



COMMISSIONER, BRUHAT BANGALORE MAHANAGARA PALIKE

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No: COMM/CWR/SOP-HQ/2020-21

Date: 06-06-2020

**SOP for Enforcement of Home Quarantine of
Travellers / Inbound Persons in BBMP
To All the Concerned**

In exercise of powers conferred under Section 24 of the Disaster Management Act, 2005 to Commissioner, BBMP through Order No: RD158TNR 2020 dated 14-04-2020 of Government of Karnataka and as per the Order No. RD 158 TNR 2020 (P1) issued by the Chief Secretary to the Government of Karnataka and Chairman, State Executive Committee, Karnataka State Disaster Management Authority on 03-06-2020, the following SOP is issued for the jurisdiction of BBMP by the undersigned to regulate the movement of persons from other states to Karnataka, with specific reference to the jurisdiction of BBMP.

To control the spread of the COVID-19 pandemic, the protocols issued by the Health & Family Welfare Department for inter-state travel of persons to Karnataka during the Phased Reopening (Unlock 1) period annexed along with the above order are to be followed.

This document is to elaborate and lay down the SOP to be followed in the jurisdiction of Bruhat Bengaluru Mahanagara Palike and shall be implemented with immediate effect from the date of issue of this SOP on 06-06-2020.

There are 3 (three) categories of persons/travelers arriving at Bengaluru concerning destinations: Bengaluru, through Bengaluru to other districts, and Bengaluru to other states. This SOP is for the travelers arriving at Bengaluru, and for the detailed process of Home Quarantine to be followed by them. The following tasks have been identified and the procedures are as under:

1. Travelers / Returnees arriving in Bengaluru / BBMP area arrive by any of the 3 following modes:



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- i. By Flight – International / Domestic Passengers arriving at Kempe Gowda International Airport.
 - ii. By Rail – Any of the railway stations falling within BBMP jurisdiction.
 - iii. By Road – through any of the eight inter-district check posts or one Interstate check post at Attibele.
2. Mandatory Self- Registration on Seva Sindhu Portal to be followed by all travelers before entering the BBMP jurisdictional area or Karnataka. The details must include Name, Complete Address, and correct Mobile number. Pin Code of the address and Ward number to be provided as far as possible. This needs to be ensured at the point of entry by having adequate manpower and functioning round the clock.
3. Health Screening of all persons at entry-level /points by designated teams deployed at the point of entry as mentioned in point 1 above.
4. The Categories of people to be Home quarantined are as follows:
- a. All international travelers after 7 days of Institutional Quarantine.
 - b. All Asymptomatic interstate travelers other than from Maharashtra
 - c. All interstate travelers from Maharashtra after 7 days of Institutional Quarantine.
 - d. Non-business Travelers from Maharashtra who has a COVID negative test Certificate from an ICMR approved lab which is not more than 2 days old from the date of arrival.
 - e. Special Category Asymptomatic persons from among (a) and (c) above exempted from Institutional quarantine on arrival:
 - i. In the case of Death in the family
 - ii. Pregnant Women
 - iii. Children aged below 10 years
 - iv. Elderly aged above 60 years
 - v. Serious illness
 - vi. Human Distress

5. The category of persons Exempted from Home Quarantine includes the following:



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- a. Business travelers from Maharashtra who have a COVID Negative test Certificate from an ICMR approved lab which is not more than 2 days old from the date of arrival and has a confirmed return flight /train ticket within 7 days of arrival.
- b. The business visitor(s) from other States who has/have confirmed return flight/train ticket (s) within 7 days of arrival at Bengaluru.
- c. Transit traveler – having flight/train ticket for an onward journey which should not be more than 1 day later from the date of arrival.

6. The Period of Home Quarantine is as follows:

S.N.	Category of Travelers / Inbound persons	Number of days		Total
		Institutional Quarantine	Home Quarantine	
1.	International travelers	7 days	7 days	14 days
2.	Exempted Persons	-	14 days	14 days
3.	From all States (Except Maharashtra)		14 days	14 days
4.	From Maharashtra	7 days	14 days	21 days
5.	Exempted Persons from Maharashtra		21 days	21 days

7. Home Quarantine Enforcement:

The mechanism for Home Quarantine Enforcement is as follows:

- ✓ Affix Home quarantine Poster on the main door.
- ✓ Give this Information to two neighbors and Resident Welfare / Apartment Owner's Association as applicable.
- ✓ Ward Level team to carry an overall responsibility of Home quarantine.
- ✓ The 3-member team at booth level to implement Home Quarantine along with the involvement of Resident Welfare / Apartment Owners Associations.



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- ✓ In case of non-compliance and violation of Home Quarantine, strict action shall be taken against violation of Home quarantine and if required such persons under Home Quarantine will be Shifted to institutional Quarantine.
- ✓ The team shall ensure that the persons under Home Quarantine shall download Quarantine Watch App and activate it for self-monitoring, upload of daily status, temperature, fingertip pulse oximeter for elderly and persons with co-morbidity conditions.

