



**GOVERNMENT OF KERALA**

**Abstract**

Health & Family Welfare Department - COVID 19 - Guidelines for the conduct of Legislative Assembly Session - Orders issued

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HEALTH & FAMILY WELFARE (F) DEPARTMENT

**G.O.(Rt)No.1551/2020/H&FWD** Dated, Thiruvananthapuram, 20/08/2020

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**ORDER**

Government hereby approve the guidelines for conducting the Legislative Assembly Session on 24/08/2020 in view of ongoing COVID 19 pandemic for ensuring safe session of KLA.

The Guidelines for conducting the Assembly Session is appended to this Government Order.

(By order of the Governor)  
**B S BIJU BHASKAR**  
**ADDITIONAL SECRETARY**

To:  
The Secretary, Kerala Legislative Assembly, Thiruvananthapuram  
The Director of Health Services, Thiruvananthapuram  
The District Medical Officer. Thiruvananthapuram  
The Managing Director, KMSCL, Thiruvananthapuram  
The Medical Officer, MLA Hostel, Kerala Legislative Assembly, Thiruvananthapuram  
Stock file/Office Copy

Forwarded /By order

Signature Not Verified

Digitally signed by KISHOR KUMAR K V

Date: 2020.08.20 20:20:23 IST

Reason: Approved

Section Officer

**GUIDELINES FOR THE CONDUCT OF LEGISLATIVE ASSEMBLY SESSION**  
**ON 24-08-2020**

In the view of ongoing COVID- 19 pandemic, following guidelines are issued for conduct of legislative assembly session on 24-08-2020

General Precautions:

**PRIOR TO 24/08/2020**

1. The Secretary legislative assembly is responsible to share the guidelines and videos shared by the department of health on proper use of personal protection equipment , social distancing norms and hand hygiene to all honourable members prior to 21/08/2020
2. All honourable members may be requested to inform the secretary LA regarding their covid19 positive or quarantine status if any. The DMOs of concerned district may arrange for priority PCR testing facility in the nearby places in the assembly constituency for the members in liaison with their office and to hand over the report prior to the leaving
3. DHS is responsible to arrange retraining of the cleaning staff of LA complex and supervised surface cleaning and disinfection of equipment in the LA hall with support of DMOH Trivandrum and LA housekeeping wing on 23-08-2020
4. DMOH Trivandrum is responsible to arrange a helpline with support of the Medical Officer ,MLA Hostel to address any queries and concerns of the honourable members attending the session on Covid 19
5. DHS is responsible to arrange two teams in the following locations on 24/08/2020 from 7 am to 10 am for antigen testing. Each team should support testing of 150 numbers each

a) MLA Hostel

b) LA complex in the space identified by the house keeping team

The housekeeping team of LA complex and MLA Hostel is responsible to arrange the venue of testing and waiting area in consultation with the health department

6. The seating arrangements in the assembly hall should be in such a way that the distance of 2 meters is maintained by the honourable members and officials
7. The lift operators should be given training by the LA housekeeping wing on social distancing and disinfection ,and foot marks to be pasted on the lift floor
8. Toilets and washrooms shall be disinfected based on GOI guidelines. Liquid soap dispenser shall be made available

**ON 24-08-2020**

1. All honourable members who are tested negative for covid 19 antigen should be allowed to enter the hall maintaining social distancing norms and hand hygiene, wearing N 95 masks.

Accompanying staff should not be allowed to enter the LA complex unless its mandatory as per protocol, but they should undergo thermal scanning.Screening of staff by a trained person using thermal scanner by holding the scanner 15 cm away from the person's forehead may be arranged. Any person found having fever ( $\geq 37.5^{\circ}\text{C}/\geq 99.5^{\circ}\text{F}$ ) or symptoms of cold, cough, sore throat, difficulty in breathing shall not be allowed to enter and shall immediately be sent to seek medical advice or dial State COVID 19 Helpline.(1056 , 0471-2552056)

Holding area may be arranged so as to keep those honourable members or officials whose body temperature is above the threshold level / ( $\geq 37.5^{\circ}\text{C}/\geq 99.5^{\circ}\text{F}$ ) confirmed/suspected/Quarantine COVID 19 cases.

2. The officers attending the LA session should be restricted to departments relevant to the session ,one from each department
3. All staff members and officials attending the session should be screened as in para 1 using thermal scanners and further actions to be taken as in the guidelines. The staff attending the session should wear the protective gear as directed by the department
4. Ideally to prevent covid 19 spread, media persons from outside should not be allowed to enter the LA gallery ,but if its mandatory the number should be restricted in such a way that the physical distancing of 2 metres is strictly followed .All media persons should properly wear 3 layer masks and maintain hand hygiene and cleaning of their equipment
5. Any honourable member identified as covid positive should be offered medical management by the medical team and shifted to the isolation facility kept ready by the DMOH in advance
6. Honourable members from containment zones should be seated in a separate row maintaining social distancing according to protocol
7. The LA housekeeping team is responsible to arrange enough hand washing facility in the complex premises, and indent sanitiser dispenser, masks and other logistics to the health department prior to 21/08/2020.PPE kits may be kept ready in case one has to be provided the same. KMSCL should supply the same.
8. The secretary ,Legislative assembly is responsible to see that the food and drinks should be available to the honourable members by maintaining covid 19 prevention norms
9. Ideally the hall should be kept open without air conditioner ,but if situation mandates the temperature of air conditioner should be kept at 26 to 27 degree C. There should be one sanitiser on the table of honourable members for frequent sanitising

10.The security team of assembly complex is responsible to identify and mark the parking places of vehicles and resting places of drivers etc. so as to maintain social distancing

All the orders/guidelines/advisories issued from Government of India and Government of Kerala from time to time are applicable. Officer responsible for implementation of COVID 19 instructions should monitor the entire process

## COVID-19: Guidelines on disinfection of common public places including offices

**Scope:** This document aims to provide interim guidance about the environmental cleaning /decontamination of common public places including offices in areas reporting COVID-19.

Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants.

In view of the above, the following guidelines are to be followed, especially in areas reporting COVID-19. For ease of implementation the guideline divided these areas into (i) indoor areas, (ii) outdoor areas and (iii) public toilets.

### 1. Indoor areas including office spaces

Office spaces, including conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants. The guidelines for preparing fresh 1% sodium hypochlorite solution is at **Annexure I**
- High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
- In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible

## 2. Outdoor areas

Outdoor areas have less risk than indoor areas due to air currents and exposure to sunlight. These include bus stops, railway platforms, parks, roads, etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.

## 3. Public toilets

Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet.

Areas	Agents / Toilet cleaner	Procedure
Toilet pot/ commode	Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	<ul style="list-style-type: none"> <li>• Inside of toilet pot/commode:</li> <li>• Scrub with the recommended agents and the long handle angular brush.</li> <li>• Outside: clean with recommended agents; use a scrubber.</li> </ul>
Lid/ commode	Nylon scrubber and soap powder/detergent  1% Sodium Hypochlorite	<ul style="list-style-type: none"> <li>• Wet and scrub with soap powder and the nylon scrubber inside and outside.</li> <li>• Wipe with 1% Sodium Hypochlorite</li> </ul>
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	<ul style="list-style-type: none"> <li>• Scrub floor with soap powder and the scrubbing brush</li> <li>• Wash with water</li> <li>• Use sodium hypochlorite 1% dilution</li> </ul>
Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	<ul style="list-style-type: none"> <li>• Scrub with the nylon scrubber.</li> <li>• Wipe with 1% sodium hypochlorite</li> </ul>
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	<ul style="list-style-type: none"> <li>• Thoroughly scrub the floors/tiles with warm water and detergent</li> <li>• Wipe over taps and fittings with a damp cloth and detergent.</li> <li>• Care should be taken to clean the underside of taps and fittings.</li> <li>• Wipe with 1% sodium hypochlorite/ 70% alcohol</li> </ul>
Soap dispensers	Detergent and water	<ul style="list-style-type: none"> <li>• Should be cleaned daily with detergent and water and dried.</li> </ul>

- 70% Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxyleneol (4.5-5.5%)/ Benzalkonium Chloride or any other disinfectants found to be effective against coronavirus may be used as per manufacturer's instructions)
- Always use freshly prepared 1% sodium hypochlorite.

- Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.
  - To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.
  - Disinfect all cleaning equipment after use and before using in other area
  - Disinfect buckets by soaking in bleach solution or rinse in hot water
4. **Personal Protective Equipment (PPE):** Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.
- Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask
  - Gloves should be removed and discarded damaged, and a new pair worn.
  - All disposable PPE should be removed and discarded after cleaning activities are completed.
  - Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning. (Refer to **Annexure II: Steps of Hand Hygiene**)

Masks are effective if worn according to instructions and properly fitted. Masks should be discarded and changed if they become physically damaged or soaked. (**Annexure-III: Guidelines for use of mask**)

**Annexure-I**

## Guidelines for Preparation of 1% sodium hypochlorite solution

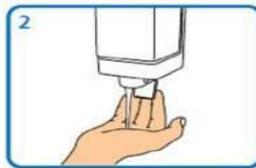
Product	Available chlorine	1percent
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/ tablet) – tablets	60%	11 tablets to 1 litre water
Chloramine – powder	25%	80 g to 1 litre water
Bleaching powder	70%	7g g to 1 litre water
Any other	As per manufacturer's Instructions	

Steps of Hand Hygiene

## Hand-washing technique with soap and water



Wet hands with water



Apply enough soap to cover all hand surfaces



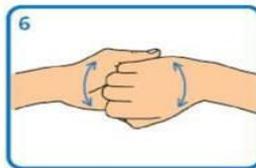
Rub hands palm to palm



Rub back of each hand with palm of other hand with fingers interlaced



Rub palm to palm with fingers interlaced



Rub with back of fingers to opposing palms with fingers interlocked



Rub each thumb clasped in opposite hand using a rotational movement



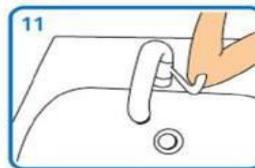
Rub tips of fingers in opposite palm in a circular motion



Rub each wrist with opposite hand



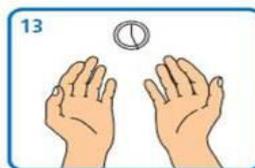
Rinse hands with water



Use elbow to turn off tap



Dry thoroughly with a single-use towel



Hand washing should take 15-30 seconds

**Guidelines for use of mask**

The correct procedure of wearing triple layer surgical mask

1. Perform hand hygiene
2. Unfold the pleats; make sure that they are facing down.
3. Place over nose, mouth and chin.
4. Fit flexible nose piece over nose bridge.
5. Secure with tie strings (upper string to be tied on top of head above the ears –lower string at the back of the neck.)
6. Ensure there are no gaps on either side of the mask, adjust to fit.
7. Do not let the mask hanging from the neck.
8. Change the mask after six hours or as soon as they become wet.
9. Disposable masks are never to be reused and should be disposed off.
10. While removing the mask great care must be taken not to touch the potentially infected outer surface of the mask
11. To remove mask first untie the string below and then the string above and handle the mask using the upper strings.
12. Disposal of used masks: Used mask should be considered as potentially infected medical waste. Discard the mask in a closed bin immediately after use.