



Safety Procedure: Post lockdown Start-up for Customer on Covid-19

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1. Introduction

This SOP is prepared to resume the work at ERDA premises after lockdown period due to COVID-19 outbreak. By following SOP, the probability of breaking the chain of corona spread can be ensured and works can be done safely.

2. Scope

This procedure/ guidelines are applicable for Customers / Visitors / Suppliers / Vendors. Guidelines are intended to supplement as per state as well as central government time to time guidelines. This document sets out the minimum requirements to be followed across all ERDA premises.

3. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to follow for resuming work after lockdown due to COVID-19 outbreak. This document gives details on basic precautionary measures to be taken before resuming testing activities after lockdown under COVID-19 scenario.

4. Entry – Exit Process at Main gate for Customers /Visitors / Suppliers / Vendors etc.

- Customer has to fill self-declaration form at main gate while entering into ERDA premises as per **Annexure 1. Entry of customer in the ERDA premises would be restricted if Annexure 1 is not filled up.**
- Download “Aarogya Setu” app and keep it on all the time during ERDA lab visit. Show status of “Aarogya Setu” App to security officer (Aarogya Setu status shall be “Safe/low risk” only and in Green status). As per government guide line use of Aarogya Setu application is mandatory.
- Contactless Thermal screening is mandatory. If body temperature observed is more than 37.3 deg. C (OR) 99.1 deg. F, the same person



will not be allowed entry in ERDA premises. Temperature scanning of each customers / Visitors / Suppliers shall be recorded at main security gate.

- Hand Sanitization needs to be carried out at main security gate for individuals before he/she goes for gate pass process. Following the marking to ensure social distancing during gate pass process needs to be maintained.
- Entering vehicle with Material / sample will be sanitized at main gate, then only customer/ visitor can enter in to ERDA premises.
- The equipment which are sensitive for water based sanitizer shall be sanitized manually customer at gate. ERDA will help to provide sanitizer and cotton cloth to sanitize their equipment /Material. After completing sanitizing process equipment / sample shall enter into premises.
- At the time of exit, temperature scanning of each customers would be carried out and recorded in the register by security personnel.
- Customer visit time is fixed from 09:00 AM to 04:30 PM and entry of customer should be from the separate entry gate.

5. Actions to prevent the spread of COVID-19 within ERDA premises

To protect and reduce chances of contamination to lab/office surfaces and Customers, Visitors, Suppliers etc., following points must be maintained and followed during entry, lab / office visit and exit premise.

- Entry to ERDA Premises:
 - Follow security officer instructions
 - Co-operate with security personnel in thermal screening (Mandatory) and hand sanitization process at main gate and record of the thermal screening is maintained at security gate.
 - Maintain social distancing while entering building entry point.
- Masks shall cover and secure nose and mouth. No loose mask / inappropriately covered masks shall be allowed.



- Hand sanitizers are made available at each building entrance.
- It is advisable to open office door using elbow and enter the office area.
- Hand washing facility along with liquid soap is available at all wash rooms in all building and encourage for regular hand washing.
- Throughout the day, employee/ customer / Visitor needs to wear mask and maintain social distancing during work.
- While using canteen facility / any other facility at ERDA premises, ensure social distancing of 2 meter. Separate lunch time is fixed for ERDA employee and Customer to maintain social distancing during lunch.

6. What to do in case of Suspect situation?

- If average body temperature observed more than 37.3 deg. C (OR) 99.1 deg. F, person will not be allowed. For further action, it will be informed to Head P&A.

7. Do's and Don'ts at ERDA premises. (If below Do's and Don'ts are not followed during visit, customer will not allow to ERDA premise)

Do's	Don'ts
Practice frequent hand washing. Wash hand with soap and water for at least 20 secs. Wash hands even if they are visibly clean.	Do not have a close contact with anyone, if you're experiencing cough, sneezing and fever.
Cover your nose and mouth with handkerchief/tissue while sneezing and coughing. Put on mask while travelling / in office/ public place.	Do not touch your eyes, nose and mouth before sanitization.
Maintain Social distancing (of 2 m) while entre/exit at main gate.	Do not Spit in public Places.
See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover mouth and nose.	Do not seek alternative treatments or taking any antibiotic without Doctor prescription.
Avoid participating in large gathering.	Do not touch unessential /unknown surfaces.



Annexure: 1

CUSTOMER SELF-DECLARATION FORM

Contact Information:

Name: **Mobile Number:**

Name of Company: **Address:**

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Note: If the answer to question 1 to 4 below is yes, access to the facility will be denied However Security will contact P&A in such case, who will review case to case and may/may not allow entry of customer.

1. **Are you showing any signs of one or more of the following symptoms?**
Temperature > 37.3 C / 99.14 F, body ache, cough, shortness of breath, difficulty in breathing, tiredness?
Yes No
2. **Is anyone in your family and/or close relationship/friend is quarantined?**
Yes No
3. **Is anyone in your family and/or close relationship/friend circle is identified as COVID-19 suspect case?**
Yes No
4. **Have you travelled to any COVID-19 infected area/locality in last 14 days?**
Yes No
5. **Is the information you provided on this form true and correct to the best of your knowledge?**
Yes

Signature of the declarer

Date: Time: