



MOST URGENT

STANDARD OPERATING PROCEDURE FOR
MONITORING OF HOSPITALIZED/COVID
POSITIVE DELHI POLICE PERSONNEL

The SOP is applicable to all police establishments including Units/Police stations/Police Posts. The objective of the SOP is to put in place a system of Health monitoring of all hospitalized police personnel due to various illnesses and of Covid positive police personnel on daily basis.

The DCP of District/Unit shall be the Nodal Health Officer. He/She shall be assisted by ACP-Sub-Division/ACP-HQ. At the police station level, SHO shall be responsible for ensuring proper medical assistance to all hospitalized police personnel as well as Covid positive police personnel.

1. RESPONSIBILITY OF NODAL OFFICER

The Joint Commissioner of Police shall issue an order designating DCP Districts/units as Nodal Health Officer. It shall be the responsibility of the DCP to collect information from every police station/Unit through ACP-Sub Division/ACP-HQ regarding the hospitalized police personnel as well as Covid positive police personnel on the prescribed proforma (**Annex-4A,4B,4C & 4D**). Welfare Unit/PHQ shall collect the information from the Nodal Health Officer daily.

The District/Unit's Nodal Health Officer shall ensure that requisite medical assistance is provided to all hospitalized police personnel and Covid positive police personnel.

2. HEALTH MONITORING OF HOSPITALISED POLICE PERSONNEL

The Duty Officer will be the designated Health Monitoring Officer at the Unit/Police Station level for hospitalized police personnel for reasons other than Covid. He shall maintain a Health Monitoring Register as at Proforma 4D and a diary in this regard shall be sent to Health/Covid Monitoring Centre PHQ daily. The information so gathered must be immediately brought to the notice of the SHO of the Police Station and designated Inspectors of other Units, who will be so designated by a written order to be issued by the DCP of concerned Unit. The SHO/Inspector shall cross-check & sign the register every day.

3. MONITORING OF COVID POSITIVE POLICE PERSONNEL

The SHO/Inspector Incharge/Unit of the concerned police personnel who are suspected to be corona positive will be responsible for the following:-

- a) Producing such officer to a doctor at the earliest,
- b) Getting the doctor's opinion as to whether he requires a corona test and if so, getting the same organized.
- c) Getting the doctor's opinion as to whether the person requires hospitalization or can be sent into home quarantine/isolation depending on the symptoms.
- d) Information to his family.
- e) Maintaining a daily follow-up of the ailing officer until he is discharged from the hospital.
- f) Inform Health/Covid Monitoring Centre **Helpline Telephone No.011-23473969 & WhatsApp number 7428003005** of persons hospitalized for various illnesses as well as Covid positive personnel, so that the Covid patients can be included "Let's Fight Covid-DP" and "Let's Fight Covid-Family' WhatsApp groups through which he/she can effectively track the welfare of the officer and his family.

4. HOSPITALIZATION AND MEDICAL EMERGENCIES

- a) The SHO/Inspector of PS/Unit assisted by the senior most Inspector of the Police Station shall be responsible for the quick and decisive handling of medical emergencies of the P.S./Unit staff.

- b) The SHO/Inspector shall sensitize the staff continuously during morning briefing on the procedure to be followed on medical emergencies as under :-
- (i) Any police personnel who is hospitalized for reasons other than Covid shall inform the Duty Officer/Health Monitoring Officer of the PS/Unit. The SHO/Inspector Unit or senior officers shall visit the patient and ensure requisite medical assistance is provided. In case of outstation hospitalization, the patient/family member may be contacted virtually and requisite assistance provided.
 - (ii) If any police personnel is complaining of fever, breathlessness etc. at the place of posting, he should be immediately taken preferably to the nearest among the following hospitals, unless the circumstances require otherwise.
 1. Lok Nayak Jai Prakash Hospital (designated as Omicron Special Hospital by Delhi Govt.)
 2. Rajiv Gandhi Super Specialty Hospital
 3. Ram Manohar Lohia Hospital
 4. Safdarjung Hospital
 5. All India Institute of Medical Sciences
 6. Deen Dayal Upadhyay Hospital
 7. Apollo Hospital
 - (iii) The Chowki-Incharges/Police liaison officers of hospitals should react swiftly to any such medical emergency - irrespective of jurisdictional issues. They will provide priority Emergency Consultation to the staff. The SHO/Inspector of the concerned PS/Unit shall personally liaise with the Chowki-Incharge/Police liaison officer of hospital. Any problem shall be brought to the notice of the concerned DCP immediately. The same can be escalated to higher ranks if the situation so demands.
- c) The contact numbers of the Chowki-Incharges/Nodal Officer of hospitals as above will be visibly displayed near the Duty Officer's desk and other prominent areas of PS/Unit.
- d) The Duty Officer will simultaneously inform the concerned SHO or Inspector and District/Unit Health Officer about Covid positive Police personnel, and also contact the Delhi

