

SOP of Security Team for the Deployment of Duty Personnel for Isolation and Quarantine Areas

The COVID 19 outbreak in Wuhan City China lead to the formation of a Dzongkhag Task Force to prepare for combating the Disease. During the meeting of the Task Force it was decided that the Dzongkhag will be divided into three Zones each having a Medical Team, Security and Surveillance Team and Administration and Logistic Team. The role of Security and Surveillance Team was assigned to RBP as the lead role and supported by the Desuups and Foresters.

The Roles of Security and Surveillance includes:

1. Security of Designated Isolation ward/place
2. Security of Designated Quarantine Area
3. Contact Tracing
4. Manning Legal and Illegal routes
5. Assistance to Rapid Response Team

I. SoP for Duties at Quarantine Area

1. Person/s to be quarantined shall be determined by Case Management Officials.
2. Deployment of duties shall be intimated by concern Case Management Officials to the concerned Zonal officer in advance.
3. Entry and Exit route to the quarantine place will be sealed with single entry and exit.
4. The Zonal Officer shall detail 4 personnel (RBP/Desuups/Foresters) to guard and secure the designated Quarantine area (s).
5. The Quarantine area will be under surveillance 24X7.
6. All personnel and Health staffs deployed in Quarantine area will be issued a Security Card.
7. All personnel shall be accommodated at the quarantine area.
8. All personnel shall not visit their homes/campus.
9. Zonal officer shall arrange to cater food and water for all personnel in consultation with the Adm and Logistic team of the Task force.
10. Food and water shall be dropped at the pre-designated food collection point without coming in contact with each other. The delivery will be facilitated by the food and logistic team.
11. The food items will be catered in disposable containers.
12. All personnel will be provided with enough drinking water.

13. Profiles of all person (s) being quarantined will be maintained by the Case Management Officials.
14. No person/s shall be allowed to enter/exit without prior permission. Only the Rapid Response team and Case Management Officials shall be allowed access.
15. No Personnel shall receive any items including food to be delivered to the patient.
16. No person/s shall be allowed to enter/exit without being recorded in the "Visitor's Register" as per the format.
17. All personnel shall use face mask at all times and wash hands with soap/use hand sanitizer as frequent as possible.
18. All personnel shall maintain a contact distance of minimum one meter while interacting with any person (s).
19. The respective duty In - charge shall submit Hourly Situation Report to the respective Zonal Officer.
20. The respective duty In-charge shall maintain a duty roster register.
21. The Zonal officer (s) shall intimate the situation report to the Surveillance and Security Head (SP) from time to time and keep him updated.
22. Any personnel developing flu symptoms shall report immediately to the concerned Zonal Officer. Carrying out self-treatment to treat any ailment is strictly prohibited.
23. No personnel shall leave the duty location without prior permission.
24. Duties shall interact with the other officials in the most humble manner and conduct themselves professionally.
25. All personnel shall maintain clean environment around the place of duty.
26. All personnel shall manage waste properly.
27. All personnel shall wear authorized uniforms and shall be turned-out immaculately at all times.
28. All personnel shall carry sufficient clothes to change.
29. All personnel shall maintain highest order of self-hygiene and cleanliness.
30. Consumption of alcohol is strictly prohibited.
31. Using mobile phone during duty hours is strictly prohibited.
32. The duty In-Charge shall directly be answerable to the concerned Zonal officer.
33. All personnel shall take proper care of government issued equipment(s).
34. All personnel shall maintain proper handing/taking notes during duty turn over.
35. No personnel shall share information about the status of person (s) being quarantined with anyone.
36. No personnel shall post photographs of person(s) being quarantined or quarantine facilities through any means.
37. No personnel shall spread rumors or exaggerated news.
38. All personnel are strictly prohibited to interact with people being quarantined.
39. No personnel deployed at the quarantine place will interact with the Media personnel.

40. All personnel shall maintain a very strict self-discipline and self-restraint to minimize risk of transmission.
41. All personnel shall be reviewed by medical doctor after their turnover to allow them back to their house/campus.

