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### **SMSF Guidelines for COVID-19**

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees of S M Sehgal Foundation. In this regard, it has been decided to issue the following guidelines with reference to the Government of India advisory for the well-being of the employees and in public interest.

#### **For Workplace/Office/Tenants**

- The office will remain open between **7 a.m. - 4 p.m** (after reopening). The staff coming to office can avail flexi timings, as lunch will not be served in the canteen. After 4 p.m. the office will close for the sanitization process every day.
- Adequate arrangements for temperature screening and availability of disinfectants/sanitizers at convenient places. Ensure frequent disinfection of work places between shifts. Frequent cleaning and disinfection procedures for commonly used office vehicles, equipment, premises, contact surfaces/ high touch points (e.g. counter tops/tongs/service utensils/open self-service displays/door handles, door knobs, switch boards, table tops, filters, lift and its switches, grab rail, Board/meeting rooms, cafeteria, rest rooms, reception, pantries, guest house etc.)
- There should be total ban on non-essential visitors. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the officer who they want to meet, should be allowed after being properly screened and sanitized.
- Guards and support staffs should be provided with protective equipment such as face masks, gloves and hand sanitizers.
- Cafeteria will remain dysfunctional until further notice.
- Ensure regular supply of hand sanitisers, soap and running water in washrooms, pantry, cafeteria. Hand sanitisers should be available at common entry doors or wherever possible.
- Gloves may be used by food workers/support staff but must be changed frequently and hands must be washed between glove changes and when gloves are removed with soap and water. Gloves must be changed after carrying out non-food related activities. Should avoid touching face or mask.
- Open dustbins should not be used. Placement of dustbins with lid at suitable places.
- Staggering staff work and break times to reduce staff numbers in the cafeteria/pantry/common place, etc. at any one time.
- Before traveling – Make sure the organization and its employees have the latest information on areas where COVID-19 is spreading. It's available at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>. Based on the latest information, the foundation will assess the benefits and risks related to upcoming travel plans.

## For Office Staff

- Mandatory use of mask/face covers by all employees/staff. Drivers should wear masks while driving office vehicles.
- Large meetings to be prohibited. Promote meetings, as far as feasible, through virtual e-meetings/video conferencing
- Avoid non-essential official travel.
- No use of public transport. Use your own conveyance. Work from home if there is no other option.
- Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible and vice versa.
- Facilitate delivery and receipt of physical post at the entry point itself of the office building, as far as practicable.
- Ensure social distancing during work and lunch breaks. Maintain a physical distance of at least 1 metre (3.5 feet) between an individual and other worker, including in seating arrangements.
- No use of cafeteria/pantry/common sitting area for having breakfast/lunch. Lunch should be done at your workstation and no outside food is allowed.
- Avoid usage of lift as much as possible and maintain social distancing depending upon the size of the lift.
- After entry in the office, sanitise your hands before proceeding to your work spots.
- Ensure to keep your workstation and surrounding clean and frequently sanitize the work equipment/gadgets such as, mobile, laptops, mouse, keyboard, extension, etc.
- Keep separate water bottles and avoid common water bottle/mug/glass.
- The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. Such employees should not be exposed to any front-line work requiring direct contact with the public.
- All employees are 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. They should observe home-quarantine as per the guidelines issued by Ministry of Health and Family Welfare (MoH&FW), Government of India available at the following URL: [mohfwgov.in/DraftGuideIinesforhomequarantine.pdf](http://mohfwgov.in/DraftGuideIinesforhomequarantine.pdf)

## For Field Staff

- Mandatory use of mask and sanitizers. Ensure to wear face mask/cover and gloves while going out.
- Do not organise or attend any community event, group meeting, community meeting, training program, individual household visits, etc. in person unless you have the permission from local authorities.
- Avoid non-essential field visits to areas where section 144 is imposed or are categorized under the red zone (hotspot). If in the containment zone, stay at home and no movement is allowed whatsoever is the case.
- Be virtually available whenever required.
- Follow District Administration/government advisory as per states regulations and spread awareness.
- Involve government officials or take their permissions so that we have their help and support in case the work gets unruly in the village.
- Maintain personal hygiene and physical distancing of 1 meter (3.5 feet) while interacting with the villagers, distributing face masks, essential goods, etc.
- Make sure to follow all preventive measures before providing essential support to any villager/farmer/person/beneficiary, etc.
- Refrain from touching your face mask while using it or adjusting.
- Follow proper hand hygiene. Always carry pocket hand sanitizers/paper soap and water while travelling.
- Sanitise all your belongings such as wallet, mobile phones, tablets etc. immediately after reaching home and wash hands with soap and water.
- Train and educate fellow field workers/colleagues on the preventive guidelines of the foundation.
- No use of public transport. While riding a two wheeler, only one person is allowed. Do not offer lift to anyone, not even to your colleagues.
- Download/use the [Aarogya Setu App](#) as it is an effective way to track if the person has come in contact with someone who may be asymptomatic and test positive later.

## Common symptoms of COVID-19 include:

A fever (high temperature – 37.5 degrees Celsius or above) • a cough - this can be any kind of cough, not just dry • shortness of breath • breathing difficulties • fatigue.

**A common indicative list of Do's and Don'ts is also annexed for wide dissemination.**

**Do's**

- Wearing of face cover/mask is mandatory in all public and work places
- Use your own conveyance (only for yourself) to reach office/field.
- Follow proper hand hygiene – washing with soap and water for at least 20 seconds (follow WHO advice)
- Place the mask over your nose, mouth and chin and ensure there are no gaps on either side of the mask, adjust to fit.
- Change mask after six hours or as soon as they become wet.
- Bring home cooked food. Breakfast/lunch/snacks should be done at your own workstation/workspace.
- Encouragement towards virtual/e-meetings as far as possible.
- Practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- Cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- Throw used tissues into closed bins immediately after use.
- Maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- Sneeze in the inner side of your elbow and do not cough into the palms of your hands.
- Take temperature regularly and check for respiratory symptoms. Contact a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask to cover your mouth and nose. Call ahead before visiting your doctor.
- Avoid using cash and choose digital payment methods wherever possible. After using cash, wash your hand for 20 seconds with soap and water
- If soap and water are not available, use an alcohol based hand rub with at least 60% Ethyl Alcohol
- Comply with instructions from local authorities and any local restrictions on travel, movement, or large gatherings.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.
- Download/use the Aarogya Setu App as it is an effective way to track if the person has come in contact with someone who may be asymptomatic and test positive later. Spread awareness.

## Don'ts

- No use of public transport.
- Do not shake hands and avoid close contacts.
- Any group activity such as group lunch/meeting, etc. is not allowed. Do not participate in large gatherings
- Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing
- Avoid touching the mask, while using it. Avoid touching your eyes, nose and mouth.
- Never reuse disposable masks and dispose the used masks into closed bins after disinfecting them
- Do not touch the potentially contaminated outer surface of the mask, while removing it.
- After removal of mask, clean your hands with soap and water for 20 seconds or use alcohol-based hand rub disinfectant.
- Disposable gloves should not be used as a substitute for handwashing.
- Do not sneeze or cough into palms of your hands.
- Do not spit in the dustbins. Spitting in public is punishable with fine.
- Do not travel unnecessarily, particularly to any affected region.
- Avoid sharing personal items/gifts, etc. with others.
- Do not spread rumours or panic.

## Important reference links:

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

Guidelines issued by Ministry of Health and Family Welfare (MoH&FW), Government of India  
[mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf](https://mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf).

Find the latest information from WHO on where COVID-19 is spreading:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

Advice and guidance from WHO on COVID-19

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.epi-win.com/>