

**Standard Operating Procedure to be followed during Prisoners' interview in view of COVID-19 in all Prisons of Tamil Nadu State from 16.8.2021**

- 1) Interview shall only be allowed on advance booking through E-Prison Visitors Management System or Telephone. The existing landline numbers (Incoming Facility Only) shall be used for Booking Interview.
- 2) Registrations shall be booked 7 days prior to the date of interview and least one day (24 Hours) before the interview.
- 3) Only one interview shall be permitted to a prisoner once in 15 days.
- 4) Maximum two visitors at a time shall be permitted to meet the inmate during interview.
- 5) The interview timing should be between 9.00 AM to 2.00 PM on all days except Saturdays / Sundays / Gazetted Holidays
- 6) Time duration of interview should be 15 minutes
- 7) Visitors should arrive 30 minutes before the time of interview for verification.
- 8) Visitors must produce 2 dose vaccination certificate or covid-19 negative test report taken within 72 hours of interview, which should be enclosed with Interview Declaration Form.
- 9) Proper thermal screening and sanitization of the visitors should be done at the Main entrance and Visitors hall entrance. The provision of soap/ hand sanitizer for washing hands should be available in Prison premises
- 10) No visitor without Face Mask should be permitted inside the prison complex. Maintaining social distancing should strictly be enforced.
- 11) The staff deputed for duty at Visitors Registration Hall and Interview Room should wear proper face mask, face shield, gloves and follow social distancing norms
- 12) Sanitization of interview Room on both the sides should be done before and after interview

- 13) Distance of minimum 1 meter and maximum 2 meters should be maintained between the prisoner and visitor
- 14) Distance of 1 meter should be maintained between each visitor and each prisoner during interview.
- 15) The prisoners should wear face masks during the interview.
- 16) The interview/Declaration form in the enclosed Proforma should duly be filled by the visitors without any columns left declaring that they have not been in close contact with a person with covid-19 infection recently. Interview should not be permitted if applicant is found covid-19 suspect.
- 17) One set of clothes along with undergarments may be permitted to be received by inmates after family interview. However, it would be mandatory for all inmates to immediately wash the clothes received before using them
- 18) Any extra belonging carried by the visitors shall be kept safety in the cloak room
- 19) Maximum number of interview allowed for any day shall be as follows;-

C.P-I	C.P-II	VLR	CUD	TRY	MDU	PCO	SLM	CBE
100	200	100	75	150	200	150	75	200

SPW, Puzhal	SPW, Vellore	SPW, Trichy	SPW, Madurai	SPW, Coimbatore
25	25	25	25	25

Name of the Prison :  
Name of the Superintendent :  
Serial No :

Date:

**Interview Declaration / Screening form in view of COvid -19  
Pandemic**

Petitioner's ID :-----

Name:----- Father's Name:-----

Age :----- Sex:----- Mobile No:-----

Address:----- Body Temperature:-----

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Prisoner's Name : -----

Civil/Criminal/Remand/Convict Prisoner : -----

Name of Father/Husband :-----

Date of admission in Prison :-----

Relationship with Prisoner : Father/ Mother/ Spouse/ Brother/  
Sister/Advocate/Other relatives

<b><u>COVID – 19 Questionnaire</u></b>			
		<b>Yes</b>	<b>No</b>
1	Do you have any symptoms of COVID – 19		
2	Do you have Difficulty in breathing?		
3	Have you travelled to any containment zone declared by Government in India.		
4	Exposure to a confirmed Covid-19 case Or to Suspicious patient in the last two weeks?		
5.	Have you travelled from any foreign country in the last 14 days		
6.	Whether taken 2 doses of Vaccination or not? If no, Covid -19 tested or not?		
7.	Whether Certificate enclosed?		
8.	<b>I HAVE DOWNLOADED AAROGYA SETU APPLICATION</b>		

In wake of Covid-19 pandemic, I have come for interview. I have no objection to any procedure being followed by Prison Authorities for my Safety from covid-19.

If I happen to be asymptomatic carrier or an undiagnosed patient with Covid-19 disease, I know it may endanger the staff. It is my duty and responsibility to take appropriate precautions and follow the protocols prescribed by the authorities.

I also know and understand that I may get infection from this place/persons here and I will take every precaution to prevent this from happening, but I will not hold this prison accountable if such infection occurs to me or my accompanying person.

I have read the above instructions issued by concerned prisons regarding preventive measures for COVID-19 and undertake to abide them.

Signature and Thumb Impression-----