

**For the in-house use of Crescent only**

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Chennai**

**Guidelines for SoPs  
( Version 4)  
for  
Crescent Post-Lockdown**

**Context: Covid19**

*(adapted from the SoPs compiled by FICCI & a few Organizations / institutions)*

## **1. Preamble**

As COVID-19 continues to affect different parts of India, post lock-down, organizations, workplaces and factories need to implement safe practices to prevent the occurrence of transmission of the disease. The employees and interacting personnel need to be protected while ensuring business continuity so that livelihoods are not impacted.

*For the post lock-down commencement and running of operations, some preparations and activities are needed. Some Guidelines for SoPs are suggested in this report.*

*The SoPs complied by Federation of Indian Chamber of Commerce & Industry (FICCI) and a few organizations have been adapted to Crescent and given in the report.*

The protocols will help to define the actions required to be taken by the organizations based on its risk profile, post lockdown. They are based on the following guiding principles:

## **2. Guiding Principles**

(to be followed during implementation also)

- Protection of Personnel
- Social distancing in travel to and from workplace and during interaction with suppliers and those in distribution chain
- Business protection & continuity comes next
- Guidance from Central Government, State Government & WHO
- Implementing Best Practices for safety and prevention.
- Create Standard Operating Procedures (SOPs) to ensure preventive measures are executed in a systematic way
- Introduce audit procedures to monitor and ensure safe practices are implemented
- Action plan in the event of persons feeling unwell in the workplace.

Organizations should incorporate these practices as part of its Business Continuity Plan and all the employees, students and other people associated with the institute should be trained to deal with such situations now and in future. Time line for resuming operations is given in Appendix.

### **3. Implementation Team - suggested by FICCI / formed in other organizations (similar team to be formed for Crescent)**

For factories, the implementation of these protocols requires a across functional team. This team is also to ensure required support for the processes. This implementation team should be led by the senior most people in the site team, typically the Factory Manager. The team composition should include all functional heads from the site viz:

- Site Human Resource Manager/manager
- Production Manager(s) / Business supervisor
- Engineering/Maintenance/ Utility Manager(s)
- Stores/Warehouse/ Dispatch In-charge
- Medical Expert for the site (may be full-time or part-time)
- Security personnel

#### **For service organizations:**

Team should be led by Sr. most people. The members should be:

- The manager,
- The team leaders,
- Transport in charge,
- Human resource officer
- Security personnel

For Crescent a Cross Functional Team (CFT) should be formed. It is better to include one medical expert also in the team.

#### **4. Verification**

The implementation should be audited by the institution (similar to DAAC Audit) as well as by local authorities to check the adequacy of controls in place. The audits will help to provide/ amend/ cancel required approvals in order to run normal operations keeping in mind the safety of the people.

#### **5. Review and Improve**

Regular management reviews of the execution of these protocols & audit reports are to be done by the institute teams in order to identify the gaps in the implementations and create action plans for improvement.

## **6. Road map for Crescent**

### **(1) Formation of “CROSS FUNCTIONALTEAM (CFT)” - for implementation at Crescent (as suggested by FICCI/ as formed in other organizations)**

First, a Cross Functional Team (CFT), led by the senior most person of the institute is to be formed (similar to the team prescribed by FICCI, as given under sl no. 3. above & as formed in other organizations). It is better to include one Medical Expert also. The team is to:

- (i) Review the draft Guidelines for SoPs suggested in this report and develop improved procedures (Some more SoPs of other organizations and other requirements of Crescent are to be considered for this purpose)
- (ii) Implement the SoPs through functional heads / process owners, via implementation steps.
- (iii) Analyze daily status, observations & staff feedback (given by CAC) and make relevant changes / improvement in the processes/systems.

### **(2) Formation of “COVID19 AUDIT COMMITTEE (CAC)”**

Next, a committee called “Covid19 Audit Committee (CAC)” is to be formed (similar to our DAAC audit). The CAC is to do continuous audit for checking implementation (check list given in the annexure is to be used)

### **(3) Management Review**

The observations given by the CAC are to be regularly reviewed by management and CFT in order to -

- (a) identify gaps in implementations and
- (b) improve procedures as well as implementation.

#### **(4) Manager (Safety, Health & Hygiene) and a team**

It is suggested that a 'Manager (Safety, Health & Hygiene)' is appointed for overall safety, health & hygiene in the institute and more particularly for Covid 19 purpose now. Also, a team is to be given to him.

(FICCI has also proposed this - as given in the extracts below:)

*“Maintain an onsite person in the Safety Critical Roles”*

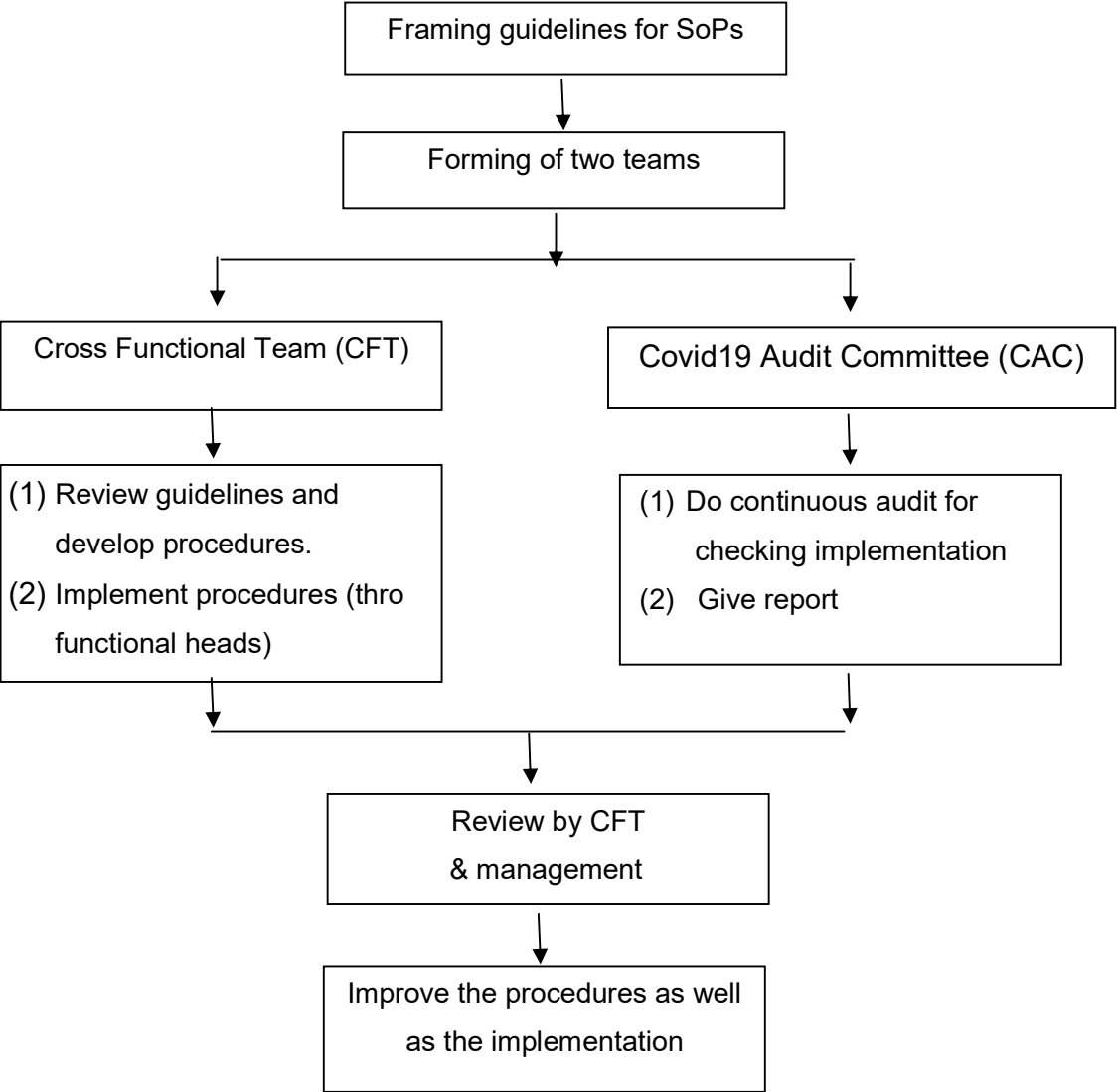
In addition, some institution employees must be trained as substitutes in order to replace Safety critical roles. (refer to the extract given below).

