



**GOVERNMENT OF KERALA**

**Abstract**

Disaster Management Department - Covid-19 - Standard Operating Procedure for Institutional Quarantine in Residential Facilities and Dwelling Units - Sanction accorded - Orders issued.

**Disaster Management (A) Department**

**G.O.(Ms)No.19/2020/DMD** Dated,Thiruvananthapuram, 18/06/2020

Read 1 Guidelines for International Arrivals, Ministry of Health and Family Welfare, Government of India dated 24.05.2020.

2 GO(Ms)No.15/2020/DMD dated 02/06/2020.

**ORDER**

The Ministry of Health and Family Welfare, Government of India has issued Guidelines for International Arrivals in the light of Covid -19. Accordingly the State has notified all residential facilities/ dwelling units identified and approved by the District Administration and/or Local Self Government to treat as institutional quarantine facilities, in the State under Section 22(2)(f) and 24(h) of the Disaster Management Act, 2005 as per Order read as 2nd paper.

2) The Member Secretary, Kerala State Disaster Management Authority (KSDMA) has furnished the Standard Operating Procedure (SOP) for following the institutional quarantine in residential facilities/ dwelling units.

3) Government after detailed examination are pleased to notify the Standard Operating Procedure, for insitutional quarantine to be adopted in the state in respect of individuals who return from abroad, as given in annexure to this order.

(By order of the Governor)  
**DR. A JAYATHILAK IAS**  
**PRINCIPAL SECRETARY**

The Commisioner, Land Revenue  
All District Collectors

The Member Secretary, KSDMA, Observatory Hills, Vikas Bhavan P.O,  
Thiruvananthapuram.

The Principal Accountant General (Audit) Kerala, Thiruvananthapuram

The Accountant General (A&E) Kerala, Thiruvananthapuram

The Health Department

The Local Self Government Department

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Special Secretary to Chief Secretary

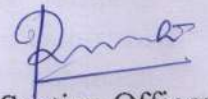
PS to Additional Chief Secretary, Local Self Government Department

PS to Principal Secretary, Industries Department

PS to Principal Secretary (Revenue & DM)

CA to Additional Secretary

Forwarded /By order



Section Officer

**Covid-19 - Standard Operating Procedure**  
**Institutional Quarantine in Residential Facilities and Dwelling Units**  
 [GO (Ms) No. 15/2020/DMD dated 2-06-2020]

<b>Arriving International Air and Ship passengers</b>								
Sl. No	Passenger Status	Action						
1	Arrival	<ul style="list-style-type: none"> <li>• If the passenger is symptomatic at the initial screening, follow strict protocols as laid by Health Department</li> <li>• If asymptomatic and not Covid-19 suspected in the initial screening, direct the passenger to Covid-19 Jagratha Check in Counter at the port of entry</li> <li>•</li> </ul>						
2	At Covid-19 Counter	<ul style="list-style-type: none"> <li>• Sign a self-declaration regarding the availability of adequate quarantine facilities in his/her dwelling unit (Annexure I), if facility is available. Else inform the desk in-charge that such facility is not available in his/her residential facility or dwelling unit.</li> <li>• Desk in-charge to enter the details of the passenger including address in the Covid-19 Jagratha Platform</li> </ul>						
		Desk in-charge to inform the passenger about: <ul style="list-style-type: none"> <li>• Health implications of furnishing a false self-declaration</li> <li>• Legal implications under IPC and Epidemic Diseases (Amendment) Ordinance, 2020 of furnishing a false self-declaration including confiscation of passport.</li> </ul>						
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; vertical-align: middle;">Assess the self declaration</td> <td style="width: 20%; text-align: center; vertical-align: middle;">Residential facility or dwelling unit suitable to quarantine the passenger</td> <td style="text-align: center; vertical-align: middle;">Recognise the residential facility or dwelling unit as IQ (Residential) by issuing online proceedings (Annexure II)</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">Assess the self declaration</td> <td style="text-align: center; vertical-align: middle;">Residential facility or dwelling unit not suitable to quarantine the passenger</td> <td style="text-align: center; vertical-align: middle;">Identify the IQ or PQ to which he/she has to be directed (Government IQ to be provided only to the most deserving to be decided on actual assessment of facilities by the LSGI/District Collector concerned)</td> </tr> </table>	Assess the self declaration	Residential facility or dwelling unit suitable to quarantine the passenger	Recognise the residential facility or dwelling unit as IQ (Residential) by issuing online proceedings (Annexure II)	Assess the self declaration	Residential facility or dwelling unit not suitable to quarantine the passenger	Identify the IQ or PQ to which he/she has to be directed (Government IQ to be provided only to the most deserving to be decided on actual assessment of facilities by the LSGI/District Collector concerned)
		Assess the self declaration	Residential facility or dwelling unit suitable to quarantine the passenger	Recognise the residential facility or dwelling unit as IQ (Residential) by issuing online proceedings (Annexure II)				
Assess the self declaration	Residential facility or dwelling unit not suitable to quarantine the passenger	Identify the IQ or PQ to which he/she has to be directed (Government IQ to be provided only to the most deserving to be decided on actual assessment of facilities by the LSGI/District Collector concerned)						
Local Self Government, Police, Covid Care Centre Nodal Officer and District Collector will get the alert of the entry of the passenger								

