

**LHUMENTSE DZONGKHAG ZONING SYSTEM**  
*FOR*  
**DZONGKHAG AND GEWOG ZONE UNLOCKING**



**Dzongkhag COVID-19 Task Force**  
**Lhuentse Dzongkhag**

**Toll Free Numbers 1225 & 1226**

## **Background**

As the Government embarks to exit from the nationwide lockdown stage I to stage II based on the COVID-19 situation in the country, the Lhuentse Dzongkhag has developed this zoning system to enable our people to avail essential services as well as to carry out some of the very essential activities related to agriculture and livestock in the community without compromising the COVID-19 protocols, prescribed by the Ministry of Health. This system will allow our people to have restrictive movement within the respective zones based on the modus operandi outlined in this document while bearing in mind the impending dangers of COVID-19 virus.

## **Objectives**

The objectives of the zoning are as follows:

- i) To keep our Dzongkhag away from the COVID-19 infection;
- ii) To help in containing the spread of COVID-19 virus with appropriate interventions and mechanisms in the event of confirmed cases in the Dzongkhag;
- iii) To provide a strategic framework for the planning of activities and services concerning COVID-19; and
- iv) To ensure people to have easy and uninterrupted access to the essential goods and services including emergencies during lockdown.

## Risk Profile

<b>Risk Factor</b>	<b>Phalling Throm</b>	<b>Autsho Town</b>	<b>Khoma Village</b>	<b>Gangzur</b>	<b>Jarey</b>	<b>Khoma</b>	<b>Kurtoed</b>	<b>Maedtsho</b>	<b>Maenbi</b>	<b>Minjey</b>	<b>Tsaenkhar</b>	<b>Total</b>
Total Area ( <i>sq. km</i> )	1.239	1.4	0.1	536	137	652	107	616	88.8	137	127.76	<b>2,404.299</b>
No. of Villages	-	-	1	40	18	27	50	42	68	28	57	<b>331</b>
Total Household	130	146	57	600	238	500	190	246	457	312	480	<b>3,356</b>
Total Population	1737	1377	195	1540	986	1206	806	806	2143	1138	1509	<b>13,443</b>
a) Male	863	693	85	711	479	598	409	384	1052	529	714	<b>6,517</b>
b) Female	874	684	110	829	507	608	397	422	1091	609	795	<b>6,926</b>
Elderly People ( <i>Above 60 years</i> )	98	120	22	212	178	172	109	109	302	122	289	<b>1,733</b>
Children below 5 years	115	76	14	158	96	110	570	83	129	94	122	<b>1,567</b>
Pregnant Women	16	15	4	18	5	6	5	9	11	8	8	<b>105</b>
Chronic Patients	55	62	17	65	48	116	42	44	114	75	145	<b>766</b>
No. of PoEs	2	1	0	4	1	2	1	2	2	1	5	<b>21</b>
No. of Town Zones	-	-	0	1	0	0	0	0	0	0	1	<b>2</b>
No. of Village Zones	0	0	-	0	0	1	0	0	0	0	0	<b>1</b>
No. of Self-Contained Zones	2	2	0	6	1	5	0	1	4	1	3	<b>25</b>
No. of Shops	38	16	7	7	9	1	4	3	17	4	9	<b>115</b>
No. of Farm Shops	0	1	1	1	2	0	0	1	1	1	0	<b>8</b>

## Zoning Principles

The overall zoning system in Lhuentse Dzongkhag is based on the following crucial principles:

- i) Location of places and distinct geographical boundaries for easy identification;
- ii) The availability and accessibility to the essential service providers; and
- iii) Mobility of people arising out of farming and livestock activities in carrying out their essential activities.

## Types of Zones

Based on the zoning principle, Lhuentse Dzongkhag will have four different types of zones as outlined below:

- i) Town/Village Zones:
  - a. Lhuentse Thromde Zone
  - b. Autsho Yenlag Thromde Zone
  - c. Khoma Village Zone
- ii) Gewog Zone for 8 Gewogs
- iii) Overlapping Zones
- iv) Self-Contained Zone for institutes and monastic bodies

## 1. Town Zones of Phalling, Autsho and Khoma Village Unlocking

### 1.1. Intra-Movement of People and Cars within Town Zones

1.1.1. Under the possession of valid cards, the movement of people shall be allowed only as per the allocated time frame as follows:

- i) Morning: 8:30 AM – 12:00 PM;
- ii) Afternoon: 2:30 PM – 6:30 PM.

⇒ Only one people from each household can move within zones for essential services/supplies at a time as per the timing on the card.

1.1.2. The movement of cars within the Town Zone is not allowed except for the following genuine reasons upon approval from the Dzongkhag Incident Commander:

- i) Visiting hospitals, carrying patients **(SOP-3)**; and

ii) Ferrying of essential commodities such as rice and gas cylinders.

1.1.3 Considering the distance, the residents of Tshompaling area and beyond can bring their cars till Nakeythang thereafter, should travel on foot.

## **1.2. Movement Outside Town Zones**

1.2.1. People are restricted to move out of their Town Zones. Under unavoidable circumstances, they should seek approval from the Dzongkhag Incident Commander.

## **1.3. Entry Into Town Zones from other Zones**

1.3.1. Movement of people or cars from other zones cannot enter into the Town Zone without approval from the Dzongkhag Incident Commander. For genuine cases, they should seek approval from the Dzongkhag Incident Commander.

## **1.4. Operation of Shops in the Town Zones**

1.4.1. Besides vegetable/livestock market shed, only those shops identified by the Dzongkhag and Gewog administrations shall be permitted to open based on the schedules provided.

1.4.2. Their operation should be strictly based on the SOPs provided **(SOP-2)**.

1.4.3. Those shops bearing valid license for selling alcohols can only sell but will not allow customers to take them inside the shops/bars. The customers must take it home and drink it to avoid gatherings.

1.4.4 Besides community volunteers, following officials/representatives are fully responsible for monitoring the operation of shops and submission of reports from time to time to Dasho Dzongdag, the Incident Commander:

a) Lhuentse Thromde Zone: Thromde Thueme and Municipal In-charge;

b) Autsho Yenlag Throm Zone: Tshongpa representative and Gewog Administration;

c) Khoma Village Zone: Chiwog Tshogpa and Gewog Administration

1.4.5 The Dzongkhag and Gewog Administrations should monitor the price of commodities charged by the shops on a regular basis.

