

**Government of Punjab
Department of Health & Family Welfare
(Health IV Branch)**

To

- 1) All the Deputy Commissioners in the State of Punjab.
- 2) All the Civil Surgeons of all the districts in the State of Punjab.

Memo No. 14/7/2020-4HB4/Spl.1
Dated, Chandigarh, the 01.04.2020

Subject : Regarding Constitution of District Covid -19 Management Committees for the Isolation facilities.

Reference subject cited above.

2. Isolation facilities have been notified by the Govt. of Punjab in the Health Department vide order No. 14/7/2020-4HB4/spl.46 dated, 24.03.2020, Order No. 14/7/2020-4HB4/991, dated, 31.03.2020. These facilities will become operational in a phased manner. The Isolation Centres notified in Phase I are already in operation and Phase II will become operational once Phase I facilities are 50% full. Proper management of the infrastructure and services at these Isolation Centres have to be ensured. Therefore, Management Committees are to be formulated for every Isolation Centre.

1. Structure & Notification of the Isolation Facility Management Committee (IFMC)

The Covid-19 Management Group as notified by the Government must constitute a management committee for every isolation facility. This Isolation Facility Management Committee should have the following structure and it should be notified by the Deputy Commissioner by 02.04.2020 :-

- i) Headed by a senior officer from the administrative services.
- ii) DSP level Officer from the Police.
- iii) Deputy Medical Superintendent/SMO Incharge of the facility.
- iv) Officer from (Electricity Wing of PWD).
- v) SDO level Officer from PSPCL who is incharge of the area where isolation facility is located.
- vi) Officer from Local Municipal Body, if the isolation facility is in the urban area/SDO level Officer of the Water Supply & Sanitation Department if it is in rural area.
- vii) ACFO level officer of Food & Civil Supplies.
- viii) ETO level officer of the Excise & Taxation Department.
- ix) SDO level officer of PWD.

Contd.....2

2. Duties of the Isolation Facility Management Committee

This Isolation Facility Management Committee will work under the District Covid 19 Management Committee and will ensure the following at the Isolation Facility:-

- 1) The building is in the best operational capacity.
- 2) Availability of adequate number of operational washrooms (Separate for the facility).
- 3) Adequate medical and support staff manpower at the facility.
- 4) Adequate hospital furniture, Beds, Mattresses and Linen at the facility.
- 5) Patient registration facility.
- 6) Operational Pharmacy.
- 7) Adequate availability of medicine.
- 8) Sanitation & cleanliness of the facility alongwith proper upkeep and maintenance of the toilets.
- 9) Adequate supply of oxygen Cylinders and the equipment required to operate the cylinders and to provide oxygen supply as per requirement to the patients (A back up of at least 7 days).
- 10) Tie-up for adequate supply of cooked food & drinking water.
- 11) Uninterrupted water supply with adequate storage of water.
- 12) Uninterrupted Electric Supply alongwith generator back-up.
- 13) Laundry services tie-up.
- 14) Security of the Isolation Facility.

This Committee will immediately inspect the facilities notified in Phase I and Phase II and will ensure that all the facilities are ready to use and all the maintenance work if required is over within next two days.

3. Provision of supplies

The District Covid Management Committee and the Isolation Facility Management Committee will ensure adequate supply of consumables/non-consumables, to the isolation centres as per requirement. This would include sanitation equipment & material, computer systems for registration etc. Funds allocated to the Deputy Commissioners from National Disaster Response Fund (NDRF) to be utilised for this purpose.

For medical supplies that are required by the facility the Civil Surgeon of the district will ensure supply in coordination with NHM and PHSC.

Oxygen cylinders and other consumables which are already being procured by the hospital at local level must be ensured with a back up of 7 days, keeping in view the requirement.

4. Appointment of Managers and deployment of staff in shifts

IFMC will ensure deployment of medical & other supporting staff in shifts as per requirement and the deployment must be displayed at prominent places. IFMC can

Contd.....3

further appoint Managers so that one Manager remains available round the clock in shifts for different requirements and coordination.

Round the clock deployment of manpower for all the essential services, i.e., house keeping, sanitation, electricity supply, water supply and other maintenances will remain available round the clock. One telephone (landline or mobile) if not already available, must be notified for a facility which should be manned round the clock.


5. Precautions for the staff

Precautions should be taken by the staff as per protocol of the Health Department. Medical Superintendent/SMO of the facility will ensure informing the staff deployed about it verbally through write ups and signages.

As the staff deployed at these facilities, while visiting the wards and wash rooms inside the isolation facility where patients are housed would require PPE kits, so the shifts of medical staff and sanitation staff should be managed in such a way that optimum utilisation of kits is ensured. The maintenance staff of different departments should stay round the clock out of the facility, at a place which is closest, and should enter the facility only when required for maintenance

The District Covid Management Committee must visit all the isolation centres within the district within the next two days and analyse the preparedness.

Detailed medical protocol is being issued shortly.


Secretary Health & Family Welfare

Endst No: 14/7/2020-4HB4/Spl.2

Dated : 01.04.2020

Copy of the above is forwarded to the Chief Secretary to Govt. of Punjab for information.


Secretary Health and Family Welfare

Endst No: 14/7/2020-4HB4/Spl.3

Dated: 01.04.2020

Copy of the above is forwarded to the following for information and further necessary action:

1. Additional Chief Secretary, Home Affairs & Justice, Punjab.
2. Financial Commissioner (D), Punjab.
3. Additional Chief Secretary, Local Government, Punjab.
4. Principal Secretary, Food & Civil Supplies, Punjab.
5. Principal Secretary, Power, Punjab.
6. Principal Secretary, PWD, Punjab.
7. Principal Secretary, Water Supply & Sanitation, Punjab.

Contd.....4

: 4 :

8. Sh Rahul Tiwari, IAS, Secretary to Govt of Punjab, Department of Employment Generation and Training cum Incharge of State COVID-19 Control Room (SCCR).
9. Exice & Taxation Commissioner, Punjab.
10. Chairman, PSPCL.
11. All the SSPs in the State of Punjab.
12. Director Health Services, Punjab.
13. Director Family Welfare, Punjab.
14. Director, ESI, Punjab.
15. Director Research and Medical Education.
16. Principal, Govt. Medical College, Patiala and Amritsar.
17. Dr Meena Hardeep Singh, Incharge of Logistics for COVID-19.
18. Dr Gagandeep Singh Grover, Nodal officer, COVID-19.


Secretary Health and Family Welfare

CC:

1. DGP Punjab.
2. Principal Secretary to Govt of Punjab, Department of Health and Family Welfare
3. Managing Director, NHM
4. Managing Director, PHSC
5. Under Secretary Health (G) for uploading orders on website.