



**Uttarakhand State Disaster Management Authority &
Department of Health & Family Welfare
Government of Uttarakhand**

**CHECK LIST
FOR SUGGESTIVE ACTION-CUM-
REVIEW POINTS ON CONTAINMENT
OF SPREAD OF COVID-19 FOR THE
DISTRICT ADMINISTRATION**

**Uttarakhand State Disaster Management Authority &
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*Check list for suggestive Action-cum-Review points on
containment of spread of COVID-19 for the District
Administration*

1. District institutional (Hospital) isolation ward facility/ ICU

- 1.1. Ensure sufficient beds in various hospitals including government and private
- 1.2. Till date, what is the surge capacity of all hospitals, PHCs and CHCs to accommodate COVID-19 patients
- 1.3. The present arrangements of beds (Surge capacity) in government establishment is sufficient?
- 1.4. If no, then what is the arrangement/ any meetings/ tie up made with private hospitals
- 1.5. If yes, pl. (para 1.4) keep the list of hospitals with bed capacity
- 1.6. Doctors/ nurses/ paramedics/ janitors/ ULBs/ department of Food & Civil Supply / police/ Fire & Emergency / SDRF/ Department of Transport/ Department of Education/ Department of PRIs are trained/ sensitized adequately
- 1.7. If yes, please take stock of number of training conducted (Department wise as mentioned at para 1.6)
- 1.8. If private hospitals are to be used then ensure training of personnel of private hospitals.
- 1.9. Have adequate preparations been done in the ICU/Isolation Ward to admit any suspected or confirmed cases?
- 1.10. Have you earmarked Ambulance/ other vehicles for transportation of the suspect without interrupting the normal flow of Hospitals, PHCs and CHCs?
- 1.11. Have you planed for additional requirement of vehicles for transportation of suspected cases?

2. Ensure availability of essential items, Doctors/Nurses/ para medical staff and other resources (Please take stock of details of resources in numbers)

- 2.1. Masks
- 2.2. Gloves
- 2.3. PPEs
- 2.4. Gowns
- 2.5. Sanitizer
- 2.6. Spraying machine
- 2.7. Soap
- 2.8. Ventilators
- 2.9. Body bags
- 2.10. Liquid for decontamination (KMNO₄ and formalin or any other equivalent) (Please consult with CMO) (in litre)
- 2.11. Availability Fund Yes No
- 2.12. Ensure that data of retired Dr/ Nurses/ paramedical staffs residing in district is collected and data base prepared for future use. Yes No
- 2.13. Plan for training of all retired Dr/ Nurses/ paramedical staffs to whom you will deploy in case of worst case scenario Yes No
- 2.14. Plan for training and orientation of final year medical and nursing students for their deployment in case of worst case scenario Yes No
- 2.15. Conduct coordination meeting with all such institutions and individuals and intimate them in advance for their possible deployment for prevention and control of Covid-19 Yes No
- 2.16. Plan for identification of counsellors for counselling of suspects (Covid 19) Yes No
- 2.17. Visualise scarcity of various resources as mentioned above and plan accordingly Yes No
- 2.18. Please plan the procurement strategy, if the availability of essential resources are not adequate (specify delivery time and days)

3. District quarantine facility

- 3.1. Ensure the identification of quarantine facility Yes No
- 3.2. If yes, please take stock of number of quarantine facilities identified

- 3.3. If number of suspected cases in the district will increase then do you think that the identified capacity is adequate? Yes No
- 3.4. If no, what will your strategy to provide quarantine facility to suspected cases?
- 3.5. Ensure availability of adequate beds Yes No
- 3.6. Ensure power supply arrangement in quarantine area Yes No
- 3.7. Ensure that quarantine area is enabling and friendly so that the coping mechanism of patients can be maintained Yes No
- 3.8. Ensure drinking water arrangement in quarantine area Yes No
- 3.9. Ensure sanitation facility (Toilet & Bathing area) in Quarantine area Yes No
- 3.10. Ensure proper food arrangements in quarantine area Yes No
- 3.11. Ensure cleaning in quarantine area with appropriate Chemicals Yes No
- 3.12. Ensure security in quarantine area Yes No
- 3.13. Ensure counselling of suspects and patients having positive symptoms in quarantine area and isolation unit Yes No

4. Coordination between various line departments

- 4.1. Plan your IRT as per requirement and nominate officers (the IRT of Dehradun for response has been modified and enclosed for reference) Yes No
- 4.2. Ensure training / sensitization of newly formed IRT to respond the pandemic (safety precaution while dealing with the suspects or identified positive patients) Yes No
- 4.3. Ensure conduct of coordination meetings with all stakeholders of district and Thesil IRTs Yes No
- 4.4. Ensure that members of IRT / line departments are working as per charters of duties of IRS Yes No
- 4.5. Ensure that review/debriefing meetings are conducted on action taken for effective response Yes No
- 4.6. Ensure regular updating of work done and to be done by various department / personnel (Execute IRS Form 004 and 005) Yes No

