1. **SOP for Royal Bhutan Police/Royal Bhutan Army**
* Provide border security at the gate during preparedness and response phase
* Control traffic at the entrance gate
* Implement Lock down response action plan
* Carry out border surveillance
* Carry out contact tracing during surge
* Provide personal security to health workers during contact tracing.
* Provide security to quarantine and Isolation facilities as per Hospital Contingency Plan
* RBA to lead the border/International border security
1. **SOP for Regional Immigration – Samdrupjongkhar**
* Help fill up the health declaration form for all commuters entering Sjongkhar from affected countries/places and count the local commuters entering SJ gate
* Sensitize all commuters on COVID-19
* Report to RBP team leader during the shift of duty and update data with the health team
* Coordinate with cross-Dzongkhag immigration Offices, international airport (Paro) and report to CMO (Hospital).
* Verify and authenticate the identity of local complaints and report to Medical Desk
* Facilitate implementation of SOPs for essential goods and services entering from the PoE
1. **ToR for Divisional Forest Office, Samdrup Jongkhar**
* Carry out border surveillance jointly with RBP, Immigration, Regional Revenue & Customs and Desuups.
* Station at certain illegal entry points along with RBA 24x7 to prevent and deter illegal immigrants and activities
* Monitor surveillance team weekly on rotation basis
* Sensitize people on COVID-19 situation in Bhutan
* Prevent Bhutanese from crossing the border
* Help carry out health screening at the identified point of entries including Gomdar Gewog.
* Carry out contract tracing along with RBP and other volunteers.
* Liaise with other law enforcement agencies to fortify security surveillance and discuss issues related to security.
* Update periodical surveillance report with security control room.
1. **SOP for Road Safety & Transport Authority (RSTA)**
* Mapping of all buses and light vehicles registered with Government
* Mapping of Taxis and other private vehicles to be used during emergency
* Mobilize and arrange transportation for the incidence
* Facilitate vehicles as per the command of IC
* Coordinate with evacuation team for patient transfer
* Arrange additional transportation as per the requirement
* Identify and maintain link with relevant agencies such as RBP, Thromde, Taxi Association and Regional Offices
* Report all the incidences to the logistic Officer
* Prepare a roster and designate the vehicles and drivers for various purposes
1. **ToR for Regional Trade - Samdrupjongkhar**
* In collaboration with the MoEA, identify wholesale/Retail shops in the Dzongkhag for stocking essential commodities
* Ensure essential household items are adequately stocked by the identified shops and update reports on daily basis
* Help identify and provide space to identified shops for stockpiling essential items
* Monitor prices for essential items and put in place proper price control mechanism
* Ensure POL & LPG products are adequately stocked, update reports on daily basis
* Monitor business entities, where the goods are being manufactured, sold and stocked up for sale or distributed
* Monitor business entities where the services are being rendered to the consumers
* Conduct the market surveillance and inspections without fear and favor, treat all business entities equally before the law irrespective of rank or status unless otherwise exempted by law.
* Collect evidence in the event of unfair trade practices such as money receipts, invoice, witness statements, photos, money transaction, videos, graphics, samples, voice recordings etc.
1. **SOP for Bhutan Agriculture & Food Regulatory Authority (BAFRA)**
* Carry out disinfection and decontamination of quarantine facility
* Monitor food hygiene and safety at the quarantine facility
* Lead the team at Motanga PoE
* Identify COVID-19 suspects for Quarantine/Isolation
* Call Hospital RRT as and when required
* Maintain data of daily commuters
* Help fill up health declaration form
* Prepare daily roster of all stakeholders
1. **ToR for Regional Revenue and Customs**
* Help fill up health declaration form
* Carry out border surveillance jointly with RBP, Immigration and Dessups.
* Help carry out health screening at the PoEs
* Provide advocacy on COVID-19 to all commuters
* Thermal scanning of commuters
* Facilitate implementation of SOPs for the goods and services entering from the PoE
* Facilitate legitimate trade.
1. **ToR for Food Corporation of Bhutan (FCB)**
* Maintain adequate food reserves at least for 3 months as per the Government’s instruction, update report on daily basis
* Collaborate with RBA, RSTA and other relevant agencies for providing food supplies to whole Dzongkhag/Gewogs
* Liaise with Dzongkhag Livestock and Agriculture sectors for mapping of local food products
* Liaise with identified wholesale/Retail traders and stock food items accordingly