

ରଞ୍ଜନା ଚୋପ୍ରା, ଭା.ପ୍ର.ସେ.  
Ranjana Chopra, IAS



Government of Odisha

ପ୍ରମୁଖ ଶାସନ ସଚିବ,  
ଅନୁସୂଚିତ ଜନଜାତି ଓ ଅନୁସୂଚିତ ଜାତି ଉନ୍ନୟନ,  
ସଂଖ୍ୟାଲଘୁ ଓ ପଛୁଆବର୍ଗ କଲ୍ୟାଣ ବିଭାଗ  
Principal Secretary,  
ST & SC Development, Minority &  
Backward Classes Welfare Department  
Phone: 0674 - 2536672, 2322757  
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D.O. No. 10592 / SSD,  
STSCD-TPR-MISC-0005-2020  
Bhubaneswar, Dated 19/05/2021

Dear *Sir,*

**Sub: - SOPs on COVID-19 care and management in Tribal & PVTG Areas of Odisha.**

Detailed SOPs on COVID-19 care and management for the PVTG areas and tribal areas of the State have been worked out in consultation with the Health and Family Welfare Department, Odisha and copies of it are attached herein for your kind information. Based on these SOPs, individual micro-plan for each Micro Project Agencies and ITDAs have been worked out and are being adhered to scrupulously for the safety & well being of the tribal and particularly PVTG communities.

*Warm regards,*  
Yours faithfully,

*M*  
19/5/21.

(Smt. Ranjana Chopra)

Sri Anil Kumar Jha, IAS.  
Secretary, Ministry of Tribal Affairs  
Government of India.

**GOVERNMENT OF ODISHA**  
**ST & SC DEVELOPMENT DEPARTMENT**

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No. 10570 /SSD., Bhubaneswar

Dated 18.09.2021

**From**

**Smt. Ranjana Chopra, IAS**

**Principal Secretary to Govt.**

**ST & SC Development Department, Odisha.**

**To,**

**The All PA, ITDAs/DWOs**

**Sub: SOPs on COVID-19 Care & Management in Tribal areas.**

Sir/Madam,

As you are aware, due to larger spread of COVID-19 cases in rural and tribal areas, the district administration is already taking various initiatives as per the Guidelines/ protocols/SoP issued from time to time by Govt. of India, SRC & Health & FW Deptt, GoO to manage COVID-19 cases . However, considering the fact that tribal areas & Tribal communities are geographically and socioeconomically relatively segregated pose additional challenges and hence additional focus is required.

These Standard Operating procedures (SOPs) outline various additional initiatives the department needs to take in addition to the present set of activities already put in place in these tribal areas with respect to COVID-19 management.

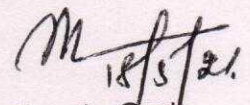
- ITDAs/DWOs shall undertake intensive and regular IEC drives to disseminate key Covid specific messages on simple preventive health measures like use of mask/face cover, hand and respiratory hygiene, physical distancing, common signs and symptoms of COVID, need for early reporting of cases, State/district helpline numbers etc. through wall paintings, loud speakers, miking, posters, standees and Audio-visual content (in local languages). Funds for these activities to be met out of the funds available under IEC component, interest money available at the ITDA/DWO level.

