

No. S-18011/24/2015-SBM
Government of India
Ministry of Jal Shakti
Department of Drinking Water and Sanitation
Swachh Bharat Mission (Grameen)

4th Floor, Pt. DD Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi – 110003
23rd April, 2021

To
Addl. Chief Secretary/Principal Secretary/Secretary
In charge of rural sanitation
All States/UTs

Sub: Promoting COVID appropriate behaviour maintaining due health and safety protocols – reg.

Madam/Sir,

As you are aware, the COVID 19 pandemic has led to unprecedented and unanticipated challenges requiring collective action and support from all. While all necessary measures to fight the spread of Novel Corona Virus (COVID 19) are being effectively led by the Central Government and State Governments, there is a need to reinforce the importance of COVID appropriate behaviours and practices in a sustained manner, to deal with the disease over the long run. COVID appropriate behaviours are preventive behavioural practices which are critical to winning this fight against the deadly virus. This fight can be won only when everyone knows their goal; everyone knows their role. The COVID appropriate behaviours that need to be promoted include,

- Maintain Physical distance, 2 Gaj ki Doori (6 feet)
- Wear appropriate face mask, at all times
- Avoid touching eyes, nose or mouth
- Wash hands regularly and thoroughly!
- Do not spit in the open
- Keep your work place, house and surroundings clean

3. It is therefore suggested that all the State/UTs Governments may mobilise the cadre of Swachhagrahis to use them to promote education, awareness and behaviour change to develop COVID appropriate behaviours in rural areas at all times. The Swachhagrahis should be paid basis the payment norms indicated in the guidelines of Swachh Bharat Mission Grameen Phase 2.0.

4. It is also emphasized that the States should ensure that the implementation of sanitation and hygiene programme is commenced only after orientation of frontline workers on use of protective gears and maintaining social distancing. The Health and Safety Guidelines to be used for training frontline workers and maintained while delivery of sanitation and hygiene services are placed as Annexure.

Yours faithfully,

(Arun Baroka)

Addl. Secretary to the Govt of India
E-mail: arun.baroka@nic.in

Copy to: 1. Chief Secretaries, All States/UTs
2. Mission Directors, SBM-G, All States/UTs

Health and Safety Measures for Sanitation Workers

Ref: 23rd April, 2021

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1. Introduction

These Health and Safety measures are being suggested for all functionaries associated with delivery of Sanitation and Hygiene services as part of Swachh Bharat Mission Phase 2.0 in rural areas of India. These Health and Safety Guidelines set out the minimum interventions that must be put in place to ensure health and safety of everyone involved in delivery of sanitation and hygiene in rural areas. It would be important that the advisory is followed in letter and spirit and abundant caution is taken before initiating implementation of sanitation and hygiene interventions.

SBM assigns highest value to its field functionaries for their exemplary contribution towards making India open defecation free and continues to engage them for ensuring solid and liquid waste management arrangements in rural areas apart ensuring sustainability of ODF Outcomes.

Now as the State Governments and its field functionaries are engaged in delivery of solid and liquid waste management arrangements, it is important that all sanitation related interventions are carried out following the prescribed minimum standards in rural areas. All States should ensure that everyone who is involved in delivery of sanitation and hygiene services are oriented on the protocol to be followed while promoting sanitation practices among communities in villages, undertaking community outreach activities, construction of SLWM infrastructure and services and providing important information, knowledge and skills on sanitation and hygiene related topics.

2. Assessment of risks

States and Districts should undertake an assessment of risks to determine the scale and intensity of implementation and measures to be taken to ensure that all possible risks are covered. Measures for protecting sanitation workers from exposure to, and infection with Coronavirus Disease would depend on the type of work being performed and exposure risk, including potential for interaction with people with suspected or confirmed COVID-19 and contamination of the work environment.

Risk mitigation strategies should include using appropriate combinations of social, engineering and administrative controls, safe work practices, and personal protective equipment to prevent sanitation worker's exposures. State Governments can allow Gram Panchayats to procure disinfectants, masks and gloves and sanitizers for stepping up cleanliness in villages on one hand and ensuring health and safety of sanitation workers.

