

# Standard Operating Procedure

## For IT-ITES Companies & IT Parks

In case of a COVID-19 Positive Case or Exposure to a Positive Case

*Release date: 15<sup>th</sup> May 2020*



## Contents

- Introduction
- Important Measures
- Identification of cases
  1. An Individual reported to have Covid-19 symptoms at work place
  2. An Individual who was at workplace, tested positive for Covid-19
  3. An individual who came in contact with someone who tested positive for Covid-19 outside of workplace
- Annexure A - Flow Charts for Scenarios 1, 2 & 3
- Annexure B - List of Hospitals for testing, Isolation & Treatment Facilities
- Annexure C - Important contact numbers

## Introduction

Govt of Telangana is actively engaging with Industry bodies to review, monitor Covid-19 during lockdown, while enabling the Industry for continuity of business. A working Coordination Committee is in place involving representatives of Health Dept, GHMC, TSIIIC, ITE&C, SCSC, Hysea & Nasscom.

The objective of this standard protocol document is to guide all IT companies/IT Parks with certain guidelines to deal with situation, should there be any Covid-19 suspected case, contact to a positive case or a positive case at office.

Considering that Government of Telangana vide its GO Ms No.64 dated 7<sup>th</sup> May 2020 and subsequent operational guidelines issued by Cyberabad Police Commissioner on 8<sup>th</sup> May 2020 allowing gradual ramp up to 33% of workforce at IT-ITES companies, the following protocol is recommended to follow by companies.

## Important Measures

Early identification of suspected cases, exposure to positive contact is very critical to contain the spread of Covid-19. Organizations must follow below measures for control & monitoring:

- Heads of companies must ensure that all its employees have downloaded Aarogya Sethu App and completed the assessment
- Employees staying in containment zones in Telangana, and employees returning from containment Zones/Red & Orange Zones in other states should not be called to work, or allowed entry into any office or IT park.
- Pregnant women & parents with children under age of 5 are advised to work from home. No Crèche facilities to be operational in IT companies & IT Parks.
- Those employees who have parents above 65 years of age and family members who have co-morbid conditions such as BP, Diabetes, respiratory issues, asthma etc and also those who are on dialysis, chemo therapy etc should be careful when they go back to home after work.
- Ensure that every individual irrespective of employee, contractor, vendor, visitor etc wears a facial mask as mandated by Government. Without mask, no one should be allowed entry into any office or IT park.

- Daily mandatory temperature testing for fever at entry points. Turn them away from the entrance itself, in case of displaying temperature above normal limits
- Compulsory self-declaration of good health by employees & contract staff when they return to work
- Early self-reporting by employees on any Covid symptoms- fever, cough, shortness of breath or difficulty in breathing
- Reporting of any members of the household testing positive for COVID-19
- Reporting of any contact with a COVID-19 diagnosed patient
- Any individual moving to here from any other state in India must home quarantine for 14 days and must be advised to work from home.
- Companies to ensure social distancing, Hygiene measures for workplace & during transport as prescribed by Government vide MHA guidelines dated 1-May-2020 & Govt of Telangana GO Ms No.64 dated 7-May-2020.
- Companies are advised to keep extra masks at hand to meet any urgent needs of employees
- Isolation rooms to be set up by companies within their offices. Such isolation rooms to be sanitized daily, have an independent HVAC System and equipped with Sanitizer, adequate PPE Kits including Suit, Gloves, and Mask etc.

However, it is possible that despite screenings, individuals can be asymptomatic for days, which is why ‘prevention’ is extremely critical to minimize exposure.

