



Safety First

An Initiative by Durian

Made Available to All

Volume 1 – SOP for Office



Durian's Safety-First Plan for You

Going back to office will require all founders, CEOs, managers, and all leaders to become vigilant about the safety of themselves, their employees, and their customers.

At Durian, we have outlined a new Standard Operating Procedure to take care of everyone's safety. It covers all measures for ensuring sanitation and well-being.

While these measures were taken for granted earlier, they should be everyone's priority now. Everyone should be alert about chances of contagion and its impact on health.

Our SOP is based on the health and safety guidelines given by the Government of India and the World Health Organization.

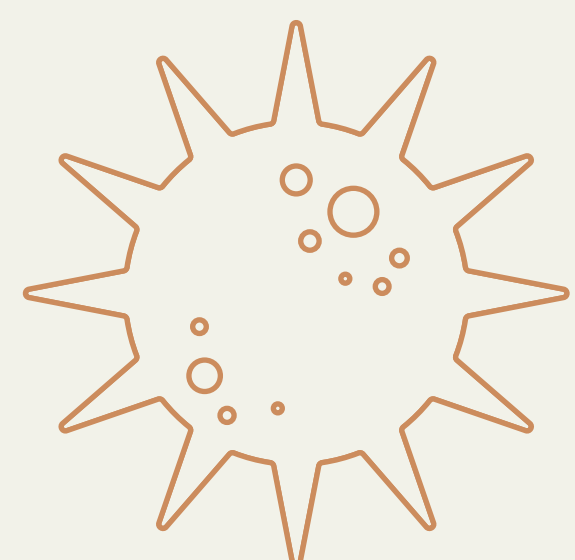
We believe that "clean everything" is not as simple as it looks. Our lists of "clean everything" literally covers everything.

And we are making it available to all corporates everywhere so that they find it easier to implement this SOP in their offices and factories too.

Feel free to use it and adapt it as per your feasibility and convenience.

Stay healthy. Stay safe.

Thank you.



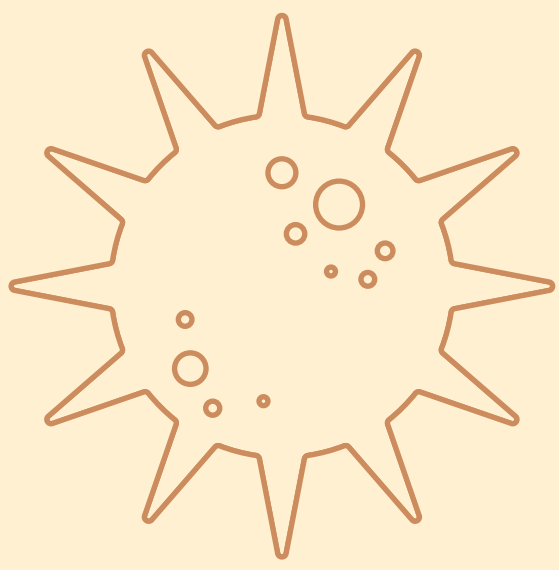


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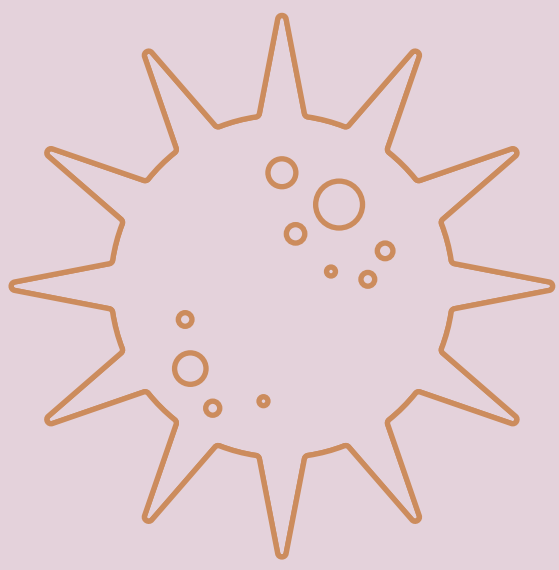
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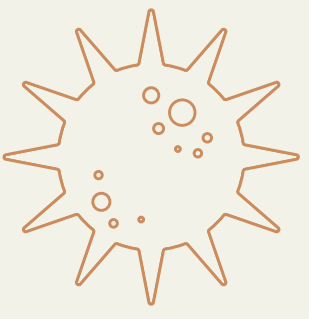
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01

