

Guidelines to be followed for COVID-19
(Update from Board of Managers meeting, 24th May 2020)

Regular vendors of essential commodities

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

- Thermal screening and hand sanitization / hand wash for all at the gate
- To continue current practice of delivering everything at gate except Gas.
- Sanitization of Milk packets/bottles and Water containers to be followed diligently at gate – all residents need to come and collect the milk from gate. Senior citizens who really have problems of movement should contact the Secretary – their milk will be arranged to be delivered (same for grocery and medicine). Water can be delivered by association to homes if needed.
- Since Newspaper cannot be sanitized, the association appeals to the residents not to go for physical newspapers and try to switch to online newspaper instead.
- For Gas, it should be explored whether a security can accompany so that the gas vendor does not touch the lift buttons – residents must wear mask while receiving the gas vendor and preferably keep the delivered cylinder outside / in balcony for at least 48 hours before touching it.

People required to come in only occasionally

(Carpenter, repair/service personnel, ..)

- Permission to be taken before hand from the Secretary.
- The personnel must have ArogyaSetu app installed which will be checked by security (residents need to have this confirmed beforehand) followed by temperature screening and hand sanitization.
- The resident needs to accompany the personnel from gate to their home (Lift to be operated by residents only) and back.
- If multiple flats to be serviced by one personnel, they must report back to main gate and repeat the process for every flat.

People required to come in regularly

(Facility Cleaners, Driver, Domestic Helps, Car Cleaners)

- Facility Management People – regular thermal screening and sanitization / hand wash at gate. Association to regularly monitor their home addresses against containment / buffer zones.
- Drivers - to be allowed only on case by case basis for people needing to go out on official / emergency purposes and prior permission is needed from the Secretary. They have to undergo 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). Drivers will not be allowed to go up to the flats or use lifts – the resident should come down to hand over car key etc. Residents should arrange for mask for drivers.
- Car cleaners – not to be allowed till June 15th, decision to be reviewed in 2nd week of June
- **It was unanimously decided the Board of managers meeting that, for the time being, only full-time domestic helps to be allowed serving only one flat** – newly joining domestic helps must go through health screening and address screening followed by quarantine inside the house for 14 days. Residents should arrange for masks for the full-time domestic help.
- **Going forward, after 15th June**, full-time domestic helps working in one flat **may be** allowed to do part time work in other flats and daily domestic helps serving only a single flat **may be** allowed to enter. Allowing part-time maids coming in and working in multiple flats **may** also be reviewed. **The residents**

are requested to provide following details of their domestic help and either submit *the hard copy at the security gate or email to alaktikahc@gmail.com* latest by **5th June, 2020**.

- ✓ Resident Name / Flat Number / Mobile Number
 - ✓ Domestic Help Name / Gender / Age / Address from where they will come / Mobile Number
 - ✓ Type of Work (Full time, Daily only in one house / Part-time in multiple flats)
 - ✓ Whether the Domestic Help owns a Smartphone for installation of ArogyaSetu App
- Based on the above requirements, **it will be reviewed again by the board of managers in 2nd week of June on whether such services can be opened up from 15th June after due consultation from our doctor residents**. In parallel, we will be arranging for knowledge sharing and discussion sessions with our doctor residents for do's and don'ts for domestic helps at home. Residents can also give their feedback / voice their opinions in these sessions so that we can evolve a comprehensive process which will be beneficial for all.

For Residents

- All residents should preferably install ArogyaSetu App, especially the people who need to go out
- 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. Sanitization of currency notes is advisable in case online payment means cannot be used.
- Wearing of mask and maintenance of social distancing mandatory for people roaming inside the campus – mingling / congregation of large groups are not allowed (as per last Govt. order, grouping for more than 7 persons is illegal and hence should be strictly adhered to).
- Anybody having any symptom similar to COVID can contact the Secretary for help in getting connected for testing for COVID.
- In the unfortunate case of some resident testing positive for COVID, we have to anticipate sealing of the whole building block by authorities. In such scenarios, the residents there should be ready to use only online grocery / vegetable / medicine / food orders - association will arrange for sending them to the sealed building gate after they are delivered at the main gate – residents would need to collect from there.
- Any resident coming from other locations / states must carry a health certificate from a Govt. entity. If not available, they should contact the Secretary, who can arrange for doctors to come on payment basis to the health checkup and provide such certificate. Residents will be allowed to enter the complex only after the health checkup.
- Owners are requested to refrain from having new tenants until further notifications.
- 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.

(Krishnadas Debnath)

President

(Ashok Kumar Gupta)

Secretary