

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER: SUNDARGARH  
(Ph.&Fax No. IDSP, SNG-06622272889, CDMO Chamber-06622272201)  
Email-dsusundergarh@gmail.com

Letter No. 1035 /DPHO, SNG

Date. 06.4.2020

To,

The DMO(MS)-cum- Superintendent, DHH Sundargarh  
The ADUPHO, Rourkela  
The SDMO, Bonai  
All Superintendent, CHC  
HO, Rourkela Municipal Corporation

Sub:- Guideline for conducting for frontline workers on COVID-19.

Ref:- Letter No. 3516/OSH&FWS 152/20 dtd. 03.04..2020 of Mission Director, NHM Odisha Bhubaneswar.

Sir/Madam,

Enclosed please find herewith the letter No. 3516/OSH&FWS 152/20 dtd. 03.04..2020 of Mission Director, NHM Odisha Bhubaneswar addressed to all CDM & PHO cum Mission Directors for your information and necessary action.

You are hereby requested to follow the guideline strictly and report compliance to the undersigned accordingly.

This may be treated as **TOP MOST URGENT**.

Yours faithfully,

*for* K. Nayal  
6.4.2020  
Chief District Medical & Public Health Officer,  
Sundargarh

Memo No. 1036 /DPHO, SNG

Date. 06.04.2020

Copy submitted to the Collector & District Magistrate, Sundargarh for favour of kind information.

*for* K. Nayal  
6.4.2020  
Chief District Medical & Public Health Officer,  
Sundargarh

Memo No. 1037 /DPHO, SNG

Date. 06.04.2020

Copy submitted to the Director of Public Health, Odisha Bhubaneswar for favour of kind information.

*for* K. Nayal  
6.4.2020  
Chief District Medical & Public Health Officer,  
Sundargarh

Memo No. 1038 /DPHO, SNG

Date. 06.04.2020

Copy submitted to the Mission Director, NHM, Odisha Bhubaneswar for favour of kind information.

*for* K. Nayal  
6.4.2020  
Chief District Medical & Public Health Officer,  
Sundargarh



**Mission Directorate**  
National Health Mission, Odisha  
Department of Health & Family Welfare  
Government of Odisha

COVID

Letter No. OSH & FWS/3516

Date: 03.04.2020

From 152/20  
Shalini Pandit, IAS  
Mission Director, NHM

To  
All CDM&PHO cum District Mission Directors

HSR  
Koyal  
3.4.2020



Sub: Guideline for conducting training of Front Line Workers on COVID-19.

Madam/ Sir,

In inviting a reference to the subject cited above this is to inform you that in the current scenario there is an urgent need to undertake preventive measures to contain the spread of COVID-19. Frontline health workers like HW(M/F), ASHA and AWW play an important role to sensitize community on how avoid getting COVID-19, strengthen community linkages with public health services on prevention and control, support community surveillance process, personal safety measures, mitigating stigma and discrimination etc. A training programme of the frontline health workers will be conducted in order to sensitise them on the above mentioned issues. The training is to be conducted by practising the norms of social distance and following the prescribed rules and regulations of lock down period. A detailed guideline regarding the training roll out strategy is attached along with your reference.

You are therefore requested to take necessary and proactive steps for conducting the training as mentioned in the guideline. The training should be completed by 9<sup>th</sup> April, 2020 positively.

Yours faithfully

*[Signature]*  
01/04/20  
Mission Director  
NHM, Odisha

Encl: Training roll out guidelines.

Memo no 3517

Dated 03.04.2020

- Copy submitted to Sr. PS to Principal Secretary to Govt. H & FW Deptt. Govt. of Odisha for kind information of Principal Secretary.

*[Signature]*  
Mission Director  
NHM, Odisha

Memo no 3518

Dated 03.04.2020

Copy forwarded to the Director, Social Welfare, W&CD Deptt. for information and necessary action.

*[Signature]*  
Mission Director  
NHM, Odisha

230  
3-4-20




**Mission Directorate**  
National Health Mission, Odisha  
Department of Health & Family Welfare  
Government of Odisha

Memo no 3519

Dated 03.04.2020


Copy forwarded to DFW, Odisha/DHS, Odisha / DPH, Odisha/Director, SIHFW/Director, AYUSH, Odisha for information and necessary action.

  
Mission Director  
NHM, Odisha

Memo no 3520

Dated 03.04.2020


Copy forwarded to all District Magistrate and Collectors for information and necessary action.

  
Mission Director  
NHM, Odisha

Memo no 3521

Dated 03.04.20


Copy forwarded to all DSWOs for information and necessary action.

  
Mission Director  
NHM, Odisha

Memo no 3522

Dated 03.04.2020

Copy forwarded to all DPMUs for information and necessary action.

