

Guidelines to be followed for COVID-19
(Update from Board of Managers meeting, 5th July 2020)

Regular vendors of essential commodities

(Milk, Water, Gas, News Paper, Grocery, Medicine, online shopping etc.)

- To continue current practice of delivering everything at gate except Gas along with Thermal screening and sanitization / wash at the gate
- For Gas, also continue current practice with necessary precautions.

People required to come in only occasionally

(Carpenter, repair/service personnel, ..)

- Current practice of taking Permission, checking ArogyaSetu app status, temperature screening, hand sanitization and resident accompanying to/from the gate to continue.

People required to come in regularly except Domestic Helps

(Facility Cleaners, Driver, Car Cleaners)

- Facility Management People – Current practice of regular thermal screening, pulse oximeter screening and sanitization / hand wash at gate to continue. Association to regularly monitor their home addresses against containment / buffer zones.
- Drivers–current practice to continue including thermal screening, hand sanitization and ArogyaSetu App checking and/or residential address checkup against containment / buffer zone list published by Government (the residents need to ensure the compliance to latter two).Not allowed to go up to the flats or use lifts.
- Car cleaners – not to be allowed at this point.

Domestic Helps

General Guidelines for Domestic Helps

- In addition to the **24-hour domestic help in a single flat** that was already allowed, entry of daily domestic helps working for **whole day in a single flat** in the complex will also be allowed.
- Residents (who is unable to manage without domestic help) needing services of domestic help is required to fill-up and sign in declaration forms which will be reviewed and approved by a committee already setup by the Board. There are two declaration forms –
 - **Form A** – for 24-hour domestic help in a single flat
 - **Form B** – for daily domestic helps working for the whole day in one flat
- Residents, who had already applied and whose application is cleared by review committee, are requested to submit their filled and signed in declaration forms (A, B) as applicable for review and approval. Blank declaration forms will be made available at the security gate.
- Other residents, who want to avail of service from domestic helps but have not applied yet, can apply till **26th July**. It will be taken up for review after that.

Points to follow at Security Gate for Domestic Helps

- Proper hand wash and leg wash with soap and water at entry gate.
- To make arrangements to keep the cycles somewhere near the gate so that they are not touched after hand wash at the entry point.
- Daily Thermal screening and at least weekly **Pulse Oximeter checking** to be done in the security gate. For pulse oximeter, a baseline value to be noted for all domestic helps via a medical camp in

the beginning. Security personnel will be properly trained about the sanitization of the pulse oximeter.

- **Residents need to accompany the domestic helps to and fro between security gate and flat** and ensure that any of the common surfaces including lift buttons is not touched by them.
- Senior citizens, who really have problems of movement should inform the Secretary beforehand – a security guard may accompany the domestic help on entry and exit after due notification via Intercom. But for practicality purpose, this can only be done for persons working in single flat.

Recommendations to follow inside each household for Domestic Helps

- Proper hand wash and leg wash with soap and water during entry and exit in each individual flat.
- To keep separate sets of dress for the domestic help in individual flat's – dress should be changed on entry and again changed back on exit – the home dress should be washed daily.
- Try to avoid use of mobile phones by domestic helps while working.
- The household where the domestic help is working should provide proper 3 layer surgical mask to the domestic help - such masks are available at reasonable cost. The masks should be replaced at regular intervals. **Wearing a mask by a domestic help is a must.** The members of the household should also wear it while going near the domestic help and try to maintain social distancing wherever possible. The chances of infection significantly less when all parties wear masks.
- If there are symptoms like fever/cough/ cold/ sore throat, then the services should be discontinued immediately, medical consultation to be done and reported to association.

General Guidelines For Residents

- **Wearing of mask, regular hand sanitization and maintenance of social distancing is mandatory in markets** - Residents should also demand strict adherence to these from the market vendors.
- **Wearing of mask and maintenance of social distancing mandatory for people roaming inside the campus** – mingling / congregation of groups and visits between flats should be avoided.
- Anybody having any symptom similar to COVID can contact the Secretary for help in getting connected for testing for COVID. In case of some resident testing positive for COVID, standard operating procedures as guided by NKDA will be followed including sealing of the flat. In such scenario, the concerned residents can use online grocery / vegetable / medicine / food orders - association will arrange for sending them to the flat after they are delivered at the main gate.
- Any resident coming from other locations / states must contact the Secretary, who can arrange for required review with a designated committee formed from the board of managers, who can suggest necessary steps to be taken. The same holds true for new tenants.
- Association will be sanitizing the common touch surfaces including elevators regularly. There will be small sticks available in each elevator along with a small disposing bin. Residents are encouraged to use that and avoid touching lift buttons with their hands.
- All these measures will be reviewed again after **30th July**.

(Krishnadas Debnath)

President

(Ashok Kumar Gupta)

Secretary