**Outlines for Lockdown Strategy**

**Note:** Prepared for the submission of Lockdown Preparedness Plan from Six Eastern Dzongkhags.

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# Scope

**HOW** to define the scope and extent of the strategy considering intra-community transmission leading to lockdown. Besides, the followings need to be considered as a worst case scenario:

1. Multiple positive cases beyond the surge capacity and natural calamities, such fire, flood, storm, earthquake;
2. Multiple positive cases beyond the surge capacity with another epidemic outbreaks; and
3. Multiple positive cases beyond the surge capacity with another epidemic outbreaks and natural calamities.

# Strategy for COVID-19 lockdown

**WHAT** are strategies against each element of interventions, including amongst others, relating to implementation of health and clinical management, enforcement of law and order and surveillance, uninterrupted supply chain, logistics and surge capacity, and linking local supply and urban demand.

However, originating from the three thematic areas, viz. Economy, Preparedness and Security that His Majesty recently reiterated in many occasions in ensuring right preparedness plans for such situation, lockdown strategy must be as comprehensive as possible taking into account of local context and encompass the following:

1. Trade and industry as sub-themes under **ECONOMY** and retail & wholesale, POL and local production will form the data sets under the sub-themes.
2. Surge capacity and risk mapping as sub-themes under **PREPAREDNESS** and the facilities, transport, HR surge, HR pool, volunteers, risk management, infrastructure status, risk factors and emergency response will from data sets under the sub-themes.
3. Social security and border security as sub-themes under **SECURITY** and the law & order, targeted interventions, international and inter-Dzongkhag boarders will form the data sets under the sub-themes.

# General Lockdown procedure

On the assumption if the government announces the lockdown, **HOW** the following procedures shall be adopted:

## Local level (Gewog, Chewog & Village)

* Dzongkhag responsible in consultation with the responsible agency must declare, ‘lockdown order’.
* How to deploy surveillances in the community to monitor the movement within the community and thoroughfare. Also what are the defined roles of law and order personnel.
* How to ensure uninterrupted supply chain to household level in the lockdown community.
* What would be the resource sharing modalities.
* How to ensure uninterrupted utility services, that includes, clinical and healthcare, safe drinking supply, power supply, telecommunication and other utilities for normal lifestyle.
* How to warrant lockdown of institutions and offices in the community.
* How to ensure continuity of specific public services and movements.
* What would be content and coverage of advocacies for lockdown.
* How to warrant adequate surge capacity, PPEs, safety, decontamination, sanitization, standard disposal and waste management and funeral safety and procedures.
* How to deploy the identified community volunteers and their roles with ToR.
* Who will be responsible to report and communicate to Dzongkhag control room.

## Dzongkhag level

* How to deploy surveillances in the Dzongkhag to monitor the movement within the Dzongkhag and thoroughfare in/out.
* What are the roles of law and order personnel deployed.
* How to adequately stock the required quantity and items of essentials and ensure uninterrupted supply chain.
* How and what would be inter-Dzongkhag resource sharing modalities.
* How to ensure uninterrupted utility services, that includes, clinical and healthcare, safe drinking supply, power supply, telecommunication and other utilities for usual lifestyle.
* How to warrant lockdown of institutions and offices within the Dzongkhag.
* What would be content and coverage of advocacies for lockdown.
* How to ensure continuity of specific public services and movements.
* How to warrant adequate surge capacity, PPEs, safety, decontamination, sanitization, standard disposal and waste management and funeral safety and procedures.
* How to deploy the identified community volunteers and their roles with ToR.
* How to ensure effective and efficient functioning of Dzongkhag control room.

# Team-work and coordination

**HOW** to ensure coordination, team building, team spirit and alertness amongst the sectors in the case of lockdown considering the scenarios defined.

The strategy must also ensue, team spirit amongst the intre-Dzongkhags, especially with the adjoining neighbor Dzongkhags.

# SOPs and accountabilities

**WHAT** are actionable Standard Operating Procedures (SOPs) in place for each sector and ensure their accountability. This also entails detail terms of reference for individuals assigned with the tasks.

