

SOP - Covid 19 Vaccination Drive Monitoring

- Main Gate security will mandatorily check temperature of all coming in & vehicles will be sanitised.
- Employees & Dependants coming from Ground Floor & Basement will go to Ground floor lobby. (**01 person** at Lift lobby to guide them).
- Issuance of N95 & 3 Ply Surgical mask. Double masking compulsory in the premises.
- Registration Desk will be set up at Ground floor & shall be given Tokens. (**03 person** at registration desk for registration, Temperature check & issuance of mask)
- Employees will sanitize their hands though out the drive. Adequate sanitizers shall be placed at all places.
- Employees & Dependants shall be taken to 07th Floor reception token wise.
- Employees will be seated at reception token wise & sanitize before proceeding to Nap room for vaccination (**01 person** at Reception & **02 person** to escort them to NAP room)
- Employees & Dependants will ENTER into Office Area from Door #3 near store room at Reception.
- After vaccinated, Employees & Dependants will sanitize & be seated at Zone 2 break out area (Open office area) for 20 minutes (**02 person** at breakout area for any help required)
- Employees & Dependants will EXIT the Office area from Door #2 near the Tree seating & proceed to lift lobby.

Note:

- Continuous loop announcements will be made for wearing masks & frequent sanitisation.
- Safe Distancing of 06 Feet to be maintained at all places.
- 05 – 10 Employees from RUN teams will be working in a secluded area only.
- Pedal operated dispensers will be placed at Ground Floor / Outside NAP room / Break Out area.
- All seating area will have N95 Mask / 3 Ply Mask / Gloves / Tissue boxes.
- VC's will be set up in 04 places for remote monitoring (02 at reception / 01 outside NAP room / 01 at Breakout area)
- Sandwiches for all will be placed at reception.
- Ambulance at standby shall be available near Ground Floor lobby.
- All CST members to wear double mask & face shield.