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**GOVERNMENT OF ASSAM
HEALTH & FAMILY WELFARE DEPARTMENT
DISPUR ::: GUWAHATI – 6**

No. HLA 248/2020/14

Dated Dispur the 18th March 2020

**COVID-19 SEQUENCE OF ACTIVITIES AT ARRIVAL GATES AT THE AIRPORTS
AND
ROLES AND RESPONSIBILITIES CHART**

1. WHO has declared the COVID-19 epidemic affecting 167 countries as a Pandemic. Due to the inflow of persons from affected countries and areas, Assam state has strengthened the surveillance and control measures against the disease.
2. In order to do proper arrangements at the Airports and sequence of activities to ensure safety of all passengers the following instructions are issued for compliance by the functionaries and the passengers.
3. The flow chart showing the activities and zoning is appended as an **Annexure.**

Sequence	Activity	Responsibility
1	Inflight announcement and distribution of Self Reporting Forms (SRF) are done 45 minutes prior to landing.	Cabin crew Airline management
2	Passengers are disembarked in sequence. Any symptomatic passenger is disembarked last keeping the distance of 6 ft.	Cabin Crew, Airline
2a/2b	Passengers are transferred to the airport building. Aerobridge is preferred for transferring passengers (All airports shall be directed to use aerobridge mandatorily if available, in preference to staircase-and- bus transfer)	Airline Management Airport Manager Airport Health Officer
3	At the terminal building entry door, passengers are screened with Infrared Thermal Scanning or Temperature is	Health Team Member Airport Health Officer

	checked with Flash thermometer (preferred). The passengers are then segregated into two groups (With fever/ Without fever)	CISF Local Police
4a	Passengers without fever are diverted to the health desk with strategically placed Que Managers. Passengers to maintain 6 ft distance.	Airport Management, Airport Health Officer Health team member, CISF, Local Police
4b	Passengers with fever are immediately fast tracked to the subdivided isolation bay (12)	Airport Management, Airport Health Officer Health team member, CISF
5	At the Health Desk, SRF forms are checked. The doctor in the team sees the passenger and asks for symptoms other than fever. Those having symptoms are taken to isolation bay (12)	Health team member Medical Officer
6a	Passengers without symptoms are cleared to proceed to immigration (7) and further to exit to home. At Immigration only after seeing stamped SRF, Immigration authority clears the passenger.	Medical Team Airline Staff Airport Ground Staff
6b	Passengers with symptoms are diverted to the subdivided isolation bay (12) and then proceeded further. (See 12)	Medical Team Airline Staff Airport Ground Staff
7,8	Passengers without symptoms are received at immigration (7) and customs (8) and then proceed to baggage counter (9)	Airline staff Airport ground staff
9a	Passengers without symptoms will collect the baggage from the counter and are allowed to proceed to their homes (10 & 11). They are instructed to go straight to HOMES and remain in ISOLATION for 14 days.	APHO, CISF, Immigration
9b	The luggage of passengers who were shifted to the Isolation bay will be collected by designated staff of Health Department who will later ensure that these passenger's bags are claimed, cleared through customs. The Luggage Team will collect the baggage tags from the passengers taken to Isolation.	Airline Staff Customs, Immigration Local Police

9c	The luggage of passengers who were shifted to the Isolation bay are then securely loaded on a designated transport vehicle which will follow the ambulance. The ambulance goes to the designated isolation facility (15). The luggage also arrives simultaneously and is unloaded there	Airport Health Officer Airport Security Local Police
12	In the Airport isolation bay, there are two demarcated areas, one for patients with fever and another one for patients with symptoms other than fever	Airport Manager Health Team Airport Health Officer
13	The passengers from the isolation bay are shifted to the triage facility via the tarmac and proceeded further (14/15)	Airport Manager Health Team Airport Health Officer
14	Passengers with mild symptoms are allowed to proceed for home isolation. These Passengers must ensure that they are taken to their homes by the vehicle provided by the transport team of the Health Department.	Airport Manager Health Team Airport Health Officer
15	Passengers with severe symptoms are shifted to the designated isolation facilities after triaging. Their luggage related arrangements to be coordinated at the respective Hospital.	Airport Manager Health Team Airport Health Officer

