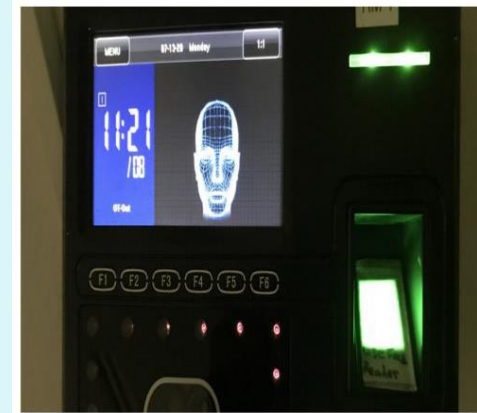


# SOP FOR SP JAIN STAFF

## Work timings and Safety platform for Entry & Exit

- Reporting Managers to plan staggered work timings for their associates.
- Staff members who are unwell shouldn't report to work, monitor their health conditions and see a doctor if needed.
- Staff members must use the AROGYA SETU App whenever they enter/exit from the campus.
- Body temperature with the use of face detecting thermometer will be checked at the Entrance.



# SOP FOR SP JAIN STAFF

## Movement in Campus

- Every staff member should limit their movement in campus and use telephone/email if they wish to communicate with other associates, clients and students.
- Staff is advised to move a side when house keeping staff is cleaning their office space.
- Staff not together in groups and meetings should be conducted in small groups not exceeding 3 members



# STAGGERED WORK TIME

- Reporting Managers should schedule split teams/staggered work timing for their teams.
- The shifts could be 8:00am to 5:00pm/9:00am to 6:00pm/10:00am to 7:00pm. This will ensure safe distancing among associates.
- Meetings should be limited only upto 3 persons at a time.



**NEW NORMAL  
SAFE WORKPLACES**



- Work from home
- Stagger work and break hours, if unable to work from home
- AVOID** socialising with colleagues, at or outside workplaces
- Sit at least 1 metre apart
- Disinfect shared surfaces before and after use

 Check in and out with **SafeEntry**  
**HELP US KEEP YOU SAFE**



- Wear a mask at all times when outside your home
- Wash your hands frequently with soap or use hand sanitisers
- Monitor your temperature twice daily and submit health declarations

**If you are sick**

- Don't go to work
- Wear a mask and see a doctor
- Stay at home

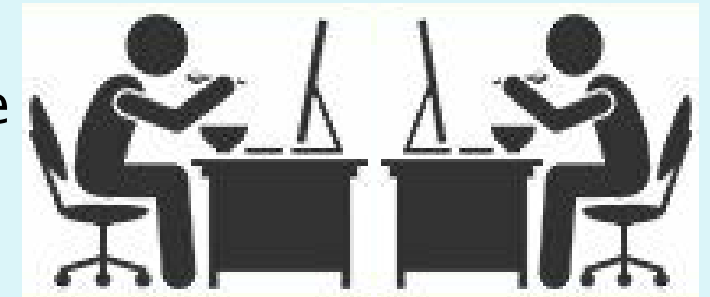
# SAFETY MEASURES AT THE WORKPLACE FOR STAFF

- It is mandatory for all the staff members to wear face mask at all times when they are in campus. They may remove the facemask **ONLY** when eating/drinking.
- Touch Free Sanitizers will be placed in high traffic areas in the entire campus and All staff and students **SHOULD** sanitize their hands from time to time
- Staff to observe good personal hygiene by washing their hands regularly, cover mouth if coughing or sneezing and to avoid touching their faces.



# TEA/COFFEE & LUNCH FOR STAFF

- Staff members are advised to bring their own cups/mugs whenever they refill for water or if they wish to drink any beverage from the vending machines & cafeteria.
- Limited supply of disposable cups will be available at each pantry just in case.
- Lunch breaks should be at staggered timings.
- Cafeteria & Executive Lounge can be utilized by staff members for their lunch break, however, only 2 staff is allowed per table due to safe distancing measure. Staff members should avoid sharing food/containers/crockery.
- In case staff members wish to take their lunch outside campus, they are advised NOT to go in groups in order to avoid community transmission



# POSTERS/ SIGNAGES FOR SAFE DISTANCING AT WORKPLACES

- Posters and Signages will be placed in different areas in campus to remind staff about safe distancing measures.

