

F. No. Z.28015/30/2020-EMR (Pt 1)

Government of India

Ministry of Health and Family Welfare

Nirman Bhawan, New Delhi

Dated 12th March, 2020

OFFICE MEMORANDUM

Subject: Establishment of Quarantine Centres for housing personnel with potential exposure to COVID-19

In the context of increasing number of countries reporting Novel Coronavirus Disease (COVID-19), it has been decided to quarantine Nationals coming from those countries which are reporting large number of cases and deaths. The travel advisory issued on 11.3.2020 advocates that “incoming travelers (including Indian Nationals) arriving from or having visited China, Italy, Iran, Republic of Korea, France, Spain and Germany after 15.2.2020 shall be quarantined for a minimum period of 14 days (coming into effect from 13.2.2020 at the port of departure)”. This list may expand as per the decision taken from time to time.

Hence, States need to identify quarantine facilities that can house 500 to 2000 people or more in the vicinity of 30 airports listed at Annexure-I as per the expected traffic of international passengers in these airports . Such facilities should fulfill the following:

- Preferably, it should be located in the outskirts of city areas away from human habitations.
- There should be access control to the facility monitored by security and/ or CCTV.
- Such facility should be well ventilated (without ducted air conditioning) and should have adequate scope for natural lighting.
- Such facility should have functional requirements of individual rooms or dormitory settings of accommodating 5 to 10 beds at 1-2 meters apart with separate washroom facility.
- While planning the facility, space for an administration unit, a clinical examination room/medical station, catering facilities, laundry services and waste management need to be considered. The facility should have access to landline and internet services.
- Required human resources for all the services as mentioned above i.e. doctors, psychiatrists/ psychologists and public health specialists, nurses, administrative staff, catering staff, sanitary staff etc. should be identified.

- For smooth administrative functioning an administrator should be identified as the nodal officer for each quarantine centre, who will directly report to District Collector/MD, NHM/Principal Secretary (H). The name and contact details of such nodal officer will be shared with the State and Central focal points and APHOs.
- All such staff needs to be oriented on COVID-19 and on Infection Prevention and Control Practices including use of PPE kits, masks, gloves etc.
- Information Education Communication materials should be displayed.
- Dedicated ambulance services should be available on round the clock basis.
- The referral hospital for transferring suspect cases should also be identified.
- The financial requirements to manage the quarantine center will be tied up with MD, NHM of the concerned States.
- A checklist for setting up the quarantine center is attached.


(Lav Agarwal)

Joint Secretary to Govt. of India

Tel: 011-23061195

To,

- i. Additional Chief Secretaries/Principal Secretaries (Health) of all States/UTs

Annexure I

List of cities with airports where universal screening of International passengers is being carried out

1. Kolkata
2. Mumbai
3. Delhi
4. Bangalore
5. Hyderabad
6. Chennai
7. Cochin
8. Ahmedabad
9. Amritsar
10. Coimbatore
11. Guwahati
12. Gaya
13. Bagdogra
14. Jaipur
15. Lucknow
16. Trivandrum
17. Trichy
18. Varanasi
19. Vishakhapatnam
20. Bhubaneswar
21. Goa
22. Calicut
23. Mangalore
24. Chandigarh
25. Indore
26. Madurai
27. Kannur
28. Nagpur
29. Surat
30. Pune

CHECKLIST FOR ESTABLISHING A QUARANTINE CENTER

I. Basic Information:

- 1) Name of the Quarantine Centre:
- 2) Address:

- 3) Officer In charge:
- 4) Email address:
- 5) Phone Number:
- 6) GPS Coordinates:

II. Location of quarantine centre

- 7) Located away from the residential area? ☐ Yes ☐ No
- 8) Distance to nearby residential area?
- 9) Away from an area where gathering expected (Eg: Temples, stadiums, Churches etc):
☐ Yes ☐ No

III. Accessibility to the quarantine centre :

- 10) How far is it from the nearby airport?
- 11) How far is from the nearest railway station?
- 12) How far is the nearest bus station?
- 13) Is the road to quarantine centre is free from heavy traffic?
- 14) Is the road to quarantine centre is wide enough to have two vehicles at a time?
☐ Yes ☐ No
- 15) How far is the nearest tertiary care centre?
- 16) How far is the nearest District Hospital?

IV. Facilities & basic amenities at quarantine facility:

- 17) How many floors are there in the quarantine building?
- 18) How many rooms available at the quarantine facility?
- 19) How many numbers of beds in each room at quarantine facility?
- 20) What is the distance between beds in the quarantine room?
- 21) Is there 24*7 supply of electricity at the facility? ☐ Yes ☐ No
- 22) Is there 24*7 supply of water at the facility? ☐ Yes ☐ No
- 23) Is there air conditioning available? ☐ Yes ☐ No

- 24) If yes, it is by centralised AC or individual air conditioning in each room?
i. If individual AC ? a: Split b: Window
- 25) Does window space covers at least 10% of total area? ☐ Yes ☐ No
- 26) How many windows in each room?
- 27) Is there exhaust fans in each room? ☐ Yes ☐ No
i. If Yes, how much air exchange rate expressed in cubic feet per minute (CFM)?
- 28) Is there drainage facility available in each floor? ? ☐ Yes ☐ No
- 29) Is there any separate sewage line from Quarantine areas?
- 30) Are there separate exit & entry points? ☐ Yes ☐ No
- 31) Is there availability of 24*7 security services at the quarantine area?
- 32) Is there any separate door for entry of non-health professionals for housekeeping, catering?
☐ Yes ☐ No
- 33) Is there any separate washroom facility for each room at the facility?
☐ Yes ☐ No
- 34) If not, how many wash rooms per person/area?
- 35) Are the floors washable & easily dried? ☐ Yes ☐ No
- 36) Is the floor mappable? ☐ Yes ☐ No
- 37) Is there any in-house mess facility available at quarantine area?
- 38) Is there any separate room/ resting facility for?
i. Doctors
ii. Nurses
iii. Paramedics
iv. Cleaning staffs

