

Advisory for High court, District courts and Trial courts in the context of COVID-19 in Karnataka

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Background:

In view of COVID-19 pandemic, Government of Karnataka is taking all necessary preventive and control measures to contain the pandemic. It is essential to ensure infection prevention and control measures in court premises. These measures shall be adopted by Judicial Officers, staff of High Court, District courts and trial courts to protect themselves from being infected by Covid-19 during their judicial work.

1.1 At the Entrance:

- Designated person will undertake thermal screening (for fever) of all staff, advocates, police personnel, witnesses, those under trial and visitors by holding the thermal scanner from 3 to 15 cm away from the person's forehead. If temperature is $\geq 37.5^{\circ}\text{C}$ ($\geq 99.5^{\circ}\text{F}$) such persons shall not be allowed and referred to fever clinic or dial Apathamitra helpline 14410 for advice.
- All those entering the premises shall be screened at separate entry points (Staff/advocates and visitors shall be screened separately)
- The names and cell phone numbers of the persons entering the Court premises shall be recorded. No one shall be allowed to enter the Court premises without wearing a face mask.
- Physical distance of more than 1 metre shall be maintained at all times and avoid hand shaking. There shall not be overcrowding at the entry.
- Alcohol based handrub/sanitiser shall be made available at all points.
- The staff/visitors shall maintain cough etiquette; they are advised to cover their mouth and nose with a disposable tissue paper/handkerchief when they sneeze/cough. The used tissue papers shall be disposed in closed dustbins. If they don't have tissue paper/handkerchief they should cover the mouth and nose by elbow.

1.2 Within the court premises:

For Court staff:

- Avoid close contact with anyone and maintain at least 1 metre distance.
- Frequently wash your hands with soap and water or use alcohol based hand rub/sanitizer (Annexure 1).
- Avoid touching eyes, nose and mouth frequently.
- Avoid handshake. Maintain hand hygiene while handling files.
- Do not arrange meetings including sitting in groups at any place; virtual meetings are encouraged.
- Seating arrangements has to be done in such a way that a distance of at least 2 metre is maintained.
- Download Aarogya Sethu App and do self-assessment daily.
- If any staff develops symptoms like fever, cold , cough, throat pain and difficulty in breathing , he/she shall not be permitted to work and refer them to fever clinic or dial Apathamitra helpline 14410.

1.3 For visitors in the court hall:

- Physical distance of more than 1 metre shall be maintained at all times and avoid hand shaking
- Always use face masks at all times
- Alcohol based hand rub/sanitizer shall be frequently used.
- Visitors shall maintain cough etiquette, they are advised to cover their mouth and nose with a disposable tissue paper/hand kerchief when they sneeze/cough, used tissue papers must be disposed in closed dustbins, if they don't have tissue paper/hand kerchief they should cover mouth and nose by elbow.
- If any visitor has symptoms of COVID 19, they shall be referred immediately to fever clinic or dial Apathamitra helpline 14410.

1.4 Cleaning of Court premises:

Areas	Frequency	Method of cleaning and disinfection
Common areas- waiting, verandah, reception, office rooms, court hall, staff room, judges room and Floors	Once daily	With common detergent and water or 1% sodium hypochlorite (See Annexure-2 for preparation) Clean the mop with water and 1% sodium hypochlorite and sundry.
Lifts, stairways, door handles, & knobs, table tops, Telephone, window shields switches etc.	Once daily	Wiping clothes dipped in 7% Lysol or any 70% alcohol based disinfectant
Canteens and cafeteria	Once daily	With common detergent and water or 1% sodium hypochlorite (See Annexure-2 for preparation) Clean the mop with water and 1% sodium hypochlorite and sun dry
Toilets	Minimum twice daily	1% sodium hypochlorite Not to use the toilet for half an hour
Curtains and table clothes	Once a week	Wash with hot water (70°C or more) and laundry detergents

1.5 Canteens and cafeteria

- All Staff should be screened daily for symptoms like fever, cough, cold and throat pain. Those having such symptoms shall not be permitted to attend work and seek medical advice or dial Apathmitra helpline 14410.
- Ensure physical distancing of more than 1 metre. Seating arrangements has to be done in such a way that physical distancing is maintained.
- Cough etiquette: every individual has to observe personal hygiene while coughing, sneezing, etc. Nose and mouth shall be closed by elbow while coughing and sneezing. If Hand cloth is used it shall be frequently washed. If tissue paper is used, it shall not be thrown indiscriminately and to be disposed off in closed dustbin.
- Frequent hand washing for at least 20 seconds is advised. The proper steps of hand washing are to be noted. (Annexure 1). The hands shall be disinfected with sanitizer regularly if frequent hand washing is not possible. Ensure liquid

soap/dispenser is provided at hand-wash facility. Hand sanitizers shall be placed at entrance, counters, tables and other appropriate places.