*“Trained and available substitution Employees to replace Safety critical roles  
- to be ensured”*

[‘Safety Critical Roles’ is interpreted as “all safety critical roles” and now for “Covid 19-related safety critical roles”]

*P.S. For medical, isolation, quarantine, emergency response, etc., in addition to the guidelines given in this report, detailed guidelines & SoPs are to be designed by CFT, taking experts’ advice / support. Implementation is to be reviewed and audited by CAC on continuous basis every day. Procedures are also to be improved wherever required.*

# Crescent Post-Lockdown – Roadmap





Note:

- (i) FICCI has given four tiers (Refer table below). In addition to education related, guidelines, some important and relevant guidelines given for manufacturing companies have also been included in the report.
- (ii) These are for the organizations in highly severe tier (Tier 4 - highly severe) (district/locality with declared containment zones) – since the district of our institution belongs to this tier now. In case the district / locality improves to next tiers, the corresponding guidelines may have to be adopted in the respective places in this report.

| Tier 1 (Business as Unusual)            | Tier 2  | Tier 3 (Severe)                                    | Tier 4 (Highly Severe)                             |
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| District/Locality COVID19 Free: Monitor | District/Locality in vicinity of COVID19 impacted districts/ Locality | District/Locality impacted with declared Hotspots. | District/Locality with declared containment zones. |

## **Important Points (Specified by FICCI)**

### ➤ **Usage of Aarogya Setu Mobile App**

The government recently launched the Aarogya Setu mobile app to help people identify the risk of contracting the novel corona virus by using smartphone's Bluetooth and location services. Developed by the Ministry of electronics and information technology, the app supports 10 Indian languages and English. The app is available for download on Google's Play Store and Apple App Store for Android and iOS mobile platforms, respectively. Aarogya setu app to be used by all who have mobile phones of the above types.

### ➤ **Wearing of masks all time**

- Public should be warned against using disposable surgical masks as this will deprive the medical personnel of protective gear to face COVID patients. Further, surgical masks are not biodegradable and if not appropriately disposed it can spread the virus if garbage collectors come in contact with them, or if they are picked up by ragpickers.
- Instead, people may use washable cloth masks to cover their nose and mouth, Cloth masks must be washed in soap and water and dried before being reused.
- Note: Government guidelines from time to time to be followed regarding mask usage.

**Post-Lockdown Guidelines for SoPs (Version 3)**

| No | Area of SOP | Mitigation / Focus    | Guidelines for SoPs  |
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| 1. | Entrance    | Dealing with Visitors | <p>A) <u>Data Collection</u></p> <p>Any visitor to the Institution must be approved by the Administrative Office/ Estate office by identifying:</p> <ul style="list-style-type: none"> <li>- Clear reason for the visit to be stated</li> <li>- Create a survey</li> </ul> <p>(Daily basis – to have checklist)</p> <ul style="list-style-type: none"> <li>- Visitors to submit details of previous places visited</li> <li>- Visitor to mention: <ul style="list-style-type: none"> <li>- If he/she has been quarantined in the last 14 days?</li> <li>- If he/she was present at any local high-risk city during the last 14 days?</li> </ul> </li> <li>- Visitors to give declaration about <ol style="list-style-type: none"> <li>a) their physical symptoms</li> <li>b) mode of transportation used to reach the Institution</li> <li>c) confirmation for "no contact with any suspicious person" coming from high risk areas</li> </ol> </li> </ul> <p>B) <u>Screening</u></p> <ul style="list-style-type: none"> <li>- Visitors to be done Thermal screening → Fever below 37.5 C, no cough, no Sneezing.</li> <li>- Body temperature is to be controlled by heat cameras at all gates.</li> </ul> <p>(If over 37.5°C, the visitor should not enter)</p> <ul style="list-style-type: none"> <li>- Anyone showing symptom of flu not allowed inside the institution</li> </ul> |

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|  |  |   | <p>C) <u>Precautionary measures</u></p> <ul style="list-style-type: none"> <li>- Sanitation to done before permitting inside the Institution</li> <li>- Constantly covered with Mask all times.</li> </ul>   |
|  |  | <p>Screening for Students, Research scholars and Employees (teaching, non-teaching, other employees and contract employees)</p> | <p>A) <u>Data Collection</u></p> <p>Daily basis to report:</p> <ul style="list-style-type: none"> <li>- If they have travelled to any infected areas</li> <li>- If they have any contact with an infected person</li> <li>- If they have any contact with any suspicious person (Cough, Sneezing, fever, headache)</li> </ul> <p>B) <u>Screening</u></p> <ul style="list-style-type: none"> <li>- thermal screening →Fever below 37.5C, no cough, no sneezing</li> <li>- Body temperature is to be controlled by heat cameras at all gates.</li> </ul> <p>If over 37.5°C, the students / employees should not enter</p> <ul style="list-style-type: none"> <li>- Anyone showing symptom of flu to be moved to isolation area</li> </ul> <p>C) <u>Precautionary measures</u></p> <ul style="list-style-type: none"> <li>- Hand sanitation before entering the Institution.</li> <li>- Students, Research scholars and Employees should wear masks (all time starting from entry point), to avoid the risk of spreading the virus, even in case of no symptoms.</li> <li>- If masks availability is restricted (e.g. supply out of stock or government regulation), only students and employees who are performing 4-hands tasks (not respecting social distancing &gt;2m) should wear the masks.</li> <li>(e.g. mechanics, electricians, etc. who are performing tasks on multiples lines in</li> </ul> |

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|  |  |  | <p>places / are in contact with multiple operators, logistic operators, all operators who can't respect social distancing must wear masks)</p> <ul style="list-style-type: none"> <li>- All other students and employees (not wearing masks) should rigorously maintain social distancing &gt; 2m.</li> </ul>   |
|  |  | <p>Screening and declaration for drivers (Bus/ Truck/ Car/ other vehicle drivers).</p> | <p>A) <u>Data Collection</u></p> <ul style="list-style-type: none"> <li>- Drivers to report all previous places visited by them.</li> <li>- Should report if they had been in quarantine in the last 14 days</li> <li>- Drivers to submit a declaration about "No contact with any suspicious person" coming from Risk Areas</li> </ul> <p>B) <u>Screening</u></p> <ul style="list-style-type: none"> <li>- Drivers to undergo Thermal screening --&gt; Fever below 37.5°C no cough, no sneezing</li> <li>- Body temperature is to be controlled by heat cameras at all gates.<br/>(If over 37.5°C, the drivers / vehicles should not enter)</li> <li>- Anyone showing symptom of flu to be moved to isolation area</li> </ul> <p>C) <u>Precautionary measures</u></p> <ul style="list-style-type: none"> <li>- Drivers to do hand sanitation before handing over documents to security / stores / purchase team</li> <li>- Drivers to wear mask all time.</li> </ul> |

