

**PROHIBITION AND EXCISE DEPARTMENT**

From

To

Thiru D. Mohan, I.A.S.,  
Commissioner of  
Prohibition and Excise  
Chepauk, Chennai – 600 005.

The District Collectors,  
All Districts (W.E)

**Letter No. P&E 2(4)/2392/2020 dated: 03.09.2020.**

Sir/Madam,

**Sub:** Prohibition and Excise Department – Clarification requested from the Government to permit all the FL2, FL3, FL3A, FL3AA and FL10 Licences in the State (Except in containment zones) to function – Clarification Received – **FL2, FL3, FL3A, FL3AA and FL10 Licences (Except in containment zones) permitted to function after duly following the Standard Operating Procedures-Regarding.**

- REF:**
1. G.O (Ms.) No. 447, Revenue and Disaster Management (DM-IV) Department, dated 31.08.2020
  2. CPE Lr No. P&E 2(4)/2392/2020 dated 01.09.2020 addressed to the Government
  3. Govt Lr No. 20657/DM-IV/2020-1 dated 02.09.2020 addressed to the Commissioner of Prohibition and Excise.

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I invite your kind attention to the references cited above.

2) The Government of Tamil Nadu issued orders vide reference first cited above to extend the lockdown period in the State until **24:00 hrs of**

**30.09.2020** and it has been stated in the above Government Order in Para 2(II) that the following activities shall be allowed in addition to the existing permitted activities from 00 hrs of 01.09.2020 throughout the State (Except in containment zones):

**"Hotels, Resorts, Recreation Clubs and other hospitality services like Clubs are permitted to function after duly following the Standard Operating Procedures."**

3) **In the above Government Order, Bars have not been mentioned in the prohibited list of activities.** Further, Hotels, Resorts, Recreation Clubs and other hospitality services like Clubs have also been permitted to function from 01.09.2020 throughout the State (Except in containment zones).

4) Therefore the Commissioner of Prohibition and Excise requested the Government vide reference second cited to clarify as to whether the **bars** in all the FL2 Licences (Recreation Clubs), FL3 Licences (Star Hotels), FL3A Licences (Hotels run by the Tamil Nadu Tourism Development Corporation), FL3AA Licences (Hotels run by the Franchisee of Tamil Nadu Tourism Development Corporation) and FL10 Licences (Airport Restaurants) throughout the State (Except in containment zones) may be permitted to function after duly following the Standard Operating Procedures.

5) The Government vide reference third cited clarified to the Commissioner of Prohibition and Excise that, in view of the orders issued in the Government Order cited in the first reference, the bars in all the FL2 Licences (Recreation Clubs), FL3 Licences (Star Hotels), FL3A Licences (Hotels run by the Tamil Nadu Tourism Development Corporation), FL3AA Licences (Hotels run by the Franchisee of Tamil Nadu Tourism Development Corporation) and FL10 Licences (Airport Restaurants) throughout the State (Except in containment zones) **may be permitted to function after duly following the Standard Operating Procedures.**

6) Based on the above clarification received from the Government, you are hereby requested **to permit the bars** in all the FL2 (Recreation Clubs), FL3 (Star Hotels), FL3A (Hotels run by the Tamil Nadu Tourism Development Corporation), FL3AA (Hotels run by the Franchisee of Tamil Nadu Tourism Development Corporation) and FL10 (Airport Restaurants) Licences in your jurisdiction (Except in containment zones) **to function with immediate effect after duly following the Standard Operating Procedures and send a compliance report to this office.**



7) **A copy of the Standard Operating Procedure for the Bars in Hotels and Recreation Clubs to contain the spread of COVID-19 is enclosed herewith for your kind perusal.** I request you to issue suitable instructions to your Deputy/Assistant Commissioners (Excise) **to ensure that the Bars in the above licenced premises** (Except in containment zones) **function only after duly following the Standard Operating Procedures laid down by the department.**

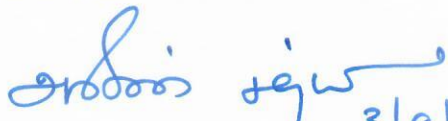
8) I also request your Deputy/Assistant Commissioners (Excise) **to sensitize the licencees on the above Standard Operating Procedures and ensure that they comply with these guidelines.** Any licensee or person violating the above Standard Operating Procedures shall be liable to be prosecuted against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of IPC, and other legal provisions as applicable.

Yours faithfully,  
Sd/-D.Mohan.

Commissioner of Prohibition and Excise

Copy to:

1. The Additional Chief Secretary to Government, Home, Prohibition and Excise Department, Secretariat, Chennai- 9.
2. The Principal Secretary-I to the Hon'ble Chief Minister, Secretariat, Chennai-9.
3. The Managing Director, TASMAC, Egmore, Chennai-8 **(with a request to resume liquor supply to the licencees (Except in containment Zones))**
4. The Additional Director General of Police (Enforcement), Chennai-4.
5. The Zonal Superintendents of Police (Enforcement), Chennai, Salem and Madurai Zones.
6. The Special Personal Assistant to the Hon'ble Minister (Electricity, Prohibition and Excise), Secretariat, Chennai- 9.
7. The Deputy Commissioners (Excise), Chennai and Coimbatore & the Assistant Commissioners (Excise), all districts.

