SOPs (Standard Operating Procedure) for conducting Public Hearing on preventive measure to spread of Covid – 19.

I. Scope:

The Current Covid –19 outbreaks in India, it is important that various Stakeholders/ESCOMs/Publics involved in the activity of Public Hearing on filling of Tariff applications by ESCOMs/KPTCL etc. to take suitable measure to restrict transmission virus while conducting the activities/hearing.

This document outlines the standard operating procedure in terms of various specific precautionary measures to be adopted to ensure at the location during public hearing to prevent spread of Covid-19.

Public hearing shall be governed by as per the guidelines of Health and Family welfare Department, GOK.

II. General Preventive Measures:

Following measures need to be observed by all the Escoms/Public at public hearing times.

1) Adequate physical distancing of at least 2 Meters/6 feet with proper marking to be followed in the Public Hearing Hall and waiting area at the time of Public Hearing.

2) In closed spaces Maximum of 50% of the hall capacity shall be allowed.

3) Use of face covers/Masks to be made mandatory.

4) Availability of hand sanitizer preferably in the touch-free mode at every exit and entry points as well as common areas within the premises.

5) Spitting shall be strictly prohibited in and around the premises.

6) Adequate man power shall be deployed to ensure observance.

7) Proper Crowd Management inside and outside the Premises.

8) Creating awareness through Media and Newspapers.
III. Entry and Exit points.

i) Strictly no entry without mask. Participants wear proper masks covering the nose and mouth at all times.

ii) Thermal screening of all public/participants/staff must be carried out at all entry points. Only asymptomatic individuals shall be allowed to enter the premises.

iii) Provisions for hand sanitization must be made available at all entry points and in work areas.

iv) Designated queue markers shall be made available for entry and exit of the premises.

v) Participants should be made to exit in a staggered row-wise manner to avoid crowding at any point.

vi) Security personal shall be deployed at every entry a day it points to ensure smooth crowded management.

IV. Seating Arrangements and Maintenance:

1) As far as feasible natural ventilations shall be ensured and circulations of outdoor air shall be increased as much as possible.

2) Seating arrangements inside the public hearing area/hall to made in such a way that adequate physical distance is maintained.

3) Adequate distancing of one seat/chair to another at least 200 meters/6 feet to be followed.

4) Not to be occupied seats inside all should marked/taped to maintain physical distancing.

5) Efforts shall be made to avoid overcrowding in public hearing hall and common areas.

6) The public hearing commencement time and proceedings of the Commission Hearing to be screened at outside of hearing hall to facilitate public/participants.

7) Separate Seating arrangements for Press and Official Staff as per norms.
V. Registration:

1) Registration shall start 1 hour early to public hearing commencement.
2) Only registered public/participants are allowed to participate in Public Hearing Hall/premises.
3) Sufficient number of Registration counters at entrance to maintain the norms and prevent overcrowding.

VI. Sensitisation of Premises:

1) Sanitization of the entire premises, common facilities and all the points which come into human contact.
2) Measure for the adequate and rational provisions far masks, mikes and one time use gloves.
3) Regular cleaning of toilets, drinking water public areas shall be ensured.
4) Wearing of face mask/ cover is mandatory and adequate stock of face covers should be made available.
5) Do's and don'ts shall be communicated at entry points.
6) Public announcements on wearing mask, maintain physical distancing and maintain hygiene and precautions to be followed within and outside premises.
7) Provision must be made for display of posters on preventive measures about Covid-19 prominently entry point.
8) No eatables are allowed in the public hearing hall/premises.

VII. The relevant guidelines issued by Health and Family Welfare Department, Government of Karnataka shall be strictly complied during all activities and operations.

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