

Guidelines to be followed for COVID-19
(Update from Board of Managers meeting, 6th Sept 2020)

Regular vendors of essential commodities

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

No change from current practice.

- Thermal screening, SpO2 check and sanitization / wash for all at the gate
- Delivering everything (Milk, Water, News Paper, Grocery, Medicine, online shopping etc.) at gate except Gas
- For Gas, also continue current practice of delivering at home with necessary precautions.

People required to come in only occasionally

(Carpenter, repair/service personnel, ..)

No change from current practice.

- Thermal screening, SpO2 check and sanitization / wash for all at the gate
- Carpenter, repair/service personnel allowed on emergency basis – to be accompanied by residents

People required to come in regularly except Domestic Helps

(Driver, Car Cleaners)

- **Car cleaners – allowed mostly for external car cleaning. For internal cleaning, owners need to come down with car keys and collect it back – no car cleaner is allowed to use lift or stairs.**
- Drivers – allowed but owners need to come down with car keys and collect it back – no driver is allowed to use lift or stairs.

Domestic Helps

- Thermal screening, SpO2 check and sanitization / wash for all at the gate
- **24-hour domestic help in a single flat** and daily domestic helps working for **whole day in a single flat** in the complex was already allowed.
- **Additionally, domestic helps working in multiple flats will be allowed subject to maximum 3 flats per domestic help** - all residents for a given domestic help need to **apply together** to association in **form C** as per details below. **In case of any positive infection found in any of the flats or the domestic help, residents of all flats having the common domestic help should go for self-isolation in addition to standard rules from authorities.** The residents are also encouraged from time to time to avail of the free testing COVID facility service being offered by NKDA for domestic helps – details can be obtained from the secretary / association office.
- Residents to take all necessary precautions including hand washing, sanitization and mask wearing while interacting with the domestic help. **Residents to ensure that their Domestic helps follow basic norms like wearing masks all the time, using sticks for pushing lift buttons etc.**
- **Residents 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 3 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
 - **Form C** - for daily domestic helps working in multiple flats (maximum 3 flats per domestic help)

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.**
- In case of some resident testing positive for COVID, the Secretary should be informed and 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. The concerned residents also need to follow standard garbage disposal norms as directed by NKDA.
- Any resident coming from other locations / states must contact the Secretary, who can arrange for required review as per Govt. norms with a designated committee, who can suggest necessary steps to be taken. The same holds true for new tenants.
- All these measures will be reviewed again after **30th September**.

(Swapan Kumar Biswas)

President

(Ashok Kumar Gupta)

Secretary