

**COVID -19
LOCKDOWN
MANAGEMENT
S O P
GUIDELINES**





WE CAN DO IT, IF DONE RIGHT

This guide is in regards to the norms and procedures issued by the government on April 21 after deciding to extend the lockdown to May 3 with a slight operating procedure across the country.

The May 3 halt doesn't seem to stop the spread of the novel coronavirus. The country needs a desperate lift in the lockdown at least to save people who depend on daily wages. Although the RBI did issue a detailed financial advisory action procedure for various sectors, the protocol is bringing upon troubles to the normal lives of the common people.

There is no soon future to a complete "I am back" mode for the country but the slow - steady approach in unveiling the corona-free India needs guidelines, methods, plans and responsible actions.

This SOP guidelines is framed by taking the advisory measures released by the government. In further the guide also contains supportive health measures that need to be taken into consideration by the firms on their employees. The health measures are drafted in guidance with Dr.Subashri B.A.M.S, MSC & P, MBA, Chief Ayurveda Physician & Wellness Coach at LiveRight.



WHO CAN OPERATE DURING LOCKDOWN?

The essential services that are allowed to operate during the lockdown :

- Food, groceries, fruits & vegetables, meat & fish, animal fodder;
- Banking or insurance services and ATMs;
- Telecommunications, internet services, broadcasting and cable services, IT and IT enabled services only (for essential services);
- Delivery of essential goods, including food, pharmaceuticals, medical equipment; healthcare: hospitals, medical centres, medical stores;
- Electricity, petroleum, oil, energy;
- Print and electronic media;
- Cold storage and warehousing services;
- Capital and debt market services as notified by the Securities and Exchange Board of India;
- Courier services; and
- Private security services.

All other establishments are required to continue to have their employees work from home.

OPERATING TIMING : MORNING 6:00 AM TO 1 PM (THE TIME IS VARIED ACCORDING TO THE RESPECTIVE DISTRICT MAGISTRATE ORDER. IN THAT AREA)

MANUFACTURING ESTABLISHMENTS

All manufacturing establishments must be closed, except for units manufacturing essential commodities, pharmaceuticals or production units that require continuous process, (these units must obtain permission to operate from the state government).

- Industries operating in rural areas;
- Manufacturing units in Special Economic Zones and Export Oriented Units, industrial estates and industrial townships, provided that the employer makes arrangements for all workers to stay within the premises in line with the Standard Operating Protocol;
- Units involved with the manufacturing of IT hardware;
- Units manufacturing packaging material;
- Food processing units in rural areas;
- Coal production, mines and mineral production, their transportation, and all activities incidental to mining operations;
- Jute industries with staggered shifts; and
- Oil and gas exploration/refinery.

OPERATING TIMING : THE UNITS FUNCTION BETWEEN THE PERMITTED TIME BY THEIR RESPECTIVE STATE GOVERNMENT



CONSTRUCTION ACTIVITIES

The below-mentioned construction activities would be permitted from April 20, 2020:

- Construction of roads, irrigation projects; buildings for industrial projects; in rural areas and all projects in industrial estates;
- Construction of renewable energy projects;
- Construction of projects where all workers are available on-site and no outside labour is required

OPERATING TIMING : THE UNITS FUNCTION BETWEEN THE PERMITTED TIME BY THEIR RESPECTIVE STATE GOVERNMENT

STANDARD OPERATING PROCEDURES

DISINFECTION IS MUST

Before opening the office premises or any of the buildings, a thorough sanitization work is required. You must figuratively bathe your entire office or premise with sanitizer or disinfectant. The areas that must be disinfected are

- Washrooms
- Doors & Door Handles
- Floors
- Tables & Chairs
- Monitors, Keyboards and Mouse
- Cafeteria / Pantry / Storerooms / Naprooms
(including all the equipments/things inside them)
- Front desk
- Parking lot
- Elevators / Escalators / Entry point lounges
- Staircases & Staircase handles

DISINFECTION TIME : BEFORE EVERY SHIFT AND ALSO AT 2 HOURS OF INTERVALS



TOUCH-FREE ENTRY & EXIT POINT CHECKS

Hands-free

Hand-free sanitizer mechanisms must be installed at all the operating firms at entry and exit point. The safe, effective and reliable way to sanitize the hands of the people entering and exiting the office premises is by implementing touch-free sanitization. This should be a must if you are a delivery services sector firm.

