



Judicial Academy Jharkhand

Standard Operating Procedure (SOP) in accordance with Letter No.19011/1/2020-TFA, dated 3/7/2020, issued by Government of India to ensure the adherence of the guidelines mention in the SOP for re-opening of Training Institutes as communicated by the State Government vide Memo No. 05/ Ra.Aa.Mo.Ni. (COVID-19)-07/2020/AA.Pra.(Khand-I)-3150(Aa), Ranchi, dated 16/10/20.

The Judicial Academy Jharkhand in the light of the prevailing COVID- 19 pandemic situation has prepared the following SOP for training of newly appointed Civil Judge (Jr. Division) trainees for their Induction Training Programme.

The Academy has made preparation for conducting training in digital /online / Virtual mode.

SOP

I. General Guidelines

1. Observance of all social distancing, wearing of masks and other COVID related protocols, as prescribed by Central and State Government/ District Health authorities from time to time must be followed by the trainees during their stay in Judicial Academy Jharkhand.
2. All Class rooms, Staff Rooms, offices, hostels, Corridors, Lobbies, Common areas and washrooms etc have been thoroughly cleaned / sanitized as per procedure prescribed by the Ministry of Health and Family Welfare and the trainees are supposed to cooperate in this regard.
3. With a view to ensure safety, on best effort basis, the trainees must ensure that the Arogya Setu app is downloaded and installed by all trainees having compatible phones.
4. The Administrative Officer of the Judicial Academy Jharkhand has been notified as Nodal Officers for COVID related administrative responsibilities and a Committee has been constituted especially for COVID related matters.

5. All the trainees are directed to proactively disclose their health status including fever / cough / sore throat/ influenza like symptoms, to the Nodal Officer and medical authorities posted in COVID Care Centre.
6. A functional medical clinic / COVID Care Centre with the presence of qualified doctor(s) and nursing staff has been made by the order of the Deputy Commissioner, Ranchi contained in Memo No. 5266/Go, dated 16/10/2020 available at Swarnarekha Hostel with a protocol in place for treating of staff / faculty/ trainees with flu like symptoms.
7. Separate quarantine / Isolation facility for COVID 19 positive / suspect cases has been created, in consultation with local Public Health Authorities, at Swarnarekha Hostel.
8. No outside visitors are allowed to enter the Judicial Academy premises.
9. Touch-free liquid hand sanitizer dispensers have been installed in Administrative Block, Damodar Hostel and Main Entrance and all prominent places in the Academy and every person, faculty member / staff member/visitor/trainee-entering the premises should sanitize their hands before entering the enclosed spaces.
10. All the vendors, suppliers, housekeeping staff, workers etc. shall be carefully screened before permitting entry into the campus and will not be deputed for duty in proximity to trainees.
11. Certain categories of people with co-morbid conditions are at high risk as identified by the MoHFW. It will be desirable for such trainees to attend courses online from their place of current posting. Such High – Risk individuals could include :
 - i) Pregnant women, lactating mothers
 - ii) People with the following medical conditions
 - a. Severe Asthma or chronic lung disease.
 - b. High BP.
 - c. People with chronic kidney disease undergoing dialysis.
 - d. Serious heart condition.
 - e. Any other medical condition that has potential high risk in the COVID environment in the opinion of a medical expert.
 - f. Any other category / symptom as notified.

12. An online declaration from all the trainee officers that they are not at 'higher risk' in terms of instructions of Ministry of Health and Family Welfare, or in terms of status available on Aarogya Setu App etc. along with COVID- 19 "Negative" test report not more than 24 hours old must be sent to the Nodal Officer, Judicial Academy Jharkhand on the email : judicialacademyjharkhand@yahoo.co.in, at least 24 hours prior to their reporting at the Judicial Academy Jharkhand. Those trainees with COVID- 19 "Positive" report must not proceed to join academic training unless they test negative and have completed the mandatory period of quarantine. The trainee nominated must fill and submit the online form to be forwarded by the concerned P.D.J. including J.C. Ranchi in soft prior to their reporting for Academic Training.
13. Carrying of or delivery of food from outside the campus including any online food app. etc. shall be strictly prohibited. Provision has been made to make available all the essential items such as stationery, snacks, toiletries etc. within the campus.
14. Trainees are advised to use the immunity boosting products as recommended by the Medical Authorities and M/O AYUSH.
15. Lifts shall not be available till further orders. In case using lift is permitted to any trainee depending on his /her health conditions, the relevant etiquettes for social distancing shall be strictly followed.
16. In case a trainee tests positive, disinfection / sanitization / closing of the area / Institution may be done as per protocols of Central and State / District Health authorities.

