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**GOVT OF ASSAM**  
**ASSAM STATE DISASTER MANAGEMENT AUTHORITY**  
**ASSAM SACHIVALAYA:: ANCILLARY BLOCK:: DISPUR:: GUWAHATI-06**

No. ASDMA.42/2021/21

Date: 19<sup>th</sup> July, 2021

From: Smt. Gyanendra Dev Tripathi, IAS  
Chief Executive Officer (CEO)  
Assam State Disaster Management Authority  
Dispur, Guwahati-781006

To: The Deputy Commissioner & Chairman  
District Disaster Management Authority, Assam  
All Districts, Assam

Ref: No.ASDMA.11/2021/29 Dated 31<sup>st</sup> May, 2021

Sub: **Guidelines for Managing Community Kitchens in Relief Camps/Temporary Shelter**



Sir/Madam,

With reference to the subject cited above and letter under reference, I am to inform you that Hon'ble Chief Minister, Assam desires that inmates in every relief camp should be provided cooked meal at least in initial first 3 days of their stay in the relief camp. DDMA may utilise the arrangements of mid-day meal scheme for setting up community kitchen, as most of the relief camps are set up in the school premises.

In this regard ASDMA has evolved a guidelines for Managing Community Kitchen in relief camps/temporary shelter which is enclosed herewith.

Therefore, you are kindly requested to take necessary action for effective compliance of the same by responsible officers under your jurisdiction and closely monitor its implementation in the Community kitchen set up in Relief Camps/shelters keeping a close watch on maintenance of Covid-19 appropriate behaviour.

This has approval of Chief Secretary Govt. of Assam.

Enclosed: 1. Copy of Guidelines

Yours Faithfully

*Gyanendra Tripathi*  
(Gyanendra Dev Tripathi) 7/17

Memo No. ASDMA/42/2021/21-A

Date: 19<sup>th</sup> July, 2021

Copy to:

1. The Principal Secretary, Revenue & DM Department, Govt of Assam, Dispur for information
2. The Principal Secretary, Health & Family Welfare Department, Govt of Assam for information
3. The Principal Secretary, Food & Civil Supplies Department Govt of Assam for information
4. The Principal Secretary, Social Welfare Department, Govt of Assam for information
5. The Commissioner & Secretary, Revenue & DM Department, Govt of Assam for information & necessary action
6. The Commissioner & Secretary, Public Health Engineering Department, Govt of Assam for information & necessary action
7. The Commissioner & Secretary, P&RD Department, Govt of Assam for information & necessary action
8. The Commissioner & Secretary, Education Department (Elementary), Govt of Assam for information & necessary action
9. The Director, Directorate of Information & Public Relations, Assam for information & necessary action
10. S.O to the Chief Secretary, Assam, Dispur for information

*Gyanendra Tripathi*  
(Gyanendra Dev Tripathi) 19/7



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## Guidelines for Managing Community Kitchens in Relief Camps/Temporary Shelter

The current situation of the COVID-19 pandemic demands strict adherence to protocols related to prevention of COVID-19 at all levels. Hence, COVID-19 specific guidelines are developed to assist responsible officials and personnel on specific measures to be taken in specific context and scenarios. These guidelines are targeted for **Community Kitchens set up in relief camps/Temporary Shelters** in the state of Assam.

