



U.T. Administration of Dadra And Nagar Haveli & Daman & Diu
Office of the Commissioner of Excise,
Excise Department

No.2/3/EXC-ADM/2020-2021/297
88/EXCISE DMN/2020

Dated: - 7 OCT 2020

ORDER

Subject: Order under National Disaster Management Act, 2005 regarding

Whereas State Disaster Management Authority (SDMA) vide letter No.DMHS/COVID-19/2020/630 dated 06/10/2020 has directed that opening of Bars will be permitted in U.T. Administration of Dadra and Nagar Haveli and Daman and Diu (except containment zones) w.e.f 06/10/2020 from 10:00 A.M. to 10:00 P.M subject to strict enforcement of SOPs enclosed with the said order.

Now therefore, in pursuance of the directions of (State Disaster Management Authority) following directions are issued to licensees:-

1. The activities related to Bars for consumption of liquor in the premises under the license category 'A', 'B' and Bar & Restaurant as defined under Rule 90 of Dadra and Nagar Haveli and Daman and Diu (Extension with modifications of the Goa, Daman and Diu Excise Duty Act, 1964) Excise Regulation, 2020 are allowed to be operated in Daman from 10:00 A.M. to 10:00 P.M with immediate effect subject to compliance of Standard Operating Procedures for Bars attached herewith.
2. No opening of bars or serving of liquor shall be allowed in any Bar & Restaurants situated in containment zones or within 200 Meters of UT Borders. In case, any premises being allowed to be operationalized comes in containment zone in future, the same shall be closed immediately.
3. Details of Expired stock of Beer of Bar & Restaurants shall be communicated to Excise Station, Moti Daman as per Annexure-1 attached herewith.

It is reiterated that owners of the Bar & Restaurant concerned shall ensure the compliance of SOPs failing which he/she shall be proceeded against as per the provisions of Dadra and Nagar Haveli and Daman and Diu (Extension with modifications of the Goa, Daman and Diu Excise Duty Act, 1964) Excise Regulation, 2020 and Section 51 to 60 of Disaster Management Act, 2005 besides legal action under 188 of IPC.

Rakesh

(Dr. Rakesh Minhas) IAS
District Magistrate/
Deputy Commissioner of Excise,
Daman

To,
All Retailers for sale of liquor including Hotels, Daman

Encl: as above.

Copy to for information:

1. PS to Hon'ble Administrator, Secretariat, DNH & DD, Daman.
2. Advisor to the Administrator, Secretariat, DNH & DD, Daman

Annexure-1

Details of Expired Stock of Beer					
Sr. No	Brand Name	Packing	Pack Type	Batch No	Quantity (In Bottles)

STANDARD OPERATING PROCEDURES (SOPs) ON PREVENTIVE MEASURES IN BAR/RESTAURANTS TO CONTAIN SPREAD OF COVID-19

1. Background

Given the current COVID-19 outbreak in India, it is important that bars/restaurants and other hospitality units take suitable measures to contain the transmission of the virus while providing services.

2. Scope

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at particular places to prevent spread of COVID-19.

- Bars/Restaurants in containment zones shall remain closed. Bars outside containment zones will be allowed to open up from 10:00am to 10:00pm only.

3. Generic preventive measures

Persons above 65 years of age, persons with comorbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes. The Management shall advise accordingly.

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff and patrons) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as part of social distancing norms.
- ii. Use of face covers/masks to be made mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.
- iv. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- v. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- vi. Self-monitoring of health by all and reporting any illness at the earliest

- to state and district helpline.
- vii. Spitting is strictly prohibited.
 - viii. Installation & use of Aarogya Setu App is mandatory and 112++ app of CDAC is advisable.

