**Team SOP for COVID-19 Quarantine Facilities (Quarantine Logistics Team)**

**Mongar Dzongkhag March 24, 2020**

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**Standard Operation Procedure for COVID-19 Quarantine Facilities**

**1. Line of Communication for the Quarantine Facilities**

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**2. Responsibilities of Team Members**

Responsibilities of Quarantine Facilities Team Members are assigned as follows as per the Line of Communication:

**2.1. Overall Coordinator**

The Overall Coordinator shall ensure that quarantine facilities are set-up as per the requirement and instruction of the Head of Logistics and or Incident Commander (ICS).

2.1.1. Identify the quarantine center(s) and or space for security personnel liaising with concerned Guest House Management, Hotel Owner(s), School Principals/Center Coordinators, and Medical Quarantine Coordinator; 2.1.2. Explore and arrange a point of delivery for food/meals where possible and

required; **2.1.3.** Assess the identified centers as per the checklist for quarantine facilities

liaising with the Medical Quarantine Coordinator **(Annexure-1);** 2.1.4. Prepare a list of internal amenities/items and or external amenities required for

setting up of quarantine rooms; 2.1.5. Submit the list of internal amenities requirement to Procurement Coordinator (ICS) for purchase, transportation and delivery to the specified center(s) with a copy to the Set-up Coordinator and the concerned Quarantine Center Coordinator. (Procurement Coordinator in consultation with Incident Commander will determine what items/amenities to deliver; 2.1.6. Submit the list of external amenities requirement to Internet Facility, Water Supply, and or Road/Infrastructure Coordinator (as the case may be) with a copy to Set-up Coordinator and the concerned Quarantine Center Coordinator; 2.1.7. Mobilize resources required for the team for performs tasks; 2.1.8. Handover the Quarantine Facility to Medical Quarantine Team upon

completion of the set up; 2.1.9. Takeover the Quarantine Facilities from Medical Quarantine Team when the

center is no more need; 2.1.10. Review and update the SOP and daily status of quarantine facilities set up; and 2.1.11. Report the daily status/progress to the Head of Logistics and Incident

Commander.

**2.2. Guest Houses & Hotels Coordinator**

The Guest Houses & Hotels Coordinator shall ensure that Guest Houses/Hotels identified as Quarantine Centers are set-up as per the requirement.

2.2.1. Provide guidance and support to Hotel/ Guest House Coordinator for set-up of

the quarantine centers as per the requirement **(as assigned in Annexure-2);**

2

2.2.2. Follow up with the Set-up Coordinator for arrangement of Internal and External

Amenities for set-up of the quarantine centers; and 2.2.3. Liaise with Set-up Coordinator for mobilization of human resource.

**2.3. Set-up Coordinator**

The Set-up Coordination will ensure that all internal and external amenities required for a quarantine facility are in place by:

2.3.1. Extending necessary support to Guest House and School Hostels Coordinators

in ensuring that all required amenities are put in place; 2.3.2. Liaising/following up with Procurement Coordinator timely delivery of

goods/items; 2.3.3. Follow up with Transportation Coordinator for vehicle requirement for ferrying

helpers (human resource pool); 2.3.4. Follow up with the Internal and External Amenities Coordinators; and 2.3.5. Mobilizing human resource when required (**Annexure-4, 5 & 6**).

**2.3.1. Internal Amenities**

Internal Amenities Coordinator shall ensure that all internal amenities are put in place as the checklist of quarantine amenities.

Clean the quarantine centers (rooms, toilets, bathrooms, surroundings) as per the requirement of the SOP of Medical Quarantine liaising with Cleaning Team Leader.

2.3.1.1. Set up beds and beddings liaising with Beds/Consumables Team Leader-

maintain a minimum of 1.5mters of gap between the beds; 2.3.1.2. Receive the goods at centers (from Procurement Team); and 2.3.1.3. Arrange internal amenities including consumables as per the requirement and

arrange the amenities as per the SOP of Medical Quarantine.

**2.3.2. External Amenities**

External Amenities Coordinator will ensure that internet/WiFi, water supply and lightings for Quarantine Facilities are in place as per the Quarantine SOP.

2.3.2.1. Follow-up with Internet Facility Coordinator (ICS) for installation of Wi-Fi

services for quarantine facilities where and when required; 2.3.2.2. Follow-up with Water Supply Coordinator (ICS) for water supply for

quarantine facilities where required;

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2.3.2.3. Follow-up with Road/Infrastructure Coordinator (ICS) for lighting and lighting

items for quarantine facilities where required; and 2.3.2.4. Ensure that the concerned coordinators (ICS) bring along the items required for

completing their tasks.

