



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
Disaster Management, Revenue, Relief, Rehabilitation &
Re-Construction Department
State Executive Committee,
Ladakh Disaster Management Authority

Tele/Fax: 01982-255567, 01982-255568; e-mail: ladakhdivcom@gmail.com

Subject: - COVID-19 Management - Guidelines/instructions on Phased Re-opening (Unlock 4) in the Union Territory of Ladakh-reg.

Order No:-17-DM (UTL) of 2020,
Dated: - 31.08.2020.

Whereas, the National Disaster Management Authority, (NDMA) vide Order No.40-3/2020-DM-I(A) dated:-29.07.2020 had issued guidelines on **Unlock 3**, extending the lockdown measures in Containment Zones and to re-open more activities outside the containment zones upto **31.08.2020**.

Whereas, the National Disaster Management Authority, (NDMA) vide Order of even number dated:-29.08.2020 has issued fresh guidelines on **Unlock 4**, extending the lockdown measures in Containment Zones and to re-open more activities outside the containment zones upto **30.09.2020**.

Now, therefore, under the directions of the aforesaid orders of NDMA, GoI and in exercise of the powers conferred under section 24 of the Disaster Management Act, 2005, the State Executive Committee hereby directs that the new guidelines on **Un-lock 4** extending the lockdown measures in the containment zones and to re-open more activities outside the containment zones within the Union Territory of Ladakh annexed with the said order will remain in force upto **30.09.2020**.

Therefore, in supersession to all the previous orders/guidelines on COVID- 19 management, the following Standard Operating Procedures, (SOPs) and precautionary measures read with the guidelines on **Un-lock-4** of the National Disaster Management Authority (NDMA), GoI as annexed with the aforementioned order, shall be followed in the UT of Ladakh for effective containment of COVID-19 Pandemic w.e.f **1st September, 2020** and the new guidelines will remain in force upto **30.09.2020**:-

General instructions:

1. All passengers arriving in Ladakh both by air and road are advised to get themselves tested for COVID-19, not later than 48 hours before their arrival in Ladakh from ICMR approved test laboratories. Such person(s) who is/are without a valid COVID-19 test report of not later than **48 hours** before their arrival will undergo mandatory quarantine at their place of stay for seven days. Such person(s) may have to undergo a COVID-19 test and will only be released from quarantine, if his/her test report is found negative.
2. Labourers are advised to come through contractor(s) or labour agencies with COVID-19 test report of 48 hours before their arrival in Ladakh from ICMR approved test laboratories. Such labourers who arrive in Ladakh, without any COVID-19 test report shall have to undergo seven days mandatory institutional

quarantine after which they will be tested for COVID-19. They will be released from institutional quarantine only after his/her test report is found negative. The detailed SOP regarding labourers is attached as **annexure-A** to this order.

3. Incoming passenger(s) who is/are declared suspects in the Aarogya Setu app will mandatorily be home quarantined for 14 days. In case, they develop any symptoms, they shall inform the District Surveillance Officer of the respective District immediately. Such persons will be administered a COVID-19 test by the District Surveillance Officer and till such time their test report is declared negative, they will have to stay under home quarantine along-with other family members.
4. Any person(s) reported with severe COVID-19 symptom will be isolated by the District Administration along with their contacts irrespective of the mode of travel.
5. Persons arriving in Ladakh on official duty or duty which entails visiting offices or coming in contact with large number of people, or tourists, must strictly follow COVID-19 precautionary measures such as hand sanitization, social distancing, wearing of face mask at all times during the course of their stay in Ladakh. In case, they develop any symptoms, they shall inform the District Surveillance Officer of the respective Districts immediately. Such persons will be administered a COVID-19 test by the District Surveillance Officer and till such time their test report is declared negative, they will have to stay under mandatory quarantine.
6. The personnel of Defence and Central Armed Police Forces returning to duty by road or special flights are exempted from the above provisions and shall be allowed to proceed to their respective Units/Formations for necessary quarantine as per their internal procedures.
7. All person(s)/labourers entering into Ladakh shall mandatorily undergo Rapid Antigen Test (RAT) at the airport and all the entry points of Ladakh. This facility has already been put in place at all the entry points. The person(s) who are tested positive at these entry points be mandatorily put into institutional quarantine set up by the respective District administration or his/her/their entry into Ladakh be turned down as per his/her/their choice.
8. All offices and workplaces in the Union Territory shall be sanitized on daily basis and in accordance with the SOP of the Ministry of Health & Family Welfare issued from time to time. Every Officer/Official/Employee will maintain sanitization facility outside their rooms and waiting areas, for each and every visitor and ensure compulsory wearing of face masks by each visitor. The office in-charge/head of the office will nominate an officer/official/employee by formal orders for ensuring that such hand sanitization and mask compliance by every visitor visiting their offices is ensured. Every office will ensure thermal temperature screening at the gate.
9. All Hotels and other hospitality services will follow the SOP of Ministry of Health and Family Welfare, Government of India issued from time to time. Hotels/Guest houses that accept bookings for guests (irrespective of their mode of arrival) will maintain details of guests with entire travel history, ensure daily screening of all their guests and report any guest who is symptomatic to the District Surveillance

