

COVID-19 : PERIMETER RULES



Presented By

BANGALORE APARTMENTS' FEDERATION (BAF)

22th March, 2020

Disclaimer: Bangalore Apartments' Federation (BAF) has compiled this note based on inputs from government advisory documents as well as reading various global examples and the concept on subject. as well as secondary information available. BAF advises its Members and readers of this note to adapt the guidelines in consultation with their communities. Most of the information is practical and doable, and may exceed the mandate set by authorities, but if this helps combating situation effectively, does not cost much and is practical – then we do urge to take support of this document to establish your best practices as well. BAF will not assume any liability for any implications of decisions taken by anybody, based on this document.

BAF also urges Members to share their experiences / views based on practical ground level successes. Depending on inputs from Members, this document might be further updated and made more comprehensive.

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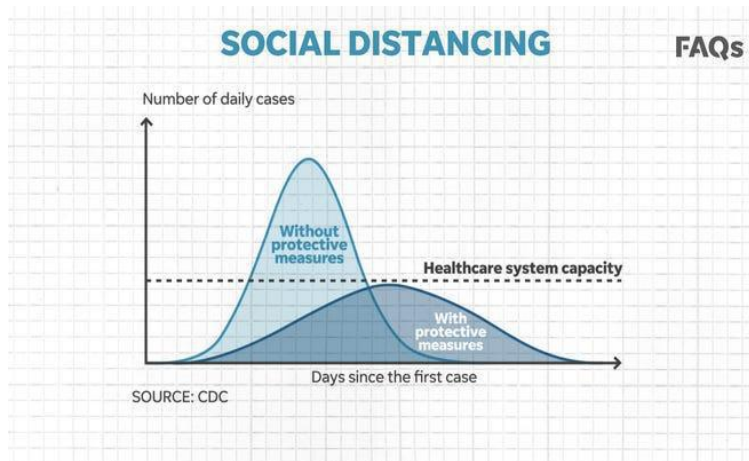


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PERIMETER RULES

PERIMETER RULES IMPLEMENTS PROTOCOLS ON ENTRY AND EXIT OF VARIOUS TYPES OF PEOPLE WITHIN THE COMPLEX. THIS WAY AN RWA CAN ENSURE THAT PEOPLE ENTERING FOLLOW BASIC SCREENING AND SANITIZATION PROCESS AT ENTRY/EXIT POINTS, SIGNIFICANTLY REDUCING THE CHANCES OF INFECTION & SUBSEQUENTLY, SPREAD OF VIRAL INFECTION.

PERIMETER RULES HELPS FLATTEN THE COVID CURVE, ALONG WITH SOCIAL DISTANCING & ENVIRONMENTAL (DISINFECTING) HYGIENE MEASURES .



THIS ADVISORY IS CREATED BY BAF FOR THE APARTMENT MANAGING COMMITTEES AND RESIDENTS AS AN ADVISORY BASED ON PREVAILING GUIDELINES BY MINISTRY OF HEALTH AND FAMILY WELFARE AS WELL AS THE BBMP. WHILE THE ADVISORY HAVE AN OVERALL VIEW ON **PERIMETER RULES DESCRIBING VARIOUS STEPS TO BE TAKEN WHEN ANYONE ENTERS/EXITS AN APARTMENT PREMISE** , WE HAVE EXTENDED THE GUIDELINES FOR EASY UNDERSTANDING AND IMPLEMENTATION KEEPING IN MIND THE PRACTICES POSSIBLE THAT WOULD HELP MITIGATE THE CURRENT COVID EMERGENCY. IT IS APPLICABLE TO ANY CITIZEN AS WELL.

OFFICIAL REFERENCES:

1. <https://www.mohfw.gov.in/pdf/advisoryforbiometricattendance.pdf><http://bbmp.gov.in/en/web/guest/covid-19>
2. <http://bbmp.gov.in/documents/10180/19138700/Advisory+-+Resident+Welfare+Association.pdf/1613e4bf-ee7a-412d-a464-a12f15dd14fb>
3. <https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>).
4. <https://www.mohfw.gov.in/index.html>



THIS IS A BAF ADVISORY ON PERIMETER RULES FOR ENTRY EXIT INTO APARTMENTS BY RESIDENTS, VISITORS, PAYROLL STAFF, DELIVERY & MISCELLANEOUS LABOUR

ENTRY EXIT GUIDELINES

The following basic guidelines are applicable to all types of visitors :

1. COMMUNICATION & AWARENESS CREATION FOR COVID-19

- All the advisory from authorities plus additional measures to be put in place **MUST** be communicated to all residents, staff and visitors through posters, talks, videos etc
- All process to be followed must be explained and co-operation sought from all voluntarily (unless it becomes a mandate)
- Printing of flex banner for communication is not allowed

