

Sandip Foundation

Nashik

GUIDELINES FOR THE ADMIN OFFICE

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth.

If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu.

1. Simple ways to prevent the spread of COVID-19 at your workplace.

- To ensure sure the workstations are clean and hygienic.
- Encourage workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Surfaces (e.g. desks and tables / chairs) and objects (e.g. telephones, keyboards, printers / scanners) need to be wiped with disinfectant regularly.
- Promote regular and thorough hand-washing at regular interval among the employees.
- To install sanitizing hand rubs dispensers in prominent places around the workplace and to ensure these dispensers are regularly refilled.
- Promote good respiratory hygiene in the workplace.
- To ensure the staff should cover their face with the mask properly while working.
- Ensure that face masks (surgical mask) and / or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.
- Refrain from unnecessary travel out of the city. If any employees would like to go out of city for the personal work, he / she have to submit the travel history while resuming the office.
- Encourage employees to wash their hands regularly and stay at least one meter away



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from people who are coughing or sneezing.

- Make sure that staff, faculties and visitors have access to places where they can wash their hands with soap and water.
- To open all the windows and doors for ventilation purpose.
- To encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- To discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- To maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- To keep the record on day to day basis to whom they have contacted during the office hours or after office hours so as to track the record in case of emergency.
- To ensure that all the employees comply with all the rules and regulations.
- Proper display of posters to create awareness among the staff and students.
- Proper distancing should be maintained while collecting fees / Challan from the students.
- To ensure that the staff should wear mask, face shield and gloves during the duty hours.
- The cash counters and other counters should be disinfected at regular interval.
- Using each other's phones, belongings, sharing of common stationery like pens, or other work tools and equipment, should be discouraged.

2. Prompt Identification and Isolation of Infected Employee.

(If found during working hours)

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting the staffs, students, visitors, and others at a workplace.
- If any employee develops even a mild cough / fever / if any of symptoms of COVID – 19 at the workplace, immediately the infected staff should be shifted to the enlisted hospital of Covid 19 for further treatment. While shifting the other employee have to maintain the distance and to avoid the close contact with the infected person.
- Ambulance should be kept ready for the transport of the infected person to the designated health care centre.
- The workplace of the infected person should be disinfected immediately.
- The ambulance should be disinfected properly from inside for further reuse purpose.
- The infected employee should follow the proper guidelines and on consultation with the Doctor can resume the office with the concern of the authorities.



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