

## **STANDARD OPERATING PROCEDURES FOR WORKPLACE**

1. Wash your hands regularly with soap and water, or clean them with alcohol-based hand rub.
2. Maintain at least 1 metre distance between you and people coughing or sneezing.
3. Avoid touching your face.
4. Cover your mouth and nose when coughing or sneezing.
5. Stay home if you feel unwell.
6. Refrain from smoking and other activities that weaken the lungs.
7. Practice physical distance by avoiding unnecessary travel and staying away from large groups of people.
8. Sanitize hands before entering PIFD.
9. Temperature of every student and staff must be checked by infrared thermometers at the gate.
10. Wearing a face mask is compulsory all over the workplace at all times.
11. No gathering of more than 2-3 people should be allowed.
12. Avoid Sharing food. DON'T share Cups, eating utensils, food or drinks.
13. AVOID close contact with anyone showing symptoms of respiratory illness.
14. AVOID contact with animals, animal markets, uncooked meat and products that come from animals. Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to stay at home and should be strict about following social distancing measures.
15. If a student or staff member develops a high temperature or a persistent cough while at work, they should return home immediately ;Avoid touching anything ;Cough or sneeze into a tissue and put it in a bin or if they don't have tissues, cough and sneeze into the crook of their elbow.
16. Avoid Crowded places.
17. AVOID sharing workstations ,stationary ,tools etc.
18. ARRANGE seats so that the students should be atleast 1 meter apart.
19. Always wash hands with soap and water if hands are visibly dirty.

20. Avoid Public Transportation and travel in private transportation.

21. Vaccination can stop the spread of virus thus it is recommended to get registered for covid-19 vaccination.