

Standard Operating Procedure for COVID 19 Prevention

Objectives:

1. Prevent spread of Corona virus spread in community
2. Ensure continues operations of our business
3. Prevention by taking certain measures at workplace

A. Disinfection of premises & precautions by taking regular sanitizers:

- i) Disinfect all furniture, door, windows, gallery, lifts in office.
- ii) Employees to regularly use hand sanitizer after coming in contact with any object
- iii) No hand shaking allowed at workplace.

B. New Normal:

- i) Face mask with mandatory
- ii) Mandatory thermal screen or temperature check
- iii) No spitting
- iv) Strict ban on Chewing products like tobacco etc.
- v) Social distancing by maintaining a distance of 6 feet
- vi) Mandatory medical insurance policy for employees

C. Outsiders Restrictions:

- i) Limited people entry from outside
- ii) Alternate work from home for employees
- iii) Thermal screening at entry must
- iv) Face mask & sanitization mandatory
- v) Entry to be verified by Arogya Setu App

D. Covid 19 prevention:

- i) Anyone with symptoms must isolate and remain at home
- ii) All those in contact with infected must go for RTPCR check
- iii) Also, Isolation of person whose family person is detected with virus
