

भारतीय राष्ट्रीय
उपभोक्ता सहकारी
संघ मर्यादित



National Co-operative
Consumer's Federation
of India Ltd.

STANDARD OPERATING PROCEDURE (SOP) FOR NCCF EMPLOYEES FOR WORKING DURING AND AFTER COVID – 19 LOCK-DOWN.

(Ref- MHA Consolidated Guidelines circulated vide GOI Order No. 40-3/2000-DM-1(A) Dt 15.04.2020).

Prepared and Circulated by – DM/ P& A, Head office, NCCF, New Delhi.

Scope of SOP-All NCCF Offices, Workplaces, Sites etc.

Purpose- To stop the spread of Corona Novel virus amongst employees , their Families , visitors and entire community at large thereby ensuring safety , Health, protection and prevention from Covid 19.

1.

Action to be Taken

FROM HOME TO OFFICE

1.1. BEFORE LEAVING FOR OFFICE		
	ACTIVITY	RESPONSIBILITY
i.	Employees to check their health status and shall <ul style="list-style-type: none">- Start to office only if they feel healthy- In case feeling sick, having severe cough, sneezing and difficulty in breathing, stay back at home. Take rest and consult Doctor.- Report to Controlling Officer.	Employee
ii.	Adopt good personal hygiene practices. – Sneeze/ cough into covered elbow/shoulder or cover your nose with handkerchief and tissue . Throw tissues in closed bins immediately after use.	Employee
iii.	Use face Mask while stepping out of home and carry a spare mask. Ensure washing periodically and dry in the sunlight if washable or dispose of in covered dustbin and follow Respiratory Hygiene.	Employee
iv.	Always carry recommended Alcohol based (sanitizer and handkerchief .	Employee

2.1 USE OF VEHICLE		
	ACTIVITY	RESPONSIBILITY
i-	Sanitize if using personal vehicle	Employee

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ii.	If using Hired Vehicle for movement Ensure that the vehicle is sanitized -	Driver
iii.	Ensure that the driver is wearing Face Mask and sit diagonally to the Driver at the rear left seat of the vehicle to maintain Social Distancing.	Employee

3.0

PRACTICES TO BE FOLLOWED IN OFFICE/ WORKPLACE

3.1. AT ENTRY GATE		
	ACTIVITY	RESPONSIBILITY
i.	Do not move in groups Maintain social distancing of at least 1 meter while in queue.	Employee
ii.	Do not touch handrails or any other objects while entering office. Sanitize your hands after coming out of lift.	Employee
iii.	Temperature Screening/Thermal Scanning of all employees/persons entering the Office premises to be done by the Security Person in Charge and recorded in a Register.	Security Guard. Admin to supervise.

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iv.	Alcohol based sanitizer to be placed at the Entry Gate. All employees/persons entering the office premises shall clean their hands, by using hand sanitizer.	Provision of sanitiser to be ensured by Office Incharge
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3.2. STAGGERED OFFICE HOURS		
	ACTIVITY	RESPONSIBILITY
i.	<p>To reduce gathering and maintaining Social Distancing, Staggered Office timings may be followed as under:</p> <ul style="list-style-type: none">a. Head Office and Field offices<ul style="list-style-type: none">- Slot I – 9:0 AM to 5:30 PM- Slot II – 9:30 AM to 6:00 PMb- Staggered timing to be opted by an employee in consultation with their respective Controlling Officer	Entry and Exit from Office, as per staggered timing, while maintaining Social Distancing to be ensured by Security Guards. /employees.

