

सुनील कुमार, आई.ए.एस.  
SUNIL KUMAR, IAS



सचिव  
भारत सरकार  
पंचायती राज मंत्रालय  
SECRETARY  
GOVERNMENT OF INDIA  
MINISTRY OF PANCHAYATI RAJ

D.O.No. M-11015/76/2020-CB

May 15, 2020

Dear *Shri Mehta,*

As you are aware India's war against the COVID-19 pandemic is now entering a phase wherein we have to carefully resume economic activity even as we continue to maintain the vigil and adhere to strict guidelines laid down by the Health Authorities.

2. So far India has been able to successfully control the spread of COVID 19 and save human lives. The spread of COVID 19 has largely been confined to urban areas and certain pockets. It is a reflection of the effective steps taken in your State/UT for screening, quarantining and monitoring the people, including in rural areas. The exemplary work done by Gram Panchayats (GPs) in the fight against COVID 19 has also been noted and lauded by the Hon'ble Prime Minister in his interaction with PRI functionaries on the occasion of National Panchayati Raj Day – 24<sup>th</sup> April, 2020.

3. However, the threat of COVID 19 spreading to rural areas cannot be ruled out. With economic activities slowly resuming and ongoing return of migrants, both from abroad and other parts of the country, new challenges are emerging. These call for stepping up vigil and putting in place a robust system to continually monitor 'community preparedness' especially in rural areas so as to ensure that COVID 19 does not spread to rural areas. This would entail, inter alia, monitoring the following:

- i. Preventive Measures for control of COVID 19 pandemic
- ii. Solidarity at community level & steps to deal with issues related to 'social stigma'
- iii. Help in surveillance activities
- iv. Support quarantine/isolation
- v. Identification of needy families & plan for providing help
- vi. Ensure continued provision of essential health services at village level
- vii. Prompt response in case COVID 19 positive cases are detected
- viii. Ensure hygiene and sanitation in the Gram Panchayat

A Community Preparedness Checklist developed by Department of Community Medicine, Mahatma Gandhi Institute of Medical Sciences, Sewagram, Wardha and vetted by Union Health Ministry is enclosed. This will need to be distributed to all Gram Panchayats in local language and filled up every fortnight and system put in place by the Panchayati Raj Department and Health Department to take appropriate corrective measures.

4. Since Gram Panchayat is an institution that exists in all parts of the country, the elected representatives of GPs have a major role to play in the ongoing efforts of Union and State Governments to control the spread of COVID 19 pandemic. In Odisha the State Government has even gone to the extent of vesting powers of District Magistrate to the Gram Pradhans for dealing with this pandemic. All other States are also extensively using the GPs in tackling this situation in rural areas. This needs to be further strengthened. Special attention also needs to be paid to effectively deal with cases of 'social stigma' as and when they are reported. The message must be spread that death rate in India is among the lowest in the world and recovery rate is continually improving. Further, the special needs of old and infirm in rural areas must be suitably addressed.

5. Gram Panchayats should be directed to effectively coordinate the role and activities of frontline Health workers such as ANM, ASHA, Anganwadi worker and take help of volunteers of Nehru Yuva Kendra, NSS, Swacchagrahis, SHG workers in this massive exercise. Resumption of economic activity has to be associated with mandatory wearing of mask, maintaining physical distance of two metres at public places and compulsory hand washing using soap at frequent intervals among others. Several States and UTs have also prohibited spitting in public. This needs to be effectively enforced through GPs in rural areas. Strict vigil and adherence to guidelines issued by Health Authorities from time to time hold the key to success in this war against Corona.

6. In light of the above, you are requested to direct the Panchayati Raj and Health Department officials to take all necessary steps to strengthen community preparedness and ensure that an effective system is in place in the interior rural areas as per advisory issued by the Health Authorities to safeguard human lives. The Ministry will be seeking fortnightly reports in this regard.

*With warm regards,*

Yours sincerely,

*SN*  
*15.5.20*

(Sunil Kumar)

*Encl. – as above.*

**Shri Ajoy Mehta,**  
Chief Secretary,  
Government of Maharashtra,  
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Copy to: Additional Chief Secretary, Panchayati Raj & RD Department, Government of Maharashtra, 25, Marzban Marg, Bandham Bhawan, 7<sup>th</sup> Floor, Fort, Mumbai-400001



# COMMUNITY PREPAREDNESS CHECKLIST

## FOR ACTION AGAINST COVID 19 PANDEMIC

This checklist has been developed for use by Gram Panchayat / Village Health & Sanitation Committee to assess the preparedness at village /GP level for timely action for prevention of COVID 19 and vector borne diseases. This checklist should be filled by the Gram Panchayat every fortnight for assessing village preparedness. The filled-in format should be retained at village/GP level and should be used for strengthening community action against the pandemic. It will be the responsibility of the Panchayat Secretary (or any official specified by the State Government) to fill this Checklist and share a scanned copy of filled checklist on WhatsApp mobile number ..... each time it is filled. It will be the responsibility of the District Panchayati Raj Officer to ensure that this is regularly filled by each GP and action points shared with District Collector and/or District Health Officer.