Contact-less

Mandatory temperature scanning (with a contactless thermal thermometer) of every individual entering and exiting the workplace. The temperature scanning identifies the possibility of infection in the individual

WASHROOM CHECKLISTS

- For companies that have washroom facilities outside office premises. Avoid opening doors using your ID Cards and let the front desk in-charge open the doors from his end.
- Don't touch the entrance door of the office at any cost
- Place a disposable glove at the washroom entrance, wear them, and use the washroom.
- Throw the gloves in the bin placed outside the washroom
- Sanitize the individual before letting them inside again
- Washrooms need to be disinfected and sanitized at 2 hours intervals

WORKSPACES CHECKLISTS

- Employees above 60 years, with co-morbidities or who have kids under the age 6-10 years must operate from home strictly.
 - No more than two or four passengers (depending upon the surface area of the elevator) are permitted in a lift at one time and use of the stairs should be encouraged.
 - Workplaces must have a gap of one hour between each shift
 - There should be a strict ban on tobacco products and spitting should be prohibited.
 - Divide the lunch breaks for the staff to ensure social distancing.
 - Employers must provide an adequate supply of hand wash and sanitisers at all times
- List of the nearby healthcare facilities, hospitals, ambulance services, emergency services, COVID-19 services contact details with address needs to be put up at notice boards across the office.



CHECKLISTS FOR MEETINGS

Staggered working hours, avoid large gatherings and host online meetings only.

- Meetings that require 6 or more than that should be held online.
(Restrict the number according the space availability)
- At no cost, large gatherings including more than 6 people should be held.
- Meeting rooms should be large enough to maintain a 6ft of distance between each person.
- Avoid shaking hands or any kind of physical contact during the meetings.
- Gloves should be worn

PARKING LOT CHECKLISTS

More vehicles means more vulnerable situations. Let your vehicle also have social distancing

- Disinfectant the vehicles at entry point
- Disinfectant them at 2 hours interval
- Disinfectant them vehicles at exit point
- Don't let the vehicles of delivery services, courier services and other outsiders into your office parking lot

TRANSPORTATION CHECKLISTS

Government is in no mood to release public transportation yet. Even if public transportation is operated at very less number and frequency, a firm that arranges for transportation will be more safe and secure than the rest that did not. Cabs, tempo vans, cars or any other vehicle arranged by the company needs to take in consideration that a close, intimacy seating is risky and dangerous.

- Company transportation must be arranged.
- A sedan cab can have 4 people including the driver. An SUV can have 5 people including the driver. The seating capacity needs to be reduced to 50% than usual.
- Masks and gloves are must during the trip.
- Touching the fellow passengers during the trip, exchanging snacks, foods or any other items should be deliberately avoided.
- Before entering the vehicle everybody should sanitize their hand at their places on their own.



SEATING ARRANGEMENT

- Common-shared 4 seater cubicles can have 2 people only seated at diagonal directions.
- The individual cubicles cannot have more than one person. The assistants of the managers cannot enter into the managers cubicles. Any conversation needs to be addressed from the doorstep only.
- The conference rooms cannot be engaged for any meetings with more than 4 people. Close contact is not allowed. Having breaks, chitchats or casual talks is prohibited in the conference room.

INDIVIDUAL RESPONSIBILITIES

State and Central Government, offices and enterprises are taking all the necessary steps to protect every human being on the planet. This will not be possible if you don't remain as a responsible individual.

- Avoid the outside tea-breaks, chitchats and smoking
- Follow all the norms issued by government and your office
- Strictly abide the hygiene and social distance practices
- Disciplinary actions needs to be taken on the individuals who mock, break or discourage the norms

SECURITY GUARDS RESPONSIBILITIES

The security in every office must be the strict headmasters at this time.