## **2. Gewog Zone Unlocking**

### **2.1 Movement Within Gewog Zone**

- 2.1.1 The people will be allowed to move within their respective Gewog Zones in order to carry out their essential activities related to agriculture and livestock farms only. They must avoid unnecessary mass gathering while so doing.
- 2.1.2 The people/vehicles of Tsaenkhar, Gangzur and Khoma Gewog Zones cannot enter into Autsho Town Zone, Lhuentse Thromde Zone and Khoma Village Zone respectively, without seeking approval from the Dzongkhag Incident Commander although these areas fall in the same Gewog jurisdiction as they are treated as different zones.
- 2.1.3 The movement of vehicles is highly discouraged. However, for travels related to taking patients to the BHUs, going to livestock and agriculture farms, ferrying essential commodities; they should seek travel permit from the Gewog Administration in a prescribed format to be produced to the overseeing authorities on the way, if required.
- 2.1.4 Any journey that needs to bypass another zone should obtain travel authorization/permit from the Dzongkhag Incident Commander via Toll Free number 1225/1226. Once approved, they should not take a halt/stop on the way.

### **2.2 Movement outside Gewog Zone and Out of Dzongkhag**

- 2.2.1 Only individuals/vehicles with genuine reasons such as availing essential services and emergencies may be allowed to travel from one zone to another or out of Dzongkhag.
- 2.2.2 For such movements, the travel permit should be obtained from the Dzongkhag Incident Commander via Toll Free number 1225/1226 before commencing the journey from his/her place.

### **2.3 Operation of shops**

- 2.3.1 Only identified shops by the Gewog Administration shall be allowed to operate based on the schedules given by them.
- 2.3.2 They should operate as per the SOP provided (**SOP-2**).

### **3 The Overlapping Zone Unlocking**

Depending on the catchment area, proximity to the essential service centres and movement of people, two overlapping zones have to be considered as outlined below:

#### **3.1 Merging Wambur Chiwog with Budhur under Minjey Gewog**

3.1.1 The Wambur Chiwog has been clubbed with the Minjey Gewog Zone.

3.1.2 In order to avoid people of Wambur Chiwog from coming into contact with the people from other chiwogs under Tsaenkhar Gewog, the Tsaenkhar Gewog shall identify a day in a week to provide services to the people of Wambur Chiwog. On this day, people from other chiwogs are not allowed to visit Gewog administration.

3.1.3 They shall visit only the Gewog Administration and further visit to other places is not allowed.

#### **3.2 Merging Bamdir-Yurung Chiwog with Zangkhar under Jarey Gewog**

3.2.1 The Bamdhir\_Yurung Chiwog has been clubbed with the Jarey Gewog Zone.

3.2.2 In order to avoid people of Bamdhir-Yurung Chiwog from coming into contact with the people from other chiwogs under Maedtsho Gewog, the Maedtsho Gewog shall identify a day in a week to provide public services to the people of Bamdhir-Yurung Chiwog. On this day, people from other chiwogs are not allowed to visit Gewog

3.2.3 They shall visit only the Gewog Administration and further visit to other places is not allowed.

### **4 Self-Contained Zone Unlocking**

4.1 By default, all the schools and monastic institutions with clear enclosed boundaries having sizable number of people shall be considered under Self-Contained Zones.

4.2 The schools falling under SCZ include those of Central Schools, MSS, HSS and Lower Secondary Schools.

- 4.3 Residents of the Self Contained-Zone shall be allowed to have restrictive movements within the zone only.
- 4.4 Only one or two movement cards received from the Department of Disaster Management will be issued to the head of the SCZ such as the Principle in case of schools and Lam/head of the monastery in case of monastic institutions to be used for availing essential services.
- 4.5 They will not receive the movement cards prepared by Dzongkhag.
- 4.6 The head of the SCZ should make an arrangement and facilitate the supply/distribution of essential items in the SCZ on a weekly basis.
- 4.7 The movement of people out of SCZ will be allowed only for emergencies. For movement, they should get approval from the respective zone authorities.
- 4.8 The head of the respective SCZ should closely monitor any development within the SCZ including the movement of people and vehicles and escalate such issues to the Dzongkhag Incident Commander that are of grave concern pertaining to the current situation.

## **5 Buffer Zone Unlocking**

- 5.1 Considering the size of population, geographical area and the type of settlements; no specific areas/zones have been identified as the buffer zone.
- 5.2 However, a particular area(s)/zone(s), immediately adjacent to a red zone shall be declared as a buffer zone and function as per the SOP (**SOP-1**).

## **Standard Operating Procedures (SOPs)**

### **1. SOP for Buffer Zones**

### **SOP-1**

When the outbreak of a COVID-19 case in an area/zone has been confirmed/alerted where the local transmission is inevitable, the adjoining areas/zones will be declared as a buffer zone. Hence, the zone/areas declared as this should strictly follow the following SOPs:



1. Once declared as buffer zone, the movement of people/traffic will be highly restrictive, unless deemed necessary which is only after obtaining approval from the Dzongkhag Incident Commander.
2. Movement into other areas/zones especially the Gewog Zones shall not be allowed unless found unavoidable by the Dzongkhag Incident Commander. One should seek permission for the travel from the Dzongkhag Incident Commander.
3. Only regulated activities especially the availing of essential services will be allowed to carry out.
4. There will be a restrictive and regulated movement into its adjacent red zone under unavoidable circumstances.
5. As far as possible, the respective zone authorities should facilitate the timely and organized delivery of essential services in order to avoid gatherings and travels for the people unnecessarily.