OTHER GENERAL INSTRUCTIONS

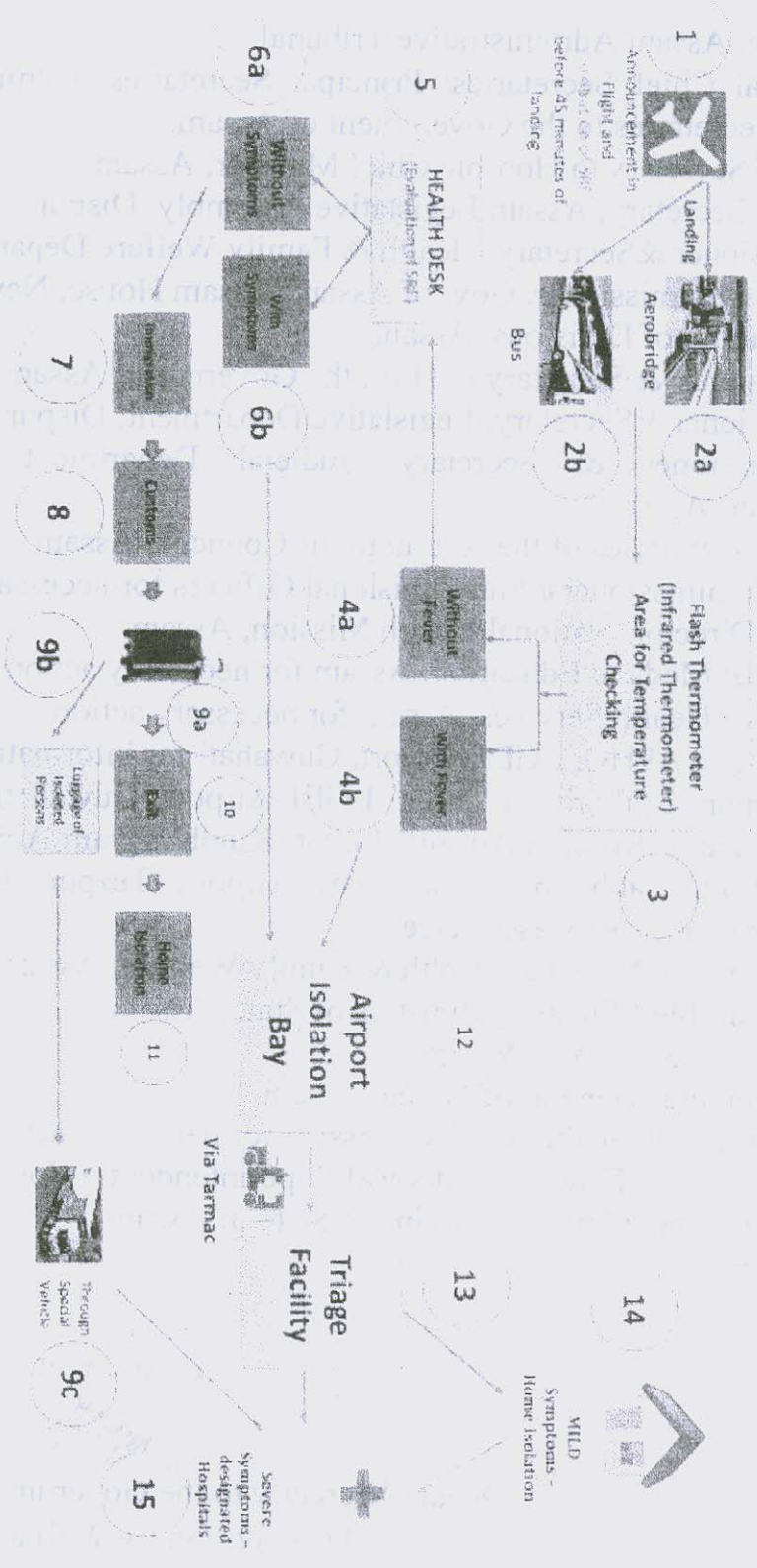
1. At the airports the following teams for logistics, transportation, health desk, Counselling, Luggage and Volunteers to be present at all the time and necessary arrangement shall be tied up by the district COVID 19 Outbreak Control and Prevention Cells
2. The Health Teams, in consultation with the Airport Manager do the logistics arrangements such as tables, forms etc. arrangements for conducting the above activities in sequence.
3. Earmark the various areas in such a way that there is a proper access to drinking water points and toilet points for segregated passengers, especially in isolation areas.
4. Sanitation precautions at the wash room to be ensured.
5. The people in isolation areas to be counselled and informed the complete procedure properly. The extra flow chart and IEC material in English and Assamese to be given to the Passengers. At this point give specific information regarding how the luggage will be collected and transported to the Hospitals where they will be taken for further clinical examination in the Hospital may be given. The luggage team should collect the baggage tags and prepare acknowledgement in duplicate regarding taking the baggage tag by writing the baggage tag number on the acknowledgement and give one slip to the passenger and keep another with themselves so as to ensure collection of luggage by the Luggage Teams and transportation to Hospital. At the Hospital, only after checking the acknowledgement slip the respective luggage to be given to the passengers. The luggage handling is very crucial. The teams working at the Airport need to ensure that it is done very efficiently.
6. The transportation team should be ready to ensure transportation of passenger to their home to ensure that they reach straight to homes. The transportation team with the help of logistic teams keep water and some dry refreshments in the transportation vehicles.
7. At the airports, as per the arrivals of the passengers increase the number of desks and teams as per the necessity.

