



GOVERNMENT OF MEGHALAYA
OFFICE OF THE DISTRICT MEDICAL & HEALTH OFFICER
RI BHOI DISTRICT, NONGPOH
Email: nhmrbd@rediffmail.com

No: DMHO/RBD/IDSP/OUTBREAK/COVID-19/62/2020/ 129 **Dated: Nongpoh, the 26/9/2020**

ORDER

As WHO has declared the COVID-19 as Public Health Emergency of International concern and in pursuance to the SOP received from the State, the District is pleased to constitute the following teams as per the SOP-COVID-19 Outbreak Standard Operating Procedures at District level.

The team members are directed to follow the terms of reference as laid down in the attached SOP.

Surveillance Team		
Name		Mobile No
Overall Surveillance		
Dr. M.Mawrie		9436107645
Dr. M.Syiemieli		9615610914
Dr. Keshav Sharma		7976483162
Dr. N.M.Sangma		9862641483
Dr. D.M.Momin		8721901434
Shri. Roshan Ronghang		8787496155
Smt. Lighsie Marbaniang		9863251398
Dr. T.S. Sangma		8969885661
Shri. Teibor Lyngdoh		9774668977
Lab Surveillance		
Shri. Lemuel Diengdoh		9615168534
Smt. Sanidor Chalam		9485167120
Smt. Carefull Tiewsoh		8257066258
Field Surveillance		
Dr. T. N. Sangma		9089990642
Shri. Pynshailang Kharkongor		9856210878
Shri. Evanclyff Kharbudon		7085712374
Shri. Neverless Nongrum		9774444604
Shri. Friendly Kharmawphlang		7005623005
Shri. Banlum Thangkiew		9774810727
Smt. Kordula Nongrum		9774366274
Smt. Betnam Khongkiam		6009128040
Hospital Surveillance		
Shri. Daniel Marbaniang		8730811035
Smt. Tidora Mary Nongrum		8837084051
Smt. Angelica Nongsiej		8257050843

Call Centre Management Team		
Name		Mobile No
Dr. M.Syiemieli		9615610914
Smt. D.Syiemi		9383332421
Smt. Balawanphylla Kharpuri		9089065149
Smt. Daphisha Kharphuli		8787331857
Smt. Batemon Pamshong		8414806484
Smt. Daphilarisha Khongwir		9774772655
Smt. Iaidapbiang N.Kharpomtiah		6909358613
Smt. Badonlin Syiem		9862126895
Smt. M. Kharshandi		8258880630
Shri. Kingson Andrew Syiem		9774032153
Shri. R. Majhong		8837402389
Shri. W. Nongrum		8794741189

Call Centre Management Team		
Name		Mobile No
Smt. Batrity Syiemlieh		9383290080
Smt. Mercy Ranee		9402192676
Shri. E. Syngkli		9612622059
Smt. Unity Suchiang		9856326588
Smt. Juliana Mary Nongrum		7308378071
Shri. Pillar stone Syiem		8794798693
Shri. Hiamboklang iawphniaw		9856737945
Smt. Risuk Mary Hynniewta		9612250239
Shri. Ambokstar Lyngdoh		8794208086
Smt. Marlis Wahlang		7085564182
Shri. Lamphrang L.Mawphlang		9436710663
Smt. Khrawbok Hinge		8729979042
Shri. Pynshaitbor Lakhmie		9366859042
Smt. Samhunshwa Suchiang		8258849328
Smt. Maidoris Mawlein		8974861824
Smt. Barisha Thongru		8787890600

Media Surveillance Team		
Name		Mobile No
Smt. Glenda Warjri		7708153905
Smt. Lari Lyngdoh		9774435487
Smt. Arnilia Grace Warjri		8413846277
Smt. Rikynti Lyngdoh		9863893931
Smt. Miravel Pyrtuh		8974025924
Smt. Anita Thabah		8794686978
Shri. Pynbudlang Ryntathiang		8131917919
Shri. Spanly Syiem		9366564541

Sample Tracing Team		
Name		Mobile No
Dr. N.M.Sangma		9862641483
Smt. Lucybel Lyngdoh		9863061720
Smt. E. Pyngrope		8974626389
Shri. Lemuel Diengdoh		9615168534
Shri. Banlum Tariatang		8787420278
Smt. Sweety Zatelyne Wankhar		9774036790
Private Hospital Surveillance Team		
Name		Mobile No
Shri. Daniel Marbaniang		8730811035
Smt. Tidora Mary Nongrum		8837084051
Smt. Angelica Nongsiej		8257050843

Transportation and Ambulance Management Team		
Name		Mobile No
Shri. P.Chyne		7630963014
Shri. Meekeyland Marbaniang		9863321327
Shri. Propesor Mawkon		9615340667
Shri. Kyrshan Timung		7085252482
Interdepartmental and Co-ordination Team		
Name		Mobile No
Dr. M.Mawrie		9436107645
Dr. Keshav Sharma		7976483162
Dr. M.Syiemlieh		9615610914
Dr. D.M.Momin		8721901434
Dr. N.M.Sangma		9862641483
Dr. Keshav Sharma		7976483162
Shri. Roshan Ronghang		8787496155
Smt. Lighsie Marbaniang		9863251398
Smt. Kordula Nongrum		9774366274
Shri. Pynshailang Kharkongor		9856210878
Smt. Unity Suchiang		9856326588

