

COVID-19 PROTOCOL TO BE FOLLOWED IN AAC BUILDING

A. Basic preventive measures to be followed by individual employee:

The basic preventive measures include simple public health measures that are to be followed to reduce the risk of infection with COVID-19. These measures need to be observed by all (employees and visitors) at all times. These include:

1. Physical distancing of at least one meter to be followed at all times.
2. Use of face covers/masks to be mandatory.
3. Practice frequent hand washing (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol based hand sanitizers (for at least 20 seconds).
4. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
5. Self-monitoring of health by all and reporting any illness at the earliest to the nearest medical facility.

Do's

- ✓ To maintain personal hygiene and physical distancing.
- ✓ To practice frequent hand washing.
- ✓ Wash hands with soap and water or use alcohol-based hand rub.
- ✓ Wash hands even if they are visibly clean.
- ✓ To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- ✓ To throw used tissues into closed bins immediately after use.
- ✓ To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- ✓ To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- ✓ To take their temperature regularly and check for respiratory symptoms.
- ✓ To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.

Don'ts

- ☒ Shake hands.
- ☒ Have a close contact with anyone, if you're experiencing cough and fever.
- ☒ Touch your eyes, nose and mouth.
- ☒ Sneeze or cough into palms of your hands.
- ☒ Spit in Public.
- ☒ Travel unnecessarily, particularly to any affected region.
- ☒ Participate in large gatherings, including sitting in groups at canteens.
- ☒ Visit gyms, clubs and crowded places etc.
- ☒ Spread rumours or panic.

B. Preventive measures by offices:

- i. Any employee reportedly suffering from flu-like illness should not attend office and seek medical attendance.
- ii. Placing of hand sanitizers at the entry of the AAC.
- iii. Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- iv. Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- v. Avoid non-essential official travel.
- vi. Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- vii. Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- viii. Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.

C. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. 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, then the following shall be followed:

- a. 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.
- b. Report to concerned health authorities. Helpline 1800313444222, 03323412600, will be immediately informed.
- c. The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive.
- d. Closure of AAC office building when positive cases reported after disinfection. The disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs. The work can be resumed after disinfection as per laid down protocol but not before three days.
