



Standard Operating Procedure (SOP) for Resumption of Work at FIPI

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed for resuming office work as and when allowed by Central and State Government and by PHD House administration.

The SOP is prepared to prescribe general guidelines for ensuring safe and secure workplace for all stakeholders namely, employees, contract workers, visitors etc.

The precautionary measures stipulated in this document are to be strictly followed by all the employees of FIPI.

Guidelines to be followed before resumption of Work

- All areas in the premises of FIPI office including the following shall be **cleaned and disinfected** completely using user friendly disinfectant mediums:
 - Entrance Gate
 - All office rooms including meeting room and conference room
 - Pantry area
 - Reception
 - Workstations
 - Common Area within the office
 - All other surfaces
- Procedure shall be established for the disinfection method, periodicity etc. by the core team in consultation with PHD Admin staff.
- Face Masks, Gloves and also appropriate disinfecting gadgets like sanitizers (preferably with touch-free mechanism), sprayer etc. shall be procured in required quantity and made available to concerned staff.
- **Use of “Aarogya Setu” App** - Every employee including contractual/outsourced staff should register/enrol himself/ herself with “AAROGYA SETU” - a mobile application, recently launched by the Government of India to help people identify the risk of contracting the novel coronavirus by using smartphone's Bluetooth and location services. This app is available for download on Google's Play Store and Apple App Store for Android and iOS mobile platforms, respectively.

Resumption of Work

- The resuming of employees at workplace will be done in phases, presence of employees at workplace in a day should not be more than 33% of total strength (including contractual and outsourced) at present but may be increased gradually in line with the Government's guidelines.

- Concerned Directors to take the decision based on evolving situation and considering the work load/exigencies of different departments as well as based on the operational requirements. The manpower attending workplace should be seated at adequate distance maintaining social distancing norms. Seating plan to be reviewed and any changes as required should be done. Working days/ working hours shall be decided based on the emerging situation.
- All employees including contractual/outsourcing staff every day on reporting has to give a self-declaration as per *Annexure - I* on his/her health status and travel history undertaken during the last fifteen days.
- Evaluate each employee's health situation (based on self-declaration). Permit employee to attend office only when the employee is healthy. Those requiring monitoring will be referred by for medical advice from appropriate agency before resuming work.
- People having symptoms of fever, cough, breathing problem etc. should be directed not to attend office without proper joining advice/fitness certificate from registered medical practitioner. FIPI management may refer the employee to any appropriate medical officer for any further clarification or advice about health of individual. Details of the status of such sick employees to be shared by the Nodal officer of the FIPI CORE TEAM to FIPI Management on daily basis.

Procedures to be followed after Resumption of Work.

1. **Commuting to Work** - Following instructions shall be strictly followed by all concerned:
 - As far as possible, usage of public transport should be avoided till normalcy. In case unavoidable, please take care of following:
 - Mandatory use of mask
 - Avoid touching any object or surface
 - Don't use shared autos/cabs
 - Practice social distancing
 - Immediately use a sanitizer once journey is complete
 - To the maximum extent possible, employees should be encouraged to use their personal vehicles for commuting to workplace. For refuelling of vehicles, use e-payment modes or give exact amount of cash.
 - Avoid carpooling. If no option, then not more than 2 people.
 - Use of staircase for climbing should be encouraged. Not more than 2 persons should travel in lifts.
2. **Sanitisation and Security Procedures at gate/entrance**
 - All persons irrespective of cadre entering through PHD House/FIPI Office's gate will be compulsory screened with thermal scanner.

- Any person found with fever, cough or breathing problem must not be allowed to enter. FIPI will make arrangement to inform local government agencies for necessary treatment.
 - Any parcel/courier person should be stopped at the reception only.
3. **Any person including FIPI employees entering into premises shall be permitted inside only if they are wearing face mask/cover. This is mandatory for everyone.**
4. All employees while entering into FIPI premises must go to the washing facility and wash their hands with soap. After washing, all must apply hand sanitizers, which will be kept in the reception. This is mandatory for all.

5. Attendance Management System

- Bio-metric (Finger touch) swiping system for attendance is temporarily discontinued.
- Alternate arrangements for attendance like face recognition-based attendance system may be explored. Till such time, attendance will be recorded by Nodal officer or one of the Assistants posted at reception.

6. Upkeep of common Places and Facilities

- To ensure that disinfection/sanitization of all areas is done as per the plan.
- Soap solutions, hand sanitizers and tissue papers shall be placed and replenished regularly/periodically.
- To ensure all electronic items such as PC, Printer, Key Boards, Telephone etc. are cleaned and disinfected daily.
- Crockeries to be washed/sterilized with recommended cleaning powder and hot water.

7. New Normal for Workplace

- To vigorously undertake the following steps to digitise the working procedures in medium to long run:
 - Implementation of e-office to reduce file handling for routine matters and avoid use of paper to the maximum extent possible.
 - Meetings and Non-essential official travel to be avoided as far as possible. Video conference may be used in place. For emergency situations where a meeting cannot be avoided, keep proper gap by leaving one chair vacant and keep in mind the social distance requirement in the conference/meeting room.
- Employees to work from their seats only and avoid going to other's seats.

- To strictly practice social or physical distancing by staying at least 6 feet (about 2 arms' length) from other people while talking to each other in office.
- Employees to have their meal at their seats/workstations only. Employees should be encouraged to bring their own water and homemade food.
- Pantry services will be suspended or used minimally. Employees should be encouraged to prepare tea/coffee on their own.
- Avoid use of AC to the extent possible and use natural ventilation by keeping doors and windows open. Guidelines of PHD House's Admin to be followed in this regard.
- All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and if feeling unwell should leave the workplace immediately after informing their reporting officers and seek medical help and keep office informed. Nodal officer will keep track of such cases and keep Management informed. The concerned sick employee should follow advice given by health agency and may have to observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL:

<https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf>

- Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified by core team and list should be available at workplace at all the times.
- Employees and their family members must avoid unnecessary movements outside and adopt stay at home concept. They should restrict their children inside home. They should also avoid entertaining guests/vendors or any other for any purposes. The household chores, if any, shall be attended to by the residents only and calling any outsiders/helpers/maids etc. to be avoided.

