

SOP for Social Distancing: Offices, Workplace, Factories and Establishments

SOP!
Standard Operating Procedures



Effective Date: This SOP shall be implemented with immediate effect based on the advisory issued by Head Office from time to time.

Purpose: The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed for resuming work at our Offices and Units.

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

Corona CORE TEAM has been created at Head Office level to coordinate all efforts towards prevention and containment of spread of COVID-19.

List of Team are as following:

Name	Designation	Contact details
	At least 2 people from this list should be in office and take care for HO arrangement for operational & safety measure & ensure it is followed all times.	These all or present team members in office will ensure that the sanitization& other safety measures must be followed in their presence.

Success. Nothing Less.

- COVID 19 crisis is a universal crisis. “Under such a situation, aligning with the national policy and government guidelines we will progressively resume operations in a graded manner. However, post lockdown we must continue to take all necessary precautions for a much longer duration. Aspects like 'Social distancing' will have to be integrated into our lifestyle.”
- The policy revolves around safety, for self, Safe at Home, Safe for family, Safe in Transit, Safe of Colleagues, Safe at Workplace and Safe for Community.
- "To facilitate this change, our COVID-19 Task Force, under guidance of management, has worked out a detailed SOP for safe start of operations. Each element of this plan integrates YOUR SAFETY at the core. Guidelines include starting from home to going back safely,".
- The SOP details aspects like behaviour at workplace, usage of work station; equipment's and other common facilities, guidelines in case of sickness and health emergency are explained in detail.

The following measures shall be implemented:

- Each employee self-declaring their health status as per the prescribed Performa (Self-Declaration Form). Evaluate each employee's health situation (based on self-declaration). They also have to declare their family member age & health conditions who they are residing with or in close connection or meet with them regularly.
- "Arogya Setu" app must be installed in your phone and update your data in it. Keep it always connected with it.
- Permit employee to attend office only when the employee is healthy.
- Those requiring monitoring will be referred for medical advice before resuming work. People having symptoms of fever, cough, vomit, diarrhoea, etc. should be directed to not resume work without proper joining advice/fitness certificate from the Medical Officer.
- Details of such employees to be shared with Unit Head at Units and HOD at HO.
- There will be regular sanitization of all common / large areas and touch prone areas along with disinfection spray at entry and use of automated sanitizer dispensers All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums: Entrance Gate of building, office, reception, dining area, Meeting room, Conference halls/ open areas available/ veranda/ entrance gate of office or site, cabins, doors, door knobs, handles, other area which is at the minimum height & very common & often used like handrails, chairs arms, Keyboard etc. All Equipment's, Washroom, toilet, sink; water points etc. Walls/ all other surfaces.

- For social distancing, the company will be working with not more than 33% manpower.
- Employee has to declare the mode of transport they are using to come at work. Only those who will use their own vehicle to come to office will be allowed to attend office. Everyone has to make arrangement by their own.
- There will be markings at all crowd gathering places to facilitate social distancing.
- There will not be more than 33% office employees at any given point of time. To ensure it, we can divide employees to be in shifts and alternate day rosters with staggered shift start and end timings.
- No handshakes; greet your hands in Namaste. Define your chair, don't use anyone else's chair, do not seat at any other desk or cabin, use only intercom or mobile phone for conversation. Don't share food or snacks on the desks, keep sanitizing / washing your hands every few hours and sanitize your laptops, mobiles and desks twice daily by your own, is part of the advisory.
- Employees can only enter and exit once in a day and at entry & exit point guard will note down their temperature from digital non-contact infrared thermometer & keep a log book of this till further notice.

- Masks & Gloves will be provided for all employees, PPE for all staff dealing with multiple people and awareness through Trainings. Especially for reception & housekeeping.
- Use of self-transport is highly recommended. If using a 2-wheeler, wear proper gear including helmet & gloves.
- All samples & courier entering the premise should be disinfected by spray mandatorily.
- Mandatory thermal scanning of everyone entering and exiting the work place to be done
- Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
- Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
- No gatherings or meetings of people till further notice. Keep 6 feet away from others on job sites and do not participate in gatherings, meetings and training sessions.
- There should be strict ban of gutka, tobacco, cigarette etc. and spitting should be strictly prohibited.
- If employee or any of their family member is sick due to flu, viral or any other form of common cough, cold or other symptoms pertaining to COVID –19, they must have to inform in office & We will take a proper action to avoid or mitigate the risk related to this

- Every employee have to declare that neither they nor their family members are participated or going to participate in any social gathering or any kind of prayer or mass prayer at home, Mandir, Masjid, Gurudwara, Church etc. If you have attended any or any plan to attend the same, please inform to company before coming the office after attending the same or if you are planning to attend the same. It is mandatory for all.
- There should be total ban on non-essential items and visitors at sites.
- All in coming courier is going to be kept in a box for 24-48 hours and only delivered after that in case anything urgent we will take necessary precautions to open a courier in case required.
- All discussion should be on phone, No or minimum movement is allowed in office.
- Only 2 people are allowed to have lunch together at one time & maintain social distancing or you can have lunch at your work station & get it clean.
- No papers movement is allowed, if anything urgent than keep the paper at one place & post sanitization other can collect the document, else soft copied will work.
- Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.