



District Administration Kozhikode

Covid Management Guide for Sector Magistrates

Kozhikode district administration has been fighting against the COVID 19 pandemic with its entire force for the last seven months. The district has seen a surge in the number of cases in the last few weeks. The TPR has increased from 5.8 to 10 from mid week of September to last week of September and is still on the rise. The coastal areas, crowded towns and harbours have become clusters which lead to a surge in the cases. In this scenario, more stringent measures are adopted to curb the spread. The government vide order cited as reference 1 above has appointed Sector Magistrates to coordinate and implement the control measures issued by the District Administration.

Issues in COVID 19 Management:

1. Number of contact cases are on the rise.
2. TPR is increasing weekly and currently it is at 10.
3. Increasing burden on healthcare infrastructure and HR
4. Further increase in the number of cases will lead to deficits in treatment provided to patients leading to a large number of fatalities.
5. Increase in number of Category B and C patients.

Sector Magistrates

Sector Magistrates are the gazetted officers posted as per G.O(Rt) No.768/2020/DMD dated 29.09.2020 to strengthen the enforcement measures. They shall be vested with

magisterial power and shall enforce the orders issued under CrPC and Disaster Management Act, 2005.

Powers of the Sector Magistrates

Sector Magistrates nominated by DDMA are empowered as Special Executive Magistrates under section 21 of CrPC to monitor and shall primarily be responsible to enforce all COVID containment measures existing and those introduced from time to time in their areas of the jurisdiction specified by DDMA. They are also empowered to take actions on any violations of any COVID containment measures.

Duties and Responsibilities of Sector Magistrates

All the Sector Magistrates posted as per the G.O is expected to work on the following areas.

- Sector Magistrates have to coordinate all the efforts required to contain the disease spread in their jurisdiction.
- Sector Magistrates shall be primarily responsible to enforce regulations and prohibitory orders issued by the Government and the District Collector & Chairman, DDMA in their respective areas of jurisdiction in letter and spirit to reduce the pace of covid spread .
- Sector Magistrates shall also coordinate with the personnel already deployed like Police, Quick Response Teams and RRTs and with the senior officers of all departments concerned with the common objective of containment of the pandemic.
- Sector Magistrates shall carry out the duties and responsibilities entrusted by Taluk incident commanders.
- The Sector Magistrate can request for additional police support for the enforcement of prohibitory orders issued under Section 144 of CrPC. Concerned Station House Officer shall ensure the required police support is provided whenever sought.

- It is the role of the Sector Magistrate to proactively take steps to control the spread of Covid-19 in their area of jurisdiction and impose control measures to reduce the number of cases. They shall actively participate with QRTs and RRTs and shall work along with Taluk Nodal Officers to effectively curb and contain Covid-19 in the district.

Major focus areas of work of Sector Magistrates

Containment Zone Regulations

Containment zones are declared to prevent community spread and to quarantine maximum number of possible contacts. It is important to ensure that all regulations to be followed in containment zones are strictly enforced.

- List of Containment Zones can be accessed in covid Jagratha Portal in the link <https://covid19jagratha.kerala.nic.in/home/containmentZoneList> . Based on these contacts and positive cases, the Sector Magistrates will ensure 2 layer containment in all Full Ward Containment Zones (micro containment within full containment zone). Barricading is done to ensure containment. One entry and exit is provided for every containment zone. Support of RRT volunteers is taken to ensure this. There shouldn't be any compromise in enforcing this. Sector Magistrate will have to report to the Incident Commander after compliance of this.
- Sector Magistrates with RRTs have to ensure that **contact tracing** is done effectively by RRT (JPHN/JHI/Asha), LSGI Control Room, marked in the Jagratha portal and all contacts are quarantined. The details of contacts should be updated in the jagratha portal on a daily basis.
- The Sector Magistrates shall work along with LSGI RRT, ward level RRT and shall ensure that the primary contacts are strictly in **room quarantine**.

- Sector Magistrates should ensure that **surveillance and monitoring** of people in Home isolation/Quarantine are done by the RRTs and information updated in the jagratha portal.
- Testing of Primary Contacts has to be completed as per the Health Protocol given by the District Medical Officer. This needs to be done in coordination with the Medical Officer/Health officer.
- They should ensure that people from containment zones are not going for work other than for essential services and health-related establishments.
- In **Containment Zones**, no shops and establishments can open except those related to essential goods and services.
- In **Critical Containment Zones** Strict Enforcement should be ensured by Sector Magistrates, Police and RRTs. RRT volunteers have to set up a door delivery system in critical containment zones.
- Sector Magistrates should coordinate with Police and QRT to enforce compliance of **Covid Protocol** (Double Layered Cloth masks, Sanitizers for all, Display of maximum allowed persons, Screening of Symptoms, Visitor's Register) in all Shops and Establishments as laid out under various orders of DDMA.

Management in High Risk Areas (Markets, Crowded places, Harbours, Coastal areas)

- The Sector Magistrate shall visit the crowded towns, markets and harbours in their jurisdiction and take necessary actions for the containment of the disease in areas.
- They should ensure that the perimeter of all harbors, markets and crowded towns are strictly manned by the police.
- Quick Response Teams (QRTs) should ensure that all the shops follow social distancing norms and will inform police if the crowd in the place grows compromising social distance norms.