3. Orientation for Sanitation functionaries

All sanitation workers who shall be involved in community outreach, construction of toilets, hygiene promotion, cleaning and maintenance of toilets and implementation of solid and liquid waste management (SLWM) should receive orientation on the suggested protocol at Block and or Gram Panchayat level, following all the norms of social distancing or virtually. The orientation can be provided by Block Development Officer or Gram Panchayat and should include information on basic hygiene practices; social distancing, use and disposal of personal protective equipment. People to be involved in sanitation related work must also be advised to promptly seek medical attention if displaying any signs or symptoms of COVID-19.

4. Minimum Health and Safety Measures suggested for sanitation workers / masons:

The following protective equipment is recommended for sanitation workers / masons when at the worksite during hygiene promotion or construction/maintenance of Individual Household Toilet or Community Sanitary Complexes or implementation of SLWM:

- **Goggles and masks:** to protect eyes, nose and mouth from splashes of water, waste or sewage
- **Waterproof gloves:** to prevent exposure to water, waste or sewage
- **Rubber boots:** to prevent exposure to water, waste or sewage
- **Aprons, sanitizer and soap**

The sanitation workers / masons should also be provided with easy access to hand washing facilities, and training on how to use the protective equipment and to maintain social distancing.

The following are suggested as “minimum” health, safety and hygiene measures that must be ensured by sanitation workers / masons while delivering sanitation and hygiene services in rural areas:

- Ensure appropriate social distancing between any two people at all times
- Always put on all protective equipment when at the worksite
- Disinfect the site selected for construction of toilet using bleaching powder etc before starting work
- Wash hands with soap and water frequently, especially *before* eating or drinking and *after* using the toilet, and *immediately after* removing protective equipment Do not share equipment. Workers should not use other workers’ equipment or work tools
- Remove boots and work clothes before leaving worksite
- Before eating, removed soiled work clothes and eat in designated areas away from work related materials and equipment.
- Avoid touching face, mouth, eyes, nose, or open sores and cuts
- Keep open sores, cuts, and wounds covered with clean, dry bandages
- Gently flush eyes with safe water if any waste or sewage contacts eyes
- Clean contaminated work clothing daily with 1% Sodium Hypochlorite solution (1 part household bleach to 100 parts water).
- Do not spit in the open

Additional Information

The role and responsibilities of Swachhagrahis and Incentives structure which are already circulated in SBM G 2.0 guidelines and elaborated here

Annexure I:

The role and responsibilities of Swachhagrahis can be grouped as follows:

ODF sustainability: Households have access to toilet and use them

a. Facilitating Toilet Construction for new (eligible) households

- Support in Gap analysis survey for new (eligible) households
- Motivate the newly emerged households for toilet construction. *As per SBM Phase II, incentive will be paid for eligible households and others will be motivated to self-fund*
- Increase awareness on appropriate & safe toilet technologies and support in construction of Household toilets of good quality with inputs in supply chain management, as applicable.
- Assist the Gram Pradhan/Sarpanch and GP Secretary to monitor the quality of toilet construction
- Support orientation/ training of masons on twin leach-pit technology toilet and their effective deployment
- Assist Gram Pradhan/Sarpanch and GP Secretary to ensure that all public institutions viz. schools, AWCs, Health facilities and Panchayat Ghar have access to toilets

b. Improvisation and O&M of assets

- Geotag the toilets constructed to ensure transparency
- Increase awareness on the need for repair/ retrofitting of dysfunctional or poorly built household and institutional toilets [as detailed in SBM guideline/ technical manuals]
- Motivate community for repair/ retrofitting of above; as per appropriate & safe toilet technologies mentioned in SBM guideline/ technical manuals
- Assist in repair/ retrofitting through front linkage with trained masons, financing (credit) options etc.

c. Sustaining behavior change

- Increase awareness on regular use of toilets by all; on lines of 'Har koi, Har Roz, Hamesha (All use toilets, at all times)'
- Mobilize community for regular cleaning and maintenance of IHHL as well as institutional toilets
- Organise Prabhat Pheri (morning walks); evening follow-up and Ratri Chaupal (Night meetings) on issues of ODF Plus, including sustainability and SLWM
- Coordinate with local stakeholders, GP, Village Water and Sanitation Committees (VWSCs), ASHAs, AWWs, Teachers, etc. for effective implementation of ODF sustainability activities
- Support in documentation of best practices for cross-learning and scale-up
- Assist Block and District teams in monitoring of the programme's progress in respective village/GP, as per given app/ template

