



COVID - 19

SOP for Kolkata Police

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Part-I

Police Stations/Traffic Guards/Field Offices

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Headquarters/ DROs/ Battalions/Other Offices

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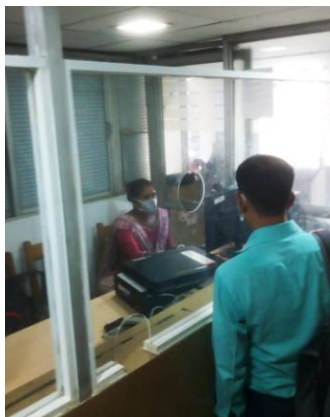
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PART-I

Police Stations/Traffic Guards/Field Offices

(I) Reception

- a) The movement into Police Stations/ Traffic Guards/ Field Offices should be restricted for general public. A specific/ earmarked visitor's room/ area should be set up where general public should be allowed only after proper checking and sanitizing measures.
- b) If possible, segregated parking arrangements for govt. vehicles, staff vehicles and visitor vehicles should also be made.
- c) In reception, there should be arrangements for thermal screening and ample sanitizers. At the entry point one should enter inside after proper hand sanitization by a designated person and thermal checking.
- d) Entry and Exit points of the Police Station should be sanitized regularly with Bleaching Powder, Sodium Hypochlorite, and Phenyl.
- e) On duty personnel should always wear face mask, face shield and hand gloves.
- f) In reception, stock extra face mask for visitors and guests.
- g) Use necessary means during entry where sliding doors/flip doors should not be touched by visitors.
- h) If a visitor comes with symptoms like fever, cough etc. then he should be immediately removed to separate health care facility.
- i) Sneeze guard, Glass separator or transparent Polycarbonate windows/table top divider should be installed between visitor and on duty Police Personnel.



Glass barriers at Reception

- j) The chair, used by visitor should be sanitized after he leaves.

- k) Outsiders should not have access to the inner areas without valid approval from the concerned authority.
- l) A separate place should be earmarked for visitors and they should be allowed entry only to the designated area. Interaction with visitors should be restricted to this area.
- m) A separate waiting area may also be identified to accommodate visitors in case greater numbers of visitors are visiting the police station.



Sanitizing Tunnel at the Entry Point

(II) General Office Space

- a) Other parts of PS/Traffic Guard/office should be sanitized with Sodium Hypochlorite on a regular basis. Change cotton mop water containing Disinfectant after each cleaning cycle.
- b) All the accessories used in units like chairs, tables, computers, printers, telephones etc should be sanitized with 1% Sodium Hypochlorite and other metallic objects should be sanitized with 70% alcohol sanitizers.



Office Sanitization

- c) There should be strict implementation of social distancing norms in units.
- d) Every Police Personnel of PS/ Traffic Guard/ office should always wear face mask. Cover your nose when coughing/ sneezing with tissue or mask and dispose off used tissues and masks in the covered dustbins. One must perform hand hygiene after contact with respiratory secretions.
- e) Most of the complaints and communication to be made online to avoid gatherings in PS.
- f) During duty in and around Quarantine Centres/ Hospitals etc. police personnel should strictly adhere to the safety guidelines for Covid-19 by using Mask, Face Shield, Sanitizer, Gloves, PPE (where necessary) and one must undergo thermal screening before and after performing govt. duty.

g) Disinfection Guidelines-

- 1) Hands- Soap under running water (atleast 20 seconds)/Alcohol based sanitizers.
- 2) Surfaces- Sodium Hypochlorite mop.

(III) Malkhana/ Armoury

- a) In Malkhana/ Stores, the items such as masks, hand gloves, hand sanitizers, visors and PPE Kit should be stocked in sufficient quantity.
- b) When a case property is deposited by the IO, it shall be ensured that the item has been properly disinfected before keeping in Malkhana.
- c) Every item kept in the store must be sanitized properly.
- d) Arms, Ammunitions being issued must be thoroughly sanitized at the time of its deposit.
- e) Other items like Helmets, Body Protectors, Canes, Shields etc. should also be sanitized on its deposit.



