**District Contingency Plan for COVID-19**



**SAMDRUP JONGKHAR**

(Version I)

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# Background

Corona virus is a large family virus causing respiratory illness from common cold to more severe illness similar to novel MERS-CoV detected in 2012 in Saudi Arabia and SARS-CoV in China in 2002. The novel corona virus (COVID-19) was first detected from the outbreak of unexplained viral pneumonia in Wuhan city, Hubei Province in China and reported to the WHO China Country Office on 31st December 2019. The common signs and symptoms are fever, cough, sore throat and shortness of breath and breathing difficulties. However, in some cases, it manifests as severe infections leading to pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Initially, many patients from the outbreak epicenter, Wuhan city, China reportedly had some epidemiological link to a large seafood and animal market, suggesting spillover of the virus from animal to human. However, with the evolution of the disease epidemic, it is being recently reported that increased number of confirmed cases having no exposure to animal markets, indicating person-to-person transmission.

In order to mount effective and efficient response to COVID-19 in the country, the District Preparedness and Response Plan (DPRP) for COVID-19 is prepared with the objective to prepare and response effectively against the COVID-19. In addition, the plan will also help to enhance response in surveillance, detect, control and prevent, response, investigate and recover from COVID-19 epidemic. The plan is a dynamic document and shall be reviewed and updated as and when necessary by the District Task Team (DTT) for COVID-19.

This DPRP is linked and aligned to the National Preparedness and Response Plan developed by the Ministry of Health which is in line to Health Emergency and Disaster Contingency Plan 2016 and National Disaster Management Act 2013. The DPRP will be activated depending on the types of emergency.

# Staging of COVID-19 outbreak

The Ministry of Health, Bhutan define the stages/phases of the COVID-19 as shown below in the table 1. At this stage, the country is in Orange stage.

Current stage ☐ Green ☐ Yellow ☒ Orange☐ Red

|  |  |  |  |
| --- | --- | --- | --- |
| Color | COVID-19 status | Impact on daily life | Advice to public |
| Green | No confirmed case in Bhutan and COVID -19 outbreak is limited to few countries (subject to risk assessment) | No disruption | Be socially responsible: maintain good personal hygiene (hand hygiene & cough etiquette); Follow travel advisories. |
| Yellow | No confirmed case in Bhutan but COVID 19 is reported in the multiple countries (subject to risk assessment) | Minimal disruption (Enhanced surveillance by screening of travelers at the airport and ground crossing; and mandatory reporting and investigation of SARI cases) | Be socially responsible: minimize mass gathering, maintain good personal hygiene (hand hygiene& cough etiquette); follow travel advisories and limited travel restriction only if necessary |
| Orange | One or more isolated Confirmed cases in Bhutan without secondary transmission | Moderate disruption (isolation, quarantine, visitor restrictions at hospitals; limited closure of schools, institutions and public gatherings in the affected localities) | Be socially responsible: avoid mass gathering, comply with quarantine and other control measures; travel restriction to & fro affected countries Maintain good personal hygiene (hand hygiene & cough etiquette) |
| Red | Multiple cases with local transmission | Major disruption (Lock down of all the affected places). | Be socially responsible: avoid Mass gathering, comply with quarantine and other control measures; travel restriction to & fro affected countries. Maintain good personal hygiene (hand hygiene & cough etiquette) |

**Table 1: Stages/Phases of COVID-19**

# District Incident command structure

The District Incident Command Structure (DICS) shall be the highest decision-making body in the district for COVID-19 emergency. The DICS shall be responsible for the command, control and coordination during preparedness, response and recovery operations. The DICS shall be activated during the declaration of epidemic of COVID-19 by HEMC.

## Team composition of DICS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl No. | Name | Designation | Responsibility | Phone No. |
| 1 | Tharchin Lhendup | Dzongdag | Chair, IC | 17760188 |
| 2 | Karma S Tobgyal | Thrompon | Vice Chair | 17111039 |
| 3 | Birkha Bdr Tamang | Drangpon | Liaison Desk | 17765559 |
| 4 | Tougay Chedup | Executive Secretary | Liaison Desk | 17607620 |
| 5 | Pema Dorji | Dzongrab | Liaison Desk | 17672183 |
| 6 | Col. Rinzin Dorji | SSP | Security Desk | 17645115 |
| 7 | Kinzang Namgyal | RD, Immigration | Co-opt | 117673797 |
| 8 | Dr kelzang Dorji | CMO | Chief, Medical Desk | 77232566 |
| 9 | Pema Tshewang | Sr. DHO | Alternate Medical Desk | 17120954 |
| 10 | Wangchuk | Sr. PO | Planning Desk | 17801734 |
| 11 | Sonam Tobgay | Procurement Officer | Logistic Desk | 17512577 |
| 12 | Jigme Chezom | Asst. Finance Officer | Finance | 17678607 |
| 13 | Choki Gyeltshen | RD, Customs | Co-opt | 77605890 |
| 14 | Aiman Mahat | RD, Trade | Co-opt | 17729513 |

Terms of Reference:

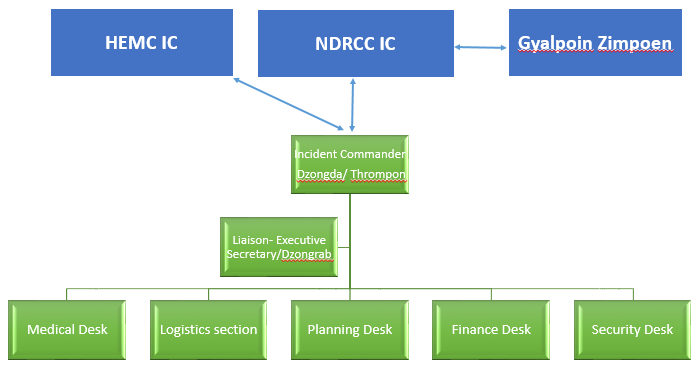
**A. PREPAREDNESS**

* Approve the plan, policies, guidelines, hazard/risk maps and SOPs on health for COVID-19
* Coordinate with NDMA& HEMC on the COVID-19 emergency management
* Update and declare different phases of pandemic at district level
* Take decision on travel advisory/ press release in coordination with NDMA
* Ensure the adequacy, timeliness, and relevance of communication activities are in place
* Ensure that appropriate training of relevant staff and stakeholders are conducted, and medical equipment, supplies and facilities are in place
* Facilitate to conduct simulations and mock drills on different types of disasters and health emergencies
* Review, monitor and verify the readiness and implementation of the contingency plan
* Identify the key stakeholders for effective implementation of the COVID-19 Emergency preparedness and Response Plan

**B. RESPONSE PHASE**

* Activate DICS and different desk in affected areas
* Review and provide policy and technical decision related to all response measures (Notification, isolation, quarantine, case management, travel advisory, movement restriction, and logistic support) through proper planning.
* Coordinate and mobilize resources (technical & financial support) from stakeholder and national level (MoH for medical supplies and NDMA for finance)
* Provide updates to NDMA& HEMC
* Maintain liaison with relevant sectors including government, and non-governmental organizations
* Deactivates DICS and conduct debriefing.

For the effective management of the COVID-19, the command, communication and coordination shall be followed as shown in the following figure 1



**Figure1: District Incident Command Structure for COVID-19 linked to NDMA**

## Incident Commander

1. Tharchin Lhendup, Dzongdag – 17760188
2. Karma Sherab Tobgay, Thrompon - 17111039

The IC is responsible for overseeing the overall development of preparedness strategies and tactics for COVID-19 during the peace time and implementation of response actions based on the different COVID-19 staging.

**Terms of Reference:**

* Act as the overall command and control of DICS
* Chair the DICS meeting(s)
* Establish immediate priorities
* Take critical decision and give directions
* Update His Majesty’s Secretariat, NDMA& HEMC
* Ensure team member of DICS carry out their TOR

**COVID-19 Secretariat:**

1. Wangchuk – Sr. Planning Officer (17801734)-**Team Leader**
2. Kezang Yuden – ICT Officer (17567433)
3. Yonten Phuntsho – Dzongkhag Disaster Management Officer (17720579)
4. Yeshi Wangchuk – Legal Officer (17464015)
5. Pema Thinley – Accountant (17851053)

**Terms of Reference:**

* Coordinate and facilitate preparation of Incident Action Plan (IAP)
* Coordinate the conduct of COVID-19 Task Force Meeting, keep minutes of the meeting, share minutes of the meeting with TFM, follow up on the resolution and present to the Task Force for necessary action
* Coordinate and facilitate incident tactical operation
* Update on the status of resources
* Coordinate and maintain updated document and submit to the IC/liaison Officer
* Safeguarding of documents related to the incident
* Follow up and compile expenditure bills related to COVID-19 and submit to the finance desk for necessary action
* Perform works as and when assigned by the Incident Commander

## Risk communication and media management staff:

**Public Information:** Responsible for advising the incident commander on risk communication, information dissemination and media relations. He/she shall obtain information from relevant unit in the MoH and provides information to the planning section, the community and the media.

## Liaison

1. Birkha Bdr. , Drangpon – 17765559
2. Pema Dorji, Dzongrab – 17672183
3. Tobgay Chedup, Thromde, ES **–** 17607620

**terms of reference:**

* Assist the Incident Commander in overseeing the overall coordination and execution of responsibilities by various desk officials as per their terms of reference
* Provide direction/guidance and support to desk officials while carrying out their functions
* Liaise with other supporting organizations like representatives of other governmental agencies, NGOs and private entities involved in the incident

## Incident Operation Center: 1192

1. Rigzen Lhendup – Sr. Dz. EO/Team Leader (17987775)
2. Chorten Gyeltshen – Dy. CDAO (17668400)
3. B.N. Sharma – Dy. CDLO (17732032)

**terms of reference:**

* Act as the chain of communication
* Coordinate with the inter Dzongkhag control room for disseminating information as quickly as possible for timely action
* Be the first contact point for all the desks in the command system
* Liaise closely with all other functionaries under the incident command system and share information for more accuracy

**Security Desk**

RBP & RBA

**Dzongkhag Incident Command System**

## District Technical Working Group

The Technical Working Group (TWG) shall comprise of following technical personnel in providing technical assistance to DICS:

**Team Composition:**

1. Dr. Kezang Dorji, CMO– Chair
2. Dr. Sherab Phuentsho, BAFRA- Co-chair
3. Pema Tshewang, Sr. DHO- Member
4. Wangchuk, Sr. PO- Member
5. Dr. Kinzang Chedup, Livestock

**terms of reference:**

* Provide technical guidance to the DICS for COVID-19 management
* Develop, review and update on outbreak, epidemic or pandemic situation (districts, national & global)
* Review and recommend the requirement of emergency equipment, medicines and supplies for COVID-19 management
* Conduct risk assessment and management on the event
* Review and recommend COVID-19 DPRP including plans, guidelines, and SOPs
* Any other technical task assigned by the DICS

## Planning desk

1. Wangchuk, Sr. DPO/Team leader – 17801734
2. Cheda Jamtsho, TPO – 17823195

**terms of reference:**

* Coordinate and facilitate preparation of Incident Action Plan (IAP)
* Coordinate and facilitate incident tactical operation
* Maintain status of resources
* Coordinate and facilitate documentation of updates on the incident
* Maintain and display situation status

### **Situation and Documentation Unit:**

1. Yonten Phuntsho, Disaster Focal Officer/Team Leader – 17720579
2. Yeshi Wangchuk, Legal officer – 17464015

**terms of reference:**

* Responsible for collection, organization and analysis of status on the incident
* Responsible for record keeping and safeguarding of documents related to the incident
* Attend meeting and update reports pertaining to the incident for necessary action
* Ensure that detailed reports and regular updates on the incident are submitted to the incident commander

### **Resource Tracking Unit**:

### Kelzang Jigme, IA/Team leader – 17476138

1. Thuji Pem, IA, Thromde-17848235

**terms of reference:**

* Responsible for tracking resources assigned for the incident and their status (assigned, available, out of service)
* Maintain details records of the resources daily

### **Coordination with School Unit:**

1. Ngawang Tshering, CDEO/Team Leader – 17567495
2. Dorji Gyelpo, TEO – 17780534

**terms of reference:**

* Responsible for identifying, setting up of quarantine facilities at schools other than Thromde Schools
* Prepare and submit a report on the condition and accommodation capacity of the identified quarantine facilities
* Identify cooks, servers and cleaners
* Responsible for coordinating and managing school facilities required for quarantine.
* Responsible for identifying school infrastructure other than Thromde Schools for quarantine purpose

## logistic desk

1. Sonam Tobgay, Procurement Officer/Team Leader – 17512577
2. Dechen Dema, Thromde Procurement Officer – 17978647

**terms of reference:**

* Provide support for setting up of quarantine facilities
* Coordinate food & other essential supplies
* Coordinate and prepare a procurement tactical
* Coordinate arrangement of transportation services
* Delegate administrative and financial authorities to work in emergencies with minimum procedure under overall guidance and supervision of the designated officials
* Responsible for arrangements for adequate food/water supplies at the incidence

### **Quarantine Unit:**

* Dorji Gyelpo, TEO/Team Leader – 17780534
* Ngawang Tshering, CDEO – 17567495

**terms of reference:**

* Responsible for identifying quarantine facilities within Thromde
* Prepare and submit a report on the condition and accommodation capacity of the identified quarantine facilities
* Identify cooks, servers and cleaners
* Liaise with the officials responsible for logistics for necessary arrangement of basic amenities
* Report the mapped quarantine facilities to IC
* Report the mapped quarantine facilities to IC

### **Transportation Unit:**

1. Kinley Wangchuk, Offtg. RTO/Team leader – 17771020
2. Tandin Gyeltshen, Base Incharge -17839450

**terms of reference:**

* 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
* Maintain adequate fuel for transportation in coordination with logistic officer
* 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 roster and designate the vehicles and drivers for various purposes

### **Food & Supplies Unit:**

1. Pema Wangchuk, FCB Manager/Team Leader – 17610315

2. Aiman Mahat, RD, Regional Trade -17729513

3. BN Sharma, CDLO-77753553

4. Chorten Gyeltshen – Dy. CDAO -17668400

**terms of reference:**

* Ensure adequate food reserve at least for 3 months
* Provide food supplies to whole Dzongkhag
* Liaise with District Livestock and Agriculture for mapping of local food products
* Ensure food prices are controlled
* Ensure availability of essential household items and identification of whole sale dealers.

### **Communication Unit:**

1. Kezang Eden, IT, - Team Leader

2. Nar Bdr. Chhetri, Telecom-17113082

3. Yenten Jamtsho, Tcell-77109494

**terms of reference:**

* Overall coordinator for communication system
* Establish Wifi and internet connection in all the flu clinic, isolation and quarantine centres
* Solve any issues related to it and communication system

### **Cremation Services Unit:**

1. Pema Wangda, CO – 17676408

2. Ngedup Dorji, Dental Technician-17669190

3. Zung Gyeltshen, Cleaner-17235460

**terms of reference:**

* Coordinate with Lams and Pundits for cremation
* Coordinate with relevant sectors for above mentioned purpose
* Coordinate with NRDCL for fire woods
* Mobilize vehicle for carrying dead body
* Coordinate with the medical desk and other relevant desk for preparation of dead body.

