

COUNCIL OF ARCHITECTURE
STANDARD OPERATING PROCEDURE
for Resumption of Institutes & Offices after Lock down
ADVISORY

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to follow for resuming work after lockdown due to COVID-19 outbreak and subsequent lockdown across the country to prevent its spread.

This SOP is prepared to resume work at all private offices of architects, administrative offices, academic classes and studios in architectural institutes. By taking adequate precautions we can together combat and prevent the spread of this COVID-19 pandemic. It is important that after the lockdown is lifted, work resumes gradually and all precautions are taken not only for the health and safety of the users but also contain and kill the subsequent spread. All precautionary measures are to be ensured at institutions, offices and establishments so that employees, workers, faculty and students feel safe and secure at respective work and learning places.

This SOP shall apply to:

1. Administrative offices of Institutes and practising professionals
2. Teaching wing including class rooms and studios
3. Studio section of practising architects
4. Workshops
5. Laboratories
6. Seminar halls
7. Conference rooms
8. Multipurpose halls
9. Construction yards
10. Library
11. Computer centres
12. Service areas
13. Office areas
14. Any other area not listed above

This SOP covers all employees and faculty-regular or contractual, students, trainees, architects, non architects, every person working in offices, daily wage labour if any, security guards and visitors.

Preparedness prior to resumption

Area Disinfection :

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums.

a. Entrance Gate of Building, Campus Office etc.

b. Meeting room, Conference halls, seminar rooms

c. Open areas available

d. Verandah

e. Equipment

f. Washroom, Toilet, Sink etc.

g. Walls

h. All other surfaces especially metallic, glass and other non-permeable surfaces.

i. All roads, lawns, gardens, playgrounds etc. shall be thoroughly disinfected before re-use and the procedure should be repeated atleast once a week.

2. Procedure shall be established for the disinfection method, type of medium, periodicity, log register shall be maintained and the same shall be supervised by the head of the establishment.

3. Appropriate personal protection equipment (PPE) like Face covers, Masks, Goggles, Gloves, Coats / Aprons, Shoes and also appropriate disinfecting gadgets like sprayer, brush, etc shall be encouraged and if possible sufficient set of masks shall be made available at the premises. Hand sanitisers shall be made available at all accessible and appropriate places.

4. The procedure of disinfection shall be displayed at prominent places, easily readable and displayed prominently and adequately.

5. Disinfection chambers or tunnels shall be erected or made at entry points for disinfecting of all. This is more pertinent in institutes.

6. Appropriate changes in the working methodology and procedure shall be made to avoid crowding and maintaining the concept of social distance while working and teaching.

7. ERP attendance or Bio-metric fingers print roster is to be discouraged as far as possible and temporarily dis-continued. Arrangement for signing of register or roster shall be made as an alternative method.

8. Work from home concept shall be encouraged and is to be implemented in all feasible spheres as far as possible. Alternatively, rotation schedule can be followed on alternate or weekly basis for the employees and faculty.

Advice to all

Following instructions shall be communicated to all concerned for strict compliance.

1. As far as possible, usage of bulk public transport shall be avoided, at-least until further instruction or as deem fit by the head of the establishment.

2. Everyone to use own vehicle for commuting as far as possible and sharing of any mode of conveyance shall be discouraged, atleast until further notice or as deem fit by the head of the establishment.

3. In case of shared travel by students, like cabs or mini bus or three wheelers, the occupancy shall be half of what is permitted usually by the relevant authority.

4. Atleast one doctor, nurse and a medical attendant shall be on call, and accessible immediately for medial emergencies.

On resumption of work or teaching

A. Security procedure at entrances

1. Compulsory screening of all persons, visitors, students etc. irrespective of the status, entering the gate or premises with thermal scanner or an appropriate instrument wherein the body temperature can be checked and recorded.

2. Stoppage of any person found having fever and cough and politely refused entry. If a breathing problem is discovered it has to be informed to the concerned department and the infected person shall be taken to nearest quarantine facility and later to govt hospital immediately for further testing. Here concerned department shall mean establishment of a Corona virus protection cell in all institutes having atleast two senior personnel from the establishment.