Sanitization of Store

(IV) Accommodation and Barracks

- a) The Police Personnel working in different units should be divided on the basis of the functional role allotted to them to avoid large gathering of people, maintaining social distancing protocol.
- b) Personnel staying in Barracks must adhere to social distancing norms. Small number of people should be housed in a room to avoid crowding.
- c) The beds should be installed with a minimum distance of 1 mtr between 2 beds. Glass screens/ Transparent Plastic barriers should be installed between two beds.
- d) Police Personnel should be discouraged from eating together or sharing personal belongings like towel, bedsheets, soaps, toothbrush etc.
- e) The food items/ grocery products used in kitchen/ mess should be kept separately for atleast 6 to 8 hours before using.
- f) Kitchen staff/ mess workers should always wear mask, apron and gloves during cooking and food distribution.
- g) All the Police establishments and buildings, barracks, toilets, kitchens, messes as well as furniture must be cleaned thoroughly by using appropriate sanitizers on a regular basis.
- h) Hand wash facilities, sanitizers at the entry points of the barracks/indoor areas shall always be kept ready for use.
- i) Touch free dustbins should be used to dispose any contaminated material. Decontamination of buckets and other equipments must be done regularly.
- j) The Police Personnel and their family members living in police lines are compelled to go out for bringing vegetables, groceries and other essential items. Therefore, unit heads should operationalize Co-operative stores/ subsidiary canteens or mobile vendors to supply vegetables, groceries and other essential items to police families living in police quarters/lines and for unit kitchens.

(V) Naka Checking

- a) During Naka checking, stop the vehicle atleast 20 yards away from checking point and maintain safe distance with the passengers during procedure.
- b) During Checking police personnel must wear triple layered mask, gloves and use sanitizers.
- c) During conversation with vehicle owner, maintain social distance.
- d) Paper work should be done wearing gloves all the time.
- e) Seized vehicle must be sanitized before sending to PS.
- f) Hard Copy documents should be sanitized before handling.



Police Personnel during Naka Checking

(VI) Patrolling

- a) During patrolling, Police Personnel must wear mask and gloves and carry sanitizer.
- b) Always maintain social distancing during patrolling.
- c) Only in extreme scenario, one should enter in other resident, premises etc but do so cautiously.
- d) Don't shake hands or come to close proximity to any public or other police personnel.
- e) Use mobile phones for conversation. If one has to interact with public, maintain distance.
- f) If one is suspected for Covid, use PPE kit before interacting with him.

- g) Take utmost care before interacting with anyone coming from Red Zone.
- h) During ambit patrol make public aware about using mask and social distancing.
- i) Refrain public from all sorts of big gatherings.
- j) Interact with public with humility and compassion.
- k) The vehicle used for patrolling must be sanitized before and after its use.



Public Awareness on COVID 19 by Kolkata Police



Distribution of Masks by Kolkata Police



(VII) Law & Order/ Protest March/Crowd Management

- a) In charge officers must brief the police personnel properly about safety measures before deploying.
- b) Items like Body Armour, Dhal, lathi, Helmet, Face Mask should be sanitized properly before using.
- c) Police personnel should be briefed properly for maintaining social distancing and other hygiene related matters during Law & Order.
- d) Protestors should be made aware about Covid related warnings and protocols. The person leading a procession should be cautioned properly for maintaining social distancing.
- e) Protesters should be controlled through sufficient barricades and ropes.
- f) Police Personnel should maintain distance between protesters and them.
- g) Barricades, ropes etc used for crowd control should be sanitized properly, before and after Law & Order duty.
- h) Always use face mask, face shield, gloves, and sanitizers for crowd control.
- i) During arrest/ Dispersal of crowd use face mask, face shield, gloves. After making arrest disinfect these with sanitizers.
- j) Prison van/vehicle used for transportation should be sanitized before and after L&O duty. More Prison vans should be used for maintaining social distancing amongst arrested persons.
- k) A Procession should be arranged in single or double line. Police Personnel should maintain atleast 6 feet distance with public.
- l) Suddenly gathered crowd should be made aware about social distancing norms and other safety protocols through miking.
- m) If arrest is inevitable then use proper safety measures before arresting.
- n) Usage of Body Camera should be encouraged in dealing with public.

- o) Usage of Drone Camera should be encouraged to track crowd or procession.