SOP for Environmental **Sanitisation**



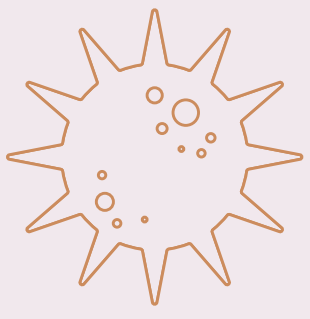
SOP for Environmental Sanitisation

Ventilate the office premises thoroughly and throughout the day.

Coronavirus scare has pushed the world to stay hygienic everywhere.

Proper ventilation in your office improves air quality and reduces chances of spreading airborne diseases.



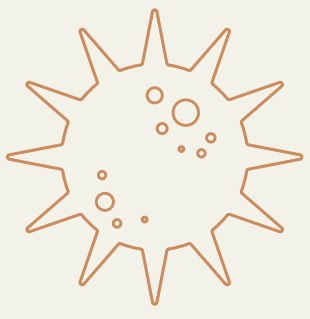


Things You Need to Do to Sanitize Your Office:

1. Trigger spray
2. Small fogger mist spray machine
3. Sanitizer pump bottles
4. Cleaning fabrics

Sanitising your office needs you to have all the equipment necessary. This list is enough to keep your office safe.





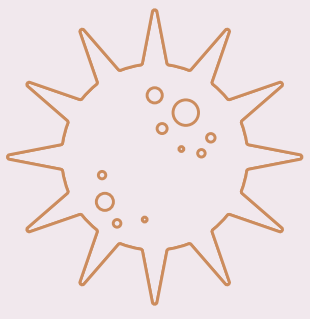
Solutions That Can Be Used to Sanitize Office:

- 1.** Sodium hypochlorite (1% - 5%)
- 2.** Any detergent powder
- 3.** Alcohol (70% rubbing alcohol)
- 4.** Liquid soap

**All these solutions have to be dissolved in water.*

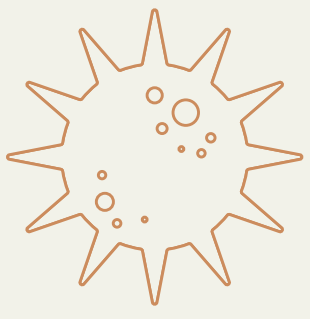
**Use these solutions based on their compatibility with the products they are used on.*





Sanitize the Following with a Cleansing Solution Multiple Times a Day :

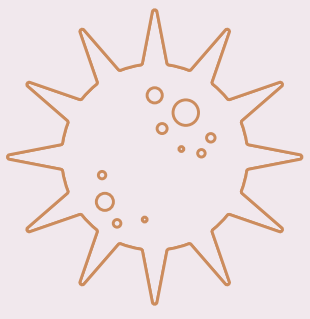
1. Hard Surfaces
2. Floors, walls, glasses, mirrors & switches
3. Meeting rooms
(before & after every meeting)
4. Washrooms
(including floor, walls & taps)
5. Pantry/cafeteria/mess
6. Water tanks
7. Door handles
8. Main entry gate
9. Reception area
10. Lift & railing
11. Furniture & fixtures



SOP for Environmental Sanitisation

- 12. Trash bins
- 13. AC filters
- 14. Electronic equipments
- 15. Vehicles
- 16. Machinery
- 17. Incoming couriers & other packages
- 18. Safety equipments
(gloves, masks, thermometers, PPE suit, etc.)
- 19. Cleaning fabrics use to clean office
- 20. Labour & staff quarters