- Lock the doors for all the outsiders except the employees.
- Strictly follow all the hygiene, sanitization measures issued by the office and government.
- Never open the gates for unnecessary roamings to the employees
- Inform the management about the employees who are not following the rules in terms of hygiene, sanitation, parking lot and transportation regulations.



HEALTH MEASURE PROTOCOLS

Physical distancing, self-discipline and personal hygiene practices are important elements in the COVID-19 preventive plan but health is the vessel that ultimately fights the infection.

During a pandemic condition like this where the entire universe is still looking for the solution to heal, it is crucial to exhibit leadership qualities and support each other with a bigger heart.

- Employers must provide medical insurance for all employees.
Let your employee know that you care for them and they can get through this hard time.
- Distribute immunity boosting supplements, which are endorsed by the government in office, encourage them to use at home too.
 - **Kabasura Kudineer Choornam is launched by TN government under “Arogyam Scheme COVID-19”**
 - Pizzas and burgers will wait, strictly eliminate these kinds of junk foods from your cafeteria to bring a positive impact on your employee health.
- Have a health consultant, physician or a regular check-up for your employees which also gives them emotional strength.
- Encourage your employees to talk about other health problems they are facing and offer them help if they need medical care.
- If light symptoms or signs of COVID-19 such as fatigue or dizziness, employee must not come to office.

TN GOVT IMMUNITY ENDORSEMENTS

Kabasura Kudineer Choornam is launched by TN government under “Arogyam Scheme COVID-19”. The choornam is distributed across the residents in the state from April 23, 2020.



AYUSH MINISTRY IMMUNITY ENDORSEMENTS

A preventative and prophylactic approach recommended by AYUSH is to intake the herbs that contain the extract of *Tinospora cordifolia*.

- Take Chyavanprash 10gm (1tsf) in the morning. Diabetics should take sugar free Chyavanprash.
- Drink herbal tea / decoction (Kadha) made from Tulsi (Basil), Dalchini (Cinnamon), Kalimirch (Black pepper), Shunthi (Dry Ginger) and Munakka (Raisin) - once or twice a day. Add jaggery (natural sugar) and / or fresh lemon juice to your taste, if needed.
- Golden Milk- Half tea spoon Haritaki (turmeric) powder in 150 ml hot milk - once or twice a day
- Nilavembu Kudineer/Kaba Sura Kudineer— decoction 60ml twice a day
- Anuthaila/Sesame oil 2 drops in each nostril daily in the morning

JWAROD : GMP certified Ayurveda tablet, that contains, Amruth(*Tinospora cordifolia*) Tulsi, Shunthi (Dry Ginger), Nilavembu, Haritaki(turmeric)

MISCELLANEOUS THINGS YOU CAN DO

- Disposable masks and gloves
- Placing large bins at the entry points for delivery and pick up services (to be disinfected on a regular interval). Disinfect your bin/courier box between 2 hours.
- Restrict entry of all non-essential commodities or individuals into the offices. (stop your social visits to other offices)
- Shared stationeries should be made personal
- Don't share your lunch boxes , snacks, foods, tea or coffee and water bottles.
- Prolonged usage of air conditioners can harm, so have intervals of break in increasing and decreasing the temperature. (25 and above temperature)
- Completely switch off AC if you have natural ventilation
- There should be a strict ban on tobacco products and spitting should be prohibited.
- Communication gaps are big headaches at these times, so focus on practicing intensive communications
- Distribute herbal decoctions (endorsed by govt) such as Kabasura Kudineer during the office hours.
- Remove the personal transportation, so that parking lots will not be crowded (spraying .



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“Issued in public interest with norms to National Directives for COVID -19 management released by Home Ministry”

References :

National Directives for COVID -19 management

Home Ministry India

AYUSH MINISTRY GUIDELINES COVID-19

AROGYAM SCHEME COVID-19

TN GOVT COVID-19 management