

SOP for Activation of COVID Sachetak Committee

The importance of community participation in long term fight against COVID-19 and the formation of the Ward Level COVID Sachetak Committee has been described in the SOP dated 21-05-2020 released earlier. In the meantime the Ward Level Committees for all the wards have been formed with the required numbers of COVID Sachetaks and Mentors. The option is however open for the ZDCs to induct further befitting Sachetaks and mentors in any ward level committee. The concerned BMC ward officer will continue to be the member convenor and the key coordinator for the ward level committee.

The Roles and Responsibilities of the Mentors and COVID Sachetaks is hereby reiterated once again with some additional activities.

Role of Mentors

The **Mentors** of the Committee shall perform the following role:

- The Mentors will guide and suggest the activities to be carried out by the Sachetak.
- The Mentors will themselves download the Sachetak App and publicize it among their peers like Old Age Associations/Citizens Committee for further download of the App.
- The Mentors, as they are mostly elderly, should spread the awareness during their morning walk time at parks.
- The mentors should keep the care giver names and details updated all the times.
- Mentors as per their expertise can be designated themselves as Change Request Coordinator, Technical Expert, Health Expert, Documentation Expert & Training expert. Such role can be assigned to any able COVID-Sachetaks also. However, the number of Training Expert should be minimum 3 .
- These identified individuals may be provided with an additional training of filling the formats and any other training as desired necessary for them.
- Mentors shall monitor the training and awareness workshop and provide feedback for improvement. They may suggest modification in training design or methods. They should also intimate about the intervention needed from Health Experts to the ZDC in case it is required.

Role of COVID Sachetak

The **COVID Sachetaks** will constitute the executive body of the committee. The members will act as a bridge between citizens and Govt. For convenience they can

segregate the ward to further area division for effective monitoring. Their roles and responsibilities can be described below as per the following broad areas.

A. Act as a Coordinator

- Collecting information from the local residents/market associations/RWA/Puja Committee/different local associations/club/local youth/volunteers about migratory citizens and inform the ward officers and zones for further action.
- Provide Support for Registration of people coming from outside state/Country
- Keep close watch on the people who are symptomatic.
- Check availability of space in the house for the person willing to stay in home quarantine. In case it is reasonably ascertained that home quarantine option is not feasible for the concerned person then in such a case the member shall report the Ward Officer/ZDC for arrangement of institutional/paid quarantine facility as per suitability of the concerned person.
- Pasting of home quarantine stickers in the home wherein members are under home quarantine.
- Keeping close eye on the homes under quarantine and ensure they do not violate the COVID protocols. In case of any violation, intimate the ward officer concerned or ZDC for issue of Red notice or for appropriate action.
- The member shall ensure downloading of COVID Sachetak app developed by BMC by the persons under quarantine especially the old aged and co-morbidity persons as they are more vulnerable for COVID-19.
- Help selecting Care Givers from among vulnerable families and keep close contact with them for providing support.
- Keep close watch on the places having high foot falls such as market areas (grocery, vegetable, meat, fish shop and other shops), parks, tea stalls, Gyms, Parlour, Wine shop etc in order to ensure COVID response protocols such as social distancing / wearing masks/not spitting in public etc are being maintained.
- Ensure that all traders and shopkeepers are using mask and gloves during business hours and are ensuring social distancing among the customers.
- Update with the activity of the surveillance team regarding house to house survey within the area.

- Help citizens requiring permission for conducting and emergent functions like Marriage/death rituals from the local authority and also keep a watch on the function/gathering about their adherence to guidelines.

B. Act as a Change Maker by Creating Awareness:

- Create awareness programme among the community about wearing of masks/effective hand hygiene/keeping social distance/No spitting in public places etc. Take step for distribution of Masks to vulnerable sections or person having no masks.
- Distribution of Leaflets and miking for precautionary measures to be undertaken for COVID-19 for all areas with more focus to the areas with high foot fall and educate the traders for not allowing any person to enter without mask.
- Move door-to-door, distribute leaflets and ensure active download of the Sachetak App for creating awareness among all the citizens with focus on vulnerable section.
- COVID-19 Sachetak under guidance of the Ward officer/Senior Officer to hold awareness programmes with market associations at regular intervals on how maintain hygiene protocols and relevant practise for reduction of COVID outbreaks in markets.
- Provide information to local authorities about cases of ostracization, social/communal violence arising out of COVID-19 reasons.
- Orient the society to do away with practice of untouchability/ostracization of positive patients and their family. Also report the authorities about any such discriminations.
- Educate people regarding common myths associated in relation to COVID-19 and discouraging those practise.