Using Drone for aerial surveillance

(VIII) Arrest and Seizure

- a) While making arrest police personnel must keep face mask, gloves, sanitizers and PPE Kit (to be used whenever required) with them.
- b) Arrested person should be given face mask immediately.
- c) In prison vans/vehicles a police person should sit with arrested person/prisoner maintaining atleast 1 mtr distance.
- d) A person should be clinically tested before making arrest.
- e) Inside Police lock-up, arrested persons should maintain social distancing.
- f) After making arrest a police personnel must sanitize himself Prison van/ transporting vehicle should also be sanitized properly.
- g) Interrogation should be made inside a spacious, windowed room and interrogating personnel should wear face mask and maintain atleast 2mtrs distance during interrogation.
- h) During each ingress or egress, the lock up should be sanitized thoroughly.

- i) After transportation to the court, the transporting vehicle along with personnel should be sanitized properly.

- j) It could be appealed to the court for the trial of accused through video conferencing as much as possible.

- k) During seizure of two/four wheelers, the vehicle should be sanitized thoroughly in the designated sanitizing area.

**(IX) Handling of Dead Bodies (Road Traffic Accident/
Unnatural Death & others)**

- a) Maintain close liaison with local health workers for smooth transportation of dead body.
- b) After transportation of dead bodies, the police personnel must be thermal screened.
- c) Use PPE kit, mask, shield and gloves during attending accidental death.
- d) The investigating personnel can use ones personal mobile for necessary photographs.
- e) Take necessary information regarding travelling history (atleast 14 days) of the family members of the deceased for any Covid- 19 infestation.
- f) If found positive, or any history of Covid infestation, immediately contact local health workers.
- g) During dead body transportation, maintain social distancing.
- h) If the dead person is found positive on Covid then the disposal of the body should be done with strict adherence to the Covid protocol of the Health Department, Govt. of WB.
- i) Plug oral and nasal orifices to prevent leakage of body fluids.
- j) Place dead body in leak proof plastic bag (impermeable). Then disinfect with 1% hypochlorite solution and then wrap in any sheet.
- k) During investigation less man power should be used.
- l) Dead body should be transported in earmarked ambulance/hearse only.
- m) After transportation the ambulance and the place where the body was kept, be sanitized properly.
- n) During transportation of injured person, one must use mask, gloves and sanitizers. Transportation should be made in ambulance only.
- o) Use sanitized wheel chairs, stretchers for transportation.
- p) The apparel used by injured person should be disposed by adhering to the protocols of Health Department.

(X) Performing VIP Duty

- a) More number of vehicles should be mobilised to ensure physical distance while transporting police personnel for VIP duties.
- b) Duty allocation during VIP security can be done as per the age and health status of the police personnel.
- c) The number of places can be increased for the purpose of briefing to avoid close contacts.
- d) Supply masks, sanitizers, and gloves to all the officers on duty at the time of briefing. Covid-19 precautions must be briefed in addition.
- e) A medical team for the police personnel should be kept ready during duty.
- f) Face shields shall be provided to all personnel deployed on frisking duty.
- g) Any physical contact shall be avoided with effective use of public address system ropes and barricades.

(XI) Traffic

- a) Consider all Road Traffic Accident victims as possible carrier of COVID 19 and take utmost precautions.
- b) All vehicles should contain adequate gloves, masks, sanitizers, face-shield, rain coats, plastic gumboots, PPE Suits etc.
- c) Wear properly sanitised protective gears while handling RTA victims to ensure safety of victims as its both way infections.
- d) Use of gloves, masks, face-shield, and raincoats shall be compulsory while shifting injured persons related to RTA. Use PPE suit also as per situation.
- e) Minimum possible persons shall be involved in shifting process of RTA victims.
- f) Mobile phone, radio set etc should be kept separately while handling RTA.
- g) Use dedicated ambulance having separate driving section to reduce the risk. Driver shall also wear all protective gear including PPE suit.
- h) Remove your gloves after shifting of victim and sanitize/wash your hand and other parts of body. Change your clothes also as per situation and level of contact.
- i) Sanitize vehicle properly after shifting of every such RTA victim.
- j) The used mask and gloves should not be littered but stored in designated places and should be disposed off scientifically.
- k) Police vehicles should be sanitized with 1% Hypochlorite solution after duty hours of one batch of officers. Special care to be taken to sanitize steering wheel, gear shafts and radio equipments.
- l) Prepare a log of shifted victims and keep a track on their COVID test result for further precautions.