**2.4. School Hostels Coordinator**

School Hostel Coordinator shall ensure that school hostels identified for quarantine centers are set- up as per the requirement.

**3.4.1.** Provide guidance and support to Regional Team Leader for set-up of the

quarantine centers as per the requirement **(as assigned in Annexure-3);** 3.4.2. Follow up the Regional Team Leaders and or Concerned Center Coordinators ( School Principal) as the case may be, for set-up of quarantine facilities at school hostels; 3.4.3. Follow up with the Set-up Coordinator for arrangement of Internal and External

Amenities for set-up of the quarantine centers; and 3.4.4. Liaise with Set-up Coordinator for mobilization of human resource.

**2.4.1. Regional Team Leader**

Regional Team Leader (as per the assignment of region (**Annexure-3**) shall ensure that the quarantine centers assigned under the respective region are set-up as quarantine center as per the requirement.

**Assignment of School Hostels by region:**

**1. Central Region -** Mongar HSS, Kidheykhar CS, Sherab Reldri HSS,

Zunglen PS, Tsakaling PS, and Tsamang PS

**2. Eastern Region -** Yadhi CS, Chaskhar CS, Serzhong LSS,

and Thangrong PS

**3. North Eastern Region -**Drametse CS, Narang PS, and Balam PS

**4. Southern Region -** Nagor MSS, Silambi PS, and Daksa PS,

**5. South Eastern Region** -Kengkhar MSS, and Jurmey PS

4

2.4.1.1.Coordinate the set-up of quarantine facility in the school hostel within the

resource capacity of the school as a Center Coordinator. 2.4.1.2.Coordinate with and support Center Coordinators (School Principals) for set- up of quarantine facilities in the respective school as assigned in Annexure-3; and 2.4.1.3.Liaise with the School Hostels Coordinator for mobilization of additional

resources required for set-up of facility.

**2.4.2. Center Coordinators (School Principals)**

2.4.2.1. The Center Coordinator/School Principals shall coordinate the set-up of

quarantine facility in the school hostel within the resource capacity of the school; and 2.4.2.2. Liaise with the Regional Team Leader for mobilization of additional

resources required for set-up of facility.

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**Annexure- 1 Checklist for Quarantine Facilities as per the Quarantine SOP1**

1. **Tea/Coffee and snacks** will be provided twice daily

2. **Mineral water** will be placed in the individuals room ( any additional water required,

the individual may contact the health staff of the facility, but delivery will be timed

with meal times to limit interactions)

3. **Water boiler and tea/coffee facility** will be placed in the individual’s room.

4. **A pair of towel** will be provided, which will be used throughout the Individuals stay

at the facility.

5. **Soaps, Detergents and bleaching solution** shall be placed in the toilet

6. **A pair of slipper** shall be provided for the entire stay of the individual at the facility

7. **A set of linen** shall be provided to the individual for the entire stay of the Individual

at the facility

8. **Toiletries (tooth brush, tooth paste, toilet paper)** will be provided and if additional

required, the individual may contact the health staff at the facility.

9. **Wifi** will be made available at the facility.

***Other amenities (as may be required depending on the centers)*** i. Mopping sticks

ii. Rubber broom mop

iii. Toilet brush

iv. Water storage and dispenser

v. Sprayer

vi. Dustbins

vii. Buckets

viii. Beddings

ix. Jugs

x. Water supply

xi. Lightings

1 SOP of Medical Quarantine annexed for reference.

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**Annexure-2 Assignment of Centers (Hotels & Guest Houses)**

**Sl.No. Name of Center**

**Distance from ERRH (km)**

**Total Beds Name/Designation Contact**

1 Wangchuk Hotel 1.00 54 Mrs. Sonam Choden

Manager, BPCL 17160909 2 Druk Zhongar Hotel 1.00 27 Mrs. Sonam Choden

Manager, BPCL 17160909 3 Desuup Guest House 1.00 15 Mr. Ram Bdr. Darjee,

DRO, MDA 77378698 4 Retd. Armed Force Guest

House 1.00 30 Mr. Ram Bdr. Darjee,

DRO, MDA 77378698

5 ARDC Hostel 10.00 18

Mr. Lhap Dorji Program Director, ARDC

17644921

6 ARDC Guest House 10.00 4

Mr. Lhap Dorji Program Director, ARDC

17644921

7 ARDSC Guest House,

Lingmethang 30.00 16

Mr. Lhap Dorji Program Director, ARDC

17644921

8 Gyalpozhing House KHPC Guest

30.00 15

Mr. Zangpo Superintendent Engineer, KHPC

17469033

9 DoR Guest House, Tshokhor 28.00 14 Mr. Karma Rinzin

Chief Engineer, DoR 77347499 10 DoR Guest House,

Lingmethang 30.00 8 Mr. Karma Rinzin

Chief Engineer, DoR 77347499 **Total 201**

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**Annexure-3 Assignment of Centers (School Hostels)**