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| II | Students/<br>Employees | Guidelines<br>&<br>preventive<br>measures: | <ul style="list-style-type: none"> <li>- Ensure mandatory routine temperature checks to all Students &amp; Employees (Faculty/Non-teaching Staffs/Other Employees/Contract Employees)</li> <li>- Ensure frequent hand washing (hand sanitizers where access is not there e.g., when travelling) and wearing of masks (always) by Students &amp; Employees (Faculty/Non-teaching Staffs/ Other Employees/ Contract Employees)</li> <li>- Ensure social distancing to be always practiced in the campus including Class rooms, Labs, Hostels, Libraries, Wash Rooms, Canteen &amp; Other Work Areas/places.</li> <li>- All are to download Aarogya Setu App on mobile phone</li> <li>- Guidelines for mask use - <ul style="list-style-type: none"> <li>(a) Before putting on a mask, clean hands with alcohol-based hand rub or soap and water</li> <li>(b) Cover mouth and nose with mask and make sure there are no gaps between your face and the mask</li> <li>(c) Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water</li> <li>(d) Replace the mask with a new one as soon as it is damp and do not re-use single-use masks</li> <li>(e) for removing the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.</li> </ul> </li> <li>- All Students and Employees are advised to carry their own water bottles and cups.</li> <li>- Wash hands often with soap and water or use an alcohol-based hand sanitizer</li> <li>- Avoid touching eyes, nose, and mouth</li> </ul> |
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|  |  |  | <ul style="list-style-type: none"><li>- Avoid close contact with people who are sick</li><li>- Cover coughs or sneezes with a tissue, then throw the tissue in the trash</li><li>- avoid hand shake.</li><li>- Clean and disinfect frequently touched objects and surfaces</li><li>- Assembly of students and Employees anywhere in the campus is not permitted.</li><li>- All should move/ walk individually maintaining social distancing.</li><li>- No spitting inside the campus in public places;</li><li>- No handshakes</li><li>- Disinfect / sanitize laptop, mobile, etc., during office time</li><li>- All are be advised to define their chair and not to use others chair.</li><li>- Not more than 2 or 4 persons (depending on size) will be allowed to travel in lifts.</li><li>- Use of staircase is encouraged.</li><li>- Every student/Employee is to carry a personal soap bar, hand sanitizer, mask, clean handkerchief and Aarogya Setu App on one's mobile phone before leaving home</li><li>- Check health status before leaving home everyday; if employees/students feel sick (cough/sneezing/ difficulty in breathing/fever) stay back at home and take care &amp; consult doctor.</li></ul> |
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| III | Offices / Departments/ Classrooms/ Centers/ Cells/Canteen /Other Work Areas | Guidelines & preventive measures | <ul style="list-style-type: none"> <li>- Implement hygiene and sanitation measures so that critical functions can continue without any disruptions.</li> <li>- Hand sanitizer should be kept at the entrance of all offices for this purpose.</li> <li>- Compliance of disinfection to avoid any possibility of transmission.<br/>(in all places like Departments, Offices, Canteens, Hostels, Staff Rooms &amp; all other areas)</li> <li>- All double doors should be kept open to prevent touching doors or knobs and wherever the doors are closed, opening the doors using legs and elbows is recommended.</li> <li>- Provisions for working in compliance with social distancing norms:</li> <li>- Ensure adequate space for maintaining distance among Students &amp; Employees. (Faculty/Non-teaching Staffs/ Other Employees/ Contract Employees).</li> <li>- Keep minimum 2-meter distance between two students / two employees</li> <li>- Re-organize office spaces keeping in mind social distancing.</li> <li>- Do not use/touch other tables or chairs unnecessarily</li> <li>- Identify ways to get fresh air inside the work areas rather than closed spaces.</li> <li>- Usage of AC in the offices could be avoided / windows &amp; doors can be kept open.</li> <li>- Wherever AC is required ensure Microfilter (Micro 95) in the ACs, as applicable</li> <li>- In waiting areas and ensure social distancing in practices- distance out seats/chairs/ sofas and block them with neat labels</li> <li>- Dustbins should be closed/ covered ones and not open ones</li> <li>- In departments, operate with minimum Students &amp; Employees (Faculty/Non-teaching</li> </ul> |
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|    |                            |  | <p>Staffs/ Other Employees/ Contract Employees to be on rotational basis).</p> <ul style="list-style-type: none"> <li>- Encourage virtual interaction by use of video conference facilities for most of the required meetings.</li> <li>- Institution must organize students and employees flow in a way to minimize contact.</li> <li>- Students and Employees to be requested to access the Classrooms/ Labs/ canteen in different groups (with a gap interval - to enable cleaning and sanitizing the Premises)</li> <li>- Collect health status of employees &amp; their family members on a systematic basis.</li> </ul>   |
| IV | Laboratories/<br>Workshops | Guidelines &<br>preventive<br>measures for lab<br>premises | <ul style="list-style-type: none"> <li>- Hand sanitizing at least twice a shift (Minimum) is to be ensured.</li> <li>- In case of inevitable close collaboration needed avoid physical contact or if necessary use gloves and wear masks.</li> <li>- When there are 4-hands operation it is mandatory to use mask and practice hand washing and sanitization before and after the use.</li> <li>- All double doors should be kept open to prevent touching doors or knobs and wherever the doors are closed, opening the doors using legs and elbows is recommended.</li> <li>- Keep 2-meter distance from other students/employees performing another task.</li> </ul> |

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|   |                | Laboratories<br>(Machines/<br>Equipment's/<br>Tools)                         | <ul style="list-style-type: none"> <li>- Increase frequency for cleaning &amp; sanitization on a daily basis for all types of labs.</li> <li>- Organize the experiments in such a way that experiments are performed and equipment are used individually, one after another (i.e.. working in series)</li> <li>- Employees/ Students to use masks in the Lab.</li> <li>- All equipment and surfaces touched by each Employee/ Student should be cleaned and sanitized (e.g. work bench, lab equipment, glassware, keyboards/mouse, etc.) before another Employee/ Student uses them.</li> <li>- Machine/Equipment/tools sanitization and disinfection are to be ensured.</li> <li>- Dustbins should be closed/ covered ones and not open ones.</li> <li>- Machine externals and tools that are commonly touched (e.g. touch screen - handle - switches, emergency button) should be tagged for sanitization at least at any shift change and after any use in case of multiple employees/ students using them</li> </ul> |
| V | Office Meeting | At various levels:<br>Institution,<br>School,<br>Department,<br>Hostel, etc. | <ul style="list-style-type: none"> <li>- Meetings in office and room must be avoided. In case it is really necessary to meet in a room:</li> <li>- More than 10 people at any point in time should not be permitted</li> <li>- Sanitize the room prior to meeting</li> <li>- keep the social distance of &gt; 2m</li> <li>- Keep using masks</li> <li>- Change air through HVAC system and open windows after every meeting where possible</li> </ul>  |

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| VI | Canteen/<br>Hostel Mess | Activities | <ul style="list-style-type: none"> <li>- Ask everyone to bring their food, as for as possible</li> <li>- Perfect cleanliness to be followed in kitchens, pantries and all touch prone areas.</li> <li>- All canteen/mess staff must wear mask.</li> <li>- Dustbins should be closed/ covered ones and not open ones.</li> <li>- All double doors should be kept open to prevent touching doors or knobs and wherever the doors are closed, opening the doors using legs and elbows is recommended.</li> <li>- Organize employees / students to have meals in small groups to avoid crowded situations</li> <li>- Mark circles for social distancing</li> <li>- Maximum 4 students / employees per table allowed (depending on table size to maintain social distancing of 2m</li> <li>- Use disposable cutlery, in case of durable cutlery, sanitize dishes with hot water</li> <li>- Sanitize before and after every batch as per regular Canteen cleaning procedure</li> <li>- Sanitize tables and chairs after every group (or individual employee) has finished</li> <li>- Provide PPEs for those who serve foods</li> <li>- Uncooked items not to be served</li> <li>- To be seated Not facing each other, one seat distance with neighbors to be empty. (Prior arrangement to be done accordingly)</li> <li>- All the vegetables, fruits etc. are to be cleaned in the running water thoroughly, before using.</li> <li>- Packages of groceries to be kept outside for some time, wiped with wet cloth &amp; allowed to dry, before storing</li> <li>- Vessels should be cleaned with hot water.</li> </ul> |
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|      |         |   | <ul style="list-style-type: none"> <li>- Maintain social distance &gt;2m while eating in the canteen.</li> <li>- Bring own cups &amp; water bottles</li> <li>- Avoid sharing foods among other colleagues/students</li> <li>- Stand in queue with social distancing to collect food</li> <li>- Do not talk loudly near the food counter and at dining table</li> <li>- It is suggested that canteen services may be closed; and institute can move to pre-prepared &amp; pre-packed meals where ever possible.</li> </ul>                            |
|      |         | Screening for Canteen/ Hostel Mess Crew | <ul style="list-style-type: none"> <li>- Canteen/ Hostel Mess crews should be screened as per screening procedure mentioned above.</li> </ul>  |
| VII  | Library |   | <ul style="list-style-type: none"> <li>- Books and all touch prone areas must be sanitized using proper method.</li> <li>- Allow only e-books and journals as far as possible till situation comes to normal</li> <li>- In case books are to be issued, use all precautions like hand sanitizing, books sanitizing etc.</li> <li>- Keep one seat opposite and neighboring sides empty. Maintain 2m distance between two students.</li> <li>- Prior arrangement of chairs to be done</li> <li>- Computers etc. to be sanitized frequently.</li> </ul> |
| VIII | Sports  |   | <p>Type of sports to be allowed initially:</p> <ul style="list-style-type: none"> <li>- Sports like Cricket, Tennis, Badminton, Table-tennis etc. can be played with athletes practicing the norms of social distancing (maintaining a 2-meter distance).</li> <li>- These sports to be allowed to resume activity in the first phase of resumption of sporting activity</li> <li>- Sports like Football, Hockey, Wrestling, Kabaddi etc., which require physical</li> </ul>   |