## **2. SOP for operation of shops**

**SOP-2**

The shops identified/permitted to operate by the authorities concerned will:

1. Have price board for essential items along with the price on all goods.
2. Sanitize the shops from time to time.
3. Compulsorily have hand sanitizer/washing facilities along with soaps/detergents at the entry.
4. Have QR Code for Druk Trace app being displayed at the entry point.
5. Ensure that all the shoppers/visitors scan the QR code before entering the shop.
6. Maintain a register for those customers who do not have smart phones to use QR code.
7. Ensure social distancing of 6 feet between each customer inside/outside shop.
8. Have adequate spaces along with clear markings for the customers to queue outside the shop.
9. Shopkeepers should compulsorily wear face masks;

10. Go for electronic transactions such as the use of MBoB, eTeeru, mPay, etc. as far as possible.
11. Keep it open as per the schedule provided with all essential items available.
12. Opening and closing time for those shops in the Autsho Town, Lhuentse Thromde and Khoma village zones:
  - a. Morning: 8:30 AM – 12:00 PM
  - b. Afternoon: 2:30 PM – 6:30 PM
13. Strictly follow the instructions and schedules provided by the authorities concerned failing which they are liable for administrative actions including penalties/fines and even cancellation of business licenses depending on the degree of breach.
14. The shops bearing license for selling alcoholic products will only sell and will not allow customers to take them in the shops including bars in order to avoid gatherings. The customers should take these products to their home for consumption.
15. Cooperate with the overseeing/monitoring authorities.
16. The price of commodities will be monitored by the Dzongkhag and Gewog Administrations from time to time.

### **3. SOP for availing Health Care Services**

**SOP-3**

1. All the Primary Health Care Centers (PHCs) in the Gewogs should continue catering normal health care services to the people as usual. However, in case of Jang and Ngar villages, the Lhuentse Hospital will visit two areas on every 15th day the lunar calendar.  
  
For immunization and antenatal care services (36 weeks), they must visit Lhuentse Hospital but only after seeking approval from the Dzongkhag Incident Commander available at Toll Free number 1225/1226. However, shopping and visiting other places/roaming freely within Phalling Thromde Zone is not allowed.

2. As usual, the ambulance services for emergency referrals should be availed upon dialing Health Help Centre @ Toll Free number 112.
3. Dropping medicine for refills will be done by Lhuentse Hospital till PHCs and the patients should come and collect from the respective PHC.
4. PHC services such as emergency out calls and monthly ORC visits should function normal.
5. Only those referral cases recommended by the PHCs can proceed to Lhuentse Hospital after fulfilling following procedures:
  - a. The PHC should first consult the Lhuentse Hospital via telephone number 04-545132/133 and seek the advice from Doctor.
  - b. They should provide vehicle number and other details such as the driver, patient and the attendant names in case the doctor advises for referral.
  - c. Then the Lhuentse Hospital will forward the information to the control room for vehicle movement permit.
  - d. Upon approval, only one attendant along with the patient will be allowed to travel.
  - e. The patient, attendant and the driver will be thoroughly briefed by the HA on COVID-19 protocols.
  - f. In case, the patient need not admit in the hospital, they should immediately return in the same vehicle. Visiting within Phalling Thromde Zone for shopping, visiting people and availing other services is not allowed.
6. The OPD patients should arrange their own transportation.
7. Lhuentse Hospital should resume the flu clinic and triaging services at hospital entrance after the normal un-lock notification.
8. The essential health care services micro plan (MCH related services) will be lifted and provide the normal services as usual in respective zones.
9. Patients, attendants, clients and staffs should mandatorily use facemask, wash their hands and maintain social distance as advised by the MoH.

10. Respective OPD unit micro plan shall be implemented and provide normal services as usual in Lhuentse hospital.
11. Considering the risk for our service providers, from the aerosols and mucous from patients directly coming into contact with them, only critical cases related to dental and ENT will be provided by the Hospital.

#### **4. SOP for Schools falling under Self-Contained Zone**

**SOP-4**

##### **Schools considered under self Contained Zone :**

1. Lhuentse Higher secondary school
2. Tangmachu Central School
3. Autsho Central School
4. Minjey Middle secondary School
5. Khoma LSS
6. Thimyul LSS

##### **General Guidelines & Standard of operation for the Schools**

##### **Movement of the staffs: Within the School Campus :**

- FOLLOW RESPECTIVE SCHOOL SOP For the Self-Contained Zone Schools
  - Lhuentse HSS: ***Annexure-1***
  - Tangmachu CS: ***Annexure-2***
  - Minjey MSS: ***Annexure-3***
  - Autsho CS: ***Annexure-4***
- FOLLOW Gewog Protocols for the primary Schools

##### **Movement of staffs beyond School Campus:**

- Follow Dzongkhag Protocol

##### **Movement of Teachers:**

- Teachers Desuup : AS per the respective School delegations , as per residential location on duty hours
- Non- Desuup Teachers : Movement to supervise and guide Children as per respective Schools Time table .

##### **Students Engagement Program: Second Stage Lock Down**

- Study Timing ( Morning/ Evening/ Night )
- Fresh air / Physical Exercise/Mediation

- Library & Readings
- ICT timing
- Recreational ( Movies /
- Leisure timing
- Family Time

**Unlocking Students Movement within the Campus:**

- Movement of the children within the school Campus following COVID 19 protocols under guidance of The Teachers

Students Movement beyond School Campus :

- Movement only at the critical Moment following school Protocols and Dzongkhag Protocols .

**Online learning for the Home schools:**

- Google classroom beyond Zone and Gewog
- SIM implementation and Door to door lesson program within the Gewog .

**Essential services for the education Staff for the contained mode:**

The following Designated vehicle will be responsible:

1. Lhuentse HSS :BG-1A2370 (Bolero)
  2. Tangmachu CS : BG- 2A0731 (BUS)
  3. Autsho CS : BG- 2A1991 (Bolero)
  4. Minjey MSS : BG-2 A 0027 (Bolero)
  5. Thimyul LSS : BP-1-E2491 (PVT)
  6. Khoma LSS: BP-4-A 2033 (PVT)
- Dairy products Every Friday # place Demand to Livestock Sector

**Essential services for the education Staff for the Schools in the Gewog:**

- Liaison with the Gewog Office

Any emergency or incidents related to COVID 19 report# 1225 Control room

**LHUEMENTSE HIGHER SECONDARY SCHOOL**

**Section One**

1. All residents of school campus must follow covid19 protocols at all time.
2. The staff and students must strictly adhere to the directives of MoH, RGoB, MoE and Dzongkhag Covid19 Taskforce.
3. The staff and students must use *Druk Trace apps* wherever necessary and available.
4. The staff and students' temperature screening will be continued fortnightly.
5. The students are not allowed to invite and meet their parents/relatives/friends in school.

