Standard operating Procedure for IDEMI Staff

1.0 Purpose: The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to follow for resuming work after lockdown due to COVID-19 outbreak.

2.0 Introduction: This SOP is prepared to resume the work at all Departments/Offices of IDEMI after the lockdown period due to COVID-19 outbreak. By following this SOP the chain of corona spread shall be eliminated and works can be done safely. All precautionary measures are to be ensured at IDEMI so that employees feel safe and secure at work place.

3.0 Scope: This SOP applies to all IDEMI
- Admin Building
- Workshop
- DI- Sakinaka (IDEMI Employees)

4.0 Coverage: This SOP covers all stakeholders working at IDEM Premises
- All IDEMI Employee
- All Trainees
- Visitors to IDEMI premises

5.0 Preparedness prior to resumption:

5.1 Area Disinfection:
5.1.1 All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums.

   a. Entrance Gate of Building, Office etc.
   b. Meeting room, Conference halls
   c. Open areas available
   d. Colony Entrance Gate
   e. All Staff Quarters
   f. Equipment
   g. Washroom, Toilet, Sink etc.
   h. Walls
   i. All other surfaces

5.1.2 Procedure shall be established for the disinfection method, type of medium, periodicity, log register, etc.

5.1.3 Display board regarding the procedure of disinfection shall be displayed at entrances / prominent places.

5.2 Official working procedure

5.2.1 Working days – As per existing policy of IDEMI.

5.2.2 Working Hours - As per existing policy of IDEMI.

5.2.3 Work from Home – NA

5.2.4 Flexible work hours - Flexible hours staggered at both at office and at home can be introduced depending upon the situation / work demand.

5.3 Instructions / Advice to all employees / others - Following instructions shall be communicated to all concerned for strict adherence by them.

5.3.1 As far as possible, usage of bulk public transport shall be avoided.

5.3.2 All to use se own vehicle for commuting office as far as possible.

6.0 On resumption of work

6.1 Security procedures at entry gates

6.1.1 Compulsory screening/checking all Employees will be done by security at main gate.
6.1.2 Stoppages of any person found fever and coughs with breathing problem and inform concerned department / contractors.

6.1.3 No new workers (without valid pass) shall be allowed inside.

6.1.4 Any new vehicle shall not be allowed without valid permission.

6.1.5 Any parcel / courier person should be stopped at gate. Parcel shall be collected from gate by concerned person.

6.1.6 All vehicles including two wheelers shall be parked outside gate.

6.1.7 The entire person entering into gate shall be permitted inside only if they are with nose mask.

6.2 Sanitization during entry-

6.2.1 All people who are entering the premises shall be sanitized using whole body sanitizers.

6.2.2 Hand sanitizers shall be kept ready in the entrances and people after entry shall sanitize their hands before proceeding to their work spots.

6.3 Attendance system

6.3.1 Bio-metric (Finger touch) swiping for attendance shall be temporarily discontinued.

6.3.2 Alternate arrangements for attendance i.e. swiping through RFID card to be done.

6.3.3 Meetings are to be avoided as far as possible and VC / Conf calls / other modes can be used in place.

6.3.4 All employees to strictly adhere to the social distance of minimum 1 meter.

6.3.5 To avoid hard copy files where ever possible and soft copy correspondences / approvals are to increase by mails or Eoffice.

6.4 During duty hours for Housekeeping workers/Contractor- In addition to the above, following Points shall be adhered to by all contract personnel

6.4.1 Workers shall be instructed to maintain social distancing of 1 m at all times (tea time, lunch time, gate entry time and drinking/service water area).
6.4.2 Daily Meeting shall contain the awareness about COVID 19 and preventive measures to prevent spread.

6.4.3 No other group meeting shall be conducted.

6.4.4 Housekeeping staff/Contractor shall keep all institute premises clean and hygiene.

6.4.5 Contractors shall apply disinfectant spray/powders daily at commonplaces (eating place, drinking water area, etc.)

6.4.6 Contractor shall display precautions measures do’s and don’t’ at prominent places in all languages spoken by the workers.

6.4.7 All workers shall be instructed to keep separate water bottle to avoid common water bottle/mug/glass.

6.5 **Sanitization and Upkeep of common places/utilities**

6.5.1 To ensure that all doors / windows are in open condition always during office hours.

6.5.2 As far as possible, air-conditioning shall be avoided and natural ventilation shall be used.

6.5.3 To ensure that sanitization of all areas are done before start and after end of duty hours.

6.5.4 Special attention be given to wash rooms / toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.

6.5.5 Walls / Doors / Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.

6.5.6 Soap solutions / hand sanitizers / paper towels shall be placed and replenished periodically.

6.5.7 To ensure all e – items such as PC, Printer, Electrical cables are not damaged (due to rodents).

6.5.8 Other utilities like Electrical equipment, DG set, welding machines to be checked before putting in operation.

6.6 **Common access places**

6.6.1 Common place like canteen shall be cleaned and sanitized frequently.

6.6.2 To ensure that common place are not crowded.

6.6.3 Hand sanitizer shall be kept in canteen.

6.6.4 To ensure that office vehicles are not crowded and ensure social distancing inside Vehicles also.
7.0 IDEMI Staff Quarters

7.1 Responsibilities of residents

7.1.1 Employees / Residents including their family members shall avoid unnecessary movements outside and adopt stay at home concept.

7.1.2 Use nose mask whenever going outside home.

7.1.3 Restrict the children inside the home itself.

7.1.4 Try to avoid entertaining guests / vendors / others visiting homes.

7.1.5 Try to manage household works by family and avoid engaging maids / outsiders.

7.2 Restriction on the entry of outsiders

7.2.1 Entry of suppliers like Amazon, Flipkart, Big Basket, etc are to be avoided and collection is to be done at colony gate or designated collection points.

7.2.2 Entry of relatives / friends of employees is to be avoided to maximum extent. In case of essential entry, they are to be checked for health issue at the gates.

7.2.3 Entry of visitors to Guest house also is to be avoided to maximum extent. In case of essential entry, they are to be checked for health issue at the entry.

7.3 Code of Conduct at commonplaces

7.3.1 All vendors / visitors/customers must wear all protective gears like Mask, Gloves, Cover all, etc.

7.3.2 Vendors shall avoid preferably cash transactions and use e-money modes.

7.3.3 Wearing of masks, Social distancing and queue system shall be strictly adhered by all while gathering at the following place

a) Shops  
b) Postoffices  
c) Banks  
d) Govt / Pvt offices  
e) Religious places  
f) Other all commonplaces
7.4 Sanitization and Upkeep of common places/utilities

7.4.1 All Internal roads, outside quarters, play grounds, parks, shopping centers, utility areas, drainages, waste bins, etc are cleaned and sanitized on daily basis.

7.4.2 To ensure that all doors/windows/fittings of common places are sanitized frequently.

7.4.3 As far as possible, air-conditioning shall be avoided and natural ventilation shall be used in common utility buildings.

7.4.4 Special attention be given to wash rooms/toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.

7.4.5 Walls/Doors/Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.

7.4.6 Soap solutions/hand sanitizers/paper towels shall be placed in all public places where ever required and replenished periodically.