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|    |           |  | <p>contact, not to be permitted now; to be permitted to resume only in later phases.</p> <ul style="list-style-type: none"> <li>- Athletes and all associated staff required to adhere to precautionary guidelines, which include wearing masks, washing hands, carrying sanitizer and maintaining social distancing (maintaining a 2-meter distance)</li> </ul>   |
| IX | Transport | Transportation for Students & employees (teaching, non-teaching & other employees) | <ul style="list-style-type: none"> <li>- Institution bus capacity is to be limited to 20 persons (students/research scholars/employees) per ride</li> <li>- Employees and students to avoid crowded transportation mode e.g. public bus, trains and metro. Usage Personal vehicles or institution buses is recommended.</li> <li>- In case employees have to use public transportation (as the only practical solution), employees should: <ul style="list-style-type: none"> <li>• avoid crowded routes and take alternative ones</li> <li>• wear masks during the journey and disinfect hands regularly</li> </ul> </li> <li>- Institute must limit employees and students per shift depending on the total capacity of the bus</li> <li>- For institution provided transport ensure that for each vehicle (after each trip - single run or complete round-trip) the vehicle interior is cleaned with identified solution including all interior and exterior touch points. Signage report is displayed to identify time of last cleaning cycle.</li> <li>- Institution Buses should have tagged usable seats no nearer than 2m from each other</li> <li>- Proper distance to other people to be kept during bus travel. (2 meter when travelling</li> </ul> |

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|   |        |  | <p>by standing /leave one row empty before and after and one seat empty on each side).<br/>Prior arrangement to be done accordingly.</p> <ul style="list-style-type: none"> <li>- Usage of AC in buses/ cars can be avoided and windows can be kept open.</li> <li>- Social distancing while waiting for Institute transport &amp; boarding the vehicle.</li> <li>- Employees to ensure respiratory hygiene by wearing masks.</li> <li>- Check driver's health before starting from home</li> <li>- In cars, sit diagonally to the driver.</li> </ul>  |
| X | Hostel |  | <ul style="list-style-type: none"> <li>- A Hostel COVID -19 Committee (HCC) led by Warden is to be formed to prepare improved &amp; detailed procedures and handle related aspects / issues.</li> <li>- Students are to be called in batches on pre-planned dates as soon as the lockdown is lifted, to minimize the period of their stay on campus. Students are to be advised that if they are experiencing any health issues, they should not come to campus. This plan should be prepared at the earliest possible date for adequate advance preparations to be made.</li> <li>- It is worth collecting a self-declaration from these students. The form should include information such as Aadhaar number and their travel/location details for 3 weeks prior to their entry into campus.</li> <li>- Covid 19 related awareness Program should be conducted for the hostel students. Students to be instructed to strictly adhere to the instructions given on the programme.</li> <li>- Students are advised to keep up hygienic conditions in hostel premises.</li> <li>- There should not be any Group activities or Social gathering inside the hostel premises.</li> <li>- Students are advised to restrict their movement only within hostel premises.</li> </ul> |

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|  |  |  | <ul style="list-style-type: none"><li>- Movement anywhere in the hostel should be with social distancing (&gt; 2m)</li><li>- Students should go outside the campus only for critically essential requirements (with permission)</li><li>- Before leaving the campus, they should be advised to wear a proper mask for protection.</li><li>- On arrival back to the campus, they should be thermal screened. Before entering back into the campus, they have to sanitize themselves with soap and water or alcohol-based hand sanitizer.</li><li>- Vehicle in which they travelled outside should be disinfected with disinfectant (Hypochlorite) solution at the main gate.</li><li>- Any person who visited a doctor/hospital should mandatorily wear masks and wash hands before leaving the hospital and on arrival at the at the campus gate, again wash hands with soap and water. They should be properly sanitized before entering the campus and hostel. Subsequently on returning to hostel room, the students should change and disinfect all clothes, and have a shower. He/she should also disinfect any surfaces touched e.g. doorknobs, etc. The vehicle on return from Hospital should be disinfected at the Gate with disinfectant (Hypochlorite) solution. The driver of the vehicle also should follow the similar procedure for disinfection.<br/>(These are general guidelines. In consultation with medical experts, improved &amp; detailed protocols should be developed)</li><li>- Symptomatic students should be quarantined in the Quarantine Area allocated. (Procedures developed in consultation with medical experts should be followed in such cases).</li><li>-Continuous Monitoring of health of Employees and students</li></ul> |
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|     |                |   | <ul style="list-style-type: none"> <li>- Enhanced hygiene and cleaning process should be followed.</li> <li>- Enough Alcohol based Hand sanitizers to be kept in wash basins, bathrooms, toilet, etc. (non-contact / automatic dispensers to be kept)</li> <li>- Visitors not to be allowed inside hostel &amp; mess</li> <li>- In rooms, bath room bays, corridors etc...social distancing to be followed (Min 2 m).</li> <li>- The room furniture, infrastructure etc. need to be reorganized on the basis of social distancing.</li> <li>- Wherever possible, mark circles for social distancing.</li> <li>-HCC should update to the Warden, Registrar and Pro Vice Chancellor &amp; Vice Chancellor i/c every day on the precautionary measures and its implementation.</li> </ul> |
| XI  | Drinking Water | Healthy hygiene etiquette and clean workplace | <ul style="list-style-type: none"> <li>- Drinking water facilities to have disposable cups. They should not have glasses that people use and wash.</li> <li>- Mark circles for social distancing</li> </ul>  |
| XII | Hand wash      |   | <ul style="list-style-type: none"> <li>- A large number of wash basins in all blocks, common areas, pathways, corridors, etc. to enable access for frequent hand washing.</li> <li>- Wash basins to be cleaned / sanitized frequently. Also, adequate hand wash solution dispenser (automatic / sensor-based / no-touch) and hand-drier to be provided</li> <li>- Hand sanitization to be done using alcoholic hand disinfectants.</li> <li>- Hand washing to be done as per method advised by WHO</li> <li>- Mark circles for social distancing</li> </ul>  |



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| XIII | Additional checking / Extra care | Additional Checking during Working Hours for Students, Research scholars and Employees (teaching, non-teaching, other employees and contract employees) | <ul style="list-style-type: none"> <li>- Additional checking is required if students, research scholars and employees presents any symptom.</li> <li>- Checking during Lunch Time and Leaving the institution is recommended.</li> <li>- Checking involved: thermal screening --&gt; Fever below 37.5C, no cough, sneezing</li> </ul>  |
|      |                                  | Extra care for Sanitization and cleaning cycles   | <ul style="list-style-type: none"> <li>- Twice in a shift routine sanitization to be ensured for common areas / class rooms/ Laboratories/ canteens/ Hostel Mess /shop floor / all office and work area with concentration of people to be followed.</li> <li>- Use Alcohol sanitizer or Sodium Hypochlorite Solution.</li> <li>- For the administrative and all other offices, it is suggested to have fresh air flow exchange where possible.</li> <li>- Check air filter and air purifier and increase cleaning and maintenance if necessary</li> </ul> |
| XIV  | Admission/ Marketing             |   | <ul style="list-style-type: none"> <li>- Limit Marketing&amp; Admission activity to digital platforms as much as possible.</li> <li>- Use online platforms and virtual fairs for promoting the departments and the Institution to increase the student admissions.</li> </ul>  |

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| XV    | External interactions with Students/ Parents/ Industries/ Other Institutions |  | <ul style="list-style-type: none"> <li>- Create online apps/systems for interactions, grievance redressals, etc.</li> </ul>   |
| XVI   | Dealing with Bank/ Financial Institutions/ Finance Office                    |  | <ul style="list-style-type: none"> <li>- Limit to virtual interactions for fees, library dues, bill payment, etc. - for All Departments, Offices, Students &amp; Research Scholars, supplier, to the extent possible.</li> <li>- Digital payment to be encouraged for tuition fee, exam fee, admission fee, purchase bill, etc.</li> </ul>  |
| XVII  | Dealing with vendors   |  | <ul style="list-style-type: none"> <li>-Limit to virtual interactions wherever possible.</li> <li>-Compliance of social distancing norms.</li> <li>-Follow safety protocols in supplies &amp; stores.</li> <li>-Ensure contactless delivery.</li> </ul>   |
| XVIII | Stores   | Stores activities & staff / sanitization & precautions | <ul style="list-style-type: none"> <li>- Keep the working area clean.</li> <li>- Keep fresh air flow exchanging through HVAC system</li> <li>- Keep sanitizing hands at regular intervals</li> <li>- Keep 2-meter distance from Employees/ Students performing another task</li> <li>- Twice in a day sanitization for stores offices, -to be ensured</li> <li>- Cleaning tools and equipment need to be stored independently, avoiding cross use</li> <li>- Check the required stock of disinfectants, tissues, liquid soap, thermal scanner, masks, gloves, etc.</li> </ul> |

