

**07.05.2021, 5:15 pm**

**Minutes of the daily meeting of the Covid LSGD war room held online.**

HODs, Covid war room members, Mission Heads and senior field officers of LSGD participated in the meeting.

In the first half of the meeting, the officers were asked to report the status of the deployment and functioning of nodal officers, and other action points based on the decisions taken in the first meeting of the war room held chaired by the Additional Chief Secretary. Thereafter, new decisions were made based on the issues raised.

Decisions taken in the meeting are the following:

1. The War Room bulletin should carry all the reports asked for in the minutes of the previous meeting.
2. Four panchayats of Kottayam, namely Mulakulam, Kangazha, Velloor and Mutholi were left with nodal officers to be deployed. The ACS has asked for the deployment report from the District Collector to be submitted by tonight.
3. The details regarding the deployment and reporting of the nodal officers apparently collected by Covid war room are incorrect, and reflect a lack of seriousness on the part of the officers of the war room. Information seems to have been consolidated mindlessly from the DDPs, and not the nodal officers. The war room to repeat the exercise on 8.5.21 and report the actual details on the following:
  - a. Nodal officers who have reported for duty
  - b. Nodal officers who have not reported for duty and reasons thereof

- c. Which among the responsibilities listed in the GO have been assigned to the nodal officers (in the following template)

Name of LSG	Responsibilities assigned to the nodal officers – coordination of											
	IEC	Ward level samitis / RRTs	Home based care	DCC/CFLT Care centres	Contact tracing	Enforcement	Kudumbashree coordn	Help desk/ Covid war room	Sanna dha Sena/ Volunteers	Data mgt	Vaccination	Any Other

4. The war room was uninformed about the action on redeployment of city mission managers as per the earlier minutes – action taken to be reported immediately.
5. Those in charge of the war room in each district should inform the Panchayat about the arrangements to be made for oxygen.
6. The excel sheet on CFLTCs has LSG wise details of CFLTCs without Oxygen beds. The war room officers, DDPs and RJDs to engage with the concerned LSGs which have CFLTCs without oxygen beds to ensure that urgent action is taken to equip the CFLTCs with at least 2-3 Oxygen beds. Progress on this front is to be reported daily, and to be captured in the daily bulletin.

7. The LSGD War room and all concerned officers were to note that the members of the Ward level committee would have top most priority (second to people with co morbidities in the age group) for vaccination considering them as covid frontline workers.
8. Kudumbasree has to provide details of Janakeeya hotels to the war room immediately. Kudumbashree will also indicate the names of LSGs without Janakeeya hotels. The war room is to examine the TPR and active caseload of these LSGs (without Janakeeya hotels) and submit a separate report. The war room will also report on the status of Janakeeya hotels in all LSGs with 50% or more TPR and in all panchayats with over 500 cases and ULBs with over 1500 cases. The decision to start the food counters of Community Kitchen is to be made on the basis of need assessment on the ground and not as a universal relief measure. The Director Panchayats and the DUA will take necessary action for more detailed need assessment on the basis of these reports.
9. In LSGs without Janakeeya hotels, the nodal officers will be required to carry out a need based assessment to know the extent of poor people who are in home isolation or financial distress and need support from food counters or community kitchens.
10. DUA informed that the Janakeeya hotels are activated. Further actions have to be taken to identify persons who are needy, poor and in distress and make immediate arrangements to deliver food to them.
11. All LSGs to identify persons from Sannadha Sena who can deliver food and medicines to households.
12. An arrangement has to be made to issue movement passes for such members by Incident Commanders, for which names and other details of all the officers and volunteers who need them have to be made available by the concerned LSG to the incident commander immediately. LSGD to issue order. (Action: SS Kannan)
13. Donations received in the form of food grains and groceries can be accepted and sent to households with covid patients, prioritising the ones who are the most needy. Proper accounting of the same is to be done.

- 14.The movement of nodal officers should not be a problem as they are considered as frontline workers.
- 15.Those who have not attended the training should undertake the training as early as possible.
- 16.All DDPs and RJDs to immediately inform LSG secretaries to ensure fire and safety NOC is received in any case of handling oxygen either in the installation of oxygen concentrators or oxygen cylinders in ambulances or health centres or in the setting up of oxygen beds in CFLTCs.
- 17.LSGD will address KSDMA by sharing the GO issued on oxygen supplementation and will ask them to develop and share a standard protocol to be followed to avoid casualties while handling oxygen.
- 18.All DDPs and RJDs will communicate the five GOs issued to their concerned secretaries and make them read and understand the difference between the various covid structures such as core team, war room and help desk so as to gain clarity. The KILA presentations can also be shared on the same. The war room in the LSG should work under the supervision of the LSG core team.
- 19.The war room from tomorrow will be reviewing LSGs with high TPR ( 50% and above), and all those panchayats with case load more than 500 and municipalities with case load more than 1500 if not covered under the LSGs with TPR above 50% and discuss the strategies that need to be taken immediately to tackle the emergency situation. DDPs and RJDs will report on the specific LSGs.

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ACS LSGD

8.5.2021