3.3 AT WORKPLACE		
	ACTIVITY	RESPONSIBILITY
i.	Floors, Cabins, Workstations, Furniture, Electronic Equipment, Laptops/Computers and its Accessories etc. should be sanitized using disinfectant.	Office incharge
ii.	Sanitization activity to be carried out at an interval of every three (03) hours. Log sheet to be maintained indicating date and time of carrying out of sanitization activity.	Office incharge
iii.	Sanitizers should be kept at convenient locations within the office premises.	Office incharge
iv.	Provision of Gloves to be kept for use by employees/persons to avoid direct contact with contaminated surfaces.	Office incharge
v.	Practice frequent hand washing with soap and water or use alcohol based hand rub/sanitizer. Wash hands, even if they are visibly clean.	Employee
vi.	Avoid Non-essential official travel.	Employee
vii.	Provision of rest room at Office for employees feeling sick. Provision of transport to drop such sick employee home/or to hospital, if required.	Office incharge
viii.	DOs and DONTs for COVID – 19 should be displayed at conspicuous locations within the office premises.	P&A
ix.	Alternate Seating – Ensure Social Distancing of at least 1 meter while sitting.	Employee

x.	Tea/Coffee Vending Machines and Water Dispensers – Tea/Coffee/Water can be had on self-service basis.	Employee
xi.	Attending to Vending Machines/Water Dispensers – Office Boy deployed for the purpose shall wash hands thoroughly with soap and water and wear gloves before working on the vending machine/water dispenser. After the work is over, he will again wash his hands using soap and water.	Office incharge to ensure.
xii.	Please carry your own water bottles from home.	Employee
xiii.	Chewing Gums, carrying Gutkha, spitting within the office premises are strictly prohibited.	Employee

<p>3.4 OFFICE WORKING</p>		
	ACTIVITY	RESPONSIBILITY
i.	Meetings, as far as feasible, should be done through video conferencing. Efforts should be made to minimize or re-schedule meetings involving large number of people, unless necessary.	Employee
ii.	Undertake essential correspondence on official e-mail and avoid sending files and documents to other offices, to the extent possible.	Employee

iii.	To the maximum extent, entry of visitors in office premises should be discouraged and shall be restricted to visitors area only and shall meet only those officers from whom they have proper permission to meet. They should be allowed after proper Thermal screening.	Employee
iv.	Delivery boys should not be allowed to enter the office premises. Employees to collect items from the main gate.	Employees
v.	Daks shall be received by the receptionists. Dak Runner to be scanned before being allowed entry within the office premises.	Office incharge
vi.	Materials received from outside whether at entry gate or reception should be kept aside and properly sanitized before use.	Admin

3.5 ATTENDANCE SYSTEM		
	ACTIVITY	RESPONSIBILITY
i.	Touch enabled bio-metric attendance system to be disabled.	Officer Incharge
ii.	Punch at attendance machine using ID Card or Retina Recognition.	Employee
iii.	Do not touch ID card with the Bio-metric Machine.	Employee

iv.	Maintain Social Distancing while marking attendance	Employee
3.8 USING WASHROOMS		
	ACTIVITY	RESPONSIBILITY
i.	Adequate provision of Sanitizers/Liquid Soap to be made available at Washrooms	Office incharge
ii.	Maximum two persons shall use washroom at a time.	Employee
iii.	Spitting within washroom is strictly prohibited.	Employee
iv.	Washrooms to be cleaned and disinfected at an interval of every three (03) hours.	Office Incharge

4. HEALTH AND SAFETY AFTER OFFICE HOURS

ACTIVITY	RESPONSIBILITY
Ring up home when you start from Office.	Employee
Someone at home should keep the front door open, so that you don't have to touch the calling bell or door handle. A bucket of water with washing soap powder or bleaching powder added to it shall be kept in the front of the door.	

4.1. ON REACHING HOME

i-	Keep car keys, pens, sanitizer bottle, phone in a box outside the door.
ii-	Wash your hands in bucket and stand in water for a few minutes. Meanwhile, use tissue and sanitizer and wipe the items you have placed in the box.
iii	Wash your hands with soap water again.
iv	Thereafter, enter the house without touching anything.
v.	The bathroom door shall be kept open with a bucket of detergent soap water ready. You take off all your clothes, including inner wear and soak inside the bucket.
vi.	Then take a head bath with a shampoo and body bath with a soap.
vii.	Wash your clothes/put in washing machine with high temperature settings and dry clothes in direct sunlight.