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|     |   |  | <ul style="list-style-type: none"> <li>- A process should be in place to track and report available quantities of stocks-PPE, disinfectants, etc.</li> <li>- Evaluate consumption and establish replenishment levels of masks.</li> <li>- Establish Safety Stock of masks required.</li> <li>- Identify committed suppliers who are able to deliver as per the requirement.</li> <li>- Continuously calculate/ monitor demand and supply of masks.</li> <li>- Ensure no one works without wearing masks (where ever it is required).</li> <li>- Anyone not wearing masks should rigorously maintain social distancing &gt; 2m.</li> </ul> |
| XIX | Interstate Movement of Goods                  |  | <ul style="list-style-type: none"> <li>- Operate with restrictions on movement of Estate office/ Purchase Staff and vehicles for essential supplies necessary for the smooth functioning of the Institution.</li> </ul>   |
| XX  | Dealing with Government for License/ Approval |  | <ul style="list-style-type: none"> <li>- Limit to virtual interaction to the extent possible for certification, accreditation, license approval, etc.,</li> <li>- Deadlines for all planned activities may be postponed to the extent possible.</li> </ul>  |
| XXI | Housekeeping / Washrooms / Rest rooms         | Encourage healthy hygiene etiquette and facilitate a clean workplace | <ul style="list-style-type: none"> <li>- Washrooms to have liquid soap and hand dryers / tissue papers</li> <li>-PPEs to be given to cleaning staffs / those who apply disinfectant</li> <li>- All protective clothing &amp; materials (gloves etc) must be given to all the House keeping / cleaning staffs</li> <li>- All the Housekeeping / cleaning staffs must be trained on hygienic &amp; safe methods of cleaning / washing</li> <li>-Alcohol-based disinfectant to be used</li> <li>-Hand washing to be done as per method advised by WHO.</li> </ul>  |

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|  |  | <p>Sanitization and cleaning cycles in Wash rooms /Rest rooms</p>             | <ul style="list-style-type: none"> <li>- Everyday routine and continuous cleaning &amp; sanitizing to be done – frequency to be planned and implemented</li> <li>- Must use disposable paper on the top of Sanitary cleaning</li> <li>-Dustbins should be closed/ covered ones and not open ones.</li> <li>-Frequent touch points disinfection to be done</li> <li>-Additional manpower to be deployed for increasing frequency of cleaning</li> <li>-Ensure hygiene in rest rooms</li> <li>i. Maintain social distance while waiting for washing hands.</li> <li>ii. while entering toilet: open the door using your elbow/arm (do not use palm)</li> <li>iii. using urinals: use alternate urinals to maintain social distance and waiting for urinals: (a) maintain social distance, (b) do not enter inside if it is crowded</li> <li>iv. using commodes: (a) wash commodes before and after using, (b) remove the water by using tissue papers</li> <li>v. After using urinals &amp; commodes: wash your hands as per the guideline with soap oil.</li> <li>vi. While coming out from toilet: open the door using your elbow/arm (do not use palm).</li> </ul> |
|  |  | <p>Cleaning of Offices/ other areas<br/>Wiping/<br/>Disinfecting surfaces</p> | <ul style="list-style-type: none"> <li>- Everyday routine &amp; continuous cleaning &amp; sanitizing to be followed for offices / Workshops/ Classrooms and laboratories / hostels / canteen / stairs/elevators/ touch prone areas</li> <li>- Cleaning tools and equipment need to be stored independently, avoiding cross use</li> <li>- Use disinfectants for regularly wiping / cleaning / disinfecting all surfaces every desk space, corners, table tops, chair handles, library books, computers, lifts, staircase handrails, doorknobs, electrical switch points, lab equipment and tools, wash rooms and all touch prone areas.</li> </ul>  |

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|       |   |  | <ul style="list-style-type: none"> <li>- Place mats at the entrance that could be dipped in 1% sodium hypochlorite (and changed every 2 hours) to ensure the footwear is clean</li> <li>- Make sure the area is not slippery though.</li> </ul>  |
| XXII  | Change Room<br>(wherever applicable)      |  | <ul style="list-style-type: none"> <li>- Change room should be limited only a few employees at the same time.</li> <li>- After every group completes uniform change, a cleaning cycle should be performed following Cleaning standard</li> </ul>   |
| XXIII | Safety and health of Employees & students |  | <p>(1) Vulnerable areas &amp; actions</p> <ul style="list-style-type: none"> <li>- All vulnerable zones for accidents within our campus to be identified.</li> <li>- Vulnerable zones can be related to Electricity, Gas, Fire, Water.</li> <li>- Since we will soon be operating machinery after a long gap, SOPs to operate the equipment need to be followed strictly to avoid accidents, if any.</li> <li>- For example, major electrical equipment, Gas burners, Water usage at different places, different laboratories etc. to be operated with caution</li> </ul> <p>(2) Transport</p> <ul style="list-style-type: none"> <li>- Place a transparent barrier between driver and</li> <li>- passengers in the bus/car etc. to reduce interaction.</li> </ul> <p>(3) Other aspects of safety / health</p> <ul style="list-style-type: none"> <li>- The employees / cleaning staffs performing disinfection must wear PPE</li> <li>- All common areas like all offices, Wash Rooms, Libraries, Prayer Halls, meeting rooms etc. in the Campus must be fumigated before and after the meeting or event.</li> <li>- Have adequate fumigation equipment.</li> </ul> |

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|      |         |                  | <ul style="list-style-type: none"> <li>- Use disinfectants for regularly wiping all surfaces like Door Knobs &amp; Latches/Handles/Table tops/Lifts/Computers/Library books/Lab Equipment/Stair case handrails, all touch prone areas and ensure deep clean of all facilities.</li> <li>- Sanitizers/ Disinfectants must be kept in All Departments, Offices, Libraries, Class Rooms, Labs, Staff Rooms, Parking Area, Canteen &amp; Other work areas</li> <li>- Students &amp; Employees (Faculty, Non-teaching staffs, Other Employees, Contract Employees) should stay vigilant about hygiene practices.</li> <li>- Health care and insurance incentives to be provided.</li> </ul>   |
| XXIV | Medical | Medical facility | <ul style="list-style-type: none"> <li>- On campus medical facilities to be provided / created, including PPEs for all health employees.</li> <li>- If, anyone doesn't feel well, he/she could approach the facility.</li> <li>- Availability of Medical facility must be communicated to all students and employees.</li> <li>- A separator to be arranged in the medical centre / dispensary between the beds.</li> <li>- Number of beds may be increased in the dispensary.</li> <li>- One or two additional medical staff may be required in the dispensary.</li> <li>-Staffing of medical facility should include nurses and connect to the healthcare facility with video conferencing.</li> <li>-The dispensary should be in a position to collect the samples from suspected persons to be sent for COVID testing to the authorized centres</li> <li>- One more vehicle to be allocated for a medical emergency</li> <li>- One or two ventilators on emergency may be required.</li> <li>-List of Hospitals/ Clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be available at workplaces all the times.</li> </ul> |