## Finance Desk:

1. Lekden Wangchuk, Thromde, Finance Officer/Team Leader-17113275
2. Jigme Chezom, AFO – 17678607

**terms of reference:**

* Responsible for preparation of all costing for logistic and infrastructure arrangements
* Prepare and submit the bill of accounts to the authority
* Provide regular update to DISC on the status of financial arrangement and expenditure
* Assess and compile proposed budget requirement from DNB, MoF
* Delegate administrative and financial authorities to work in emergencies with minimum procedure under overall guidance and supervision of the designated officials

**Waste Management:**

* Sachin Limbu, Dzongkhag Environmental Officer/ Team Leader:17774440
* Sonam Choden, Thromde Environmental Officer:17504282
* Coordinate with health, disinfect and dispose waste
* Identify HR for collecting and disposing waste
* Monitor waste management
* Segregate waste into infectious and non-infectious in coordination with health
* Arrange rubbish bin in all the quarantine centers with different color coding for segregation
* Safely transport waste and dispose to landfill site

## Security Desk

1. Colonel Rinzin Dorji: Team Leader
2. Col. Tshering Dorji, RBA
3. Maj. Kuenchap, OC
4. Maj. Choki Phuntsho
5. Maj. Karma Norbu, RBA, Deotahng

**Terms of Reference:**

* Provide border security at the gate during preparedness and response phase
* Control vehicle traffic at the entrance gate
* Implement Lock down response action
* Carry out border surveillance
* Contact tracing during surge
* Deliver essential at the doorstep if surge is required
* 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

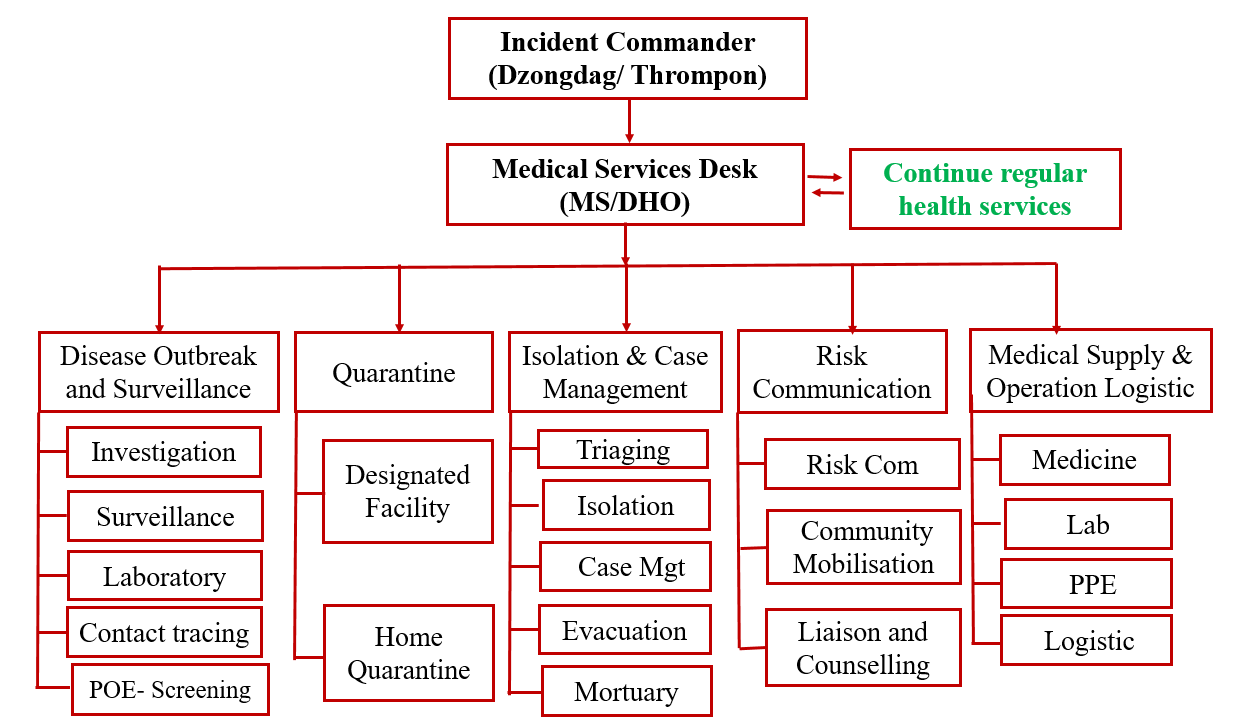
## Medical Desk

1. Dr. Kezang Dorji, CMO, Chief of Medical Desk
2. Pema Tshewang, DHO, Alternate Chief of Medical Desk

**Terms of Reference:**

* Coordinate and implement all health and medical response including screening, contact tracing, case management and diagnosis
* Update the health update to the Incident Commander and HEMC
* Liaise and coordinate response activities with the other teams/sections
* Quarantine all close contacts of the COVID-19 cases; and isolation of all the suspected and COVID-19 positive cases
* Treatment and management of all COVID-19 positive cases as per the WHO Clinical Management Guideline and National Protocol
* Ensure availability and timely supply of adequate medical items
* Liaise (Point of contact) with other relevant sector

Under the medical desk, there are four key sub rapid response team for COVID-19 as given in the Figure 3



**Figure 3: Command Structure of Medical Desk for COVID-19**

### **Outbreak Investigation & Surveillance Unit:**

1. Mon BDR, LO, Team leader:17490068
2. Jigme Tenzin, TB incharge:17707106
3. Dorji, Laboratory Technician

**Terms of Reference:**

* Carry out the investigation of all the cases fulfilling case definition for suspected cases
* Carry out the contact tracing of all close contact of COVID-19 confirmed case
* Active case findings from the community/ locality/ hospital from the where the confirmed cases were detected.
* Sample collection, packaging and transport of the suspected cases for laboratory confirmation
* Symptomatic screening of all the incoming personnel from the air and ground crossing
* Provide the list contacts to the Local Quarantine team &National
* Enhance ILI /SARI surveillance
* Provide flu clinic services
* Provide regular update to medical desk on surveillance activities, and outbreak investigation activities
* Assess and provide technical backstopping for surveillance activities, and outbreak investigation activities
* Coordinate and implement surveillance activities, and outbreak investigation
* Recommend additional resources for rapid response including supplies and medicines
* Make a detailed investigation report with recommendations for follow up

### **Quarantine Unit**:

1. Tashi Dema, Pharmacist, Team leader
2. Sita Maya Bhujel, Staff Nurse
3. Chokey Dema, Staff Nurse
4. Yeshi Yuden, Staff Nurse

**Terms of Reference:**

* Collect the list of contacts from the Surveillance Team requiring quarantine
* Provide the requisition of required quarantine facilities to the Logistic team as per the SOP
* Transfer only primary contacts to the designated quarantine facilities
* Assign the health team to respective quarantine facilities
* Monitor the health status of the quarantined individual
* Coordinate with RBP to ensure the compliance of effective quarantine measures
* In case signs and symptoms are reported by quarantined persons, notify Incident Commander (IC), Medical desk Chief, Laboratory team and case management team
* Provide the list of individual to be released from the quarantine facilities to the IC, Medical desk chief
* Monitor the health of home quarantined persons as per the SOP for Home Quarantine of COVID-19
* Report to Chief, Medical Desk

### **Isolation & Case management Unit:**

1. Dr Kezang Wangdi, MO, Team leader
2. Sangay Lhamo, Ward Incharge
3. Ngawang Chophel, Staff Nurse
4. Thinley Jamtsho, Staff Nurse
5. Tshering Dorji, Staff Nurse
6. Tek Bdr Chuwan, Staff Nurse
7. Nari Maya, Cleaner
8. Tashi Lhamo, Ward Girl

**Terms of Reference:**

* Triage and identify COVID-19 cases and admit
* Maintain and update report to IC on the number of cases, hospitalized, recovered and deaths
* Assess and appraise the need to mobilize surge capacity (HR, medical supplies and facilities)
* Coordinate, liaise and manage all activities related to isolation and case management
* Provide daily update on the clinical status of the patient
* Isolate the suspected individual at holding area until the lab results are available
* Maintain and update report to IC on the number of cases, hospitalized, recovered and deaths
* Assess and appraise the need to mobilize surge capacity (HR, medical supplies and facilities)
* Coordinate, liaise and manage all activities related to isolation and case management
* Provide daily update on the clinical status of the patient
* Referral as per SOP

### **Risk Communication Unit:**

1. Choney Dorji, ADHO - Team leader
2. Ms. Karma Yangchen, Physiotherapist
3. Karma Wangdi, Sr. HA

**Terms of Reference:**

* Disseminate relevant risk communication materials as shared by the National Risk Communication team
* Manage and verify the rumors and misinformation
* Sensitize precaution measures on COVID-19 prevention including hand hygiene, cough etiquette to the community and the public
* Mobilize community to support COVID-19 prevention
* Provide counselling to the COVID-19 positive persons, quarantine individuals and general public

### **Medical Supply Unit:**

1. Mr. Naseema R chettri, pharmacy- Team leader
2. Tashi Dema
3. Sonam Tshomo

**Terms of Reference:**

* Ensure availability and timely supply of adequate medical supply
* Provide regular update to IC & Medical Desk Chief on the status of medical supply
* Compile, review and recommend the requirement of medical equipment, and supplies
* Maintain up to date inventory of equipment, supplies and other materials required to effectively respond to health emergency
* Facilitate and mobilize resources for the health response team during the outbreak management
* Indent the medical supplies for the whole district to respond during surge.

## Role of Other Relevant agencies/organizations

### **Bhutan Power Cooperation**

1. Tshewang Dorji, BPC Manager/Team leader:17131147
2. Lucky:17387276
3. Thinley-17711081

**Terms of Reference:**

* Coordinate electrification at PoEs, Quarantine, Isolation Facilities
* Ensure uninterrupted power supply to hospital and other important facilities while preparing and responding to COVID-19
* Liaise with the logistic Desk for any issues related to power supply

### **Department of immigration**

1. Kinzang Namgyal, Regional Director:17673797

**Terms of Reference:**

* Fill up the health declaration form for all commuter entering Sjongkhar from affected countries/places and count the local commuters entering SJ gate
* Provide advocacy to all commuters
* Report to RBP team leader during the duty shift and update data to health team
* Coordinate with all other Dzongkhag immigration Offices and international airport (Paro) and report to CMO (Hospital).
* Verify the identity and authenticate all local complaints and report to Medical Desk

### **Bhutan Agriculture & Food Regulatory Authority**

1. Dr Sherub Phuntsho, Officer Incharge, - Team Leader.

**Terms of Reference:**

* 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 as per annexure attached no….
* Fill up Health declaration form as per annexure attached
* Prepare daily roster of all stakeholders

### **Department of revenue and customs**

**Terms of Reference:**

* Provide advocacy on COVID-19 to all commuters
* Thermal scanning of commuters
* Implement SOPs for the goods and services entering the PoE

# Preparedness Measure

## Surveillance

As part of the preparedness plan, the following surveillance activities will be carried out:

* Enhance the existing National Early Warning Alert & Response and Surveillance (NEWARS) in coordination with the Royal Center for Disease Control (RCDC)
* Enhance existing Influenza-Like Illness (ILI) and Severe Acute Respiratory Infection (SARI)
* Update ILI and SARI cases on a daily basis

### **Surveillance Case definition for human with COVID-19**

For practical purpose, the following case definitions will be used. However, this definition is

Subjected to change with evolving disease epidemiology.

Suspected Cases:

* Any patient with fever OR signs/symptoms of lower respiratory tract (cough of shortness of breath) with or without requiring hospitalization AND travel history to affected place/countries within the last 14 days of onset of symptom.
* Any individual including health worker with fever OR signs/symptoms of lower respiratory tract (cough of shortness of breath) with or without requiring hospitalization AND travel history to affected place/countries within last 14 days of onset of symptom.
* A patient with severe acute respiratory infection (fever and at least one sign or symptom of respiratory disease, for example, cough or shortness breath) AND requiring hospitalization AND who has no other etiology that fully explains the clinical presentation.

**Confirmed Cases: Defined as any suspected case as defined above with laboratory confirmation by Real Time PCR assay.**

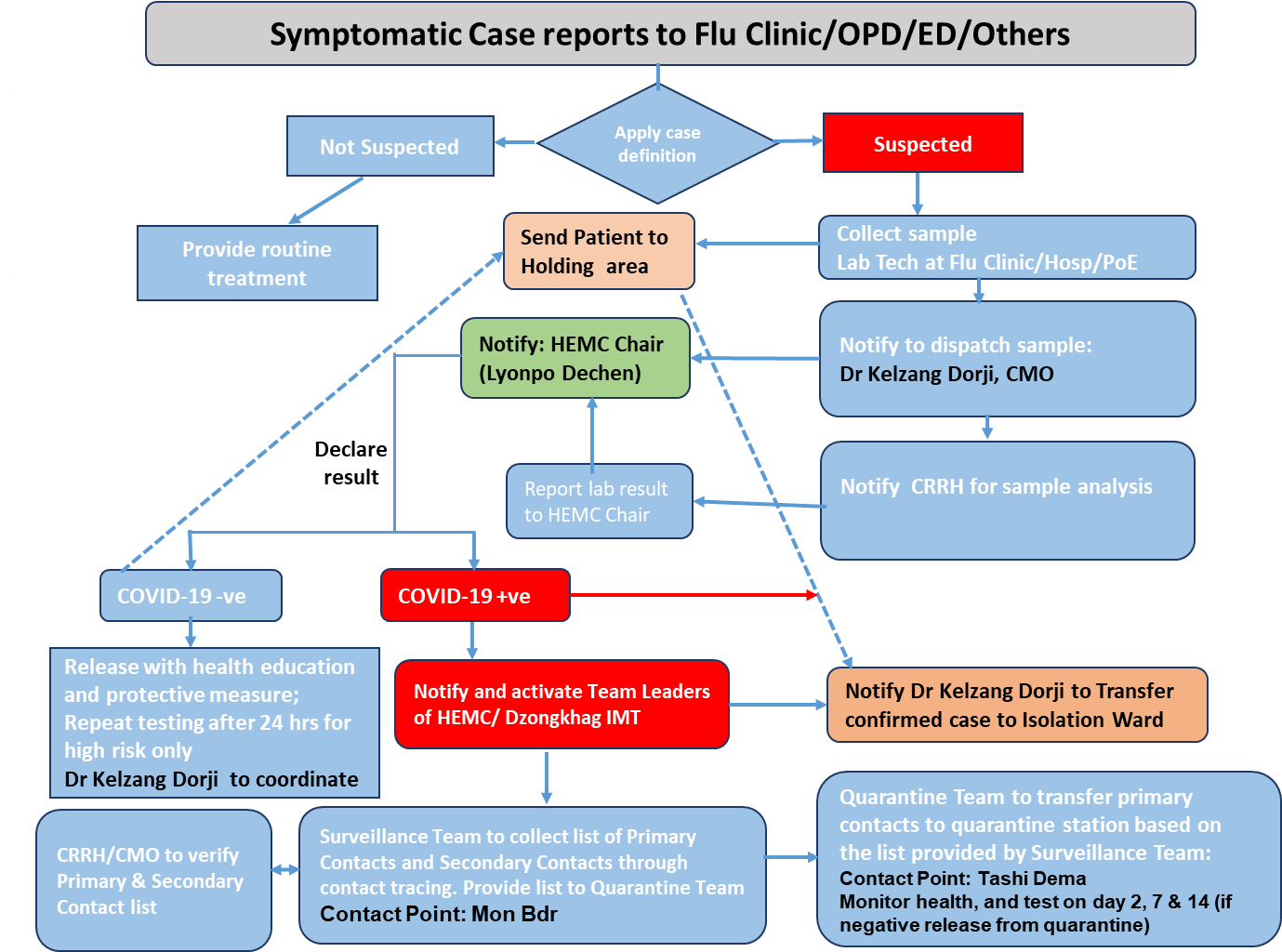
## Screening at the points of entry

### **Screening at ground crossings (land)**

* All commuters entering the Samdrup Jogkhar gate shall be screened for fever with infrared thermometer
* If the person shows fever, he/she will be subjected to further investigations.
* Any case meeting *COVID-19*“suspected” case definition shall be sent to the holding area for isolation, case investigation and sample collection *(Case investigation and sample collection form for COVID-19)*
* Any suspected case will be kept under isolation until the laboratory confirmation
* On a daily basis the respective team leader at the PoEs shall report the following to the Medical desk:
  + The number of people screened
  + The number of people with fever and/or signs/symptoms of lower respiratory illness.

### **Case Findings and Reporting**

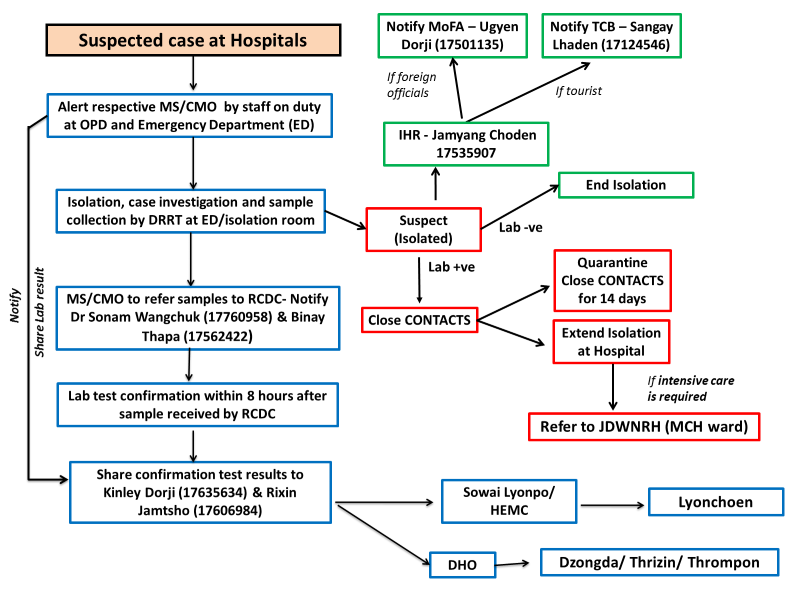
Following procedures shall be used for case finding and reporting (Figure 2).