4. All Bars/Restaurants shall ensure the following arrangements:

- i. Bars shall be permitted to remain open from 10:00 am to 10:00 pm only.
- ii. Take-away to be encouraged and in such cases, Delivery personnel should leave the packet at customer's door. DO NOT handover the food packet directly to the customer.
- iii. The staff for home deliveries shall be screened thermally on daily basis by the bar/restaurants authorities prior to allowing home deliveries.
- iv. In case of Dine-In, not more than 50% of seating capacity is permitted. Seating arrangement is to be made in such a way that adequate social distancing is maintained.
- v. Tables shall be arranged with one meter distance apart.
- vi. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
- vii. Only asymptomatic staff and patrons shall be allowed.
- viii. All staff and patrons to be allowed entry only if using face cover/masks. The face cover/masks has to be worn at all times inside the bar/restaurants.
- ix. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
- x. Staggering of patrons to be done, if possible.
- xi. Adequate manpower shall be deployed by bar/restaurants management for ensuring social distancing norms.
- xii. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
- xiii. Proper crowd management in the parking lots and outside the premises – duly following social distancing norms shall be ensured.
- xiv. Additional patrons to be seated in a designated waiting area with norms of social distancing.
- xv. A proper disinfection of steering, door handles, keys, etc. of the vehicles should be taken up.
- xvi. Permanent and specific markings shall be made with paint in order to maintain sufficient distance to manage the queue and ensure social distancing in the premises.
- xvii. Preferably separate entry and exits for patrons, staff and goods/supplies shall be organized.

- xviii. Required precautions while handling supplies, inventories and goods in the bar/restaurants shall be ensured. Proper queue management and disinfection shall be organized.
- xix. Maintaining physical distancing of a minimum of 6 feet, when queuing up for entry and inside the bar/restaurants.
- xx. Menu shall be displayed prominently in the form of standees/boards/electronic screens.
- xxi. Instead of cloth napkins, use of good quality disposable paper napkins to be encouraged. Proposal disposal system of napkins shall be put in place.
- xxii. Record of entry of patrons shall be maintained and shared with the District Administration, when asked for.
- xxiii. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- xxiv. Frequent disinfection of escalator shall be done.
- xxv. Use of escalators with one person on alternate steps may be encouraged.
- xxvi. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xxvii. Large gatherings/congregations continue to remain prohibited.
- xxviii. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
- xxix. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.
- xxx. The food/drinks shall be served only in disposable (non-plastic) plates/cups/ spoons/bowls/glasses/etc., to the patrons.
- xxxi. Cooking equipments including all utensils are washed, rinsed, and sanitized after each use to ensure the safety of food served to customers. It is advised that, the utensils are immersed for 10 minutes in a disinfecting solution of two table spoon of chlorine bleach per gallon of hot water and then to be air dried. If dish washers are issued then proper disinfection process shall be ensured.
- xxxii. Proper disposal of face covers/masks/gloves left over by patrons and/or staff should be ensured.
- xxxiii. Deep cleaning of all washrooms shall be ensured at regular intervals.
- xxxiv. Adequate crowd and queue management to be ensured to ensure social

- distancing norms.
- xxxv. Staff/waiters should wear mask and hand gloves and take other required precautionary measures. The staff shall be discouraged to wear jewellery and watches.
 - xxxvi. Contactless mode of ordering and digital mode of payment (using e-wallets) to be ensured.
 - xxxvii. Tables to be sanitized each time customer leaves.
 - xxxviii. In the kitchen, the staff should follow social distancing norms at work place. Kitchens area must be sanitized at regular intervals.
 - xxxix. Gaming Arcades/Children play areas (wherever applicable) shall remain closed.
 - xl. Random sampling of the staff working in the bar/restaurants shall be undertaken.
 - xli. In case of a suspect or confirmed case in the premises:
 - a. Place the ill person in a room or area where they are isolated from others.
 - b. Provide a mask/face cover till such time he/she is examined by a doctor.
 - c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
 - e. Disinfection of the premises to be taken up if the person is found positive.
 - xlii. Any violation of the SOPs issued will attract action as per legal provisions against the management of the bar/restaurants and individuals/ violating the same.