(XII) Police Health Management

- a) All Units shall monitor daily health condition of their personnel. A Welfare Cell has been set up in each unit for this purpose and they should keep liaison with Central Welfare Cell, Lalbazar for any health related issues/ hospital admittance of their personnel.
- b) Symptoms of fever, dry cough, difficulty in breathing, shortness of breath, sneezing etc. shall be monitored on daily basis and information gathered must be brought to the notice of Unit Head/ In Charge officer/ Unit Welfare Cell.
- c) If any police personnel is found symptomatic, he is immediately taken to Kolkata Police Hospital and necessary instructions from KPH are followed thereafter.
- d) The police personnel who have undergone test are kept in the safe house/ quarantine centres till the report comes.
- e) If the test report is positive, he is immediately transferred to a hospital as instructed by the Health Department, West Bengal.
- f) The police personnel who came in contact with Covid affected person are also kept in safe houses/ quarantine centres and should be tested as per ICMR protocol.
- g) The police personnel whose report is negative should join duty after getting fit certificate from KPH.



A suspected Covid patient is being taken to Hospital

PART-II

Headquarters/ DROs/ Battalions/Other Offices

I) Reception

- a) In reception, there should be arrangements for thermal screening, ample sanitizers. At the entry point one should enter inside after proper sanitization.
- b) Reception Counter should be sanitized properly.
- c) Duty personnel should always wear face mask, face shield.
- d) In reception, stock extra face mask for visitors and guests.
- e) Use necessary means during entry where sliding doors/flip doors should not be touched by visitors.
- f) Use speakers of telephones to communicate with visitors.
- g) If a visitor comes with symptoms like fever, cough etc. then he should be immediately removed to separate facility.
- h) Glass separator or transparent Polycarbonate windows/table top divider should be installed between visitor and on duty Police Personnel.

(II) Visitor's Room

- a) In visitor's room maintain atleast 1 to 1.5 mtrs. gap between visitors for sitting.
- b) Visitor's room should be disinfected and sanitized regularly.
- c) Use disposable glass in visitor's room for drinking water.
- d) Use necessary means during entry where sliding doors/flip doors should not be touched by visitors.
- e) In Visitor's room safety guidelines related to Covid- 19, should be printed and displayed in different corners.

(III) Staircase/ Corridor/ Lift

- a) All these areas should be sanitized with sodium hypochlorite regularly.
- b) Buttons of lift should not be touched with fingers. Tissue papers and dust bin should be kept near lift and specific instruction should be given to the users for using them for pressing lift buttons.
- c) Don't use railings in stairs and corridors.

(IV) Office Sanitization

- a) Before opening and after closure of office the whole area should be cleaned and sanitized.
- b) During sanitization process use PPE kit, mask, gloves, sanitizers and rubber boot.
- c) If PPE kit was torn in process, then change the kit using sanitization protocol.
- d) Cotton Cloth should be used for cleaning different equipments. Every entry-exit points, stairs, furniture, mattress, toilets etc. should be sanitized using sodium hypochlorite and phenyl.



Sanitization of inside office & outside of Police Station

- e) During sanitization the apparel used should be cleaned thoroughly and keep it in sunlight for a while.
- f) After sanitization, clean both hands using soap and running water for atleast 20 seconds.
- g) Electronic Gadgets like, wireless less, computers, printers, modem, surveillance system, telephone, photo copier, video cameras etc. used in different offices should be sanitized properly.
- h) Check power sources before switching on, that gadgets were dried properly.
- i) Use dirt bluster free cotton cloth for cleaning.
- j) Don't use excessive cleaners on gadgets.

- k) Don't use water on gadgets.
- l) All the equipments like computers, printers etc should be cleaned with clean linen cloth or cotton cloth, twice daily.
- m) Keyboard should be cleaned with clean cloth dipped in sanitizer.
- n) No bleaching agents should be used to clean electronic gadgets.

