

## **STANDARD OPERATING PROCEDURE FOR SOCIAL DISTANCING**

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

Sawrkar, pawl leh mimal office hrang hrang, sumdawanna leh thil siamna hmun, in leh lo dinna hmanraw lakna hmun hrang hrangte leh ei leh in zawrhna hmuna inkaihhruaina chu a hnuaia tarlan ang hi a ni.

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

1. Head of Department/ Head of Office ten khauh takin pisa chhungah social distancing an kalpui tur a ni. Midang nena indawrin hmai tuamna hman ngei tur a ni.
2. Head of Department/ Head of Office tin te chu office vawn fai leh tih thianghlim kawngah mawphurtu 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.
3. Office chhungah phalna la hmasa lovin pawnlam mi dawrtu luhtir loh tur a ni.
4. Head of Department/ Head of Office ten an office-a lirthei leh bungrua, pawnlam atanga lo lut te chu tih thianghlim (sanitize/disinfect) dan tur an phak tawkin an ruahman ang.
5. Office building leh a chhehvel, a hnuaia tarlan te hi uluk takin tih thianghlim (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 vawnban te.

- f) Office bus leh sawrkar 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 hmai tuamna an hmang vek tur a ni.
- g) Office hnathawk, damlohna nei sa emaw hrisel lohna bik nei leh nau paite, office kal thei lo te chu chawlh (Commuted Leave) pek an ni
- h) Tul bikah lo chuan meeting neih loh tur a ni. A huhova inrawn/ sawiho ngai thil a awm anih 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 hmunahte tum khata mi an pun khawm teuh loh nan ruahmanna fel takin siam tur a ni. Online-a bill pek uar ni se.
- k) Mipuiin Sawrkar Department-te ral khat 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) Sawrkar leh mimal Office-a thawkte hi Aarogya Setu-ah in-register vek turin Head of Office ten an hrih 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) Mi pathum aia tamin dawr pakhat an nghak tur a ni lo.
- c) Dawr nghaktu ten face mask an hmang reng tur a ni. Faina, a bik takin kut sil fai, an uar tur a ni.
- d) Dawr neitu ten (dawrtute inhlat taka an awm theih nan) dawrtu turte dinna tur, meter hnih kar danah an rin lawk tur a ni. Dawr chhungah pawh meter hniha inhlatin an awm tur an ni.
- e) Thlai leh chawhmeh dang zuar ten an thil zawrh te 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 inhnaihchilh loh nan mipui dinna tur meter hnih danah an rin tur a ni. A tul angin bazar hmun bik kher ni lo school kawt zawl, inkhelhna field tual leh hmun remchang dang te pawh a tul anga ruahmanna siam a ni ang.

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

- a. Hnathawhna hmun chu fai takin vawn tur a ni. Hnathawktute inthiarna leh insilfaina tur ruahman ngei tur a ni. Hemi atan hian a neitu/chhawrtute theuhin mawhphurhna an la ang.
- b. Hnathawhna hmunah te hian kum lama upa, damlohna nei sa emaw hrisel lohna bik nei te leh nau paite 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 inhlatawmin hna thawh tur a ni.
- d. Loneitu leh huan neitute, ran vulhtute, sangha dil neitute leh a thawktute pawh an hnathawhna hmunah theuh midang nena inhlatawmin hna thawh tur a ni ang.
- e. Puanthuina, lumehna, 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 chungchangah bungraw phurtu driver leh handyman te'n hnathawktute an tawktur a ni lova, unloading pawh hnathawhna hmuna worker te'n an ti fel tur a ni.
- g. A theih chin chinah hnathawktute hian Aarogya Setu apps-ah an in-register tur a ni.