5. Stock taking of availability of essential commodities

- 5.1. Are you taking stock of essential food items available in PDS Godown on daily / weekly basis? Yes No

- 5.2. Are you taking initiative for prevention and control of hoarding of essential commodities? Yes No
- 5.3. Are you monitoring availability of essential commodities and its price regularly? Yes No
- 5.4. In case of complete lockdown, have you prepared plan to provide food items to all (Population residing in your district) through PDS Yes No
- 5.5. If yes, review the strategy and plan accordingly
- 5.6. Have you identified additional Godown for storage of essential food items? Yes No
- 5.7. If yes, please take stock of name of Godown with locations and its storage capacity

6. Tracing the exposed persons

- 6.1. Have you got the SOPs to find out exposed person? Yes No
- 6.2. If no, please discuss with CMO / SDRF
- 6.3. Have you prepared SOPs for quarantine of exposed person if identified Yes No
- 6.4. If no, please discuss with CMO / SDRF
- 6.5. If any exposed person refuse /resist to come to quarantine centre then what will be the SOPs to manage the scenario

7. SOP for Disinfection of quarantine premises

- 7.1. Do you have SOPs for disinfection of quarantine premises? Yes No
- 7.2. Do you have sufficient chemicals and equipment for decontamination of affected area and other facilities established? Yes No
- 7.3. Ensure training of personnel for effective and safe disinfection Yes No

8. SOP for isolating the symptomatic person

- 8.1. Do you have SOPs for isolating the symptomatic person? Yes No
- 8.2. Ensure training of Personnel/ team to manage patients those are in isolation? Yes No
- 8.3. Do you have SOPs to manage a symptomatic person if he/she refuse/resist to go for isolation? Yes No
- 8.4. Plan to control Law and order situation if arises?

9. SOP for house quarantine of exposed person

- 9.1. Do you have SOPs for house quarantine of exposed person? Yes No
- 9.2. Are you conducting awareness activity in and around of the exposed person's premise? Yes No
- 9.3. How it is being done?

10. Awareness activities

- 10.1. Have you develop any strategy for generation of awareness among the communities? Yes No
- 10.2. If yes, please review the strategy at your level
- 10.3. Do you have sufficient fund to manage the awareness activity? Yes No
- 10.4. Are you conducting Media briefing/issuing press note regularly? Yes No
- 10.5. Ensure to reach out the vulnerable groups like taxi drivers/ restaurant workers/ hotel workers / janitors about dos and don'ts on infection of Covid-19 Yes No
- 10.6. Have you developed any strategy to reach out the villagers? Yes No
- 10.7. Do you have any strategy for control of spread of rumours? Yes No
- 10.8. If yes, please review.

11. Status of liaison with hospitals of central government organisations located within district

12. Do you have any SOPs for dealing with foreign nationals who is symptomatic or asymptomatic residing in your district? Yes No

13. What are the necessary regulatory / prohibitive /orders you have issued as a DM/ RO for prevention and control of Covid-19?

14. Status of coordination with DG (Health) office for support

15. Status of coordination with SDRF and other departments concerned with support

16. Strategy for involvement of Army and CPMF with the district administration

17. Training for personnel involved in operations

- 17.1. Ensure training of all personnel involved in operations on various components of Covid-19 (decontamination, use of PPE, precaution taken in quarantine area, etc). The stakeholders are as follows; (take stock of number of stakeholders already trained) Yes No

- 17.1.1 Hospital Staff (Para medics/ word boy/nurses/)
- 17.1.2. Employees of ULBs (Sanitation worker)
- 17.1.3. Ambulance drivers
- 17.1.4. Police personnel
- 17.1.5. Drivers of all police vehicles
- 17.1.6. Drivers of SDRF
- 17.1.7. Drivers of Sachivalaya and other government offices
- 17.1.8. Other supportive staff of various departments

17.2. Training for personnel involved in various public utilities

17.2.1. Ensure training of all personnel involved in providing services at various public Utilities on sanitization. The stakeholders are as follows; (take stock of number of stakeholders already trained) Yes No

- 17.2.2. Petrol pump
- 17.2.3. Post office
- 17.2.4. Private bus
- 17.2.5. Auto drivers
- 17.2.6. E-Rickshaw drivers

17.3. Training for PRIs and ground workers.

17.3.1. Ensure training of all personnel involved in providing services at various public Utilities on sanitization. The stakeholders are as follows; (take stock of number of stakeholders already trained) Yes No

- 17.3.2. Word members / Counsellors / Sarpanch
- 17.3.3. ASHA Karmi
- 17.3.4. Anganwadi Karayakarti
- 17.3.5. Patwaries
- 17.3.6. NRHM Project staff

18. Ensure that PDS shops are not using Biometric for attendance of staff Yes No

19. Plan to create awareness among the communities about prevention and control of Covid-19 Yes No