

**COVID-19**



# **STANDARD OPERATING PROCEDURE (SOP)**

## **Precautionary Measures for Work Resumption After Lock-down**

**KRIBHCO**

KRISHAK BHARATI COOPERATIVE LIMITED

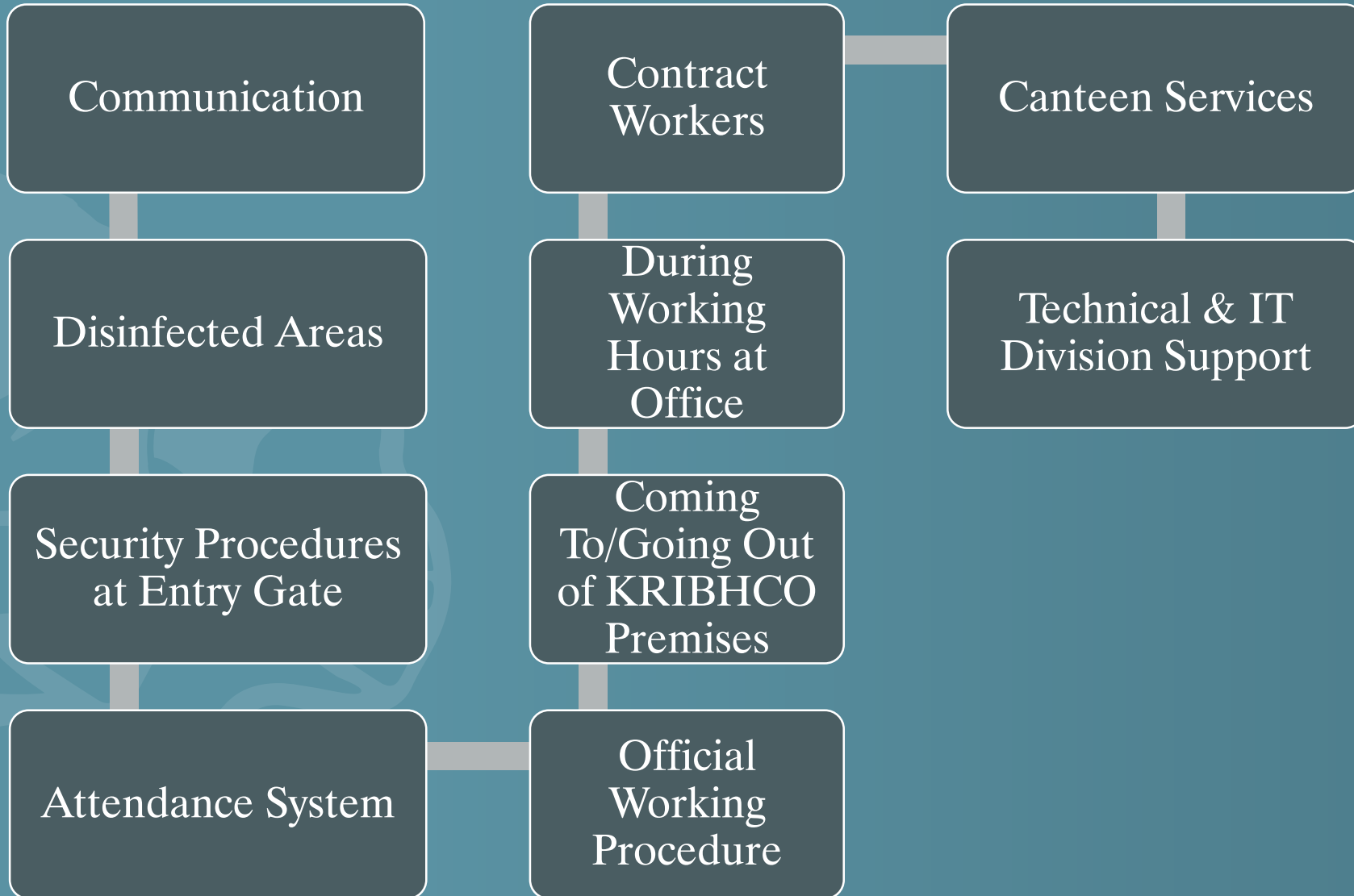
A-10, SECTOR - 1, NOIDA

G.B.NAGAR - 201301

Prepared by - HRD, Corporate Office, KRIBHCO

# GLIMPSE OF KEY ASPECTS

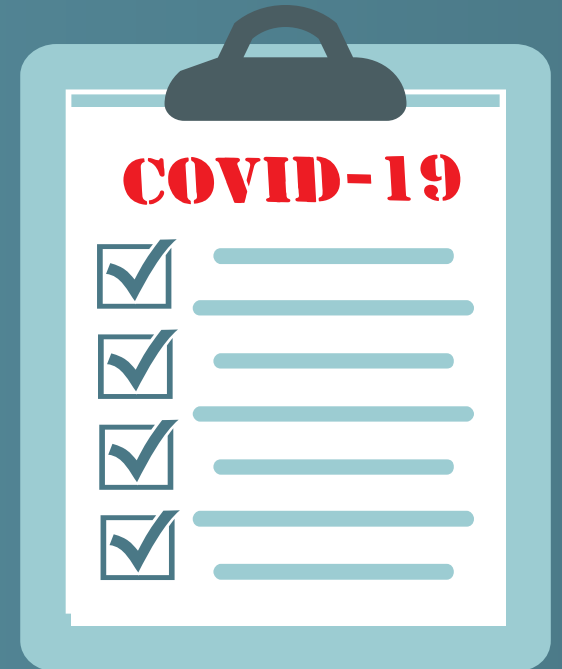
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# APPLICABILITY

□ These guidelines are to be followed by:-

- KRIBHCO employees
- Re-engaged employees
- Contract employees
- Trainees
- Visitors to KRIBHCO premises
- Employees of other offices leased in the KRIBHCO Building
- Visitors to other offices leased in the KRIBHCO Building



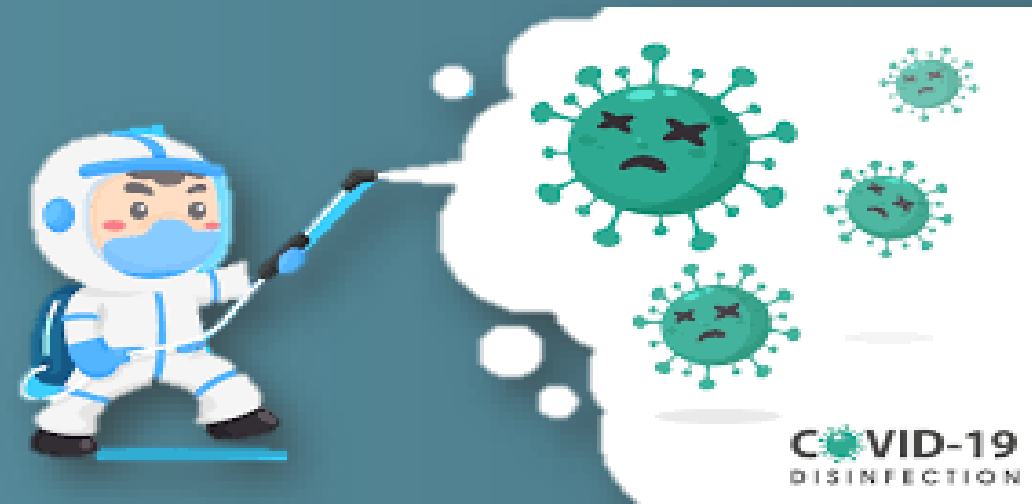
# COMMUNICATION



- ❑ Workforce deployment plans of respective departments will be informed by the departmental head and employees have to abide by the same.
- ❑ Information is displayed for protection and prevention awareness.
- ❑ Advisories issued by the Management are for strict adherence.
- ❑ Cross checking of adherence to the advisories will be done on regular basis.
- ❑ Information about how, when and to whom to report infection or possible exposure to the virus. Please Contact: Mr. D.K Yadav, CM (HR)
- ❑ In case of infected found in office, immediately to call at 112 or 1075 (toll free numbers) or 01123978046.
- ❑ Sick employees to stay home.
- ❑ SOP has also been communicated to all the leased offices in KRIBHCO premises.