- PA ITDAs and MPAs to widely circulate 9 Tribal Languages in which Covid Advisory was translated among the villagers.
- Civil society organisations, tribal leaders and progressive farmers shall be identified to facilitate the COVID appropriate behaviour at the community level. The identified officials/volunteers should acquire proper understanding of the basic Covid management protocols and various guidelines that are being issued from time to time. Training events shall be initiated virtually for them by PA, ITDAs/DWOs in coordination with the district administration preferably in local language by duly preparing a detailed plan of action in that direction.
- Non-governmental organizations (NGOs) working in these areas, more specifically in public health services in tribal/remote areas can play a crucial role due to their community rapport and local existence. So mapping of such Non-governmental organizations (NGOs) shall be taken up at ITDA/DWO level and collaborate with them to put in place a community driven COVID-19 management initiatives in the tribal pockets.
- In absence of a proper quarantine facility at home, the affected person shall be facilitated to stay in a suitable institutional quarantine place for a period as prescribed by the local authorities, the government.
- ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha has initiated "Mission Jeevika" in the year 2019 utilizing the fund under SCA to TSS in an attempt to raise the income levels and thereby the living standard of the tribal communities by promoting diversified and gainful livelihoods in cluster approach. To mitigate the impact of Covid-19 pandemic on the livelihoods of the tribal communities in the TSP areas, ITDAs shall scale up Mission Jeevika initiatives so that the affected tribal farmers could resume agricultural production and farmers' work by providing critical farm inputs and other support services like marketing, farm mechanization, irrigation etc for stabilizing the agricultural production and products supply.
- Timely distribution of inputs to the Mission Jeevika beneficiaries shall be ensured following the prescribed Covid protocols so that the affected tribal farmers could resume their livelihood activities, in addition that each beneficiary shall be provided with Covid-Kit consist of masks & soaps at the distribution point. During the distribution process the beneficiaries shall be sensitised about the Covid appropriate behaviours.
- Phone numbers of Mission Jeevika beneficiaries are being collected for Mo Sarkar feedback under 5T, Special Officers ITDA, Asst. Engineers, Project Manager & SMS or any other district level officials at his disposal shall be given the target of reaching to those beneficiaries over phone conveying simple messages on use of mask/face cover, hand hygiene, physical distancing, common signs and symptoms of COVID etc.
- Considering the significance of MGNREGS as a safety net for the tribal people during the period of unprecedented economic hardship, ITDAs to scale-up activities under MGNREGS so as to provide works to the job holders as well as creating livelihood assets which will complement the livelihood of the people. ITDAs shall prepare adequate no. of project proposals for taking up various activities under MGNREGS ensuring works to the households and ensuring livelihoods for the tribals.

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- ITDAs with the support of the existing FNGO need to map the Tribal migrant workers who have returned to different TSP districts of the State from different parts of India during the COVID Pandemic. List of such migrants within the age group of 18-35 shall be shared with Odisha Tribal Development Society (OTDS) who in turn will coordinate with the PIA empanelled for skill training for necessary mobilisation & inclusion in the PRAYAS initiative (Placement Linked or Short Term Skilling programme).
- The Field level NGOs associated with ITDAs shall be executing the important task of creating awareness about the virus to prevent its spread as well as educating people on social distancing and its importance and even can be roped in for distribution of masks to the livelihood beneficiaries in some ITDAs.
- Mobilization and involvement of SHGs those are part of Mission Jeevika initiatives or VDVK shall be ensured for creating awareness for COVID-appropriate behaviours among the group members and for the tribal communities.
- As haats, social gathering/functions are places of congregation of large no. of people leading to spread of Covid, so necessary mobilisation, sensitisation & awareness shall be generated through various IEC activities to discontinue such activities for the time being.
- Matrons/Class Teachers while getting telephonically connected boarder students can sensitize the ST/SC boarder students and their parents creating awareness for COVID-appropriate behaviours amongst them. Talking points in local dialects to be provided to school points which will be further shared with Matron/Class teachers to facilitate these counselling sessions. Further, the parents /guardians who will come to school point for admission shall be sensitized on COVID management.
- In TSP districts, ITDA Level Monitoring Cell to be set up immediately where PA, ITDAs shall assign block wise responsibilities to the DWOs, Special Officers ITDA, Asst. Engineers, Project Manager & SMS or any other district level officials at his disposal to ensure time bound implementation of various planned initiatives and for necessary co-ordination.
- Based on the above advisory, PA, ITDAs & DWOs to prepare a detailed plan of action in consultation with all concerned stakeholders and submit the same with financial requirement for consideration of this department. Further, periodic review and assessment on the effectiveness and outcomes of the above proposed activities may be held at the ITDA/DWO level under intimation to this department.

Yours faithfully,

  
18/5/21

Principal Secretary to Govt.

**GOVERNMENT OF ODISHA**  
**ST & SC DEVELOPMENT DEPARTMENT**

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No. 10575 /SSD, Bhubaneswar, Dated. 18.05.2021  
STSCD-TPR-MISC-0005-2020

From,

Smt. Guha Poonam Tapas Kumar, IAS  
Director, ST

To,

The Collector & District Magistrate, Malkangiri/ Rayagada/ Kalahandi/  
Nuapada / Kandhamal / Gajapati / Mayurbhanj/ Keonjhar / Sundargarh/  
Deogarh/ Angul / Ganjam / Dhenkanal / Jajpur.

