



The
PESHAWAR HIGH COURT
Peshawar

All communications should be addressed to the Registrar Peshawar High Court, Peshawar and not to any official by name.

 **Exch:** 9210149-58
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INSTITUTIONAL RESPONSE TO CORONAVIRUS

The Competent Authority has been pleased to approve the following SOP for prevention of spread of the pandemic Coronavirus (COVID-19):

ADMINISTRATIVE MEASURES:

a) MAIN GATES OF PESHAWAR HIGH COURT:

- I. The security staff at main gates must be minimum to maintain 6 feet distance.
- II. Entry of **litigants, lawyers and employees** shall be managed in such a manner that two meter distance from other people is maintained to prevent droplet spread.
- III. Nobody **without wearing a facemask** shall be allowed to enter the premises of Peshawar High Court.
- IV. All the visitors including lawyers shall be advised to **wash hands and use sanitizers** before entering the security check area.
- V. Employees of Peshawar High Court suspected of Covid-19 shall not be allowed to enter the premises till further orders. Administration of PHC will share the list of suspect employees with the security In-charge.
- VI. The security check area shall be disinfected thrice a day.
- VII. All the security staff shall wear **personnel protection kits** i.e. gloves, facemask, gowns etc.
- VIII. Only necessary litigants shall be allowed to attend the court; Entry of unnecessary parties shall be rejected.
- IX. Body search shall be avoided while walk through gates and metal detector be used. In case body search is inevitable, sanitizer shall be used after every search.
- X. Body temperature of the visitors shall be measured using thermal gun. There will be **separate desk/sitting area in open area** for staff of BHU and visitors, who has fever, where he will be interviewed and examined.
- XI. Doctor on duty shall respond swiftly in case of any suspect and follow the SOP/protocols of the Government and coordinate with the relevant stakeholder to deal with the Covid-19 patients.
- XII. Instead of allowing the litigants to gather in the crush hall it ought to be out of bound limit and the litigants ought to wait outside the crush hall in the lawn etc. The calls to courts may be made through sound system.
- XIII. All the security staff shall be briefed by the **Incharge Security** to follow the SOP strictly and also ensure that any employee exhibiting symptoms understands the need not to come into work and self-isolate.
- XIV. The Assistant Registrar (Mgt) shall extend full support for disinfecting the area, providing benches/desks for in open area and supply of essential items i.e. soap, sanitizer, gloves, face mask, gowns etc.
- XV. The disinfectants tunnels if possible ought to be procured from Relief & Rehabilitation Department.



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- XVI. Additional vigorous training campaign be carried out at this period of lull so that the staff and officers are trained for the main influx of people expected after this lockdown is cessated.
- b). **DEALING WITH JUDICIAL RECORD:**
- I. After institution, each file shall be sanitized through spraying on the file cover.
 - II. While sending the files to the Court or from one office to another, each one shall be similarly sanitized.
 - III. The officials, receiving the files at Court/office, shall also repeat the same practice before handling the files.
 - IV. In all wings/offices, a special carrier box be installed which should be airtight where the record on receipt is stored.
 - V. Thereafter the concerned trained staff members shall put on all necessary protective gears and shall disinfect the record through spray.
 - VI. This exercise be carried out in each and every office reaching up to the Hon'ble Courts.
 - VII. At the Hon'ble Courts when the record is placed before the Hon'ble Judges, the same procedure be repeated.
 - VIII. A sizeable number of the staff be trained during this period of lull so that they have the requisite skills to deal with record when the courts are fully functional.
 - IX. For protecting the Hon'ble Judges, staff & officers against the outbreak of this virus through the Judicial record the health experts suggested that they ought to wear gloves and masks invariably.
 - X. The gloves and masks ought to be discarded on daily basis.
 - XI. On daily basis the offices from where these records travel needs to be disinfected through disinfectants (Sodium hypochlorite).
 - XII. Each and every page of the record needs to be disinfected and only then there could be certainty that the virus would not spread.
 - XIII. These measures need to be carried out for a long span of time as long as the outbreak of the virus continues.

By order of Hon'ble the Chief Justice


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Endst: No. 53571-620/Admn:

Dated Pesh the 11 / 04 / 2020

Copy forwarded for information and necessary action to: -

1. The Advocate General, Khyber Pakhtunkhwa, Peshawar.
2. All the Principal Officers in the Peshawar High Court, Peshawar.
3. All the Directors in SDJ, Peshawar High Court, Peshawar.
4. The Deputy Attorney General for Pakistan at Peshawar.
5. The Secretary High Court Bar Association, Peshawar.
6. All the ARs/Readers/Head of Branches in Peshawar High Court, Peshawar.
7. All the Court/Private Secretaries of this Court for placing the same before the Hon'ble Judges for their kind information.
8. The Director (IT), Peshawar High Court, Peshawar.
9. Website/Notice Board.


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