**Section Two**

**Students' Outing**

The students:

1. Outing only on alternative turns for girls and boys as per need
2. Shall be escorted and supervised by warden and matron.
3. Strictly follow the Covid-19 protocols.
4. Restricted from mingling with strangers.
5. Restricted from visiting crowded places.
6. Use the entry and exit points designated by the school.
7. Strictly follow the timing for outing as scheduled by the school.

**Section Three**

**Use of mobile phone and laptops by students**

1. The students will be allowed to use mobile phones in the designated place and time.
2. The students will be allowed to use mobile phone only on Saturday from 1:00 PM to 5:00 PM.

3. The students must use mobile phones and personal computer for the academic purpose only.
4. The students must return mobile phones and personal computer to warden and matron at 5:00 PM.

**Section Four**  
**Visit to Hospital**

The students may visit hospital if they are ill with prior permission from health in charge school management, warden and matron.

**Section Five**  
**Staff Movement**

1. The staff residing within the campus will make movements only if circumstances deemed so.
2. They must maintain covid-19 protocols at all time.
3. The staff will be encouraged to use online services as far as possible to have minimal movements.
4. Any visitors or relatives visiting staff residents must inform to concerned authority.

\*\*\*\*\***END**\*\*\*\*\*

## TANGMACHU CENTRAL SCHOOL

STAGGERED SCHEDULE FOR BOARDER STUDENTS DURING LOCKDOWN DAYS  
2020

Timing	GIRLS	Timing	BOYS
5:45 AM	Rising	5:45 AM	Rising
5:45 – 6:15 AM	Physical Exercise (in the hostel/rooms)	5:45 – 6:15 AM	Physical Exercise (in the hostel/rooms)
6:15 – 7:00 AM	Social Work in the hostel area.	6:15 – 7:00 AM	Social Work in the hostel area.
7:00 – 7:30 AM	Washing	7:00 – 7:45 AM	Social Work (House plot)
7:30 – 8:15 AM	Breakfast	7:45 – 8:15 AM	Washing
8:15 – 9:00 AM	Social Work (House plot)	8:15 – 9:00 AM	Breakfast
9:00 – 10:00 AM	Morning Study	9:00 – 10:30 AM	Morning Study
10:00 – 10:30 AM	Tea Break	10:30 – 11:00 AM	Tea Break
10:30 – 12:00 PM	Reading	11:00 – 12:45 PM	Reading
12:00 – 12:45 PM	Lunch	12:45 – 1:30 PM	Lunch
12:45 – 2:15 PM	Leisure Time	1:30 – 3:00 PM	Leisure Time
2:15 – 2:45 PM	Break	3:00 – 3:30 PM	Break
2:45 – 3:30 PM	Meditation & Prayer (in the hostel/rooms)	3:30 – 4:15 PM	Meditation & Prayer (in the hostel/rooms)
3:30 – 4:00 PM	Break	4:15 – 4:45 PM	Break
4:00 – 5:15 PM	Self Study	4:45 – 5:45 PM	Self Study
5:15 – 5:45 PM	Break	5:45 – 6:15 PM	Break
5:45 – 6:45 PM	Evening Study	6:15 – 7:30 PM	Evening Study
6:45 – 7:30 PM	Dinner	7:30 – 8:15 PM	Dinner
7:30 – 8:30 PM	Nigh Study	8:15 – 8:45 PM	Nigh Study
8:30 – 9:00 PM	Preparation to Bed	8:45 – 9:00 PM	Preparation to Bed
9:00 PM	Light Off	9:00 PM	Light Off

**Note:**

1. Warden/Matron should keep time for the daily routine and implement accordingly. There will be no ringing of the bell.



2. During leisure time, no students will be allowed to loiter around but they can either take a nap, take bath, do washing or do other leisure activities in their respective rooms
3. During breaks, students will be allowed to visit washrooms or come out in the verandahs to refresh but will not be allowed to loiter around
4. Meal timing is kept for 45 minutes to ensure adequate physical distancing while coming to the dining hall and during serving
5. The library will be kept open for girls on Tuesday (10:30 Am – 12:00 Noon) and for boys on Thursday (11:00 Am – 12:45 PM)
6. Perform regular physical exercise, prayer and meditation as per schedule in the respective rooms
7. Meals and Tea is compulsory for all the students
8. Regular attendance must be taken and reported.
9. Every Monday, there will be a thermal screening of all the students to monitor students' wellness and any sign or symptoms

\*\*\*\*\***END**\*\*\*\*\*

**MINJEY MIDDLE SECONDARY SCHOOL****FOR STUDENTS:**

1. Students are allowed to come out of their hostel as per the engagement plan.  
(see engagement plan including games)
2. Students will have contact with staff who are residing in the campus and render the help in academics.
3. Cooks who are residing within the school will meet with students only during meals.
4. Wash hands with soap placed on the strategic locations.
5. Wear face masks at all times.
6. Keep at least six feet distance from one other.
7. Take thermal screening twice a week, {Monday and Thursday) and any time if they feel you feel you are having fever.
8. You are asked not to have close contact with your friends even in the hostels, {stay in designated place}
9. Essential items to be order to the shop and the shop/Desuups on duty to reach the items till gate. From gate warden and matron to collect for students.
10. Cover mouth while coughing.
11. Avoid touching face, mouth, nose and eyes.
12. Do not gather or socialise in the room or during meals.
13. Do not share the plates and mugs.
14. Keep toilets and room clean.
15. Students can call their parents twice a week. {Wednesday and Saturday)  
Boys: 2-3PM and Girls: 9-11AM

**FOR STAFF IN RESIDING IN THE CAMPUS:**

1. Staff and staff family are not allowed to go out of the school campus.
2. OUT PASS PERMIT from the school will be used to visit BHU.