***Figure 2: Flowchart for COVID-19 surveillance, sample shipment, case reporting & management***

### **Case Findings and Reporting at the health centers**

Following procedures shall be used for case finding and reporting at the hospital level as reflected in the following figure (Figure 3):



***Figure 3: Flowchart for COVID-19 surveillance, sample shipment, case reporting & management at hospitals***

The Screening Protocol for People with Respiratory Illness to detect COVID-19 for JDWNRH is attached in *Annexure 7.*

### **Sample collection and transportation**

Designated health staff shall collect all required samples, store and handle with appropriate infection control measures *(Refer “Guideline on sample collection, storage, packaging and shipment of COVID-19 suspected patients”*). Samples will be shipped to ERRH, Mongar during the outbreak of COVID-19.

### **Laboratory testing**

Specimens shall be processed at the ERRH, Mongar in appropriate laboratory biosafety level as per the prescribed WHO standards and testing guideline algorithm.

The team has been identified to perform the test until the COVID-19 infection is no longer a public health concern (*as attached in Annexure 3*).

## Outbreak Response

As soon as the COVID-19 infection is confirmed by laboratory testing by the ERRH, Mongar, the medical desk shall be immediately activated upon the command of HEMC/DISC.

### **Outbreak Investigation Team**

The suspect case investigation will be carried out using the “*Case investigation and sample collection form*”.

If a COVID-19case is confirmed, a group of experts comprised of epidemiologist, laboratory specialists, clinicians from the National Rapid Response Team will investigate and follow up the case using the recommended WHO standards for First Few Cases (FFX): Cases and Control Investigation Protocol for COVID-19 forms maintained separately by the team.

The RRTs shall conduct investigation as follows, regardless of the number of cases:

### **Case investigation**

Any person fulfilling the surveillance case definition will be subjected to investigation. The case investigation and sample collection form for COVID-19 *(Annexure 6)* shall be used for this.

### **Contact tracing**

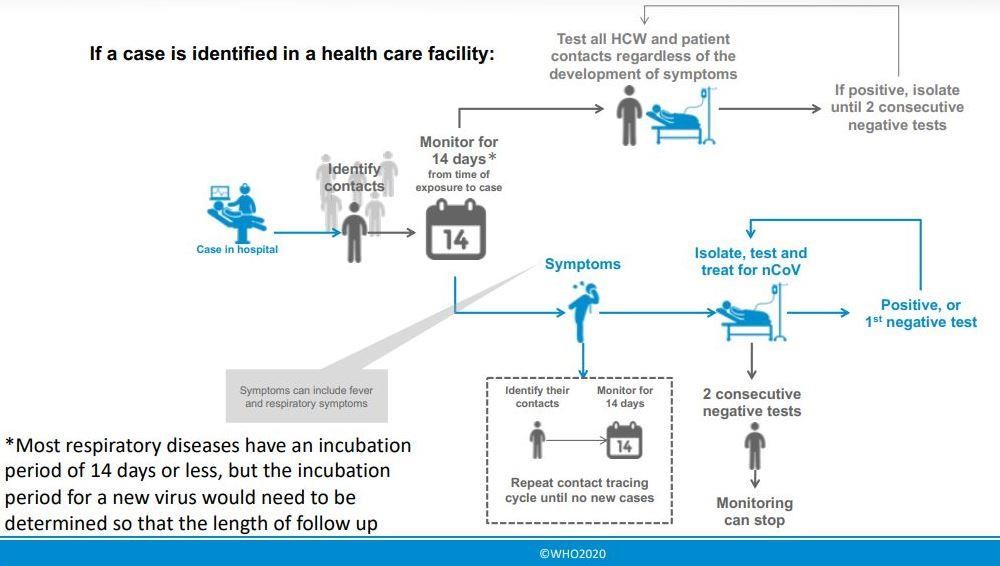
Contact tracing shall be done as per the WHO guideline for all close contacts of the confirmed case and samples shall be collected and tested as for suspected cases. The Contact Tracing form *(Annexure 10)* shall be used for this.

### **Contacts of confirmed cases in outpatient department (OPD)**

* Identify and list contacts
* Monitor the case for 14 days
* symptomatic: isolate, test and treat for COVID-19
* asymptomatic: stop monitoring

#### 

***Figure 5: Contact tracing and follow-up as per WHO guideline if case is identified in community/OPD***

****

***Figure 5: Contact tracing and follow-up as per WHO guideline if case is identified in community/OPD***

### **Contacts of confirmed case in Hospitalized patients**

* Identify and list contacts
* Monitor the case for 14 days
  + - * test all healthcare workers and patient contacts regardless of the symptoms
      * symptomatic: isolate, test and treat for COVID-19

***Figure 6: Contact tracing and follow-up as per WHO guideline if case is identified in the hospital***

### **Active case finding**

Active case finding will be conducted in the following:

* The community/locality from where the confirmed cases were detected for a period of 10 days.
* In the hospital if confirmed cases have been admitted for period of 10 days

## Isolation and Quarantine

### **Hospital isolation**

* All suspected cases detected shall be notified to the CMO, Medical desk.
* The disease outbreak and surveillance unit will investigate the suspected case, collect sample and submit to RCDC and isolate the case until the lab results are available
* If the sample from the suspected case tests positive, the isolation period shall be extended and managed as a COVID-19 case in the designated cabins/isolation ward
* Severe confirmed cases shall be evacuated to CRRH, Gelephu, if needed intensive care
* If the sample from the suspected case tests negative, isolation shall be terminated and followed up for 7 days from the date of release
* The confirmed cases shall be managed as per the Clinical Management Guideline (Refer: “Guideline on the Clinical management of severe acute respiratory infection when novel coronavirus (COVID-19) infection is suspected”).

### **Quarantine**

1. **Quarantine measures**

* All close contacts of a suspected case shall be quarantined in the designated place until the laboratory test results are available
* If suspected case tests positive, quarantine for the close contacts shall be extended for 14 days in the designated place
* If suspected case tests negative, quarantine for the close contacts shall be terminated and followed up for 7 days from the day of release

1. **Quarantine measures at schools, colleges and other similar institutions (monastics, nunnery, etc)**

* If a case is confirmed in any of these institutions, all the close contacts of this case shall be quarantined in the institution only for 14 days from the date of confirmation of a positive case.
* If a case is confirmed in a day-school or college, the school or college shall be closed immediately, and their close contacts shall be quarantined at their home for 14 days from the date of confirmation of a positive case.

1. **Quarantine measures for a case confirmed at a community**

* If multiple cases are confirmed from community or communities, and the extent of the outbreak large, the whole of community or communities shall be placed under quarantine (lock down) for 21 days from the last confirmed case.

The quarantine activities will be executed as per the “*Protocol for Quarantining people for COVID-19*” in *Annexure 8*.

## Case management

The COVID-19 infection may present with mild, moderate, or severe illness; the latter includes severe pneumonia, ARDS, sepsis and septic shock. The case management will be done in the isolation room by Isolation and case management unit as per the National “Guideline on the Clinical management of COVID-19.

### **Medical Surge Capacity**

Based on the different case scenario, the deployment of health capacity shall be as per the mechanism of medical surge capacity detailed in the Preparedness & Response Plan as per the scenario. The hospital shall contact following officials for the support for surge capacity:

1. Rixin Jamtsho, Chief, CDD (17606984)
2. Kinley Dorji, Chief, EMSD (17635634)
3. Ugyen Tshering, Program Officer, EMSD (17500270)

In case of medical supplies, the “SOP for Medical Supply in Emergency” shall be followed.

## Infection control measures

### **Hand Hygiene**

Hand washing with soap and water or alcohol hand-rub should be performed as per processes described in the *National Infection Control and Medical Waste Management Guideline 2018* and SOPs of the hospitals.

### **Personal protective equipment (PPE)**

Appropriate PPEs should be worn at different contact episodes or procedures, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| PPE requirement | Isolation Room (Ward, ICU) | Quarantine Facilities | Vehicles and other carriers |
| Inner Gloves | √ | X | X |
| Outer Gloves | √ | √ | √ |
| Plastic apron | √ | √ | √ |
| Coverall | √ | X | X |
| N95 mask | √ | X | X |
| Surgical mask | X | √ | √ |
| Face shield/ Googles | √ | √ | √ |
| Gumboot | √ | √ | √ |

### **Disinfection and decontamination**

For the disinfection and decontamination in the hospital and quarantine room including isolation room, the disinfection should be carried out following *“*SOP for Decontamination and Disinfection of COVID -19 contaminated areas”.

Following disinfectant shall be used:

* 0.5% bleaching (sodium hypochlorite) solution (Refer preparation section 7) .
* 2% Glutaraldehyde solution (if bleaching solution not appropriate to prevent corrosion of surfaces)
* 70% alcohol

*For preparation of these solution, refer* the SOP.

### **Transmission based or additional Precautions**

These are additional standard precautions in patients suspected to be infected with highly transmissible pathogens. They are used when the routes of transmission are not completely interrupted by using the standard precautions alone.

Additional precaution includes:

* + Precaution for airborne infection
  + Precaution for droplets infection
  + Precaution for contact transmitted infection (direct and indirect)

*These precautions should be implemented on individual patient case scenario, as per the Infection control and Waste Management Guideline 2018.*

### **Handling of COVID-19 infected dead body in healthcare facility**

Dead body is potentially infectious and “STANDARD PRECAUTION” should be implemented for every case, as applied to the living patient.

To minimize the risk of transmission of known and unsuspected infectious disease, cadavers should be handled in such a way that worker’s exposure to blood, body fluid and tissues is reduced.

*For detail refer to SOP for safe and dignified management of dead body of suspected or confirmed covid-19 case.*

### **Waste Disposal**

* All waste generated from this event should be treated as infectious wastes.
* These wastes need to be segregated at source, using color-coding bins, with biohazard bag lining
* Waste bags should be removed when the bag is ¾ full after sealing properly
* All waste generated in the isolation room/area should be removed from the room/area in suitable containers or bags that do not allow for spillage or leakage of contents.
* One layer of packing is adequate providing the used equipment and soiled linen and waste can be placed in the bag without contaminating the outside of the bag.
* Double bagging is unnecessary.
* When transporting waste outside the isolation room/area, use gloves followed by hand hygiene.
* Infectious wastes should be autoclaved and rendered non-infectious or incinerated
* Liquid waste such as urine or feces can be flushed. Close toilet cover when flushing feces.

## Patient Referral

As far as possible, the hospital will handle and manage the suspected patients and confirmed case in the identified “Isolation room to prevent unnecessary exposure of health workers and general public.

However, the patient serious and critical patient which requires intensive care shall be referred to higher centers. In such case, patient should be transported by air or land ambulance depending on the clinical condition of the patient.

The BEAR team should be equipped with appropriate PPE.

## Risk communication:

The risk communication unit under the medical desk shall act as media spokespersons for medical desk and functions as per the ToR. The risk assessment for COVID-19 shall be conducted and reviewed as and when required by the district Technical working Group (TWG) in close consultation with the Technical Advisory Group at the national level

# ANNEXURES

## Annexure 1: Preparedness and response plan for Orange Plus scenario

**Scenario:** Multiple cases with local transmission in neighbouring states of Assam, West Bengal and North East India and/or isolated imported cases without local transmission in the country (1-5 cases)

***Aim: Prevent introduction and spread***

| **Response Action** | **Response activities** | **HR required** | **Current HR Strength** | **Surge HR Required** | **Resources required (One Month)** |
| --- | --- | --- | --- | --- | --- |
| **Travel restriction** | * Closing of International border including informal entry check posts (SJ Gate). * Enhance border security * Only Bhutanese will be allowed at ground crossing * Selective passage of vehicles for transport of essential goods allowed at international border * In-country movement in and out of border towns is allowed. * NDMA will issue travel restriction order |  |  |  |  |
| **COVID Screening**  Team Leader: Sherub (CO | * Screening of Bhutanese entering via S/Jongkhar gate from affected place will be screened 200 entering. | 4 Health staff ( in 2 shift) to screen people | Health staff -4  Immigration 2,  Customs -2, Police 2  BAFRA -1, Dessup -1  RSTA - 1 | BAFRA  Desuup  Immigration  Revenue & Customs | * Handheld thermometer -2 * HDF forms -200 * Hand sanitizer – 5 litres * Medical face Mask - 400 * Gloves - 400 pairs |
| * Surveillance at Flu Clinic | Doctor/HA -2  Pharmacy – 2  Nurse – 2  Reception – 2 | Doctor/HA - 1  Pharmacy – 1  Nurse – 1  Reception – 1 | Doctor/HA - 1  Pharmacy – 1 Nurse – 1 (Riserbo)  Reception – 1 (Dzongkhag) | * Thermometer : 2 * Hand sanitizer – 5 litres * Medical face Mask - 1200 * Gloves - 300 pairs |
| Testing of suspected cases from flu clinics and at the gate (600) | Laboratory technician – 2 | Laboratory technician – 2 | Not Required | * Viral transport media -600 * Sample shipment box – 30 * Gloves – 600 pairs * N95 mask - 60 * Vehicle – 1 * Full PPE – 100 sets |
| **Surveillance**  Team Leader: Mon Bdr (LO) | * Contact tracing and if cases are reported (5 cases) | HW - 2 | HW - 2 | HISC (1) | * Phone – 2 * Vehicle – 1 * Hand sanitizer – 2 bottles * Face mask – 100 |
| * Enhanced surveillance - SARI and ILI | RCDC and sentinel sites | Existing staff will cover | Not required |  |
| **Laboratory Team Leader: Mon Bdr** | * Collect, pack and send samples from suspected cases to Lab/RCDC | Laboratory Techs 1 | Total 8 lab technicians in S/ongkhar district |  | Projected in Screening |
| **Quarantine : Team leader: Tashi Dema (Pharmacist)** | * Quarantine of people entering Bhutan via SJ gate from affected locality (approximately 200 people) | HW - 6  Cleaner – 10 (in 2 shift) | HW - 2 | 3 Cleaners from BAFRA | * Infrastructure- 10 facilities each accommodating 20 people (schools, RBA, guest house) * Handheld thermometer -4 * Hand sanitizer – 300 bottles * Face mask – 500 * N95 Mask - 50 * Gloves - 500 pairs * Heavy duty gloves - 100 * Swab stick-100 * Mop and buckets = 10 sets * Dustbins: 10 * Small Biohazard bags- 3000 * Large biohazard bags-1000 * Police to support and ensure quarantine compliance |
| * Quarantine of Primary Contacts (25 people – considering 5 primary contacts for 5 COVID-19 case) | Health – 4  Cleaner – 4 | 4 | RBP-5 | * Infrastructure- 1 quarantine facility * Handheld thermometer -2 * Hand sanitizer – 5 bottles * Face mask – 300 * N95 Mask - 50 * Gloves - 300 pairs * Mop and buckets - 2sets * Dustbins -3 * Heavy duty gloves - 100 * Small Biohazard bags- 200 * Large biohazard bags-100 * RBP support |
| **Isolation and case management** | Isolation and treatment of cases  (up to 10 cases, 2 may requires hospitalization). | Doctor – 2  Nurse – 4  Ward boy/ sweeper- 2  (**Health staff are Quarantined after 14 days**) | Doctor – 1  Nurse – 4  Ward boy/ sweeper- 2 | Doctor – 1 (Dewathang) | * Medical devices * Medicines * PPE - 250 * Heavy duty gloves - 200 |
| Transfer of patient designated facility to hospital by ambulance | EMR -2  Ambulance driver- 1 | EMT – 2  Driver -3 | Not required | * SOP for evacuation of patient by ambulance * 1 designated ambulance |
| Airlift critical patient from SJ hospital hospital to Mongar/Gelephu &JDWNRH | Airlift by Helicopter |  | Not applicable | * SOP for evacuation by helicopter (BEAR) |
| Quarantine of health workers managing COVID-19 cases | 1 Facility manager  1 ward boy 1 Driver | Hospital Adm staff  Ward boy – 1 Driver -1 | Not Required | * Quarantine facility for Health workers involved in quarantine to be mobilized |
| **Routine case management** | * Routine medical services ( retained for 50 % of staff) | Medical Dr -1; Nurse -8; HA-2, Lab-2; Dental -1; Smenpa 1; Physiso 1; Malaria 1; Pharmacy 1; x-ray 1 | Additional staff to be mobilised to manage extra works if required | Additional health staff to be mobilized from Gomdar Hospital | * Additional GDMO from Gomdar Hospital |
| **Medical and laboratory supply**  **Team Leader: Nasema (Pharmacy tech)** | * Stock essential medicine sufficient for three months | 1 Pharmacy |  | Central support from DOMSHI | * Facilitate to meet emergency requirement during the epidemics * (lock down situation) |
| * Stock essential laboratory consumables medicine sufficient for three months |
| * Stock required hospital and laboratory equipment |
| * Stock PPE for three months |
| **Infection Prevention Control and Medical Waste management**  **Team Leader: Choki Dema (staff nurse)** | * Wastes from Quarantine sites | Cleaner -2 | Existing staff from respective is required for the hospital activities | Cleaner to be mobilised fromThromde/dzongkhag Dungkhag | * Small waste bins - 200 * Small size biohazard bag =6000 * Big size = 100 * Vehicle – 2 * Mob and bucket – 50 |
| * Wastes from hospital (Isolation Ward) | Projected in Isolation and case management | Adequate | Additional Ward Boy and Cleaner will be mobilized from nearby hospitals |
| * Dead body infection control | HW -2  Ward boy - 2 | HW – 2, WB - 2 |  | * Dead body bag set- 3 * Full PPE sets – 20 * Basic PPE – 20 |
| **Risk Communication & Community Engagement**  **Team leader: Choney Dorji (ADHO)** | * Established hotlines to report sickness to health staff | 1 each at Samdrup Jongkhar | 0 |  | Post Paid Sim– 5  Face Mask - 20 |
| * Community mobilisation – involvement of local leaders, CSO and public | PRO – 1 each at Samdrup Jongkhar | 1 | 1 PRO mobilised from Dungkhag or Thromde |
| * Counselling | Counsellor – 1 | 1 Counsellor | Clinical Counsellor - 1  HISC - 1 |
| * Media Spokesperson | NDMA/HEMC DDMC Chair  CMO  DHO | - | - | * - |
| **Other Public Health Measures** | * All schools, institutions, industries are closed in affected area except for essential one | NDMA/HEMC Drungpa Thrompo | - | - | * - |
| * Liaison with international organizations * Mobilise international aid and expertise | Will be done at the national level | - | - | * - |