II. Arrival of trainee Officers in Training Institutes

1. All the trainees reporting for training shall strictly follow the joining date and time allotted to them. The trainees while reporting for academic training should avoid travelling by public transport. The bus of the Judicial Academy Jharkhand will be provided for transportation of trainees from the Airport / the Railway Station to avoid the exposure to trainee officers in unidentified public transport.
2. The trainees at the time of joining academic training must disclose their status on Aarogya Setu App.
3. On arrival in the Judicial Academy the trainees will ensure compliance with the quarantine requirement as per the Concerned State Government guidelines.

4. Single occupancy rooms have been allotted to the trainees which can serve as place for their quarantine.
5. The trainees shall undergo a basic screening on their arrival at the reception at Gate No. 2 and only then be allowed to proceed to their allotted rooms in secured and sanitized hostels.
6. Separate hostel room has been allotted to each trainee and visiting the room of any other trainees shall be strictly prohibited. All the trainees shall maintain due cleaning and sanitization of their personal belongings. Crowding in the mess, lobbies or any other common area shall be strictly prohibited.
7. The trainees shall always maintain strict and complete isolation during the quarantine period. The food and essential will be provided in the hostel room of the trainee during this period.
8. It shall be strictly prohibited to visit the trainees in quarantine / isolation period.
9. Academy will provide thermometers to trainees in quarantine to regularly check their temperature level.
10. In case, any trainee develops flu like symptoms or is tested Positive for COVID-19, he/she shall be immediately shifted to Swarnarekha Hostel quarantine facilities/designated hospitals in the terms of the Protocols issued by the local health authorities.
11. All the trainees shall maintain a note of their contacts on a daily basis from the day of their arrival in the Academy.
12. The trainee officers will carry utensils like plates, spoons, glass, bowls etc. along with sufficient quantity of prescribed masks, gloves etc. with them.
13. The trainees shall strictly follow other guidelines issued by the Central / State Government relating to COVID-19.

III. Classrooms Sessions

1. The trainees will occupy their seats in the classroom according to COVID-19 protocol maintaining social distancing. During the period of quarantine of trainees, the classes will be conducted online and the trainees will access online classes from their respective hostel rooms.

2. After the period of Quarantine is over, the trainees can attend the classroom maintaining social distancing, using face Mask and other safety measures as prescribed.
3. Reading Materials and case studies etc. will be made available in advance to the trainees at the time of their registration.
4. The trainees are directed not to share cups and glasses with other trainees.
5. Basic screening including temperature scan may be carried out daily for all the trainees attending classes. Trainees found to have temperature above the normal range (that could be because of any kind of flu) may self-isolate themselves till such time the COVID 19 infection is ruled out.
6. Group exercises or group meetings may be joined online / on virtual format by the quarantined trainees.

IV. Physical activities and Outdoors

1. All the indoor facilities for physical exercise like Gym, swimming pool etc. shall remain closed till further orders.
2. The trainees will regularly attend yoga and physical training class maintaining social distancing protocol. There will be no outdoor physical activity during the quarantine period and the quarantined trainees will regularly do yoga in their respective rooms, based on the guidelines from the Central / State Government.
3. There will be no Social / Cultural events or gathering or functions till further orders.
4. No body shall be allowed to leave the campus without prior permission. No visitor shall be allowed without prior permission. When permitted the visitor shall be allowed to meet the trainee only in the reception area. Outstation visits may be undertaken only after assessing the COVID 19 situation and travel related restrictions following guidelines of Central / State Government.
5. The trainees shall always follow COVID- 19 protocols when not in their allotted rooms.

V. Mess and Dining

1. Meal timings shall be staggered and half the trainees shall be allowed in the dining hall at a time and the remaining with adequate intervals. A time table shall be

provided by the Nodal officer in this regard with a view to minimize the time spent in the mess / dining hall with other trainee officers.

2. Nodal Officer should ensure that all trainees and mess staff wash hands properly before entry into mess /kitchen. Touchless hand sanitizers has been installed outside the mess / dining halls.
3. Sufficient distance shall be observed by all while inside the mess / dining hall. Proper seating arrangement has been made so that the trainees do not face each other while having their meals.
4. Sharing of utensils-dishes, cups, soaps, towels etc. shall be strictly prohibited. The trainees are also directed to carry proper lunch boxes and water bottles for their personal use during isolation /quarantine period, if any.


Director 17.11.22