- The loading and unloading of goods from market places shall be done in slots. Shops with even numbers and odd numbers shall load and unload goods on alternate days. This will be enforced by the concerned LSGI and Police.
- Sector Magistrate can take action of closing down for a week against the shops violating the social distancing norms.
- The Sector Magistrate shall inform the concerned Taluk Nodal officer regarding the activities in crowded towns and markets and harbours.
- They shall spread awareness among the public regarding the importance of Break the Chain campaign and proper use of masks and sanitisers.

Break the Chain Campaign

- Sector Magistrates shall focus on the Break the Chain campaign, SMS campaign (social distancing, mask, sanitisation).
- There shall be no public gathering of more than 5 people in any part of the district. The participation in religious/social/political/cultural activities is limited to 20 in number. Marriages and Funerals: Attendance is limited to 20 for funerals and 50 for Marriages. Sector Magistrates shall ensure these rules are complied in their area of jurisdiction with the help of Police and QRT and Police should be asked to take action in case of any violation.
- Sector Magistrates shall ensure that the number of people permitted in the shops are limited to 15 persons per 100 square meter at a time and the distance between any two people shall be 6 feet. All the shops have to prominently display the maximum allowed persons.
- All shops and establishments shall provide hand sanitisers at the entrance and also thermal guns shall be procured by all establishments and every visitor shall be mandatorily screened for symptoms. Symptomatic people, staff and visitors, shall not be sent for medical screening at Hospitals. If any person has symptoms the same should be reported to the Medical Officer over phone and also report

the same on Covid jagratha Portal.
(<https://covid19jagratha.kerala.nic.in/home/reportSymptom>)

- They should ensure that all the shops and establishments are providing TWO layered cloth masks and sanitizer to their employees in their area of work. Also the visitors who come to shop shall mandatorily use masks properly covering their nose and mouth.
- Sector Magistrates shall ensure that Covid19 jagrata visitor's register (<https://covid19jagratha.kerala.nic.in/home/shopOfficeRegistration>) is maintained in all public places and public gatherings (conducted as per the regulations). They should periodically monitor that the registers are maintained properly with required information.
- Sector Magistrates should ensure that AC is not used in any of the establishments other than hospitals in their area of work, but they should check whether sufficient ventilation is there or not.
- Playgrounds, turfs, gymnasiums, yoga and all other fitness centers, swimming pools, cinema halls, auditoriums shall continue to not function in the areas mentioned in the order cited in the reference 3. Morning walks & Evening walks in Beaches, Tourism Zones and all kinds of Parks in these areas is strictly prohibited.

Vulnerable people management (Elderly, Migrant Labourers, Pregnant women and children, People with comorbidities)

- Sector Magistrates shall ensure that the LSGIs have set up Karuthal Care centres for those people with comorbidities who do not have proper facilities for isolation at home.
- It should be ensured that RRTs (JPHN/JHI/Ashaa) monitor the health of the vulnerable population using pulse oximeters and report the same on Covid Jagrata portal. Medical officers will take appropriate action based on this.

- The focus should be to sensitize all the elderly people and people with comorbidities, take proper care to stay away from infection, monitor their health and to approach medical officers without any delay in case there are any symptoms. This is vital to reduce the number of deaths.
- All the Guest workers should register in Covid Jagratha Portal before coming to the state. <https://covid19jagratha.kerala.nic.in/home/athidhi> Sector Magistrate should collect the details of migrant laborers in their area and shall ensure that they are following the protocol like quarantining and testing.
- They have to ensure that quarantine facilities are provided by the labour contractors for migrant labourers and that they proceed for work only after testing negative for Covid 19. Employers have to provide proper Double layered Cloth masks and sanitizers to the workers.

Home Isolation

- It should be ensured that RRTs are regularly monitoring and reporting in Jagratha the Health status of people under home isolation.
- Persons should be encouraged to monitor their Health and report the symptoms
- LSGIs are asked to facilitate Pulse Oximeters for those people under home isolation and who cannot afford to have the same.

Effective Communication with Public

- Campaign for Covid free LSGIs (Covid Muktha LSG and Covid Muktha Ward) has to be supported and energised.
- Ward has to be divided into Zones. Zones have to be divided into **Jagrata Communities** consisting of 20 houses. RRT Volunteer will be leading efforts in each zone and a Jagratha Volunteer has to be selected in each community who

will regularly sensitize the people on Covid Protocol (S.M.S). Sector Magistrates should conduct discussion with Ward RRTs and ensure these are formed.

- In coastal Areas 'Kadolaru Jagratha Samiti' should be convened and should be activated for Covid sensitization campaign.
- Residence associations/Kudumbashree units etc can be utilised for awareness campaigns among the public.

Actions on violations of restrictions

- The Sector Magistrate can issue a proceedings ordering not to open shops which are found to be violating social distancing norms and all other requirements mentioned in this guide. The offences can be reported in the jagratha portal. <https://covid19jagratha.kerala.nic.in/home/addOffence>
- For imposing a fine against any person violating COVID protocol, they should report the offense in Jagratha portal and ask the police to take action.

Sector Magistrates have to work with a clear objective of reducing the covid spread in their jurisdiction. Sector Magistrates have to report the progress of the work to the Taluk Incident Commanders on a daily basis.