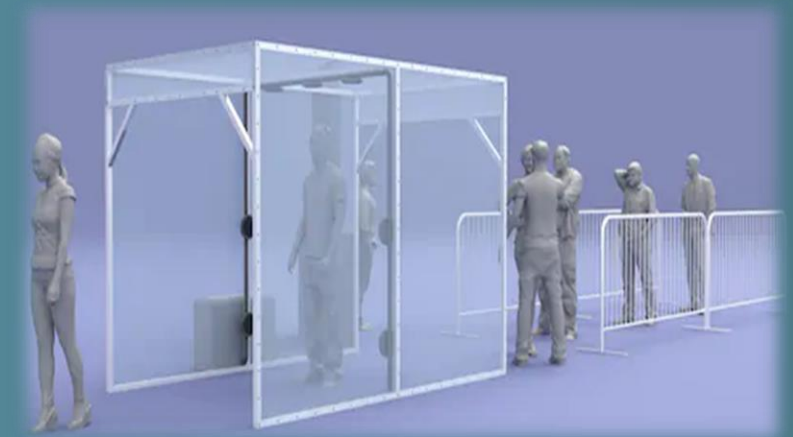
# DISINFECTED AREAS

- ❑ All areas in the premises were disinfected completely with the use of approved disinfectant mediums before resumption of operations.
- ❑ All Washrooms/Toilets will be disinfected frequently along with all electronic Gadgets installed in all toilets, sinks etc.
- ❑ Auditorium, Ladies room, Drivers' room, KAS/Union Room, Crèche, Gym - will not to be functional/used.
- ❑ Frequent cleaning of high touch surfaces will be done.
- ❑ Sanitizers are placed at each floor outside the lift and entrance door of each floor.
- ❑ For operating lifts, avoid any finger touch.



# SECURITY PROCEDURES AT ENTRY GATE

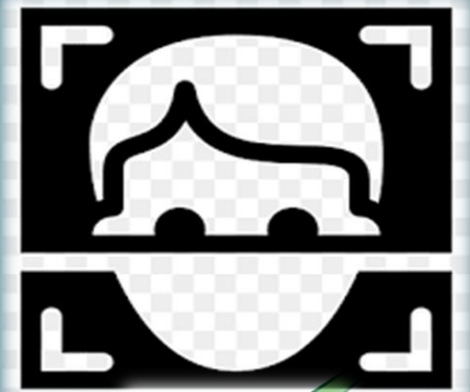
- ❑ Entry is restricted from Front Gate only for all entrants into KRIBHCO BUILDING.
- ❑ Exit shall be from the second (back side) gate only.
- ❑ Thermal screening of all entrants to KRIBHCO premises at main gate will be done.
- ❑ Gate entry permission to only persons wearing face mask .
- ❑ Stoppage of any person, found with fever, cough, breathing problem with information to concerned department/contractor.
- ❑ No new worker and new vehicle shall be allowed inside the KRIBHCO premises.
- ❑ Social distancing to be maintained at the entry gate by Guards as well as by entrants.
- ❑ Sanitizing hands before proceeding to office premises.
- ❑ No Personal parcel/courier for the time being.
- ❑ Re-entry of employees or vehicles only after screening.





# ATTENDANCE SYSTEM

- For the time being, Finger Touch Biometric Punch System for recording of attendance is discontinued.
- Attendance with FACE recognition biometric system is made available for all.
- Follow social distancing near Bio metric time office machine.



# OFFICIAL WORKING PROCEDURE

- ❑ Respective HODs may call their subordinates for work in the office with prior intimation based on the work requirement.
- ❑ Flexible working hours –
  - No binding to stay in office up to 6.00 PM
  - Liberty to all employees to leave office after completion of work with the permission of his/her superiors.
- ❑ Work from home is implemented in all feasible areas on the basis of work demand.





# COMING TO/GOING OUT OF KRIBHCO PREMISES



- While coming to or going out of office, all the employees should (in personal/official vehicle) follow social distancing norms in case of pooling the vehicle.
- All the employees/visitors entering KRIBHCO premises to wear face mask.
- Carpools or public transport to be avoided.
- To the extent possible, employees should use their personal vehicles for commuting to Office.

# DURING WORKING HOURS AT OFFICE

- ❑ All entrants to the KRIBHCO premises are advised to wear face mask during the working hours.
- ❑ Ensuring that all the employees who are coming to office are healthy and not having fever, cold, dry cough, breathing problem etc.
- ❑ All employees shall work from their seats and avoid going to other's seats as far as possible.
- ❑ Social distancing to be maintained between two work stations.
- ❑ Daily health monitoring and check procedures at our office will be continued.
- ❑ Employees can also carry their own small sanitizer bottle, paper napkin/tissues.

