



## **Standard Operating Procedure (SOP) for maintaining Social Distancing in Essential Commodity Shops/Stores and Daily Markets / Haats**

1. With a view to regulate crowd/gathering at the essential commodity stores, Daily Markets and Haats and to ensure adherence of social distancing guidelines issued by Govt. The following SOP is being issued for regulating social distancing in and outside the essential commodity stores and markets to be adhered / arranged by the Shops/Stores/Market Association and to be followed by the public.
2. There shall be Preferably Permanent marking in Circle or Square shape outside the essential commodity establishments distancing about 2.0 Mts either in a straight line or as per space availability which will be used as a queue line for the customers. An indicative sketch is enclosed for reference.
3. In Daily Markets and Haats, the Market association will ensure that each vendor will sit at least 10 Mts apart so that there will be sufficient space available for customers.
4. If the existing vendors are not being accommodated in the existing space with 10 Mts distance then the Zonal DCs should identify a nearby vacant place and accommodate the extra vendors in consultation with the market association.
5. The Zonal DCs should identify vending place in every locality for decentralizing buying of public. Temporary vegetable vending zones may be created in identified vacant space in a locality and vendors may be encouraged to operate from there so that the daily markets/Haats gathering can be reduced and the public will have less distance to travel for their shopping.
6. The Facility of announcement through miking about maintenance of social distancing and practice of frequent hand washing should continue to take place.
7. The Zonal DCs, in consultation with the market association will work out a plan for opening of 50% shops on each day. The 50% shops opened on any day should be in such a way that at least one shop between two opened shops must be closed. If shops are already located in at least 10 Mts distance then this point may not be followed.
8. The 50% closed shops on any particular day should be encouraged to open during the night.
9. The market Associations and shop keepers should also be oriented about keeping proper distancing while giving articles to the customers. The Shop keepers should pack the goods in the bag of the customer and keep the bag at a reasonable distance after packing and distance himself so that the customer can pick his bag without coming closer to the shopkeeper. The monetary transaction should also be done in the similar manner as that of handing and taking over of purchased articles.
10. The services of the mobile eateries which have been closed may be utilized for mobile vending of vegetables/Groceries/Essentials. A meeting with the representatives of their association in this regard may be conducted immediately by the ZDCs.
11. The Market Association shall take the responsibility for cleaning of the entire market at least two days in a week.
12. The ZDCs and their teams should frequently visit such places to observe the adherence of the SOP and take immediate action as would be needed.

**Commissioner**  
**Bhubaneswar Municipal Corporation**