

भारत सरकार / Government of India
परमाणु ऊर्जा विभाग / Department of Atomic Energy
सचिवालय समन्वय अनुभाग / Secretariat Coordination Section

अणुशक्ति भवन / Anushakti Bhavan,
छत्रपति शिवाजी महाराज मार्ग / C.S.M. Marg,
मुंबई / Mumbai - 400 001
इ-मेल / Email: sectcord@dae.gov.in

No.16/6/2020-SCS/3889.

Dated: -19-03-2020

Subject: Preparation of quarantine measures against Corona Virus (COVID-19)-
Regarding.

Please find enclosed herewith a copy of Ministry of Health and family welfare D.O Letter No. Z.28015/34/2020-EMR dated 14/03/2020 along with its enclosure on the captioned subject.

2. All Units /PSUs/ Aided Institutions are requested to furnish the action taken report as per the format enclosed as **Annex-I** to this Department by an E-mail to scscircular@dae.gov.in / sectcord@dae.gov.in in word format on or before 24/03/2020.
3. This issues with the approval of Competent Authority.
4. Please treat the matter as "MOST URGENT"

Encl: 07 Pages.

M.D. Vetriselvan
19/03/2020
M.D. Vetriselvan
(Section Officer)

पऊवि के सभी संघटक इकाईयों / सार्वजनिक क्षेत्र के उपक्रमों / सहायता प्राप्त संस्थानों के प्रशासनिक प्रधान ।
All Administrative Heads of Constituent Units/PSUs/Aided Institutions of DAE.

प्रतिलिपि / Copy also to:

1. All Heads of Constituent Units/PSUs/Aided Institutions of DAE.
2. US (Admin), DAE: - With a request to take further necessary action w.r.t DAE Sect, Mumbai.
3. Medical Officer, (OYC Dispensary), DAE. – For information please.
4. पऊवि के सभी अधिकारी एवं अनुभाग / All Officers & Sections in DAE Secretariat. - DARPAN



LAV AGARWAL, IAS
Joint Secretary

Tel. : 011-23061195
T/Fax : 011-23061842
E-mail : alav@ias.nic.in



भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
निर्माण भवन, नई दिल्ली - 110011

GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
NIRMAN BHAVAN, NEW DELHI - 110011

D.O. No. Z.28015/34/2020-EMR

Dated the 14th March, 2020

Respected Sir/Madam,

In wake of over 110 countries currently reporting Novel Coronavirus Disease (COVID-19) and that some among them are reporting large number of cases and deaths, we are preparing ourselves to quarantine passengers traveling to India from these countries. The States have been requested to identify such facilities.

In view of the above, all Central Ministries are required to identify facilities (barracks or hall type accommodation). Guest houses that are remotely located and have individual rooms will also serve the purpose.

A checklist for identification of such quarantine facilities is annexed. You are requested to convey availability of such facilities to this Ministry in the prescribed format enclosed herewith at the earliest.

With sincere regards,

Yours sincerely

(Signature)
(Lav Agarwal)

To:

- All Secretaries of Central Ministries

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CHECKLIST FOR ESTABLISHING A QUARANTINE CENTER

I. Basic Information:

- 1) Name of the Quarantine Centre:
- 2) Address:

- 3) Officer In charge:
- 4) Email address:
- 5) Phone Number:
- 6) GPS Coordinates:

II. Location of quarantine centre

- 7) Located away from the residential area? Yes No
- 8) Distance to nearby residential area? _____
- 9) Away from an area where gathering expected (Eg: Temples, stadiums, Churches etc):
 Yes No

III. Accessibility to the quarantine centre :

- 10) How far is it from the nearby airport?
- 11) How far is from the nearest railway station?
- 12) How far is the nearest bus station?
- 13) Is the road to quarantine centre is free from heavy traffic?
- 14) Is the road to quarantine centre is wide enough to have two vehicles at a time?
 Yes No
- 15) How far is the nearest tertiary care centre?
- 16) How far is the nearest District Hospital?

IV. Facilities & basic amenities at quarantine facility:

- 17) How many floors are there in the quarantine building?
- 18) How many rooms available at the quarantine facility?
- 19) How many numbers of beds in each room at quarantine facility?
- 20) What is the distance between beds in the quarantine room?
- 21) Is there 24*7 supply of electricity at the facility? Yes No
- 22) Is there 24*7 supply of water at the facility? Yes No
- 23) Is there air conditioning available? Yes No

- 24) If yes, it is by centralised AC or individual air conditioning in each room?
 - i. If individual AC ? a: Split b: Window
- 25) Does window space covers at least 10% of total area? Yes No
- 26) How many windows in each room?
- 27) Is there exhaust fans in each room? Yes No
 - i. If Yes, how much air exchange rate expressed in cubic feet per minute (CFM)?
- 28) Is there drainage facility available in each floor? ? Yes No
- 29) Is there any separate sewage line from Quarantine areas?
- 30) Are there separate exit & entry points? Yes No
- 31) Is there availability of 24*7 security services at the quarantine area?
- 32) Is there any separate door for entry of non-health professionals for housekeeping, catering?
 - Yes No
- 33) Is there any separate washroom facility for each room at the facility?
 - Yes No
- 34) If not, how many wash rooms per person/area?
- 35) Are the floors washable & easily dried? Yes No
- 36) Is the floor mappable? Yes No
- 37) Is there any in-house mess facility available at quarantine area?
- 38) Is there any separate room/ resting facility for?
 - i. Doctors
 - ii. Nurses
 - iii. Paramedics
 - iv. Cleaning staffs