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|     |           |  | <ul style="list-style-type: none"> <li>- A tie up with the nominated hospitals should be explored for handling the COVID19 case, should any such case arise in the institute, for testing and handling of the patient.</li> <li>- Isolation areas near entry gates to be earmarked and quarantine rooms for suspected cases.</li> <li>- Proper cleaning and disinfection of the facilities should be carried out at regular intervals.</li> <li>- For Isolation and Quarantine – Detailed procedures and the facilities needed are to be developed in consultation with medical experts and government guidelines.</li> </ul> |
|     |           | Thermometers and additional equipment for control  | <ul style="list-style-type: none"> <li>-Establish proper number of Thermometers</li> <li>- Develop proper training for the people using the thermometers</li> <li>- Develop proper forms for data collection</li> </ul>   |
| XXV | Emergency | OHS + Process Safety   | <ul style="list-style-type: none"> <li>-Emergency responders must be always in place at the Institution.</li> <li>- Maintain an onsite person in the Safety Critical Roles</li> <li>- Trained and available substitution Employees to replace Safety critical roles</li> </ul>  |
|     |           | Emergency Plan (Reaction plan)<br>Every workplace in the campus must develop a clear flow and Responsibility Matrix. | <ul style="list-style-type: none"> <li>-- Emergency responders must be always in place at the Institution.</li> <li>- Maintain an onsite person in the Safety Critical Roles</li> <li>-Trained and available substitution Employees to replace Safety critical roles: to be ensured.</li> <li>- Safety Critical role Employees should wear masks</li> <li>- Ambulance must be readily available always.</li> <li>- One more vehicle to be allocated for medical emergency.</li> </ul>   |

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|      |                                     |  | <ul style="list-style-type: none"> <li>- Ambulance intercom / phone number / mobile number must be displayed prominently at all places.</li> <li>- One or two ventilators on emergency may be required.</li> <li>- Emergency numbers on COVID related issues to be displayed at many places (similarly like Fire/Police etc.)</li> <li>- COVID related/suspected places/incidents/persons to be reported by anybody to EMERGENCY phone number and email within the institute.</li> </ul> |
| XXVI | Government Communications/ Guidance | Stay informed and flexible                 | <ul style="list-style-type: none"> <li>- Monitor the Ministry of Health &amp; Family Welfare website for guidance to institutes and other updates, as this situation progresses</li> <li>- Take time to learn about corona virus plans in each community / districts/ hotspots etc. where your institute is located. Local conditions will influence decisions made by Government regarding community-level strategies and, ultimately, affect institute's operations.</li> </ul>        |
|      |                                     | Develop an employee communication plan     | <ul style="list-style-type: none"> <li>- Review Ministry of Health &amp; Family Welfare 'coughing and sneezing etiquette' and 'clean hands guidelines' for more advice.</li> </ul>   |
|      |                                     | Establish and disseminate policy on travel | <ul style="list-style-type: none"> <li>- Check the Government of India Notices regularly for the latest on travel restrictions and recommendations for avoiding transmission.</li> <li>- All official/personal domestic and international travel to be restricted till further notification from Gov /WHO advisory.</li> </ul>   |



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| XXVII   | HR    | Evaluate leave options                  | <ul style="list-style-type: none"> <li>-Review human resources policies to make sure that policies and practices are consistent with public health recommendations and existing Government of India workplace laws</li> <li>-Consider how to respond to “worst case” scenarios (e.g., if an employee reports possible infection/exposure but does not have available leave benefits to cover absences and cannot afford leave without pay).</li> <li>- Consider revising employee policies that may come into play when responding to employee leaves because of corona virus. For instance, policies covering absence due to illness or job abandonment based on absence should be reviewed for possible temporary modification.</li> <li>-Openly communicate to employees the company's policies and position on leave.</li> <li>- Share the corona virus response plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.</li> </ul> |
| XXVII I | Admin | Monitoring and improving implementation | <ul style="list-style-type: none"> <li>- The Covid 19 Audit Committee (CAC) to audit daily status in implementation of SoPs, make observations, note staff feedback and forward to management &amp; the Cross Functional Team (CFT) formed for implementation</li> <li>- The management and CFT are to regularly review, evaluate the report given by CAC and make relevant changes in the procedures.</li> </ul>   |
|         |       | Stay informed and be flexible           | <ul style="list-style-type: none"> <li>- Decide, how to manage if absenteeism spikes due to increase in number of sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if schools are closed.</li> </ul>   |

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|  | Admin | Healthy hygiene etiquette and clean workplace. | <ul style="list-style-type: none"> <li>-Have alternative for the biometric systems, if possible. Or have your staff wipe their finger after using the biometric systems (alcohol swabs to be available)</li> <li>- Appropriate signage to be displayed at location.</li> </ul>   |
|  |       | Establish a response plan                      | <ul style="list-style-type: none"> <li>- Identify alternative suppliers and be prepared to temporarily suspend some of your operations if needed.</li> </ul>   |
|  |       | Develop Employee communication plans           | <ul style="list-style-type: none"> <li>-Communicate to employees regarding Not to fear, anxiety, rumors and misinformation.</li> <li>- Create an internal website and/or call-in line where employees can access relevant information. This website or call-in line should be closely monitored to ensure appropriate and timely responses.</li> <li>- Provide educational materials to staff to understand the key principles to be followed.</li> <li>-Identify one designated point of contact regarding the plan for all employees.</li> <li>-Distribute information about how, to whom, and when to report infection or possible exposure to the virus.</li> <li>- Communicate to all that, If anyone doesn't feel well, he/she could approach the medical facility in campus.</li> <li>-Display Posters and distribute information preventive measures for corona virus</li> <li>-Direct sick employees to stay home.</li> </ul> |
|  | Admin | Establish and disseminate policy on travel     | <ul style="list-style-type: none"> <li>-Limited nonessential business travel to affected areas or areas of increased exposure risk. If travel to these areas is necessary, employers will need to establish proper protocol for requisite travel.</li> <li>-14 days self-isolation in case of travelling abroad</li> <li>-Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify human resources and stay home if they are sick.</li> </ul>  |

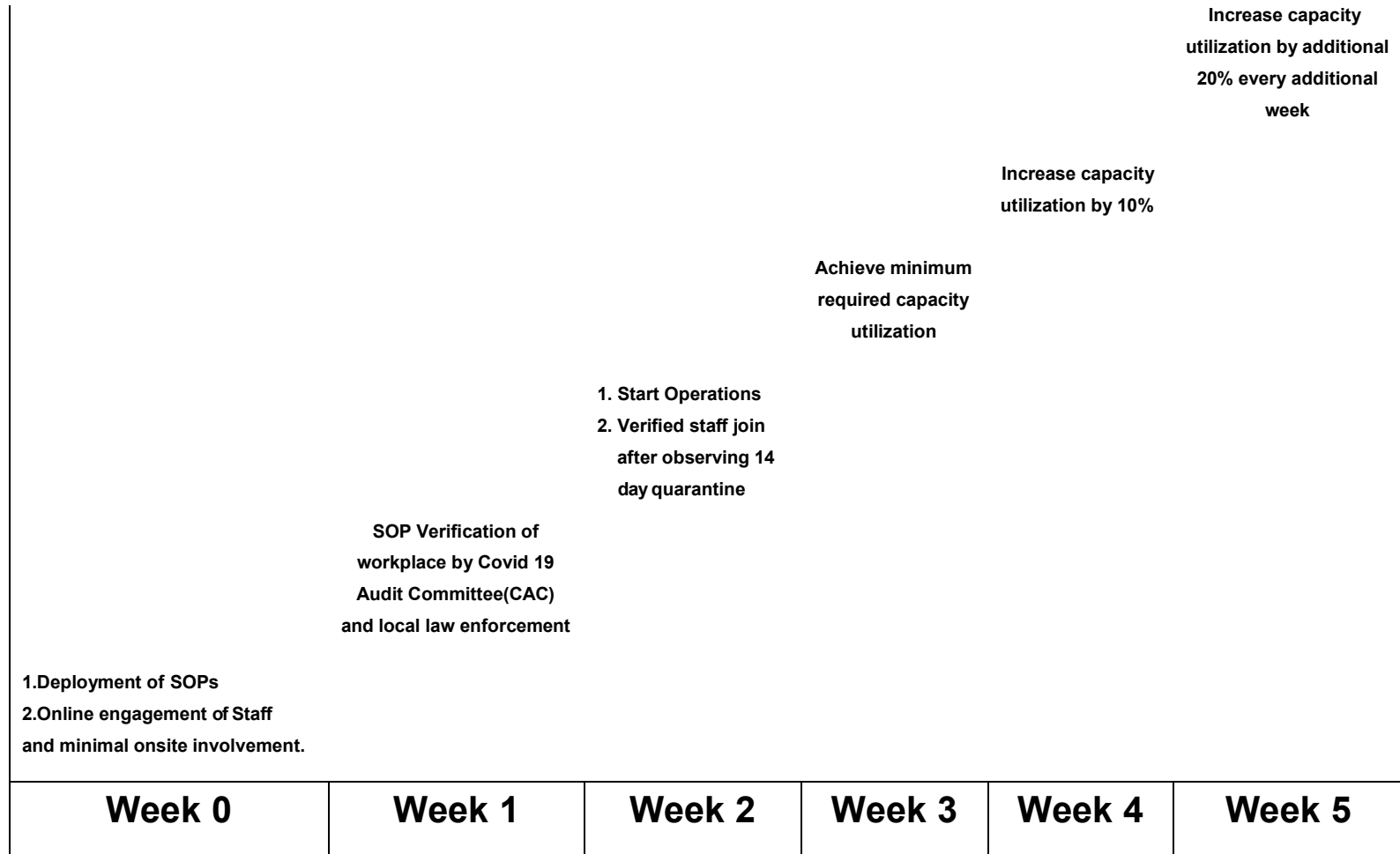
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|  |       |  | <ul style="list-style-type: none"> <li>-Remind employees that when they travel, they should try to avoid contact with sick people and clean their hands often by washing with soap and water for at least 20 Seconds or by using an alcohol-based hand sanitizer with 60%–95% alcohol.</li> </ul>  |
|  | Admin | <ul style="list-style-type: none"> <li>Establish guidelines for reporting and restrictions after travel or exposure</li> </ul> | <ul style="list-style-type: none"> <li>-Ask employees to report any travel to affected areas or exposure to corona virus</li> <li>-Ask employees returning from areas of significant exposure risk and employees who have had contact with a contagious person to refrain from coming into the workplace for an established period of time (such as 14 days) to protect Employees in the workplace from potential exposure?</li> <li>-Decide when an employee may be sent home due to illness and under what circumstances they may return.</li> </ul>   |
|  |       | <ul style="list-style-type: none"> <li>Explore work from home options and realities</li> </ul>                                 | <ul style="list-style-type: none"> <li>-Teaching and learning from Home must continue till necessity is there.</li> <li>-Except those who need to mandatorily work physically, assign work from home to all other employees and students</li> <li>- Operate with minimum Students &amp; Employees (Faculty/Non-teaching Staffs/ Other Employees/ Contract Employees) – on rotation basis.</li> <li>- Be flexible to help students regardless of the students' geographical location through virtual class room (through remote studying/online assessments and arrangements with the use of digital tools.)</li> <li>- This flexibility will in particular help students who have returned to their home countries to finish their courses at their host institution. Such credits received through remote studying arrangements will be fully recognized.</li> <li>- Ensure availability of information technology and infrastructure needed to support multiple employees who may need to work from home.</li> <li>- Equip Faculty/Non-Teaching Staff with Laptops and Dongles/Internet facility or</li> </ul> |

