

GOVERNMENT OF TELANAGANA  
MUNICIPAL ADMINISTRATION DEPARTMENT

O/o. Commissioner & Director of  
Municipal Administration,  
Telangana, Hyderabad.

**C I R C U L A R**

**C.No.184308/2020/H3**

**Date:16/03/2020**

Sub: MA Department - Preparedness and effective management of COVID-19 - Advisory issued - Minutes of the meeting held on 03.03.2020- Certain Instructions- Issued.

Ref: Govt.Memo.No.3026/General/2020, MA&UD(General) Department, Dt: 07.03.2020.

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In the reference cited, Government while enclosing the copies of preparedness & effective management of Covid-19 Advisory have requested to take necessary follow up action in the matter and ensure that COVID-19 is prevented/controlled effectively.

Accordingly, all the Municipal Commissioners of the State are directed to take preventive measures as detailed below.

1. The Commissioners of all ULBs are directed to disseminate IEC materials widely in their jurisdiction. Display IEC materials in the form of hoardings in all conspicuous public places like bus stops, railway station, metro trains& stations, cinema halls, shopping malls etc.
2. The Nodal Officer shall be appointed for organizing specific action to be taken in containment and buffer zones to be designated.
3. For the given jurisdiction of the Nodal Officer, a Rapid Response Team(RRT) shall be constituted comprising of grass root level workers, like sanitation workers etc.,
4. As soon as a +ve case is reported, the nodal officer should map containment zone which is 3 Kms of the indexed case and buffer zone which is 7 Kms around the index case.
5. Special sanitation measures shall be taken, around hospitals, quarantine facilities, slums etc., and the sanitation contingency plan shall be prepared
6. Hand sanitizers shall be kept at all public toilets and loo café
7. Necessary protective masks, shoes and dresses shall be provided to all the sanitation workers.

The Rapid Response Team (RRT) should immediately start the following activities on the same day.

1. They should visit house to house, enquire with each member of the HH for symptom, advice home isolation of contacts and continue surveillance for the prescribed period (14 days/28 days). If home isolation is not possible, they must report for shifting them to Quarantine.
2. They should also do house-to-house distribution of IEC material on prevention and report all symptomatic cases for testing.
3. Awareness generation to public through mike announcements on

preventive and containment measures.

4. Setting up of awareness generation kiosks in common congregation places like temples, churches, mosques etc.
5. Conduct awareness in Anganwadi centres, MEPMA groups and making public aware of symptoms, preventive and controlling measures.
6. Mass gatherings may be discouraged.
7. The local Sanitation staff shall be oriented completely about the symptoms, Preventive and controlling measures.

In view of the above, all the Municipal Commissioners of the State are requested to follow the above preventive measures for control of COVID-19.

**DR N SATYANARAYANA IAS  
DIRECTOR OF MPL ADMN**

To:

All the Municipal Commissioners of the State  
(Through the RDMA, Warangal and Hyderabad)

Copy to:

The RDMA, Warangal and Hyderabad.

**Signature valid**

Digitally signed by Dr N  
Satyanarayana IAS  
Date: 2020.03.16 15:00:13 IST  
Reason: Approved

