

# COVID-19 Supervisor Checklist

**Instructions:** This checklist is a quick reference guide to the National Directives for COVID-19 Management provided by the Ministry of Home Affairs

Description	Response
<b>I. WORK SPACES</b>	
1. All work places shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.	<input type="checkbox"/>
2. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.	<input type="checkbox"/>
3. Persons above 65 years of age and persons with co-morbidities and parents of children below the age of 5 may be encouraged to work from home.	<input type="checkbox"/>
4. Use of Arogya setu will be encouraged for all employees both private and public.	<input type="checkbox"/>
5. All organizations shall sanitize their work places between shifts.	<input type="checkbox"/>
6. Large meetings to be prohibited.	<input type="checkbox"/>
<b>II. MANUFACTURING ESTABLISHMENTS</b>	
1. Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.	<input type="checkbox"/>
2. No overlap of shifts and staggered lunch with social distancing in canteens shall be ensured.	<input type="checkbox"/>
3. Intensive communication and training on good hygiene practices shall be taken up.	<input type="checkbox"/>
<b>Standard Operating Procedure for Social Distancing for Offices, Workplace, Factories and Establishments</b>	
<p>The following measures shall be implemented by all offices, factories and other establishments:</p>	
1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:	<input type="checkbox"/>
a. Entrance Gate of building, office etc.	<input type="checkbox"/>
b. Cafeteria and canteens.	<input type="checkbox"/>
c. Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, bunkers, porta cabins, building etc.	<input type="checkbox"/>
d. Equipment and lifts.	<input type="checkbox"/>
e. Washroom, toilet, sink; water points etc.	<input type="checkbox"/>
f. Walls/ all other surfaces	<input type="checkbox"/>
2. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity.	<input type="checkbox"/>
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.	<input type="checkbox"/>

4. Mandatory thermal scanning of everyone entering and exiting the work place to be done.	<input type="checkbox"/>
5. Medical insurance for the workers to be made mandatory.	<input type="checkbox"/>
6. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.	<input type="checkbox"/>
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.	<input type="checkbox"/>
8. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.	<input type="checkbox"/>
9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.	<input type="checkbox"/>
10. Use of staircase for climbing should be encouraged.	<input type="checkbox"/>
11. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.	<input type="checkbox"/>
12. There should be total ban on non-essential visitors at sites.	<input type="checkbox"/>
13. Hospitals/clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.	<input type="checkbox"/>