

**STANDARD OPERATING PROCEDURE FOR SOCIAL DISTANCING**

'Social Distancing' hi mi zinga kan awma inhlatawka taka awm, 'Physical Distancing' a ni ber a. Chu chuan hnathawhna leh veivah velna zawng zawngah midang nena inhlatawka taka awm hi a kawka ni. COVID-19 hri kai theihna – taksa insik, khuh, hahchhiau, chil per lengvel, etc. atanga kan him theih nan midang nen meter hnih tala inhlatawka a tul. Lockdown zawh hnu pawhin fimkhur zui a la ngaih viau avangin social distancing hi la hmanzui zel a tul em em a ni.

Sawrkhar, pawl leh mimal office hrang hrang, sumdawna leh thilsiamna hmun, in leh lo dinna hmanraw lakna hmun hrang hrang te leh ei leh in zawrhna hmuna inkaihhruaina chu a hnuaia tarlan ang hi a ni.

**1. SAWRKAR OFFICE, PAWL LEH MIMAL OFFICE TE:**

- a) Head of Department/Head of Office ten khauh takin pisa chhungahsocial distancing an kalpui tur a ni. Midang nena indawrin hmaituamna hman ngei tur a ni.
- b) Head of Department/ Head of Office tin te chu office vawnfai leh tihthianghlim kawngah mawhphurtu an ni ang a, office chhungah kut silna hmanrua (tui, sahbawn/ handwash) an buatsaih ngei ngei tur a ni. Tin, office gate/kawtkaiyah kut silna tur emaw hand sanitizer emaw an dah ang a, office building lut tur reng rengin kut an sil vek tur a ni.
- c) Office chhungah phalna la hmasa lovin pawnlam mi dawrtu luhtir loh tur a ni.
- d) Head of Department/ Head of Office ten an office-a lirthei leh bungrua, pawnlam atanga lo lut te chutih thianghlim (sanitize/ disinfect) dan tur an phak tawkin an ruahman ang.
- e) Office building leh a chhehvel, a hnuaia tarlan te hi uluk takin tihthianghlim (disinfect) thin tur a ni ang:
  - i. Office luhka, office kawt leh chhehvel, office building.
  - ii. Office canteen.
  - iii. Meeting room, conference hall, verandah, etc.
  - iv. Bathroom leh inthiarna (Toilet).
  - v. Office building bang, step leh step vawnbân te.
- f) Office bus leh sawrkhar lirthei, staff te office kalna atana ruahmanah, registration certificate a seat awm zat chiah passenger phurh tur a ni ang. Driver leh a phurh ten hmaituamna an hman vek tur a ni.
- g) Office hnathawk, damlohna nei sa emaw hrisel lohna bik nei leh nau pai te, office kal thei lo te chu chawlh (Commuted Leave) pek an ni ang.
- h) Tul bikah lo chuan meeting neih loh tur a ni. A huhova inrawn/ sawiho ngai thil a awm a nih chuan a theih chin chinah video conferencing leh online mode dangte hman tangkai hram tur a ni.

- i) Department emaw office dangte nena indawr tulna thilah chuan email emaw electronic media dang hman hram tum tur a ni.
- j) Bill e.g. electric, tui, phone bill, etc. pekna hmunahnte tum khata mi an pun khawm teuh loh nan ruahmanna fel tak inseam tur a ni. Online-a bill pek uar ni se.
- k) Mipuiin Sawrkar Department-te ralkhat atanga an dawr theih nan Department tinin Information Technology an hmang tangkai tur a ni. Hemi atan hian a tul angin ICT Department-in hma a la ang.
- l) Hnathawktute chu chhunah office canteen-a chawl rual vek lova, a inchhawka an chawlh/ei dan tur ruahmanna siam bawk tur a ni.
- m) Sawrka rleh mimal Office-a thawkte hi **AarogyaSetu**-ah in-register vek turin Head of Office ten an hrilh hre tur a ni.

**2. BAZAR, DAWR LEH SUMDAWNNNA HMUNTE:**

- a) Bazar, dawr leh hmundanga kal tur reng reng chuan (face mask emaw hmanraw dang hmangin) hmai an tuam ngei ngei tur a ni.
- b) Mipathum aia tamin dawr pakhat an nghak tur a ni lova, wholesale dawr te leh dawr lian (Departmental Store)-ah te erawh chu an mamawh dan azirin godown/ store lamah thawktu nen mi paruk (6) thleng chhawr theih a ni ang a, a zat chiah erawh chu dawr awmna veng a LLTF ten an bituk ang.
- c) Dawr nghaktu ten face mask an hmang reng tur a ni. Kut silfaina emaw hand sanitizer anmahni leh dawrtute hman theih turin an chhawp tur a ni.
- d) Dawr neitu ten (dawrtute inhlata taka an awm theih nan) dawrtu turte dinna tur, meter hnih kar danah an rin lawk tur a ni. Dawr chhungah pawh meter hniha inhlata an awm tur a ni.
- e) Thlai leh chawhmeh dang zuar ten an thil zawrhte fai takin an enkawl tur a ni a, thil zuar reng rengin hmai an tuam ngei tur a ni.
- f) Thlai, thei leh sa zawrhna, VLTF/LLTF ten an ruahmanna-ah mipui an inhnaih chilh loh nan mipui dinna tur meter hnih danah an rin tur a ni. A tul angin bazar hmun bik kher ni lo school kawtzawl, inkhelhna field tual leh hmun remchang dang te pawh a tul anga ruahmanna siam a ni ang.
- g) A theih chin chinah dawr nghaktu zawng zawng ten **AarogyaSetu** app-ah an in-register tur a ni.