## Annexure 2: Preparedness and response plan for Red scenario

Multiple cases with local transmission in isolated towns, cities or specific localities (limited to 1-5 numbers) with or without local transmission occurring in localities of neighbouring Indian states (Lock down of affected places)

Aim: Stop transmission and prevent spread.

| Response Action | Response activities | HR required | Current HR Strength | Surge HR Required | Resources required (One Month) |
| --- | --- | --- | --- | --- | --- |
| Travel restriction | * Closing of International border including informal entry check posts. * Enhance border security * Internal movement in and out of the affected locality will be restricted and checkpoints set up at various entry/exist points. * Selective passage of vehicles for transport of essential goods allowed (international &internal) * Activate emergency response mechanism at national and respective district level * Liaise with central command center in Thimphu before initiating restriction | RBP  Immigration |  |  |  |
| COVID Screening  Team Leader:  Sherub,CO | * Screening of Bhutanese entering via S/jongkhar gate from affected place will be screened 20 entering per day. | 2 Health staff (1 per shift) to screen patients Immigration and police support | Health staff -1  Immigration 1,  Customs and police 1 ( two shifts) | Nil | * Handheld thermometer -2 * HDF forms -40 * Hand sanitizer – 10 litres * Medical face Mask - 600 * Gloves - 600 |
| * Conduct screening of designated people delivering emergency services in and out of SJ | HW -2 | Health staff -4  Immigration 2,  Customs -2, Police 2  BAFRA -1, Dessup -1, RSTA - 1 |  | Hand sanitizer – 15Litres  Medical face mask -3000  Gloves – 3000  Hand held thermometer - 2 |
| * Testing of suspected cases from flu clinics and at the gate | Laboratory technician – 2 | 2 | Laboratory Tech:Deothang Hospital | * Viral transport media -1000 * Sample shipment box – 20 * Gloves – 1000 pairs * N95 mask - 300 * Vehicle – 2 * Full PPE – 300 sets |
| Surveillance  Team Leader:  Mon Bdr | * Contact tracing and if cases are reported (5 cases) | HW – 2  Site visit – 2  Hotlines – 2 | Nil | DoL (2)  RBP-10  Hotlines – 2 | * Phone – 5 * Vehicle – 2 * Hand sanitizer – 15 bottles * Face mask – 3000 |
| * Establish surveillance desk equipped with phones and dedicated vehicles for home quarantine | HW – 10 |  | RBP/DoL/BAFRA | * Phone – 4 * Vehicle – 1 * Hand sanitizer – 10 bottles * Face mask – 500 |
| * Enhanced surveillance - SARI and ILI | RCDC and sentinel sites | Existing staff will cover | Not required |  |
| Laboratory | * Collect, pack and send samples from suspected cases to Lab/RCDC | Laboratory Techs 3 | Total 8 lab technicians in sjongkhar district | 3 Lab Technicians from Tgang | * Viral transport media -500 at sjongkhar and 100 at Jomo * Sample shipment box – 5 at sjongkhar and 2 at jomotsangkha * Gloves – 3000 pairs * N95 mask - 100 * Vehicle – 2 |
| * Lab testing including PCR set up at S/Jongkhar | 2laboratory Techs | 0 | 2 to be mobilised  2 from RCDC | * PCR machine (portable PCR to be mobilised from RCDC or procured) |
| Quarantine  Tashi Dema & Karma Yangchen | * Quarantine of people entering Bhutan via SJ gate from affected locality (approximately 500 people and 20% showed signs (100) | 6 health workers/ retired health workers  Cleaner – 6 | 6 | 10 BAFRA | * Infrastructure- 5facilities each accommodating 100 people (schools, RBA, guest house) * Handheld thermometer -4 * Hand sanitizer – 10 bottles * Face mask – 6000 * N95 Mask - 300 * Gloves - 300 pairs * Swab stick-1000 * Mop and buckets = 5 sets * Dustbins: 10 * Small Biohazard bags- 500 * Large biohazard bags-500 * Police to support and ensure quarantine compliance * Note: Plan and implement the provision of food and essential supplies to quarantine facilities |
|  | * Asymptomatic Bhutanese entering via SJ gate will be home quarantined | Police Personnel |  |  | * Hand sanitizer – 10 bottles * Face mask – 300 * Gloves - 300 pairs |
| * Monitoring and surveillance of home quarantined persons in SJ for 14 days | HW – 2 (in 2shift) |  |  | * Hand sanitizer – 10 bottles * Face mask – 3000 |
| * Quarantine of Primary Contacts (25 people – considering 5 primary contacts for 5 COVID-19 case) | Health – 4  Cleaner – 4  (two shifts) | 0 |  | * Infrastructure- 1 quarantine facility with 25 beds * Handheld thermometer -2 * Hand sanitizer – 5 bottles * Face mask – 200 * N95 Mask - 60 * Gloves - 60 pairs * Mop and buckets - 2sets * Dustbins -3 * Heavy duty gloves - 100 * Small Biohazard bags- 200 * Large biohazard bags-100 * RBP support |
| * Quarantine of health workers managing COVID-19 cases | 1 Facility manager  1 ward boy  1 Driver | 0 |  | * Quarantine facility for Health workers involved in quarantine to be mobilized |
| Isolation and case management ( about 1% of population predicted ) | * Samdrup Jongkhar * Isolation and treatment of cases * (up to 10 cases, 3 may requires hospitalization). | Doctor – 2 ( 1 per shift)  Nurse – 4 ( 2 per shift)  Ward boy/ sweeper- 2  (Health staff are Quarantined after 14 days) | Doctor -0  Nurse -6  Cleaner/wardboy-1 | 8 Additional Staff nurses and two GDMOs to be mobilized from Deothang and Riserboo as per the contingency plan (Two one from Reserboo and one from kanglung) ; Nurses if required | * Infrastructure for positive cases) * Medical devices * Medicines * PPE |
| * Transfer to Hospital from quarantine facility or home by ambulance | EMR -2  Ambulance driver- 2 | EMR- 1  Driver- | Final year EMT | * SOP for evacuation of patient by ambulance * 1 designated ambulance |
| * Airlift critical to JDWNRH | Airlift by Helicopter | Adequate | Not applicable | * SOP for evacuation by helicopter |
| Routine case management | * Routine medical services | GDMO – 1  Pharmacy – 4  Lab Tech - 3  Nurses – 4 | Additional staff to be mobilised to manage extra works | Additional health staff to be mobilized from designated hospitals as per the contingency plan | * No additional resources required |
| Medical and laboratory supply | * Stock essential medicine sufficient for three months | 1 Pharmacy |  | Central support from DOMSHI | * Facilitate to meet emergency requirement during the epidemics (lock down situation) |
| * Stock essential laboratory consumables medicine sufficient for three months |
| * Stock required hospital and laboratory equipment |
| * Stock PPE for three months |
| Infection Prevention Control and Medical Waste management | * Wastes from Quarantine sites | Cleaner as specified un Quarantine | Existing staff from respective is required for the hospital activities | Cleaner to be mobilised from Thromde/dzongkhag Dungkhag | * Small waste bins - 200 * Small size biohazard bag =6000 * Big size = 100 * Vehicle – 2 * Mob and bucket – 50 |
| * Wastes from hospital (Isolation Ward) | Health staff – 1  Ward boy – 1  Cleaner -1 | Adequate | Additional Ward Boy and Cleaner will be mobilized from nearby hospitals |
| * Dead body infection control | Health staff -1  Ward boy - 4 |  |  | * Dead body bag set- 1 * Full PPE sets – 2 * Basic PPE – 2 |
| Risk Communication & Community Engagement | * Established hotlines to report sickness to health staff | 1 | 0 |  |  |
| * Community mobilization – involvement of local leaders, CSO and public | PRO – 1 | 1 | 1 PRO mobilised from Dungkhag or Thromde |
| * Counselling | Counsellor – 1 | 1 Counsellor | Clinical Counsellor - 1HISC - 1 |
| * Media Spokesperson | NDMA/HEMC DDMC Chair CMO DHO | - | - |  |
| Other Public Health Measures | * All schools, institutions, industries are closed in affected area except for essential one | NDMA/HEMC Drungpa  Thrompon | - | - |  |
| * Liaison with international organizations * Mobilise international aid and expertise | Will be done at the national level | - | - |  |

## Annexure 3: Preparedness and response plan for Red scenario

Multiple cases with community (local) transmission reported in multiple towns, cities and localities that are wide spread over large geographical area (1% infection rate)

Population – 21109; Projected case – 351; Mild case – 281; Severe – 48; Critical – 22; Fatality Rate - 11

**Aim: Stop transmission and prevent spread**

| **Response Action** | **Response activities** | **HR required** | **Current HR Strength** | **Surge HR Required** | **Resources required (One Month)** |
| --- | --- | --- | --- | --- | --- |
| **Travel restriction** | * Closing of International border including informal entry check posts. * Enhance border security * Internal movement in and out of the affected locality will be restricted and checkpoints set up at various entry/exist points. * Selective passage of vehicles for transport of essential goods allowed (international &internal) * Activate emergency response mechanism at national and respective district level * Liaise with central command center in Thimphu before initiating restriction | RBP  Immigration |  |  |  |
| **COVID Screening**  Team Leader:  **Sherab**  **Clinical Officer** | * Screening of Bhutanese entering via S/jongkhar gate from affected place will be screened 500 entering per day. | 2 Health staff (1 per shift) to screen patients  Immigration and police support | Health staff -1, Immigration 1, Customs and police 1 | Nil | * Handheld thermometer -2 * HDF forms -1000 * Hand sanitizer – 5 litres * Medical face Mask - 500 * Gloves - 500 |
| * Conduct screening of designated people delivering emergency services in and out of SJ | HW -2 |  |  | * Hand sanitizer – 2 * Medical face mask -300 * Gloves – 300 * Hand held thermometer - 2 |
| * Testing of suspected cases from flu clinics and at the gate | Laboratory technician – 2 |  |  | * Viral transport media -1000 * Sample shipment box – 20 * Gloves – 1000 pairs * N95 mask - 300 * Vehicle – 2 * Full PPE – 300 sets |
| **Surveillance**  **Mon Bdr Pradhan** | * Contact tracing and if cases are reported (5 cases) | Phone – 2  Site visit – 2  Hotlines – 2 | Nil | DoL (2)  Site visit – HISC (1)  Hotlines – 2 | * Phone – 2 * Vehicle – 1 * Hand sanitizer – 5 bottles * Face mask – 500 |
| * Establish surveillance desk equipped with phones and dedicated vehicles for home quarantine | HW – 4 |  | HISC  DoL  BAFRA | * Phone – 4 * Vehicle – 1 * Hand sanitizer – 5 bottles * Face mask – 500 |
| * Enhanced surveillance - SARI and ILI | RCDC and sentinel sites | Existing staff will cover | Not required |  |
| **Laboratory**  **Dorji** | * Collect, pack and send samples from suspected cases to Lab/RCDC | Laboratory Techs 1 at SJ | Total 8 lab technicians in SJ district | If additional required mobilised from Private Lab | * Viral transport media -200 at sjongkhar and 50 at jomutsangkha * Sample shipment box – 5 at sjongkhar and 2 at jomutsangkha * Gloves – 300 pairs * N95 mask - 50 * Vehicle – 1 |
| * Lab testing including PCR set up at S/Jongkhar | 2laboratory Techs | 0 | 2 to be mobilised  2 from RCDC | * PCR machine (portable PCR to be mobilised from RCDC or procured) |
| **Quarantine**  **Tashi Dema** | * Quarantine of people entering Bhutan via SJ gate from affected locality (approximately 500 people and 20% showed signs (100) | 6 health workers/ retired health workers  Cleaner – 6 (in 2 shift) | 6 | 20 | * Infrastructure- 5facilities each accommodating 100 people (schools, RBA, guest house) * Handheld thermometer -10 * Hand sanitizer – 100 bottles * Face mask – 6000 * N95 Mask - 500 * Gloves - 500 pairs * Swab stick-4000 * Mop and buckets = 50sets * Dustbins: 50 * Small Biohazard bags- 3000 * Large biohazard bags-3000 * Police to support and ensure quarantine compliance   Note: Plan and implement the provision of food and essential supplies to quarantine facilities |
| * Monitoring and surveillance of home quarantined persons in SJ for 14 days | HW – 2 (in 2shift) |  |  | * Hand sanitizer – 10 bottles * Face mask – 3000 |
| * Quarantine of Primary Contacts (1755 people – considering 5 primary contacts for 5 COVID-19 case) | Health – 36  Cleaner – 36  (two shifts) | 0 | 40 | * Infrastructure- 9 quarantine facility with 200 beds * Handheld thermometer -30 * Hand sanitizer – 100 bottles * Face mask – 20,000 * N95 Mask - 2000 * Gloves - 60 pairs * Mop and buckets - 20sets * Dustbins -30 * Heavy duty gloves - 500 * Small Biohazard bags- 900 * Large biohazard bags-300 * RBP support |
| * Quarantine of health workers managing COVID-19 cases | 46 Facility manager  46 ward boy, 4 Driver | 0 |  | * Quarantine facility for Health workers involved in quarantine to be mobilized |
| **Isolation and case management ( about 1% of population predicted )** | **Samdrup Jongkhar (Predicted 10 positive cases)**   * Isolation and treatment of cases   (up to 351 cases, 70 may requires hospitalization). | Doctor – 2 ( 1 per shift)  Nurse – 4 ( 2 per shift)  Ward boy/ sweeper- 2  (Health staff are Quarantined after 14 days) | Doctor -0  Nurse -6  Cleaner/wardboy-1 | **3 doctors and 20 Nurses** to be mobilized from designated hospitals as per the contingency plan (Two one from Reserboo and one from kanglung) ; Nurses if required | * Infrastructure for positive cases) * Medical devices * Medicines * PPE |
| * Transfer to Hospital from quarantine facility or home by ambulance | EMR -2  Ambulance driver- 2 | EMR- 1  Driver- | 3 EMTS from Riserboo, Kanglung and Tgang | * SOP for evacuation of patient by ambulance * 1 designated ambulance |
| * Airlift critical patient to ERRH,Mongar | Airlift by Helicopter | Adequate | Not applicable | * SOP for evacuation by helicopter |
| Routine case management | * Routine medical services | GDMO – 1, Pharmacy – 4  Lab Tech - 3, Nurses – 4 | Additional staff to be mobilised to manage extra works | GDMO-1, Nurse-6  *To be mobilized from Deothang hospital as per the contingency plan* | * No additional resources required |
| **Medical and laboratory supply** | * Stock essential medicine sufficient for three months | 1 Pharmacy |  | Central support from DOMSHI | * Facilitate to meet emergency requirement during the epidemics * (lock down situation) |
| * Stock essential laboratory consumables medicine sufficient for three months |
| * Stock required hospital and laboratory equipment |
| * Stock PPE for three months |
| **Infection Prevention Control and Medical Waste management** | * Wastes from Quarantine sites | Cleaner as specified un Quarantine | Existing staff from respective is required for the hospital activities | Cleaner to be mobilised fromThromde/dzongkhag | * Small waste bins - 200 * Small size biohazard bag =6000 * Big size = 3000 * Vehicle – 2 * Mob and bucket – 50 |
| * Wastes from hospital (Isolation Ward) | Health staff – 1  Ward boy – 1  Cleaner -1 | Adequate | Additional Ward Boy and Cleaner will be mobilized from Deothang hospitals |
| * Dead body infection control | Health staff -1  Ward boy - 4 |  |  | * Dead body bag set- 7 * Full PPE sets – 21 * Basic PPE – 30 |
| **Risk Communication & Community Engagement** | * Established hotlines to report sickness to health staff | 1 each at Samdrup jongkhar and Jomotsangkha | 0 | Mobilized from Aurora Academy |  |
| * Community mobilisation – involvement of local leaders, CSO and public | PRO – 1 each at Samdrup Jongkhar and Jomutsangkha | 1 | 1 PRO mobilised from Dzongkhag or Thromde |
| * Counselling | Counsellor – 1 | 1 Counsellor | Clinical Counsellor - 1  HISC - 1 |
| * Media Spokesperson | NDMA/HEMC DDMC  Dzongda/DHO/CMO | - | - | * - |
| **Other Public Health Measures** | * All schools, institutions, industries are closed in affected area except for essential one | Dzongda/Thrompon | - | - | * - |
| * Liaison with international organizations * Mobilise international aid and expertise | Will be done at the national level | - | - | * - |