**Sub.: Standard Operating Procedure (SOP) on COVID-19 Management in  
PVTG areas with responsibility chart.**

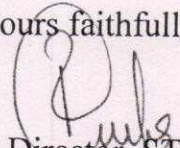
Madam/Sir,

I am directed to enclose herewith the Standard Operating Procedure (SOP) on COVID-19 Management in PVTG areas with responsibility chart & reporting format developed by this Department and duly vetted by the Health & family Welfare Department, Govt. of Odisha for needful action at your end.

I would therefore, request you to look into the matter personally and ensure its strict adherence by the officials concerned of your district as indicated at Annexure-1. Besides, instruction may also be issued for submission of the required information in the attached Format to this Department and the PD, OPELIP on daily basis through e-mail.

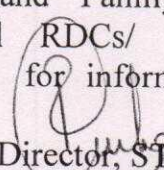
This may please be accorded Top-Priority.

Yours faithfully,

  
Director, ST

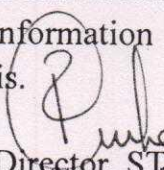
Memo No. 10576 /SSD dated 18.05.2021

Copy along with copies of enclosures submitted to the Director, SCSTRTI, Bhubaneswar/Additional Secretary to Govt, Health and Family Welfare Department/ Mission Director, NHM, Odisha/ All RDCs/ PA,ITDAs concerned/DWOs concerned/ Sub-Collectors concerned for information and necessary action.

  
Director, ST

Memo No. 10577 /SSD dated 18.05.2021

Copy along with copies of enclosures submitted to PD, OPELIP, Odisha, Bhubaneswar/ All Special Officers of MPAs for information and necessary action. SOs are requested to ensure submission of the requisite information to the PD, OPELIP with copy to this department by 5 PM on daily basis.

  
Director, ST

## **Standard Operating Procedure (SOP) on COVID 19 Management in PVTG Areas**

In view of the prevailing COVID-19 situation in the State of Odisha, the following SOP is to be followed strictly in PVTG areas for effective management.

### **1. Surveillance at Village level:**

The door to door surveillance may be undertaken locally by ASHA/ANM/AWW with the support of village cadre staff i.e. Community Resource Persons (CRPs) engaged under OPELIP. They should visit their assigned villages on daily basis and report to the Special Officer (SO) on any person found with COVID symptoms. The persons with COVID symptoms should be isolated and tested. Similarly, persons who are in contact with COVID positive persons and returnee migrants should be identified and tested. If an outbreak or cluster of cases is reported from an area, small containment zones may be set up and door to door surveillance can be taken up.

### **2. Setting up of Local GP/Village level isolation centre**

PVTG communities reside in small tiny houses and scattered habitations. Home isolation / home quarantine may not be feasible in PVTG context. Hence, this facility may be made available for quarantine / isolation purposes at GP/Village level. District & Block Administration should operationalise such isolation centres (TMC/CCC) as per the local need and geographical situation. OPELIP, CRP will act as the link worker in these Centres and coordinate the requirements. For all positive cases, contact tracing should be taken up as per the guidelines of H&F.W Deptt.

### **3. Treatment Protocol**

The treatment and monitoring of COVID positive PVTGs in the designated TMC / CCC should be done as per protocols issued by H&F.W Deptt. The patients requiring referral should be shifted to hospitals with required facilities immediately.

### **4. 24x7 Active Control Room/Call Centre at MPA Office/Block Office**

A control room may be based at Micro Project Agency office for prompt response to the community. A Medical Officer should always be available on-call to this Control Room. This Control Room should be in close contact with the District Control Room.

### **5. Vaccination facilitation & monitoring**

Special drive for vaccination may be planned out to cover all eligible PVTG households in a campaign mode in order to ensure their safety first. The CRPs & health workers shall register the individual PVTGs in COWIN App with their AADHAR Card and will follow the instructions, as laid down by the H & FW Deptt. from time to time for vaccination schedule/slot etc.

Dry ration shall be provided by concerned GP/Block Administration to the affected PVTG households and also the individuals who have been isolated and residing separately.