**Region Sl. No.**

**Capacity**

**M F Total Beds**

**Designation Name/ Contact Remarks Central Region**

**Distance Name of**

**from Centre**

**ERRH (KM)**

Mongar Mr. HSS, Mongar

Ugyen

**Team**

1

1.50 172 202 374

Wangdi Vice

17697458/

**Leader** 77697458

-Center Principal

Coordinator

2 Kidheykhar

CS, Mongar 4.00 213 247 460

Mr. Pema Rinzin Principal

17872600 Center

Coordinator

3

Sherab Reldri HSS, Mongar

3.00 76 Mr. Ugyen

92 168

Thinley Principal

17121201 Center

Coordinator

4 Zunglen PS,

Drepong 24.00 48 34 82

Mr. Tashi Tenzin Principal

17130625/ 17647986

Center Coordinator

5

Tsakaling PS, Tsakaling

Mr. Tashi Wangdi Principal

17700442 Center

Coordinator

6 Tsamang PS,

Tsamang 73.00 35 40 75 Mr. Principal Nima

17700576 Center

Coordinator

7

33.00 26 31 57

Gyalpoizhing

Mr.

College of IT (16rooms)

Lhendup Dorji (Dean)

17645276 Center

Coordination

**Eastern Region**

30 56

**Team** 8 Yadhi CS,

Ngatshang **Leader** -Center Coordinator

9

Mr. Pema 39.00 206 225 431

Wangchuk Principal

17826864

Chaskhar CS, Chaskhar

Mr. Sonam Rinchen Principal

17657899/ 17119053

Center Coordinator

10

55.00 99 101 200

Serzhong LSS, Sherimung

Mr. Cheki 58.00 44 68 112

Gyeltshen Principal

17730696 Center

Coordinator

8

Mr. Thangrong

Karma PS,

Singye Thangrong

Principal

17700885 Center

Coordinator

**North Eastern Region**

11

75.00 55 82 137

Drametse

Mr.

12

CS, Drametse

87.00 238 285 523

Kinzang Chophel Principal

**Team**

16451005

**Leader** -Center Coordinator

13 Narang PS,

Narang 100.00 59 75 134

Mr. Palden Dorji Principal

17691868 Center

Coordinator

14 Balam PS,

Balam 65.00 26 39 65

Mr. Tshering Chophel Principal

17453623 Center

Coordinator

**Southern Region**

Mr. Som Bdr. Mongar Principal

**Team** 15 Nagor MSS,

Silambi 95.00 88 102 190

**Leader** -Center Coordinator

16 Silambi PS,

Silambi 96.00 19 23 42

17684247

Mr. Suren Pradhan Principal

17905644 Center

Coordinator

17 Daksa PS,

Gongdue 119.00 30 16 46

Mr. Jamtsho Offtg. Principal

17130487/ 77109674

Center Coordinator

**South Eastern Region**

Kengkhar 18

MSS, Kengkhar

**Team** 70.00 157 177 334 Mr. Principal

Kuenga

17647683/ 77287718

**Leader** Center Coordinator

19 Jurmey PS,

Jurmey 81.00 51 45 96

Mr. Tenzin Wangchuk Principal

17749855 Center

Coordinator

**Total 1642 1884 3582**

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**Annexure-4 Human Resource Pool for Cleaning**

