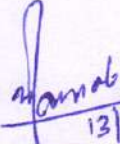


NOTICE

Standard Operating Procedure (SOP) on Covid-19 is circulated herewith to all the concerned. The Procedure will be followed by all concerned within the Perimeter of State Headquarter, The Bharat Scouts & Guides Uttarakhand with effect from 13 May 2020 and onward till Covid-19.

SOP in details will be intimated later on.


13/05/2020
(B.S. Rawat)

Asst. Admin Officer
BS&G Uttarakhand

Copy to:-

✓ State Chief Commissioner, The BS&G Uttarakhand

Director NHQ

(Internal)

Organization/Training/Registration

Equipment Store


IT Section

Account Section

PRO

Notice Board- for Display

State Secretary- for information Please



The Bharat Scouts & Guides Uttarakhand State H.Q
Standard Operating Procedures for Office

Objective:- To lay down the procedure for the prevention from COVID 19 at Office place.

Scope:- This procedure is applicable to everyone at office.

Responsibility:- Every Office employee attending the office and every person visiting the Office under any pretext.

Accountability:- Admin. Officer

Note:- Admin. Officer has the full authority to amend any procedure as deemed fit any time with immediate effect. All the persons shall abide by the Guidelines without any delay.

Due to the grave threat because of COVID 19 pandemic the Admin. Has been authorized to act immediately against any employee or visitor who are knowingly or unknowingly not complying with the SOPs at office premises. The action taken against can be Minor or Major Penalty. The action taken can be beyond the mandate of the service rule as safety of life shall be of the utmost priority during the ongoing COVID 19 pandemic.

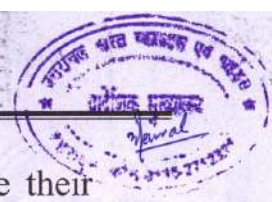
Procedures for the Office Employee



1. All the employees shall bring in a pair of Slippers which shall be kept at the shoe rack kept outside the door of reception & Equipment store. All the employees shall take out their shoes keep it at the designated assigned place upside down for sanitization and wear the slippers in the office.

The designated person shall sanitize the shoes and the slippers kept at the designated place.

2. All the employee shall undergo the mandatory Body Temperature Check at the reception and will be permitted to enter only after found with normal body temperature. If the person is found with higher temperature he/ she shall be sent back and Casual Leave (CL) shall be considered for that absence. If the condition persist the subsequent day(s) the State H.Q shall inform the Govt. for further action.
3. All the employees shall keep minimum physical contact with each other they shall meet only if it is of utmost importance otherwise they will use intercom for conversation and Intra-net for sharing documents among their respective computer systems.



4. Gathering at one room is not permitted even for lunch everyone shall have their Lunch in their respective Room/ Cabin. Everyone shall bring their own water Bottles as there is no provision for it at the office as of now.
5. The visit of the public in general at the office shall not be permitted. Even if some visitors do come at the office they shall first report at Reception/ Equipment where they will undergo proper sanitization and will first talk to the concerned department. The concerned person shall avoid the social contact as much as possible.

The usual front Entrance/ Gate of the office shall remain closed for public entry the Reception at Equipment Store shall be the Official entry point for all the employees and visitors till further notice.

6. All the employees shall wear face masks at office premises and shall use sanitizers/ soap and water regularly during their stay at the office premises.

Procedures for the visitors



As per the rules there shall be no public dealings during the COVID 19 Pandemic.

If some visitors do come to the Office for urgent work they have to adhere to the procedures mentioned under:

1. No visitors will be allowed to enter the office directly. The visitors shall call from the Intercom phone kept outside Reception/ Equipment store to the concerned department as indicated in the given list near the telephone and shall explain the reason/ pretext for coming at the office. Only after intimating the concerned and after due approval from the concerned department shall proceed to the Reception.
2. All the visitors shall undergo the mandatory body temperature and shall be allowed further only after the temperature is found to be normal.
3. If the Senior Officials within or outside the Organization had already intimated the State Headquarter about their arrival in advance the arrangements for sanitization shall be kept in advance at the reception, if the visitors arrives unannounced will have to report at the reception and shall proceed only after the proper sanitization process and body temperature check.



4. Under any circumstances the visitors shall not allowed to move beyond the reception area without requisite permission the Admin. Officer shall be the final authority in any case to grant or deny the permission of entry in the office premises.

Arun Rai

(Arun Rai)

सहायक जन संपर्क अधिकारी
उत्तराखण्ड भारत स्काउट एवं
गाइड प्रादेशिक मुख्यालय

in Arun Rai
15/05/2020
(०१०२२० २१९८)
सहायक प्रशासनिक अधिकारी
उत्तराखण्ड भारत स्काउट एवं
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Ravindra Mohan (Dada)

(Ravindra Mohan (Dada))
प्रादेशिक सचिव
उत्तराखण्ड भारत स्काउट्स एवं गाइड्स
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