3. Only for emergencies, you will be allowed to go out of the school and geog after receiving guidance from Dzongkhag incident commander, Dasho Dzongda.
4. All staff to wear mask while out of their house.
5. Allowed to move around the campus with mask and proper distancing.
6. Not allowed to move student's residence periphery by staff family.
7. The Desuups on residing inside who teaches class X need not go for duty out of school campus and mentor students.
8. Use Druk trace App/log book while staff/ family while back from the shop.
9. The essential commodities will be arranged by head of the school with consultation with geog administration.

**FOR STAFF RESIDING OFF THE SCHOOL:**

1. Staff who are residing off the school are not allowed to come in the school.
2. For essential commodities, you have to follow geog zoning protocol, not the self contained protocols of the school.
3. Desuups off school will do the duty as per the instruction of your Gojay, but need to keep in mind the Desuup and Civil Service Code of conduct.
4. Subject teachers of class X to go with online classes for class X and other classes. Class X students will have access to computer laboratory.
5. Advised to wear mask and keep distancing.

**FOR PUBLIC:**

1. The entry of public in the school is prohibited.
2. Only vegetable vendors are allowed to drop the vegetables till gate. {must come with face mask, keep distance of at least one metre, wash hands with soap, and not to have contact with students}
3. Use Druck Trace APP.

\*\*\*\*\***END**\*\*\*\*\*

**AUTSHO CNTRAL SCHOOL****Preventive Measures during COVID-19 Lockdown for on campus Staff and Students**

1. It's mandatory for all students and staffs to wear face mask daily.
2. Hand washing with soap to be carryout after every activity at least for 20 seconds following seven hand-washing steps)
3. Healthy diet to be provided by the school and it will be monitored by the health in-charges.
4. Physical exercise and meditation to be practiced regularly as per schedule.
5. It is obligatory for all students and staff to carry bottle of water to remain hydrated.
6. Physical distancing to be maintained at all times.
7. Avoid touching eyes, mouth, face with unwashed hands.
8. Evade sharing cups, plates, face masks, textbooks, pens, food or drinks with others.
9. All students and staff must strictly follow cough/sneeze etiquette at all times
10. Prohibit spitting and blowing nose in open and public area.
11. Students are supplied with soap for hand washing purpose.
12. Isolations rooms are prepared in hostels in case a child falls sick
13. Avoid hugging and shaking hands at any cost.
14. If there is any health issue of the students, it should be reported to health persona via health in charges of the school.
15. The school premises is kept under patrolling in regular basis to avoid entrance of unauthorized visitors.

### Details of School on campus Day Patrolling

Sl. No.	Person on duty	Duty and the areas to be covered	Remarks
1.	Desuup Sonam Dendup (Tr.) with a Cook whoever is not engaged in cooking	Old entrance above ECCD till the school main gate	The place of duty will get exchanged within your serial on daily basis
2.	Desuup Tshering Phuntsho (Tr.) Mr. Dechen Wangdi (Tr.)	Old entrance above BHU till the way to Kinzang Wangdi's (cook) quarter	
3.	Mrs. Dechen Tshomo (night Guard)	From her quarter till main gate	Duty and the place will remain same till further notice
4.	Mr. Dorji (Liberian)	Old entrance above his quarter	
5.	Nado (care taker )	Main gate	
6.	Mrs. Tshogyal Dema (store) Mrs. Dorji Lhamo (Caregiver)	To be engaged with girls at all times	
7.	Lop Tenzin (Tr.)	To resource U-turn programs( Cho-shed) and to coordinate Menlha recitation	
8.	Mr. Nidup Wangdi (VP)	❖ Office correspondence ❖ Over all student engagement programmer ❖ Warden	
9.	Desuup Tshewang Rinzin (VP)	❖ Office correspondence ❖ Over all school boarder patrolling ❖ Warden	

### Details of School on campus Night Patrolling

Sl. No.	Group	Leader	Members
1.	A	Desuup Tshering Phuntsho (Teacher)	1. Nidup Wangdi (VP) 2. Mr. Dorji (Liberian) 3. Mr. Nado (Caretaker)
2.	B	Desuup Sonan Dendup (Teacher)	1. Mr. Dechen Wangdi (Teacher) 2. Mr. Kinzang Wangdi (cook) 3. Mr. Sonam Phuntsho (cook)

3.	C	Desuup Tshewang Rinzin (VP)	1. Mr. Ugyen Dorji (cook) 2. Mr. Tashi Tobgay (cook)
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**Note:**

Mrs. Dorji Lhamo and Mrs. Tshogyal Dema will serve as the first contact person in the girls' hostel. Vice Principals will take the role of warden

**Students Engagement Schedule during COVID-19 Lockdown-2020**

Time	Activity	Action
05: 00 AM	Rising	Students
05:00AM- 06:00AM	Morning Exercises/Washing	1. Doji Lhamo & Tshogyel Dema for girls. 2. Vice Principals for boys
06:00 AM- 07:30 AM	Offering of Zhabten/ Mindfulness practices and Morning Prayer	Lop. Tenzin
07:30 AM- 8:00 AM	Social Work	1. Doji Lhamo & Tshogyel Dema 2. Vice Principals
08:00 AM- 08: 30 AM	Breakfast	Mess Incharges/Vice Principals
08:40 AM – 10:10 AM	Morning Study	On campus teachers
10: 10 AM-11:10AM	Reading	On campus teachers
11:10 AM-12:50 PM	Free hour/Recreational Activities (Educational Movie Screening)	On campus teachers
01:00PM- 01:30PM	Lunch Break	Mess Inchrge/ Vice Principals
01:30 PM- 02:30 PM	Self-Study	On campus teachers
02:30PM-04:00PM	Recreational Activities(Educational Movie Screening)	On campus teachers
4:00PM – 5:00 PM	Free hour	
05:00PM – 05:30 PM	Tea Break	Mess Inchrge/ Vice Principals
05: 30 PM – 07:00 PM	Evening Study	On campus teachers

07:00 PM-7:30 PM	Dinner	Mess Inchrages/ Vice Principals
07:30 PM – 09:00PM	Night Study	On campus teachers
09:20 PM	Light off	

**Note:** All the above cited activities will be conducted adhering to COVID-19 lockdown standard protocols.

### **Mode of education for on campus students (class-X)**

1. Class -X teachers residing outside the campus uses google class as a means of lesson and the students are provided ICT facilities to correspond their understanding of responses. This will be strictly monitored by the on campus teachers to ensure their learning.
2. Teachers also submit planned activities to be delivered to their student through management as an alternative means.