**Cleaners**

**Sl.**

**No.**

**Name Position Agency Contact Remarks**

1 Sonam Yangzom Caretaker Mongar HSS 17575584 **Team Leader**

2 Dechen Wangmo Messenger Mongar HSS 17863202

3 Sangay Lhamo Dry Sweeper Mongar HSS 17700909

4 Ugyen Wangmo Caretaker Mongar MSS 17658251

5 Leki Choden Sweeper Ridaza PS 17478664

6 Tashi Choden Sweeper Mongar MSS 17982095 **Asst. Team Leader**

7 Kezang Youden Wet Sweeper Kidheykhar CS 77876559

8 Nidup Zangmo Sweeper Kidheykhar CS 17486447

9 Karma Yangzom Caretaker Kidheykhar CS 17546412

10 Sonam Yuden Cook Kidheykhar CS 17982338

10

**Annexure-5 Human Resource Pool for Beds/Consumable Arrangement**

**Room Arrangement**

**Sl.**

**No.**

**Name Position Agency Contact Remarks**

1 Sonam Tshering Cook Mongar HSS 17873996 **Team Leader**

2 Tsheten Caretaker Mongar HSS 17679576

3 Norbu Wangdi Cook Mongar HSS 77799629

4 Sangay Dorji Cook Mongar HSS 17420312

5 Duba Cook Kidheykhar CS 17903147 **Asst. Team Leader**

6 Sonam Dendup Caretaker Kidheykhar CS 17599202

7 Leki Khandu Cook Kidheykhar CS 17458582

8 Dorji Rinchen Wet Sweeper Mongar MSS 17863519

11

**Annexure-6 Human Resource Pool for Electrical/Lightings**

**Electrical/Lighting**

**Sl.**

**No.**

**Name Position Agency Contact Remarks**

1 Phuntsho Dorji Engineer MDA, Mongar 17576424 **Team Leader**

2 Rigpa Dorji Technician MDA, Mongar 77662602

3 Sherab Tenzin Technician MDA, Mongar 17905452

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**Annexure-7 Key Contact Points**

***Key contact points for ICS members:***

1. Procurement Coordinator Ms. Chimi Dem 17849805

2. Internet Connection Coordinator Mr. Tshering Wangchuk 17413597

3. Water Supply Coordinator Mr. Tandin Dorji 17373183

4. Road/Infrastructure Coordinator Mr. Sonam Tashi 17770792

5. Transportation Coordinator Mr. Sangay Choezang 17387290

6. Medical Quarantine Coordinator Ms. Pema Choden 17583471

***Key contact Guest House Manager/Caretaker***

1. Wangchuk Hotel Mr. Tandin Wangdi 04641522

2. Druk Zhongar Hotel Mrs. Rinchen Tshomo 17111684

3. Desuup Guest House Mrs. Jamyang 17428693

4. Ret. Armed Force Guest House Mrs. Ngawang Yuden 77416787

5. ARDC Hostel/GH, Wengkhar Mr. Karma Tshering 77340727

6. ARDSC Guest House, L/thang Mr. Tenzin 17817758

7. KHPC Guest House, G/zhing Mr. Sangay Nidup 17611229

8. DoR Guest House, Tshokhor Mr. Sangay 17233049

9. DoR Guest House, Lingmethang Mr. Pelden 77263790

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**1. 1. Wangchuk Hotel**

**Wangchuk Hotel Floor- 1 (21 beds) Health Staff Quarantine**

301 Twin Twin

211 Twin

**Floor- 2 (25beds)**

304 Twin

303

302 Twin Couple

**Entrance** 305 Twin

206 Twin

306 Twin

207 Couple 208

209 Twin

Twin

210

212 Twin

Twin

307 Twin 308

Twin

311

312 Twin Couple Couple309 Twin

310 Twin

Quarantine Facilities (Phase-1)

1. Wangchuk Hotel -54 Beds 2. Zhongar Hotel -27 Beds (7 rooms expandable) 3. De-SuupGuest House -18 beds 4. Rtd. Armed Force GH -30 beds **Total -129 beds**

4. Kidheykhar CS

i. Girls Hostel -40 beds ii. Boys Hostel -40 beds **Total -80 beds**

**Total -209 beds**

203 Twin 204 Couple

205 Twin

202 Delux

**1. Wangchuk Hotel**

201 Delux

**Entrance**

213 Couple

**Ground Floor (10 beds)**104

102

Couple

**Dining Area** 103 Twin Delux

105 Twin

106 Twin

107 Couple

101 Delux

**Entrance**

3/24/201

**2. 2. Druk Zhongar Hotel**

**Druk Zhongar Hotel**

Floor-3 (11beds)

Floor-2 (7 beds)

Twin Bed

Queen Size

Bed Twin

Bed

**Entrance**

Triple Bed

Twin Bed

**2. Druk Zhongar Hotel**

Ground Floor (9 beds)

Twin Bed

Single Bed

**Entrance**

Queen Size Bed

**Entrance**

Queen Size Bed

Twin Bed

Twin

Queen size Bed

Bed

Queen Size Bed

**3. De-Suup Guest House-1**

Floor-1 (11beds)