3	At the Exit from the Arrival Hall	Passenger whose residential facility or dwelling unit is recognised as IQ	Travel in his/her own transport arrangement (own vehicle/taxi) to his/her residential facility or dwelling unit
		Passenger whose residential facility or dwelling unit is not suitable for quarantine – if to Government run IQ	Make own arrangements for individual's transport to the IQ to be facilitated by district administration, except where group/large numbers are involved
		Passenger whose residential facility or dwelling unit is not suitable for quarantine – if to PQ	Travel in his/her own transport arrangement (own vehicle/taxi) to his/her PQ
4	In transit to residential facility or dwelling unit	Police	Ensure that the passenger arrived at his/her residential facility or dwelling unit as declared in the Covid-19 Jagratha Portal within a reasonable time, from the time of entry into the State
5	After arriving at the residential facility or dwelling unit	Local Self Government	<ul style="list-style-type: none"> <li>• Examine the residential facility or dwelling unit to ascertain whether the self-declaration of quarantine facilities at the residential facility or dwelling unit is correct and if he/she is following proper quarantine safe practices (as in Annexure III) as notified from time to time by Health Department.</li> <li>• If the self-declaration is found to be incorrect or if the person is not following strict quarantine and safety practices, immediately notify Police and move the individual to the Government IQ available from time to time.</li> <li>• Educate others in the residential facility or dwelling unit about the protocols to be followed for ensuring safe quarantine.</li> <li>• Identify vulnerable individuals in the same residential facility or dwelling unit and advise them to</li> </ul>

			follow necessary precautions.
		Police	<ul style="list-style-type: none"> <li>In case of complaints of quarantine breach and unhealthy practices by those under quarantine in any facility, necessary steps may be taken to adequately enforce quarantine according to IPC and Epidemic Diseases (Amendment) Ordinance, 2020.</li> </ul>
6	At PQ or Government IQ	The Local Self Government, Land Revenue and Police shall do the needful to appropriately manage the PQ and IQ facilities and should ensure strict quarantine	
IQ: Government run Institutional Quarantine; PQ: Paid Quarantine facility; IQ (Residential): Residential facility or Dwelling unit identified as suitable for quarantine			