3. Any parcel, courier or food delivery person should be stopped at gate. Parcel or to be delivered item shall be collected from the entry point by the concerned individual.

4. Everyone entering into the premises shall be permitted inside only if they are using appropriate masks.
5. Everyone entering the premises shall be sanitized using sanitizers.
6. Hand sanitizers shall be kept ready the entrances and people after entry shall sanitize their hands before proceeding to their work places, classes, studios or elsewhere in the premises.

B. During working hours at Offices and teaching hours

1. Employees shall work from their desks and avoid going to other's, as far as possible.
2. To minimise possible discussions & interactions, these can be held through hand phones, intercoms and mobile phones.
3. Meetings are to be avoided and VC, Conf. calls or other modes should be used as replacement.
4. Everyone to strictly adhere to the social distance of minimum 1 meter.
5. Avoid use and carrying of hard copy files where ever possible and soft copy correspondences, approvals and other procedures is to be encouraged.
6. Approving officers can seek required back up and supporting documents in soft copy for study before according approval in soft copy itself. The hard copy approval can be endorsed after the advisory is lifted. This is to avoid major contamination risk.
7. Special care is to be taken during theory classes where split in sections happen. Instead of a class or section of 40 it is advised that only 20 students be made to sit in a space appropriated for 40.
8. As far as possible air-conditioned spaces are to be avoided and discouraged.
9. Special attention is to be given to studio interactions where one to one discussions happen. Wearing of masks for both the faculty and the student is a must.
10. Workshops, seminars, conferences, convocations or similar activities should not be organised under any circumstances, until the advisory is lifted or further notification issued.

C. Upkeep of common places, facilities, utilities and service areas

1. Ensure that all doors and windows are in open condition during working hours.

2. Avoid use of air-conditioning as far as possible and natural ventilation shall be used.
3. Ensure sanitization of all areas is done before start and after end of working hours.
4. Special attention is to be given to wash rooms, toilets and drinking water areas by periodical cleaning, swabbing, disinfecting and maintaining them dry.
5. All surfaces including Walls, Doors, Windows and all fittings and fixtures in wash rooms shall bebe disinfectd and cleaned thoroughly and appropriately atleast twice a day.
6. Soap solutions or hand sanitizers shall be placed and replenished periodically.

D. Common accessible places and areas

1. Lifts, escalators shall be cleaned and sanitized frequently.
2. Please ensure Lifts are not crowded and ensure social distancing is maintained inside the lift. To ensure this manual operator may be engaged temporarily.
3. Hand sanitizers shall be kept in the lifts.
4. All railings, hand rails or other such assistive elements be cleaned and sanitised periodically.
5. Common cooking and serving of food, tea, coffee & snacks shall be avoided.
6. Canteens shall be inspected twice a day by the head of the establishment, if not possible to be kept shut for the period of advisory. Extreme precaution is to be taken for the premises to be kept sanitised and dry at all times.
7. Avoid gathering of people in veranda, balcony, parking and other common places including canteen. A group of more than two is to be avoided in all above areas, canteens included.

E. Hostels or residential areas in campus

1. Employees, students or residents including their family members shall avoid unnecessary movements outside and adopt stay at home concept.
2. Follow above guidelines wherever applicable.

3. Restrict the movement of children, preferably remain home or in premises.
4. Avoid entertaining guests, vendors and others visiting homes.
5. Avoid gathering of more than two persons , functions or other similar group gatherings.
6. Restriction on the entry of outsiders
7. Avoid cash transactions as much as possible.
8. Avoid sharing of phones, or talking through someone else's mobile phones.

F. Disposals

1. Face masks should not be reused.
2. The face masks shall be disposed off in closed bins or covered garbage boxes, preferably in independent ones and disposed off separately and treat as medical waste. Appropriate procedure shall be ensured for medical waste disposal as per standards laid.
3. Sanitizers are highly inflammable and care shall be taken to not light a match, lighter or any other fire near the same one after use.
4. For more information you can refer manual of the Ministry of Health, Govt.of India for further information, care and procedure.

Effective Date : As per each state government's notification

Habeeb Khan

President

9.4.2020

This advisory is issued in good faith for the welfare, health and safety of our citizens and is not mandatory.