

## ORDER

In compliance of orders issued by Additional Chief Secretary to Govt. of Haryana, Urban Local Bodies Department, Chandigarh Memo. No. ADULB/Admn/2020/30179 Dated 07-06-2020 & Ministry of Home Affairs letter No. 40-3/2020-DM-I(A) dated 30-05-2020 and State Disaster Management Authority, Chandigarh, Memo No. DMC-SPO-2020/3456 dated 05-06-2020, in exercise of power conferred under section 30(2) (iv) & (vii) of the Disaster Management Act, 2005. I, Mukul Kumar, IAS, District Magistrate Yamuna Nagar do hereby order for District Yamuna Nagar as under:-

### Hotels, Restaurants and other Hospitality Services

Hotels and Restaurants with in the Jurisdiction of district Yamuna Nagar will be opened with the generic preventative measures including simple public health measures, social distancing (2 gaz ki doori), wearing of face covers/masks need to be observed by all ( workers and visitors) in these places at all times. The following restrictions shall be ensured:-

- I. Banquet Halls with approx, size of around 2000 sq. feet and above shall be allowed to operate with maximum of 50 guests at a time by following the formula of social distancing i.e. 2 gaz ki doori.
- II. Restaurants in Hotels shall be allowed to operate with only 50% of the capacity. No buffet service shall be allowed. Only ala carte (ordering individually on the menu) services are allowed.
- III. No bars in the restaurants shall be allowed.
- IV. Room service or take always for dine in rooms shall be allowed.
- V. Gaming Arcades and Children Play Areas (wherever applicable) shall remain closed.
- VI. All workers should wear masks.

### Restrictions for operation of Restaurants:-

- (i) Restaurants shall be allowed to take orders from customers from 09:00 AM to 08:00PM and operate only with the 50% seating capacity.
- (ii) No buffet service shall be allowed. Only ala carte (ordering individually on the menu) services are allowed.
- (iii) No bars in the restaurants shall be allowed.
- (iv) All workers should wear masks and gloves.
- (v) Sanitization should be done at regular intervals.

All the provisions of the SOP dated 04-06-2020 issued by Ministry of Health and Family Welfare (MoHFW), Government of India on preventive measuring to contain spread of COVID-19 in Hotels, restaurants and other hospitality service which are reproduced here shall be followed in letter & spirit.

### **Generic preventive measures for Hotels, & other Hospitality Units and Restaurants.**

Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes. Hotel management to advise accordingly.

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all ( staff and guests) in these places at all times.

### **These include:**

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.

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- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all.

**All Hotels and other Hospitality units shall ensure the following arrangements:**

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- ii. Only asymptomatic staff and guests shall be allowed.
- iii. All staff and guests to be allowed entry only if using face cover/masks. The face cover/masks has to be worn at all times inside the hotel.
- iv. Adequate manpower shall be deployed by hotel management for ensuring social distancing norms.
- v. Staff should additionally wear gloves and take other required precautionary measures.
- vi. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Hotel management to facilitate work from home wherever feasible.
- vii. Proper crowd management in the hotel as well as in outside premises like parking lots-duly following social distancing norms shall be ensured. Large gatherings/congregations continue to remain prohibited.
- viii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up.
- ix. Preferably separate entry and exits for guests, staff and goods/supplies shall be organized. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the hotel as far as feasible. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- x. Number of people in the elevators shall be restricted, duly maintaining social distancing norms. Use of escalators with one person on alternate steps may be encouraged.
- xi. Details of the guest (travel history, medical condition etc.) along with ID and self declaration form must be provided by the guest at the reception.
- xii. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- xiii. Hand sanitizers must be kept at the reception for guests to use. Guests to sanitize hands before and after filling relevant forms including A&D register.
- xiv. Hotels must adopt contactless processes like QR code, online forms, digital payments like e-wallet etc. for both check-in and check-out.
- xv. Luggage should be disinfected before sending the luggage to rooms.
- xvi. Guests who are at higher risk i.e. those who are older, pregnant or those who have underlying medical conditions are advised to take extra precautions.
- xvii. Guests should be advised not to visit areas falling within containment zone