## Process to be followed for Identified cases

### 1. An Individual reported to have Covid-19 symptoms at work place

Upon self-reporting of an individual, who believes to have symptoms (Fever, cough, Shortness of breath), HR or designated team member shall:

- Isolate the individual to the designated Isolation room at work place.
- Ask the individual to wear PPE and wait there till he/she is moved out of the premises
- Advise individual to seek medical advice
- Advise individual to stay on home quarantine for 14 days.
- Companies to monitor his/her health condition regularly during this 14 day period
- In case symptoms subside or Individual tests negative, he/she may be permitted to resume work at office after completing 14 days based on certificate from a registered doctor
- In case Individual tests positive, please follow further guidelines detailed in scenario 2 below

### 2. An Individual who was at workplace, tested positive for Covid-19

Upon reporting or being notified that an individual who was at workplace is tested positive, following steps to be taken by the management of companies

- Initiate contact tracing at work place who came in contact with this positive case during the last 14 days, with the help of access control and other means
- Ask all such persons who came in close contact with positive case within last 14 days to self-isolate and seek medical advice in case of symptoms
- Inform Helpline number 104, Concerned DMHO (District Medical & Health officer), Dr. Srinivas Rao, Director of Public Health & Family Welfare (through SCSC - +919000257058) about the positive contact and share the details of such exposure
- Cordon off the affected areas completely and do not allow any persons to enter these areas
- Carry out dis-infection, fumigation & Sanitization activities at affected work area/floor and common areas by Health department, GHMC or authorized vendors. Contact details are available below.
- Re-occupy such areas only after 48 hours post carryout fumigation & disinfection activities
- Inform IT Park management in case of multi tenanted buildings to carry out these dis infection & fumigation activities for common areas of the building
- Management of IT companies/IT Parks not to issue any internal or external statements until thoroughly verifying and confirming the facts
- Management of IT companies/IT Parks to also notify Cyberabad Nodal officer (CP, Cyberabad) & SCSC by writing to [cpcybd@gmail.com](mailto:cpcybd@gmail.com) and [ad@scsc.in](mailto:ad@scsc.in) in addition to DHMO & Health Department

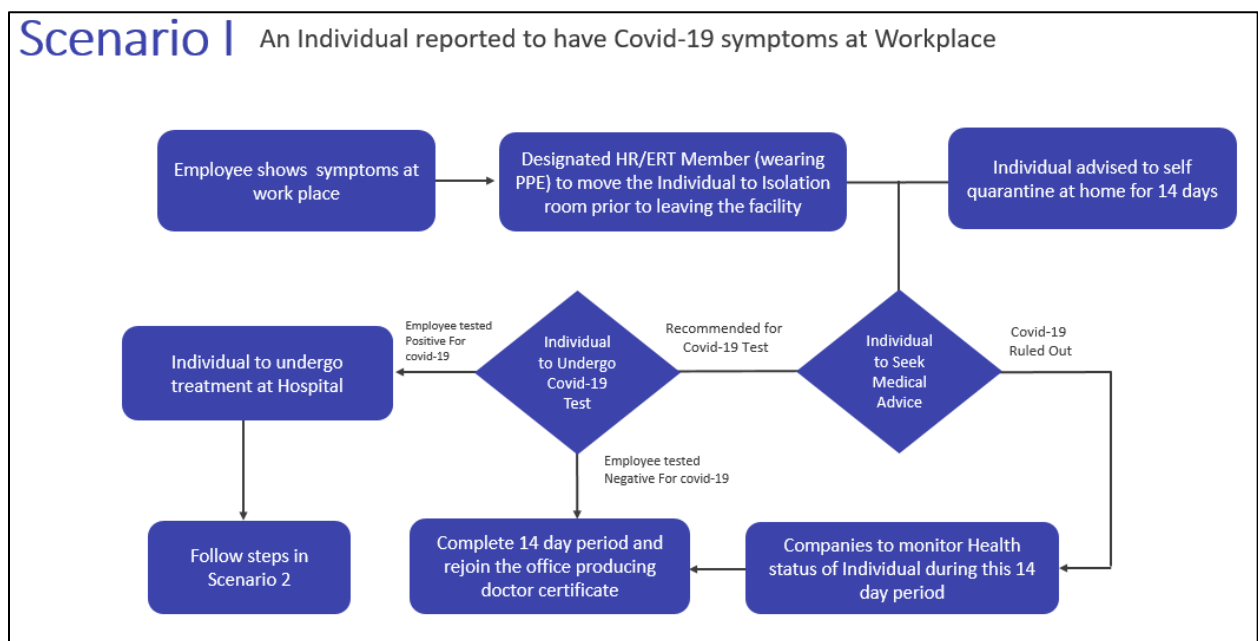
### **3. An individual who came in contact with someone who tested positive for Covid-19 outside of workplace**