## Annexure 4 : District Incident Command system functionaries list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl . No | Name of officials | Designation | Roles & Responsibilities | Contact No. |
| 1 | Tharchin Lhendup | Dzongdag | Dzongkhag Incident Commander | 17760188 |
| 2 | Karma Sherab Tobgay | Thrompon | Alternate IC | 17111039 |
| 3 | Birkha Bdr. Tamang | Drangpon | Liaison | 17765559 |
| 4 | Pema Dorji | Dzongrab | 17672183 |
| 5 | Tougay Chedup | Thromde - ES | 17607620 |
| 6 | Rigzen Lhendup | Sr. DzEO | Incident Operation Center | 17987775 |
| 7 | Chorten Gyeltshen | Dy. CDAO | 17668400 |
| 8 | B.N. Sharma | Dy. CDLO | 17732032 |
| 9 | Wangchuk | Sr. DPO | Planning Desk | 17801734 |
| 10 | Cheda Jamtsho | TPO | 17823195 |
| 11 | Sonam Tobgay | Procurement Officer | Logistics Desk | 17512577 |
| 12 | Dechen Dema, Thromde | Procurement Officer | 17978647 |
| 13 | Jigme Chezom | AFO | Finance Desk: | 17678607 |
| 14 | Yonten Phuntsho | Disaster Focal Officer | Situation and Documentation | 17720579 |
| 15 | Yeshi Wangchuk | Legal officer | 17464015 |
| 16 | Kelzang Jigme | Internal Auditor | Resource Tracking | 17476138 |
| 17 | Ngawang Tshering | Dy. CDEO | Coordination with Schools | 17567495 |
| 18 | Dorji Gyelpo | TEO | Quarantine Space | 17780534 |
| 19 | Kinley Wangchuk | Offtg. RTO | Transportation | 17771020 |
| 20 | Pema Wangchuk, | FCB Manager | Supplies & Food | 17610315 |
| 21 | Aiman Mahat | RD, Regional Trade | 17729513 |
| 22 | Sachin Limbu | Dzo. Environment Officer | Waste Management | 17774440 |
| 23 | Sonam Choden, | Thromde Environment Officer | 17504282 |
| 24 | Pema Wangda | Dz. Culture Officer | Cremation Services | 17676408 |

## Annexure 5: quarantine facilities in the district

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of Facility** | **Location** | **Total no. of Rooms** | **Single bed** | **Twin bed** | **Family Room** | **Capacity** | **Priority** | **Contact No.** |
| 1 | Tashigatshel Lodge | Tin Kilo | 9 | 0 | 9 |  | 18 | A | 17944920 |
| 2 | Phuntshoyangkhor | Core | 15 | 9 | 6 |  | 21 |  | 17531268 |
| 3 | T.D. Guest House | Core | 7 | 2 | 5 |  | 12 | B | 77401190 |
| 4 | Ama Hotel | Core | 7 | 2 | 2 | 3 | 9 | B | 17531268 |
| 5 | Zambala Hotel | Core | 6 | 2 | 4 |  | 10 | D | 17485008 |
| 6 | Maratika Hotel | Core | 10 | 2 | 8 |  | 18 | D | 17742877 |
| 7 | Kuenjung Hotel | Core | 5 | 0 | 3 | 2 | 8 | D | 17691818 |
| 8 | TLT Hotel | Core | 5 | 0 | 3 | 2 | 8 | D | 17725264 |
| 9 | Sonam Phelgay Hotel | Core | 6 | 1 | 5 |  | 11 | D | 17826812 |
| 10 | Menjong Hotel | Core | 13 | 0 | 13 |  | 26 | D | 17587399 |
| 11 | Shambala Hotel | Core | 25 | 4 | 18 | 3 | 43 | D | 17727488 |
| 12 | Druk Mountain Hotel | Core | 17 | 5 | 12 |  | 29 | D | 17750100 |
| 13 | Friends Hotel | Core | 21 |  | 21 |  | 42 | D | 17614708 |
| 14 | Park Hotel | Core | 12 | 2 | 4 | 6 | 16 | D | 17575858 |
| 15 | Yoezer Hotel | LAP 4 | 12 | 1 | 11 |  | 23 | A | 17708750 |
| 16 | Dungsam Tashiling Resort | D/thang Rekhey | 11 | 0 | 11 |  | 22 | A | 77765974 |
|  | **Total Hotel Capacity** | | | | | | **316** |  |  |
| **Identified Schools/College Hostel for quarantine** | | | | | | | | | |
| 1 | Samdrupjongkhar MSS | Core |  |  |  |  | 140 |  | 17732346 |
| 2 | Samdrupjongkhar PS | Core |  |  |  |  | 280 |  | 17688439 |
| 3 | Job seeker hostel | Core | 6 | 0 | 12 |  | 24 | B | 17609545 |
| 4 | JNEC old hostel | Dewathang | 14 |  | 14 |  | 28 | C | 17899500 |
| 5 | JNEC new hostel | Dewathang | 5 |  |  |  | 330 | C | 17439947 |
| 6 | Dungsam Academy | Dewathang/Gezor | 27 |  | 27 |  | 108 | C | 17121632 |
|  | **Total Hostel Capacity** | | | | | | **910** |  |  |
| **Identified Guest House for quarantine** | | | | | | | | | |
| 1 | BPC Guest house | Dewathang/Nyelang | 2 |  | 2 |  | 4 | C | 17558087 |
| 2 | CDCL Guest house | Core | 3 | 2 | 1 |  | 4 | B | 17635551 |
|  | **Total Guest house capacity** | | | | | | **8** |  |  |
|  | **Overall Total capacity** | | | | | | **1234** |  |  |

## Annexure 6: Vehicles identified for the surge

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Patrolling** | | | | | | | | | | | | | |
| **S. #** | | **Model #** | | **Registration #** | | **Vehicle Type** | | **Name (Driver)** | | **Mobile #** | | **Agency** | **Remarks** |
| 1 | | 2012 | | BG-1-A2103 | | Toyota Hilux | | Sonam Dendup | | 17444464 | | Forest | **For security** |
| 2 | | 2010 | | BG-4-A0303 | | Scorpio | | Choki Dorji | | 17720627 | | RSTA | **For security** |
|  | |  | |  | |  | |  | |  | |  |  |
| **Logistics** | | | | | |  | |  | |  | |  |  |
| **S. #** | | **Model #** | | **Registration #** | | **Vehicle Type** | | **Name (Driver)** | | **Mobile #** | | **Agency** | **Remarks** |
| 1 | | 2012 | | BG-1-A2146 | | Toyota Hilux | | Phuntsho Wangdi | | 17349020 | | RAA | **For quarantine facility (centre)** |
|  | |  | |  | |  | |  | |  | |  |  |
| **Ambulance back-up vehicle** | | | | | |  | |  | |  | |  |  |
| **S. #** | | **Model #** | | **Registration #** | | **Vehicle Type** | | **Name (Driver)** | | **Mobile #** | | **Agency** | **Remarks** |
| 1 | | 2012 | | BG-4-A0309 | | Yoyota Hilux | | Rinzin Dorji | | 17525662 | | Thromde | **Back-up vehicle to support  ambulance service** |
| 2 | | 2009 | | BG-2-A0701 | | Toyota Hilux | | Pema Tenzin | | 17776969 | | BPC |
| 3 | | 2020 | | BG-4-A0379 | | Bolero | | Nill | | Nill | | Thromde |
| 4 | | 2017 | | BG-4-A0357 | | Toyota Hilux | | Yeshey Wangdi | | 17736805 | | Dz. Administration |
| 5 | | 2015 | | BG-1-A2392 | | Bolero | | Karma Wangdi | | 17760072 | | NHDCL |
| 6 | | 2009 | | BG-4-A0274 | | Toyota Hilux | | Tshewang Norbu | | 17641368 | | RRCO |
| 7 | | 2010 | | BG-2-A0791 | | Toyota Hilux | | Thukten | | 17736068 | | FCB |
| 8 | | 2010 | | BG-1-A1924 | | Toyota Hilux | | Karsang | | 17898686 | | DOR |
| 9 | | 1998 | | BG-1-0842 | | Toyota Hilux | | Tshewang | | 17959145 | | DOR |
| 10 | | 2020 | | BG-4-A0378 | | Bolero | | Tandin Gyeltshen | | 17839450 | | Thromde |
|  | |  | |  | |  | |  | |  | |  |  |
| **Emergency** | | | | | |  | |  | |  | |  |  |
| **S. #** | | **Model #** | | **Registration #** | | **Vehicle Type** | | **Name (Driver)** | | **Mobile #** | | **Agency** | **Remarks** |
| 1 | | 2010 | | BG-4-A0176 | | Eicher DCM | | Sonam Gyeltshen | | 17674494 | | Dz. Administration | **Stand by** |
| 2 | | 2010 | | BG-4-A0173 | | Bus | | Ugyen Tsheten | | 17288265 | | Garpong CS |
| **List of Taxi's for COVID-19 Emergency, 2020** | | | | | | | | | | | | | |
| **S. #** | **Model #** | | **Registration #** | | **Vehicle Type** | | **Name (Driver)** | | **Mobile #** | | **Place** | | **Remarks** |
| 1 |  | | BT-4-A0079 | | M/Van | | Tshering Dargay | | 17647196 | | Dewathang | |  |
| 2 |  | | BT-1-A4922 | | Alto | | Namgay Phuntsho | | 17605577 | | Samdrupjongkhar | |  |
| 3 |  | | BT-4-A0100 | | Wagon R | | Jeewan Tamang | | 17697775 | | Samdrupjongkhar | |  |
| 4 |  | | BT-4-A0146 | | Wagon R | | Babu Ram Baraily | | 17616171 | | Samdrupjongkhar | |  |
| 5 |  | | BT-4-A0127 | | Bolero XL | | Wangchuk | | 17636645 | | Samdrupjongkhar | |  |
| 6 |  | | BT-2-A1217 | | Bolero XL | | Lobzang Tsheltrim | | 17683884 | | Samdrupjongkhar | |  |
| 7 |  | | BT-5-A0073 | | Ecco | | Langa Dorji | | 17699044 | | Dewathang | |  |
| 8 |  | | BT-4-A0089 | | Bolero XL | | Lobzang | | 17766832 | | Wamrong | |  |
| 9 |  | | BT-4-A0128 | | Wagon R | | Tshering Gyeltshen | | 17940704 | | Wamrong | |  |
| 10 |  | | BT-4-A0133 | | Wagon R | | Wangpo | | 77642232 | | Samdrupjongkhar | |  |
| 11 |  | | BT-4-A0136 | | Ertiga | | Thinley | | 17616855 | | Samdrupjongkhar | |  |
| 12 |  | | BT-4-A0156 | | Bolero XL | | Rinchen | | 17915151 | | Samdrupjongkhar | |  |
| 13 |  | | BT-3-A0240 | | Bolero XL | | Wangda | | 17614693 | | Samdrupjongkhar | |  |
| 14 |  | | BT-4-A0090 | | Bolero Camper | | Karma Tenzin | | 17525175 | | Samdrupcholing | |  |
| 15 |  | | BT-4-A0114 | | Winger | | Kezang Namgay | | 17636663 | | Samdrupjongkhar | |  |
| 16 |  | | BT-1-A4325 | | Ecco | | Sangay Thinley | | 17738203 | | Dewathang | |  |
| 17 |  | | BT-4-A0153 | | Alto | | Sonam Chophel | | 17643889 | | Dewathang | |  |
| 18 |  | | BT-4-A0096 | | Scorpio | | Dendup | | 17614489 | | Samdrupjongkhar | |  |
| 19 |  | | BT-4-A0106 | | Bolero XL | | Ugyen Choda | | 17823370 | | Samdrupjongkhar | |  |
| 20 |  | | BT-1-A4180 | | Ecco | | Nado | | 17619641 | | Dewathang | |  |
| 21 |  | | BT-4-A0162 | | Ecco | | Thukten | | 17371394 | | Samdrupcholing | |  |
| 22 |  | | BT-4-A0154 | | Bolero Camper | | Sherab Dorji | | 77879213 | | Samdrupcholing | |  |
| 23 |  | | BT-4-A0143 | | Bolero XL | | Sangay Dendup | | 17387651 | | Samdrupcholing | |  |
| 24 |  | | BT-4-A0111 | | Ecco | | Tshegay | | 17656658 | | Samdrupjongkhar | |  |
| 25 |  | | BT-4-A0083 | | Bolero Camper | | Jigme Wangchuk | | 17872675 | | Samdrupjongkhar | |  |
| 26 |  | | BT-4-A0121 | | Ecco | | Sangay Loday | | 17594487 | | Dewathang | |  |
| 27 |  | | BT-3-A0153 | | M/Van | | Sonam Chophel | | 17533908 | | Dewathang | |  |