Police Ambulance Services available in concerned Distt./Unit or P&L, if required.

- e) The SHO/Inspector of the P.S./Unit shall be accountable for timely and effective treatment of the staff.
- f) The SHO/Inspectors/ACsP and DCsP shall collect information about hospitalized police personnel as well as Covid positive police personnel and take necessary steps to monitor their health condition on daily basis. These details shall be provided to Health/ Covid Monitoring Centre/PHQ on E-mail Id **covidmonitoringcentre.phq@gmail.com** daily.
- g) The DCP of District/Unit shall ensure proper liaison with hospitals in their respective areas and designate a Liaison Officer to provide requisite assistance with respect to hospitalization of police personnel and their family members due to various illness/covid infection.
- h) In dire emergencies, in case the personnel is not able to speak on the phone himself, the family members should inform the D.O. of respective PS/Unit or **Covid Helpline Telephone No.011-23473969**.

5. HOME QUARANTINE AND SELF-ISOLATION

As per the existing guidelines of Union Health Ministry, patients with very mild symptoms (Covid Positive), having the requisite facility at his or her residence for self-isolation, will have the option for home isolation. Hence, it is emphasized that personnel should be quarantined or isolated strictly on the advice of doctors.

For the treatment and recovery of those Covid Positive personnel on institutional or home quarantine or self-isolation, the following steps be strictly followed:-

- a) The duty officer i.e. **'Daily Health Monitoring Officer'** will enter in the **'Daily Health Monitoring Register'** the relevant details of all personnel on home quarantine or self-isolation.
- b) Doctor's certificate or opinion with regard to home quarantine and self-isolation depending on the symptoms must be recorded.

- c) The SHO and ACP/Sub-Division in the Districts or Inspector Incharge and ACP/HQ in the Units should be responsible for updating the District or Unit Nodal Health Officer with regard to the same.
- d) The Diaries being sent on **Form-4A** and **Form-4B** to the Welfare Unit/PHQ should be accordingly updated with **Form-4C (Annexure-A)**.
- e) Police Personnel should ensure requisite facility at their residence for self-isolation and for quarantining of the family member.
- f) In cases where police personnel do not have such facility, such cases be sent to other isolation centres, meant exclusively for Delhi Police. The Delhi Police has **2 Quarantine cum Covid Centres at Rohini and PS Shahdara** respectively. The Police personnel and family members can avail the facility as per need.
- g) His/her health status shall be regularly informed to the District Surveillance Medical Officer of the GNCTD for further follow up.
- h) The duration of home quarantine at police colonies for each case be recorded by the Estate Officers. Necessary assistance to such families be provided by the concerned Estate Officers in Police Colonies.
- i) The District Nodal Health Officer shall maintain a close liaison with the GNCTD's Health Surveillance Teams.
- j) Isolated suspected/Covid positive personnel be advised to download Arogya Setu App on mobile, if not already done, and it should remain active at all times.
- k) Any Covid Positive personnel under self-isolation, if feeling the need of urgent medical assistance for him or his family members, should contact the Duty Officer of his or her respective Unit immediately. The duty officer shall provide all necessary assistance required.

The above directives are subject to change from time-to-time as issued by the Union Health Ministry and GNCTD and, therefore, latest orders should be factored in the decisions made and implemented by the District and Unit Nodal Health Officer.