Upon reporting or being notified that an individual came in close contact who tested positive for Covid-19 outside of work place i.e. at home, community etc, following steps to be taken by the management of companies

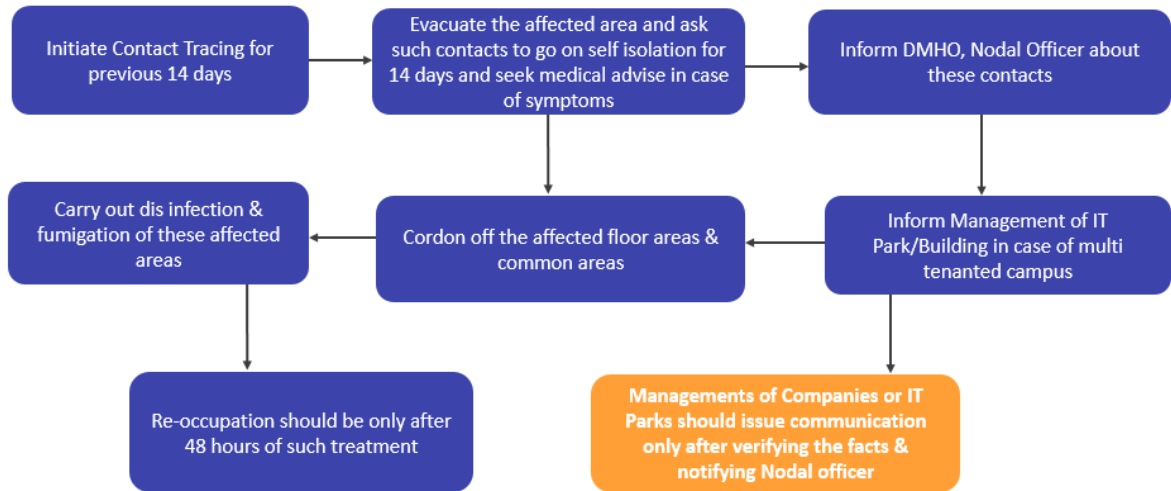
- a. If such exposed person is in the office premises at the time of reporting or notifying this, please follow below steps:
  - Isolate the individual to the designated Isolation room at work place.
  - Ask the individual to wear PPE and wait there till he/she is moved out of the premises
  - Advise individual to seek medical advice
  - Advise individual to stay on home quarantine for 14 days.
  - Companies to monitor his/her health condition regularly during this 14 day period

- In case symptoms subside or Individual tests negative, he/she may be permitted to resume work at office after completing 14 days based on certificate from a registered doctor
- b. If such exposed person is out of office premises at the time of notifying this, please follow below steps:
  - Advise individual to stay on home quarantine for 14 days.
  - Companies to monitor his/her health condition regularly during this 14 day period
  - In case symptoms subside or Individual tests negative, he/she may be permitted to resume work at office after completing 14 days based on certificate from a registered doctor
- c. In case Individual tests positive, please follow further guidelines detailed in scenario 2 above