## Annexure 7: Line listing of cooks (School, RBA, Desups)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **Sl. No.** | **Name of the Cooks** | **School** | **Name of the Principal** | **Phone number of Principal** | **Phone number of cooks** | **Remarks** |
| 1 | Pema Wangchuk | Martshala PS | Dili Ram Thapa | 77282931 | 17573500 | Martshala |
| 2 | Nima Wangchuk | Martshala PS |  |  | 77827390 |
| 3 | Karma Jamtsho | Martshala PS |  |  | 77821137 |
| 4 | Tshering Chophel | Martshala PS |  |  | 77220070 |
| 5 | Suk Bde Subba | Martshala PS |  |  | 17710926 |
| 6 | Ugyen Dorji | Orong CS | Ugyen Penjor | 17119877/17736640 | 17565112 | SJMSS |
| 7 | Sangay Tempa | Orong CS |  |  | 17594741 |
| 8 | Sangay Dorji | Orong CS |  |  | 17862318 |
| 9 | Jomo Tenzin | Orong CS |  |  | 17433431 |
| 10 | Kinzang Dorji | Orong CS |  |  | 17479470 |
| 11 | Kinzang Dorji | Orong CS |  |  | 17407861 | SJPS |
| 12 | Nakpola | Orong LSS | Norbu Dukpa | 17981530 | 17323805 |
| 13 | Nidup Zangpo | Orong LSS |  |  | 17630195 |
| 14 | Tshewang Chogyal | Orong LSS |  |  | 17312881 |
| 15 | Tashi Zangpo | Martshala CS (MSS) | Ugyen Namgay | 17616199 | 17515733 | Martshala |
| 16 | Chundu Tshering | Martshala CS (MSS) |  |  | 77337594 |
| 17 | Kinzang Yeshi | Martshala CS (MSS) |  |  | 77722037 |
| 18 | Namgay | Martshala CS (MSS) |  |  | No phone |
| 19 | Khamsun Wangdi | Gomdar CS | Nima Gyeltshen | 17130745 | 17286531 | Gomdar |
| 20 | Leki Dorji | Gomdar CS |  |  | 77731711 |
| 21 | Ngawang Nima | Gomdar CS |  |  | 17863003 |
| 22 | Sangay Dorji | Gomdar CS |  |  | 17766097 |
| 23 | Choni Zangpo | Gomdar CS |  |  | 17597297 |
| 24 | Namgay Dorji | Gomdar CS |  |  | 17314494 |
| 25 | Ten Dorji | Gomdar CS |  |  | 17429536 |
| 26 | Yeshi Dorji | Gomdar CS |  |  | 77782859 |
| 27 | Dopola | Karmaling HSS | Karma Chogyel | 17325050 | 17515382 | Karmaling |
| 28 | Kencho Dorji | Karmaling HSS |  |  | 17319706 |
| 29 | Drakpa | Karmaling HSS |  |  | 77658563 |
| 30 | Dawa Tshering | Karmaling HSS |  |  | 17232114 |
| 31 | Sonam Wangchuk | Karmaling HSS |  |  | 17528455 |
| 32 | Karma | Wangphu PS | Lethro | 17323066 | 17576178 | For Phuntshothang MSS |
| 33 | Bumpa Dorji | Wangphu PS |  |  | 17713636 | For Phuntshothang MSS |

## Annexure 8: General instruction

**GENERAL INSTRUCTIONS**

1. All waste produced during the covid-19 in and around the Quarantine and isolation Facility must be considered as general waste and should not be mixed with infectious waste.
2. Brief and train the staffs who are assigned in handling and disposal of waste management.
3. Ensure staffs wear gloves and mask when handling and disposing waste.

**INSTRUCTIONS ON WASTE DISPOSAL FOR FACILITIES WITH LANDFILL SITES**

1. Clean all the surroundings and collect the waste in dustbins provided.
2. When the dustbins is 2/3 rd full ,empty it to the dump truck.
3. Transport the waste in dump truck/tractor available to the nearest disposal site.

**PROCEDURE FOR BURNING OF GENERAL WASTE**

1. Remove/cut lid of an empty oil barrel (standard size)
2. Cover 30 to 40 cm of barrel with sand
3. Put waste on top of sand and burn
4. Burn waste away from households, health care facilitie

**PERSONAL PROTECTIVE EQUIPMENTS**

Waste handlers must wear the following PPE’s

* Mask
* Gloves

Roles and Responsibilities of Coordinator:

1. To coordinate the staff for safe management of solid waste
2. To mobilize the workers into all the quarantine areas.
3. To monitor and update the progress of waste management to Secretariat office
4. To give briefings and trainings to the staffs.
5. To provide Personal Protective Equipment’s to all the staffs
6. To maintain effective and efficient waste management in all quarantine areas

**Roles and responsibilities of staff:**

1. To work within the respective designated quarantine facilities.
2. To work in consultation with health workers.
3. To clean all the surroundings and nearby areas of the designated facilities.
4. To segregate waste into infectious and non-infectious waste in consultation with health officials.
5. To collect, store waste from the designated area and transport it to the disposal or landfill sites.
6. To handle all kinds of solid waste in and around the Facilities.
7. To keep quarantine facilities clean and safe.

**Roles of Driver:**

1. Deliver timely collection and disposal of waste.
2. Collect the waste from designated quarantine center.
3. Clean and disinfect vehicles in consultation with health officials.

**Timing of collection:**

1. Dumper Truck (BG-1A-0808): Every Day Collection from 9AM
2. Dumper Truck (BG-4A-0203): Every Day Collection at Dewathang Area from 2PM
3. Tractor (BG-4-A-0013): Every Day collection towards SJMSS & SJPS area from 9AM

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Name of Driver** | **Vehicle No.** | **Contact No.** |
| 1 | Dorji Tshering | (Compactor) BG-1A-0808 | 17811625 |
| 2 | Pema Gyelpo | (Compactor)BG-4A-0203 | 17392929 |
| 3 | Prem Bahadur | (Tractor) BG-4A-0013 | 17948539 |

## Annexure 9: Line listing of human resources during the surge

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl/No** | **Name of the Person** | **Role** | **Contact No.** | **Area** |
| 1 | Mr.Sonam | Mobilize compactor/tractor | 17938744 | Core Town |
| 2 | Mr.Dorji Gyelpo | Coordinate and mobilize Thromde staff | 17349044 | Core and Dewathang Area |
| 3 | Mr.Ugyen Chophel | Coordinate and Mobilize Dzongkhag staffs | 17903750 | Town Core Area |
| 4 | Dechen Wangmo | Cleaning/storing waste | 77478035 | Tashigatsel Hotel |
| 5 | Dorji Duba | Cleaning /storing of waste | 17656513 | Tashigatsel Hotel |
| 6 | Golay | Cleaning/storing of waste in Bins | 17532169 | Phuntsho Yangkor |
| 7 | Jigme Lhaden | do | 17863058 | Phuntsho Yangkor |
| 8 | Lobzang Dorji | do | 17678796 | TD Guest House |
| 9 | Pema Gyelmo | do | 17660356 | TD Guest House |
| 10 | Singye Norbu | do | 17688535 | Ama Hotel |
| 11 | Tempa Dargay | do | 17660464 | Ama Hotel |
| 12 | Tshering | do | 17713922 | Zambala Hotel |
| 13 | Yangku | do | 17503926 | Zambala Hotel |
| 14 | Changchung | do | 17615950 | Maratika Hotel |
| 15 | Ms Kinga Choden | do | 17302808 | SJMSS |
| 16 | Sonam Dema | do | 17802533 | SJPS |
| 17 | Mon Maya Jimba | do | 17915189 | SJPS |
| 18 | Namgay Lhamo | Do | 17507966 | Dewathang PS |
| 19 | Dorji Dema | do | 17532457 | Dewathang PS |
| 20 | Desup Ngawang Gayley | do | 77282614 | Kuenjung Hotel |
| 21 | Desup Kinzang Gyeltshen | do | 77265783 | Kuenjung Hotel |
| 22 | Desup Manoj Tamang | do | 17552528 | Kuenjung Hotel |
| 23 | Deesup Pema Dema | do | 17740829 | TLT Hotel |
| 24 | Deseup Karma Wangdi | cleaning | 17760072 | TLT Hotel |
| 25 | Phutsho Choden |  | 17958476 | Sonam Phelgay Hotel |
| 26 | Choni Dorji |  | 17669032 | Sonam Phelgay Hotel |
| 27 | Sonam Choden |  | 17987776 | Menjong Hotel |
| 28 | Pema Tshering |  | 17340961 | Menjong Hotel |
| 29 | Sonam Rinchen |  | 17826373 | Shambala Hotel |
| 30 | Rinchen Dorji |  | 17839894 | Shambala Hotel |
| 31 | Dorji |  | 17634798 | Druk Mountain Hotel |
| 32 | Karma Lodroe | Coordinate and mobilize Dessups | 17655045 |  |
| 33 | Jurme Wangmo | Waste Management | 17834690 | Druk Mountain Hotel |
| 34 | Buddham Rai | Do | 17973760 | Friends Hotel |
| 35 | Dechen Zangmo |  | 17958558 | Friends Hotel |
| 36 | Namgay Wangdi |  | 17913502 | Park Hotel |
| 37 | Nima Dorji |  | 17348983 | Park Hotel |
| 38 | Yeshi Lhamo | Do | 77125566 | Park Hotel |
| 39 | Yeshey Jatsho |  | 17906350 | Job SeekerHostel |
| 40 | Shacha Gyeltshen |  | 16932370 | Job Seeker Hostel |
| 41 | Jigme Wangchuk |  | 17632205 | CDCL Guest House |
| 42 | Jimba Dorji |  | 17504521 | CDCL Guest House |
| 43 | Karma Choden |  | 17457801 | Yoezer Hotel |
| 44 | Deachen Yudon |  | 17622270 | Yoezer Hotel |
| 45 | Jigme Zangmo |  | 17619879 | JNEC old hostel Dewathang |
| 46 | Ngeydup Zangmo |  | 17674774 | JNEC old hostel Dewathang |
| 47 | Norbu Kezang |  | 77904788 | JNEC old hostel Dewathang |
| 48 | Tendrel Zangpo |  | 17730531 | JNEC old Hostel Dewathang |
| 49 | Ugyen Tsheten |  | 17288265 | JNEC old Hostel Dewathang |
| 50 | Pema Tashi |  | 17484673 | JNEC new hostel Dewathang |
| 51 | Andu Dukpa |  | 17899500 | JNEC new hostel Dewathang |
| 52 | Tandin Dorji |  | 17588030 | BPC Guest House Dewathang |
| 53 | Karma Wangdi |  | 17647241 | BPC Guest House Dewathang |
| 54 | Pema Dorji |  | 17658516 | Dungsam Tashiling Resort |
| 55 | Tashi Penjor |  | 17521541 | Dungsam Tashiling Resort |
| 56 | Tshering Payden |  | 17114447 | Dungsam Tashiling Resort |
| 57 | Kezang Dendup |  | 77421427 | Dungsam Academy |
| 58 | Tenzin Tshultrim | Do | 17928909 | Dungsam Academy |
| 59 | Tshechi |  | 17713346 | Dungsam Academy |
| 60 | Kinley Penjor |  | 17437869 | Dungsam Academy |
| 61 | Chhimi Weerer |  | 17121435 | Jomotshangkha |
| 62 | Dr Narayan Rizal |  | 17286393 | Jomotsangkha |
| 63 | Thinley Dorji |  | 17821842 | Jomotshangkha |
| 64 | Younten Jamtsho |  | 17632536 | Jomotshangkha |
| 65 | Tshewang Tenzin |  | 17799558 | Jomotshangkha |
| 66 | Jambay Sherab |  | 17728531 | Jomotshangkha |
| 67 | Lamdra Wangdi |  | 17660021 | Jomotshangkha |
| 68 | Tempa Gyeltshen |  | 17507790 | Jomotshangkha |
| 69 | Guman Singh Gaylal |  | 17286615 | Jomotshangkha |
| 70 | Pema chophel |  | 17860040 | Jomotshangkha |
| 71 | Jigme Lodey |  | 17807719 | Jomotshangkha |
| 72 | Tenzin |  | 17993164 | Jomotshangkha |
| 73 | Wang Gyeltshen |  | 17532425 | Jomotshangkha |
| 74 | Ugyen Wangchuk |  | 17452905 | Jomotshangkha |
| 75 | Jurmi Wangdi |  | 17533673 | Jomotshangkha |
| 76 | Sonam Loday |  | 17661213 | Jomotshangkha |
| 77 | Kezang Dorji |  | 17247667 | Jomotsangkha |
| 78 | Yeshey Nidup |  | 17807494 | Karmaling PS SamdrupCholing |
| 79 | Tendrel Zangmo |  | 17650316 | Karmaling PS |
| 80 | Sonam Pemo |  | 17940245 | Karmaling PS |
| 81 | Tenzin Rabten |  | 17673351 | Karmaling PS |
| 82 | Sangay Wangchuk |  | 17297986 | Marthsalla PS |
| 83 | Jigme Thinley |  | 17967752 | Marthsalla PS |
| 84 | Kunzang Chophel |  | 17610249 | Karmaling BHU |
| 85 | Pema Wangmo | Do | 17390022 | Karmaling BHU |
| 86 | Tashi Penjor |  | 17711006 | Karmaling BHU |
| 87 | Singye Thinley |  | 17709600 | Karmaling BHU |
| 88 | Karma Gyeltshen |  | 17653204 | Karmaling BHU |
| 89 | Dorji Norbu |  | 17356507 | Karmaling BHU |
| 90 | Lungten Norbu |  | 17851853 | Karmaling BHU |
| 91 | Sangay Wangchuk |  | 17674900 | Karmaling BHU |
| 92 | Jamyang Gyeltshen |  | 17387528 | Karmaling BHU |
| 93 | Jigme Namgyel |  | 17421489 | Karmaling BHU |
| 94 | Pema Deki |  | 17995007 | Karmaling BHU |
| 95 | Cheku Norbu |  | 17693430 | Karmaling BHU |
| 96 | Pema Sherub |  | 17232757 | SamdrupCholing |
| 97 | Tshering Dorji |  | 17703240 | (Gomdar) Dungsum Tashiling Resort |
| 98 | Shacha Wangdi |  | 17659895 | Dungsam Tashiling Resort |
| 99 | Pema Gyelpo |  | 17765778 | Dungsam Tashiling Resort |
| 100 | Ugyen Phuntsho |  | 77765654 | Dungsam Tashiling Resort |
| 101 | Desup Sangay Chophel | Do | 17879747 | Dungsam Tashiling Resort |
| 102 | Desup Sonam Tshering |  | 17700323 | Dungsam Tashiling Resort |
| 103 | Dessup Yeshi Wangchuk |  | 17524490 | BPC Guest House D/thang |
| 104 | Dessup Karma Choeda |  | 17985961 | BPC Guest House D/thang |
| 105 | Tshewang Lhamo |  | 17485959 | SJMSS |
| 106 | Tshering Dema |  | 17434114 | SJMSS |
| 107 | Pema Wangmo |  | 17734885 | SJPS |
| 108 | Tashi Zangmo |  | 17456214 | SJPS |
| 109 | Tshedup Wangmo |  | 17841448 | Phuntshoyangkhor Hotel |
| 110 | Jigme Selden |  | 17444665 | Phuntshoyangkhor Hotel |
| 111 | Nima Zangmo |  | 17438057 | Phuntshoyangkhor Hotel |
| 112 | Ugyen Wangmo |  | 17767755 | Job Seeker Hostel |
| 113 | Padey |  | 77219735 | Job Seeker Hostel |
| 114 | Pema Cheki |  | 17713979 | Maratika Hotel |
| 115 | Cheki Wangmo |  | 17789853 | Maratika Hotel |
| 116 | Seday |  | 17615949 | Shambala Hotel |
| 117 | Karma Zangmo |  | 17557775 | Shambala Hotel |
| 118 | Tandin Wangchuk |  | 17783697 | Druk Mountain Hotel |
| 119 | Rinzin Namgay |  | 17880240 | Druk Mountain Hotel |
| 120 | Kezang Jigme (Taxi) |  | 17886735 | Friends Hotel |
| 121 | Norbu Zangpo | do | 17532103 | Friends Hotel |
| 122 | Tshewang Dorji |  | 17941024 | CDCL Guest House |
| 123 | Langa Dorji (Taxi) |  | 17699044 | CDCL Guest House |
| 124 | Sonam Wangmo |  | 17598838 | CDCL Guest House |