6. ADDITIONAL MEASURES

- a) The DCP of District/Unit shall review and strengthen infrastructure available for prevention of Covid.
- b) The DCP of District/Unit shall ensure the availability of sufficient stock in terms of medicines, gloves, masks, face shield, PPE Kits, sanitizers, Oxygen Cylinders, concentrators, etc.
- c) The DCsP shall ensure that all police personnel and their eligible family members in their respective districts/units have been vaccinated. They shall motivate the unvaccinated personnel to complete the vaccination process.
- d) Each controlling officer is responsible for creating viable & sustainable medical emergency response systems for his or her District/Unit. Special Commissioners of Police should review the systems.
- e) It should be ensured that the personnel and families are aware and sensitized about the above medical emergency response systems, through wide display of posters, Whatsapp Groups, etc.
- f) Apart from this, the DO's and DONT's for Corona Virus are available on the Ministry of Health's website www.mohfw.gov.in. These are in the form of a posters. These posters shall be printed out and displayed at maximum locations at Police Stations/Units.

The DCsP of Districts/Units shall ensure that the systems in this SOP are put in place at the earliest and concerned senior officers shall constantly monitor it.

This supersedes the previous Standard Operating Procedures (SOPs) issued in this regard dated 07.05.2020 and 22.05.2020.

Rakesh Asthana
(RAKESH ASTHANA),^{23.12.2021}
COMMISSIONER OF POLICE:
DELHI.

No. 57601 - 57750/Record Branch/PHQ, dated Delhi the 28-12-2021.

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police, Delhi.
4. OSD to CP, Delhi.
5. All Deputy Commissioner of Police, Distt./Units including PHQ, CP Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. DCP/IT Centre with the direction to upload the Standing Orders in Intra DP Net.
7. All ACsP/Insprs./PHQ.
8. PS/Reader to CP, Delhi.
9. HAR/PHQ.
10. Librarian/PHQ.

PROFORMA-4C
(For Home Quarantine and Self-Isolation)

Name of District/Unit _____

Police Station _____

S.NO.	Rank, Name & No. Police Personnel	Place of Posting	DD No. & Dated of Covid Testing Positive	Name of Hospital & Doctor who advised Home Quarantine	Period of Home Isolation Advised	DD No. of Which PS/Unit inform as for Isolation	Name, Address of Quarantine/Isolation Centre/Home where the Police Personnel is isolated & Ph. No.
1.							
2.							

(Removed from Home quarantine & Self-Isolation)

S.NO.	Rank, Name & No. Police Personnel	Place of Posting	DD No. & Dated of Covid Testing Positive	Name of Hospital & Doctor who advised Home Quarantine	Period of Home Isolation Advised	DD No. of Which PS/Unit inform as for Isolation	Name, Address of Quarantine/Isolation Centre/Home where the Police Personnel is isolated & Ph. No.
1.							
2.							

PROFORMA NO 4 D
DETAILS OF HOSPITALIZED POLICE PERSONNEL

ALREADY ADMITTED

Sl No	Rank, Name & No. of Police Officer	Place of posting (Distt./unit)	Mobile No.	Reason of admission with date	Age	Whether Covid +ve or not (Y/N)	Name of Hospital	Whether in ICU/Ward or on Ventilator	Details of Relative /attendant with Phone No	Name & phone of the Officer who visited the patient with photograph

NEW ADMITTED TODAY

Sl No	Rank, Name & No. of Police Officer	Place of posting (Distt./unit)	Mobile No.	Reason of admission with date	Age	Whether Covid +ve or not (Y/N)	Name of Hospital	Whether in ICU/Ward or on Ventilator	Details of Relative /attendant with Phone No	Name & phone of the Officer who visited the patient with photograph

DISCHARGE TODAY

Sl No	Rank, Name & No. of Police Officer	Place of posting (Distt./unit)	Mobile No.	Reason of admission with date	Age	Whether Covid +ve or not (Y/N)	Name of Hospital	Whether in ICU/Ward or on Ventilator	Details of Relative /attendant with Phone No	Name & phone of the Officer who visited the patient with photograph

Insp/CMC _____
Distt./Unit _____
Date _____