**3. SHOPPING MALL/ COMPLEX, RESTAURANT LEH HOTEL-AH**

- a) Luhna (entrance) ah kut silna emaw hand sanitizer leh khawsik enna(thermal scanner) dah ngei ngei tur a ni.
- b) COVID-19 laka himna tura inzirtirna lam hawi poster-te chu langsar taka tarlan tur a ni.
- c) A theih chin chinah dawrtu te, hnathawktu te leh bungraw lak/ pekna tur atan a hranpaa luhna leh chhuahna siam tur a ni.
- d) Boruak luhna leh chhuahna (cross ventilation) thahnem tawk tak hawn tur a ni.

- e) Hmun khata mipui pun khawm khap tlat tur a ni.
- f) Mipui tlawhpawh ngun deuhahte chuan kuta khawih ngun deuh (kawngkhar pawhna, elevator hmehna, vawnbân, thutthlengsei, intihfaina hmuna vawnfung, adt.) chu tih fai bakah uluk taka 1% sodium hypochlorite hmanga tihthianghlim thin tur a ni.
- g) Shopping mall/ complex leh hotel chhunga games khelhna, naupang infiamna hmun leh cinema hall te chu khar rih tur a ni.
- h) Restaurant leh shopping mall/ complex chhunga thil eina hmunah social distancing a awm theih nan eina dawhkante chu feet 6 tala inhlata rem tur a ni. Thutna awmzat chanve (50%) bak vawikhatah chawlh luh phal loh tur a ni.
- i) Social distancing a awm theih nan, a theih chin chinah ei tur chah leh ei man inpek te chu online/ digital mode hmanga tih tur a ni.
- j) A theih chin chinah takeaway/ home delivery uar tur a ni. Ei tur/ bungraw hlantu/ kengtu chuan a leitu/ chahtu kutah a hlan tur a ni lo va, a leitu/ chahtute kawngka bulah a dah mai tur a ni.
- k) A theih chin chinah shopping mall/ complex-a dawr nghaktu te, restaurant-a thawk te leh hotel-a hnatawktu tehian **AarogyaSetu** app-ah an in-register tur a ni.

#### **4. HNATHAWHNA HMUN DANGAH (CONSTRUCTION, MANUFACTURING, SERVICES & LOGISTICS)**

- a) Hnathawhna hmun chufai takin vawn tur a ni. Hnathawktu te inthiarna leh insilfaina tur ruahman ngei tur a ni. Hemi atan hian a neitu/ chhawrtute theuhin mawh phurhna an la ang.
- b) Hnathawhna hmunah hian kum lama upa, damlohna nei sa emaw hrisel lohna bik nei te leh nau pai te chu chhawr loh tur a ni.
- c) Hnathawhna hmunah te hian tum khatah mi panga aia tam thawh loh hram ni se. Tul bik thila mi panga aia tam thawh a tul a nih pawhin inhlata taka awmin hna thawh tur a ni.
- d) Lo neitu leh huan neitu te, ran vulhtu te, sangha dil neitu te leh a thawktu te pawh an hnathawhna hmunah theuh midang nena inhlata thei ang ber zelin hna thawh tur a ni ang.
- e) Puanthuina, lu mehna, pheikhawk chhe siamna, etc. ah te mi panga aia tam awm phal a ni lo. A dawr neitu-in ruahmanna a siam ang.
- f) Bungraw load leh unload chung changah bungraw phurtu driver leh handyman ten hnathawktute an tawk tur a ni lova, unloading pawh hna thawhna hmuna worker ten an tifel tur a ni.
- g) A theih chin chinah hnatawktu te hian **AarogyaSetu** apps-ah an in-register tur a ni.

**5. COVID-19 KAI NIA RINHLEH AN AWM CHUAN:**

- a) Dam lochu mi dang nen inpawh lova a awm theihna room-ah dah hran nghal tur.
- b) Doctor-in a endik hma chuan a face mask a phelh tur a ni lo.
- c) A rang thei ang berin medical facility (damdawi in/ clinic) emaw district helpline hriattir nghal tur.
- d) Doctor-in a enfel hnuah a dinhmun azirin a case enkawl dan tur, a contact-te chhui dan tur leh hmunhma tihthianghlim chungchangah a tul anga hma lak tur a ni ang.
- e) Positive a lo nih hlauh chuan uluk taka a sulhnute chhui a, natna hrik a darh loh nan tihthianghlim nghal tur a ni.

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