Officer. Daily reports of screening will be submitted to the District Surveillance Officer by every Hotels/Guest houses of both the Districts in a devised format to be circulated by the respective District Magistrates

10. The owners of Hotels/Guest houses/Home stays must also ensure social distancing, availability of hand sanitizer at their lobbies, restaurants, lawns and business centers and ensure frequent sanitization of common areas and spaces. The District Administration of the respective Districts shall get these facilities inspected periodically.
11. All Shops, restaurants (including in hotels) including barber-shops, saloons and beauty parlours, will follow the SOPs of Ministry of Health & Family Welfare, Govt. of India issued from time to time. The District Magistrates will ensure regular inspections of shops/barber shops/restaurants/kitchens of restaurants etc.
12. There shall be regulated parking on roads of bazaars, market areas by the respective District Administration to prevent congestion and ensure social distancing.

Activities permitted during Un-lock 4 period outside the containment zones. In areas outside the Containment zones, **all activities will be permitted**, except the following:-

13. All schools/Colleges, Educational and Coaching Institutions shall continue to remain closed till **30th September, 2020.**
14. Online/distance learning shall continue to be permitted and shall be encouraged.
15. Up to 50% of teaching and non-teaching staff may be called to the schools at a time for on-line teaching/Tele-counseling in related work in areas outside the containment zones only, w.e.f 21st Sept. 2020 as per Standard Operating Procedure, (SOP) to be issued by the Ministry of Health & Family Welfare, (MoHFW).
16. Student of classes **9th to 12th** may be permitted to visit their schools, in areas outside the containment zones only, on voluntary basis, for taking guidance from their teachers. This will be subject to written consent of their parents/guardians and will be permitted w.e.f **21st September, 2020** as per SOP to be issued by MoHFW.
17. Skill or entrepreneurship training will be permitted in Skill Training Institutes, Industrial Training Institutes, (ITIs) and short term Training Centers, registered with National Skill Development Corporation or State Skill Development Missions or other Ministries of Government of India or State Governments, only w.e.f **21st Sept. 2020** as per SOP to be issued by MoHFW.
18. Entrepreneurship Development Institute, (EDI) and its training providers will also be permitted w.e.f **21st Sept. 2020** as per SOP to be issued by MoHFW.
19. Higher Education Institutions only for research Scholars, (Ph.D) and post-graduate students of technical and professional programmes requiring laboratory

/experimental works will be permitted based on the assessment of the situation and keeping in view, incidence of COVID-19, by the Department of Higher Education (DHE), in consultation with the MHA.

20. Religious places/places of worship will follow the Standard Operating Procedures (SOP) as per **annexure-B** to this order.

21. Social/Academic/Sports/Entertainment/Cultural/Religious/Political functions and other congregations with a ceiling of 100 persons will be permitted w.e.f **21st Sept. 2020**, with mandatory wearing of face masks, social distancing and provisions for thermal scanning and hand wash or sanitizers.

However, marriage related gatherings with number of guests not exceeding 50 and funeral/last rites related gatherings with number of persons not exceeding 20 will continue to be allowed **upto 20th Sept. 2020**, after which the ceiling of 100 persons will apply.

22. Cinema Halls, Swimming Pools, Entertainment Parks, Theaters and similar places will remain closed. However, open air theaters will be permitted to open w.e.f **21st Sept. 2020**.

NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT:

23. National Directives for COVID-19 Management, as specified in annexure-I, shall continue to be followed throughout the UT.

24. LOCKDOWN LIMITED TO CONTAINMENT ZONES:

i. Lockdown shall remain in force in the containment zone till **30th Sept. 2020**.

ii. Containment zones shall be demarcated by the District authorities at micro level after taking into consideration the guidelines of MoHFW with the objective of effectively breaking the chain of transmission. Strict containment measures will be enforced in these containment zones and only essential activities will be allowed. These shall be strict perimeter control to ensure that there is no movement of people in and out of these zones, except for medical emergencies and maintaining supply of essential goods and services. In the containment zones, there are being intensive contact tracing, house to house surveillance and other clinical interventions, as required. Guidelines of MoHFW shall be effectively implemented for the above purpose.

iii. These containment zones will be notified by the respective District Magistrates on the UT Website and information will be shared with MoHFW.

iv. The District Magistrates or any subordinate authority shall not impose any local lockdown outside the Containment zones.