Store

**Staff’s Residence**

Twin Bed 1 bed

Twin Bed2 beds 2 beds 2 beds 2 beds

Twin Bed

**Entrance** Kitchen Toilet Toilet

Kitchen 2 beds

3/24/202

**4. 3. De-Suup Guest House-2**

**Retired Armed Force Guest House Floor-1** Attic (7 beds)

Toilet Toilet

Kitchen 1 bed Toilet 2 beds

Reception Area

Caretaker

**Entrance**

**Caretaker**

Room

2 beds 2 beds

Room Room **Entrance Entrance**

**4. Retired Armed Force Guest House4. Retired Armed Force Guest House**

**Floor-2 (10 beds)**

**Floor-3 (12 Beds)**

Twin

**Entrance** Single Bed

Toilet Toilet Single

Bed

Twin

Toilet

Bed

Sitting Room

Twin

Sitting Bed Room

Sitting Room Single

Triple

Bed

Toilet Twin

Bed

Bed

Bed

Twin Bed

Four-Bedded Room

**Entrance**

Twin Bed

3/24/203

**4. Retired Armed Force Guest House 5. Girls’ Hostel-KCS- 40 beds Attic-(8beds)**

Guest Room 4 beds

Four Bedded Room

**Ground Floor-11 beds**

Toilet/Bathroom

Store

**Exit**

Toilet Toilet

1 bed

Sick Room 7 Beds

Four Bedded Room

Captains Room 10 Beds

**Matron’s Quarter**

**Entry**

6 unit bathrooms

6 unit toilets

Altar

Bed Room 1 bed

Kitchen **Entrance**

Toilet

Toilet

Sitting Room

Master Bedroom

**5. Girls’ Hostel-KCS**

**5. Boys’ Hostel-KCS- 40 beds**

**Floor-1 (29beds)**

**Ground Floor-11 beds**

Toilet/Bathroom

Store

**Exit**

Toilet 1 bed

Guest Room

**9 beds** (26beds)

Sick Room

4 beds 7 Beds

**14 beds** (36beds)

**6 beds** (18beds)

Captains Room 10 Beds

**Warden’s Quarter**

**Entry**

Altar

Bed Room 1 bed

Kitchen

Toilet

Toilet

Sitting Room

Master Bedroom

3/24/204

**5. Boys’ Hostel-KCS**

**Floor-1 (29beds)**

**9 beds** (26beds)

**6 beds** (18beds)

**14 beds** (36beds)

6 unit bathrooms

6 unit toilets

3/24/205

3/24/205

3/24/205

**Annexure-9 SOP for Quarantine at Designated Hotel**

The purpose of the quarantine is to keep an individual under observation for signs/symptoms of COVID-19 infection. It is also to provide necessary medical support, and to prevent the spread of the disease to your immediate family members, friends/colleagues or to the community as you are exposed to the infection.

Any individual who had close contact (contact within 1 meter distance for a minimum of 15 minutes) with the confirmed COVID-19 patient shall be put under quarantine at the designated facility. However, for minors (less than 18 years old) upon informing the guardian and terminal patients requiring frequent medical checkup will be home quarantined (**Follow Home Advisory as attached)**

The duration of the quarantine shall be for a minimum of 14 days from the date of last contact with the confirmed case.

During the emergency, as per Article 33 (2) of the Constitution of Kingdom of Bhutan, 2008, the Fundamental Rights granted under Article 7 (2), (3), (5), (12) and (19) shall be suspended as per Article 33 (7).

Any individuals not complying and failing to cooperate shall be liable for the offence of Criminal Nuisance as per the Section 410 of the Penal Code (Amendment) Act, 2011 and for the offence of Obstruction of Public Service as per the Section 424 of the Penal Code, 2004.

**Quarantine Procedures**

The following measures shall be enforced:

• The quarantine facility will be cordoned off with barricades to restrict the movement of the people in and out of the facility.

• Visitors/public shall not be allowed to enter the quarantine facility

• The person shall receive all necessary health education and precautionary measures to prevent COVID-19 infection and spread

• The designated health official shall monitor the health of the quarantined individuals twice a day

• A minimum of one health and one police official will be assigned to the designated facility to ensure the compliance of the quarantine requirements and provide security

• If a quarantined individual develops cough, fever, shortness of breath, or respiratory or any other illness during the quarantine period, he/she shall immediately call the Quarantine Team Leader

• People coming from the same country should be quarantined at the same facility (may share the same room) as they will be exposed to the same level of risk.