Designation	Role & Responsibilities
Lot	<b>Pre-Disaster</b>
Mandal/Gaon	<ul style="list-style-type: none"><li>Identify safe and hygienic space (away from toilet, drains, etc.) to set up community kitchen within the designated relief camps in the villages/Revenue Circles.</li><li>In case of schools used as relief camps, mid-day meals kitchen and its tools to be pre-arranged for setting up of relief camps.</li><li>To map the requirement of cooking gas cylinders based on availability and identify options for instant procurement/refilling of gas cylinders for use in community kitchens</li><li>Identify safe location to dispose organic and inorganic food waste generated from community kitchen.</li><li>Identify and list of available resources for community kitchen in designated relief camps such as utensils and submit the list to the Revenue Circle Officer (RCO).</li><li>Identify and list community institutions such as religious groups, cultural groups, Community based societies, SHGs etc. in the neighboring villages of relief camp site who have large cooking tools and utensils for community events including cooking and establish a dialogue for mobilizing these resources for community kitchen on a voluntary basis</li><li>In case of unavailability of mid-day meals or community level assets, identify tent houses/vendors and develop a list of such vendors who can supply cooking tools, utensils, cooking gas etc. which can instantly hired. Coordinate with Revenue Circle Officer and share details of such vendors for their engagement through transparent selection process.</li><li>Prepare a list of safety and cleaning items such as number of PPE kits, soaps, brooms, floor mops, etc. required for cooks, cleaners, volunteers, etc., for cleaning of relief camp and community kitchen, and submit the list to the Revenue Circle Officer</li><li>Prepare the list of designated cooks and helpers for the relief camps and submit the list to the Revenue Circle Officer. Those already engaged in mid-day meals cooking may be enlisted or SHGs may be identified to provide cooking support in community kitchens set up in camps</li><li>Ensure that all stakeholders engaged in operationalization of Community Kitchens are sensitized on optimal Infant and Young Child Feeding (IYCF) practices.</li><li>Ensure that all stakeholders engaged in operationalization of Community Kitchens are sensitized on need for strict adherence to Infant Milk Substitutes act (IMS Act). This act bans any kind of promotion/distribution of breast milk substitutes and baby foods among babies under two years of age.</li><li>Identify a safe and well ventilated storeroom for storing food raw materials and products. Ensure that the storeroom is properly cleaned and maintained before being used</li><li>Pre-position fire safety equipment's/materials near/inside identified kitchen and ensure that no inflammable products are stored near the fire source</li><li>Coordinate with Gaon Panchayats, Anganwadi Workers, Teachers etc. to explore feasibility of establishing community kitchen garden in pre-identified relief camps</li><li>Ensure that water filters to be arranged in the camps. Clean drinking water should be made available to inmates while meals are served</li></ul>
Burah	

**During Disaster**

- Coordinate with the Revenue Circle Officer to engage workers to clean and sanitize (using 0.5% chlorine or 1% hypochlorite solution) **the relief camp and community kitchen before & after they are being use every day.**
- Coordinate with the Revenue Circle Officer to deliver the utensils, cooking and cleaning items (if not available locally from sources within the village) for setting up the relief camp and community kitchen in the designated relief camps.
- Coordinate with the Revenue Circle Officer to deliver seasonal fruits, vegetables and nutritious food items for children, pregnant/lactating women, and elderly camp inmates
- Coordinate with Revenue Circle Officer to engage vendors such as tent houses and others for cooking gas, cooking utensils, tools etc. Ensure that only cooking gas is used in community kitchen
- Ensure that in no case firewood is used in camps to prevent/avoid any possible health and environmental impact
- Coordinate with the Revenue Circle Officer to engage the cooks and helpers to manage the community kitchen in the designated relief camps.
- Ensure that community kitchens do not allow any form of tobacco, smoke or any illicit drugs as the entire relief camps is a no-spitting and no-smoking zone
- Coordinate with the Revenue Circle Officer to provide dustbins for disposal of solid waste.
- Coordinate with the Public Health Engineering Department (PHED) to test the water quality from the source and ensure potable water is available for cooking purpose.
- Ensure adherence to global Infant and Young Child Feeding recommendations and strict adherence to Infant Milk Substitute Act. Babies under 6months of age should be exclusively breastfed, and no other liquids/water to be given. Children 6months to 23months of age should be provided locally prepared hot cooked meal comprising of cereals, pulses, diverse vegetables, fruits and eggs.
- Coordinate with AWWs to ensure continuity of Take Home Ration (THR) distribution for all eligible women and children at relief camps during disasters.

**Post Disaster**

- Coordinate with the Revenue Circle Officer to engage workers to clean and sanitize the relief camp and community kitchen before decommissioning them.

**Camp In-Charge**

- Coordinate with Lot Mandal to clean and sanitize the relief camp and community kitchen before they are being used.
- Monitor the health condition of the cook/s, helpers and volunteers who are selected to manage the community kitchen.
- Ensure that cook/s, helpers and volunteers are wearing masks, aprons, washing hands regularly, covering their head with cap/gamusa/cloth, maintaining physical distance while they are on duty.
- **All the cooking personnel, Helpers, Cleaners and others associated with cooking to be vaccinated for COVID-19 on priority basis**
- **Mandatory testing for COVID-19 (RAT/RTPCR) to be ensured on every new entry of cooking personnel, helper, staff, cleaning personnel & others associated in the community kitchen**
- **Regular checkup for COVID-19 symptoms by health personnel to ensure for all the cooking staff.**
- Ensure that Covid Vaccination Certificate should produce by the cook, helper and the Anganwadi workers for preparing & serving the food.
- **Cooking & distribution procedure to be designed in such a way , so that distance of 6ft is maintained during all the procedures**
- If cook/s, helpers and volunteers are using reusable masks, caps, aprons, etc., they should be washed daily. Every day a fresh set should be used by them.
- Ensure that the kitchen is cleaned and sanitized daily.