### **Mode of education for classes PP-IX**

1. All teachers will deliver and assess their lessons on prioritized curriculum through various online mode (WeChat, WhatsApp's, messenger, Telegram, google class etc...)
2. Teachers to maintain proper records of students' learning progress and to be submitted to the academic head on every 28<sup>th</sup> of the month through head of the department.

### **Student –parent contact timing and procedure for on campus class –X students**

1. School fixed line/mobile number will be advertised to the parents through Gewog officials and will be entertained to meet on Saturday in need basis.
2. The following staff will respond the calls:
  - Mr. Nidup Wangdi (Vice Principal)
  - Mr. Tshewang Rinzin (Vice Principal)
  - Mrs. Dorji Lhamo (Care giver)

Mrs. Tshogyel Dema (store in charge)

**Staff movement**

1. Staff residing outside the campus will not be permitted to enter in the campus till lockdown gets lifted. Further they will be allowed on upon seeking approval from the Dzongkhag education office by the management.
2. Staff residing on campus will not be provided out pass except for those with genuine cases such as visiting BHU or hospitals. The management shall issue a card issued by the Dzongkhag Covid-19 task force with safety protocols escorted by on campus Desuups.
3. On campus staff shall move till gate to receive the essential goods being delivered by the identified retailer (shopkeepers).
4. For school out campus staff, if incase have anything to avail from the school should inform the management and then the on campus staff to provide the service till gate.

\*\*\*\*\***END**\*\*\*\*\*

**Toll Free Numbers**

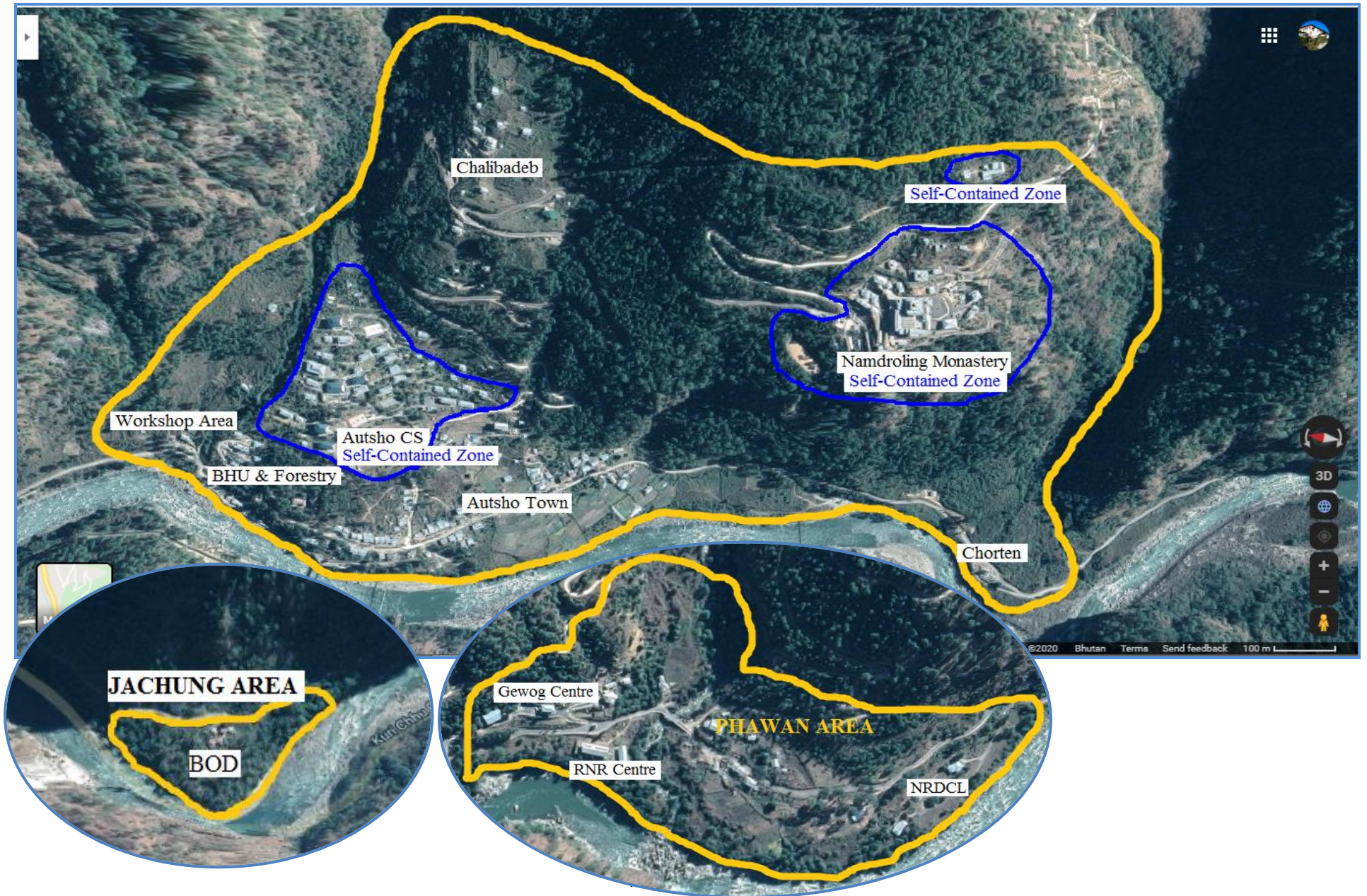
<b>Sl. No.</b>	<b>Dzongkhag/Gewog</b>	<b>Toll Free Numbers</b>
1.	Lhuentse Dzongkhag ICS/Control Room	1225 or 1226
2.	Gangzur	1040
3.	Jarey	1041
4.	Khoma	1042
5.	Kurtoed	1043
6.	Maenbi	1044
7.	Minjey	1045
8.	Maedtsho	1046
9.	Tsaenkhar	1047