  
Mission Director  
NHM, Odisha

## Training of Frontline Workers on preparedness and responses to COVID-19.

### Training roll out strategy

#### Background:

In view of reducing the transmission of COVID-19 several advisories have been issued related to personal protective measures, guidance on isolation and quarantine, travel and protocol for testing of individuals etc. Every possible measures are being taken up to prevent, detect and reduce the spread of infection of COVID-19 with the support of health care providers. It is the need of the time to strengthen the community surveillance system so that contacts of cases are urgently tracked and quarantined to limit further spread at community and outreach level. As frontline health workers like ASHA, HW (M/F) and AWW have a significant role to play in tracking and prevention of this outbreak, it is required to train them on their role and responsibility, community surveillance, linking of public health services, personal safety, stigma and discrimination, personal safety etc.

#### Objectives:

The basic objectives of conducting training of frontline workers are

- To spread awareness among the frontline community health workers on how avoid getting COVID-19 or spreading it.
- Strengthening community linkages with public health services on prevention and control (home quarantine, homecare, stigma and discrimination) including community/family support systems.
- Enhancing uptake of response and control public health measures (safe behaviors including social distancing and early self-reporting if symptoms develop) and tracking and addressing of rumors and misinformation.
- Supporting community surveillance process (Early identification, contact tracing and reporting) and protective measures for frontline workers from acquiring COVID-19.

#### Roll out Strategy:

The training will be conducted by practising the norm of social distance and following the prescribed rules and regulations of lockdown period. In the present situation the training would be conducted in cascade manner and through virtual mode.

#### State TOT:

- State TOT will be conducted to train the district level trainers who will in turn conduct the training of block level trainers. The following personnel from the district level will participate in the state TOT and to be trained on the contents of the training.

- |                              |                   |             |
|------------------------------|-------------------|-------------|
| 1. DPHO                      | 4. DMRCH          | 7. DSWO     |
| 2. DPM                       | 5. APM/CPM        | 8. PO, ICDS |
| 3. Asst. Manager, ASHA & GKS | 6. Epidemiologist |             |

The State TOT will be conducted through zoom meeting mode and the link to join in the training will be communicated to the District.

#### District TOT:

The District TOT will be conducted to train the block level trainers who will in turn conduct the training of ANMs at sector level. The following personnel from the district level will participate in the state TOT to be trained on the contents.

- |           |                                |                     |
|-----------|--------------------------------|---------------------|
| 1. PHEO ✓ | 4. Designated CP Nodal persons | 5. CDPO ✓           |
| 2. BPM ✓  | 6. BDM                         | 7. ICDS Supervisors |

The District TOT will also be conducted through zoom meeting mode and the link to join in the training is to be created by the District Data Manager. The required technical support for conducting the TOT is to be given by the DDM of the concerned district. The district TOT is to be conducted on 4<sup>th</sup> April, 2020 positively.

#### Training of HW (M/F)

The training of HW (M/F) will be conducted at sector level by the block level personnel trained in the district TOT. As it is not feasible to conduct the training through zoom meeting mode, the training will be conducted at sector level. While conducting the training, the norm of social distance must be followed. The Deputy Manager, RCH would be responsible for conducting the training of ANMs at sector level as per the training strategy and protocol.

#### Training of ASHAs, ASHA SATHIs and AWWs

The training of ASHAs, ASHA SATHIs and AWWs will be conducted at Sub-centre level by the concerned ANM trained in the sector level training. The norm of social distance must be followed while conducting the training. ASHAs and AWWs in turn will sensitise the active members of the GKS and MAS regarding the same, so that they will have additional support to disseminate the key messages at community level. The Assistant Manager, ASHA / GKS ( in charge of ASHA programme) is responsible for overall management and coordination for conducting the training of ASHAs and ASHA SATHIs. PHEO, BPM and CDPO will be responsible for the training at the Block level.

#### Session Plan:

The training of ASHAs and TOTs at different level is to be conducted as per the session plan attached at annex-1. Alteration or deviation in the training session plan is not allowed and must be strictly adhered to at all level.

**Resource Materials:**

ASHAs will be provided the handouts like brochure and pocket reference book attached at annex-2 as a part of resource material of the training on COVID-19. The soft copy of the materials (print ready version) will be shared through mail. Districts have to print and distribute the materials among ASHAs as part of their training.

**Budget:**

ASHAs and ASHA SATHIs will be provided an amount of Rs. 150/- as training participation allowance towards attending the training of FLWs on COVID-19. The required expenditure of training participation allowances and printing of the training materials is to be met out of the available fund and booked under FMR line item 3.1.2.4 of the PIP 2019-20.

**Reporting:**

The training is to be completed by 9<sup>th</sup> April, 2020. A training completion report along with photographs of training must be submitted to CPRC, Mission Directorate, NHM.



Mission Director  
NHM, Odisha

