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No. CMO/CM-D/2018-Misc.  
Chief Minister Office-D Section  
Government of Himachal Pradesh.

From

The Principal Secretary  
to the Chief Minister, H.P.

To

1. All the Administrative Secretaries to the Govt. of Himachal Pradesh.
2. All the Head of Departments.
3. All the Deputy Commissioners.
4. All the Superintendent of Police.

CHIEF MINISTER  
(SECTION-A)  
18 NOV 2020  
H.P. SECRETARIAT  
SHIMLA-171002

Dated:

Subject:-

Covid-19 protocol for meetings & field visits of the  
Hon'ble Chief Minister, Himachal Pradesh.

As the Hon'ble Chief Minister is responsible for providing state level leadership and decision making in respect of all matters concerning Governance in the State. It is extremely important that he is shielded from any risk of COVID infection so as to maintain the smooth functioning of the government during pandemic.

The following advisory is issued:

**I. 1. Meetings**

- a) It will be necessary to maintain a distance of at least 6 feet between persons in the meetings;
- b) Meetings should be conducted in open conference halls/grounds with less than 50% capacity. The conference halls should have plenty of cross ventilation with open windows and doors. Air conditioning is not preferred;
- c) The conference halls/meeting halls should be well ventilated and surface disinfected with appropriate disinfectants well before the start of the meeting and after the meeting. (1% Hypochlorite solution or alcohol disinfectant). Arm of chairs, railings, door handles, mic handle, table surfaces etc. should be given extra attention;
- d) All participants should speak with the mask worn throughout and avoid Speaking loudly;
- e) All participants attending meeting/function to wear masks throughout and sanitise their hands before entering the area;

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Sd/- P. K. Sharma  
21/11/20

- f) Avoid exchange of any objects/articles without proper disinfection;
- f) Avoid serving of snacks and food during the meetings. If at all required extra precautions are required to follow physical distancing.

## 2. Handling Documents

Use of digital files should be promoted. However, wherever public representations are presented, the security staff will ensure use alcohol-based hand sanitizer, especially after handling physical files and other office items.

## 3. Visitors

There will be an effort to limit the number of visitors as per guidelines, wherever required, visitors can be allowed directly inside the chamber/room with following precautions:

- a. All visitors should be screened for any symptoms including cough, running nose, fever before entering room. Anybody even with mild symptoms should not be permitted in;
- b. Visitors to use hand sanitisers before entering the chamber;
- c. Visitors should be wearing a three-layer mask throughout.
- d. Visitors to stay at more than 2m distance from VIP;
- e. Visitors from containment zones, travellers etc. would not be allowed direct meetings. They would be provided alternate virtual meetings;
- f. It will be preferable if the Hon'ble Chief Minister uses a face shield during direct meetings. The Personal Staff will ensure that the face shields are kept clean;
- g. Objects/articles should not be exchanged between visitors and the Hon'ble Chief Minister.

## II. HON'BLE CHIEF MINISTER SECURITY STAFF, AND DRIVERS:

1. A three tier system of security and personal staff should be identified and rotated. They have to be an exclusive group who will not socialize with any one and will be on a strict protocol.

Tier	Description	Duration
Tier-1	-14 days of continuous duty. -They should wear three-layer mask and maintain social	14 days



	<p>distancing with all other persons while on active duty. They should practice hand hygiene frequently. -While on off duty, they should not use canteen, or common places and absolutely no socialization</p>	
Tier-2	<p>-Individuals who have completed 14 days of tier-1 duty and guidelines are considered as tier-2 persons and are permitted to stay/visit their homes. -They should limit their physical contacts only to close family members. -Avoid social contact; mass gatherings, maintain physical distancing and wear masks throughout. -Avoid contact with persons from containment zones/hotspots, international or interstate travellers.</p>	10 days
Tier-3	<p>-Individuals who have completed tier-2 period are considered as tier-3. -They should undergo medical examination and seek medical fitness certificate clearly indicating <b>"No Symptoms of COVID-19"</b></p>	4 days

2. They should ensure that they are not symptomatic and should not be having;

- a) Contact with persons in containment zones/Contact with COVID confirmed cases/suspects/interstate or international travellers;  
b) Attend unofficial functions/meetings, marriages, visit to market places etc.

3. They should monitor their health themselves and report any symptoms;

4. They should also advice their family members to avoid contact with persons from containment zones / COVID cases/suspects and with international or interstate travelers;

5. They should also report any clustering of similar symptoms in their families (even if one) or family members with contact with persons from Containment Zones / COVID suspects / contact with interstate or international travellers in their-family.

### III. TRANSPORTATION OF HON'BLE CHIEF MINISTER

1. Dedicated vehicles and drivers and security have to be arranged;
2. Co-Passengers other than the designated security personnel and driver should not be permitted;
3. The vehicle should be disinfected both outside and inside using appropriate disinfectants (door handles, floormats etc.) after each trip from one place to other place.

### IV. PUBLIC FUNCTION

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1. No Bouquet/Flowers will be presented to the Hon'ble Chief Minister, if at all it is to be done, it should be done by one person only and not everyone;
  2. Only 10 people other than DC, SP will receive him at the Helipad;
  3. People will not be lined up at the venue of the function. All attendees will be asked to take their seats before the Hon'ble CM reaches the dais;
  4. Only a limited number of people as per guidelines will be allowed at the venue;
  5. The practice of honouring the VIP or VVIPs should be stopped. At best only one person can honour that too the Hon'ble Chief Minister and not all present in the stage;
  6. Only single seater sofa will be kept at the stage. No twin or more seater sofa should be allowed;
  7. In order to avoid crowding, the attendees will depart the venue of the function only after the Hon'ble CM has left the venue.

**V. BOARDING THE HELICOPTER**

1. All passengers boarding the Helicopter will be thermal scanned before boarding;
2. Anybody with a fever will not be allowed to Board.

शिक्षा निदेशालय उच्चतर शिक्षा

01 DEC 2020

(Suneel Sharma)

Additional Secretary (Mont. & Coord)  
to the Chief Minister.

No. CMO/CM-D/2018-Misc.

Dated:

Copy forwarded to information:

1. Pr. Pvt. Secretary to Hon'ble Chief Minister, H.P.
2. P.S. to the Chief Secretary to the Govt. of Himachal Pradesh.
3. Manager, IT O/o H'CM.

(Suneel Sharma)

Additional Secretary (Mont. & Coord)  
to the Chief Minister.

Directorate of Higher Education  
Himachal Pradesh Shimla-1

Endorsement No. EDN-HE (21) B(15)38/2020 Dated 25-11-2020.

Copy forward for information and necessary action to:-

1. The Secretary, (Education) to the Govt. of Himachal Pradesh Shimla-2 for information please.
2. All the Principals Degree Colleges in Himachal Pradesh for information and necessary action please.
3. All the Deputy Directors of Higher Education in Himachal Pradesh for information and necessary action please.
4. The Technical Officer (Computer/ IT Cell), Directorate of Higher Education, Himachal Pradesh with the request to take necessary action this matter and same is uploaded on the departmental website.
5. Guard file.

(Dr. Ashith Kumar Mishra)

Jt. Director of Higher Education (C)  
Himachal Pradesh Shimla-1