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|  |  |  | <p>allowance to ensure smooth functioning during work from home.</p> <ul style="list-style-type: none"> <li>- Online training for Non-teaching Staffs through mobile - to enhance their ability to undertake tasks that can be taken up from home (to help in future also for such emergencies).</li> <li>- Also ensure students have access to infrastructure needed.</li> <li>- In case of IT Resource constraints for remote work, consider alternatives like access to future leave benefits in advance (in lieu of leave without pay).</li> <li>- In addition to lockdown/hotspot situations, determine under what special circumstances remote work would be permitted (e.g., confirmed infection, high possibility of exposure at worksite, emergency closure of schools or public transportation)</li> <li>- Extend support through round the clock counseling to ensure mental and physical well-being of Students &amp; Employees (Faculty/Non-teaching Staffs/ Other Employees/ Contract Employees).</li> </ul> |
|  |  | Remind employees that discrimination is prohibited | <ul style="list-style-type: none"> <li>-Redistribute relevant portions of anti-discrimination policies to officials of the institution.</li> </ul>   |
|  |  | First day agenda after lifting of lockdown         | <ul style="list-style-type: none"> <li>- Ask Team leaders to be at work well in time and there to monitor</li> <li>- Ensure guidelines are followed in all areas</li> <li>- Heads of various functions or departments to interact among themselves (keeping social distancing in mind) and re-iterate the process changes with their respective teams</li> <li>-Identify issues / concerns and plan for changes / improvements.</li> </ul>   |

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| XXIX | Misc |  | <p>-In the aftermath of the COVID-19, universities and HEIs (in particular those that specialize in the life sciences), have gained importance with greater emphasis and adequate funding.</p> <p>- Universities &amp; HEIs should look at and focus on learning in the areas of crisis/risk planning, training, management and decision-making.</p> |
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## Appendix

### TIME LINE FOR RESUMING INSTITUTION OPERATIONS



## ANNEXURE

### Check List for Institution Continuity Post Lockdown

| ITEM      | ACTION TO BE TAKEN  | YES | NO |
|-----------|---|-----|----|
| <b>A.</b> | <b>STAY INFORMED AND FLEXIBLE</b>   |     |    |
| 1.        | Are you monitoring the Ministry of Health & Family Welfare website for guidance to education institutions and other updates as this situation progresses?   |     |    |
| 2.        | Are you proactively determining, how your institution will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if schools are closed?                                     |     |    |
| 3.        | Are you taking the time now to learn about coronavirus plans in each community / districts/ hotspots etc. where your institution's has connections. Local conditions will influence decisions made by Government regarding community-level strategies and, ultimately, affect your institution. |     |    |
| <b>B.</b> | <b>ENCOURAGE HEALTHY HYGIENE ETIQUETTE AND FACILITATE A CLEAN WORKPLACE</b>   |     |    |
| 1.        | Opened up every area of the building and ensure a proper disinfection is done   |     |    |
| 2.        | Have the employees & students filled up the self-declaration form regarding well being  |     |    |
| 3.        | Have proper transportation being organized for the workers  |     |    |
| 4.        | Has the transport vehicles been properly sanitized  |     |    |
| 5.        | Is thermal scanning at the entry point to all places.   |     |    |
| 6.        | Is social distancing being followed at the shop floor   |     |    |
| 7.        | Are you following the gap in shifts   |     |    |
| 8.        | Every desk space, corners, lifts, staircase handles, doorknobs, chair handles, electrical switch points, wash rooms etc to be cleaned/ disinfected  |     |    |
| 9.        | Washrooms to have liquid soap and hand dryers / tissue papers   |     |    |
| 10.       | Hand sanitizers placed at appropriate locations   |     |    |

| ITEM | ACTION TO BE TAKEN  | YES | NO |
|------|---|-----|----|
| 11.  | Cleaned air conditioning systems including lift fans  |     |    |
| 12.  | Identified ways to get fresh air inside the work areas rather than closed spaces  |     |    |
| 13.  | Re-organized office spaces keeping in mind social distancing  |     |    |
| 14.  | Evaluated all the waiting areas and ensure social distancing in practices- distance out seats/chairs/ sofas and block them with neat labels                                       |     |    |
| 15.  | Have enough educational material around for staff & students to understand the key principles to be followed  |     |    |
| 16.  | For efficient screening practices, thermal guns (to read the temperature) to be available and staff to be educated on checking everyone's temperature                             |     |    |
| 17.  | Staff & students who is unwell should be given mask & should be segregated  |     |    |
| 18.  | Small medical facility created / organized, where if, anyone doesn't feel well-could approach   |     |    |
| 19.  | Staffing of medical facility could include a nurse and connect to the healthcare facility with video conferencing   |     |    |
| 20.  | Re-evaluated the biometric systems and find alternatives, if possible. Or have your staff wipe their finger after using the biometric systems (alcohol swabs to be available)     |     |    |
| 21.  | Drinking water facilities to have disposable cups. They should not have glasses that people use and wash.   |     |    |
| 22.  | Staff & students should carry their own water bottles and tea/coffee mugs. They should clean it themselves rather than sending it for someone to clean. Else use disposable ones. |     |    |
| 23.  | Dustbins should be closed/ covered ones and not open ones especially in lunch areas, washrooms etc  |     |    |
| 24.  | Perfect cleanliness to be followed in kitchens, pantries etc  |     |    |
| 25.  | Staff & students to wear masks  |     |    |
| 26.  | Check the required stock of disinfectants, tissues, liquid soap, thermal scanner, masks, gloves, etc  |     |    |
| 27.  | A process is in place to track and report available quantities of stocks-PPE, disinfectants, etc  |     |    |
| 28.  | Appropriate signage to be displayed at locations  |     |    |
| 29.  | Placed mats at the entrance that could be dipped in 1% sodium hypochlorite (and changed every 2 hours) to ensure the footwear is clean  |     |    |