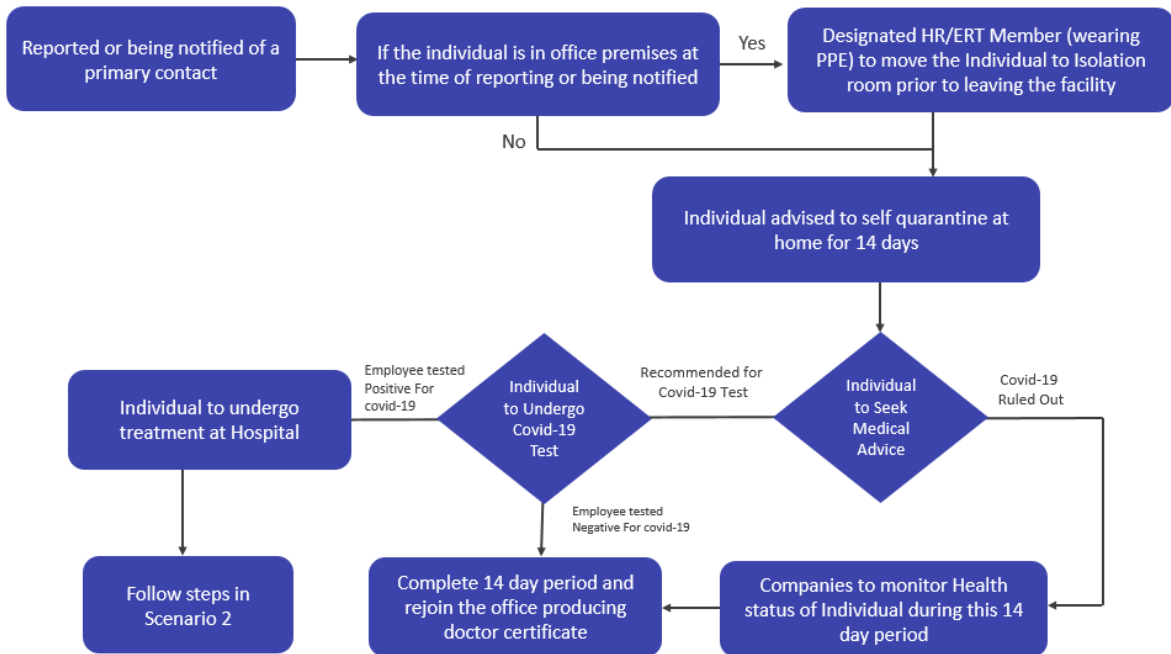
## Annexure-A: Process Flow Charts



## Scenario 2 An Individual who was at Workplace, tested positive for Covid-19



## Scenario 3 An Individual who came in contact with Covid-19 positive, outside of workplace



## Annexure B : List of Hospitals for Testing, Isolation & Treatment

All District Hospitals and Medical college hospitals & 11 Govt Hospitals in Hyderabad are designated for Covid for testing & isolation purposes. However, all Covid positive cases are treated only at Gandhi Hospital currently while all these hospitals are equipped & ready to treat patients.

<u>S.No</u>	<u>District</u>	<u>Name of Hospital</u>
1	All districts	District Hospital or Hospital attached to Medical College
2.	Hyderabad	1. Gandhi Hospital, Secunderabad, 2. Govt Fever Hospital, Nallakunta, Hyderabad 3. King Koti Hospital, Hyderabad 4. Chest Hospital, Hyderabad 5. Nizamia Hospital, Hyderabad 6. Nature Cure Hospital, Hyderabad 7. TIMS, Gachibowli, Hyderabad 8. Ayush Ayurveda Hospital, Hyderabad 9. Sarojini Devi Eye Hospital, Hyderabad 10. Govt. Homeopathy Hospital, Hyderabad

## List of Govt Hospitals for Testing

<u>Name of State</u>	<u>Test Category</u>	<u>Name of Govt Institutes</u>
Telangana	RT-PCR	1. Gandhi Medical College, Secunderabad 2. Osmania Medical College, Hyderabad 3. Sir Ronald Ross of Tropical & Communicable Diseases, Hyderabad. 4. Nizam's Institute of Medical Sciences, Hyderabad 5. Institute of Preventive Medicine, Hyderabad 6. ESIC Medical College, Hyderabad 7. Kakatiya Medical College, Warangal 8. Centre for Cellular & Molecular Biology, Hyderabad 9. Centre for DNA Fingerprinting & Diagnostics, Hyderabad

## Annexure C: Important Contact Numbers

- Telangana State Helpline number for Covid - 104
- Nodal Officer for Covid-19 Telangana : Dr. Srinivas Rao +91-8978372226
- SCSC Secretariat Number: +91-9000257058

\*\*\*