GOVT OF NCT OF DELHI DEPARTMENT OF HEALTH AND FAMILY WELFARE 9TH LEVEL, A-WING, DELHI SECRETARIAT, DELHI I.P. ESTATE, NEW DELHI-110002 CD#112604503

F.No.01/H&FW/COVID-19/2020/01/CD NO 112609657/PR. SECT. HFW/353 Bated: 12/01/2022

ORDER

In order to strengthen the management of COVID-19 pandemic, it has been decided to set up 50 beded COMMUNITY COVID CARE CENTRES as decentralized and more accessible Covid Care Centre near to home settings.

Further, in order to quickly set up and operationlise such centres, Standard operating procedure (SOP) has been prepared and has been approved by Hon`ble Health Minister of GNCTD.

The SOP is now forwarded to all Distrcit Magistrate of Delhi with directions to set up these centres as per the enclosed SOP and as per the specific requirements in their District.

This issues with the prior approval of Hon'ble Minister (Health & FW).

(MANISHA SAXENA) Pr. Secretary (H&FW)

Encl: as above

To

1. All District Magistrates of, Govt of NCT of Delhi.

F.No.01/H&FW/COVID-19/2020/01/CD NO 112609657/PRSECY HFW/353Dated: 12/01/2022 Copy to

- Secretary to Lt. Governor, Delhi.
- Addl. Secretary to Hon`ble Chief Minister, Delhi.
- Secretary to Hon' ble Minister of Health, Delhi
- OSD to Chief Secretary, GNCTD
- All Spi.Secretary (H&FW), GNCTD.
- 6. All the Nodal Offier as per the list eclosed
- 7. All the OSD, H&FW, GNCTD.
- Director of DGHS, GNCTD.
- Dr. Sanjay Agrawal. OSD, H&FW, GNCTD
- 10. Dr. Monika Rana, Director, DFW, GNCTD.
- All the MD/MS of Covid Hospitlas GNCTD as per the list enclosed.
- 12. Mission Director, DSHM, Delhi.
- 13. Director, Directorate of Family Welfare, GNCTD
- System Analyst. H&FW for uploading the same on the website

(MANISHA SAXENA) Pr. Secretary (H&FW)



COMMUNITY COVID CARE CENTRE

Standard Operating Procedure for Setting up and Operationalization

The management of Covid 19 pandemic shall be strengthened by setting up community based 50 bedded CCC Centers, one in each Assembly as decentralized and more accessible structures near to home settings. These will have isolation facility and control room to provide all services in an integrated manner. The Center will be 50 bedded with minimal staff / resources and will work 24x7.

These shall be under operational control of CDMO and the DM shall be overall supervisory mechanism responsible for setup of Infra & coordination between the different agencies.

Proper triaging area for patient to hold sufficient number of patients be established at each such site along with the ambulance movement & parking plan and Help Desk.

Sufficient mobile toilets along with attendant are required be stationed at these sites.

Beds, mattresses, pillows, towel & linen may be sourced on rent with the responsibility of washing of linen etc. Further, sufficient stock of disposable linen may be kept at each such facility for emergency use.

Food & drinking water for the patients and staff working at such centres should be arranged.

Sufficient number of CDVs, Security Guards and Sanitation Workers should be provided depending of area identified.

The DM/ CDMO is allowed to hire additional manpower to manage the center. Non-technical administrative personnel may be provided by the DM office, wherever required.

The procurement of Staff & Logistics will be as per standing guidelines. Resources from the concerned district magistrate office/CDMO units will be integrated.

The requirements hereunder are suggested for 50 beds, which shall however be reviewed and optimized on case to case basis as per case load/requirements by CDMO incharge.

Following Hospitals are attached to each District to act as referral facility to handle emergencies.