List of FIPI Nodal officer(s) and Core Team who would be coordinating all efforts towards prevention and containment of spread of COVID-19 is as follows:

Sl. No.	Name	Designation	Role/Responsibility
1.	Supriya Dhingra- Nodal Officer Sumit Kumar - Nodal Officer in the absence of Supriya Dhingra	Asst. Director (Admin.) / Asst. Director (IS)	To ensure proper hygiene at workplace including availability of adequate quantity of disinfecting items like sanitizers, masks, gloves etc.
2.	Praveen Rai/ Anand Vaidyanathan	Dy. Director (EP&P) / Sr. Asst. Director (E&P)	To oversee compliance of SOP on daily basis.
3.	Krishna Murari/ Santosh Prajapati	Assistant	To assist Supriya Dhingra/Sumit Kumar in ensuring proper hygiene at workplace.

Keep Social Distancing, Stay Safe, Stay Healthy!!!

Declaration to be submitted by all employees every day on reporting

Sl. No.	Particulars	Details
1	Name	
2	Designation	
3	Are you experiencing any of the following symptoms? Cough/Fever/difficulty in breathing	Yes/No
4	Have you travelled anywhere out of city in the last 14 days? If yes, please provide details	Yes/No
6	Have you interacted with anyone tested positive for COVID-19?	Yes/No
7	Are you a resident from Hotspot Area?	Yes/No



NATIONAL APEX CHAMBER
PHD CHAMBER OF COMMERCE AND INDUSTRY

Saurabh Sanyal
Secretary General

ADMN- 1
3rd May 2020

SOP for Functioning of Offices in PHD House during lockdown and Post Lockdown

(TO BE PASTED AT PROMINENT LOCATIONS, NOTICE BOARD IN EACH FLOOR AND WITH THE RECEPTION OF ALL OFFICES)

Guidelines for employees attending office

- Only 33 % of total number of employees of PHDCCI and other Secretarial Affiliates should attend their offices during this period.
- Since no public transport is available, only those employees who can travel by own vehicle or using car-pooling services by following the two passenger norm, should attend the office.
- Each office should prepare a roster of employees based on proximity, medical history, travel facility etc. People above the age of 60 and having any serious illness should not be included in the roster.
- The Roster will be made available to the Admin officer of PHDCCI, Mr Abhishek Pandey, who will in turn make the lists available to the Security on duty. No staff other than those mentioned in the list should be allowed to enter the premises.
- All employees coming for work should follow the social distancing norm and must wear masks for protection.

Operational Guidelines

- Workstations of employees should be kept at 6 ft. distance from one another and the employees to be advised to keep a distance of 6 ft. at all times.
- Gatherings including group lunches in the office is banned.
- Meetings of more than 10 people should not be conducted and in all meetings the social distancing norm should be strictly followed.

- Maximum use of staircases to be encouraged. In case of lifts, not more than 2 people should be allowed at a time.
- There is a total ban of non – essential visitors at PHD House.
- PHD Chamber offices and Secretarial affiliates to keep hand sanitizers preferably with a touch-free mechanism in adequate quantity at all strategic places in their office.
- The in gate at the main entrance will have the temperature scanner, box of masks and hand sanitizers. It will be ensured by the Security at the gate that all visitors are scanned for fever, cough and cold. In case of any such symptoms found in an individual, he/she will not be permitted to enter the PHD House. In case of a conflict, the Admin Officer of the respective office will be called to deal with the situation. PHDCCI has the right to call the local police authorities to deal with the situation.
- All visitors will enter the premises with masks, and will sanitise hands and equipment before entering the premises. .
- As per the order of the Government, it is mandatory for all offices to provide medical insurance for the employees attending office during this period. Confirmation will be provided by all HR personal to the Admin officer, PHDCCI.
- Use of Aarogya Setu App will be mandatory for all employees attending the offices during this period.

Administrative Guidelines

- Mandatory thermal scanning of everyone entering and exiting the PHD House will be done.
- All areas in the PHD House including the following will be disinfected regularly using user-friendly disinfectant mediums:
 - ✓ Entrance and exit gate of PHD House
 - ✓ Lawn and car parking areas.
 - ✓ Meeting room, Conference halls/ open areas available verandah/ entrance, staircases, lobby and office cabins by PHD Chamber and within their offices by respective Secretarial Affiliates
 - ✓ Equipment and lifts.
 - ✓ Washroom, doors and handles, toilet, sink; water points, etc.
 - ✓ Walls/ all other surfaces
- All vehicles, goods and machinery entering the premises will be disinfected by spray mandatorily.

- Provision for hand wash & sanitizer preferably with a touch-free mechanism will be made at all entry and exit points and common areas of PHD House.
- There is a strict ban on gutka, tobacco and smoking etc. and spitting in the premises of PHD House.
- A list of hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients will be displayed at the entrance of PHD House.
- In case of an emergency, the PHDCCI ambulance will be used for transportation of person to the nearest hospital.
- Violation of these instructions will be dealt with as per MHA guidelines issued by the MHA, GOI from time to time.

This is for information and necessary compliance of all the concerned.

With best wishes



(Saurabh Sanyal)
Secretary General



“Towards Inclusive & Prosperous New India”



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