

SOP – Office working – in times of COVID-19 Endemic

This SOP is prepared to extend guidelines for ensuring safe and secure work place for all stake holders viz. Directors, Employees, Contractors, Suppliers, Customers, Contract workers, Trainees, Visitors & Family members of all. Precautionary measures are to be ensured at Office.

- For visitors:**
- **Explain the process -if agrees- only then follow below-
(Otherwise – ask to vacate office premises)**
 - Sanitize Hands – Provide Gloves to be worn at all times
 - New Face mask to be given and worn at all times
 - Viral Spray to be done on clothes
 - Thermal scanning – and result to be mentioned in register
 - Visitor Register to be maintained & signed by visitor
 - Avoid going inside – discuss using social distancing
 - Ensure contactless visit

- For staff:**
- (Do not come to office if you have any symptoms such as : Cough, Fever, Breathing Difficulty – Doctor report / prescription to be Whatsapp’ed to HR Deptt.)

Explain the process once and to be followed daily

- “AROGYA SETU” app is must on all mobiles and to remain active (i.e. Bluetooth & Location)
- Sanitize Hands every time staff enters office during day
- Face mask to be given in morning and worn at all times
- Viral Spray to be done on clothes
- Daily Thermal scanning – result to be registered
- Ensure social distancing while working
- Wash hands frequently with soap – specially
 - After using Restroom
 - Before & after Lunch break
- Ensure contactless discussions & avoid grouping
- Immediately inform HR Deptt. in case feeling unwell
- Fumigation/Sanitisation of premises to be done in morning & evening
- Practice same at home & Avoid unnecessary travel