**7. Sufficient approved projects under MGNREGA**

OPELIP will prepare adequate no. of project proposals for taking up various activities under MGNREGS. The MPA & FNGO team will be involved in the preparation of project proposals and facilitating the work. This will help in ensuring works to the households and ensuring livelihoods for the PVTG.

**8. Special counselling & isolation for returnee migrants in PVTG villages**

The migrant workers may be advised to stay at quarantine centre for 7-10 days in isolation in their nearest locality as per Govt. norm to be established as pointed in Sl. No. 2. They may be engaged with MGNREGS work /other livelihoods support of OPELIP. Local administration has to be informed on the returnee migrants and follow up of the COVID guidelines.

**9. Discontinuance of Weekly Haats**

As Haats are a place of congregation of large number of people, the weekly Haats should be discontinued for the time being by the local administration.


**10. Widespread Awareness Campaign (loud speakers, posters, miking etc.)**

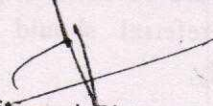
For creating awareness among the PVTG community, loud speakers, miking and posters are to be used in local tribal languages. Leaflets are also to be distributed incorporating key messages on COVID-19 with Do's and Don'ts.

**11. State & MPA Level Monitoring**

State as well as MPA Level Monitoring Cell to be set up immediately and Nodal Officers declared for each MPA. They will be in touch with Special Officer, MPA and be responsible for updating information on daily basis. All SOs of MPAs to submit information everyday by 5 PM to the State Monitoring Cell through the Nodal Officers as per the prescribed format.

The list of Nodal Committees and Officers is attached in **Annexure I** and the daily reporting format in **Annexure II**.

  
Principal Secretary,  
ST & SC Dev. Department

  
Additional Chief Secretary  
Health & family Welfare Department

**List of Nodal Committees and Officers**

In order to prevent the spread of COVID-19 and to take adequate measures, following Committees and Officers have been outlined to be followed strictly in PVTG areas.

**1. Surveillance at Village level:**

Nodal Team : Block Level Mobile Task Force  
 Field Members : CRPs with ASHA/ANM/ AWW  
 Reporting to : Block Development Officer

**2. Setting up of Local GP/Village level isolation centre**

Nodal Officer : Block Development Officer  
 Field Members : Project Manager & Block Development Officer  
 Reporting to : Block Development Officer & District Administration

**3. Treatment Protocol**

Nodal Officer : M.O I/c of nearest covid health facility  
 Field Members : Project Manager & Block Development Officer  
 Reporting to : Medical Officer(COVID In Charge)

**4. 24x7 Active Control Room/Call Centre @ MPA Office/Block Office**

Nodal Team : Special Officer/Block Development Officer  
 Field Members : FNGO & MPA Staff of OPELIP and Paramedical/Block Staff  
 Reporting to :Block Development Officer

**5. Village Level Team for COVID Contact Tracing**

Nodal Officer : Project Manager  
 Field Members :CRP-OLM & OPELIP, MBK of OLM, Ward Member/  
 Sarpanch  
 Nodal Officer : Block Development Officer

**6. Vaccination facilitation & monitoring**

Nodal Team : Medical Officer, Block Development Officer & Special  
 Officer  
 Field Members :CRP, ASHA & ANM  
 Reporting to :Project Manager & Block Development Officer

**7. Supply of Dry Ration**

Nodal Officer : Special Officer  
 Field Members : MPA & FNGO Staff & Block Staff  
 Reporting to :Block Development Officer & District Administration

**8. Sufficient approved projects under MGNREGA**



Reporting to : PMU, OPELIP & DRDA

**9. Special counselling & isolation for returnee migrants in PVTG villages**

Nodal Team : MPA & Block Team

Field Members : CRP & FNGO Staff

Reporting to : Project Manager & Block Development Officer

**10. Discontinuance of Weekly Haats**

Nodal Officer : Project Manager

Field Members : MPA & Block Staff

Reporting to : Special Officer & Block Development Officer

**11. Widespread Awareness Campaign (Loud speaker, posters, miking etc.)**

Nodal Team : OPELIP MPA & Block Team

Field Members : CRPs of OLM & OPELIP

Reporting to : Project Manager

**12. State & MPA Level Monitoring Cell**

Nodal Officer : SMS & DPD (State) and SMS (MPA)

Field Members : CRP & FNGO Staff

Reporting to : PD, OPELIP (State) & Special Officer(MPA)