HT.   
3/9/2020.  
For Commissioner of Prohibition and Excise

**PROHIBITION AND EXCISE DEPARTMENT**  
**STANDARD OPERATING PROCEDURES**  
**FOR THE BARS IN HOTELS AND RECREATION CLUBS TO CONTAIN THE**  
**SPREAD OF COVID-19**

The Deputy/Assistant Commissioners (Excise) of all the districts have to ensure that the following instructions are strictly complied with by the FL2/FL3/FL3A/FL3AA Licencees in non-containment zones.

**I. Generic Measures to be followed by the visitors/staff /workers in the Bars in Hotels and Recreation Clubs:**

- i. Individuals should maintain physical distancing of at least 6 feet as far as feasible.
- ii. Use of face covers/ masks is mandatory. The face cover/ masks have to be worn at all times inside the bars in Hotels and Recreation Clubs.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Alcohol-based hand sanitizers (for at least 20 seconds) can also be used for cleaning the hands.
- iv. Respiratory etiquettes involving strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly should be strictly followed.
- v. Self-monitoring of health by all and reporting any illness at the earliest to state and district helpline.
- vi. Spitting shall be strictly prohibited
- vii. Installation & use of Aarogya Setu is advised

**II. Guidelines to the Hotel/Club Management:**

- i. Provision of **Hand hygiene (sanitizer dispenser)** and **Thermal screening** of the staff and members/their guests should be made available at the entrance to the Bars and **Non touch infra-red thermometers** shall be used for screening of fever cases
- ii. Details of the visitor (travel history, medical condition etc) along with ID and



self-declaration form along with contact details of one person must be provided by the visitor to the Bar at the reception/ Bar entrance

- iii. Adequate manpower shall be deployed by the management for ensuring social distancing norms.
- iv. Staff should additionally wear gloves and take other required precautionary measures.
- v. All employees who are at higher risk i.e., older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
- vi. Proper crowd management in the parking lots and outside the premises duly following social distancing norms shall be ensured.
- vii. Valet parking, if available, shall be operational with operating staff wearing face covers/masks and gloves as appropriate. Proper disinfection of steering, door handles, keys etc. of the vehicles should be taken up.
- viii. **Large gatherings/congregations, conduct of musical events and cultural programs in the dance floor, continue to remain prohibited**
- ix. Preferably separate entry and exits for guests, staff and goods/supplies shall be organized.
- x. Physical distancing of a minimum of 6 feet should be maintained when queuing up for entry and inside the Bar in Hotel/Club as far as feasible.
- xi. Specific markings may also be made with sufficient distance to manage the queue and ensure social distancing in the premises.
- xii. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
- xiii. Use of escalators with one person on alternate steps may be encouraged.
- xiv. Posters/Standees on preventive measures about COVID-19 to be displayed prominently. Audio and Video clips to spread awareness on preventive measures for COVID-19 should be regularly played.
- xv. The Reception/Entrance area to the Bar in the Hotel/Club should be cleaned and disinfected immediately after a guest leaves the Reception Counter



- xvi. Guests who are at higher risk i.e those who are older, pregnant or those who have underlying medical conditions are not allowed to enter the bar premises attached to the Hotels/Clubs
- xvii. Guests should be prohibited from visiting Hotels/Clubs falling within containment zone.
- xviii. Required precautions while handling liquor stock supplies, inventories and other goods inside the Bar in Hotel/Club shall be ensured.
- xix. Appropriate personal protection gears like face covers/masks, gloves and hand sanitizers etc. shall be made available by Hotel/Club to the staff working in the Bar as well as the guests visiting the Bar.
- xx. Gaming Arcades/Children Play Areas (wherever applicable) shall remain closed.
- xxi. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30-degree Celsius, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate. **Air circulation system should allow fresh/treated fresh air with fresh air level more than 50%.**
- xxii. Effective and frequent sanitation within the Bar premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas. Deep cleaning of all washrooms shall be ensured at regular intervals
- xxiii. Bar Floors should be cleaned and disinfected very frequently.
- xxiv. Area outside the Bar premises in the Hotel/Club, parking lots should also be disinfected frequently.
- xxv. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all guest service area and common areas.
- xxvi. Housekeeping staff to be informed & trained about norms for waste management & disposal
- xxvii. Proper disposal of face covers/masks/gloves left over by guests and /or staff should be ensured
- xxviii. Persons above 65 years of age, persons with co-morbidities and pregnant women



are not allowed to enter the bar premises attached to the Hotels/Clubs

### **III. In case of a suspect or a confirmed case in the Bar premises:**

- a. Place the ill person in a room or area where they are isolated from others
- b. Provide a mask/face cover till such time he/she is examined by a doctor
- c. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- d. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection
- e. Disinfection of the entire premises to be taken up if the person is found positive