S No.	District	Hospital
1	South West	RTR Hospital
	South	Pt MMM Hopital
2 3 4	South East	L N Hospital
4	East	L B S Hospital
5	Shahdara	GTB Hospital
6	North East	JPC Hospital
7	North	M V Hospital
8	North West	Dr BSA Hospital
9	West	DDU Hospital
10	Central	DCB Hospital
11	New Delhi	L N Hospital

The role and responsibilities of Health Department and District Administration are as under:-

MANAGEMENT & DELEGATION OF POWERS		Sourcing	Agency for execution
1) Management Structure			
i. Manager cum Coordinator	✓1 per Centre	School Manager	DM through education department
ii. Doctor In charge	✓1 per Centre	Regular doctor	
iii. Covid Center Management committee- District level	✓ DM - Chairperson ✓ ADM/SDM ✓ DD Education ✓ CDMO ✓ In-charge Centre (co-opted)		DM
iv. Covid Center team- Center level	✓ In-charge Centre ✓ CM Representative ✓ 10 ward members ✓ Representative from CDMO		DGHS
(2) Delegation of Powers			
i. Outsourcing of staff as per guidelines ii. Outsourcing of ambulance / vehicles as per guidelines iii. Outsourcing/empanelment of Labs/ Diagnostic centers as per			DM /DGHS As applicable

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iv.	guidelines Powers under DDMA for any contingent procurement	
\boldsymbol{v}_{\star}	Powers under Epidemic disease act	

MANPOWER (Honorar	ium- basis)	Sourcing	Agency for execution
(1) Central Pool of Experts / Super specialist	2.	Regular Doctors	DGHS
(2) Centre Team			
i. *Doctor (MBBS) 1 per 50 bed per shift	4 per Centre	OUTSOURCED	CDMO
ii. Interns / Medical Students / Dental / Ayush as per requirements	4 per Centre	OUTSOURCED	CDMO / H&FW
iii. Nursing / ANM	Upto 8 per Centre as per requirements	OUTSOURCED	CDMO
iv. Stores Coordinator / Pharmacist	1	Regular	CDMO
v. NO /MTS / Nursing student	Upto 14per Centre as per requirements	OUTSOURCED	CDMO
i. CHW (Asha / AWW)	***************************************		CDMO
ii. Teacher	10 per Centre	School staff	DM thru Education
iii. Civil defense	4 per Centre	Outsourced	DMthru Education
iv. Sanitation / Housekeeping	Upto 8 per Centre as per requirements	School staff / Outsourced	DMthru Education
v. Security	4 per Centre	School staff / Outsourced	DMthru Education
vi. Tele-callers	Upto 8 per Centre as per requirements	Outsourced	DMthru Education
vii. CDEO	Upto 5 per Centre as per requirements	Outsourced	DMthru Education

^{*}Doctor registered with any state medical council / MCI

		MENT/CONSUMABLES	MEDICINES	Sourcing	Agency for execution
3) L	ogis	tics			
	i.	Beds / Bedside rack	50	OUSOURCED	DM
	ii.	Equipment - Pulse oxymeters, Thermometer,	50 per Centre		CDMO
i	iii.	BP apparatus, Glucometer	As required		CDMO
	iv.	Oxygen Cylinders	10 (5 B & 5 D- type		CDMO
	V.	Oxygen Concentrators	20 Oxygen concentrators (10 - Ten liters &10 - Five liters).		CDMO
	vi.	Lab infra - Fridge et all for	As per requirements	School	DM
	vii.	Medicines - For Ward / Fever Clinic / HI	As per requirements		CDMO
,	viii.	Ayush KIT - Kadha, Ashwagandha, Giloy, Ayush 64			CDMO ,
	ix.	Lab consumables	As per requirements	*	CDMO
	X.	Lab		Outsource	DGHS
	xi.		1	Outsource	DGHS
	xii.	Consumables	As per requirements	1	CDMO
	xiii.	Other requirements			DM / CDMC as applicable

1.	Drinking water	DM OFFICE
2.	Food	DM OFFICE

	TRANSPORT		70 Centre	250 Centre
xiv.	Auto	5 per Centre		DM
XV,	Uber / Taxi ambulance	2 per Centre		DM
xvi.	CATS	1 per Centre		HFW