# 1 Phalling Thromde Zone



## 2 Autsho Yenlag Throm Zone (Proper Autsho, Jachung and Phawan)



### 3 Khoma Village Zone



#### 4 Tsaenkhar Gewog Zone



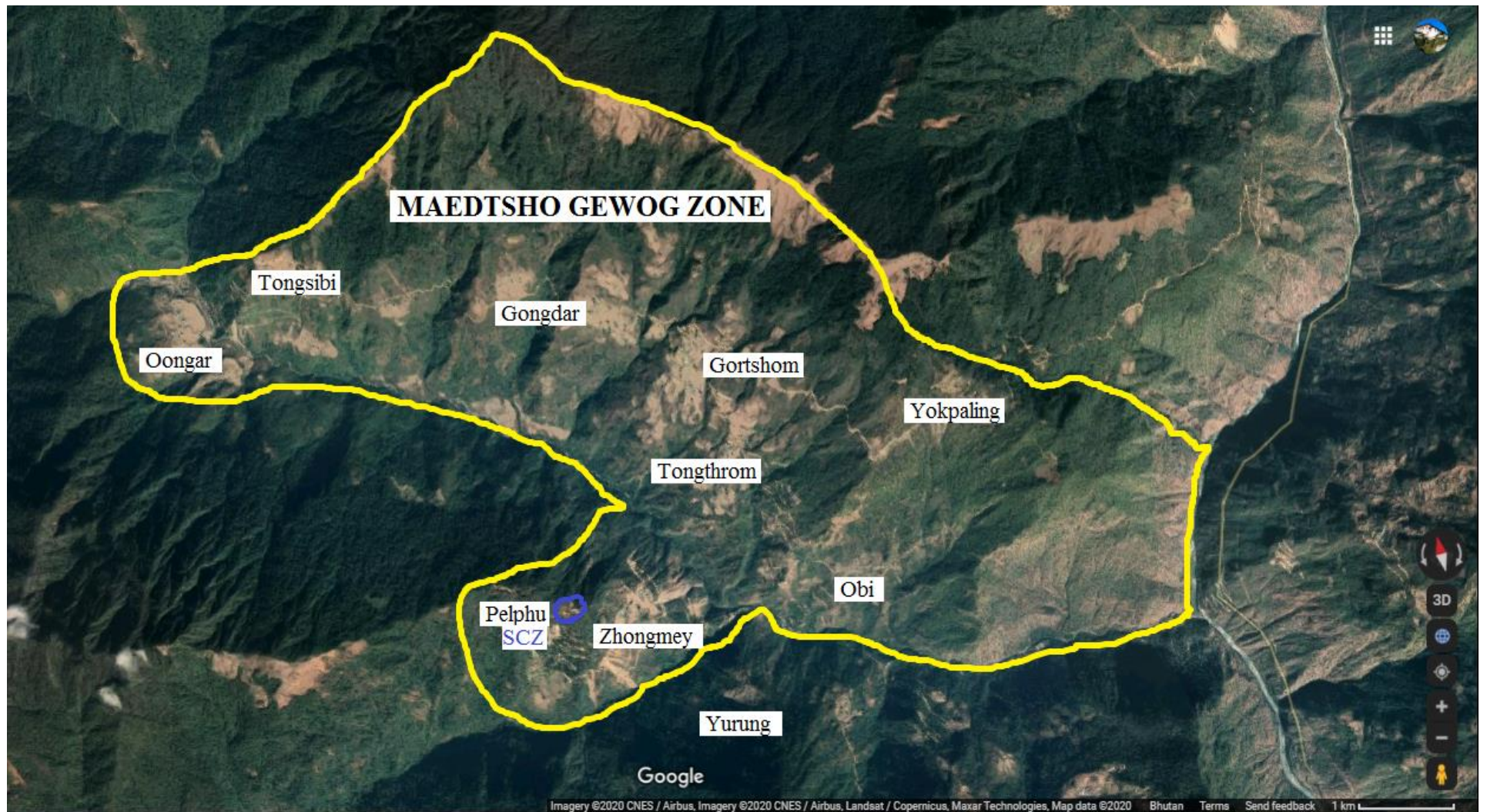
## 5 Minjey Gewog Zone



## 6 Jarey