### **IV. Guidelines to be followed inside the Bars located in the Hotels/Clubs:**

- a. Mandatory disinfection of the licenced premises and vehicles which enter the premises
- b. The following areas in the licenced premises are to be disinfected and cleaned compulsorily **twice** a day, every morning (prior to commencement of business operations) and evening (after closure), using **user friendly disinfectant mediums**. These areas include:
  - Entrance gate of building and exit of building.
  - Cafeteria and canteens.
  - Recreation rooms/Meeting rooms/ conference halls/open areas available/ verandah etc.
  - Equipments and lifts.
  - Wash room, toilets, sinks, wash basins, water points etc.
  - Walls and all other surfaces.
  - All surfaces frequently touched by hands including dining tables & chairs in bars, restaurants, kitchen vessels, gym equipments etc.
  - The floors should be cleaned with 1% Hypochlorite solution (1Kg Bleaching powder in 30 litres of water or 3 Kg bleaching powder



in 100 litres of water).

- Knapsack sprayers shall be used for disinfecting inside the building and power sprayers shall be used for disinfecting outside the building areas and water wash pumps shall be used for spraying and cleaning shall be done by wet mopping. Dust generating dry cleaning process to be avoided.
  - Provision for sufficient disinfectants for spraying on all vehicles entering the licenced premises and also earmark parking slots with a safe distance from each other.
- c. Provision of **Hand hygiene (sanitizer dispenser)** and **Thermal screening** of the staff and members/their guests should be made available at the entrance to the Bars and **Non touch infra-red thermometers** shall be used for screening of fever cases.
- d. **Guests having fever and other symptoms should not be permitted to enter the Bars.**
- e. Provision of adequate quantity of **hand wash & sanitizers preferably with touch free mechanism** should be made at all entry and exit points and all the common areas.
- f. Provision of **sufficient Face Masks**, sanitizers, disinfectant and any other protective clothing for the staff and workers at any point of time.
- g. **Visitors without face masks shall be disallowed** to enter the premises. Face Masks shall be provided by the management to such persons, if necessary.
- h. Provision for **digital pulse oxymeter** shall also be made available at the bar entrance to detect for abnormal oxygen saturation levels.
- i. The licencees shall compulsorily maintain a **register with the contact details** of all the members and guests who are visiting the Bar to **facilitate contact tracing, if the necessity arises.**
- j. **In bars, not more than 50% of seating capacity to be permitted.**
- k. **Adequate crowd and queue management to be followed to ensure social distancing norms.**
- l. **The seating arrangement should ensure adequate social distancing between**



patrons as far as feasible. **"No Service"** boards may be placed on the dining tables in the Bars in order to maintain and ensure social distancing.

- m. Hand sanitizers should be made available in all the dining tables in the Bars
- n. **Dining Tables, Chairs should be disinfected with clinically approved disinfectants immediately after every service.**
- o. **Contactless mode of ordering liquor and digital mode of payment (using e-wallets) to be encouraged in order to avoid cash transactions.**
- p. Sensitize staff to adopt hygienic practices in work place such as regular cleaning of hands using soap/sanitizer.
- q. Issuing of ID cards to all the employees and planning of strict access control and ensure a total ban on non-essential visitors in the premises at any point of time.
- r. **Ensuring only medically fit persons, without any co-morbid conditions and below 55 years of age are only called for work.**
- s. **Ensure no employee from containment zone is called for work.**
- t. If any workers working in the Bar in Hotel/Club have cough, cold or fever, they should not be permitted to enter the bar and they should be instructed to consult a Government Doctor immediately, get tested and follow instructions given by the Doctor. This should be strictly ensured by the manager/in-charge of the Bar.
- u. **Large gatherings or meetings inside the premises should be strictly prohibited**
- v. **All licencees to do away with dance floors and spaces earmarked for similar forms of such entertainment.**
- w. Licencees which are **fully air-conditioned** shall follow the guidelines prescribed by the **CPWD** which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30 degrees and the relative humidity should be in the range of 40-70% and intake of fresh air should be as much as possible with adequate scope for **cross ventilation**. **Air circulation system should allow fresh/treated fresh air with fresh air level more than 50%.**
- x. Provision of **CCTV cameras** within the licenced premises for real time live



screening and monitoring facilities by the Commissioner of Prohibition and Excise.

- y. Any licensee or person violating these measures shall be liable to be prosecuted against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of IPC, and other legal provisions as applicable.

**V. Kitchen of the Bars located in the Hotels/Clubs:**

- a. In the kitchen, the staff should follow social distancing norms at workplace.
- b. The raw materials viz., vegetables, etc., should be cleaned well before cooking.
- c. All the cutleries and crockeries should be washed in soap water and sterilized after every use.
- d. It should be ensured that the chefs including other workers in the kitchen are wearing apron, head wraps, face masks and gloves. If reusable aprons are used, it should be laundry washed after every use. Gloves, masks should be removed and discarded if they become soiled or damaged and a new pair worn. The used face masks, head wraps and hand gloves should be disposed off safely
- e. The kitchen area including floors and cupboards should be cleaned with clinically approved disinfectants very frequently.

Sd/-D.Mohan.

Commissioner of Prohibition and Excise



For Commissioner (Prohibition and Excise)

3/9/2020