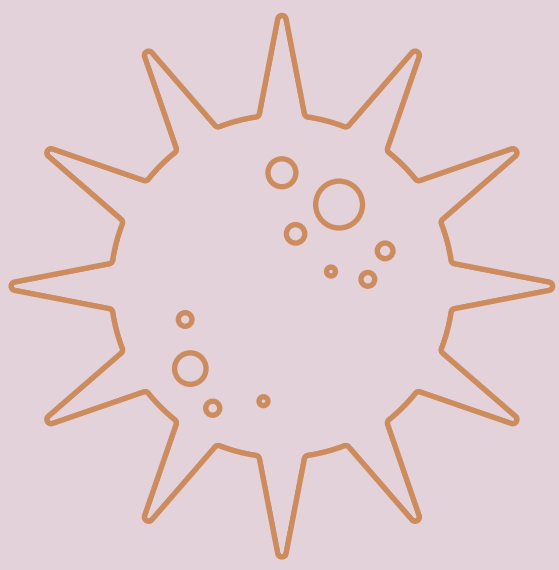


Keep the following handy:

1. Sanitizers in reception area, pantry & meeting rooms
2. Hand wash dispensers
3. Tissue rolls
4. Masks
5. Thermometer
6. Temperature check machines
7. Face shields

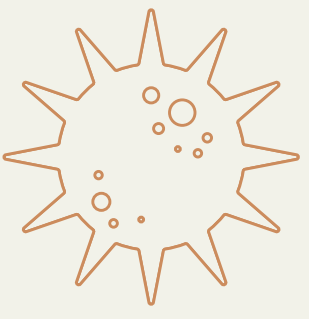
Sanitisation should be done with different materials that should be present in your office for regular disinfection purposes.





02

Protocol to
be Followed by
Employees

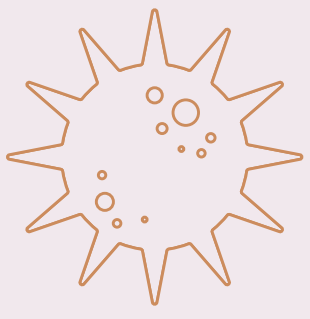


*Protocol to be
Followed by Employees*

Personal Care:

1. Avoid touching eyes, nose and mouth.
2. Keep sipping hot water, tea and hot fluids.
3. Keep yourself healthy, eat nutritious diet and try to stay stress free.
4. Download the Aarogya Setu app. Keep self-testing from time to time. Keep location and Bluetooth on.
5. Check your body temperature daily before leaving for office. If you have cold, cough or fever kindly stay at home until fully cured.

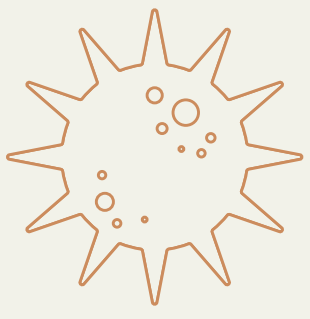




*Protocol to be
Followed by Employees*

Guidelines for Physical Hygiene:

1. Clean and sanitize hands using soap and water duly for 20 seconds cleaning routine at regular short intervals.
2. Use sanitizers (65% alcohol content) to sanitize their hands frequently.
3. Cover nose and mouth with tissue or elbow while sneezing and coughing. Throw used tissues in closed bins.
4. People cooking in the canteen should wear masks and gloves at all times.
5. All common staff - peons, housekeeping, cooks and receptionists should wear face shields, masks and gloves at all times.
6. Consumption of gutka and tobacco and spitting would be strictly prohibited.
7. Wash your hands for 20 seconds after eating any meals and after using the bathrooms.
8. Employees should carry a spare mask at all times.
9. Do not spit in the urinals.

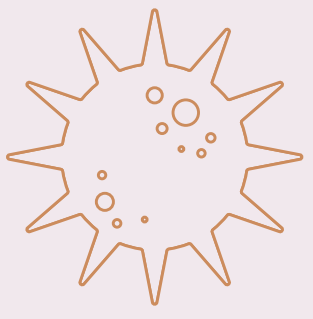


*Protocol to be
Followed by Employees*

General Practices in Place for Sanitation:

1. Use enclosed dustbins to discard your gloves and face masks.
2. Disinfect any goods coming into the office premises.
3. Sanitize your hands (65% alcohol content) after entering the office.
4. Sanitize your laptops/ desktops, mouse and mobile phone twice daily.