Gewog Zone



## 7 Maedtsho Gewog Zone

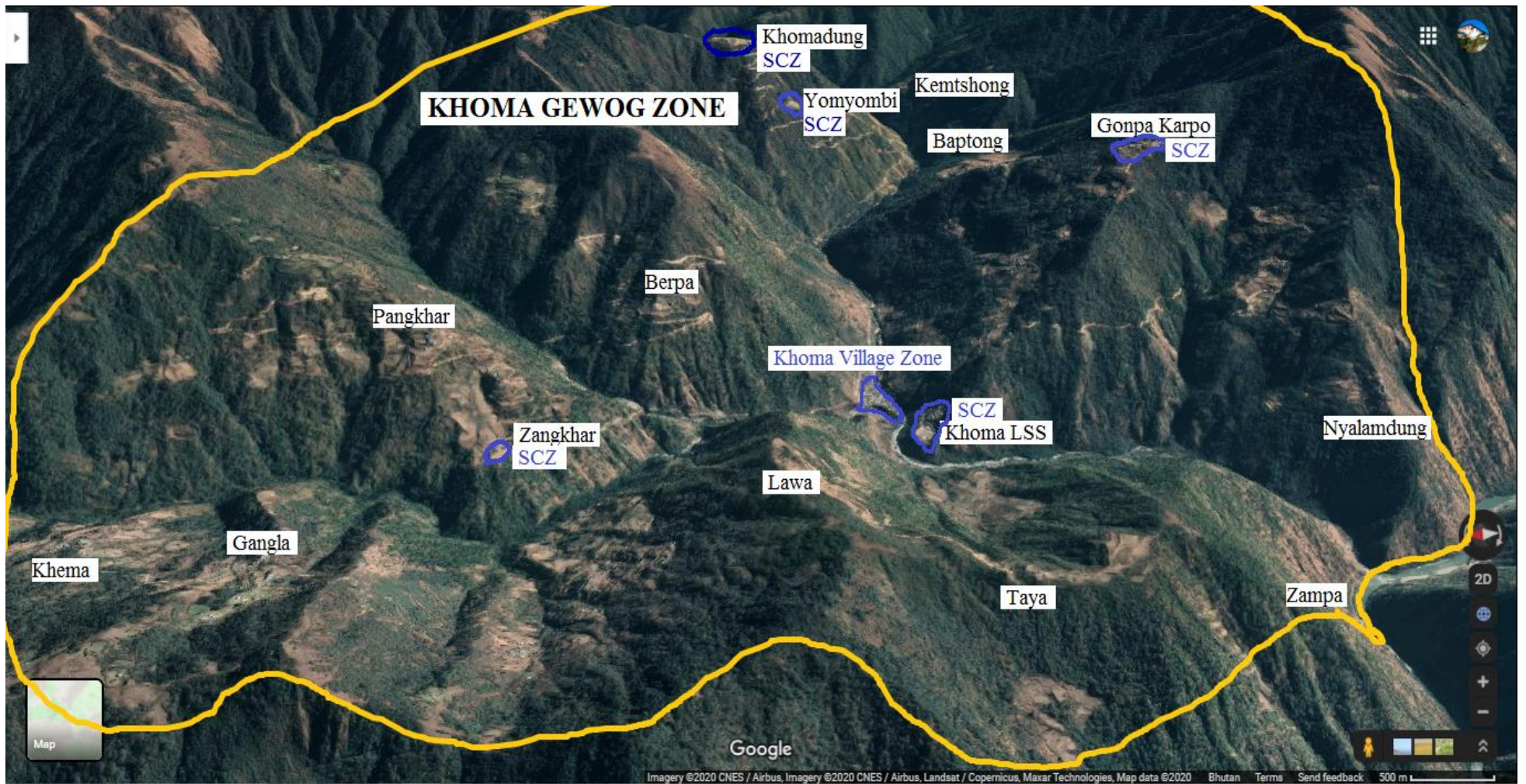


## 8 Maenbi Gewog Zoning

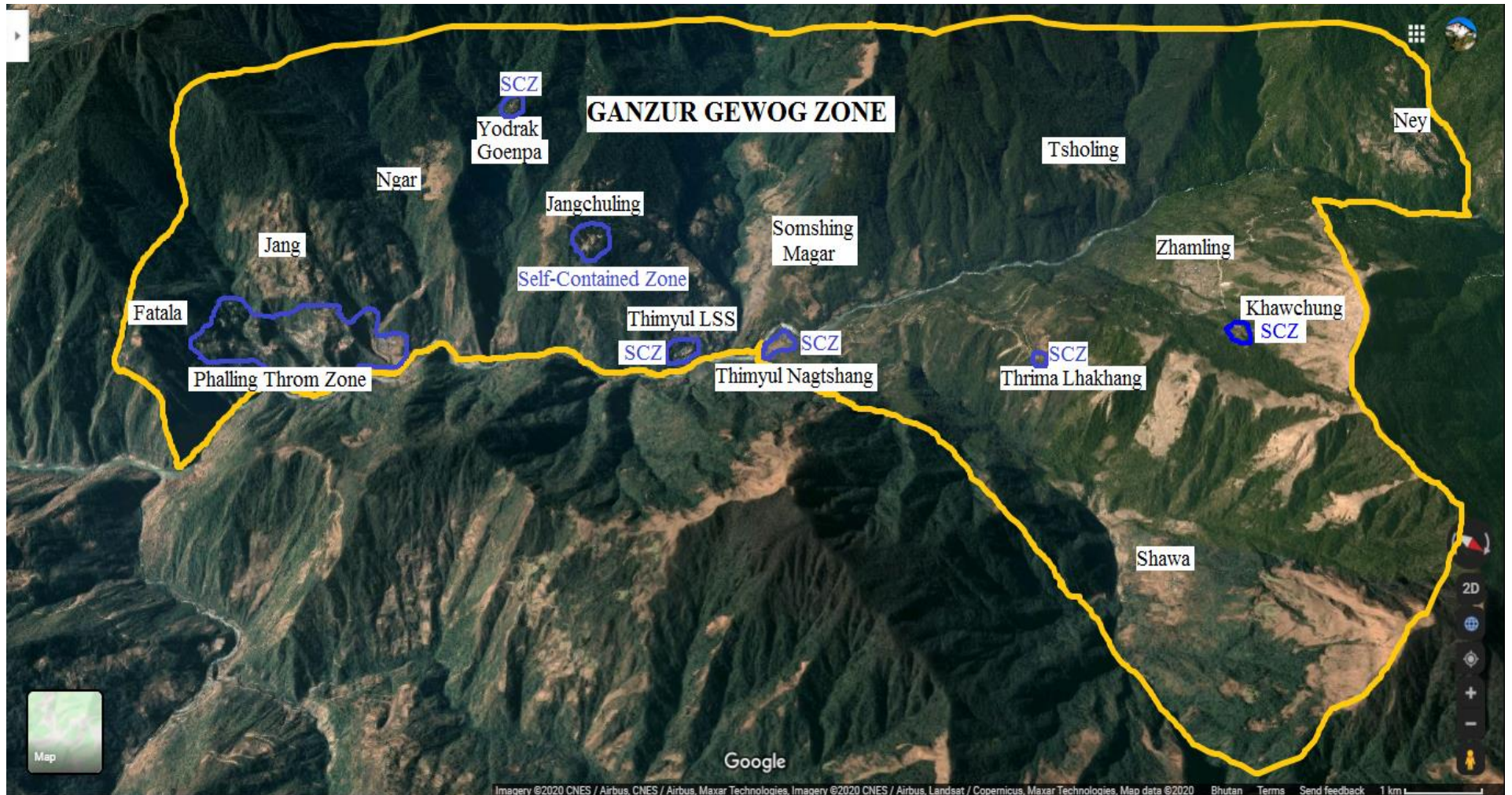




## 9 Khoma Gewog Zone



## 10 Gangzur Gewog Zone



## 11 Kurtoed Gewog Zone