V. Linen management

- 39) What is the Frequency of changing linen in Quarantine rooms?
- 40) Whether disposable of Linen used? Yes No
 - i. If No then, How they are disinfecting & cleaning linen?
 - ii. How frequently linens changed?
- 41) Is there any curtains available in the quarantine rooms/wards? Yes No
 - i. If yes frequency of changing them?
 - ii. frequency of disinfecting & cleaning?
- 42) Is there any policy for disinfecting mattress at quarantine facility?
 - Yes No
- 43) Is there any written policy for disinfecting beds at quarantine centres?
 - Yes No

9

44) If yes, please verify policy and elaborate /

VI. Infection control practices

45) Is adequate PPE supply available at the quarantine facility? Yes No

46) Is there adequate supply of disinfectants at the centre? Yes No

47) Are the staffs in the facility trained in wearing PPE? Yes No

48) Is there a separate area for donning & doffing PPE? Yes No

49) Is there hand washing facility with soap with dispenser / hand sanitizer available at donning & doffing areas?

Yes No

50) If yes, what type of hand rub dispensers are available? (select all applicable answers)

- i. Pocket bottle
- ii. Bottle affixed to trolley/tray
- iii. Bottle affixed to bed
- iv. Wall dispenser
- v. Dispenser located on bedside table/trolley

51) Whether all staff has access to hand rub dispensers? ? Yes No

52) Are hand rub dispensers replaced when empty?

- i. Always
- ii. Intermittently
- iii. Rarely
- iv. Never
- v. Not applicable

53) Are posters illustrating handwash technique displayed beside each sink?

Yes No

54) Is there availability of bleaching solution of different strength available?

% of hypochlorite solution	YES	NO
1%		
5%		
10%		

55) Is there any policy for rodent & pest control management? Yes No

56) If yes, is it being implemented & followed? Yes No

57) Are the staffs trained in infection control practices? Yes No

58) Is there a structured curriculum / training module for Infection Control Practices? ?

Yes No

59) What is the Frequency of cleaning of

- i. floors of quarantine rooms/wards
- ii. Bathrooms
- iii. Ambulatory areas
- iv. Resting rooms
- v. What is the Frequency of cleaning high touch surfaces like door knobs, bed rails etc?

60) Is there any separate sample collection area? Yes No

61) Is there is separate thermometer & BP apparatus available at the quarantine centre?

Yes No

62) Are there colour coded bags available for BMW management?

63) Is the waste being segregated and disposed as per protocol? Yes No

64) Are the sharps being disposed as per protocol? Yes No

65) How the food waste is being disposed?

VII. Recreational facilities

66) Is there provision for mobile phone or internet at the facility? Yes No

67) Are the mobiles phone disinfected?

- i. If Yes how
- ii. How frequently

68) Is there any recreational room / area available? Yes No

69) Is there any provision for Television or Radio at the quarantine facility?

Yes No

70) Is there a provision of printed reading materials at the facility? Yes No

- i. If Yes how the materials are disposed off?

VIII. Human resources & logistics

71) Is there a dedicated Infection nurse for the quarantine facility to monitor IPC activities?

72) Is there is rotational shift for doctors/nurses/paramedics?

- i. If Yes, how many shifts?
- ii. Doctors in each shift
- iii. Nurses in each shift
- iv. Cleaning staffs in each shift

73) Is there any pulmonologists/physician available when it is needed?

Yes No

74) Is there a phlebotomist/ lab technician available when it is needed?

Yes No

75) Is there any availability of clinical psychologist in quarantine facility?

Yes No

IX. SOP & policies

76) Are there any guidelines/ in-house SOP for infection control practices?

Yes No

77) Is there any protocol for limiting the visitors to quarantine area? Yes No

78) Is there any written policy for the recreational area? Yes No

79) Biomedical waste management guidelines 2016 & amendments 2019 available?

Yes No

80) Does the quarantine health facility in charge aware of National IPC guidelines for healthcare facilities 2020? Yes No

81) Is there any linen policy available? Yes No

82) Is there any SOP for working of doctors, nurses & paramedics at quarantine facility?

Yes No

83) Is there any protocol for disinfecting ambulance after transporting patient to isolation centre?

84) Is there any policy for monitoring health of staffs at quarantine area?

85) Is there enough HEC displayed at the quarantine centre?

X. Transporting Patients to Isolation centre

86) Is there any protocol for transfer of patients to tertiary care/transfer of symptomatic cases to isolation centre?

87) Is there separate ambulance available for transporting patients to isolation centre?

Yes No

88) Are the ambulance staff trained in wearing PPE & infection control practices?

89) How far is the Isolation facility from the quarantine centre

