

SOP for Prevention of COVID

1. Individuals to maintain a minimum distance of 6 feet in public places.
2. The face mask should be worn at all times inside or outside the office/ Crowded/religious places
3. Number of people in the elevators shall be restricted, duly maintaining social distancing norms.
4. Non-essential travel should be avoided.
5. Proper disposal of face covers/ masks/ gloves left over by visitors and/or employees should be ensured.
6. Frequent hand washing with soap/ alcohol-based hand sanitizer.
7. Avoid touching your eyes, nose and mouth with your hand.
8. Respiratory etiquettes to be strictly followed.
9. Spitting is strictly prohibited.
10. Proper cleanliness of frequently touched surfaces.
11. Advise all higher risk i.e. more than 65 years, pregnant employees and employees who have underlying medical conditions like uncontrolled DM, CKD, organ transplants to take extra precautions.
12. Effective and frequent sanitation with particular focus on lavatories, drinking and hand washing stations/areas.
13. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas.
14. Early reporting of symptoms and testing for COVID.
15. See a doctor if you feel unwell (fever, cough, difficulty in breathing etc.) While visiting doctor wear mask to cover your mouth & nose.
16. Self-monitoring of health & Any person with fever or his immediate family suffering from fever should inform HODs/Co-ordinators/Director cum Principals/DRs/ARs and should avoid coming to work place till its confirmed that fever is not COVID 19.
17. Air-conditioning/ventilation, temperature should be in the range of 24-30⁰C with, relative humidity of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
18. Immediately call the state or district **Helpline no. 9779558282.**