C. Act as a Support Provider to Vulnerable Group &Home Quarantine:

- Provide support to the people under Home Quarantine for resolving their queries regarding supply of essential items at their door steps and further support to make them available, if required.
- Provide support for health related issues of the people under home quarantine by co-ordinating with the health team, if required.
- Co-ordinate with the caregivers/volunteers regarding effectively using the COVID Sachetak App on behalf of the old aged and comorbidity persons not accustomed to the app. Further, if required the member shall co-ordinate with the caregiver/volunteer to provide additional support to them such a payment of bills/essential items delivery etc., if required.

D. Act as a Facilitator in Training:

- The members & Specially Training Experts shall be responsible for the entire training . They will monitor the entire process like selection of Venue, availability of space in the venue, consulting with Trainer, Arrangement of Training Equipment and Materials, Attendance etc. in coordination with ZDC. Ensuring that the entire checklist is ensured before the meeting.
- Ensuring the COVID 19 protocols in the training Venue.
- Co-ordination with Senior Officers of BMC, Application Management Team and Health Team.
- A detailed guideline for training is enclosed in Annexure-I may be referred.

MONITORING MECHANISM

- By keeping the pandemic situation in view, its effective & timely implementation is highly essential. All the activities shall be properly monitored by the Officials in three-tier system like at Ward Level – By Ward Committee, At Zone Level- By the ZDC and at Municipal Corporation Level-By the Senior official designated for the purpose . The List of Sr. Officials is as follows:

Zone	Ward No.	Name Of the Senior Officer/Officer
NORTH	1,2,3,4,5,11	Haris Chandra Nayak,Sr.Officer Mob-9437156194
	6,7,8,9,10	Sabyasachi Hota,Sr.Officer Mob-9437136925
	12,13,14,16,17	KamalakantaBehera,DC Mob-9437504982
	18,19,20,21,26	KamaljitDas,DC Mob-9439431672
SOUTH EAST	28,29,30,31,32	SatrughanaKar,Sr.Officer Mob-9437590473
	33,34,35,36,40	AbanikantaPattnaik,ADC-II Mob-9439263655
	43,44,45,53,54	Suvendhu Kumar Sahu,DC Mob-9938540575
	57,58,59,60,41	Subrat Panda,Senior Officer Mob-9861007643
	55,56,61,67,42	Ashok Kumar Mohanty,DC Mob-Mob-9437283745
SOUTH WEST	15,22,23,24,25,27	Surath Chandra Mallick,ADC-I Mob-9437578735
	37,38,39,46,47	Alok Kumar Kar,Sr.Officer Mob-9437204080
	49,50,51,52,62	GyatreeSamantaray,DC Mob-7008237739
	63,64,65,66,48	Sailendra Kumar Jena,Sr.Officer Mob-9437314833

- All the issues & challenges related to COVID 19, support system for the citizens in general & venerable group in particular, Downloading of Sachetak App, training, Registration, Quarantine, Stickers , Surveillance shall be monitored carefully .
- The designated Sr. Officials will act as an Administrator & to monitor the entire activities going on through the ward wise official whatsapp group and shall provide

valuable input and feedback as and when required. All the Members of the said group will act as per the direction of the Sr. Official.

REWARD & RECOGNITION TO COVID SACHETAKS :

➤ For better implementation and to create enthusiasm among the members and to promote them, BMC will make provision by recognising the effort taken by the Mentors & Covid Sachetaks and will provide written Appreciation, Felicitations in official functions/ reward for their support and Volunteerism in COVID 19 activities. In no Way Cash Award will be promoted.

Commissioner, BMC