

## Standard Operating Procedures for Crematorium Service Unit, 2020

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6 <sup>th</sup> August 2020	11 <sup>th</sup> August 2020	2 years

Function	Name	Designation	Signature
Prepared by	Nima Gyeltshen	Head, Cremation Service	
Verified by	Sonam Desel	Chief Env. Officer	
Approved by	Kinlay Dorjee	Thrompon	

<b>Distribution:</b>	Thimphu Thromde
<b>Location</b>	Thompson's Office

### 1. Scope

This SOP describes the procedure for crematorium services

## **2. Objective**

The objective of this SOP is to effective crematory service delivery during lockdown

## **3. Responsibility**

It is the responsibility of the staff and the team appointed or identified by Thromdey Office to carry out the task.

## **4. Principle**

Effective and efficient crematory service delivery for all at times of need during lockdown

## **5. Requirements**

- 5.1. PPEs
- 5.2. Face mask/face shield
- 5.3. Gloves
- 5.4. Brooms/cleaning tools

## **6. Procedure.**

### **For general dead bodies**

- 6.1. Facilitate Card issuance from card issuance unit of RBP for vehicles used during cremation
- 6.2. Other cards once in cremation ground are issued by Bhutan Red Cross Society
- 6.3. Wear all health safety gears once in the cremation ground
- 6.4. Only 9 people per dead body are allowed to attend the funeral
- 6.5. Maximum of only 6 bodies are allowed to cremate at a time
- 6.6. Health safety protocol of wearing mask/face shield/gloves and physical distancing are ensured in collaboration with Bhutan Red Cross Society and dessung in the cremation ground
- 6.7. Clean the area by identified Thromde Work Force using all safety measures like wearing of masks/gloves, face shields, etc.
- 6.8. Other religious matters are done by Dratshang Lhentshog
- 6.9. Follow self-containment protocol developed by MoH

### **For COVID-19 related Dead Bodies**

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- 6.10. For COVID-19 dead bodies, the cremation will be done special team who are well trained on this (Bhutan Red Cross Society, MoH and Dratshang Lhentshog)

### **7. Safety**

- 7.1. Put on the gloves and mask.  
7.2. Frequently wash of hands using soaps  
7.3. Follow self-containment protocol developed by MoH

### **8. Documentation**

- 8.1. Make sure to scan druktrace or complete the Daily attendance register  
8.2. Update head of the desk on any issues/complaints

### **9. References:**

- 9.1. Thromde Health Safety Protocols

### **People Involved in Crematorium**

	<b>Name</b>	<b>Role</b>	<b>Contact Number</b>
1	Nima Gyeltshen	Supervisor (Focal Personnel)	17489233
2	Mahesh Gurung	Focal Personnel	17572491
3	Kailash Rai	Caretaker	17925292
4	Purna Dhan Rai	Electrician	17851315
5	Kumar Singh Rai	Machine Operator	
6	Budhi Dhan Rai	Sweeper	
7	Lachi Maya Rai	Sweeper	
8	Chandra Maya Rai	Sweeper	
9	Jit Maya Rai	Sweeper	