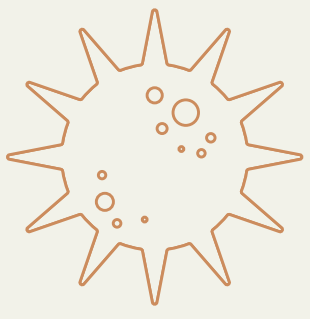




*Protocol to be
Followed by Employees*

Guidelines for Movement in Office:

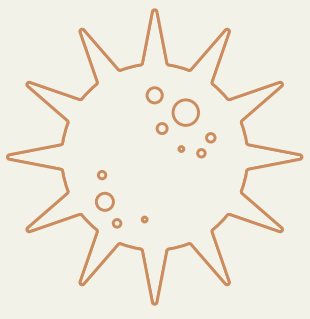
1. Employees are encouraged to wear face masks and gloves. They will not be allowed to enter if they are not wearing face masks.
2. Use your shoulders, hips or elbows to open doors.
3. Avoid gathering or sitting in groups in canteen or in office premises and corridors.
4. Avoid using the refrigerator.
5. Avoid sharing food and storing food in the refrigerator.
6. Avoid use of lift. Use the stairs instead.
7. Do not wash utensils in the pantry.
8. Use phone or intercom for interacting with colleagues.
9. Employees attendance need to be monitored through any of the company recommended attendance marking system.
10. Fill in a self-declaration regarding your best knowledge of the health conditions of your family members during lockdown along with their travel history.



*Protocol to be
Followed by Employees*

Social Distancing in Office:

1. Maintain personal hygiene and a distance of more than one meter from persons during interactions.
2. Avoid handshakes. Greet with a namaste.
3. No physical contact will be permitted among employees.
4. Ask the visitors to remain seated in the designated meeting room. Maintain social distancing among the visitors.
5. Tea will be kept at visible areas. You are requested to adopt a system of self service and maintain social distancing at the same time.
6. Hold meetings in the meeting rooms filling them up to 50% capacity only.
7. Maintain a distance of at least one meter among each other at all times in the canteen.
8. All bio waste, masks, gloves and disposable stuff should be thrown by yourself in the dedicated bio bin in the pantry.
9. Printing documents to be avoided except for essential requirements.

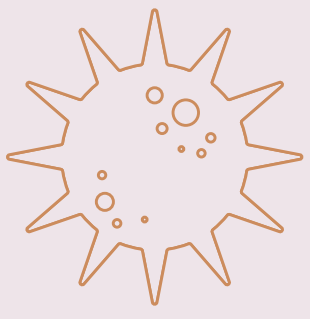


*Protocol to be
Followed by Employees*

Things to Keep in Mind While Commuting:

1. Travel wearing gloves and face masks at all times and avoid touching your eyes, nose and mouth.
2. Follow instructions of the state and municipal authorities while traveling to and from work.
3. While traveling in a four-wheeler, sit in the passenger seat beside the driver or in the back-seat. Drive a two-wheeler alone.
4. While using public transport, maintain social distance with other people.



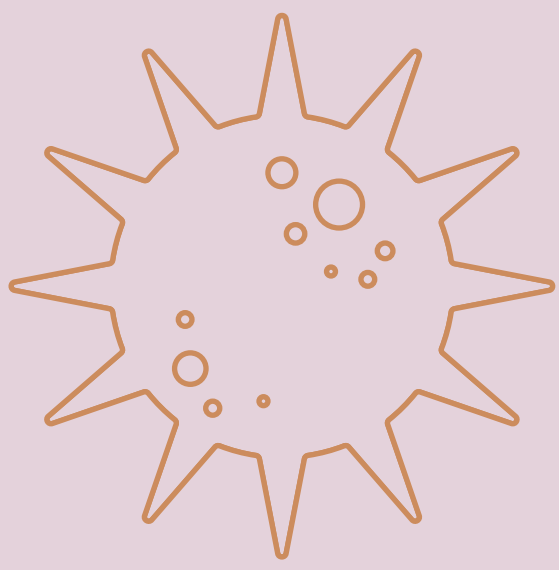


*Protocol to be
Followed by Employees*

Guidelines to Remember while Returning Home:

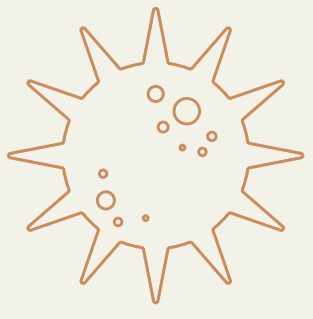
1. When returning home, maintain social distance in public transport.
2. Once you have left from work, inform your family.
3. Inform family members about your arrival so that they can keep the door open for you.
4. Leave your shoes outside the door before entering the house.
5. Wash your hands and sanitise your belongings.
6. Give your clothes for laundry.
7. Take a bath with hot water.
8. Sip some hot water or liquid after a shower.





03

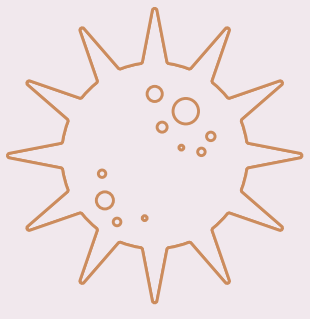
Protocol to be
Followed While Having
**Visitors in
Office**



Protocol To Be Followed While Having Visitors in Office

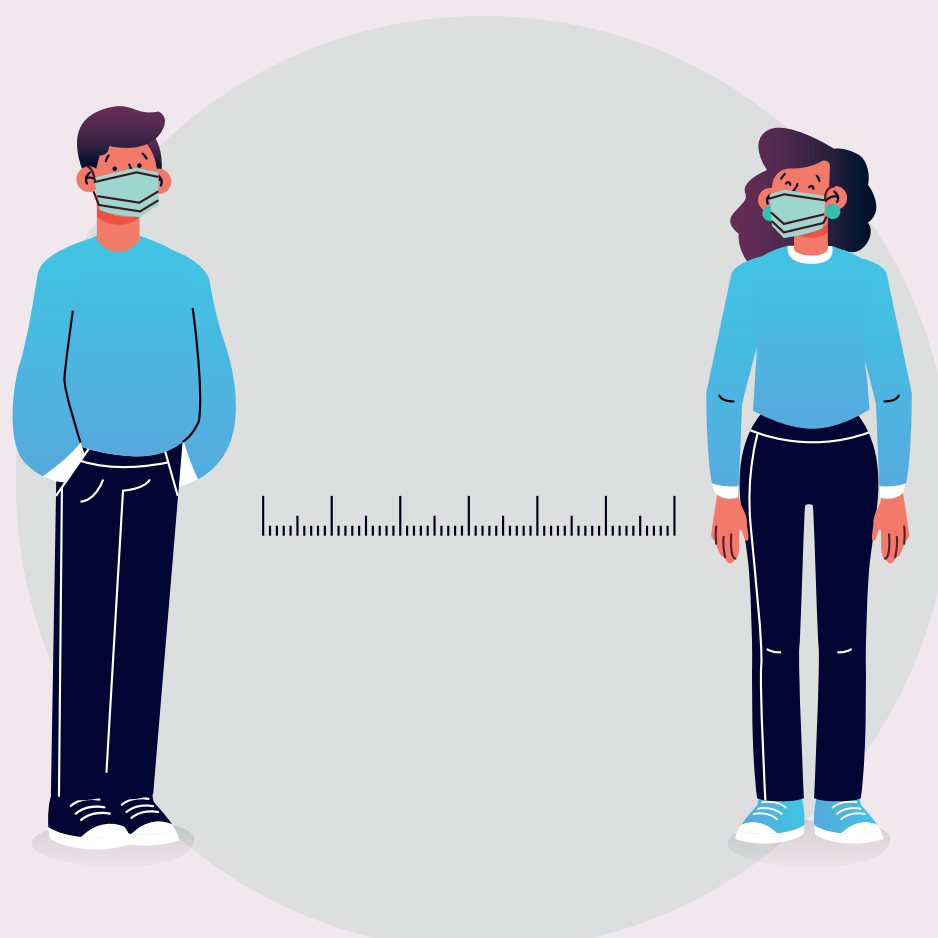
(Office Visitors, Cleaners, Maintenance, Service, Visitors, etc.)

