

GOVERNMENT OF MEGHALAYA  
HEALTH & FAMILY WELFARE DEPARTMENT

No. Health.141/2019/16

Dated Shillong the 26<sup>th</sup> June, 2020.

**ORDER**

In view of the gradual easing of the lockdown that was imposed to tackle the COVID-19 situation in the State and the need to resume Aadhaar enrolment in the State, the following health protocol for Aadhaar enrolment is issued for necessary information and compliance of all concerned.

**PROTOCOL FOR AADHAAR ENROLMENT CENTRES**

1. All Aadhaar Kendra premises would be cleaned thoroughly before and after business hours. All devices shall be sanitized after every use. The frequently touched areas like the door knobs and handles, chair handles, etc. should be cleaned after every 2 hours. The Aadhaar enrolment should be done in a well ventilated and spacious room.
2. Applicants to be checked with Thermal Scanners for symptoms of fever. Those with cough, fever, breathing difficulties etc., should be advised to keep away from the Enrolment Centre.
3. Applicants visiting Aadhaar Kendra should follow personal hygiene directives strictly.
  - Applicants should wear face mask/cover at the centre all the time. Applicants shall remove the mask briefly only at the time of capturing of facial image.
  - Wash hands with soap and water for 20 seconds
  - If hands are visibly dirty they should be asked to wash hands with soap and water.
  - Hand sanitizer is to be used, before and after biometric measurements.
4. A bottle of hand sanitizer shall be kept near the equipment to be used before touching the biometric device.
5. All operators and other staff at the Aadhaar Kendra shall follow all personal hygiene directions issued by authorities such as frequent washing of hands using soap/using sanitizer etc.
  - Staffs shall wear face mask/ cover and gloves at the centre all the time and shall avoid touching their nose/eyes/mouth while working.
  - Wash hands often with soap and water for 20 seconds.
  - Always wash immediately after removing gloves
6. **The operator shall clean the biometric devices after every enrolment/update by using a lint-free cloth with rubbing alcohol (70% isopropyl alcohol, 30% water)**
  - Wear latex gloves while disinfecting

- Power down the device and disconnect power
  - Wipe down the frequently touched parts of the device
  - Allow the device to dry completely before powering it back on
7. Aadhaar Kendra management may ensure **physical distancing** (minimum 1 metre) between tables/operator stations. Number of online appointments maybe limited accordingly. Walk in applicants without appointment should not be allowed in Aadhaar Kendra offering online appointments to avoid overcrowding.
  8. Applicants may be advised to occupy alternate chairs to ensure social distancing. Encourage open air seating wherever practical with adequate distancing of minimum 1 metre.
  9. Applicants or staff members experiencing symptoms like cough, fever, breathing difficulties etc. should be advised to avoid coming to the centre.
  10. Every enrolment centre shall display health advisory for applicants.
  11. Staff members at Aadhaar Kendra should keep themselves up to date on the latest COVID-19 hotspots and avoid travel to such areas.
  12. Aadhaar Kendra management should advise applicants from COVID-19 hotspots to avoid coming to Aadhaar Kendra.
  13. Chewing of paan/smokeless tobacco/smoking will not be allowed in and around the Enrolment Centre.

**Sd/-**

Commissioner & Secretary to the Government of Meghalaya,  
Health & Family Welfare Department

**Memo No. Health.94/2020/Pt.I/22-A**

**Dated Shillong the 26<sup>th</sup> June, 2020.**

Copy to:

1. The Secretary to the Governor of Meghalaya, Shillong for kind information of Governor.
2. The P.S. to the Chief Minister, Meghalaya, Shillong for kind information of Chief Minister.
3. The P.S. to the Deputy Chief Minister, Meghalaya, Shillong for kind information of Deputy Chief Minister.
4. PS to all Ministers Meghalaya, Shillong for kind information of Minister.
5. Chief Executive Members, Khasi Hills Autonomous District Council, Shillong/Garo Hills Autonomous District Council, Tura/Jaintia Hills Autonomous District Council, Jowai.
6. The P.S. to the Chief Secretary to the Government of Meghalaya for kind information of Chief Secretary.
7. The Commissioner & Secretary to the Government of Meghalaya, Health & Family Welfare Department.
8. The Chief Executive Officer, Meghalaya Basin Development Authority, Shillong.
9. The Secretary to the Government of Meghalaya, Health & Family Welfare Department.

10. The Director General of Police, Meghalaya, Shillong.
11. The Deputy Commissioner,  
East Khasi Hills, **Shillong** /West Khasi Hills, **Nongstoin** /South-West Khasi Hills,  
**Mawkyrwat**/ East Jaintia Hills, **Khliehriat**/West Jaintia Hills, **Jowai** /Ri-Bhoi District,  
**Nongpoh** /West Garo Hills, **Tura**/ South-West Garo Hills, **Ampati** /East Garo Hills,  
**Williamnagar** / South Garo Hills, **Baghmara** / North Garo Hills, **Resubelpara**.
12. The Joint Secretary to the Government of Meghalaya, General Administration  
Department (B). This is with reference to No. GAB-163/2016/427 dt.17-6-2020.
13. The Director of Health Services, (MI)/MCH&FW)/(Research), Meghalaya, Shillong.
14. The Director of Information & Public Relations, Meghalaya, Shillong.
15. All Block Development Officers.
16. The District Medical & Health Officer,  
East Khasi Hills, **Shillong** /West Khasi Hills, **Nongstoin** /South-West Khasi Hills,  
**Mawkyrwat**/ East Jaintia Hills, **Khliehriat**/West Jaintia Hills, **Jowai** /Ri-Bhoi District,  
**Nongpoh** /West Garo Hills, **Tura**/ South-West Garo Hills, **Ampati** /East Garo Hills,  
**Williamnagar** / South Garo Hills, **Baghmara** / North Garo Hills, **Resubelpara**
17. General Administration Department (B).

By order, etc.,



(T. G. Momin, MCS)

Joint Secretary to the Government of Meghalaya,  
Health & Family Welfare Department

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