Name of Gram Panchayat:

Block:

District:

Date of filling checklist:

No.	Assessment Item	Status	Remark
<b>I. Preventive measures for control of COVID 19 Pandemic</b>			
1.	Is the Village Health & Sanitation Committee constituted in your Gram Panchayat ?	Yes/ No	
2.	Did the committee identify a nodal person among members?	Yes/ No	
3.	Did the committee motivate and enroll volunteers to participate in COVID19 activities?	Yes/ No	
4.	Did the committee ensure participation of Self-Help groups and other community-based organizations in COVID 19 activities?	Yes/ No	
5.	Do the committee members and volunteers have knowledge regarding the following: <ul style="list-style-type: none"> <li>• Modes of transmission/spread of COVID 19</li> <li>• Importance of using mask/ face cover</li> <li>• Maintaining physical distance</li> <li>• Thoroughly washing hands with soap and water</li> <li>• Cough etiquettes</li> <li>• Home quarantine</li> <li>• Cleaning &amp; disinfecting of frequently used surfaces</li> <li>• Cleaning &amp; disinfection of public places</li> <li>• Local and State level corona helpline numbers (1075, 011-23978046, 020-26127394)</li> </ul>	Yes/ No	
6.	Did the Committee impart information about preventive and control measures against COVID19 to the villagers?	Yes/ No	
7.	Have the committee identified and used locally relevant modes of mass communication (e.g. Dawandi / announcement accompanied by beating of drums )?	Yes/ No	
8.	How good is compliance of villagers with the following? <ul style="list-style-type: none"> <li>• Physical Distancing</li> <li>• Use of mask /handkerchief /face cover</li> <li>• Washing hands with soap and water</li> </ul>	Very good/ Good/ Poor/ Very Poor	Very good/ Good/ Poor/ Very Poor

9.	Is there a system to check the compliance with the above?	Yes/ No	
10.	Did the committee identify places or events where the villagers gather in large numbers e.g. weekly market, festival etc.?	Yes/ No	
11.	Have measures been taken to control such gatherings? If yes, specify measures taken.	Yes/ No	
12.	Have you enlisted the elderly and person with Co-morbidities in your village?	Yes/ No	
13.	Do the committee have plan to ensure adequate care of elderly and persons with co-morbidities?	Yes/ No	
<b>II. Solidarity at community level and address any stigma associated with the disease</b>			
14.	Does the committee have adequate representation of all sections of the society (including minority groups)?	Yes/ No	
15.	Did the committee make adequate efforts to reach out and address concerns of all sections of the society (including minority groups)?	Yes/ No	
16.	Do the committee members/ villagers understand the importance of supporting individuals and their families, in case they get the disease?	Yes/ No	
17.	Did the committee take any steps to address stigma associated with the disease?	Yes/ No	
<b>III. Help in surveillance activities related to COVID 19 pandemic</b>			
18.	Did the committee prepare a list of following? <ul style="list-style-type: none"> <li>• Elderly above 60 years of age</li> <li>• People with hypertension &amp; diabetes</li> <li>• Pregnant women</li> </ul>	Yes/ No Yes/ No Yes/ No	
19.	Does the committee have a plan to ensure adequate care of the above groups of people?	Yes/ No	
20.	Does the committee have a plan to keep a watch on the people suffering from cough, cold or fever?	Yes/ No	
21.	Do the committee members help the ASHA/ AWW in conducting the survey for cough, cold or fever?	Yes/ No	
22.	Does the committee keep vigilance on arrival of any outsider in the village and take measures for prevention of COVID 19 transmission?	Yes/ No	
<b>IV. Support quarantine/ isolation</b>			
23.	Do the committee members keep a watch on the people who have been quarantined in home apart from ASHA?	Yes/ No	
24.	Do the committee members advise and support the families having home quarantined person/s to take necessary precautions?	Yes/ No	



