

Guidelines for Employer and Employees

☑ Request the Administration or Owner to prepare a COVID-19 Resilience Plan.

☑ Encourage everyone to install the Aarogya Setu app.

☑ The Resilience Plan should have the following :

- Formulate a team of individuals as Task Force for handling COVID-19 situation.

- Guidelines to reduce the risk of infection such as Thermal scanning of all worker and visitors on entry, no Biometric attendance or signing in an Attendance Register/Sheet.

- In washrooms, it is preferable to have sensor activated or foot operated taps with running water. Soap /disinfectant soap should be provisioned to wash hands thoroughly for 20 seconds.

- Refer to authentic sources such as Ministry of Health& Family Welfare or WHO.

- Keep a List of Local Helpline numbers and National Helpline No. 011-23978046/1075 (toll-free).

- List of local nearby hospitals or laboratory testing centres.

- Deep cleaning and sanitation schedule especially of the floors. To prevent cross-infection, the staff should be encouraged to clean their table, computers and telephones with 70% alcohol based sanitizer every morning before commencing work.

- Seating arrangements such that workstations are at least 6 feet apart or enclosed cabins. Similar seating arrangements at common places such as the reception, tea/coffee point, cafeteria, etc.

- No spitting, chewing pan/tobacco inside or outside the workplace premises.

The Task Force should sensitize managers and employees on the importance of reporting symptoms of COVID-19 and confirmations, if any.

☑ The Task Force should strictly implement Physical Distancing of 6 feet within the premise.

☑ Encourage each other to follow necessary precautions by wearing a face mask properly with no gaps, washing hands with soap and water for 20 seconds and maintain a physical distance of 6 feet from others.

☑ Encourage co-workers to report their travel and contact history to the Administration - If anyone has travelled to a location/Hotspot with confirmed COVID-19 cases or has met a COVID-19 suspect or confirmed case.

☑ Do not crowd lifts; maintain a queue for maintaining physical distance inside the lift preferably facing the wall. Ensure that people wash their hands with soap and water for 20 seconds or use a 70% alcohol based sanitizer immediately after.

☑ You may use a toothpick/matchstick to punch lift buttons and ATM keys. The toothpick/matchstick should be discarded safely in a bin after one use. In case Pen/keys are used for this purpose, the same need to be sanitized with a70% alcohol based sanitizer immediately.

☑ **If the employee is feeling unwell or showing symptoms:**

- Be compassionate; do not panic.

- Do not stigmatise the person - it can happen to anybody and in any case, a majority of the people do get cured.
- Report to the local helpline or National Helpline 011-23978046/1075 (toll-free).
- Inform the Task Force.
- Persons in close contact with the employee should be put under Home Quarantine for 14 days and encouraged to observe symptoms, if any.
- Deep cleaning and sanitization of the work stations of the employee and of persons with close contact to be taken up immediately.
- Task force to internally communicate about the case so that everyone is aware.

☑ If the employee is feeling well and not showing any symptoms:

- Employee should be put in Home Quarantine for 14 days and encouraged to observe symptoms, if any.
- Encourage the employee to call COVID-19 helpline immediately in case any symptoms appear.
- Persons in close contact with the employee to be put under Home Quarantine for 14 days and encouraged to observe symptoms, if any.
- Deep cleaning and sanitization of the work stations of the employee and of persons with close contact to be taken up immediately.
- Task force to internally communicate about the case so that everyone is aware.
- Remain in touch with the employee and get regular report of his or her well-being.