



Awareness Communication		
All display boards have COVID related information displayed	Yes	No
The information is displayed in 2 languages: English & Local Language	Yes	No
Best Practices displayed at key locations at site in dual language	Yes	No
Hand wash & Sanitizer stations		
Every department has proper hand wash & sanitizer stations available	Yes	No
All the stations has sufficient sanitizers	Yes	No
All the areas are clearly marked and easily visible	Yes	No
Locker Room		
Every one is wearing mask in the locker room	Yes	No
Physical distancing is being followed in the locker room	Yes	No
Locker room not accessed by more than 2 persons at a time	Yes	No
Meeting Room - Procedure		
Physical distancing is being followed in the room	Yes	No
Cleaning of room tables before the start of the meeting	Yes	No
Sanitizers are available in the meeting room	Yes	No
There are no left over objects in the meeting room	Yes	No
Office Equipments		
Sanitizing and disinfection of sensitive equipment such as:	Yes	No
Canteen		
Physical distancing is considered in the seating arrangements in	Yes	No
Staff are allowed in canteen by Batch wise to minimize & have control	Yes	No
Different varieties of nutritious meal choices are served in canteen	Yes	No
Conducting disinfection after each break schedule	Yes	No
Waste Management		
Installation of Closed bins with pedal opening for disposing the face masks	Yes	No
The bags will be replaced by end of each shift	Yes	No
Disinfection / Sanitization		
Disinfectant sprays in perimeter on regular frequency (On daily basis)	Yes	No
Sanitization & Deep cleaning activity through out the Office once in 2 hours	Yes	No
Do's and Don'ts displayed at key locations at site in dual language	Yes	No
Isolation Room		
Does the Isolation Room has the below mentioned:	♦ Face shield (provides eye, nose and mouth protection)	



**ALL individuals (employees, family, visitors, government officials) entering the building must be as**

Has this individual washed their hands or used alcohol-based hand rub	Yes	No
Ask the individual if they have any of the following respiratory	Fever	Sore throat
if NO to all, is the individual an employee of this institution?	Employee	Non-
Has someone in your close family returned from a foreign country?		
Is the patient under home quarantine as advised by local health		
Have you or someone in your family come in close contact with a		
<b>Entrance</b>		
Floor marking for physical distancing is visible?	Yes	No
Floor marking for physical distancing is correctly marked?	Yes	No
Temperature screening at gate level control?	Hint: Check body	
Wait in queue to check temperature and use of Sanitizer? (observe social	Hint: Observe proper social	
Everyone was wearing the mask?	Visitor	Employee
<b>Vehicle</b>		
Check the following for every Vehicle	All windows lowered	Every
<b>Employee Temperature Screening</b>		
Twice a day all the employees are checked	Dept	In Temp

asked the following questions:

Cough	shortness of	Intense tiredness

Vendor	Other	

Physical		

Out Temp	Time	
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