• Those individuals who have ventured near the bordering town of India for a short duration (Example to Siliguri and Jaigoan) for shopping may be advised to quarantine at home.

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• The quarantined individual shall comply with the Do’s and Don’ts which are outlined in Annexure I.

• During the emergency declared as per Article 33 (2) of the Constitution of Kingdom of Bhutan, 2008, the Fundamental Rights granted under Article 7 (2), (3), (5), (12) and (19) shall be suspended as per Article 33 (7). Therefore, all individuals shall comply and cooperate with the emergency disease response team

• Any individuals not complying and failing to cooperate shall be liable for the offence of criminal nuisance as per the Section 410 of the Penal Code (Amendment) Act, 2011 and for the offence of obstruction of public service Section 424 of the Penal Code, 2004.

**Management team**

• Health staff (at a ratio of 1:20)

• One ward boy/cleaner

• Royal Bhutan Police **2. Roles and responsibilities**

**i) Health staff (Nurses/HA)**

• Overall management and supervision of the quarantine facility (supply of meals and supplies, ensure regular cleanliness, laundry service and waste disposal)

• Responsible for monitoring of signs or symptoms related to COVID-19, such as fever, cough, diarrhoea, etc twice daily

• Manage any pre-existing condition such as diabetes, hypertension etc and minor illness

• Distribute foods packed in disposable container to individuals

• Report any symptoms of disease including COVID-19 to the Quarantine Team Leader

• The health staff shall wear basic PPE + N95 where necessary

• Provide counseling service when required **ii) Housekeeper**

• Responsible for collection of waste from the quarantined individuals

• Conduct decontamination of the hotel rooms (follow National Guideline on Infection Control & Waste Management 2018) of the facility twice a day

• Any other work assigned by the health officer **iii) Royal Bhutan Police**

• Provide security to the quarantine facility

• Enforce movement restriction in and out of the quarantine facility

• Manage traffic in and around quarantine facility where necessary

• Cordoning of the designated quarantine facility where necessary **iv) Hotel management**

• Provide meals, tea/coffee and snacks

• Provide other basic hotel amenities

• Assign adequate number of designated food servers, housekeeper and cleaners

• Ensure non-mixing of essential hotel staff (cooks, etc) who need not come in contact with quarantined individuals through proper communication

• Ensure designated hotel staff undergo training on basic infection prevention and use of personal protective equipment

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• Ensure staff are present for providing essential services of hotels to the quarantined individuals at all times

• For each quarantined individual, eating utensils (plate, spoon, mugs, and glass) should be kept in the room prior to their arrival.

**2. Food** • All quarantined individuals will be served standard meals, tea/coffee and snacks from

the hotel

• Meals, tea and coffee shall be served by the hotel in a disposable container

• Any additional or on-demand foods will be served at their own cost

• Home prepared meals and snacks will be allowed as long as they are packed in disposable containers. An advance notice of one-day should be given to the Health Focal Officer for bringing home-made food

• The individual will have to wash for reuse during the entire stay at the quarantine facility. **3. Laundry**

• Personal laundry shall be done by the individuals using regular laundry soap, common detergent and water

• Changing clothes from home will be allowed and shall be handed over to the designated health officer **4. Cleaning and waste management**

• The individual shall maintain cleanliness of the room and toilet.

• Waste bin with Biohazard bag shall be placed in all the room.

• The Waste bags shall be sealed properly when the bag is 3⁄4 full and should be placed outside the room to be collected by the ward boy/ sweeper, which will then be placed in a designated area.

• The waste will be collected every two days from the designated areas of the Quarantine facilities to be transported to the treatment site for autoclaving or incineration as appropriate.

• The Thromde, Drungkhag or the Dzongkhag in coordination with the Health Staff shall arrange transport and staff for the transfer of waste from the designated area of the quarantine facility to the treatment site for autoclaving or incineration where available.

• Gloves and masks will be provided to the individuals identified for waste disposal.

• Facility shall be disinfected if only the quarantined individual is tested positive for COVID-19. Otherwise, normal cleaning procedures can be practiced.

\*Where waste autoclave and incinerators are not available, open burning of the waste may be

considered.

\* Incase the quarantined individual tests positive, the room will be decontaminated by health team following SoP for decontamination and disinfection of COVID-19 contaminated areas.