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- xviii. Required precautions while handling supplies, inventories and goods in the hotel shall be ensured. Proper queue management and disinfection shall be organized.
- xix. Appropriate personal protection gears like face covers/masks, gloves and hand sanitizers etc. shall be made available by hotel to the staff as well as the guests.
- xx. Detailed guidelines issued for restaurants shall be followed.
- Seating arrangement in the restaurant also to be made in such a way that adequate social distancing is maintained.
  - Disposable menus are advised to be used.
  - Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged.
  - Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
  - Buffet service should also follow social distancing norms among guests.
- xxi. Room service or takeaways to be encouraged, instead of dine-in. Food delivery personnel should leave the packet at guest or customer's door and not handed directly to the receiver. The staff for home deliveries shall be screened thermally by the hotel authorities prior to allowing home deliveries.
- xxii. For room service, communication between guests and in-house staff should be through intercom/ mobile phone and room service (if any) should be provided while maintaining adequate social distance.
- xxiii. Gaming Arcades/Children play areas (wherever applicable) shall remain closed.
- xxiv. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the temperature setting of all air conditioning devices should be in the range of 24°C-30°C, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xxv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxvi. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.
- xxvii. Proper disposal of face covers / masks / gloves left over by guests and/or staff should be ensured.
- xxviii. Deep cleaning of all washrooms shall be ensured at regular intervals.
- xxix. Rooms and other service areas shall be sanitized each time a guest leaves.
- xxx. In the kitchen, the staff should follow social distancing norms at work place. Kitchens area must be sanitized at regular intervals.
- xxxi. In case of a suspect or confirmed case in the premises:
- Place the ill person in a room or area where they are isolated from others.
  - Provide a mask/face cover till such time he/she is examined by a doctor.
  - Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
  - A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
  - Disinfection of the premises to be taken up if the person is found positive.

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**All Restaurants shall ensure the following arrangements:**

- i. Takeaways to be encouraged, instead of Dine-In. Food delivery personnel should leave the packet at customer's door. DO NOT handover the food packet directly to the customer.
- ii. The staff for home deliveries shall be screened thermally by the restaurant authorities prior to allowing home deliveries.
- iii. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- iv. Only asymptomatic staff and patrons shall be allowed.
- v. All staff and patrons to be allowed entry only if using face cover/masks. The face cover/masks has to be worn at all times inside the restaurant.
- vi. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- vii. Staggering of patrons to be done, if possible.
- viii. Adequate manpower shall be deployed by restaurant management for ensuring social distancing norms.
- ix. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public. Restaurant management to facilitate work from home wherever feasible.
- x. Proper crowd management in the parking lots and outside the premises - duly following social distancing norms shall be ensured.
- xi. Additional patrons to be seated in a designated waiting area with norms of social distancing.
- xii. Valet parking, if available, shall be operational with operating staff wearing face covers/ masks and gloves as appropriate. A proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up.
- xiii. Specific markings may be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- xiv. Preferably separate entry and exits for patrons, staff and goods/supplies shall be organized.
- xv. Required precautions while handling supplies, inventories and goods in the restaurant shall be ensured. Proper queue management and disinfection shall be organized.
- xvi. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the restaurant as far as feasible.
- xvii. Seating arrangement to be made in such a way that adequate social distancing is maintained. In restaurants, not more than 50% of seating capacity to be permitted.
- xviii. Disposable menus are advised to be used.
- xix. Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged.
- xx. Buffet service should also follow social distancing norms among patrons.
- xxi. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- xxii. Use of escalators with one person on alternate steps may be encouraged.
- xxiii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the temperature setting of all air conditioning devices should be in the range of 24°C-30°C, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xxiv. Large gatherings/congregations continue to remain prohibited.

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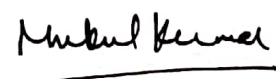
- xxv. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxvi. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.
- xxvii. Proper disposal of face covers / masks / gloves left over by patrons and/or staff should be ensured.
- xxviii. Deep cleaning of all washrooms shall be ensured at regular intervals.
- xxix. Adequate crowd and queue management to be ensured to ensure social distancing norms.
- xxx. Staff / waiters should wear mask and hand gloves and take other required precautionary measures.
- xxxi. Contactless mode of ordering and digital mode of payment (using e-wallets) to be encouraged.
- xxxii. Tables to be sanitized each time customer leaves.
- xxxiii. In the kitchen, the staff should follow social distancing norms at work place. Kitchens area must be sanitized at regular intervals.
- xxxiv. Gaming Arcades/Children play areas (wherever applicable) shall remain closed.
- xxxv. In case of a suspect or confirmed case in the premises:
  - a. Place the ill person in a room or area where they are isolated from others.
  - b. Provide a mask/face cover till such time he/she is examined by a doctor.
  - c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
  - d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
  - e. Disinfection of the premises to be taken up if the person is found positive.

