

GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (GENERAL) DEPARTMENT

Memo No. 3654/General/2020

Dated: 02-04-2020

Sub: MA&UD Department - Corona Pandemic - Committee Constituted for disposal of suspected / confirmed cases of COVID-19 dead bodies - Operational Guidelines - Issued - Reg.

Ref: 1. G.O. Rt. No.169, MA&UD (General) Dept., dated 01-04-2020.
2. Minutes of the Meeting of the Committee dated 02-04-2020.

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In the G.O. 1st cited, Government have issued orders constituting a Committee for monitoring disposal of suspected / confirmed cases of COVID-19 dead bodies.

2. The following are the operational guidelines for monitoring disposal / confirmed cases of COVID-19 dead bodies:

Preparedness of Government and Private Hospitals dealing with COVID Cases:

- Separate single room COVID Mortuary Preparedness and SOP.
- PPE availability and procurement @ 6 (1 driver + 1 helper + 4 COVID dead disposal attendants) per COVID body to be stocked in advance sufficiently.
- PPE mandatorily shall include: N95 masks, surgical cap, protective goggles, water resistant apron, surgical gloves, full shoes with thigh level plastic covers, face shield as per specification.
- Freezer boxes as per specification, for preservation and transportation of COVID dead bodies to be made available either through purchase or hiring.
- Body bags Nos. @ 10% of COVID patients in hospital shall be ready at all times.
- Keeping in view the religious practices, to plug the nasal and oral orifices and thereafter to wrap the dead body with plastic sheet, then wrapping with a White Cotton Cloth, ensure that the body-handler wipes the body over the cloth properly, with proper PPE and then keeping inside the Body bag with zip, leak proof and with specified thickness. This body bag thereafter as per guidelines would be earmarked for transport directly to the burial ground.
- Disinfectants (1% sodium hypochlorite), with a spraying schedule on walls, floor, doors, windows, ventilators, roof and other appliances inside of 5 times a day - sufficient stocks and functional power spray cans inside the mortuary.
- All the material on usage shall be bagged separately in “**COVID disposed Material for Incineration**” and sent in safe method of transport to APPROVED BMW FACILITY for incineration as per standards.
- TSPCB to strictly track, monitor and certify each disposal of COVID Waste Material as per norms to the Dist Collector and GHMC.
- To erect glass partition window along with aluminium/MS grill and with separate entry and exit for viewing of body by deceased family members and relatives and restricting to not more than (5) at any point of time.
- No contact of Doctors/Nurses/Staff with relatives directly.

[P.T.O.]

- A COVID Liaison Officer from the hospital shall be the only single point informing and counselling the deceased COVID suspect or positive person.

Preparedness of COVID dead body handling and Transport facility for shifting from hospital to the place of cremation/burial:

- Proper specified closed vehicle to carry the body in Separate Painted COVID-19 freezer box maintaining temperature @ 4⁰C.
- Separate stretcher trolley with COVID-19 painted to be arranged.
- Dedicated and earmarked staff with full specified PPE and well trained for handling COVID dead bodies from Designated COVID Hospital to designated Burial /cremation facility.
- Daily spraying of entire vehicle in and out with Sodium Hypochlorite (1%).
- Dedicated Staff for this purpose to be engaged with expertise in handling and transport to be in place by the Hospital concerned.

Keeping in view the likelihood of the COVID-19 disease being contagious to the near and dear ones, in accordance with the SOP of guidelines issued by GOI and also taking into account the valuable advice of prominent elders from the communities, the following protocol is to be followed:

- (i) giving a body shower with water mixed with disinfectant as prescribed before wrapping up the body in plastic sheet,
- (ii) to wrap the dead body with plastic sheet,
- (iii) thereafter wrapping with a White Cotton Cloth,
- (iv) ensure that the body-handler wipes the body over the cloth wrapping properly,
- (v) wearing proper PPE,
- (vi) keeping the body inside the Body bag and zipped. This body bag thereafter as per guidelines would be earmarked for transport directly from the hospital / mortuary to the burial ground and the last rites shall be performed by not more than (5) members.

Handling of family and relatives of COVID Suspect and Positive Dead body:

- Each COVID Hospital to keep COVID Liaison Officer dedicated for COVID dead family and relatives to interface as a single point of contact who should be equipped with all details, support office, assistance and liaison with the final Cremation /Burial ground and police and to make record entries in Register of Handing over body in presence of Family and relatives for safe disposal by the Designated Handling and Transport Staff.
- The Liaison Officer shall issue 5 Disposable masks +1 small Sanitizer bottle to the authorized family members.
- Hospital shall ensure physical distance maintained by counselling room/ counsellor or COVID Help Desk by glass and aluminium partition and security.
- Proper signages in hospital premises in Telugu, Urdu and English to guide bereaved family of the deceased.

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- Proper IEC material and publicity through press, communities to be given on the need for such safe disposal and sensitizing citizens to cooperate on COVID disposal of Dead procedures.

Burial and Cremation grounds preparedness:

- District Collectors/Municipal Commissioners to ensure preparedness of existing Burial / Cremation Grounds as per specifications duly demarcating COVID GRAVEYARD or CREMATION physically demarcated and separate approach - depth of each grave at least 8 feet with inter-spacing between graves of 3 feet.
 - To treat the trench with Sodium Hypochlorite (1%) fully before arrival of the body.
 - Family / relatives to be permitted duly following social distancing restricted to (5) persons and to be provided masks and sanitizers by District Collector / ULB.
 - Last Rites by relatives / family upto (5) persons allowed, to follow by keeping 4 meters distance from body with temporary rope barricading and may follow as per respective religious practices like - Pradikshanas or Namaz-e-janaazah, etc.
 - The designated COVID body handling and Transport staff shall unzip the plastic standardized body bag and sheet and lower into grave - backfill with soil and spray Sodium Hypochlorite (1%) on top.
 - Post cremation the ashes urn collected from the spot to be given to the family safely using gloves and sanitizers.
 - All surfaces inside graveyard to be power sprayed daily with Sodium Hypochlorite (1%) solution.
 - To ensure Autoclave of leftover material in situ or packed and disposed by BMW facility with "COVID material -- for incineration" clearly labelled.
 - To keep video and name wise photo coverage for purpose of record.
 - Daily the total area of graveyard designated to be sprayed with disinfectant twice.
 - The committee expressed the need for having designated burial grounds and cremation grounds preferable to be identified by District Collectors to ensure decentralized safe disposal and in case of GHMC by Medchal, Ranga Reddy and Sanga Reddy Districts of atleast 20-30 acres for COVID dead disposal.
3. The Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad / Director of Municipal Administration, Telangana, Hyderabad shall take necessary action accordingly.

**ARVIND KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT**

To
The Commissioner,
Greater Hyderabad Municipal Corporation, Hyderabad.

Copy to:

The Director of Municipal Administration, Telangana, Hyderabad.
with a request to circulate the same along
with G.O. Rt. No. 169, dated 01-04-2020 to
all the District Collectors in the State.

SF/SC

//FORWARDED BY ORDER//


SECTION OFFICER