| ITEM      | ACTION TO BE TAKEN   | YES | NO |
|-----------|--|-----|----|
| 30.       | Make sure the area is not slippery though  |     |    |
| 31.       | All double doors should be kept open to prevent touching doors or knobs.   |     |    |
| <b>C</b>  | <b>SELF DECLARATION FORMS FROM SUPPLIERS, TRANSPORTERS &amp; STOCKISTS</b>   |     |    |
| 1.        | Has the self-declaration form been submitted covering the following :  |     |    |
|           | <ul style="list-style-type: none"> <li>• Have proper transportation being organized for the staff &amp; students.</li> </ul>   |     |    |
|           | <ul style="list-style-type: none"> <li>• Have the transport vehicles been properly sanitized</li> </ul>  |     |    |
|           | <ul style="list-style-type: none"> <li>• Is thermal scanning at the entry point in operation</li> </ul>  |     |    |
|           | <ul style="list-style-type: none"> <li>• Is social distancing being followed</li> </ul>  |     |    |
|           | <ul style="list-style-type: none"> <li>• Are you following the gap in shifts</li> </ul>  |     |    |
| <b>D.</b> | <b>ESTABLISH A RESPONSE PLAN</b>   |     |    |
| 1.        | Established a response plan that is flexible, well-informed and tailored to the essential aspects of your institutions. In developing your plan, involve key employees to inform the plan and reality-test assumptions upon which the plan is based.   |     |    |
| 2.        | Identified a cross-trained response team to work with one point of contact to respond to reports of infection or possible exposure.  |     |    |
| 3.        | Identified essential functions of the institution, essential jobs or roles, and critical elements within your workforce and supply chains (i.e., suppliers, subcontractor services/products, and logistics) required to maintain institution's operations. Plan for how your institution will operate if there is increasing absenteeism or these supply chains are disrupted. |     |    |
| 4.        | Prepared to change your institution's practices if needed to maintain critical operations. Specifically, identify alternative suppliers, prioritize customers, and be prepared to temporarily suspend some of your operations if needed.   |     |    |
| 5.        | Cross-trained personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.  |     |    |
| 6.        | Established protocol around when an employee/ student should disclose potential exposure and how such disclosure will be treated.  |     |    |
| 7.        | Planned for how and when the company will notify employees in the case of actual or suspected infection, including how the company will maintain the privacy of the infected individual.   |     |    |

| ITEM      | ACTION TO BE TAKEN   | YES | NO |
|-----------|--|-----|----|
| <b>E.</b> | <b>DEVELOP AN EMPLOYEE COMMUNICATION PLAN</b>  |     |    |
| 1.        | Anticipated employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.   |     |    |
| 2.        | Shared your coronavirus response plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.   |     |    |
| 3.        | Created an internal website and/or call-in line where employees can access relevant information. This website or call-in line should be closely monitored to ensure appropriate and timely responses.  |     |    |
| 4.        | Identified one designated point of contact regarding the plan for all employees.   |     |    |
| 5.        | Distributed information about how, to whom, and when to report infection or possible exposure to the virus.  |     |    |
| 6.        | <ul style="list-style-type: none"> <li>• Posted and distributed information on how to identify and prevent coronavirus:</li> <li>• Wash hands often with soap and water or use an alcohol-based hand sanitizer if soap and water are unavailable</li> <li>• Avoid touching eyes, nose, and mouth</li> <li>• Avoid close contact with people who are sick</li> <li>• Stay home when feeling sick</li> <li>• Cover coughs or sneezes with a tissue, then throw the tissue in the trash</li> <li>• Clean and disinfect frequently touched objects and surfaces</li> </ul> |     |    |
| 7.        | Reviewed Ministry of Health & Family Welfare 'coughing and sneezing etiquette' and 'clean hands guidelines' for more advice.   |     |    |
| 8.        | Directed sick employees to stay home.  |     |    |
| <b>F.</b> | <b>ESTABLISH AND DISSEMINATE POLICY ON TRAVEL</b>  |     |    |
| 1.        | Checked the Government of India Notices regularly for the latest on travel restrictions and recommendations for avoiding transmission.   |     |    |
| 2.        | Limited nonessential travel to affected areas or areas of increased exposure risk. To the extent travel to these areas is mission-critical, employers will need to establish proper protocol for requisite travel.   |     |    |
| 3.        | Advised employees to check themselves for symptoms of acute respiratory illness before starting travel and notify human resources and stay home if they are sick.  |     |    |

| ITEM      | ACTION TO BE TAKEN  | YES | NO |
|-----------|---|-----|----|
| 4.        | Reminded employees that when they travel, they should try to avoid contact with sick people and clean their hands often by washing with soap and water for at least 20 seconds or by using an alcohol-based hand sanitizer with 60%–95% alcohol.  |     |    |
| <b>G.</b> | <b>ESTABLISH GUIDELINES FOR REPORTING AND RESTRICTIONS AFTER TRAVEL OR EXPOSURE</b>   |     |    |
| 1.        | Considered requiring employees/students to report any travel to affected areas or exposure to coronavirus   |     |    |
| 2.        | Considered asking employees returning from areas of significant exposure risk and employees who have had contact with a contagious person to refrain from coming into the workplace for an established period of time (such as 14 days) to protect employees in the workplace from potential exposure?                                    |     |    |
| 3.        | Decided when an employee may be sent home due to illness and under what circumstances they may return.  |     |    |
| <b>H.</b> | <b>EVALUATE LEAVE OPTIONS</b>   |     |    |
| 1.        | Reviewed human resources policies to make sure that policies and practices are consistent with public health recommendations and existing Government of India workplace laws  |     |    |
| 2.        | Considered how to respond to “worst case” scenarios (e.g., if an employee reports possible infection/exposure but does not have available leave benefits to cover absences and cannot afford leave without pay).  |     |    |
| 3.        | Considered revising employee policies that may come into play when responding to employee leaves because of coronavirus. For instance, policies covering absence due to illness or job abandonment based on absence should be reviewed for possible temporary modification.   |     |    |
| 4.        | Openly communicated to employees the company's policies and position on leave.  |     |    |
| <b>I.</b> | <b>EXPLORE WORK FROM HOME OPTIONS AND REALITIES</b>   |     |    |
| 1.        | Ensured that you have the information technology and infrastructure needed to support multiple employees who may need to work from home.  |     |    |
| 2.        | Identified key limitations to remote work (e.g., required access to on-site resources, information security concerns, customer interaction obligations, etc.) and determine appropriate alternate responses to remote work requests, such as offering access to future leave benefits in advance of accrual in lieu of leave without pay. |     |    |

| ITEM      | ACTION TO BE TAKEN   | YES | NO |
|-----------|--|-----|----|
| 3.        | Unless lockdown or institution operating in hotspot, determined under what special circumstances remote work would be permitted (e.g., confirmed infection, high possibility of exposure at workplace, emergency closure of schools or public transportation) and how to control for potential abuse (e.g., requiring exhaustion of available leave benefits, or documentation certifying need for accommodation). |     |    |
| <b>J.</b> | <b>REMIND EMPLOYEES/ STUDENTS THAT DISCRIMINATION IS PROHIBITED</b>  |     |    |
| 1.        | Reminded employees/ students that discrimination on the basis of race, national origin, color, and disability (or perceived disability) is strictly prohibited and will not be accepted.   |     |    |
| 2.        | At a minimum, consider redistributing relevant portions of anti-discrimination policies to heads.  |     |    |
| 3.        | Considered training managers on how to respond, at the very least, to assumption-based comments about the virus and employees from countries most heavily affected   |     |    |
| <b>K.</b> | <b>ON THE FIRST DAY AFTER LIFTING OF LOCKDOWN</b>  |     |    |
| 1.        | Team leaders are at work well in time and there to monitor   |     |    |
| 2.        | Ensure guidelines are followed in all areas  |     |    |
| 3.        | Heads of various functions or departments to interact among themselves (keeping social distancing in mind) and re-iterate the process changes with their respective teams  |     |    |
| 4.        | Identify issues / concerns and plan for changes / improvements   |     |    |
| 5.        | A committee to be formulated that would evaluate daily the status, observations, staff feedback and make relevant changes in the processes / systems   |     |    |
| 6.        | Housekeeping huddle (with distancing in mind) daily in every shift   |     |    |

**For the in-house use of Crescent only**



(REGISTRAR)

Date: 22.09.2020