CENTRE - INFRA		70 Centre	250 Centre
(4)			
i. Big / small screens for dashboard monitoring	As per requirement		DM
ii. Computers	4 per Centre		DM
iii. Laptop	1 per Centre		DM
iv. Office stationary and consumables	As per requirements		CDMO
(6) Help line Numbers			
Two unique landline numbers with 30 hunting line with transfer to appropriate channel / vertical			DM
(7) Other Infra			DM
v. Rooms / Halls	12 rooms		DM
vi. Office Furniture and workstations	As per requirements		DM
vii. Power Backup	25 KWH Battery backup or more		DM

CENTRE - INFRA & other ITEM	AGENCY FOR EXECUTION
Identification of school / building suitable for setting up a centre	DM OFFICE
Infra works- tentage etc	DM OFFICE
Procurement/rent of beds etc	DM OFFICE
Infra works if any - lighting/air conditioning/heating arrangements/cabling etc	DM OFFICE
Computers, internet, telephone lines/ mobiles, cctv installation	DM OFFICE
Mobile toilets if required	DM OFFICE
Administrative staff	DM OFFICE
	Identification of school / building suitable for setting up a centre Infra works- tentage etc Procurement/rent of beds etc Infra works if any - lighting/air conditioning/heating arrangements/cabling etc Computers, internet, telephone lines/ mobiles, cctv installation Mobile toilets if required

Operational SOP –Indicative Functions and structure, to be implemented as per requirements

TELECALLING UNIT	
(8) Segregation of positive case Labs will be directed to give realtime data within 20 hours TAT to the State Covid 19 Response Centre(testing capacity to be capped) Cases to besegregatedon real time basis district wise (district name); assembly wise (assembly name & number) & ward wise (ward name & number) - Labs will be directed to capture these details also The segregated data will be pushed on the Integrated Covid management App	Response Centre Representative of District / Assembly
Tele-Calling Unit As per the list of positive cases provided directly by the Lab. or ICMR portal, the tele-calling unit of Centre will call these patients	✓ Doctors from the Centre pool
 The Tele-calling will be on real time basis and as soon as patient is reported +ive by Lab, then within ½ hour, tele-call shall be made positively with time captured in software Tele-callers will capture demographic/clinical &triage& decide whether the patient is fit for Home 	clockto be deployed in shift (2+2+1+2 in general shift i.e., 10 AM-6PM), 1as reliever
Isolation or need to be shifted to a Centre or CCC or DCH • Home team will visit within 1 hour in case patient requires admission. Time of response will be captured in software • Admission will be facilitated by providing bed	√ 10 Teachers (3+3+2) & 2 as reliever /other duty. 3 Teachers from this pool, will coordinate the ambulance and vehicular support to the
vacancy position & ambulance and further Centre will coordinate with chosen Centre / CCC/DCH to facilitate reservation of bed and smooth admission.	10000
 (10) Tracing of incomplete address Labs will be directed to complete address in such cases (Penalty / Suspension) Field teams will verify incomplete address cases from home visits Coordination will be done with Police Data will be shared with all districts / all adjoining districts of NCR for tracing such address patients 	

By Home visit teams

HOME ISOLATION UNIT (11) Home Isolation team(Central) · The triaged positive cases will be accessed by HI team ✓ Doctor in-charge ✓ Specialist Doctors from central on software pool Home isolation team will prioritize quick response as √ 5 CDEOs, in shifts (2+2+1) on per category of patient i.e. patient requiring round the clock basis admission will be visited within 1/2 hour ✓ Medical students In rest cases, it will send home visit teams within 4 ✓ Interns hours It will also have coordination mechanism with other verticals(ambulance, testing-tracing etc.) (12) Super specialist panel - Telemedicine / Video consultation ✓ Designated pool of specialists doctors super-specialty Central pool (govt./volunteers) (pulmonologist, cardiology, mental health etc) will be Telemedicine / Video set up for consultation by HI team consultation Apps Staff and activity to be (13) Home visit teams coordinated along with CDMO All positive case reported on the day will be visited on first day itself within 4 hours and time will be For ASHA allocated areas noted on software. √ *1 Team for each ASHA ANM shall make a first day visit in each new case. worker area consisting of Home visit team will do assessment and physical ASHA / AWW, Civil Defense triage on spot and decide whether patient can be Volunteers, Ward Volunteers managed in Home isolation as per guidelines or need 1 ANM per /5 teams (ANM to be shifted to the Covid facility. The guidelines for from DGD / Outsourced) triaging will be developed by experts. In brief patients *Number of teams will be adjusted for may be categorized increase in case load. If new cases are i. fit for hospital; >10 per day per team, then more ii. fit for CCC; teamwill be added in area. iii. fit for Centre iv. fit for home isolation; v. Un-cooperative For non-ASHA areas Home visit team may consult or facilitate patient for CDMO/ DGD in-charge will video-calling with Doctor at Centre, if required. reorganize & distribute non -· The team will coordinate with HI team at Centre for ASHA area to existing teams or create new teams admission / isolation The team will share phone/mobile numbers of The staff from Centre will Centre, HI team, and Home visit team members and also be used for home visits also form a whatsapp group with the positive patient beyond routine hours and in and will be responsible to follow the patient for the emergencies duration of HI (14) Medicines / equipment

