

THE ORCHID SCHOOL

Baner, Pune

SOP for School to prevent transmission of COVID – 19

Important note:

- Only designated employees allowed in the premises. List is approved by Principal, depending on the nature of work and support required.
- This list is to be given to security.
- It is mandatory to follow the SOP and anyone found violating the same, strict action will be taken.

1.0	Objective
1.1	To Prevent Transmission of COVID-19 amongst The Orchid School Employees, Third part contract employees, visitors, students, and parents of TOS.
2.0	SCOPE
2.1	This procedure is applicable to all who enter The Orchid School premises.
3.0	RESPONSIBILITY
3.1	Security Staff and Nurse
4.0	ACCOUNTABILITY
4.1	Security Staff & Nurse
5.0	PROCEDURE
5.1	Cleaning and Decontamination – by BVG
	<ul style="list-style-type: none">• All areas in the premises including the following to be disinfected regularly: Entrance gates of building, office areas, reception area, atrium, sports office, basement.• Office Washrooms, sink, water points• All equipment and lifts• Walls/all other surfaces• All spaces in the School• Sanitization of the campus at regular intervals and record of the same to be maintained.
5.2	Transport
	<ul style="list-style-type: none">• If Staff is traveling to School by Public Transport, it is mandatory to take necessary precautions.
5.3	Workspace Measures
	<ul style="list-style-type: none">• All provision for hand wash & sanitizers preferably with touch free mechanism should be made at all entry and exit points and common areas.• Anyone entering the premises should be made to sanitize hands and the same to be monitored that it is done for all.• It is mandatory for everyone to enter School with a mask or face shield.

	<ul style="list-style-type: none"> • There should be strict ban of Gutka, Tobacco etc. and spitting should be strictly prohibited. • Employees to work from their designated seats and should avoid going to other's office spaces. • No use of Biometric Attendance machine. • Use hand gloves to handle all stationary, hard copy files, papers.
5.4	Social Distancing
	<ul style="list-style-type: none"> • It is expected that the Staff will strictly adhere to the social distancing norms. • Not more than 2 persons (depending on size) will be allowed to travel in lifts keeping a suitable distance. • Use of staircase for climbing should be encouraged. • Do not touch the staircase with your hands.
5.5	Medical Insurance
	<ul style="list-style-type: none"> • Medical Insurance with coverage under COVID -19 is mandatory for any staff member entering the School premises. • Staff without medical insurance covered under COVID-19 should not enter the school premises.
5.6	Measures to protect employees
	<ul style="list-style-type: none"> • No entry permitted in School for anyone who is unwell. • Regularly wash hands with soap and use alcohol-based sanitizers. • Avoid touching your eyes, face, nose with unwashed hands. • If the employee, students need to sneeze or cough, they need to use a tissue to fully cover their nose and mouth, or if none is available, to cough or sneeze into the crook of their arm. • It is a mandate for every employee while at work in School to wear a face mask. • A consent form to be filled by any employee entering the School premises for work.
5.7	Guidelines for Thermal Screening
	<ul style="list-style-type: none"> • The nurse will be monitoring the entry of all at the gate. • Mandatory thermal screening of everyone entering the workplace to be done by the security /nurse and temperature to be recorded with date and time. • During the thermal screening at the entrance, if anyone is found unwell, they will be sent back.