## Annexure 10: Line listing of Desups in the district

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **Sl No** | **DID No** | **Name** | **Mobile no** | **Mail ID** | **Place of Working** |
| 1 | DS(01)11-049 | Ugyen Samdrup | 77260025 | [yensam25@gmail.com](mailto:yensam25@gmail.com) |  |
| 2 | DS(01)11-101 | Ngawang Gayley | 77282614 | [ngawanggayley2015@gmail.com](mailto:ngawanggayley2015@gmail.com) |  |
| 3 | Ds(05)11-529 | Kinzang Gyeltshen | 77265783 | [kgyelcen@gmail.com](mailto:kgyelcen@gmail.com) |  |
| 4 | Ds(07)-13-773 | Manoj Tamang | 17552528 | [mtamang@mof.gov.bt](mailto:mtamang@mof.gov.bt) |  |
| 5 | Ds(08)13-850 | Tandin Gyeltshen | 17839450 | [tandingyel@yahoo.ocm](mailto:tandingyel@yahoo.ocm) |  |
| 6 | Ds(12)14-1339 | Pema Dema | 17740829 | [pemadema10@gmail.com](mailto:pemadema10@gmail.com) |  |
| 7 | Ds(12)14-1372 | Karma Wangdi | 17760072 | [Karmaongdi2015@gmail.com](mailto:Karmaongdi2015@gmail.com) |  |
| 8 | DS(14)15-1603 | Chime Tenzin | 17434363 | [ctenzin@samdrupjongkhar.gov.bt](mailto:ctenzin@samdrupjongkhar.gov.bt) |  |
| 9 | Ds(14)15-1634 | Phuntsho Choden | 17958476 | [phuntshochodenn@education.gov.bt](mailto:phuntshochodenn@education.gov.bt) |  |
| 10 | Ds(15)15-1658 | Karma Choeda | 17609545 | [choesdaa@gmail.com](mailto:choesdaa@gmail.com) |  |
| 11 | DS(16)15-1770 | Choni Dorji | 17669032 | [chonid505@gmail.com](mailto:chonid505@gmail.com) |  |
| 12 | DS(16)15-1862 | Sonam Choden | 17987776 | [sc2707486@gmail.com](mailto:sc2707486@gmail.com) |  |
| 13 | Ds(17)15-1897 | Bir Bahadur | 17765559 | [birkhakalden@yahoo.com](mailto:birkhakalden@yahoo.com) |  |
| 14 | Ds(17)15-1999 | Pema Tshering | 17340961 | [ptshering@samdrupjongkhar.gov.bt](mailto:ptshering@samdrupjongkhar.gov.bt) |  |
| 15 | Ds(18)16-2025 | Sonam Rinchen | 17826373 | [sumthang12@gmail.com](mailto:sumthang12@gmail.com) |  |
| 16 | DS(19)16-2187 | Rinchen Dorji | 17839894 | [rinzeba@gmail.com](mailto:rinzeba@gmail.com) |  |
| 17 | Ds(19)16-2215 | Dorji | 17634798 | [geedorr@gmail.com](mailto:geedorr@gmail.com) |  |
| 18 | Ds(19)16-2249 | Karma Lodroe | 17655045 | [klodroe@molhr.gov.bt](mailto:klodroe@molhr.gov.bt) | Coordinator |
| 19 | DS(20)16-2291 | Sherab | 17689422 | [sherabacho@gmail.com](mailto:sherabacho@gmail.com) |  |
| 20 | Ds(21)16-2415 | Jurme Wangmo | 17834690 | [Rophelemru@gmail.com](mailto:Rophelemru@gmail.com) |  |
| 21 | Ds(23)17-2762 | Karma Gyeltshen | 17653204 | [Karmayanglop2012@gmil.com](mailto:Karmayanglop2012@gmil.com) |  |
| 22 | Ds(24)17-2815 | Buddham Rai | 17973760 | [budhm2310@gmail.com](mailto:budhm2310@gmail.com) |  |
| 23 | Ds(25)17-2918 | Dechen Zangmo | 17958558 | [dechenzangmo74@gmail.com](mailto:dechenzangmo74@gmail.com) |  |
| 24 | DS(25)17-2992 | Rinchen Dhendup | 77443623 | [rinchendendup@education.gov.bt](mailto:rinchendendup@education.gov.bt) |  |
| 25 | DS(26)17-3091 | BN Sharma | 17732032 | [bnpgatshel@gmail.com](mailto:bnpgatshel@gmail.com) |  |
| 26 | DS(26)17-3129 | Tharchin Lhendup | 17760188 | [tlhendup@samdrupjongkhar.gov.bt](mailto:tlhendup@samdrupjongkhar.gov.bt) |  |
| 27 | Ds(30)18-3500 | Tashi Dema | 77637477 | [tashi.dema.td17@gmail.com](mailto:tashi.dema.td17@gmail.com) |  |
| 28 | Ds(30)18-3523 | Namgay Wangdi | 17913502 | [nwangdi@sjthrimde.gov.bt](mailto:nwangdi@sjthrimde.gov.bt) |  |
| 29 | DS(31)18-3701 | Nima Dorji | 17348983 |  |  |
| 30 | DS(32)19-3757 | Yeshi Lhamo | 77125566 |  |  |
| 31 | DS(33)19-3962 | Kuenzang Namgyel | 17673797 | [knamgay@mohca.gov.bt](mailto:knamgay@mohca.gov.bt) |  |
| 32 | DS(34)19-4100 | Yeshey Jatsho | 17906350 | yjatsho@gmail.com |  |
| 33 | DS(35)19-4180 | Shacha Gyeltshen | 16932370 |  |  |
| 34 | DS(35)19-4201 | Jigme Wangchuk | 17632205 | [jwangchuk007@gmail.com](mailto:jwangchuk007@gmail.com) |  |
| 35 | DS(36)19-4329 | Jimba Dorji | 17504521 | [jimbadorji635@gmail.com](mailto:jimbadorji635@gmail.com) |  |
| 36 | DS(37)20-4398 | Karma Choden | 17457801 | [karmachodenn@education.gov.bt](mailto:karmachodenn@education.gov.bt) |  |
| **Dewathang** | | | | | |
| 1 | Ds(06)13-708 | Deachen Yudon | 17622270 | [yulden3@gmail.com](mailto:yulden3@gmail.com) |  |
| 2 | Ds(10)14-1146 | Jigme Zangmo | 17619879 | [jigmezangmo@education.gov.bt](mailto:jigmezangmo@education.gov.bt) |  |
| 3 | Ds(12)14-1336 | Ngeydup Zangmo | 17674774 | [ngedupmo@gmail.com](mailto:ngedupmo@gmail.com) |  |
| 4 | DS(23)17-2686 | Norbu Kezang | 77904788 | [norkelzirus18@gmail.com](mailto:norkelzirus18@gmail.com) |  |
| 5 | Ds(25)17-2926 | Tendrel Zangpo | 17730531 | [tendreladm@education.gov.bt](mailto:tendreladm@education.gov.bt) |  |
| 6 | Ds(25)17-2931 | Ugyen Tsheten | 17288265 | [utsheten@education.gov.bt](mailto:utsheten@education.gov.bt) |  |
| 7 | DS(25)17-2970 | Pema Tashi | 17484673 | [pematashi17484673@gmail.com](mailto:pematashi17484673@gmail.com) |  |
| 8 | DS(26)17-3086 | Andu Dukpa | 17899500 | [andudukpa@gmail.com](mailto:andudukpa@gmail.com) |  |
| 9 | Ds(28)18-3362 | Tandin Dorji | 17588030 | [tandin586@gmail.com](mailto:tandin586@gmail.com) |  |
| 10 | Ds(30)18-3497 | Karma Wangdi | 17647241 | [1karmawangdi@gmail.com](mailto:1karmawangdi@gmail.com) | Coordinator |
| 11 | Ds(31)18-3739 | Pema Dorji | 17658516 | [punabs405@gmail.com](mailto:punabs405@gmail.com) |  |
| 12 | Ds(32)19-3820 | Tashi Penjor | 17521541 | [tashipenjor@education.gov.bt](mailto:tashipenjor@education.gov.bt) |  |
| 13 | DS(33)19-3900 | Tshering Payden | 17114447 |  |  |
| 14 | DS(34)19 -4061 | Kezang Dendup | 77421427 | [kdtshering91@gmail.com](mailto:kdtshering91@gmail.com) |  |
| 15 | DS(34)19-4025 | Tenzin Tshultrim | 17928909 | [tenzintshultrim96@gmail.com](mailto:tenzintshultrim96@gmail.com) |  |
| 16 | DS(35)19-4118 | Tshechi | 17713346 | [thecheyphuntsho90@gmail.com](mailto:thecheyphuntsho90@gmail.com) |  |
| 17 | DS(37)20-4381 | Kinley Penjor | 17437869 | [kinleypenjor1990@gmail.com](mailto:kinleypenjor1990@gmail.com) |  |
| **Jomotshangkha** | | | | | |
| 1 | DS(15)15-1691 | Dr Narayan Rizal | 17286393 | [narayanrizal@yahoo.com](mailto:narayanrizal@yahoo.com) |  |
| 2 | DS(20)-16-2317 | Thinley Dorji | 17821842 | thinleyd71&gmail.com |  |
| 3 | Ds(22)16-2557 | Younten Jamtsho | 17632536 | [yountenzamtsho@gmail.com](mailto:yountenzamtsho@gmail.com) |  |
| 4 | DS(23)17-2698 | Tshewang Tenzin | 17799558 | [tshexin11@gmail.com](mailto:tshexin11@gmail.com) |  |
| 5 | DS(23)17-2758 | Jambay Sherab | 17728531 | [jambaysherab@education.gov.bt](mailto:jambaysherab@education.gov.bt) |  |
| 6 | DS(26)17-3064 | Lamdra Wangdi | 17660021 | [lmadra69@gmail.com](mailto:lmadra69@gmail.com) |  |
| 7 | DS(28)18-3333 | Shiva Kumar Sharma | 17781893 | [shivkr893@gmail.com](mailto:shivkr893@gmail.com) |  |
| 8 | DS(29)18-3449 | Tempa Gyeltshen | 17507790 | [tempagyeltshen777@gmail.com](mailto:tempagyeltshen777@gmail.com) |  |
| 9 | DS(29)18-3478 | Guman Singh Gaylal | 17286615 | [gsgaylal@samdrupjongkhar.gov.bt](mailto:gsgaylal@samdrupjongkhar.gov.bt) |  |
| 10 | DS(29)18-3479 | Pema chophel | 17860040 | [pchophel@sandrupjongkhar.gov.bt](mailto:pchophel@sandrupjongkhar.gov.bt) |  |
| 11 | DS(33)19-3957 | Jigme Lodey | 17807719 | [lodyjigmee@gmail.com](mailto:lodyjigmee@gmail.com) | Coordinator |
| 12 | DS(35)19-4122 | Tenzin | 17993164 | [norzangtenzin@gmail.com](mailto:norzangtenzin@gmail.com) |  |
| 13 | DS(35)19-4151 | Wang Gyeltshen | 17532425 |  |  |
| 14 | DS(35)19-4163 | Ugyen Wangchuk | 17452905 |  |  |
| 15 | DS(35)19-4175 | Jurmi Wangdi | 17533673 |  |  |
| 16 | DS(35)19-4193 | Sonam Loday | 17661213 | [sonamloday@gmail.com](mailto:sonamloday@gmail.com) |  |
| 17 | DS(35)19-4206 | Kezang Dorji | 17247667 | [kezangjigs@gmail.com](mailto:kezangjigs@gmail.com) |  |
| **Samdrup Cholling** | | | | | |
| 1 | Ds(06)13-599 | Yeshey Nidup | 17807494 | [ylekshey@gmail.com](mailto:ylekshey@gmail.com) |  |
| 2 | DS(09)13-924 | Tendrel Zangmo | 17650316 | [zangmo@smcl.bt](mailto:zangmo@smcl.bt) |  |
| 3 | Ds(12)14-1338 | Sonam Pemo | 17940245 | [spemo@education.gov.bt](mailto:spemo@education.gov.bt) |  |
| 4 | DS(14)15-1547 | Tenzin Rabten | 17673351 | [tenzee2013@gmail.com](mailto:tenzee2013@gmail.com) |  |
| 5 | Ds(14)15-1561 | Sangay Wangchuk | 17297986 | [sangaywangchuk2017@education.gov.bt](mailto:sangaywangchuk2017@education.gov.bt) |  |
| 6 | Ds(16)15-1780 | Jigme Thinley | 17967752 | [jthin94@gmail.com](mailto:jthin94@gmail.com) |  |
| 7 | Ds(16)15-1795 | Kunzang Chophel | 17610249 | [kuenzan9c@gmail.com](mailto:kuenzan9c@gmail.com) |  |
| 8 | Ds(19)16-2178 | Pema Wangmo | 17390022 | [pemawangmo05@gmail.com](mailto:pemawangmo05@gmail.com) |  |
| 9 | DS(21)16-2473 | Tashi Penjor | 17711006 | [tashipenjore@education.gov.bt](mailto:tashipenjore@education.gov.bt) |  |
| 10 | DS(23)17-2721 | Singye Thinley | 17709600 | [singyethinley@education.gov.bt](mailto:singyethinley@education.gov.bt) |  |
| 11 | Ds(23)17-2762 | Karma Gyeltshen | 17653204 | [Karmayanglop2012@gmil.com](mailto:Karmayanglop2012@gmil.com) |  |
| 12 | Ds(25)17-2944 | Dorji Norbu | 17356507 | [dorjinorbu183@gmail.com](mailto:dorjinorbu183@gmail.com) |  |
| 13 | DS(28)18-3339 | Lungten Norbu | 17851853 | [lungtennorbu@education.gov.bt](mailto:lungtennorbu@education.gov.bt) |  |
| 14 | Ds(29)18-3391 | Sangay Wangchuk | 17674900 | [sangaywangchuk@samdrupjongkhar.gov.bt](mailto:sangaywangchuk@samdrupjongkhar.gov.bt) |  |
| 15 | Ds(29)18-3450 | Jamyang Gyeltshen | 17387528 | [jgyeltshen@samdrupjongkhar.gov.bt](mailto:jgyeltshen@samdrupjongkhar.gov.bt) |  |
| 16 | Ds(32)19-3826 | Jigme Namgyel | 17421489 | [jigme.namgyel@education.gov.bt](mailto:jigme.namgyel@education.gov.bt) |  |
| 17 | DS(37)20-4337 | Pema Deki | 17995007 | [pemadeki44@education.gov.bt](mailto:pemadeki44@education.gov.bt) | Coordinator |
| 18 | DS(37)20-4409 | Pema Sherub | 17232757 | [pemasherub@gmail.com](mailto:pemasherub@gmail.com) |  |
| **GOMDAR** | | | | | |
| 1 | Ds(10)14-1103 | Tshering Dorji | 17703240 | [tsheringdorji240@education.gov.bt](mailto:tsheringdorji240@education.gov.bt) |  |
| 2 | Ds(14)12-1559 | Shacha Wangdi | 17859895 | [shachawangdi@education.gov.bt](mailto:shachawangdi@education.gov.bt) | Coordinator |
| 3 | Ds(25)17-2937 | Pema Gyelpo | 17765778 | [mangmi.orong@gmail.com](mailto:mangmi.orong@gmail.com) |  |
| 4 | Ds(28)18-3331 | Ugyen Phuntsho | 77765654 | [ugyenphuntho@education.gov.bt](mailto:ugyenphuntho@education.gov.bt) |  |
| 5 | DS(28)18-3371 | Sangay Chophel | 17879747 | [sangphelc@gmail.com](mailto:sangphelc@gmail.com) |  |
| 6 | Ds(29)18-3420 | Sonam Tshering | 17700323 | [stshering@samdrupjongkhar.gov.bt](mailto:stshering@samdrupjongkhar.gov.bt) |  |
| 7 | DS(37)20-4351 | Yeshi Wangchuk | 17524490 | [yeshiwangchuk@education.gov.bt](mailto:yeshiwangchuk@education.gov.bt) |  |
| 8 | DS(37)20-4446 | Karma Choeda | 17985961 | [karmachoeda24@gmail.com](mailto:karmachoeda24@gmail.com) |  |

## Annexure 11 : Costing for DICS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| **Sl. No** | **Particular** | **Details** | **Amount** | **Remarks** |
| 1 | Food and supplies (self catering) | 3 meals, tea & refreshments | 3,323,993.40 | Projected for 600 heads(Quarantine, Isolation & Front line) (263 per/head for 21 days) |
| 2 | Provision of TV and Internet facilities | TV and leased line bills payments | 93,500 | 5 TVs (Nu. 15000/TV) |
| 4500 per month bill for 3 hotels |
| 3 | Bedding and toiletries | Bed sheet, pillow, pillow cover, tissue, tooth paste, tooth brush, towel | 6,51,000 |  |
|  | **Total (**if cook by self & serve**)** | | **4,068,493.40** |  |
| 4 | Food and supplies (if served by Hotels ) – package includes, TV, WiFi, Toiletries etc. | 3 meals, tea & refreshments | 12,600,000 | Projected for 600 heads(Quarantine, Isolation & Front line) |
| Nu. 1000 per person for 21 days |
|  | **Total (**if served by Hotels) | | **12,600,000** |  |