Sd/-

(Samir K Sinha, IAS)

Principal Secretary to Govt. of Assam
Health and Family Welfare Department

FLOW CHART OF PASSENGERS FOR SCREENING COVID 19 (AIRPORT)



Memo no : No. HLA 248/2020/14 - A Dated Dispur the 18th March 2020

Copy to :

1. The Chairman, Assam Administrative Tribunal.
2. All Additional Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Government of Assam.
3. The Principal Secretary to Hon'ble Chief Minister, Assam.
4. The Principal Secretary, Assam Legislative Assembly, Dispur.
5. The Commissioner & Secretary, Health & Family Welfare Department.
6. The Resident Commissioner, Govt of Assam, Assam House, New Delhi.
7. All Commissioner of Divisions, Assam.
8. The Commissioner & Secretary to H.E., the Governor of Assam, Guwahati.
9. The Commissioner & Secretary, Legislative Department, Dispur
10. The Commissioner & Secretary, Judicial Department and Legal Remembrancer, Assam.
11. All Principal Secretaries of the Autonomous Councils, Assam.
12. All Deputy Commissioners/ Sub-Divisional Officers for necessary action.
13. The Mission Director, National Health Mission, Assam.
14. The Director of Medical Education, Assam for necessary action.
15. The Director of Health Services, Assam for necessary action.
16. Sri Partha Gogoi, APHO, LGBI Airport, Guwahati for information
17. Director, Airport Authority of India, LGBI Airport, Guwahati/ Mohanbari Airport, Dibrugarh/ Roroiya Airport, Jorhat/ Kumbhirgram Airport, Silchar/ Lilabari Airport, Lakhimpur/ Salonibari Airport, Tezpur for favour of information and necessary assistance
18. The P.S. to Hon'ble Minister, Health & Family Welfare, Assam.
19. The P.S. to Hon'ble Ministers/Ministers of State, Assam.
20. The P.S. to Chief Secretary, Assam.
21. The P.S. to Director General of Police, Assam
22. All Joint Director of Health Services, Assam for necessary action.
23. Managing Directors/ Directors/ Medical Superintendents/ Hospital (I/C) etc. of all Hospitals (including private) in the State of Assam.
24. Any other concerned.

By order etc.,

Deputy Secretary to the Government of Assam
Health & Family Welfare Department