2. NO BIO METRICS

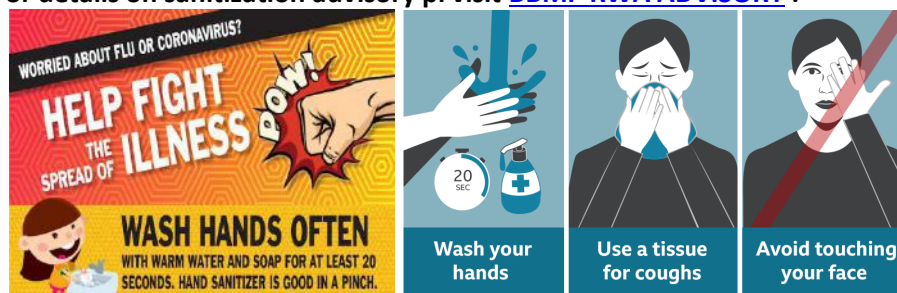
- All Staff of the apartment association should be exempted from biometric attendance and alternate attendance system used, as per MoHFW advisory.

3. THERMAL SCREENING

- All visitors & residents whosoever enters the gate are screened using infrared/ thermal scanner.
- The outcome can be used to restrict the entry of visitor into the premises.
- If it is found that visitor has fever, then external visitor can be asked to go back and not enter premises. If apartment resident is found to have fever – their door number should be noted and MC informed.
- Refer section 7 on Subsequent actions for different categories of people

4. SANITIZATION

- Setting up sanitization points at the entry exit gates of apartments, by providing makeshift/ temporary wash basin, hand sanitizers near entry/ exit gates.
- All visitors including those coming by vehicles are made to follow the hand sanitization process. And also informed to wash hands frequently during the day. A count of 20 seconds for handwash is recommended by WHO as shown below.
- Sanitize also common areas as per BBMP guidelines. The areas more prone to touch are- Lift buttons & hand rails, staircase railings/banisters, ATM machines, floors & other surfaces. The security cabin and equipments also should be sanitized time to time in a day.
- For details on sanitization advisory pl visit [BBMP RWA ADVISORY](#) :**



(Note : refer information section for additional protocols of sanitization)





5. COMMUNICATING ON BASIC RULES OF SOCIAL DISTANCING, COUGH ETIQUETTE & HAND HYGIENE & AVOID CONTACT WITH FACE & OBJECTS

- a. Visitors and residents are made aware of not to touch their face, other common areas like railings etc. indiscriminately
- b. Visitors & Residents must be warned to use the handkerchief/ tissue or mask, if sneezing or coughing. (Should not be running any fever)
- c. And also made aware to maintain a social distance with other persons they would meet & as also not randomly touch any surfaces unless unavoidable.



6. SELF DECLARATION FOR TRAVEL

- a. Create awareness for residents on need for informing RWA-managing committee about their international travel since 1st March 2020. As also to declare voluntarily if they have guests.
- b. **At entry –exit, Security can monitor movement of airport taxi/ baggage additionally – they are pointers to those who have travelled**
- c. **There may be further guidelines on the domestic travellers also, RWA must keep watch on developments and government notifications on day to day basis. Follow MoHFW website <https://www.mohfw.gov.in/index.html> and accordingly update their entry / exit screening process to fulfil any mandate from the advisory**
- d. Travel Self Declaration form can be created and filled with details of the resident/ visitor, apartment, date of travel, countries/ transit points of travel. Also ask person to maintain a Personal Journal (Annexure 1: Travel Self Declaration Form)
- e. **Visitors / Residents must be asked to self quarantine as per Travel Advisory guidelines issued from time to time. (Refer BAF COVID-19 Quarantine Guidelines for more details)**
- f. **Visitors/Residents must be asked to contact emergency number 104 / 1075 for clarification of quarantine or if symptoms develop and also keep the Managing Committee informed of developments & for support if needed.**



Residents under quarantine will be monitored and MCs /Taskforce teams may call upon them to check on daily/periodic basis. Any resident violating quarantine rules can be reported to police and government health authorities. The police will either way visit apartment and force the quarantine upon the violating resident/ guest. Any violation – moving outside the house or running away from apartment - during quarantine period is a punishable offence as declared by the state & central governments. The RWA MC or any member can complain to authorities for penal action. The RWA/Authority may chose to display a quarantine card outside your apartment to protect any visitor or neighbours. The local authority as well as the community management is keen to help you recover and at same time not spread the contagion. Hence utmost co-operation is required by both the resident and the community

7. SPECIFIC ACTIONS FOR VARIOUS CATEGORIES OF PERSONS ENTERING THE GATE

• RESIDENTS & GUESTS

- If found having fever etc apartment number can be noted and be monitored
- If having overseas guests or travelling from abroad (from 1st March 2020) – advise strictly on self quarantine
- Appeal to be made to residents to cut down as many guests and external visitors as possible
- All moving in and moving out should be disallowed and residents must be asked to defer their movement til the restrictions lift.