Largely, how to align with the national SOPs of the following agencies (**annexed herein**), which are critical and prerequisite for seamless coordination:

1. Department of Immigration
2. Department of Law and Order
3. Ministry of Foreign Affairs
4. Royal Bhutan Police
5. RSTA
6. Department of Trade
7. DDM
8. BAFRA
9. FCB

# Details on supply and distribution

**HOW** to establish seamless orders/demand and supply of stocks defining roles of MoEA, FCB, RSTA, Dzongkhag, Gewog and individuals to reach the supplies at the community doorsteps.

Must also ensure teams who will carry out loading and unloading of stocks at every point and must identify the stockyard and do necessary disinfection, wherever required.

The tasks may be assigned as:

## Agencies

* MoEA shall identify abled wholesalers and retailers at every Dzongkhags who can reach out minimum 16 recommended essential items to the community shops and farm shops adequately and timely.
* FCB shall ensure stocking of recommended stocks in every identified stockyard in the Dzongkhag, Gewog and farm shops.

## Distribution points

* Based on the type of settlement types and population, Dzongkhags, Drungkhags and Gewogs shall identify strategic locations for stockyard and distribution to individual homes.
* The SOPs ensuring staffs to manage the stocks, book keeping and security must be developed.
* The distribution point and details of person assigned shall be shared in all media, including BBS TV.
* Individuals wishing to avail home delivery services shall be notified to the assigned person.
* Mode of payment can be either in cash or online banking on delivery.
* As and when the door-to-door supply online apps are ready shall be notified in the media.

## Stocking of essential items

* How MoEA and FCB to ensure stocking, distribution plan and maintain inventory of all essential items (minimum 16 items as identified by MoEA) with traders/ dealers at different warehouses and inform RSTA, RBA, Desuungs and Volunteers for transportation to different locations.
* There shall be adequate stock of all the essential times maintained at all distribution points and officer incharge shall intimate MoEA and FCB for replenishments.
* The quantity of distributions to household level shall be based on defined ration scale or per capita consumption pattern.
* How MoAF and its line agency shall ensure availability of locally produced food and vegetable items.

## Loading and unloading

* How Dzongkhags and Gewogs identify, cluster and deploy volunteers at different points of distribution of supply.
* Proper decontamination must observe as per the SOPs from MoH before and after delivery of the stocks.
* Details of clustered volunteers at the respective locations shall be shared to FCB/ agents and wholesalers.
* Ensuring volunteers promptly deliver the goods by way of calling the customers on reaching the sites.

## POL

* How constant supply is ensured that all fuel stations and LPG services remain open and adequate as usual.

## Transportation arrangement

* How to communicate with concerned RSTA branches to mobilize and compile list of vehicles to be used for supply of all essential items.

# Scope of local volunteers

How, what, when and where shall volunteers be mobilized and deployed. The potential areas could be,

1. Law and order
2. Surveillance and security, including PoEs of formal and informal types.
3. Logistics
4. Health (VHWs & retired health workers)
5. Patrolling and riot control
6. Loading and unloading
7. Quarantine duty
8. Local intelligence collection

# Reporting and Monitoring

As the Control Room setup forms the nerve center for reporting, monitoring and communication for the situation.

## Terms of Reference (ToR)

The generic terms of reference shall include, inter alia with the following:

1. Function 24/7 on shift system;
2. Assess day-situation and submit report to PMO with a copy to RCC;
3. Monitor clear, accurate and updated data in CR on real time basis;
4. Monitor supply and orders of essential commodities and Personal Protection Equipment (PPE);
5. Ensure patient triage operation, assessing priorities, suitability of facilities and optimize resource sharing and utilization;
6. Function as a ‘single source of truth’ submission of the situation;
7. Convene coordination meetings amongst the CRs through Video Conference for cross-Dzongkhag coordination and resource sharing; and
8. Coordination amongst the private sectors, NGOs/CSOs & individuals.

## Staffing

The crewing/ staffing of control room shall be recommended with the following strength and one must have good communication skills:

1. IT professional – 1 Number
2. Health professional – 1 Number
3. Liaison (Logistics & Adm.) – 1 Number
4. RBP/ RBA professional – 1 (for further directives)
5. Trade/ Economic professional – 1 Number
6. Desuup – 1 Number

## Basic room facilities

The basic facilities for the control room are recommended as follows:

1. Video conference;
2. Hotlines;
3. Two-way radios (alternative communication);
4. Data & postpaid facilities; and
5. Laptops (improvise with the existing devices).

**Standard Operating Procedures (SOPs) received from the concerned agencies are attached as individual files.**