- Ensure that only potable water is used for cooking purpose.
- Ensure promotion of exclusive breastfeeding at relief camp for lactating women (with babies under 6 months of age) and on complementary feeding for mothers of children 6-23 months of age. Coordinate with Anganwadi Workers to provide Infant and Young Child Feeding counselling to lactating women and mothers of children under the age of two years.
- Children 6 months to 23 months of age should be provided locally prepared hot cooked meal comprising of cereals, pulses, diverse vegetables, fruits and eggs. In addition, dry food like rice, salt, pulses, rice powder (pithaguri), flattened rice (sira), puffed rice (muri), kumol saul, jaggery (gur), egg, suji, ground nut etc. to be kept ready to distribute at relief camp. No distribution of packaged and processed foods such as chips, noodles, packet juices etc.
- Coordinate with Anganwadi Workers to ensure continuity of Take Home Ration distribution for all pregnant women, lactating mothers and young children at relief camps during disasters.
- Ensure adherence to global Infant and Young Child Feeding recommendations and strict adherence to Infant Milk Substitute Act at the camp: No distribution of Breast Milk Substitutes (BMS), feeding bottles or teats and Infant food at relief camp.
- No person other than a health care worker can share information on or demonstrate use of infant milk substitutes, infant foods or feeding bottles to mothers of children under the age of two years.
- Coordinate with ASHA/AWW/AWH to ensure continuity of other nutrition related services especially screening for malnutrition and Iron folic acid supplementation for children under five years.
- Ensure that no animals are inside the premises of the community kitchen

**Cook**

- Wear mask at all times in the relief camp premises.
- Cover the head using a cap/gamusa/cloth and apron in the kitchen.
- Wash hands for at least 20 seconds before entering the kitchen, before cooking and after using the toilet.
- Encourage camp inmates to practice frequent handwashing (Especially before feeding children)
- Wash reusable masks, caps, aprons, etc. daily and wear a fresh set each day.
- Ensure that fruits and vegetables (to be consumed raw) are thoroughly washed using potable water and 50 ppm chlorine (or equivalent solution) before consumption or storage.
- Avoid large gatherings while distribution of food. Stagger distribution timings. to avoid crowding and inform the recipients in advance of the distribution schedule
- Ensure safe storage of all cooking items before and after cooking. Any cooked product shall be kept tightly covered and should be monitored
- Ensure that only fresh food is served to the people and in no case any left out are used which may lead to food poisoning

**Helpers/  
Volunteers**

- Wear mask at all times in the relief camp premises.
- Cover the head using a cap/gamusa/cloth and apron in the kitchen.
- Wash hands for at least 20 seconds before entering the kitchen, before cooking and after using the toilet.
- Wash reusable masks, caps, aprons, etc. daily and wear a fresh set each day.
- Wash fruits and vegetables (to be consumed raw) are thoroughly washed using potable water and 50 ppm chlorine (or equivalent solution) before consumption or storage.
- Wipe the ingredient packets 50 ppm chlorine (or equivalent solution) before opening them.
- Wear gloves while serving food to the inmates.
- Segregate the organic and inorganic food waste and put them in separate dustbins.

**Cleaners**

- Wear mask at all times in the relief camp premises.
- Wash hands for at least 20 seconds before entering the kitchen, before cooking and after using the toilet.
- Clean and disinfect (using 0.5% chlorine or 1% hypochlorite) frequently touched surfaces (door knobs, hand rails, benches, washroom fixtures, etc.).

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- For cleaning metallic utensils, use potable water, detergent and 70% alcohol-based disinfectant. Sun dry the utensils and store them in a clean location above the ground.
  - Wash the cleaning cloths daily using potable water, detergent and 70% alcohol-based disinfectant. Sun dry them and store them in a clean container.
  - Regularly clear the food waste bins and dispose the waste safely away from the relief camp premises in the designated location.

*Refer to the Food Hygiene and Safety Guideline issued by FSSAI [here](#).*

**Issued in Public Interest**

Assam State Disaster Management Authority,  
Government of Assam,  
Dispur, Guwahati-06