8. PROCEDURE TO BE FOLLOWED MONITORING OF PERSONS UNDER HOME QUARANTINE

- ✓ Travelers to register themselves in Seva Sindhu providing details of Name, Address, and Phone number.
- ✓ Strict Screening at all entry points and document verification of Seva Sindhu Pass
- ✓ Categorization of the travelers into Symptomatic and Asymptomatic to be done at the point of entry.
- ✓ Asymptomatic – Stamping on back of palm for Home quarantine
- ✓ Insist on downloading of mobile applications on the compatible phone – Aarogya Setu App, Apthamitra App, and Quarantine Watch App
- ✓ Details of registered travelers are made available on the 'Quarantine Watch' App under respective districts under 'No Taluka'. For travelers whose destination address is in BBMP, the detailed list of all such persons will be available under Bangalore Urban District – No taluka.
- ✓ The list containing travelers address in the Quarantine Watch App will have to be opened and depending on the address and location respective BBMP ward no. will have to select from a drop-down menu, assigned and saved by Home Quarantine Monitoring Team constituted and functional at BBMP Head Office.
- ✓ On assigning the Ward number and saving, the data moves into the login of the Ward wise whitelisted team for home quarantine.
- ✓ BBMP Home quarantine Ward wise teams – field functionaries have already been constituted by Zonal Joint Commissioners and the same has been whitelisted in the Quarantine Watch App.



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- ✓ Already 460 such teams have been oriented and deployed covering 198 wards of BBMP.
- ✓ Booth Level Implementation Committee for every assembly segment Polling Booth constituted consisting of BLO, two other local persons drawn from agencies such as BWSSB, BESCOM, Police, Home guards, etc. will undertake the implementation of home quarantine protocols.
- ✓ BBMP Zonal Joint Commissioners to ensure the functioning of the Booth Level Implementation Committee.
- ✓ The field functionaries viz., Ward wise Home Quarantine whitelisted team on receipt of data/list of all such persons who need to be home quarantined in his jurisdiction and with assistance from the booth level implementation committee should undertake following activities:
 - reach to the homes of the Asymptomatic traveler as per the address provided.
 - affix Home quarantine poster on the door.
 - protocols on Home quarantine must be read out in the presence of family members and undertaking must be taken on strict adherence to Home Quarantine Protocols (Annexure-2).
 - immediate neighbors, resident welfare associations/ Apartment Owners Association must be informed on the situation of home quarantine in their neighborhood/ Apartment and request their persuasion and vigil on the home quarantined persons (Annexure-1).
 - capture photographs of the house on Quarantine Watch App and upload.
 - instruct the home quarantined to download Quarantine Watch App and directed to ensure updating status with Selfie Photos on the app every day.
 - visiting periodically to monitor and check the health status of the home quarantined person. Make at least 2-3 visits during the quarantine period and record the same in the Quarantine watch app.
 - if they develop symptoms, they shall call Apthamitra helpline number 14410.
- ✓ Subsequent follow-up and monitoring to be done by the Resident Welfare Association (RWA), City Ward Committee, Committee at local Police Station, etc.



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- ✓ Resident Welfare Association would be at liberty to engage Private Security Personnel/ Installation of CCTV Cameras outside the House for supervision and monitoring the quarantined home subject to the condition of not invading the privacy of the subject.

9. MAJOR TASKS: ROLES AND MONITORING OF PERSONS UNDER HOME QUARANTINE

The following actions shall be taken immediately after the identification of the House / Residential Address of the persons under Home Quarantine in BBMP:

A. Role of Zonal Joint Commissioners in Home Quarantine Implementation

- ✓ Make a list of all Resident Welfare Associations / Apartment Owners Association in their respective zonal jurisdiction.
- ✓ The Zonal Joint Commissioners should liaison with all Local Resident Associations / Apartment Owners Association enlist their support in monitoring and implementation of home quarantine protocol.
- ✓ Map them to respective Wards and Booths.
- ✓ Engage other Civil Society Organizations/ward committees.
- ✓ Explore and collaborate with local active citizens or NGOs, in case there are no RWAs in a particular ward or booth or locality.
- ✓ Ensure adequate supply of home quarantine posters and Annexure-1 & 2 forms to the teams whitelisted for implementation at the ward level.
- ✓ Ensure mass IEC activities like a loudspeaker announcement, distribution of pamphlets and posters, engagement of electronic, print, and social media for creating awareness on social distancing, signs, and symptoms of the disease, inculcation of healthy habits, nutrition, etc.
- ✓ Constitute Booth Level Implementation Committee consisting of BLO, two other local persons drawn from agencies such as BWSSB, BESCOM, Bengaluru City Police, Home Guards, etc. for each of the Booths in their jurisdiction to implement home quarantine protocols as per the list provided by the ward home quarantine team.



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- ✓ If a person violates home quarantine protocols, such persons shall be shifted to institutional quarantine. FIR also to be filed in case of non-cooperation.
- ✓ Penal action as per section 51(b) of the Disaster Management Act, 2005, and section 188 of the Indian Penal Code.

