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STANDARD OPERATING MANUAL  
DURING & AFTER  
COVID-19 LOCKDOWN

## COVID 19 Impact - Standard Operating Procedure for Work on site

Considering basic safety of manpower would lead to a more secure working environment for all persons, it is of utmost importance that the Industry itself provides for basic minimum standards, with respect to manpower and site use for safety of all. Every Real Estate ongoing project site must follow the below 'Standard Operating Procedure' to ensure basic safety of all persons at site.

CREDAI-MCHI proposes a Standard Operating Procedure for All Construction sites as under:-

### A. Before resuming work each site shall have the following facilities

1. Each site shall have dedicated earmarked places with areas for handwash. These handwash areas shall have sufficient supply of disinfectant soap and alcohol based hand sanitizer.



2. Each site shall tie up with minimum one doctor and one hospital in vicinity for emergency services. The names of doctor and the hospital along with emergency contact number shall be put up on various visible places on site for any person on site to take quick action. (a site doctor may also be appointed who shall remain on site)

3. Safety measures and norms of social distancing should be appropriately highlighted on the Construction site with graphic and written instructions at every 50 mts. Written Instruction shall be in English, Hindi, Marathi and any other vernacular language as deemed fit at site. There must be instructions interalia to the effect (i) How to cover mouth and nose when coughing or sneezing; (ii) How to wash hands for 20 seconds ; (iii) How to use hand sanitizers; (iv) how to maintain social distancing and keep a distance of more than 1.5 mts at any given time); and (v) Avoid touching eyes nose mouths with unwashed hands amongst others



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4. Each site shall have a running internet connection with dedicated area for using laptops, computers, mobiles etc, which will be used for real time updates to head offices of promoters, with respect to compliance of social distancing norms.

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5. Every person on site having a smart phone shall have ArogyaSetu App installed and active.



## B. General Guidelines for every person on site (including workmen, officers, staff, architects etc. etc.)

1. All sites to have a single entry point to the site. At the entry point all persons entering must be checked for temperature with contactless temperature guns and shall be directed to use alcohol based hand sanitizer before entering the site.

A person may be permitted to exit from any exit point, however re-entry should only be through one point.



2. Each person on site shall mandatorily wear a Face Mask at all times during the site. No entry ought to be granted to any person without masks. Any person without masks shall be directed to exit site immediately. Further strict action can be taken by the site supervisor against any person found without a face mask. Masks can only be removed whilst eating or drinking.

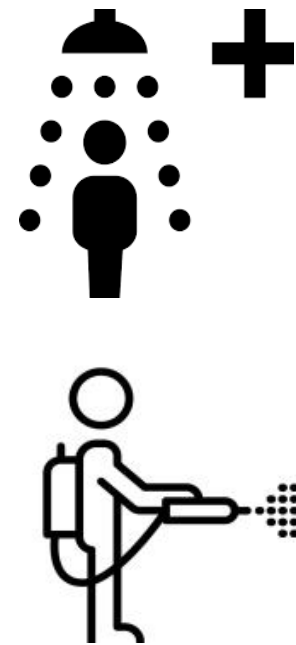
3. Canteens/ eating areas shall have access to handwash area. Food shall only be consumed after washing hands for at least 20 seconds.



4. No person shall be permitted on site without prior permission.

### C. General Guidelines for Workmen on Site

1. All workers and persons at site shall go through a health test before they are allowed to resume work on site. The same shall be noted in a register, the record of health of all workers to be maintained.
2. All workmen on site shall be given a complete briefing of the SOP and site safety policy before resuming work. A briefing of social distancing and safety measures to be followed on site shall be explained daily.
3. Care should be taken that the shift timings amongst workmen to be made in such a manner that there is no crowding of the site at any given time and social distancing is maintained.
4. Areas which may be used by the workmen to reside or common areas such as wash area is to be sanitized on a daily basis.
5. Meal shall be provided to workmen on site on daily basis.
6. Provisions to be made for providing hygienic and sanitized food preferably in disposable cutlery such as Banana leafs or disposable plates. The used Banana leaves/ cutlery shall be disposed off in a proper manner off site in covered garbage bins.



7. Spitting in any manner including spitting of Paan, Tambaku and Gutkha shall be banned on site. A complete ban on consumption of Paan, Tambaku, Gutkha on site is recommended. Dedicated smoking areas may be made ensuring principles of social distancing.



8. All workmen to be encouraged to inform if they are feeling sick and/or unwell. Such workers complaining of illness shall be given immediate medical treatment and be isolated immediately.



9. Each site shall have a plan so as to enable the managerial staff to estimate labour density required and maintain social distancing whilst carrying out work on site. The focus shall be to avoid large gathering on working sites. There shall be an endeavour to ensure that not more than 2 to 4 people use lifts or hoists in one go (depending on size and safety of hoist). Also whilst using such lifts persons shall stand facing each others back.



10. Care to be taken for no physical contact such as hugging, handshakes, high five etc.

11. All workmen shall be insured with a health insurance policy which would cover treatment for COVID-19 amongst others.

## D.Guidelines for Site use, Materials and Vehicles etc.

1. All incoming vehicles must be sprayed with a disinfectant spray. This includes private vehicles as well as trucks etc. bringing construction material.



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These measures will help ensure site safety and protection for all and provide for a safe and healthy working atmosphere