(V) Meeting Hall/ Conference Room

- a) Ensure total sanitization of Meeting Hall/ Conference Room atleast 3 hours prior to meeting.
- b) Maintain strict social distancing during meeting.
- c) Hand Sanitizers should be kept at entry point.
- d) Symptomatic person should not be allowed for meeting.
- e) During meeting no food items should be taken inside hall.
- f) Use face mask and hand sanitizer during meeting.
- g) Personal items like pen, mobile, diary etc. should not be interchanged.
- h) During communication don't remove face mask.
- i) Don't shake hands or come to close proximity of others.
- j) Install gadgets for teleconference and encourage others for using them.

(VI) Control Room

- a) In Control Room social distancing should be maintained.
- b) Staffs in Control Room should be rotated and if necessary work from home should be encouraged.
- c) Entry gate should be sanitized and necessary arrangements should be made for thermal screening.
- d) No outside person should be allowed in Control Room.
- e) Tele Conference and Meeting should be done using tele conferencing system.
- f) Control Room vehicles/ RFS/ HRFS must not be used for transportation of sick personnel.
- g) All these vehicles should be sanitized on a regular basis.
- h) If someone asks for help at Control Room/ Police Station/Traffic Guard about Covid-19 related incident, following information may be collected:
 - 1) Name of informer with phone number.
 - 2) Suspected Patient –
 - a) Name.
 - b) Father's/Husband's/Guardian's Name.
 - c) Address with Ward No.
 - d) Contact No.
 - e) Travel History, if any.
 - f) Symptoms.
- i) The receiver should then provide the following numbers-
 - 1) Corona Help Line- 1800 313 444 222
033-23412600
033-22143526
 - 2) KMC Nodal Officer- 9830241660
 - 3) KMC- Respective Borough Health Officer.

(VII) MTOs

- a) All vehicles of Kolkata Police should be sanitized regularly with appropriate disinfectants by the respective MTOs.
- b) Appropriate gloves, masks, rubber boots are recommended for sanitization staff, assigned for cleaning ambulances/ Vehicles.
- c) Disinfect (Dump wipe) all horizontal, vertical and contact surfaces with a cotton cloth saturated (or microfiber) with a 1% sodium hypo chlorite solution.
- d) Spot clean walls (when visually soiled) with disinfectant – detergent and windows with glass cleaner. Allow contact time of 30 minutes and allow air dry. To clean the floor use 1% sodium hypo chlorite disinfectant.
- e) Discard disposable items and infectious waste in a bio/hazard bag. The interior is spread with 1% sodium hypo chlorite. The bag is tied and exterior is also decontaminated with 1% sodium hypo chlorite and should be given to the hospitals to dispose off according to their policy.
- f) Change cotton mop water containing disinfectant after each cleaning cycle.
- g) Do not place cleaning cloths back in to the disinfectant solution after using it to wipe a surface.
- h) Remove gloves and wash hands with soap in running water.



Sanitization of different vehicles of Kolkata Police

Part-III

Training

General Instructions

- a) Due to ongoing Covid-19 pandemic, all kinds of active training are suspended temporarily.
- b) Training Institutes should consider taking on-line classes as much as possible.
- c) All kinds of safety items like Face Mask, Face Shield, Gloves, Sanitizers, soaps etc. should be kept sufficiently in training centres.
- d) Each trainee/ instructor should be thermally scanned at the entry of training centre.
- e) Ensure day to day health monitoring/ contact history of residential trainee/ instructor. In case of any health issue immediately remove to nearby health care facility for necessary intervention.
- f) During indoor/outdoor classes, strict social distancing norms must be observed.
- g) Indoor classes should be taken in a spacious, windowed room.
- h) Total training facility including classroom, offices, barracks, mess, toilet etc should be sanitized with 1% sodium hypo chlorite disinfectant, regularly.
- i) Liquid disinfectant with 70% Alcohol ratio should be used for sanitization on those surfaces where bleaching agent could not be used.
- j) Use of covered dustbins should be implemented around training centre. These dustbins should be cleaned and disinfected regularly.
- k) All the beds of the trainees should be aligned maintaining minimum distance of 1 mtr between 2 beds. Glass screens/ Transparent Plastic barriers should be installed between two beds.
- l) In training centre, the food items/ grocery products used in kitchen/ mess should be kept separately for atleast 6 to 8 hours before using.
- m) Kitchen staff/ mess workers should always wear mask, apron and gloves during cooking and food distribution to the trainees.