Arriving Domestic Air, Rail and Road passengers from outside the State				
Sl. No	Passenger Status	Action		
1	Pre-Arrival	<ul style="list-style-type: none"> <li>Register in Covid-19 Jagratha</li> <li>Provide the online self-declaration form (Annexure I) in Covid-19 Jagratha for domestic passengers. Passenger has to self-declare in the Covid-19 Jagratha website, the availability of adequate quarantine facilities in his/her residential facility or dwelling unit, if facility is available</li> <li>In case, his/her residential facility or dwelling unit is not suitable and that he/she is able to identify another house for his/her quarantine, facility should also be provided for the same on Covid-19 Jagratha Portal</li> </ul> <p>Information should be there on the registration page about:</p> <ul style="list-style-type: none"> <li>Health implications of furnishing a false self-declaration</li> <li>Legal implications under IPC and Epidemic Diseases (Amendment) Ordinance, 2020 of furnishing a false self-declaration</li> </ul>		
2	At the Covid-19 Control Room in the District	Assess the self declaration	Residential facility or dwelling unit suitable to quarantine the passenger	Recognise the residential facility or dwelling unit as IQ (Residential)
			Residential facility or dwelling unit not suitable to quarantine the passenger	Identify the IQ or PQ to which he/she has to be directed (Government IQ to be provided only to the most deserving to be decided based on the actual assessment of facilities by the concerned LSGIs or the District Administration concerned.
		Local Self Government, Police, Covid Care Centre Nodal Officer and District Collector will get the alert of the acceptance of the passenger's request to enter the state		
3	After arriving at the residential facility or dwelling unit	Local Self Government	<ul style="list-style-type: none"> <li>Examine the residential facility or dwelling unit to ascertain whether the self-declaration of quarantine facilities at the house is correct and if he/she is following proper quarantine safe practices (as in Annexure III) as</li> </ul>	

			<p>notified from time to time by Health Department</p> <ul style="list-style-type: none"> <li>If the self-declaration is found to be incorrect or if the person is not following strict quarantine and safety practices, immediately notify the Police and move the individual to the Government run IQ available from time to time.</li> </ul>
		Police	<ul style="list-style-type: none"> <li>In case of complaints of quarantine breach and unhealthy practices by those under quarantine in any facility, necessary steps may be taken to adequately enforce quarantine according to IPC and Epidemic Diseases (Amendment) Ordinance, 2020</li> </ul>
4	At PQ or Government IQ	<ul style="list-style-type: none"> <li>The Local Self Government, Land Revenue and Police shall do the needful to appropriately manage the PQ and IQ facilities and should ensure strict quarantine</li> </ul>	
<p>IQ: Government run Institutional Quarantine; PQ: Paid Quarantine facility; IQ (Residential): Residential facility or Dwelling unit identified as suitable for quarantine</p>			

**Annexure I - Self Declaration**

**REQUEST FOR TREATING RESIDENTIAL FACILITY OWNED AS A  
TEMPORARY INSTITUTIONAL QUARANTINE FACILITY FOR SELF  
QUARANTINE AS PER GO (Ms) No. 15/2020/DMD DATED 02/06/2020**

I \_\_\_\_\_, Age \_\_\_\_\_, Gender \_\_\_\_\_, holding Passport  
Number \_\_\_\_\_, belongs to \_\_\_\_\_ ward number of \_\_\_\_\_  
LSGI of \_\_\_\_\_ District, hereby declare that the Residential Facilities/  
Dwelling Unit owned/occupied/identified by me or my family has / doesn't have a separate  
room with attached toilet & bathroom facility and favourable conditions to function as  
Institutional Quarantine.

**Address of the Residential Facilities/ Dwelling Unit**

**Name of the Person & Mobile Number**

**(Signature)**

**Note: In case of false declaration, the person will be liable for penal action under IPC  
and Epidemic Diseases (Amendment) Ordinance, 2020.**



**Annexure II - PROCEEDINGS OF THE CHAIRPERSON, DDMA (DISTRICT COLLECTOR)**

Government vide GO (Ms) No. 15/2020/DMD DATED 02/06/2020 has ordered that the residential facilities/dwelling units identified by District Collector will be declared as Institutional Quarantine facility under section 22(2)(f) and 24(h) of Disaster Management Act 2005.