Solid Waste Management

a. Nudging behavior change for ODF Plus

- Raise awareness on the need to reduce the use of plastic, shun the use of 'single use plastic', segregate waste, treatment of bio-degradable waste at source and stop burning of waste (especially plastic) in rural areas
- Help community in exploring possibilities of re-use, re-sale/ recycling of plastic waste at village/ GP level
- Raise community awareness towards regular maintenance, including cleaning of SLWM assets (individual/ community) viz. drains, soakpits, compost pits, leach pits etc.
- Advocate with local stakeholders, GP, Village Water and Sanitation Committees (VWSCs), ASHAs, AWWs, Teachers, etc. for conducting ODF plus activities in the village/ GP
- Assist in developing and conducting orientation/ training plans for Nigrani Samitis at village/GP level
- Conduct community mobilisation events and public meetings with the Nigrani Samitis, community members and other key stakeholders including for events in schools and AWCs on issues associated with SLWM
- Help the block/ district team in monitoring of SLWM initiatives in his/her village

b. Community mobilization for Solid, Liquid Waste Management in the village/ GP

- Support planning for implementation of SLWM activities in the village in the spirit of 'Waste to Wealth.' SBM Phase II guidelines prescribe setting up systems for management of bio-degradable waste (including Gobardhan for cattle waste), non-biodegradable (plastic) waste, grey water, faecal sludge etc.
- Support revival/ construction of individual/ community assets for SLWM viz. biogas plants (Gobardhan), soak pits, compost pits, drains, kitchen gardens, Waste Stabilization ponds, DWATS, waste segregation & storage facilities, trenches etc.
- Catalyze discussion and planning for Faecal Sludge Management in the village. This will include assessment of faecal sludge generated, listing of service providers, forward linkage with facilities as per District's plan.
- Ensure that ODF plus priorities are part of GPDP planning process and get implemented as part of the integrated plan
- Assist Sarpanch and Panchayat Secretary in establishing key processes for SLWM in the village viz. transportation arrangements for solid waste & faecal sludge, forward linkage with waste processing & disposal facilities available at GP cluster/block/ district level, O&M protocols for SLWM assets created (individual/ community), provision of safety gears for waste collectors/ segregators etc.
- Engage local organisations viz. SHGs, youth groups, informal groups, private service providers in rollout of ODF plus activities

c. Promoting Public health and hygiene

- Conduct door to door visits to promote personal hygiene including hand washing with soap, cleanliness at public places including Community Sanitary Complexes etc.
- Create awareness about Covid-19 appropriate behavior through different IEC media viz. wall painting, slogan writing, posters etc.
- Increase community awareness on issues associated with Menstrual Hygiene
- Promote healthy menstrual waste disposal practices including the use of incinerators etc.

d. Visual Cleanliness of village

- Organize ODF Plus awareness building events in the village/ GP. Such events could be organized at public places viz. schools, AWCs, PHCs, Panchayat Ghar, Haat/ Mela, religious places etc.
- Conduct events/ outreach activities to instil a sense of pride towards achievement of ODF Plus status for the village/ GP and also instilling a sense of pride
- Help the district/ block conduct ODF Plus verification of the village: Second verification and subsequent sustainability verifications
- Ensure ODF Plus messaging in the village through ODF Plus branding, Gram Sabha resolution, construction of Model ODF Plus assets etc.
- Document and share learning/ good practices emerging from field. These could be in the form of social media posts, short videos, action photos, success stories etc.
- Ensure wide dissemination of IEC collaterals (photos, social media posts, videos, success stories, factsheet etc.) shared by DDWS/ State/ District to community and key stakeholders through formal and informal networks (including social media).

Annexure II

Incentives for Swachhagrahis

For supporting the rollout of initiatives in the second phase of the programme, incentivization has been proposed for Swachhagrahis as follows. The list is illustrative and other 'ODF Plus related activities' may also be assigned and suitably incentivized, as per State's policy. Further, the incentives are also indicative and may be re-structured as per State's policy.