B. Role of Zonal Deputy Commissioners in Home quarantine

- ✓ The Zonal Deputy Commissioners shall be responsible for all matters connected with home quarantine in their respective zones.
- ✓ They have to monitor, ensure that all ward wise whitelisted teams implement Home quarantine protocols in a timely and orderly manner daily.
- ✓ Follow up on COVID-19 Quarantine Alert System (CQAS) -whenever there is a breach or those not found violating home quarantine protocols should deal with them strictly enlisting the support of Police
- ✓ Zonal IT Consultant will assist the Zonal Deputy Commissioner in resolving issues relating to QW app, ward wise data issues, etc. with the State War Room.
- ✓ Zonal IT Consultant will also compile a daily progress report on home quarantine and furnish it to Zonal Deputy Commissioner.

C. Home Quarantine Monitoring Team at BBMP Head office

- ✓ A team for overseeing and monitoring Home quarantine is constituted consisting of the following members:
 - i. Dr. Kalavathy, RCHO, BBMP
 - ii. Dr. Sandhya, MoH (SWM), BBMP
 - iii. Dr. Yogananda, Pediatrician, BBMP
 - iv. Dr. Saraswathi, HO Clinical South - on Quarantine Watch App related training and other issues
 - v. Dr. Saraswathi, HO Clinical South - on Quarantine Watch App related training and other issues
 - vi. Mr. Sunil, MIS Coordinator
 - vii. Mr. Shambuilingam, IT Consultant – to ensure network and ensure necessary IT infrastructure



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- ✓ The team primarily is mandated with the task of accessing the list of travelers made available from Seva Sindhu portal in the Quarantine Watch App under 'No Taluka' and assigning the correct ward number based on the address provided and saving the same so that data is pushed to respective Zonal Ward Teams on daily basis for the implementation of Home Quarantine protocol.
- ✓ A training video detailing step by step procedure as to how to record missing ward is available and can be referred to in case of query. A demonstration video of how Home Quarantine can be followed is available in English and Kannada on the BBMP COVID-19 webpage <https://covid19.bbmpgov.in/gallery> for ready reference.
- ✓ Follow up with Zonal Deputy Commissioners on progress and implementation on daily basis and generate MIS reports on Google Reporting Forms.
- ✓ Provide feedback to BBMP COVID-19 War Room as per the Order of Commissioner BBMP – No: COMM/CWR/03/2020-21 dated 02-05-2020.
- ✓ The information, after due validation by the Nodal Officer-in-charge, shall be further updated with the State/BBMP War Room.
- ✓ The Nodal Officer shall coordinate about any queries/troubleshooting on all App related issues and help in resolving the same.

D. Role of Resident Welfare Associations / Apartment Owners Association


- ✓ Community ownership to ensure home quarantine norms are strictly followed.
- ✓ Obtain the list of all home quarantined travelers addresses placed in the public domain.
- ✓ To enable and involve the community for Home Quarantine support in a positive way; the addresses of interstate arrivals – as given by them in Seva Sindhu – who are to be in-home quarantine are put on Karnataka COVID Dashboard at the link below with address search option covid19.karnataka.gov.in. On completion of the home quarantine period, the address will be removed.
- ✓ Coordinate and facilitate local Booth level implementation teams and Ward teams and in discharging their duties.



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- ✓ Monitoring on home quarantined persons and report on those found violating the quarantine in their neighborhood to the state toll-free at 104 helplines or to police at 100 or to the BBMP helpline number 9480685888

All the above instructions about strict and effective enforcement of the Home Quarantine of Inbound persons/travelers to Bengaluru are to be put in place by the concerned without any delay. This is issued on 6th June 2020 with immediate effect and strict compliance.


B H Anil Kumar IAS 6/6/2020
Commissioner,
Bruhat Bengaluru Mahanagara Palike.

Copy to the following for information and necessary action:

1. The Chief Secretary, Government of Karnataka, Bengaluru.
2. Worshipful Mayor, BBMP.
3. Hon'ble Dy. Mayor, BBMP.
4. ACS, Home Department, Government of Karnataka.
5. ACS, Health & Family Welfare, Government of Karnataka.
6. The Commissioner, Health, and Family Welfare Department.
7. Commissioner of Police, Bengaluru City.
8. IGP, Central Range.
9. SP, Bengaluru Rural.
10. Special Officers, Deputed by Government of Karnataka for Zonal Monitoring (COVID-19).
11. All Special Commissioners, BBMP.
12. Special Officer, War Room, BBMP, and MD, Bengaluru Smart City Limited.
13. All Zonal Joint Commissioners, BBMP.
14. CHO, Public Health & CHO, Clinical, and All Health Officers concerned for immediate action and compliance.
15. All Zonal Chief Engineers.
16. PRO, BBMP to inform all Standing Committee Chairpersons, BBMP, and Elected Representatives.
17. Office copy.