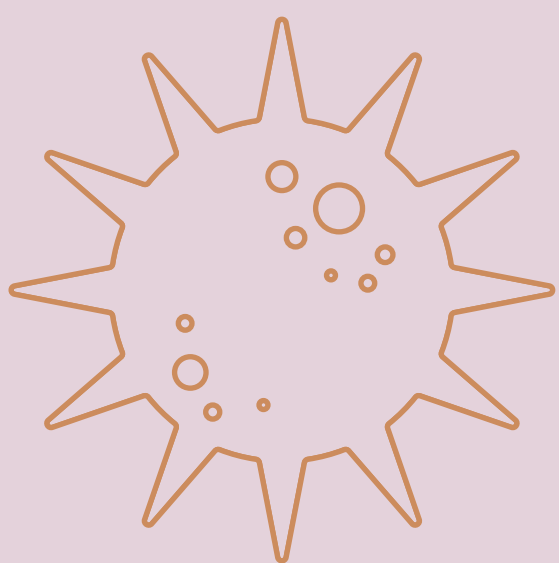
1. It is preferred if visitors come on appointment basis and inform at the reception about their arrival.
2. The visitors should have the Arogya Setu app downloaded and properly activated.
3. Only essential visitors to be allowed. Use of video conferencing should be used as far as possible.
4. Visitors should sanitise their hands at the entrance.
5. Visitors to be given gloves and face masks, if they are not wearing one.
6. Any maintenance person should be given shoe covers also at the entrance.
7. After wearing gloves and face masks, visitors should sanitize their hands.
8. Visitors' body temperature to be checked with a laser gun thermometer. If any symptoms of cold, cough or fever are found, the respective person to whom he/she has come to visit should be informed.



Protocol To Be Followed While Having Visitors in Office

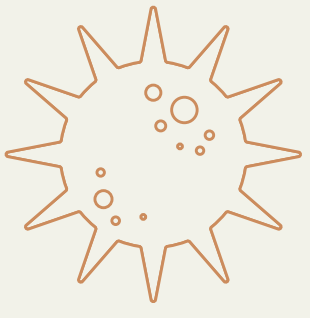
9. The receptionist/ sales person should take the visitors' details and the visitor should sign the form.
10. Visitors should sanitize their hands after signing the form.
11. Social distance to be maintained at the entrance or reception area.
12. Visitors should be asked to be seated in the designated conference room. Social distancing should be maintained among all employees and visitors.
12. Any goods coming in and going out should be sprayed with disinfectants.
13. Receipt of non-essential couriers are strictly not allowed.
14. Water bottles (at room temperature) will be kept at one particular place in the meeting room.
15. The area & the product that will be serviced will be disinfected after the maintenance service people leave.





04

Sources



Sources

All the guidelines established here are formulated as per the general directions put forth by the Indian Government and the World Health Organization. You may refer to any of the following websites for further details:

1. <https://ncdc.gov.in/>
2. <https://www.mohfw.gov.in/>



About Durian

Durian started as a pioneer in plywood and veneer business. It has grown to becoming the leading lifestyle brand for all kinds of needs: home & office furniture, customized wardrobe, doors & laminate.

Durian stands for purpose. We are a favourite of lakhs of families, individuals, corporate leaders, and enterprises because we help the decision-makers prioritize the purpose they expect an article to fulfil.

We have PAN India presence. Thanks to our wide-spread network, we are fast becoming a well-recognised name among the next tier locations.

Main Office:

401, The Summit, Hanuman Road,
W.E. Highway Vile Parle (E), Mumbai
Maharashtra, 400057

Call us:

1800 22 3242

Website:

www.durian.in

