Standard Operating Procedure to Contain Spread of COVID-19 in Offices (1/10)

*Offices in containment zones to remain closed except for medical & essential service

**Specific Preventive Measures**

- Entrance to have mandatory sanitizer dispenser & thermal screening provisions

- Only asymptomatic staff/visitors to be allowed

- Officer & staff residing in containment zone to inform supervisory officer. Such staff to be permitted to work from home

- Drivers to maintain social distancing & follow required Do’s & Don’ts. Drivers residing in containment zones not to be allowed to drive vehicles

- Provision for disinfection of the vehicle’s interior using 1% sodium hypochlorite solution. Proper disinfection of steering, keys, etc. to be ensured
Standard Operating Procedure to Contain Spread of COVID-19 in Offices (2/10)

*Offices in containment zones to remain closed except for medical & essential service

**Specific Preventive Measures**

- Employees at higher risk i.e. older employees, pregnant employees etc to take extra precautions, work from home to be facilitated as feasible.

- All officers & staff/visitors to be allowed entry only if using face cover/masks & to be worn at all times inside office premises.

- Routine issues of visitors/temporary passes to be suspended & visitors with proper permission to be allowed after being properly screened.

- Meetings, as far as feasible, should be done through video conferencing.

- Posters/standees/AV media on preventive measures about COVID-19 to be displayed in prominent places.
Standard Operating Procedure to Contain Spread of COVID-19 in Offices (3/10)

*Offices in containment zones to remain closed except for medical & essential service

Specific Preventive Measures

1. Staggering of office hours, lunch hours to be done, as far as feasible

2. Proper crowd management in parking lots & outside the premises duly following social distancing norms to be ensured

3. Valet parking to be operational with operating staff wearing face covers/ masks & gloves as appropriate

4. Shops, stalls, cafeteria etc. outside & within the office premises to follow social distancing norms at all times

5. Specific markings may be made with sufficient distance to manage the queue & ensure social distancing in the premises
Standard Operating Procedure to Contain Spread of COVID-19 in Offices (4/10)

*Offices in containment zones to remain closed except for medical & essential service

**Specific Preventive Measures**

- Preferably separate entry & exit for officers, staff and visitors to be organised
- Proper cleaning and frequent sanitization of the workplace particularly of the frequently touched surfaces to be ensured
- Ensure regular supply of hand sanitisers, soap and running water in the washrooms
- Required precautions while handling supplies, inventories & goods to be ensured
- Seating arrangement to be made following adequate social distancing norms
Standard Operating Procedure to Contain Spread of COVID-19 in Offices (5/10)

*Offices in containment zones to remain closed except for medical & essential service

**Specific Preventive Measures**

- No. of people in elevators to be restricted duly maintaining social distancing norms

- For AC/ventilation, guidelines of CPWD to be followed - all AC devices to be in the range of 24-30°C, Relative Humidity to be in the range of 40-70%, intake of fresh air to be as much as possible with adequate cross ventilation

- Large gatherings continue to remain prohibited

- Effective & frequent sanitation within the premises to be maintained with particular focus on lavatories, drinking & hand washing stations

- Cleaning & regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, washroom fixtures, etc.) to be done in office premises & in common areas
Standard Operating Procedure to Contain Spread of COVID-19 in Offices (6/10)

*Offices in containment zones to remain closed except for medical & essential service

Specific Preventive Measures

Proper disposal of leftover face covers/masks/gloves to be ensured

In the cafeteria/canteen/dining halls:

- Adequate crowd & queue management to be ensured following social distancing norms
- Large gatherings continue to remain prohibited
- Effective & frequent sanitation within the premises to be maintained with particular focus on lavatories, drinking & hand washing stations
- Cleaning & regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, washroom fixtures, etc.) to be done in office premises & in common areas
Standard Operating Procedure to Contain Spread of COVID-19 in Offices (7/10)

**Measures to be taken on Occurrence of Case(s)**

When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

- Place the ill person in a room or area where they are isolated from others at the workplace. Provide a mask/face cover till such time he/she is examined by a doctor.

- Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.

- A risk assessment to be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts & need for disinfection.
Measures to be taken on Occurrence of Case(s)

- The suspect case if reporting very mild/mild symptoms on assessment by the health authorities would be placed under home isolation.

- Suspect case, if assessed by health authorities as moderate to severe, will be treated as per health protocol in appropriate health facility.

- The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.

- The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.
Standard Operating Procedure to Contain Spread of COVID-19 in Offices (9/10)

Management of Contacts

The contacts will be categorised into high and low risk contacts by the District Rapid Response Teams

The high-risk exposure contacts shall be quarantined for 14 days

These persons shall undergo testing as per ICMR protocol

The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days
Standard Operating Procedure to Contain Spread of COVID-19 in Offices (10/10)

**Closure of Workplace**

If one or two cases reported, disinfection procedure to be limited to areas visited by the patient in past 48 hrs. No need to close the entire office building & work can be resumed after disinfection.

In case of larger outbreak, the building to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building is adequately disinfected.

**Disinfection Procedures in Offices**

Detailed guidelines on disinfection *issued by Health Ministry to be followed.*