**5. Medical and PPE list**

• Hand sanitizer

• Face mask (surgical and N95 face mask), gloves and gown

• Disinfectant

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• Basic medicines – antipyretics, antihistamines, antacid, vitamins and minerals, etc

• Biohazard bag

• Gumboots and utility gloves **The following Quarantine amenities shall be provided during your stay at the quarantine facility** 10. Three Standard meals

11. Tea/Coffee and snacks will be provided twice daily 12. Mineral water will be placed in the individuals room ( any additional water required,

the individual may contact the health staff of the facility, but delivery will be timed with meal times to limit interactions) 13. Water boiler and tea/coffee facility will be placed in the individual’s room. 14. A pair of towel will be provided, which will be used throughout the Individuals stay

at the facility. 15. Soaps, Detergents and bleaching solution shall be placed in the toilet 16. A pair of slipper shall be provided for the entire stay of the individual at the facility

17. A set of linen shall be provided to the individual for the entire stay of the Individual

at the facility 18. Toiletries (tooth brush, tooth paste, toilet paper) will be provided and if additional

required, the individual may contact the health staff at the facility. 19. Wifi will be made available at the facility

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**Annexure-10 Quarantine budget utilization**

➢ Logistic payment only ➢ Logistic bills should be verified by focal persons from respective Dzongkhag and PMO

focal officials. ➢ All claims should be as per the standard contract agreement signed between grantor (Resort or Hotels) and grantee (Respective Dzongkhag Administration/MoH/PMO) ➢ Prior approval must be sought from Cabinet Secretary for payments of the bills or

invoices and submit to Finance Section. ➢ The Payment shall be made directly to the bank accounts of respective firms.

**Requirement**

• Signed contract agreement

• Number of quarantined people

• Number of Health and Security officials on duty at quarantine facility

• License number of Resorts/Hotels

• TPN number “

• Bank Account number “

• Name of Bank

• Account Holder name “

• Account type saving/current “

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**Annexure-11 Contract Agreement**

This Agreement has been entered into on ..................................March, 2020 by and between:

**M/s ...............................** (hereinafter referred to as “said premises”) represented by the **....................................** holding citizenship Identity Card number......................... from **...................**Village .......................... Gewog ............................... Dzongkhag (hereinafter referred to as “Grantor”) which expression shall, unless otherwise stated, include heirs, successors and Legal representative as PARTY OF FIRST PART;

AND

**Mr/Ms..............................** holding citizenship Identity Card number **.......................**from **.......................** Village..................... Gewog **..............................**Dzongkhag (hereinafter referred to as “Grantee”) representing the Prime Minister’s Office which expression shall, unless otherwise stated, include heirs, successors and Legal representative as PARTY OF SECOND PART.

WHEREAS, the Grantor and Grantee shall be known as Party singularly and Parties as collectively;

WHEREAS, the Grantor is the absolute proprietor and is in absolute possession of the said premises situated at **...............................**

WHEREAS, the Grantee desires to use the said premises as the quarantine facility

AND WHEREAS, the Parties hereto had due deliberations and discussions and the consequences thereof they have reached an understanding, which they have decided to reduce into writing.

NOW THIS AGREEMENT WITNESS and it is hereby mutually agreed by and between the parties; 1. That the Grantor shall allow the said premises which consist of **..............** rooms to be

used as Quarantine Facility until COVID-19 is contained; 2. That the Grantee shall bear the cost of Utility bills such as electricity and internet charges; 3. That the Grantor shall bear the actual cost of laundry; 4. That the Grantor and the Grantee shall undertake proper handing taking of the facility as

per the list of properties attached herewith; 5. That the, Grantee and Grantor shall inspect the said premises to see whether the properties

are in working condition; 6. That the Grantee shall be responsible to repair or replace any properties listed hereinabove at the cost of Grantee in the event of damage or breakage caused due to the negligence of Grantee;

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7. That the Grantee shall be responsible for the disinfection and decontamination of the

facility; 8. That this Agreement shall be governed by the laws of the Kingdom of Bhutan and subject

to jurisdiction of Courts in Bhutan; 9. That any dispute arising in relation to this agreement shall be resolved mutually in amicable

nature among the parties; 10. That if the parties are not able to reach to mutual understanding in amicable manner then

the dispute shall be referred to Arbitration as per the Alternative Dispute Act of Bhutan; 11. That the dispute may be referred to the Court only upon having exhausted all the remedies

provided in Clauses 9 and 10 herein above; and 12. That this Agreement contains all the terms agreed to by the parties relating to subject matter

including any documents attached or addendums.

IN WITNESS WHEREOF, the parties hereto have set and subscribed their respective signature and seal on this **.......** day of **..........** month of **..........** Year in the presence of the following witnesses.