25.	Has the committee made provision for doorstep delivery of essential items and services to the families with home quarantined person/s?	Yes/ No	
26.	Has any arrangement been made for village level quarantine facility wherever and whenever home quarantine is not possible?	Yes/ No	
27.	If yes, have they ensured the following arrangement at village-level quarantine facility?		
	<ul style="list-style-type: none"> <li>• Enough space with adequate ventilation</li> <li>• Electricity and water arrangement</li> <li>• Toilet facility</li> <li>• Hand washing arrangement</li> <li>• Disinfectants (1% hypochlorite solution)</li> <li>• Arrangement for meals and drinking water</li> </ul>	Yes/ No Yes/ No Yes/ No Yes/ No Yes/ No Yes /No	
<b>V. Identify needy families and plan for providing them help</b>			
28.	Does the Committee have plans to deliver essential commodities to the needy people?	Yes/ No	
29.	If yes, have they identified resources to execute that plan?	Yes/ No	
30.	Does the village have a system of monitoring PDS?	Yes/ No	
31.	Other than PDS, does the village have plan to deliver essential commodities to the needy people?	Yes/ No	
32.	Has the committee made any arrangement for accommodation and other essential services for migrants?	Yes/ No	
33.	Has the committee made any plan to give work to the laborers under the schemes like MGNREGA?	Yes/ No	
34.	Has the committee ensured required support to frontline workers and their families?		
<b>VI. Ensure continued provision of essential health services at village level</b>			
35.	Are routine health care services at village level (including Village Health and Nutrition Days) being conducted regularly?	Yes/ No	
36.	Are ASHA/ Anganwadi workers in regular contact with pregnant and lactating women to ensure continuity of care?	Yes/ No	
37.	Are ASHA/ Anganwadi workers in regular contact with all high-risk cases of communicable and non-communicable diseases to ensure continuity of care?	Yes/ No	
38.	Does the village committee ensure adequate stock of medicines for all individuals with hypertension and diabetes at village level?	Yes/ No	
39.	Is transport facility available in village for referral in case of emergency?	Yes/ No	

40.	Are the committee members aware about the Government ambulance services i.e. 108 for COVID19 patients and 102 and other ambulances for other essential health services as the case may be?	Yes/ No	
41.	Is the committee aware of the facilities wherein a suspected COVID patient can be referred ?		
42.	In case of any migrant workers returning to the village, having any notifiable disease like TB etc. or any other co-morbid conditions, has committee provided required support to them in consultation with Health officials?		
<b>VII. Prompt response, in case COVID 19 positive case/s are detected</b> (This section needs to be filled, only if COVID 19 positive cases have been reported from this Gram Panchayat)			
43.	Is there single entry/ exit for the village?	Yes/ No	
44.	If Yes, are adequate IEC materials displayed at the entry.	Yes/ No	
45.	Did the committee ensure mandatory registration at entry gate for all personnel (including police, health personnel and other volunteers)?	Yes/ No	
46.	Did the committee ensure near absolute interruption of movement of people to and from?	Yes/ No	
47.	Did the team ensure villagers are getting right information regarding risk?	Yes/ No	
48.	Are traditional cremation ground/ burial attendants trained and equipped for safety precautions during all deaths during this period?	Yes/ No	
49.	Does the Gram Panchayat have a plan to ensure the safety and well-being of everyone during the process of last rite?	Yes/ No	
50.	Has the committee ensured effective communication with the community for eliciting their support in ensuring required protocol management during containment?	Yes/ No	
51.	Has the committee ensured that required house to house active case search is conducted by the special teams formed for the purpose?	Yes/ No	
52.	Has the committee ensured that the relief measures provided by government are reaching to the most needy in the community?	Yes/ No	
53.	Has the committee helped the surveillance efforts through providing required volunteers from the community?	Yes/ No	
<b>VIII. Ensure Hygiene and Sanitation in the Gram Panchayat</b>			
54.	Is there adequate facility for washing hands with water and soap in Primary School / Upper Primary School /Educational Institutions?	Yes/ No	
55.	Is regular fumigation of the village being undertaken by the Gram Panchayat? If yes, indicate periodicity and chemical	Yes /No	

	used? If not, why not?		
56.	Is regular fumigation of the village also being undertaken by the Gram Panchayat to prevent breeding of mosquitoes? If yes, indicate periodicity and chemical used? If not, why not?	Yes /No	
57.	Is the Gram Panchayat taking steps to ensure collection and disposal of solid waste? If yes, specify system put in place.	Yes /No	
58.	Are the drains cleaned regularly in the village?		
59.	Has the Gram Panchayat taken steps to ensure that there are no stagnant pools of water in the village? If yes, specify measures taken.		
60.	Has the community undertaken voluntary service to keep the village and its environment clean? If yes, please provide details.		