TORs of Teams

1. Surveillance team

- Hospital surveillance
 - ✓ The condition of the Symptomatic patients admitted at isolation wards of hospitals will be closely scrutinized and reports will be updated to surveillance team
 - ✓ Analysis of the reports
- Field surveillance
 - ✓ Those patients discharged from hospitals will be monitored by field workers in their corresponding PHC area
 - ✓ Those asymptomatic travellers/contacts in home isolation will also be monitored for 14 days by field workers and reports will be sent to the DSO.
- Lab Surveillance
 - ✓ The DSO and District nodal officers entrusted for sample collection will inform to the lab surveillance team before sample collection
 - ✓ Sample requisition forms will be scrutinized before sending to National Institute of Virology Pune/VDRL lab network.
 - ✓ Liaison with districts and sample collection point

2. Call Centre management team

- All State teams shall ensure to be present in daily meeting at 6 pm at the state control room / wherever suggested by authorities.
- All State teams shall connect and coordinate with corresponding teams in all districts and compile the activities, so as to prepare the report of the activities in the evening meeting.
- The respective State teams may co-opt the officers necessary for compiling the reports and supporting the districts as per the needs.
- They shall ensure that the specific activities are conducted, data collated and presented in a specific format.

Control room call centre should be set up in state as well as district. The call centre is to be set up with 3 laptop, 3 mobile/ landline telephone facility. Each Call Centre Operator is to be assigned both a telephone and a computer. One outgoing mobile facility also available for answering pending calls. Two whatsapp number also be made available in control management room. Depending on the configuration of the call centre, each workstation should have the following items:

- Headset for hands-free answering;
- Reference materials (including all standard MoHFW guidelines);
- Item to be used to request assistance from the supervisor (Paper and pen/pencil, register etc)
- All phone/computer banks are set up in close proximity to power, telephone, and data sockets/ports.

Mandates for Call Centre

- Call centre will be operational 24*7
- Documentation of all the activities happening in call centre
- Daily consolidation report at 4.30 pm.
- Establishing call centre with sufficient connectivity
- To answer medical queries, logistics and administrative issues regarding health and health related problems
- Daily maintenance of second and third level call referral. Compilation format

Total number of calls till today	No: of calls on the date--/--/2020	Total	Case follow up till today	Case reported on --./2020	Total fever, cough, shortness of breath with contact/travel history

3. Media Surveillance team; Print, visual and social media surveillance with the support of State and District team.

- Collection of information regarding demand and supply of logistics, Human resources etc. circulated in the media,
- Validating the information collected from the media for negative outcomes and execute timely preventive and control measures.
- Reply queries to the general public regarding health related events and information through phone numbers circulated at the state level.

S. No.	Reporting format of cyber space monitoring	Details
1	Whether any misinformation noticed	
2	Misinformation noticed Give details in brief	
3	Whether reported to take action and case booked	
4	Cases booked today	

4. Sample Tracing Team

- The team should keep a watch on sample sent to each lab from all districts and answer all queries regarding the sending of samples in coordination with the PH lab.
- The team should hand hold the district in transportation of samples, filling formats, collecting reports and intimate the authorities regarding the status of results Monitor sample collection and facilitate
- All sample test results to be reported to the respective Superintendent of MCH, District Collector, DHS, DME and PrI Secretary on daily basis

Sl No	Description	Number	Results received	Positive
1	Total Sample Collected			
2	Samples sent to			

5. Private hospital surveillance team

- Team should compile the data regarding the general public visiting private hospitals from all districts and suspect and identify any missed out contacts of contacts reaching the facilities.
- Reporting format

Number of persons visited private hospitals	
Suspected cases/contacts identified from March	

6. Transportation and ambulance management team

The teams should compile the data regarding the availability spacing, training of drivers of ambulances and vehicles carrying patients from home isolation to the hospital isolation facilities and back it should be ensured that there should be continuous availability of vehicles 24 x 7 in all districts. The data should be compiled in following format in all districts .All possible challenges at the district should be addressed there itself and decision taken at the state could be compiled and addressed during control room presentation.

7. Inter departmental and coordination team

There should be daily co-ordination meetings under the chairmanship of DC. The inter-sectoral team should assess the requirements and address staffing needs, identify funding sources and mechanisms for related activities, ensure inter-sectoral coordination between government departments, agencies, civil society organizations and other relevant bodies. All sectors should be prepared to support the implementation of public health measures and the health sector response and to maintain essential business continuity.

Thanking You.

Yours faithfully,



(Dr. M. Mawrie)
District Medical & Health Officer
Ri Bhoi District, Nongpoh.

Memo No: DMHO/RBD/IDSP/OUTBREAK/COVID-19/62/2020/ **L29-A** Dated: Nongpoh, the **26/3/2020**
Copy to:

1. The Commissioner & Secretary Health & Family Welfare, Meghalaya, Shillong for information.
2. The Commissioner of Food Safety Officer, Meghalaya, Shillong for information.
3. The Jt. Commissioner of Food Safety Officer, Meghalaya, Shillong for information.
4. The Mission Director, National Health Mission, Meghalaya, Shillong for information.
5. The Director of Health Services (MI), Meghalaya, Shillong for information.
6. The Director of Health Services (MCH&FW), Meghalaya, Shillong for information.
7. The Deputy Commissioner, Ri Bhoi District, Nongpoh for kind information.
8. All the team members.
9. Office copy.



District Medical & Health Officer
Ri Bhoi District, Nongpoh