• VISITORS / GUESTS

- If thermal screening indicates fever or other flu symptoms exist, visitors can be politely asked to return back to their homes and have it checked.

• HOUSE KEEPING, SECURITY, & OTHER HOUSEHOLD HELPS

- If thermal screening indicates fever or other flu symptoms they can be politely asked to return back to their homes and have it checked. Residents are requested to help their maids and drivers on any medical assistance as also ensuring they do not cut their salaries
- It is possible that when at later stages of Corona virus outbreak, there may be need to stop services of various household staff.

• DELIVERIES & MISCELLANEOUS LABOUR

- All above screening and hygiene rules are applicable
- Appeal to be made to residents to cut down as much deliveries as possible. If allowed inside – ensure safe distance is maintained between delivery person and resident.
- Further Vendor may be asked to stop at the gate and resident asked to collect the delivery from the gate as need arises
- If Corona Outbreak situation does not improve , harsher measures may have to be implemented
 - Only essential delivery will be allowed milk, medicines etc to be allowed





- Delivery of non-essential things like newspapers, flowers, etc may be restricted
- Vendors may be completely stopped from entering premises.
- Domestic help may be restricted from entering the premises
- All renovation work and labour entry may be stopped

NOTE FOR STAFF & VOLUNTEERS AT ENTRY & EXIT

STAFF & VOLUNTEERS MUST STAY SANITIZED , MAINTAIN SOCIAL DISTANCE & FOLLOW PROPER COUGH ETIQUETTE. ADDITIONALLY THEY MUST WEAR GLOVES & MASKS AS PART AS POSSIBLE CAPTURE ALL VISITOR LOG ELECTRONICALLY FROM A DISTANCE. STAFF & VOLUNTEERS MUST AVOID TOUCHING ANY VISITOR OR THEIR ITEMS. (Further guidelines for frontline workers on BAF website)

SECURITY CAN ALSO BE INFORMED OF QUARANTINED RESIDENTS AND IF THEY SEE THEM VIOLATING THE RULES CAN INFORM THE RWA-MC OR COVID19-TASKFORCE FOR FURTHER ACTION

FURTHER PREPARATION FOR DETERIORATING SITUATION :

THE RWA MC- MUST ISSUE APPROPRIATE ADVISORY FROM TIME TO TIME THAT **REDUCE THE NUMBER OF ALL TYPES OF VISITORS/ OUTSIDERS TO THE APARTMENT.** VARIOUS VISITOR DATA CAPTURED IN GATE SECURITY MANAGEMENT SYSTEMS CAN BE MONITORED BY THE RWA TO STRATEGISE ON VISITOR REDUCTION POSSIBILITIES – THAT WILL HELP CHECK FLATTEN THE COVID CURVE AS ALSO IN HELP IN EMERGENCY SITUATIONS

FURTHER AS ADVISORY FROM GOVT EVOLVES, THE NUMBERS OF STAFF AVAILABLE ALSO MAY REDUCE. THE SECURITY AGENCY MAY FACE LABOUR ISSUES/ THERE COULD BE LOCK DOWN OF THAT/ OR THE SECURITY STAFF MAY BE STRESSED – ALL LEADING TO NON AVAILABILITY OF STAFF. HENCE **RWA CAN PROACTIVELY CREATE A BACK-UP BY CREATING THEIR OWN RESIDENT EMERGENCY RESPONSE TEAM FOR THE SECURITY SUPPORT.**

LOCKDOWN/ CONTAINMENT SITUATION

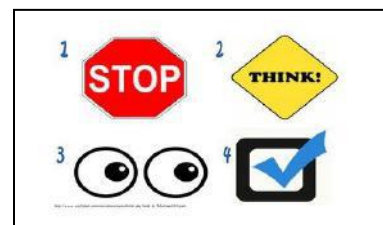
IN SUCH SITUATION – **RWA WILL HAVE TO SHUT DOWN ITS GATE AND NOT ALLOW ENTRY OR EXIT OF ANY PERSONS AS MANDATED.** ALL GUIDELINES ISSUED BY AUTHORITIES TO BE STRICTLY FOLLOWED.

