

Standard Operating Procedures (SOP) for Facilitating Inter/ Intra Dzongkhag Replenishment of Essential Goods and Other Stocks in the Shops

1. Scope

This SOP describes the procedure for facilitating inter and Intra Dzongkhag replenishment of essential goods and other stocks in the shops during emergency situation amid COVID-19, particularly in the context of eastern region.

2. Objective

The objective of this SOP is to ensure smooth inter and intra Dzongkhag replenishment of essential goods and other stocks in the shops during emergency situation amid COVID-19 following proper containment protocols.

3. Responsibility

It is the responsibility of the respective Dzongkhag Task Force members, Gewog Incident Commander and concerned shopkeepers and supplying shops to ensure implementation of this SOP.

4. Principle

Safe and sound procedures for the replenishment of essential goods and other stocks in the shops.

5. Requirements

- 5.1. Approval accorded from the respective Incident Commanders.
- 5.2. Movement Order from Royal Bhutan Police (RBP).
- 5.3. Face masks & hand sanitizer.

6. Procedure

Before conveyances of essentials

- 6.1. Shopkeeper will inform the Gup in case of Gewog, and Satellite and Dzongkhag Towns and Thromde to Dzongdag as Incident Commander regarding the replenishment of stocks with following details:
 - Name of the supplying shop
 - Contact number of the supplying shop
 - Dzongkhag
- 6.2. Shopkeeper shall place the order to the supplier and complete all the business formalities (payment either through online, credit or cash).
- 6.3. The shopkeeper upon completing the orders shall inform the Gup in case of Gewog and Satellite and Dzongkhag Towns and Thromde to Dzongdag as Incident Commander.
- 6.4. Based on the traffic situation in the town, Gup or Dzongdag as per sl. 6.1. & 6.3. shall inform the shopkeeper and issue the Movement Order with the following details:
 - Name of the shopkeeper
 - CID
 - Contact Number

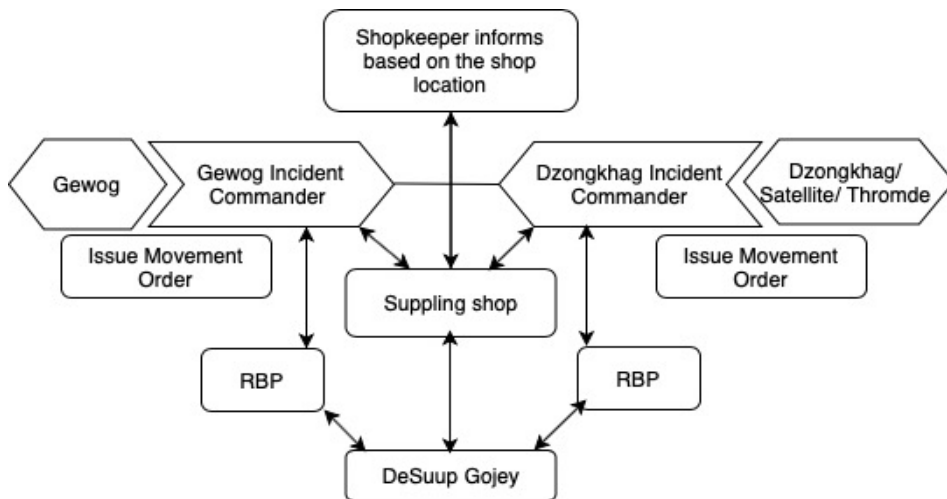
- Vehicle Number & Type of Vehicle
- Driver Name / CID number
- Date of movement and duration

- 6.5. The Gup or Dzongdag as per sl. 6.1. & 6.3. shall share the above details with the Royal Bhutan Police (RBP).
- 6.6. RBP shall share the details with the two-way movement order.
- 6.7. The RBP in coordination with DeSuup Gojey of that particular place shall facilitate and monitor the movement.
- 6.8. Upon completing the loading, the vehicle shall move back based on the Movement Order issued by the Gup.
- 6.9. The Gup or Dzongdag as per sl. 6.1. & 6.3. shall then inform and confirm the Dzongkhag of origin on the arrival of vehicle back to the Gewog/ Dzongkhag.

7. Safety

- 7.1. The health protocol as per the SOP developed for the loaders shall be followed while loading the goods.
- 7.2. During the loading and unloading time, driver and accompanying shopkeeper shall not move beyond the loading stockyard or go-down of the supplying shop.
- 7.3. During the entire journey to and fro, driver and accompanied shopkeeper must ensure no interaction with the people along the way including providing lift.
- 7.4. Put on the mask throughout.
- 7.5. In case of enforced halt or night halt one must report to the nearest traffic and ensure proper health protocols is observed.
- 7.6. Upon arrival to destination, driver and concerned shopkeeper must disinfect his/her stuffs and sanitize or wash hands with soap and water.

8. Flow Chart



9. Documentation

- 8.1. Make sure to scan Druktrace while on enforced halt or during night halt.
- 8.2. Complete any form of registration at Check posts along the way and during night halts.

10. References:

- 9.1. Documentations, Standard Operating Procedures, MoH, 2020
- 9.2. Interim SOP for Donning and Doffing of PPE by Laboratory Personnel, DCDC, MoH, 2020
- 9.3. SOP on SOP of Drug Regulatory Authority, document no DRA-P-D5-58