

Covid19 has caught us unawares but we need to manage it with better planning. Towards this Govt has published many advisories and SOPs. It is important we customise advisories to Electronics city Township which has large and small companies and service organizations.

As you are aware while lockdown has a set of issues, when we start resuming normal activities, we need to be more careful to avoid recurrence and higher growth rate of infection. While big companies have departments and resources to manage the situation and business, small establishments need support.

ELCITA Covid 19 SOP includes general guidelines and few scenarios envisaged for electronics city. SOP must be strictly followed and Leadership should insist on adhering to guidelines. Some of the high lights are

1. The way of life needs to change as a preventive measure
  - a. Keep physical distance during all transactions including shop floor, training, meetings, lunch etc..
  - b. Close watch on health of employees along with ID check
  - c. Traveling in public transport to be avoided. Use of smaller vehicles is recommended
  - d. Cleanliness levels needs to be several notches higher
  - e. Insistence of hand wash/sanitising frequently
  - f. Compulsory separation of visitor area from work place
  - g. Regular sanitisation of common places
  - h. Create awareness about the disasters of virus
  - i. Identify volunteers among the employees who can act during emergency
2. God forbid when a case is suspected in the premises,
  - a. Company's role to isolate and inform ELCITA control room
  - b. ELCITA to contact 104 and ensure the Covid team arrives
  - c. Support company in disinfecting area after the suspected case is moved out
  - d. Company to ensure that ELCITA service levels are satisfactory.
3. If the person gets infected at home, company to follow Govt instructions
4. If an employee has returned from abroad (may not be now, in future) set of guidelines apply
5. Post lockdown period, when normalcy is resumed
  - a. Company needs to be more alert in watching for employee falling sick
  - b. Mandatorily inform ELCITA and seek support
  - c. Follow all the guidelines in SOP
  - d. If the employee has come from a distance place by air, train, bus or taxi it is advised that health check is mandated
  - e. Material coming from outside needs to be sanitised.
  - f. Canteen staff require regular monitoring for health
  - g. Food from outside to be from safe places
  - h. Volunteers to follow guidelines as per SOP
6. List of hospitals that handle Covid19 is listed in the SOP
7. Details on
  - a. Personal hygiene including hand washing
  - b. Office cleaning procedure - Maintenance of toilets, wash basins, common usage knobs, railings etc..
  - c. Resources for hand wash and sanitising in companies
  - d. Disinfecting procedure
  - e. Usage of masks