25. No restriction on inter-State/Intra-State movement

There shall be no restriction on inter-State/ UT/ Intra-UT/ Inter/ Intra District movement of persons and goods including those for cross land-border trade under treaties with neighboring Countries. No separate permission/approval/e-permit will be required for such movements.

26. **Protection of vulnerable persons:**

Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years are advised to stay at home, except for essential and health purposes.

27. **Use of Aarogya Setu:**

- i. Aarogya Setu enables early identification of potential risk of infection, and thus acts as a shield for individuals and the community.
- ii. With a view to ensuring safety in offices and workplaces, employers on best effort basis should ensure that Aarogya Setu is installed by all employees having compatible mobile phones
- iii. District Magistrates may advice individuals to install the Aarogya Setu application on compatible mobile phones and regularly up-date their health status on the app. This will facilitate timely provision of medical attention to those individual who are on risk.

28. **Strict enforcement of the guidelines:**

- i. The District Magistrates shall strictly enforce the above guidelines/ measures.
- ii. For the enforcement of social distancing, the District Magistrates may, as far as possible, use the provision of section 144 of the Criminal Procedure Code. (Cr.PC) of 1973.

29. **Penal provisions:**

Any person violating the above guidelines/measures will be liable to be proceeded against as per the provision of section 51-60 of the Disaster Management Act, 2005, besides, legal action under Section 188 of IPC and other legal provisions as applicable. The extract of which are attached as **annexure-II**.



(Saugat Biswas), IAS

Member Secretary,
State Executive Committee,
Ladakh Disaster Management Authority.

Dated: -31.08.2020.

No:-DMRRR/UTL/SOP/COVID-19/2020/10325-342

Copy for information to the:-

1. Additional Secretary, Jammu, Kashmir & Ladakh, Ministry of Home Affairs, GOI.
2. Joint Secretary, Disaster Management, Ministry of Home Affairs, GOI
3. Commr./Secretary, Health & ME/Civil Aviation/Information Department, Ladakh.
4. Divisional Commissioner, Ladakh.
5. Inspector General of Police, Ladakh.
6. Deputy Commissioner Leh/Kargil.
7. Sr. Superintendent of Police, Leh/Kargil.
8. Director, Health & Medical Education, Ladakh.
9. All Heads of the Departments, UT of Ladakh.
10. Chief Medical Officer, Leh/Kargil.

11. OSD with the Lieutenant Governor for information of the Hon'ble Lieutenant Governor.
12. Pvt. Secretary to the Chairman/Chief Executive Councilor, LAHDC Leh/Kargil for information of the HCECs.
13. Director, KBR Airport Leh.
14. District Informatics Officer, Leh for uploading on the UT Ladakh website.
15. Assistant Director Information, Leh/Kargil for necessary action.
16. President Hotel/Guest Houses owners Association, Leh/Kargil.
17. All heads of Religious organizations of Leh/Kargil.
18. Order file. (w.2.s.c).



Standard Operating Procedure (SOP) for incoming Labourers to Ladakh by Air & Road.

1. UT Administration has set up an UT Control Room at Leh for Labour related issues/grievances.

Details are as under:-

a) Phone No:-01982-2352158.


b) Whatsapp No:-7051985137.

c) E-mail:-alcleh2015@gmail.com/labouragency5@gmail.com

- Only labourers coming through contractors or labour agencies shall be allowed to enter Ladakh.
 - Contractors/labour agencies shall ensure that the labourers enter with Covid-19 negative test report (not older than 48 hours).
 - However, the UT administration will reimburse their Covid-19 test expenses done from ICMR approved Lab. at Govt. approved rates.
 - The labourers without valid Covid-19 report will undergo mandatory institutional quarantine for 7 days and shall be tested.
 - The labourers arriving in Ladakh without COVID-19 test shall be governed in terms of sub-para (2) of the Standard Operating Procedure issued vide Order No.14-DM(UTL) of 2020 dated:25.07.2020.
2. The labourers coming from Kashmir via Drass shall register themselves at the designated Medical Screening point at Menamarg & share daily registered data with UT Control Room (Leh). Covid-19 test report shall be checked here.
 3. The labourers reaching to Leh via road shall register themselves at Medical screening points at Upshi (coming from Manali) and Khaltse (coming from Kashmir) and labourers coming by Air shall be doing their registration at Leh Airport only. Covid-19 test report shall be checked here. **The format for registration of incoming labourers is attached.**
 4. After Screening/ Registration and verification of Covid-19 test reports, the labourers found with symptoms shall be isolated from others and treated as per the SOP in

vogue in UT Ladakh and rest with negative test reports shall be allowed to move to their work place.