- All food-handlers shall wear facemask, hand gloves, head-cap and apron. The facemask shall cover nose and mouth properly. Avoid touching your mask while using it; Replace mask with a new one as soon as it is moist or at least every six hours. Do not re-use single-use masks. To remove the mask, remove it from behind (do not touch the front of the mask); discard immediately in a closed bin; wash hands with soap & water or alcohol-based sanitiser.
- All staff shall take bath after reaching home. The clothes shall be washed separately with detergent and sun dried. Use sanitizer to clean accessories such as watch, belt, mobile phone, glasses and others.
- Toilets and Washrooms must be disinfected based on GOI guidelines.
<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>
- Keep doors open during working hours to prevent frequent touching and to minimize contact. Common touch points like door handles, racks, billing counters etc. shall be cleaned and sanitized frequently.
- All milk packets, vegetables and grocery packets shall be cleaned immediately with running water and stored appropriately.
- All prepared foods shall be stored in closed containers.
- All utensils, instruments, cutlery, crockery shall be washed thoroughly using warm water with detergent.
- Encourage digital forms of payment.
- Display posters and regular announcements to follow physical distancing, hand hygiene and cough etiquette.
- Ensure that visitors follow queue with physical distancing by marking boxes on the floor and do not crowd near the cash counter/ food counter.
- A suitable person shall be designated to monitor and ensure compliance to the above requirements

2. Actions to be taken if any staff tests positive for COVID-19

2.1 If any staff develops symptoms of covid-19 such as fever, cold, cough, throat pain, difficulty

in breathing, etc. he/she shall be immediately moved to an area away from other individuals.

If possible, find a room or area where they can be isolated behind a closed door, open the

Window for ventilation wherever possible and switch off AC.

- 2.2 The staff who is unwell shall be provided with face mask and he/she shall wear it. While they wait for medical advice, they should avoid any contact with other staff, avoid touching others, surfaces, and objects. In case face mask is not available, advise to cover mouth and nose with a disposable tissue or hand kerchief while coughing/ sneezing and then dispose off the tissue paper in a closed bin. If tissue paper/hand kerchief is not available, they should cover mouth and nose by elbow. If they need to go to restroom, they should use a separate one, if available. In short, he/she shall follow cough etiquette, hand hygiene practices and physical distancing from other co-workers.
- 2.3 If any staff reports of covid-19 symptoms over the phone, then the staff shall contact Apthamitra helpline by dialing "14410" or directly visit the nearby fever clinic/hospital for medical consultation. Such staff shall not be permitted to report to work.
- 2.4 Once a COVID positive case (patient) is diagnosed, inform and facilitate the district health authorities for carrying out contact listing and tracking as per the guidelines of Government of Karnataka (GOK).
- 2.5 The premises including all surfaces, floors, lifts, railings, stairs desks, vehicles, etc. shall be disinfected using 1% sodium hypochlorite solution. The premises can be re-used from the next day. If the premises continue to report new COVID-19 cases in the subsequent days, District health officer/chief health officer(PH) BBMP shall investigate and recommend further action on case-to-case basis.
- 2.6 Irrespective of the COVID-19 status, all surfaces that the symptomatic staff has come in contact must be cleaned with 1% sodium hypochlorite solution including objects visibly contaminated with body fluids/respiratory secretions, and all potentially contaminated high-contact areas such as telephones, computers, tables, door handles, washrooms, etc.
- 2.7 After the staff is free from symptoms and fully recovers, he/she shall be allowed to resume work.

A suitable person shall be designated as "nodal officer" to monitor and ensure compliance to the above requirements and also liaise with health department for guidance from time to time.

For COVID related queries please contact:

Helpline numbers 9745697456, 080-46848600, 080-66692000, 14410

<https://covid19.karnataka.gov.in/>

Download Aarogyasetu and Apthamitra apps from below link

<https://covid19.karnataka.gov.in/new-page/Mobile%20Applications/en>

Kindly watch Jagruti Karnataka YouTube channel for COVID related information.

https://www.youtube.com/channel/UC-jJ_NNwB9m8_OocGo1Zfcg/videos

Annexure -1

Steps in Hand washing- Minimum 20 seconds of hand washing is encouraged



Annexure-2 : Guidelines for Preparation of 1% sodium hypochlorite solution and lysol

Product	Available chlorine	1 percent
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/ tablet) – tablets	60%	11 tablets to 1 litre water
Chloramine – powder	25%	80 g to 1 litre water
Bleaching powder	70%	7g to 1 litre water
Lysol for disinfection Lysol IP (50% Cresol and 50% Liquid soap)	-	2.5% Lysol (1 litre of Lysol in 19 litres of water)