II. **SoP for Duties at Isolation Area**

1. Person/s to be Isolated shall be determined by Case Management Officials.
2. The Deployment of personnel shall be intimated by concerned Case Management Officials to the concerned Zonal officer in advance.
3. Entry and Exit route to the Isolation ward/place will be sealed with single entry and exit. Green net will be used in places where there is no wall.
4. The number of personnel to be deployed shall be determined by the Zonal officer as per the structure of the Isolation ward/ place. The duty shall comprise of RBP/Desuups/Foresters to guard and secure designated isolation ward / place.
5. The main entrance door will be manned by two personnel and the compound by one personnel 24X7.
6. All personnel and Health staffs deployed in Isolation ward/place will be issued a Security Card.
7. The personnel on duty at the entrance door will be equipped with N95 mask and Gloves and 24 hours water facility for hand washing (In case of high frequency of patients, may also use donning and doffing).
8. The personnel deployed at the Isolation ward/place will be turned over in seven days.
9. After serving in the Isolation ward, the duties will be placed on 14 days quarantine at the designated place.
10. The quarantined duties will be redeployed only after certification by the doctor.
11. The Isolation ward/place will be under surveillance 24X7.
12. All personnel shall be accommodated at the designated place inside the isolation compound.
13. Profiles of all person (s) being isolated will be maintained by the Case Management Officials.
14. All personnel deployed in Isolation ward/place will be issued a Security Card.
15. Zonal officer shall arrange packed food and water for all personnel in consultation with the Adm and Logistic team of the Task force.
16. Food and water shall be dropped at the pre-designated food collection point without coming in contact with each other. The delivery will be facilitated by the food and logistic team.
17. The food items will be catered in disposable container.
18. All personnel will be provided with enough drinking water.
19. All personnel shall NOT visit their homes/campus.

20. No person/s shall be allowed to enter/exit without prior permission. Only the Rapid Response Team and Case Management Officials shall be allowed access.
21. No personnel shall receive any items including food to be delivered to the patient (s).
22. The personnel deployed in Isolation ward/place shall never contact with patient under any circumstances.
23. No person/s shall be allowed to enter/exit without being recorded in the "Visitor's Register" as per the format.
24. All personnel shall use face mask at all times and wash hands with soap/use hand sanitizer as frequent as possible.
25. All personnel shall maintain a contact distance of minimum one meter while interacting with any person (s).
26. The respective duty In-charge shall maintain a duty roster register.
27. The respective duty In - charge shall submit Hourly Situation Report to the respective Zonal Officer.
28. The Zonal officer (s) shall intimate the situation report to the Surveillance and Security Head (SP) from time to time and keep him updated.
29. Any personnel developing flu symptoms shall report immediately to the concerned Zonal Officer. Carrying out self-treatment to treat any ailment is strictly prohibited.
30. No personnel shall leave the duty location without prior permission.
31. All personnel shall maintain clean environment around the place of duty.
32. All personnel shall manage waste properly concealed in double plastic.
33. All personnel shall wear authorized uniforms and shall be turned-out immaculately at all times.
34. All personnel shall carry sufficient clothes to change.
35. All personnel shall maintain highest order of self-hygiene and cleanliness.
36. Consumption of alcohol is strictly prohibited.
37. Using mobile phone during duty hours is strictly prohibited.
38. Duty In-charge shall directly be answerable to the concerned Zonal officer.
39. All personnel shall take proper care of government issued equipments.
40. All personnel shall maintain proper handing/taking notes during duty turn over.
41. No personnel shall share information about the status of person (s) being isolated with anyone.
42. No personnel shall post photographs of person (s) being isolated or isolation facilities through any means.
43. No personnel shall spread rumors or exaggerated news.
44. All personnel are strictly prohibited to interact with people being isolated.
45. All personnel shall maintain a very strict self-discipline and self-restraint to minimize risk of transmission.
46. All personnel shall be reviewed by the Case Management Officials after the duty turn over to allow them back to their house/campus.