BAF ENCOURAGES THE RESIDENTS TO CO-OPERATE WITH THEIR MANAGING COMMITTEE / COVID19-TASK FORCE TEAM.

BAF ENCOURAGES THE RWA -MC/ COVID TASK FORCE TEAMS TO TAKE LOGICAL & CAUTIOUS STEPS OVER & ABOVE THE MANDATE OF ADVISORY ISSUED BY GOVERNMENT & LOCAL AUTHORITIES IN COLLABORATION WITH THE RESIDENTS.

IF GUIDELINES ISSUED FROM TIME TO TIME ARE NOT FOLLOWED BY RESIDENTS, STRINGENT ACTION MAY BE TAKEN TO PROTECT SAFETY OF THE COMMUNITY.

STAY SANITIZED ... STAY COMPLIANT ... STAY SAFE!



TRAVEL SELF DECLARATION FORM

This is a voluntary declaration form to be submitted in case of travel.

All residents and guests staying in the premise, who have travelled OOUTSIDE INDIA are required to self quarantine for a period of 14 days from the date of arrival. (Note: This may apply to domestic travellers if any new advisory as passed by govt. , prevailing on the date of filling this form)

NAME OF RWA : _____

1. Please fill out this form & hand it over at the Property Management Office or scan and send to <RWA email id _____> / whatsapp : _____
2. Same form may be used for 1 family. Please mention name & age of each family member in the form.
3. This has to also be filled and submitted by guests coming to stay with the resident.
3. The contents of this form will be kept confidential from residents. If mandated quarantine board may be put up outside home for notice of neighbours & staff..
4. This form may be shared with Govt. Officials (BBMP/ POLICE etc) and will enable the RWA to coordinate with health officials to keep RWA safe, hence pl do not misrepresent facts

Name/s	
Age/s (same order of names)	
Flat Number	
Mobile Number	
Email Address	
Date of arrival in this premise after travel (be it domestic or international)	

RECENT TRAVEL HISTORY

Have you travelled outside India since March 1 st 2020. Yes or No? (for the calculation of 14 days),	
Name the countries (and its cities) you travelled to, including layover / transiting airports, since March 1 st 2020. <i>Eg: USA/San Francisco – Layover Dubai airport</i>	
International Flight Numbers boarded in the last 28 days (from when you arrived in Elita after travel) <i>(Do not skip this step. If we receive info that your flight number is at risk, we will contact you)</i>	



Please journal your post travel movement – if you have stepped out of home anytime and visited places or people – as this declaration has come into force at later date and there was no advice on such quarantine restrictions

I hereby declare that the contents filled in this form are true to the best of my knowledge.

DATE:

PLACE:

SIGNATURE:

NOTE: NON-COPERATION ON QUARANTINE RULES IS A PUNISHABLE OFFENCE UNDER THE LAW. ASSOCIATION CAN INFORM BBMP HEALTH AUTHORITIES OR POLICE TO ENFORCE STRINGENT ACTION.

PL. REACH OUT TO RWA-MC FOR ANY ASSISTANCE USING BELOW DETAILS:

RWA COVID19 Helpline Name and Contact Number:	Karnataka helpline: 104 / 1075 Central Helpline Number: +91-11-23978046 Additional Numbers (refer baf.org.in)
Rajiv Gandhi Institute of Chest Diseases (RGICD) Address: Someshwarnagar 1st Main Road, Dharmaram College Post, 1st Block, Hombegowda Nagar, Bengaluru, Karnataka 560029. Contact: +080 26088500	Manipal Hospitals: Address: 98, HAL Old Airport Rd, Kodihalli, Bengaluru, Karnataka 560017. Dr. Mable: Contact: 080-25211200 (hotline)
Narayana Health 258/A, Bommasandra Industrial Area Anekal Taluk, Hosur Rd, Bengaluru, Karnataka 560099. Phone: 080675 06870	Fortis Hospital 154, 9, Bannerghatta Main Rd, Opposite IIM, Sahyadri Layout, Panduranga Nagar, Bengaluru, 560076. Phone: 080-66214444.

COVID-19 TESTING CENTERS IN KARNATAKA:

1. Bangalore Medical College & Research Institute, Bangalore
2. National Institute of Virology Field Unit Bangalore
3. Mysore Medical College & Research Institute, Mysore
4. Hassan Inst. of Med. Sciences, Hassan, Karnataka
5. Shimoga Inst. of Med. Sciences, Shivamogga, Karnataka

PL FOLLOW RWA ADVISORY TIME TO TIME FOR UPDATES.

SEEKING YOUR COOPERATION & SUPPORT . STAY QUARANTINED & STAY SAFE

