



WEST BENGAL COMPREHENSIVE AREA DEVELOPMENT CORPORATION
(Under Panchayats and Rural Development Department, Government of West Bengal)

Mrittika Bhavan, Plot No- 18/9, Block-DD, Sector-I, Salt Lake, Kolkata-700064

Phone: 03322377041/43/ FAX-033-22377473. email-hq.wbcadc@gmail.com.



www.wbcadc.com



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No: 000/004/Guest House/ 1562

Dated: 14.09.2020

ORDER

Whereas unlock IV phase has already been declared by Government and considering the new normal situation, this is notified for all Concerned that accommodations of Guest House of WBCADC, Ajodhya Hills Project and Siliguri-Naxalbari Project may be available for guests subject to the following conditions. Booking for accommodation in the guest house may be started with immediate effect, after maintain these SOP (standard operating practices)

1. Temperature readings of the guests are to be taken at the entrance through forehead Thermal Gum and that must be register regularly. No one with fever will be allowed to enter.
2. Safe distance norms should be maintained. All seating arrangements in common spaces must have a distance of 6 feet between 2 seats.
3. Masks and gloves, head gear (cap) are to be worn by all staff members attending the guests.
4. Hand Sanitizers are to be used frequently. All the rooms, dining room, toilets, common Utility room must be provided with good quality hand sanitizer hand wash.
5. Employees must sanitize the hands every time while servicing foods and food related item.
6. All touch points in public area are to be cleaned and disinfected continuously. No spiting is allowed anywhere in the compound. It must be declared as punishable item.
7. Sufficient quantity Sanitizer, Forehead Thermal and Oxymeter should be stocked at the guest houses for use of tourist.
8. If required RT-PCR Covid-19 test or rapid antigen test report may be sought from the Tourists.
9. Rs. 50/-(Rupees fifty) only per head should be charged in addition to the accommodation Charge for sanitization cost.
10. Arrangement of doctor and ambulance on call must be available.

Administrative Secretary
W.B.C.A.D.C.