All kind of Hotels, Restaurants and other Hospitality services within district Yamuna Nagar shall remain open for General Public between **09:00 AM to 08:00 PM**.

The joint teams constituted by this office vide letter No. 1904 dated 06-05-2020 are hereby directed to enforce the instructions/ directions issued earlier and also ensure extensive checking and Challan of the violators as per directions issued by Additional Chief Secretary, Govt. of Haryana, Urban Local Bodies Department vide memo No. ADULB/Admn./2020/26642 dated 05-05-2020. They are further directed to send daily reports to the concerned Municipal Corporation and Municipal Committee of their area. Commissioner, Municipal Corporation Yamuna Nagar- Jagadhri and Secretary, Municipal Committees Radaur and Sadhaura shall forward daily consolidate report to the Urban Local Bodies Department through email at [suda.haryana@yahoo.co.in](mailto:suda.haryana@yahoo.co.in) under intimation to this office. In Rural areas all the Block Development and Panchayat officer in their respective blocks shall ensure extensive checking and Challan of the violators as per directions.

The Superintendent of Police, Yamuna Nagar, Commissioner Municipal Corporation, Yamuna Nagar, All SDMs, Duty Magistrates, SHOs, Secretary, Municipal Committees, Radaur and Sadhaura shall ensure strict implementation of this order. Violation of this order is punishable under section 188 of the IPC, read with section 381 of Haryana Municipal Corporation Act, 1994 & under section 233 of Haryana Municipal Act, 1973.

This order shall be promulgated in the area of District Yamuna Nagar (except for the areas declared as containment zones by this office) by beat of drum, by announcement



through the publicity van of Public Relations Department and by means of mass communication like Radio, television etc.

This order shall come in to force with effect from 08-06-2020.

*Mukul Kumar*  
District Magistrate-Cum-  
Chairperson DDMA,  
Yamuna Nagar. |

Endst. No. 2322 /MA dated 08-06-2020

A copy is forwarded to the following for necessary action and information please:-

1. The Chief Secretary to Govt. of Haryana, Chandigarh.
2. The State Disaster Management Authority, Haryana, Chandigarh.
3. The Additional Chief Secretary to Govt. of Haryana, and Finance Commissioner, Revenue and Disaster Management and Consolidation Deptt. Chandigarh.
4. The Additional Chief Secretary to Govt. of Haryana, Home Department Chandigarh.
5. The Additional Chief Secretary to Govt. of Haryana, Urban Local Bodies, Chandigarh.
6. The Additional Chief Secretary to Govt. of Haryana, Excise & Taxation Department, Haryana, Chandigarh.
7. Commissioner, Ambala Division, Ambala Cantt.
8. Superintendent of Police, Yamuna Nagar.
9. Commissioner, Municipal Corporation, Yamuna Nagar-Jagadhri.
10. Additional Deputy Commissioner, Yamuna Nagar.
11. All District Magistrates in the State.
12. Sub Divisional Magistrate, Jagadhri, Bilaspur and Radaur.
13. CEO, Zila Parishad, Yamuna Nagar.
14. District Revenue Officer, Yamuna Nagar.
15. District Development Panchayat Officer, Yamuna Nagar.
16. District Excise & Taxation Commissioner, Yamuna Nagar.
17. All Duty Magistrates in District Yamuna Nagar.
18. Civil Surgeon, Yamuna Nagar.
19. District Food & Supplies Controller, Yamuna Nagar.
20. All Tehsildars/NaibTehsildars in District Yamuna Nagar.
21. All BD&POs in the District Yamuna Nagar.
22. DIPRO Yamuna Nagar for wide publicity in Distt. Yamuna Nagar.
23. Secretary, Municipal Committee, Radaur and Sadhaura.
24. All Concerned.
25. Steno to DC/CTM Yamuna Nagar.

*Mukul Kumar*  
District Magistrate-Cum-  
Chairperson DDMA,  
Yamuna Nagar. |