Home visit team will provide following free of cost to

the HI patients on the first day:-

Medicine Kit

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ii. Consumables Kit iii. Ayush kits iv. Pulse Oxymeters/Thermometers v. E-monitor • Team will train patients on monitoring vital parameters with E monitor / Pulse Oxymeters/Thermometers 5) Oxygen Concentrators • These will be provided to the discharged patients as per the guidelines in this regards	✓ Logistic team
 Logistic team will supply these&coordinate with Home visit team / HI team 	
 16) Monitoring of Home Isolation Cases/ Emergencies Each Patient will have an EMR in app&Monitoring of HI cases will be done as under: Home visits during home isolation period. After first day visit, secondvisit will be done on day 5 by Home Visit team. In between & later visits will be made by Home teamsas required In case patient needs medical consultation then Centre HI team will provide Tele/Video consultation. Tele-calling from the center on daily. Remote Monitoring On-line monitoring through a multi-para device. The Centre will have central monitors for emonitoring by HI team. For any significant deviations, a call will be made to patient & Home visit teamwill visit the patient Self-reporting by patient on portal / or through outbound tele-consultation call to Centre 	 ✓ Tele calling teams ✓ HI Teams / Centre Staff ✓ HI Tracking App ✓ Bio Sticker ✓ Vehicle Support
During normal working hours Home visit teams will make a home visit. After Normal working hours Nurse / ANM along with MTS & Civil Defense Volunteer from Centre will make a home visit.	
 (18) Quarantine/Isolation Home visit Teams will check for suspected patients in the family/vicinity and educate them for testing / isolation requirements (home or institutional) Home visit Teams will for high risk contact cases of positive cases and educate them for testing / 	 ✓ By Home visit teams ✓ By Testing & tracing teams ✓ Centre Committee

quarantine requirements (home or institutional)

· HI team will share this info with testing and tracing team & Ward committee for community participation

LAB SERVICES -

(19) Lab. Testing (Fever Clinic & Ward)

- The laboratory testing facility (including point of care ✓ Lab tests) shall be available for ward patients &fever clinic.
 - services will be coordinated by CDMO
- The Centre will have in house facility for RAT
- RT-PCR to be outsourced
- Rest tests on outsourced basis from Mohalla Clinic Lab / DGEHS empanelled Labs in the area

(20) Lab Testing - HI

- The laboratory testing facility shall also be available ✓ For HI patients/suspects/contacts
- On 1stday blood samples will be taken for CBC; ESR & CRP.
- On 5th day, blood samples will be taken for CBC; ESR & CRP + LDH + S. ferritin + D-Dimer + any other testsas prescribed by Doctor.
- Tests may be done later also if prescribed by Dr
- X-ray/CT scan if required may be done at the empaneled diagnostic centers (Transport will be provided by the Centre).
- Sample will be collected by Outsourced agency / Home visit team (Coordinated by testing/tracing team from CDMO)
- Empanelment of DGEHS recognized Diagnostic Centres

