



## Standard Operating Procedure for Social Distancing for Office

### 1. Policy:

It is the policy of M/s J Holdings Pvt Limited to protect and ensure that all employees' workplaces are clean and hygienic, surfaces (e.g. Desks and tables) and objects (e.g. telephones, Keyboards) need to be wiped with disinfectant regularly. Why? Because contamination on surfaces touched by employees and customers is one of the main ways that COVID – 19 spreads.

**Objective:** Though cleanliness is given, special precautionary measures are being implemented to counter the possible spread of COVID19 virus within office premises. This is to ensure the best health of our employees at workplace.

### 2. Responsible

- Everyone in Office premises

### 3. General


- 1) All areas in the premises including the following shall be sanitized completely using the recommended disinfectant.
  - A) Entrance Gate of building, office floor etc.
  - B) Cafeteria / Kitchen
  - C) Meeting room, Conference halls/ open areas available/ entrance gate of site, cabins, etc.
  - D) Door/ Cabinets Locks & handles
  - E) Equipment and lifts
  - F) Washroom, toilet, sink; water points etc.
  - G) Walls/ all other surfaces
- 2) All Staff must use sanitizer walkthrough gates before entering/ exiting the building
- 3) Floor is marked with the minimum distance i.e. 3 feet to ensure safe distancing from one another
- 4) No two persons are allowed to sit together i.e. adjacent to each other instead the seating has been set diagonally across one another to ensure safe distancing.
- 5) Sanitizers have been placed at all the entrance/ exit points and it is mandatory for employees to use them upon entrance/ exit.
- 6) Employees need to cover face with mask and hands gloves are encouraged.
- 7) All vehicles and machinery entering the office premises are required to be disinfected by spray.


- 8) Mandatory thermal scanning of everyone entering/ exiting the work place.
- 9) Large gatherings or meetings of 4 or more people are discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
- 10) There should be total ban on non-essential visitors in office
- 11) Hospitals /clinics in the nearby areas, which are authorized to treat COVID – 19 patients, should be identified and list should be available at work place all the times
- 12) Office timings will be **9:00 AM to 3:00 PM** during COVID - 19
- 13) While printer is busy only 2 person with a distance of 6 feet can stand only.


**PRECAUTIONARY MEASURES FOR CORONAVIRUS (COVID 19)**


					
<p>Wash your hands thoroughly with soap and water for atleast 20 seconds (3-4 times a day).</p>	<p>Use hand sanitizer after ablution.</p>	<p>Disinfect your prayer mats in office, if going to mosque take your own mats and disinfect them after.</p>	<p>Use hand sanitizer every time you enter the office – these have been placed at all entry points.</p>	<p>Wear masks during prayers at mosque / office.</p>	<p>If sick inform the HOD, stay at home and avoid contact with people.</p>


**INCASE YOU GET SICK DO THE FOLLOWING**

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1. Self-isolate for 7 days.
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2. If symptoms persist for more than 7 days, seek medical attention.
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3. Get tested for the virus.
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4. Quarantine yourself, if you receive a positive result for coronavirus. Inform the people you've been in touch with to get tested as well.
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5. Notify HR immediately as it will then be necessary for all employees to be quarantined.

Approved by: \_\_\_\_\_