\_\_\_\_\_, Age \_\_\_\_\_, Gender \_\_\_\_\_, holding Passport Number \_\_\_\_\_, who returned from \_\_\_\_\_ belonging to \_\_\_\_\_ LSGI of \_\_\_\_\_ District, has declared that the below mentioned residential facility/ dwelling unit to be having favourable conditions to function as Institutional Quarantine.

Address of the Residential Facilities/ Dwelling Unit:

It is hence declared that the above facility can be treated as a temporary Institutional Quarantine (IQ) facility. The quarantined person will maintain strict room quarantine and will not get in touch with anyone during the quarantining period without following safe practices. LSGI Secretary with the help of Ward RRTs and Police will inspect and monitor the compliance of conditions of quarantining.

(Chairperson, DDMA.....district)

## Annexure III: Ensuring good quality home quarantine

### **Essential Criteria for Home for Quarantine/Isolation**

1. The Individual under quarantine should restrict himself/herself to a bath attached room inside the house. Nobody else would use that room or bathroom till the quarantine period is over.
2. The individual under quarantine under any circumstances or their belongings should never come in contact with an elderly (>60 years) or any individual with morbidity like chronic diabetes, uncontrolled hypertension, cardiac disease, kidney, liver diseases, chronic respiratory diseases like asthma, people on immunosuppressive drugs.
3. There should be a care taker who is between 18-50 years, healthy and free from any diseases to assist the individual in quarantine.

Individuals fitting into these categories can opt for home isolation.

### **Which room is preferred inside the house?**

- Rooms should have an attached bathroom.
- Well ventilated non-AC rooms are preferred.
- Windows may be left open so as to permit cross ventilations inside the room.

### **General Instructions for the house**

- No visitors to be permitted inside the house.
- No member from the house should go out unless permitted by the Medical Officer of nearest Primary Health Center.

### **General Precautions to be taken by Individual in Quarantine**

- Restrict to the room identified for quarantine. Never come out from the room even for dining.
- All baggage should be handled by the individual. Nobody else should handle the same.
- No family member should be allowed to enter the room. Care taker can enter only when essential assistance is required.
- Cover the nose and mouth using mask while coughing and sneezing.
- Never come in contact with a person within 2 meters.
- Attend phone calls from health authorities and respond positively. Keep in touch with the local public health authority over phone and clarify your doubts.
- Watch out for any symptoms and inform Medical Officer of Primary Health Centre over phone if he/she develops any symptoms, even if mild.
- Never go out of the house without permission of the local public health authority even it is for medical reasons.

### **Precautions to be taken by care taker**

- Care taker should not go outside the house.
- Care giver should not care for other family members.

- Only care giver can enter the room where individual is quarantined for any essential or emergency purpose. Other members should never enter the room.
- Care giver while entering the room should wear proper surgical face masks and gloves.
- Dispose off mask and gloves immediately after single use. Never reuse.
- Wash hands thoroughly with soap and water immediately after coming out of the room.
- Do not touch any other surfaces inside the room including door knobs, switches or tables.
- Watch for symptoms and inform to local public health authority if any symptoms develop, even if mild.

#### **Precautions to be taken by other family members if any**

- Preferably other family members who are elderly or any member with morbidity, need to move to another house till quarantine period is over.
- Preferably the other family members who live in the same house should not go out of the house till the quarantine period is complete.
- In case other family members have to go out, they have to give self-declaration regarding urgency of matter and follow all health advisories.
- No family members other than the caretaker should come in direct contact with the person under quarantine.
- No utensils, linen or other items including mobile phones should be shared.
- All members should follow frequent handwashing using soap and water.
- Family members should never touch the frequently touched surfaces like door knobs or switches touched by the individual in quarantine.
- Watch for symptoms, inform local public health authority even if any member develops mild symptoms.

#### **Waste collection**

Keep three buckets for waste collection inside the room.

1. Soiled linen, clothes, towel - disinfect with bleach solution, wash and dry in the sun.
2. Soiled masks, tissue, pad, etc. - burn it.
3. Food and other general waste - Deep burial.