## Annexure 12: Status of Economic Activity in the country

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential supplies (Based on National food security reserve plan** | | | |
| ***Sl. No*** | ***Particulars*** | ***Qty. as of March 27th 2020*** | **Remarks** |
| 1 | Rice | 211.7 MT |  |
| 2 | Oil | 35 MT | 1. Pema Wangchuk, FCB Manager - 17610315 2. Pema Chodup - 17816001 |
| 3 | Pulses | 0.39 MT |
| 4 | salt | 17.89 MT |
| 5 | Sugar | 9.7MT |

**Food requirement for three months (based on national food security reserve plan)**

* + Rice: 2368MT (35079\*0.750 kg\*90 days) –Nu. 66.304 m
  + Oil: 256 MT (35079\*0.081kg\*90days) – Nu. 23.040m
  + Pulses: 37.89 MT (35079\*0.012kg\*90days) – Nu. 2.270m
  + Salt: 47 MT (35079\*0.015kg\*90days) – Nu.0.470m
  + Sugar: 63MT (35079\*0.02kg\*90 days) – Nu. 2.520 m
  + *Expected cost is Nu. 94.604 million*

***Note: Population figure used as per PHCB 2017***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surplus produce available in Gewogs (in MT)** | | | | | | | | |
| **SL. No** | **Gewog** | **Paddy** | **Maize** | **Rajma Bean** | **Potato** | **Cabbage** | **Chili** | **Garlic** |
| 1 | Dewa Thang |  | 6 |  |  | 0.5 |  |  |
| 2 | Orong |  | 5.91 |  |  |  |  |  |
| 3 | Gomdar |  | 5 | 1.5 |  | 2 | 1 | 0.5 |
| 4 | Wangphu |  | 5 | 1 |  |  |  |  |
| 5 | Martsala | 7 | 5 | 2 | 3.5 | 4 | 1 | 1.2 |
| 6 | Pema Thang | 5.5 |  |  |  |  |  |  |
| 7 | Phuntsho Thang | 5 |  |  |  |  |  |  |
| 9 | Langchen Phu | 9 | 6.5 | 0.18 | 0.5 | 0.12 | 0.1 | 0.03 |
| 10 | Serthi |  | 10 | 5 |  | 1.5 |  |  |
| 11 | Lauri | 1 | 7 |  |  |  | 0.4 | 1 |
|  | **Total** | **27.5** | **50.41** | **9.68** | **4** | **8.12** | **2.5** | **2.73** |

**Agriculture production enhancement plan/program**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. #** | **Production** | **Target** | | **Budget** | **Remarks** |
| **Existing production** | **Increment Target** |
| 1 | Cereal production | 77.91 MT | 85.70 MT | 1.500 | To supply high yielding variety seeds |
| 2 | Vegetable production | 27.03 MT | 37.84 MT | 2.000 | 1. Cabbage  2. Chili  3. Onion  4. Beans  5. Garlic |
| 3 | Pulses production | 9.68 MT | 1. MT | 1.000 | 1. Rajma production 2. Lentil production |
|  | **Total** | | | **4.500** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Livestock Products available (in MT)** | | | | | | | | |
| **Gewogs** | **daily production** | | | | **Reserved in stock (Kg)** | | | |
| **Milk** | **Butter** | **cheese** | **Egg** | **Pork** | **Chicken** | **Fish** | **Chevon** |
| Deothang | 910 | 36 | 54.6 | 210 | 0 | 0 | 0 | 0 |
| Orong | 935 | 37 | 56.1 | 1960 | 0 | 150 | 0 | 0 |
| Gomdar | 700 | 28 | 42 | 2700 | 270 | 1500 | 300 | 0 |
| Wangphu | 300 | 12 | 18 | 210 | 0 | 0 | 0 | 0 |
| Martshalla | 200 | 8 | 12 | 0 | 0 | 0 | 0 | 0 |
| P/Thang | 885 | 35 | 53.1 | 1558 | 7040 | 1968 | 700 | 6000 |
| Pemathang | 180 | 7.2 | 10.8 | 1246 | 2400 | 60 | 1100 | 600 |
| Samrang | 250 | 10 | 15 | 630 | 0 | 0 | 2200 | 0 |
| Langchenphu | 270 | 11 | 16.2 | 940 | 3280 | 900 | 1600 | 2690 |
| Serthi | 60 | 2.4 | 3.6 | 40 | 640 | 0 | 0 | 0 |
| Lauri | 67 | 2.7 | 4.02 | 185 | 0 | 0 | 0 | 0 |
| **Total** | **4.8** | **0.19** | **0.29** | **9679** | **13.6** | **4.6** | **5.9** | **9.3** |

**Livestock Production enhancement Plan/Program**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. no.** | **Activity/program** | **Target** | | **Budget** | **Remarks** |
| **Existing Production** | **Increment Target** |
| 1 | Milk | 4.6 MT | 5.06 MT | 5.500 | Production per day |
| Butter & cheese is processed only when milk is not able to sell out |
| 4 | Pork | 13.6 MT | 14.96 MT | 1.000 |  |
| 5 | Chicken | 4.6 MT | 5.52 MT | 1.500 |  |
| 6 | Fish | 5.9 MT | 6.49 MT | 1.900 |  |
| 7 | Chevon | 9.3 MT | 9.3 MT | 0.500 |  |
|  | **Total** | | | **10.400** |  |

**Fuel Stock Update as of 27th March 2020**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Oil Distributor** | **Location** | **LPG** | | **Fuel in Stock** | | | **Remarks** |
| **Subsidized** | **Non subsidized** | **SKO (KL)** | **Diesel(KL)** | **Petrol(KL)** |
| Bhutan Oil Distributor | Core Town | 466 | 178 | 12.7 | 97.9 | 35.30 | 1.Aiman Mahat, RD, Regional Trade – 17729513  2.Tshering, Sr. Trade officer - 17601632 |
| Jomotshangkha | 203 | 82 | 3.7 | 38.9 | 24.10 |
| S/Choling | 130 | 64 | 3.2 | 29.5 | 11.8 |
| **Total** | | **799** | **324** | **19.6** | **166.3** | **71.2** |

## Annexure 13: Economic Situation During the Complete Locality Lockdown

The detail information on import of essential commodities after lockdown is attached as an annexure. Post lockdown status of workshops, factories/industries, sawmills and entertainment centers in Samdrupjongkhar Dzongkhag.

|  |  |  |  |
| --- | --- | --- | --- |
| **Automobile Workshop** | | | |
| ***Location*** | ***No.*** | ***Status*** | ***Remarks*** |
| Samdrup Jongkhar Town | 8 | All closed | Unavailability of labor |
| Jomotshangkha Dungkhag | 2 | Both operational | Operated by local labors |
| Samdrup Choeling Dungkhag | 6 | All operational | Operated by local labors |
| **Tyre Retreading** | | | |
| Samdrup Jongkhar Town | 5 | closed | Unavailability of labor |
| Samdrup Choeling Dungkhag | Nil |  |  |
| Jomotshangkha Dungkhag | Nil |  |  |
| **Car Wash** | | | |
| Samdrup Jongkhar Town | 2 | Business as usual |  |
| Samdrup Choeling Dungkhag | Nil |  |  |
| Jomotshangkha Dungkhag | Nil |  |  |
| **Fabrication and Furniture shops** | | | |
| Samdrup Jongkhar Town | 5 | All open | Labor shortage |
| Jomotshangkha Dungkhag | Nil |  |  |
| Samdrup Choling Dungkhag | 3 | 2 closed/1 open | Labor shortage |
| **Concrete Bricks Manufacturing Unit** | | | |
| Samdrup Jongkhar Town | 3 | Partially Open | Decline in Production, Scarcity of labor |
| Jomotshangkha Dungkhag | Nil |  |  |
| Samdrup Choeling Dungkhag | Nil |  |  |
| **Sawmill** | | | |
| Samdrup Jongkhar Town | 1 | Closed | Unavailability of labor |
| Jomotshangkha Dungkhag | Nil |  |  |
| Samdrup Choeling Dungkhag | Nil |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factories and Industries** | | | | |
| **Location** | **Sl #** | **Name of the Factory** | **Status** | **Remarks** |
| Samdrup Jongkhar | 1 | Druk Metallurgy Ltd | Production stopped | Labor and raw material issue due to complete lockdown situation in India |
| 2 | SD Eastern Bhutan Ferro silicon | Operational and producing | Maximum of Bhutanese workers involved |
| 3 | Bhutan Gypsum Products Pvt. Ltd | Operational and producing | Maximum of Bhutanese workers involved |
| 4 | Thongleg Wire Industry | Operational but no production | Labor and raw material issue due to complete lockdown in India |
| 5 | Azista Bhutan Health Care Ltd | Under construction | Labour shortage |
| 6 | Serja Brewery Pvt. Ltd | Under construction |  |
| Samdrup choling Dungkhag | 7 | Kuenphen Norter industries pvt. Ltd(mineral water) | Operational and producing | Bhutanese Labour |

**Laid off employees:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl #** | **Type of enterprise** | **No. of laid off employees** | **Male** | **Female** | **Remarks** |
| 1 | Tshosa Karoake Entertainment | 5 | 2 | 3 | Closed as per government instruction |
| 2 | Troten Karoake Entertainment | 2 | 1 | 1 | Closed as per government instruction |
| 3 | Tsheringma Trophel | 11 | 2 | 9 | Closed as per government instruction |
| 4 | Thank You Club | 11 | 1 | 10 | Closed as per government instruction |
| 5 | Charo Zomsa Karaoke | 3 | 0 | 3 | Closed as per government instruction |
| 6 | Tawala Workshop | 1 | 1 | 0 | Workshop closed |
|  | **Total** | **33** | **7** | **26** |  |

**Engagement program for laid off employees:**

The Dzongkhag and Thromde administration discussed and decided to engage the laid off employees in the following areas of work in place of the Thromde’s day workers who are Indians.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. #** | **Name of the work** | **No. of people to be engaged** | **Rate per day** | **Remarks** |
| 1 | Loading/unloading | 6 | Nu. 500 | Job allocation is mapped based on the individual’s interest |
| 2 | Care taker | 16 |
| 3 | Refilling of water | 11 |

## Annexure 14: Line listing of National Rapid Response Team

# Contact Details of National Rapid Response Team (NHRRT)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl no | Responsible officials | Designation | Mobile No. |
| 1 | Dr. Sonam Wangchuk | Head, RCDC | 17760958 |
| 2 | Dr. Gaki Nima | Chest Physician | 77452566 |
| 3 | Dr. Tandin Zangpo | OSA, MoH | 17828860 |
| 4 | Mr. Jit Bdr. Dharnal | CO, RCDC | 17965195 |
| 5 | Dr. Tshokey | Microbiologist, JDWNRH | 17589485 |
| 6 | Mr. Ugyen Tshering | PO, EPR, EMSD | 17500270 |
| 7 | Ms. Yeshey Pelden | PO, ZDCP, CDD | 77357366 |
| 8 | Ms. Lila Maya Adhikari | Sr. LO, RCDC | 77365669 |
| 9 | Ms. Kinley Gyem | Sr. LO, RCDC | 17799364 |
| 10 | Mr. Karchung Tshering | DCPO, RCDC | 77822365 |
| 11 | Mr. Pema Chophel | Sr. LO, RCDC | 17866818 |
| 12 | Dr. Chencho Dorji | CMO, Gidakom Hospital | 17296890 |

**Table 3: Contact details of National Rapid Response Team (NHRRT)**

# Contact Details of National Laboratory Team (at RCDC))

|  |  |  |  |
| --- | --- | --- | --- |
| Sl no | Name | Designation | Contact no |
| 1 | Dorji Wangchuk | Laboratory Officer | 77254485 |
| 2 | Adeep Mongar | Laboratory Officer | 17287560 |
| 3 | Kunzang Dorji | Laboratory Officer | 17445513 |
| 4 | Kinley Penjor | Laboratory Officer | 17606959 |
| 5 | Vishal Chhetri | Laboratory Officer | 17822830 |
| 6 | Mashchimaporo Songsang | Laboratory Officer | 17546791 |
| 7 | Pabitra Bhujel | Laboratory Officer | 17643993 |
| 8 | Binay Thapa | Laboratory Officer | 17562422 |
| 9 | Dorji Tshering | Laboratory Officer | 17613570 |
| 10 | Ugyen Dorji | Laboratory Officer | 17480700 |
| 11 | Sonam Gyeltshen | Laboratory Officer | 17488598 |
| 14 | Tenzin Dorji | Laboratory Officer | 17604432 |
| 15 | Sangay Zangmo | Laboratory Officer | 17336964 |
| 16 | Sangay Dorji | Laboratory Officer |  |
| 17 | Sonam Pelden | Laboratory Officer | 17164120 |
| **Contact Details of National Laboratory Team (at ERRH, Mongar)** | | | |
| 1 | Dorji Wangchuk | Laboratory Officer | 77254485 |
| 2 | Adeep Mongar | Laboratory Officer | 17287560 |
| 3 | Kunzang Dorji | Laboratory Officer | 17445513 |
| 4 | Kinley Penjor | Laboratory Officer | 17606959 |
| 5 | Vishal Chhetri | Laboratory Officer | 17822830 |

# 

## Annexure 15 : Line Listing of District Rapid Response Team

|  |  |  |  |
| --- | --- | --- | --- |
| Isolation Team | | | |
| Sl. no. | Name | Designation | Contact Number |
| 1 | Dr.Kezang Wangdi | Medical Officer | 17951848 |
| 2 | Ngawang Chophel | Staff Nurse | 17820835 |
| 3 | Thinley Jamtsho | Staff nurse | 17666965 |
| 4 | Tshering Dorji | Staff nurse | 17414942 |
| 6 | Deki | Staff nurse | 17616694 |
| 7 | Tshering Choki | Staff nurse | 16904475 |
| 8 | Lobzang | Staff nurse | 17446605 |
| 9 | Nari Maya | Sweeper | 17559772 |
| **Rapid Response Team 1** | | | |
| 1 | Dr. Kezang Wangdi | MO | 17951848 |
| 2 | Tshewang Penjor | EMT | 17548969 |
| 3 | Dorji Tshering | Driver | 17697840 |
| **Rapid Response Team 1** | | | |
| 1 | Sherab | Clinical Officer | 17689422 |
| 2 | Deo Kr. Gurung | EMT | 17932803 |
| 3 | Nima Cheda | Driver | 17872218 |

Backup team for Samdrup Jongkhar hospital:

1. Dewathang Hospital
2. Riserboo Hospital
3. Pema Gatshel Hospital

## Annexure 16 : Line Listing of District Rapid Response Team

As of date we have no security issues, border security and surveillance has been further strengthened with the sealing of border as per the security deployment plan detailed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Security deployment plan** | | | |
| **Sl. No** | **PoEs** | | **Agencies** |
| **From** | **To** |
| 1 | Chowki | Main Gate | RBA & Forest |
| 2 | Samdrupjongkhar border check post |  | RBP/Forest/Immigration/RRCO/BAFRA/Health officials |
| 3 | Main Gate | Phuntsho Rabtenling/Moratnga | RBP/Forest/Immigration/Custom/BAFRA |
| 4 | Mortanga mobile CP |  | RBP/Forest/Immigration/Custom/BAFRA |
| 5 | Mortanga | Old Bangtar | RBA |
| 6 | Aranga | Old Bangtar | RBA/Forest JWS |
| 7 | Old Bangtar | Neuli | RBA/Forest JWS |
| 8 | Neuli-Samrang | Kalanda | RBP |
| 9 | Samrang Check Post |  | RBP |
| 10 | Kalandi | Borola Pam | RBA OP S/Choling |
| 11 | Borolopam | Jangsa | RBA/Forest JWS |
| 12 | Jangsa-Main Gate | Shiv Mandhir | RBP |
| 13 | Jomotshangkha BCP |  | RBP/Forest/Immigration/Custom/BAFRA |
| 14 | Shiv Mandir | Tashi Thang Jay | Serthi Gewog |
| 15 | Tashi Thang | Tsho Thang Jay | Lauri Gewog |