HOSPITALADMISSION FACILITATION

(21) Facilitation for Admission

- If on tele-triage or physical triage (Home visit / Fever ✓ The HI Centre team Clinic / Emergency), any patient requires admission ✓ Transport team in DHC/CCC/Centre, then it will be facilitated.
- The Centre HI team will coordinate with the mapped Covid facilities thru telecall / whatsapp group for bed availability and reserving
- HI team will coordinate with ambulance team for arranging ambulance to shift these patients

TELE-CONSULTATION / TELE-COUNSELING

(22) Centre Help line

 Two unique landline numbers for each assembly with 30 hunting line with transfer to appropriate channel / vertical

 Calls from 1031 will also be routed to these Centre lines The Centre will widely publicize control room number for Inbound calls (teleconsultation/helpline) 	
For HI patients, HI Unit and Home visit team will provide Centre number and mobile numbers of the doctor & team to positive cases so that whenever they need they can call-up the Centre/Home visit team assigned to the patient for any help. There will also be	✓ Central Pools of Specialists ✓ HI team at Centre

a Whatsapp group with Home visit team.

Doctor or central expert pool will be arranged

Where required tele/video consultation with Centre

COVID CARE WARD	
 **Ne Center will begin with50 bed wardwith provision of Oxygen **School class-rooms/assembly-halls etc can be used for this purpose so that roughly 6 beds per class-room can be placed. **Admission / Transfer criteria will be developed. The patients requiring low level oxygen support will be admitted **Ward will also be used as Step down recovery for patients shifted from CCC or DCH **The admission will be done round the clock - walk in patients or patients can also be brought from the area by health workers / ambulance **It will be equipped with basic lab & equipment including multi-parameters (list annexed) **It will also have basic medicines (List annexed) **Central Specialist Doctors pool will be used for specialist consultation. **Video calling with family and update of status will be given regularly on daily basis. **Patient's attendant (Fully vaccinated- both doses of Covid-19 vaccine) may be allowed (Max. 1 attendant per patient) to facilitate his patient in the ward. **Patients will be shifted to DCH if required (25) Patient / Family education & Information 	to Supervise ✓ 4 Doctors, 1each in morning & evening and one in night shift& 1 as reliever. ✓ 4Nurse, 1 in each shift & 1as reliever / other duty ✓ 8 MTS, Two per shift & Relievers *(Staff to be shared with HI Team & Fever Clinic) *Number of staff will be increased with the increase in number of beds / as per requirement. ✓ Oxygen concentrators *Numbers will be increased. ✓ B and D-type Oxygen cylinders should be kept as
 There will be automatic SMS sent to patient attendant 	✓ In Centre this will be done

about health bulletin of patient current condition including mode of life/oxygen support (NIV; Bipap; ✓ In Covid care facilities 1 ventilator; O2; HFN)

 There will be facility of video calling/tele-calling the patient attendant and updating the patient status

through tele-calling teams attendant per 5 beds

FEVER CLINIC

(26) Fever Clinic

- The Center will have 24x7 fever clinic
- Fever clinic can be accessed by walk in patients or patients can also be brought from the area by health V Doctors (from ward) workers / ambulance
- It will be equipped with basic lab &equipment
 ✓ Supervision by Doctor Inincluding multi-parameters (list annexed)
- It will also have basic medicines for dispensing to the fever patients.
- ✓ 4 ANMs, one per shift & reliever
- ✓ MTS (from Wards)
- charge of Centre

(27) Physical Triaging

- Physical triaging of the patient will be done at fever clinic and categorize them as per guidelines for triaging (Annexed)
 - Diagnosed positive and fit for hospital;
 - ii. Diagnosed positive and fit for Centre /Covid Care Centre;
 - Diagnosed positive and fit for home isolation;
 - Suspected covid patients;
 - v. Contacts (High risk/low risk) of covid patients
 - vi. Covid unrelated fever cases;
 - · Positive will be HI or shifted to Covid facility for admission / Isolation as per guidelines
 - risk contacts High Suspects quarantined(home or institutional) &followed for testing at 5 day as per guidelines

✓ The triaging guidelines & criteria admission of types various beds/facilities will be used

AMBULANCE SERVICE / VEHICLE SUPPORTTEAM

(28) Shifting of patient

- The Centre will assist in shifting patients from the

 ✓ Transport fever clinic/residence to the Centre/ CCC/DCH.
- Taxi ambulance (patient transport vehicle) will be hired to shift stable patients.
- The ambulances of CATS willbe used to shift patients

 ✓ Vehicles on outsource basis requiring medical support.