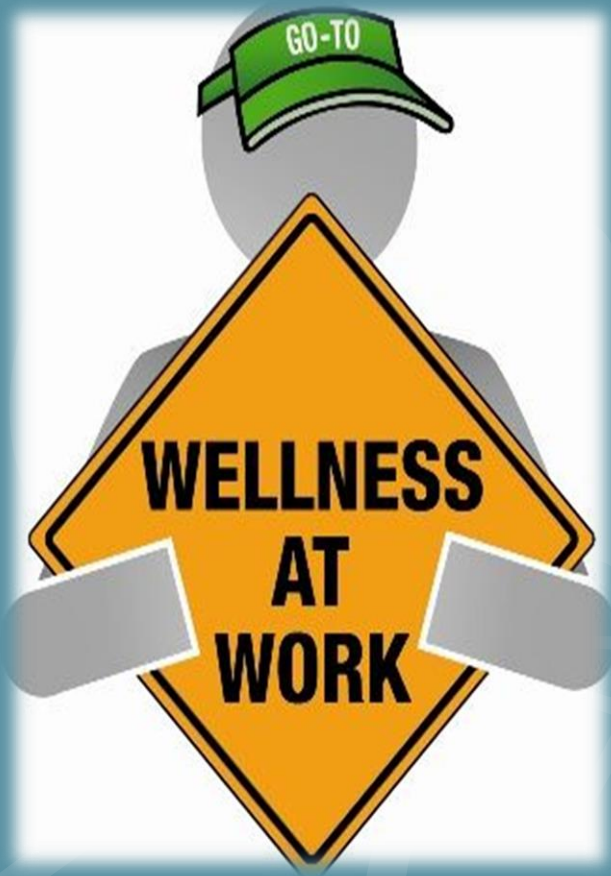


# DURING WORKING HOURS AT OFFICE

- ❑ To maximum possible discussions/interaction can be held through intercoms and mobile phones.
- ❑ Meetings of long duration in person should be avoided. If cannot be avoided, proper gap should be followed.
- ❑ Employees to avoid post lunch walking, group lunch, group sitting activities.
- ❑ VC/Conference calls/other mode to be used as far as possible.
- ❑ Wherever possible, hard copy files to be avoided. If not possible, disposable gloves to be used.
- ❑ Soft copy correspondences/approvals to be adopted.



# DURING WORKING HOURS AT OFFICE



- IT infrastructure support will be provided to employees who may need to work from home.
- Instructions to be followed while WFH, i.e. work related expectations, availability of employee for con call – audio and video, defined clear timelines to complete an assigned project, mentioned deadlines for all tasks, etc.
- Employees to cooperate with the Security/checking team.
- Employees who are at higher risk of serious illness, higher age brackets with previous medical history of chronic diseases, acute diabetes, and pregnant women etc. to continue remote working.
- Training to employees will be imparted to perform essential functions with the help of IT.

# DURING WORKING HOURS AT OFFICE

- ❑ Chewing gutka/pan is not allowed.
- ❑ Spitting in dustbins is not allowed.
- ❑ Use of Aarogya Setu app by everyone is must.
- ❑ Everyone should keep their working area clean and hygienic.
- ❑ Social distancing to be maintained in lifts. Employees on lower floors are advised to use stairs.
- ❑ No travel/tour should be encouraged – official/personal.
- ❑ All doors should be kept open during office hours.



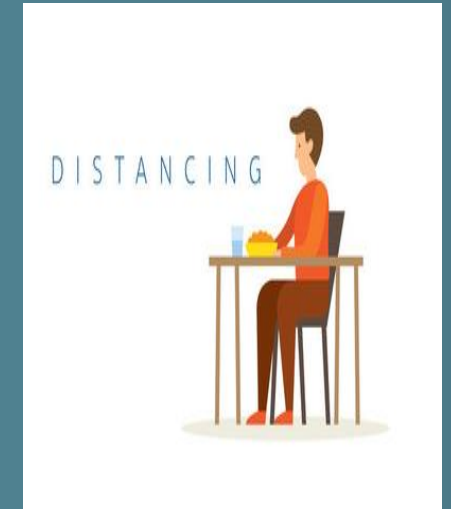
## CONTRACT WORKERS

The House keeping workers will maintain hygiene protocol, social distancing, use of proper sanitization gear to avoid any spread at all the time.



# CANTEEN SERVICES

- ❑ Employees are advised to bring food from home till situation improves.
- ❑ Common serving of food, tea/coffee/snacks & gathering of people at canteen to be avoided.
- ❑ Social distancing to be maintained. No face to face sitting is allowed.
- ❑ Only tetra packs and packaged food will be available, duly sanitized, for the time being.
- ❑ Mandatory hand wash for all the visitors coming to canteen.
- ❑ Canteen boys to mandatorily wear gloves and head caps.



# TECHNICAL & IT DIVISION SUPPORT



- ❑ While working from home, dependency on technology will increase. To work effectively from home, proper support from IT division will be provided like :
  - ❑ How to attend on line trainings, virtual assistants.
  - ❑ Cyber security protection/knowledge.
  - ❑ Video conferencing, virtual meetings training.
  - ❑ Knowledge on team communication thru Apps.
  - ❑ Training on using different Apps on mobile.

SOP communication to employees will be updated on day to day basis based on the developments and the latest situation/guidelines issued from the Government Agencies, Director-HR and MD's office. This may however be used as a baseline to ensure a "Safe and healthy Reopening" and is applicable to all with no exception.





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**Healthy Employees**



**Healthy Organizations**



**Healthy Workplaces**

**THANK YOU**

**TOGETHER WE CAN AND WE WILL FIGHT COVID-19**