

## STANDARD OPERATING PROCEDURE FOR SINE EMPLOYEES AND SINE START UP AND STARTUP EMPLOYEES AS A MEASURE TO MITIGATE RISKS OF COVID-19

This document has been issued by SINE, IIT Bombay on 21<sup>st</sup> May, 2020 wherein suggestive precautionary measures for All SINE Employees and SINE Start-ups and their employees. These Guidelines are to be adhered after necessary approvals have been obtained to resume partial operations with utmost safe environment at SINE Office and other SINE Office Premises / Co Working Spaces and Labs. This may help in breaking the chain of corona spread. All precautionary measures need to be ensured so that all stakeholders e.g. Employees, Start-ups feel safe and secure at the workplace.

### Safety and Security Procedures to be followed by SINE and startups employees

- **Sanitizers** to be used by everyone while entering any SINE Premise.
- Hands are to be washed/sanitizer used frequently and especially if anyone cough's/sneeze's into their hands (20-second hand washing rules to be followed).
- Wearing of **Face Mask** is compulsory at all times, while at workplace and at public places.
- Windows of the office should always be kept **Open** to ensure ventilation of the premises.
- No **Handshake** policy to be followed at all times.
- Monitoring using **Aarogya Setu App** at entry points may be implemented.
- **No visitors** will be allowed to SINE/IITB premises. Meetings should be conducted strictly on VC
- Every Company / person using Co-Working space / Labs must ensure that a log book is maintained. The log book must contain the necessary details of the employees.
- Every Company should ensure to maintain a Log Book / Record Book mentioning the entry and exit of the company staff on a daily basis. This record will be shared to the institute/ government as and when required or asked.
- No meeting rooms, conference room, pantry will be open for use.
- Only one person should enter into the washroom area at a time.
- The lift will not be operational, Employees are suggested to use only staircases
- No Delivery, Courier or Postal person shall be allowed entry inside premises.
- Food delivery is to be avoided.
- All delivery items need to be picked up from outside the premises and follow the entry procedures while re-entering.
- At least 6 feet of space must be maintained between people at all times.
- In places such as offices or labs where we expect more than one person to be present at the same time, occupancy should be such that 6 feet of space can be maintained between people, not exceeding 33% at all times. If required, furniture should be rearranged.

- A few plexiglass screens may be kept ready for instances where face to face meetings cannot be avoided and or if there are offices where distancing is not possible.
- Everyone should be mindful of hygiene, including washing hands with soap and water frequently.
- Those who are suffering from cold, cough, fever etc should not come to office and should instead report to the hospital
- Since we expect reduced housekeeping staff in the initial period (1 month) people are expected to keep their surroundings as clean as possible.
- Those with underlying health conditions that may put them at a higher risk due to COVID 19 must not be asked to come to the office or lab.

## Disinfection of the premises

### Common areas Sanitisation – By SINE

All areas in the premises including (but not limited to) the following to be disinfected completely with the use of approved disinfectant mediums.

- Common Areas
- Open areas-Staircases.
- Lobbies.
- Washrooms, Toilets, Sink, Washbasin,etc.
- Walls of common places.
- **Hand Sanitisers** to be kept at the entrance of all premises. People after entry shall **sanitise** their hands before proceeding to their work spots. In all areas, having nearby water points or wash basins etc., **HandWash** shall be used (it is the preferred option vis-à-vis **hand sanitizer**).
- Special attention to be given to hygiene of housekeeping staffs
- Please don't bring helmets inside the office premises

### Individual Office Area disinfection - By Startups/SINE

- High touch surfaces like - Door Handles, Keyboards, Lifts/Elevators, Phones and their buttons.
- All other surfaces like hand railings, Office Tables, Chairs, etc.

### Travel to workplace (SINE employees and startups)

1. The employees should be encouraged to use their personal vehicles for commuting to the workplace. The norms set by the government for travelling in private vehicles must be adhered to. **Carpools** or **Public Transport** must be avoided.

2. Employees from the containment area are strictly not allowed to travel to office in any case.

## COVID-19 pandemic: Dos and Don'ts

- Do wash your hands for at least 20 seconds several times a day. Soap and water work the best. If you want to use a hand sanitizer, make sure that it has at least 60% alcohol. The overuse of alcohol-based sanitizer is not advised.
- When to wash your hands?
  - Before eating*
  - After using the washroom*
  - After blowing your nose, coughing or sneezing*
  - Accidentally touching any surface in common areas*
- Please make a conscious effort not to touch your eyes, nose, and mouth. Whenever you catch yourself touching your face, immediately wash your hands and face with soap and water.
- Do not step out of your office unless it is absolutely necessary. Employees shall work from their seats and avoid going to other's seats as far as possible. Ensure social distance at the workplace by employees.
- Whenever you step out of your room, make sure to wear a good mask covering your nose and mouth. Do not assemble in the corridors
- Minimize your stay in the office premises. As soon as you finish your work for the day, head back to your home.
- Please remember, wearing a mask does not provide complete protection unless it is an N95 mask! The cotton and laboratory masks are just good enough as long as you avoid chatting to another person for more than a few minutes, even if you are wearing a mask and maintaining a physical distance of 6 feet.
- If you have any symptoms such as dry cough, fever, headache, report to the hospital immediately, and also inform your supervisor.
- Keep track of the number of people you come in to close contact with every day.
- Hard copy files to be avoided wherever possible. Soft copy correspondences/ approvals to be adopted through mails or other electronic means.
- Spitting in dustbins and on premises is not allowed.

## Medical Safety at Office and Home

1. List of all the **Hospitals/ Clinics** in the nearby areas which are authorized to treat COVID 19 patients should be available at Office along with their contact details.
2. After an employee reaches the residence, it is suggested that the/she washes hands with soap and water without touching anything at the residence first. If he/she has touched any specific items like door knob etc, the same needs to be sanitised immediately.
3. One should take a shower immediately, also washing their hair with shampoo and soap before touching anything once they return home from outside/ after travel.
4. Putting your clothes to wash immediately and drying it in direct sunlight is encouraged at all times.
5. All employees are requested to maintain the highest standard of hygiene both at work place and residence.

### What if there is a COVID-positive case during this time

1. If any SINE / Start-ups (Staff) develop symptoms at work or otherwise, it is advised to immediately avoid contact with fellow employees and inform the Office / SINE team immediately.
2. If any family member of the employee is unwell and is showing symptoms of COVID-19 the family member should be given immediate medical attention and the employee or Startup representative should report to SINE office without any delay.
3. Employees who are suggested to be quarantined for any reason should not attend the office in any case.