(29) Movement of Teams in Field

- coordinator 3Teacher (From the pool of 10 in telecalling team), one in each shift

√ Vehicle support

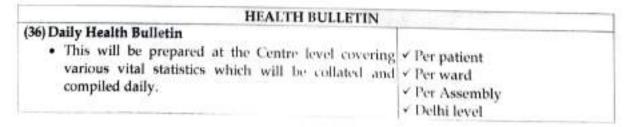
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**DOGISTICS UNIT **One Store coordinator* **One Store coordinator*

& recovery

FOOD DISTRIBUTION UNIT			
 (31) Food Distribution The Centre will be focal point for the distribution of food for patients under home isolation or quarantine. 	# CC C		

TESTING & TRACING / VACCINA	ATION
 (32) Covid Testing & Tracing - Field Visits / Camps As per the positive cases reported for the day, a separate testing and tracing teams will visit the house-of the patient and adjoining areas for testing and tracing activity. Team will test and trace as per guidelines. 	 ✓ CDMO to coordinate for all linked centers & depute swab collector & Civil defense as per requirements ✓ Mobile testing team for special camps in area ✓ Mobilization for Testing at DGD / Facility
(33) Tracing - Tele Calling	 ✓ CDMO to coordinate for all linked centers & depute PHN / ANM (regular) / CDEO as per requirements ✓ Teachers may be used for Tele calling
Vaccination Vaccination in the field, whenever required (as per guidelines)	 ✓ CDMO will coordinate for all linked Centers
(35) Sero Survey & Random sampling • As per guidelines	✓ CDMO to coordinate



IT PLATFORM	
(37) Integrated Covid 19 Management Software	
Software development, implementation an maintenance to be outsourced Later may be used for management of other epidem diseases	d ✓ Central IT team to be constituted ic ✓ Hiring of IT firm immediately ✓ Study IT solutions of other states
It should have all features / modules including be not limited to (a) ICMR positive data Segregation assembly wise (b) Telly calling & Triaging (c) EMR (d) HI, (e) Tele consultation (f) Allocation, Admission, Discharge and Transfe (For Admitted patients) (g) Lab monitoring (capacity & TAT) a Untraceable reporting (h) Logistics & Ambulance (i) Coordination with field team (Physical triag / HI / Emergency / Logistics) (j) Contact tracing, testing (k) Quarantine / Isolation and follow up (l) GEO MAPPING / TAGGING (m) GEO SURVEILLANCE	ers nd

	INFORMATION CENTRE/HEL	PLINE
(39) There	will be dedicated team to respond to queries like	
i.	Covid Care facility and bed	✓ Topic wise help manual
ii.	Oxygen	training will be provided to the
iii.	Medicine / Oxymeter etc	Call Centre ✓ Call center staff
iv.	Discharge Certificate	
v.	Advanced Covid drugs	
vi.	Vaccination;	
vii.	Testing:	
viii.	Mental health counseling	
ix.	Child welfare	
X.	ArogyaSetu App update;	
xi,	Death cases;	

COMMUNITY ENGAGEMEN	NT
O Community leaders, Influencers & Volunteers There will be involvement and engagement of all Community leaders, Influencers & Volunteers for Ghar - Ghar IEC campaign Participation in various activities as above (HI/Quarantine/Testing tracing/Vaccination etc) Soliciting cooperation from all patient / contacts Providing assistance in case any emergency or non-medical needs etc (41) DMA Doctors - Nursing Homes, Physician Clinics Reporting of ILI cases / Testing & Tracing Medial Emergency assistance IECetc	✓ Volunteers ✓ NGO ✓ Religious leaders ✓ RWA
OTHER TASKS	
i. Containment / De-containment	
ii. CAB enforcement	
iii. MCD Services (Sanitation/Garbage)	