V. Linen management

- 39) What is the Frequency of changing linen in Quarantine rooms?
- 40) Whether disposable of Linen used? ☐ Yes ☐ No
i. If No then, How they are disinfecting & cleaning linen?
ii. How frequently linens changed?
- 41) Is there any curtains available in the quarantine rooms/wards? ☐ Yes ☐ No
i. If yes frequency of changing them?
ii. frequency of disinfecting & cleaning?
- 42) Is there any policy for disinfecting mattress at quarantine facility?
☐ Yes ☐ No
- 43) Is there any written policy for disinfecting beds at quarantine centres?
☐ Yes ☐ No

44) If yes, please verify policy and elaborate /

VI. Infection control practices

45) Is adequate PPE supply available at the quarantine facility? ☐ Yes ☐ No

46) Is there adequate supply of disinfectants at the centre? ☐ Yes ☐ No

47) Are the staffs in the facility trained in wearing PPE? ☐ Yes ☐ No

48) Is there a separate area for donning & doffing PPE? ☐ Yes ☐ No

49) Is there hand washing facility with soap with dispenser / hand sanitizer available at donning & doffing areas?

☐ Yes ☐ No

50) If yes, what type of hand rub dispensers are available? (select all applicable answers)

- i. Pocket bottle
- ii. Bottle affixed to trolley/tray
- iii. Bottle affixed to bed
- iv. Wall dispenser
- v. Dispenser located on bedside table/trolley

51) Whether all staff has access to hand rub dispensers? ? ☐ Yes ☐ No

52) Are hand rub dispensers replaced when empty?

- i. Always
- ii. Intermittently
- iii. Rarely
- iv. Never
- v. Not applicable

53) Are posters illustrating handwash technique displayed beside each sink?

☐ Yes ☐ No

54) Is there availability of bleaching solution of different strength available?

% of hypochlorite solution	YES	NO
1%		
5%		
10%		

55) Is there any policy for rodent & pest control management? ☐ Yes ☐ No

56) If yes, is it being implemented & followed? ☐ Yes ☐ No

57) Are the staffs trained in infection control practices? ☐ Yes ☐ No

58) Is there a structured curriculum / training module for Infection Control Practices? ?

☐ Yes ☐ No

59) What is the Frequency of cleaning of

- i. floors of quarantine rooms/wards
- ii. Bathrooms
- iii. Ambulatory areas
- iv. Resting rooms
- v. What is the Frequency of cleaning high touch surfaces like door knobs, bed rails etc?

60) Is there any separate sample collection area? ☐ Yes ☐ No

61) Is there is separate thermometer & BP apparatus available at the quarantine centre?

☐ Yes ☐ No

62) Are there colour coded bags available for BMW management?

63) Is the waste being segregated and disposed as per protocol? ☐ Yes ☐ No

64) Are the sharps being disposed as per protocol? ☐ Yes ☐ No

65) How the food waste is being disposed?

VII. Recreational facilities

66) Is there provision for mobile phone or internet at the facility? ☐ Yes ☐ No

67) Are the mobiles phone disinfected?

- i. If Yes how
- ii. How frequently

68) Is there any recreational room / area available? ☐ Yes ☐ No

69) Is there any provision for Television or Radio at the quarantine facility?

☐ Yes ☐ No

70) Is there a provision of printed reading materials at the facility? ☐ Yes ☐ No

- i. If Yes how the materials are disposed off?

VIII. Human resources & logistics

71) Is there a dedicated Infection nurse for the quarantine facility to monitor IPC activities?

72) Is there is rotational shift for doctors/nurses/paramedics?

- i. If Yes, how many shifts?
- ii. Doctors in each shift
- iii. Nurses in each shift
- iv. Cleaning staffs in each shift

73) Is there any pulmonologists/physician available when it is needed?

☐ Yes ☐ No

74) Is there a phlebotomist/ lab technician available when it is needed?

☐ Yes ☐ No

75) Is there any availability of clinical psychologist in quarantine facility?

☐ Yes ☐ No

IX. SOP & policies

76) Are there any guidelines/ in-house SOP for infection control practices?

☐ Yes ☐ No

77) Is there any protocol for limiting the visitors to quarantine area? ☐ Yes ☐ No

78) Is there any written policy for the recreational area? ☐ Yes ☐ No

79) Biomedical waste management guidelines 2016 & amendments 2019 available?

☐ Yes ☐ No

80) Does the quarantine health facility in charge aware of National IPC guidelines for healthcare facilities 2020? ☐ Yes ☐ No

81) Is there any linen policy available? ☐ Yes ☐ No

82) Is there any SOP for working of doctors, nurses & paramedics at quarantine facility?

☐ Yes ☐ No

83) Is there any protocol for disinfecting ambulance after transporting patient to isolation centre?

84) Is there any policy for monitoring health of staffs at quarantine area?

85) Is there enough IEC displayed at the quarantine centre?

X. Transporting Patients to Isolation centre

86) Is there any protocol for transfer of patients to tertiary care/transfer of symptomatic cases to isolation centre?

87) Is there separate ambulance available for transporting patients to isolation centre?

☐ Yes ☐ No

88) Are the ambulance staff trained in wearing PPE & infection control practices?

89) How far is the Isolation facility from the quarantine centre