Activities	Allowable payment of incentive
1. Facilitating sanitation coverage for all eligible households <ul style="list-style-type: none"> Coverage of all eligible households in the spirit of No One Left Behind Motivating New eligible households to construct toilets as per safe technology 	Up to Rs. 150 per toilet
2. Facilitating self-construction of toilets by new (not-eligible) families/ HHs	Rs. 25/ toilet
3. Raising community awareness on following for continued ODF sustainability behaviours. The activities will include door to door outreach (1 visit per fortnight), wall painting (2), sharing key messages using digital media (number of messages shared), distributing pamphlets/ posters etc (number of doc. Distributed). <ul style="list-style-type: none"> Continued usage of toilet by all, at all times Raising awareness and verification reg. cleanliness of toilets Raising mother's awareness regarding safe disposal of child faeces 	Up to Rs. 15 per household per visit
4. Building Community awareness on the following to ensure public health and hygiene. The activities will include door to door outreach, wall painting, sharing key messages using digital media, distributing pamphlets/ posters etc. in a campaign mode. <ul style="list-style-type: none"> Hand washing with soap at regular intervals and at critical times Safe storage of drinking water Maintaining coughing/ sneezing hygiene (wearing masks, covering face etc.) Maintaining social distancing 	Up to Rs. 500 per village/ per month for the campaign period
5. Ensuring that Community Sanitary Complexes (CSCs) are constructed in the village <ul style="list-style-type: none"> Location of CMSC at the recommended sites Construction as per approved design Branding of CMSC, including name of beneficiaries covered 	Rs. 150 per CSC
6. Ensuring that GPs provide for O&M arrangements of the CMSCs <ul style="list-style-type: none"> Constitution of maintenance committee/ body Allocation of O&M task to the above Provision of funding for O&M 	Rs. 50 per CSC
7. Geotagging of toilets in the village	Up to Rs. 5/ toilet
8. Second verification and subsequent sustainability verification(s) of each household along with IPC/ IEC activity to ensure community awareness and participation leading to ODF (S) sustenance	Up to Rs. 15 per household (verification and IPC)
9. Ensuring conversion of household's dysfunctional toilet to functional toilet <ul style="list-style-type: none"> Repair of broken pan 	Rs. 25 per toilet

<ul style="list-style-type: none"> • Choked pipes • Blocked drains • Broken doors/walls/roof etc. 	
<p>10. Ensuring retrofitting of previously constructed toilets (as per safe technology)</p> <ul style="list-style-type: none"> • Addition of a second pit to a single pit toilet • Construction of soak pit with septic tank • Construction of separate pits for in situ toilets etc. 	Rs. 25 per toilet
<p>11. Ensuring following SLWM activities in the village and creating public awareness on the operation and maintenance of the assets created</p> <ul style="list-style-type: none"> • Construction of pucca and covered drains (one time) • Construction of community soak pits (one time) • Construction of community compost pits (one time) • Construction of individual/ community bio gas plants 	Rs. 200 per village (assuming the village will comprise of 50-100 households)
<p>12. Ensuring activities for visual cleanliness in the village</p> <ul style="list-style-type: none"> • Maintenance of drains (monthly) • Maintenance of bio gas plants (monthly) • Cleaning of ponds, drains, streets, local markets, etc. - fortnightly. • Early morning/evening Nigrani, along with the other Nigrani Samiti members - weekly. • Organizing Ratri chaupals/ village meeting on the issue of Swachhata/ ODF sustainability- monthly 	Rs. 200 per village (assuming the village will comprise of 50-100 households) per activity
<p>13. Facilitating ODF sustainability activities</p> <ul style="list-style-type: none"> • Repair and cleanliness of toilets in institutional buildings <ul style="list-style-type: none"> ○ Schools, PHCs, community toilets and sanitary complexes, Anganwadi centres- monthly basis. • Observance of days of national importance viz. Independence Day, Republic day as well as ODF day/ Swachhata day to commemorate the ODF status of the village. • Construction (one time) and maintenance (monthly) of Model Toilet at GP level • ODF branding in the village- wall writings, erection of display board/plaque announcing the ODF status of the village • Passing of resolution in the Gramsabha for the following: <ul style="list-style-type: none"> ○ ODF declaration of the village ○ ODF verification of the village ○ Post -ODF declaration, any new families/ HHS to essentially self-construct their toilet 	Rs. 200 per village (assuming the village will comprise of 50-100 households) per activity