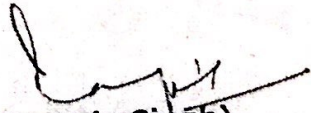
**MAN/COV-19/Lab/DHS-2020
DIRECTORATE OF HEALTH SERVICES
GOVERNMENT OF MANIPUR**

Imphal the 26th June, 2020

**Standard Operating Procedure for sample collection and testing of
Military and Paramilitary personnel:**

- 1) The commanding officer of the concerned unit shall identify sample collectors from amongst the staff and get them registered at the ICMR through the NIC of the respective districts.
- 2) The personnel shall be segregated on the basis of the origin of their travel and prioritize for sample collection accordingly.
- 3) Sample collection will be carried out in a phased manner and priority will be given to those coming from hotspots. First in first out policy will be adopted within this prioritization.
- 4) Logistics and consumables except for the vaccine carriers will be provided from the Directorate of Health Services, Lamphelpat through indent by the commanding officer of the concerned unit.
- 5) Those requiring immediate medical attention will be tested on priority basis.
- 6) Sample collection and transportation of the samples from the collection site to the VRDLs (RIMS/JNIMS) and other sample collection related arrangements will be made by the commanding officer of the concerned units.
- 7) The commanding officer of the concerned unit shall coordinate with the Chief Medical Officer of the concerned district for fixing the time and place for sample collection.
- 8) Training on related matters will be imparted by the concerned districts.


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