6. SDMs along with ALC, Leh & ALC, Kargil shall be overall Incharge of labour registration and verification and follow up.
7. Surveillance teams will visit randomly their working areas and submit the daily reports to the UT control room. At the local quarantine, If any COVID-19 symptoms noticed by Surveillance team, it will be urgently shared with Medical teams & isolation & testing has to be done as per Medical SOP and only those Negative for COVID-19 shall be released.
8. Nambardar and Ward Members along with the Councilors/ Sarpanch shall be monitoring labourers and submit daily reports to DMs/SDMs.
9. Social distancing and SOPs shall be followed at Quarantine and working place also. Concerned contractors and executing officers shall be responsible for any lapses in SOPs. Penal actions shall be taken by the DDMA chairman for violation/ any lapses in following the SOPs.
10. UT Control Room shall compile data of above for screening cum registration & generate daily reports(**Format Attached**).
11. All the District Magistrates to keep sufficient Institutional Quarantine facilities ready for labourers.


Ravinder Kumar, IAS
Secretary Labour and Employment
UT Ladakh

ANNEXURE-"B"

Subject: - SOP for Religious Places/Places of worship-Regarding.

1. The District Magistrates (Chairpersons of DDMA's), shall ensure compliance of these instructions. The DMs are fully competent to close or impose such restrictions on any place of worship(s) based on local assessment of the spread of COVID-19.
2. Organizations managing the affairs of various places of worship are mandatorily required to set up COVID-19 Safety Committees, which may consist of their volunteers/sevadars/employees. These committees shall be required to ensure adherence to this SOP at all times. The District Magistrates shall be required to ensure compliance in this regard.
3. Places of worship shall be allowed to open for public in both the Districts of UT of Ladakh.
4. Persons above 60 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years are advised to stay at home. Organizations managing the religious institutions are required to enforce this at their level.
5. All visitors are required to maintain distance of 6 feet from each other in these places at all times, even when queuing up for entry.
6. All visitors are to be allowed entry only if they are using face covers/masks.
7. Only asymptomatic persons would be allowed entry into the premises.
8. People should be made to wash their hands and feet with soap and water before entering the premises. Necessary facilities shall be provided for this purpose by the organizations managing the premises.
9. Touching of statue, idols or holy books etc., should not be permitted.
10. Large congregational gatherings shall not be allowed inside premises till further orders. Only individual prayers shall be allowed to be performed.
11. Physical offerings like sprinkling of Holy water, Prasad etc., should not be allowed.
12. Sanitization of the premises should be done at regular interval, the timing for which should be fixed by the managing organizations. Frequent cleaning and disinfection roster should be maintained by the management of each place of worship.
13. Installation and use of Aarogya Setu App shall be mandatory for all visitors.
14. Staggering of the visitors should be done to prevent any crowding.

15. Shoes/Footwear should be preferably taken off inside own vehicles.
16. Common prayer mats/*Durrees* should not be used and wherever required, devotees shall carry their own individual mats which shall be taken along.
17. Community kitchens/Langers/Bhojanalyas/Food Courts etc., should be allowed to function only subject to norms of physical distancing, while preparing and distributing food.
18. There has to be very effective sanitization of lavatories, hand and foot washing stations/areas, railings, door knobs, etc. Sanitization staff or volunteers have to be provided necessary disinfectants prescribed by the Ministry of Health and Family Welfare, GoI.
19. Proper disposal of face covers/masks; gloves and other leftovers by the pilgrims should be ensured.
20. All places of worship will maintain a list of persons (with contactable details) entering their places, which may be required for the purpose of contact tracing subsequently by the concerned District administration.
21. In case of a suspected or a conformed COVID case in the premises, the persons should be isolated in an area, he should be immediately reported to the nearest health facility and necessary COVID protocol should be initiated.

National Directives for COVID-19 Management

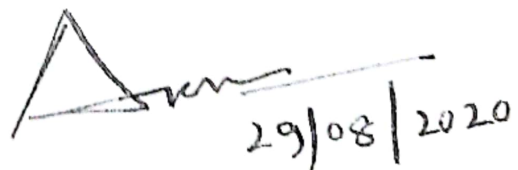
1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (2 gaz ki doori) in public places.

Shops will ensure physical distancing among customers.

3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

Additional directives for Work Places

4. **Work from home (WfH):** As far as possible the practice of WfH should be followed.
5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.
7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.


29/08/2020

A. Offences and Penalties for Violation of Lockdown Measures
Section 51 to 60 of the Disaster Management Act, 2005

51. Punishment for obstruction, etc.—Whoever, without reasonable cause —

- (a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or
- (b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim.—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

54. Punishment for false warning.—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government.—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly

unless he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning.—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies.—(1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section—

(a) “company” means anybody corporate and includes a firm or other association of individuals; and

(b) “director”, in relation to a firm, means a partner in the firm.

59. Previous sanction for prosecution.—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences.—No court shall take cognizance of an offence under this Act except on a complaint made by—

- (a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or
- (b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

B. Section 188 in the Indian Penal Code, 1860

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or trends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

Illustration

An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.