Affix Legal Stamp Affix Legal Stamp Name: Name: Contact: Contact:

Witness 1 Witness 1

**CONSENT FORM**

This Consent (“Consent”) has been entered into and made on **...........** Day of **.........** Month of **2020** Year by and between **.....................** holding Citizenship Identity Card number **................** From.................. Village **.....................** Gewog **....................** Dzongkhag (hereinafter referred to as “Consenter”) who consents to the following:

**(“Consenting Acts”)**

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The Consenter agrees to hold **........................** (Adm. Officer) holding Citizenship Identity Card number **..............** from...................... Village **................** gewog **..................**dzongkhag representing **................................** (hereinafter referred to as “Releasee”) harmless of all legal, financial, and any other liability that includes their agents, employees, successors and assigns in the event the said premises is made publicly in the webpage of Prime Minister’s Office, Ministry of Health or Facebook page of the PMO or Ministry of Health or Facebook Page of the Hospital Concerned and any other Public domain stating the the said facility is being used as quarantine facility as a response to COVID-19 contamination.

It is understood and agreed that this Agreement is made and received in full and complete settlement and satisfaction the causes of action, claims and demands mentioned herein; that this Consent contains the entire Agreement between the parties; and that the terms of this Agreement are contractual and not merely a recital.

Furthermore, this Consent shall be binding upon the undersigned, and his respective heirs, executors, administrators, personal representatives, successors and assigns.

This Consent shall be governed by the laws of Bhutan.

This Consent has been read and fully understood by the undersigned and has been explained to me.

Consenter’s Signature Witness

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**Annexure-11 Roles & Responsibilities of focal officers for Quarantine Logistics, Cabinet**

Placing the highest importance on the safety of the public in light of the COVID-19

outbreak, during the meeting with Hon’ble Prime Minister on 18th March has

instructed Secretariat on the following:

1). Ministry of Finance to provide financial support to Cabinet Secretariat;

2). Budget for Quarantine Centres to be released to the Cabinet Secretariat, which

will be responsible for timely payments to the Hotels directly;

3). All the expenses related to quarantine (by Agencies) to be routed through Cabinet

Secretariat;

4). Cabinet Secretariat to identify focal officers for quarantine and assign the

Dzongkhag/Dungkhags for logistic supports;

5). Dzongkhag/Dungkhag Administrations to have one focal officers each at

Dzongkhag/Dungkhag level other than the health staff;

6). Dzongkhag/Dungkhag focal officers to make necessary logistic arrangements for

quarantine;

7). The focal officer of Cabinet to coordinate and monitor on the quarantine facilities

with Dzongkhag/Dungkhag focal and provide financial support;

8). No involvement of health experts with logistic arrangements. They are required

to focus and give highest priority to technical services only.

9). Dzongkhag/Dungkhag focal to pre-determine the facilities (negotiate the rates)

and sign agreement with hotels upon agreed by both the parties; (SOP, Menu items

and other facilities as determined by MoH)-

10). The focal officer must ensure that there is standard facilities including internet

connections in hotels;

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11). The employees/staff of the hotel to be decided by the hotel themselves.

However, they must take into account the number of people quarantined in their

hotels.

12). The Dzongkhag/Dungkhag focal must ensure that proper documents are

maintained on all the expenses related to quarantine and submit to Cabinet through

respective focal officers for settlement;

● **Maintain in the Annexure;**

● Location/Dzongkhag/Dungkhag

● Name of Hotel/Resort

● Total rooms reserved/Contact Agreements signed

● Total rooms occupied/quarantined

● Manager/Proprietors contact details

● Focal officers/Health staff contact details/email address

● Rate of meals

● Number of staff employed/retained

● Monthly Salary/whether it is already included with meals etc.

13). While providing the services and facilities, all must follow the proper procedure

as determined in SOP and agreement;

14). Must note that the hotels will not be paid for just booking/reservations, even if

the agreement is signed if no quarantine is sent to his/her hotels. The payment shall

be made for those quarantined and occupied hotels only.

15). The Dzongkhag/Dungkhag focal is also required to keep the records of those

hotels who had provided free services if any and submit the details to the Cabinet

focal officer.

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16). The focal officers are also required to discuss and share the issues and future

plans related to quarantine (whether you need to reserve schools for quarantine if

any);

17). To create a WhatsApp group within the focal officers (respective locations) involving the Dasho Dzongda/Dasho Drungpa, Cabinet Director and Cabinet Secretary

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