

COVID-19

Standard Operating Protocol For IT Companies/IT Parks

Version 1.0

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Introduction

Govt of Telangana is actively engaging with Industry bodies to review & monitor Covid-19. While Telangana had witnessed one positive case of Covid-19 as on date, there has been a panic situation in IT corridor due to one un-confirmed case reported on 4th March 2020 which was ultimately reported as negative by NIV-Pune.

Govt has appointed CP, Cyberabad as Nodal officer to review the situation in IT Hubs of Cyberabad and accordingly a Coordination Committee was formed involving Health Dept, GHMC, TSIIC, ITE&C, SCSC, Hysea & Nasscom.

The primary objective in releasing this standard operating protocol (SOP) document is to equip all IT companies/IT Parks with guidelines to deal with situation, should there be any Covid-19 suspected case reported.

Coordination Committee

A high powered Coordination Committee has been formed with following members to review & monitor situation so as to advise the industry & community with regular updates.

Committee comprises of:

Mr VC Sajjanar, IPS., Commissioner of Police, Cyberabad (Nodal Officer)

Dr Srinivas Gadala, Director, Health Department, Govt of Telangana

Mr. Ravi Kiran, Zonal Commissioner, West Zone, GHMC

Mr. Murali Bollu, President, HYSEA

Mr. Krishna Yedula, Gen Secretary, SCSC

Mr. Srikant Srinivasan, Regional Director, Nasscom

Mr. Amarnath Atmakuri, CRO, ITE&C

Mr. Vinod Kumar, Zonal Manager, TSIIC

The committee shall review and monitor the situation on a day to day basis and advise the industry on measures required from time to time. Further, it will disseminate media bulletins by Health Department for information of IT companies & IT Parks

Committee prepared Standard Operating Protocol that is required to be followed by IT Companies & IT Parks

Case Definitions

a) Suspect case

- A patient with **acute respiratory illness** {fever and at least one sign/symptom of respiratory disease (e.g., cough, shortness of breath)}, **AND** a **history of travel** to or residence in a country/area or territory reporting local transmission (See NCDC website for updated list) of COVID-19 disease during the 14 days prior to symptom onset; **OR**
- A patient/Health care worker with **any acute respiratory illness AND** having been in **contact with a confirmed** COVID-19 case in the last 14 days prior to onset of symptoms; **OR**
- A patient with **severe acute respiratory infection** {fever and at least one sign/symptom of respiratory disease (e.g., cough, shortness breath)} **AND requiring hospitalization AND with no other etiology** that fully explains the clinical presentation; **OR**
- A case for whom **testing** for COVID-19 **is inconclusive**.

b) Confirmed Laboratory Case

- A person with **laboratory confirmation** of COVID-19 infection, irrespective of clinical signs and symptoms.

Definition of Contact

A contact is a person who is involved in any of the following:

- Providing direct care without proper personal protective equipment (PPE) for COVID-19 patients
- **Staying in the same** close environment of a COVID-19 patient (including **workplace, classroom, household, gatherings**).
- Traveling together in **close proximity** (1 m) with a **symptomatic person** who later tested **positive** for COVID-19.

Self Isolation Rules

- Live in a separate room for the entire isolation period
- DO not share vessels, towels, bedsheets, toiletries, washroom facilities, phones, other devices etc with others in the family
- Follow personal hygiene rules like holding a tissue to mouth when coughing / sneezing.
- Family members to wear disposable gloves when serving food to affected person in self-isolation
- Avoid visiting public places like entertainment hubs, restaurants, shopping malls, market places etc

Preventive Measures

Simple ways to prevent the spread of COVID-19 in your workplace

The measures below will help prevent the spread of infections in your workplace, such as colds, flu and stomach bugs and protect your customers, contractors and employees. Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate. They can reduce lost working days due to illness, and stop/slow the spread of COVID-19.

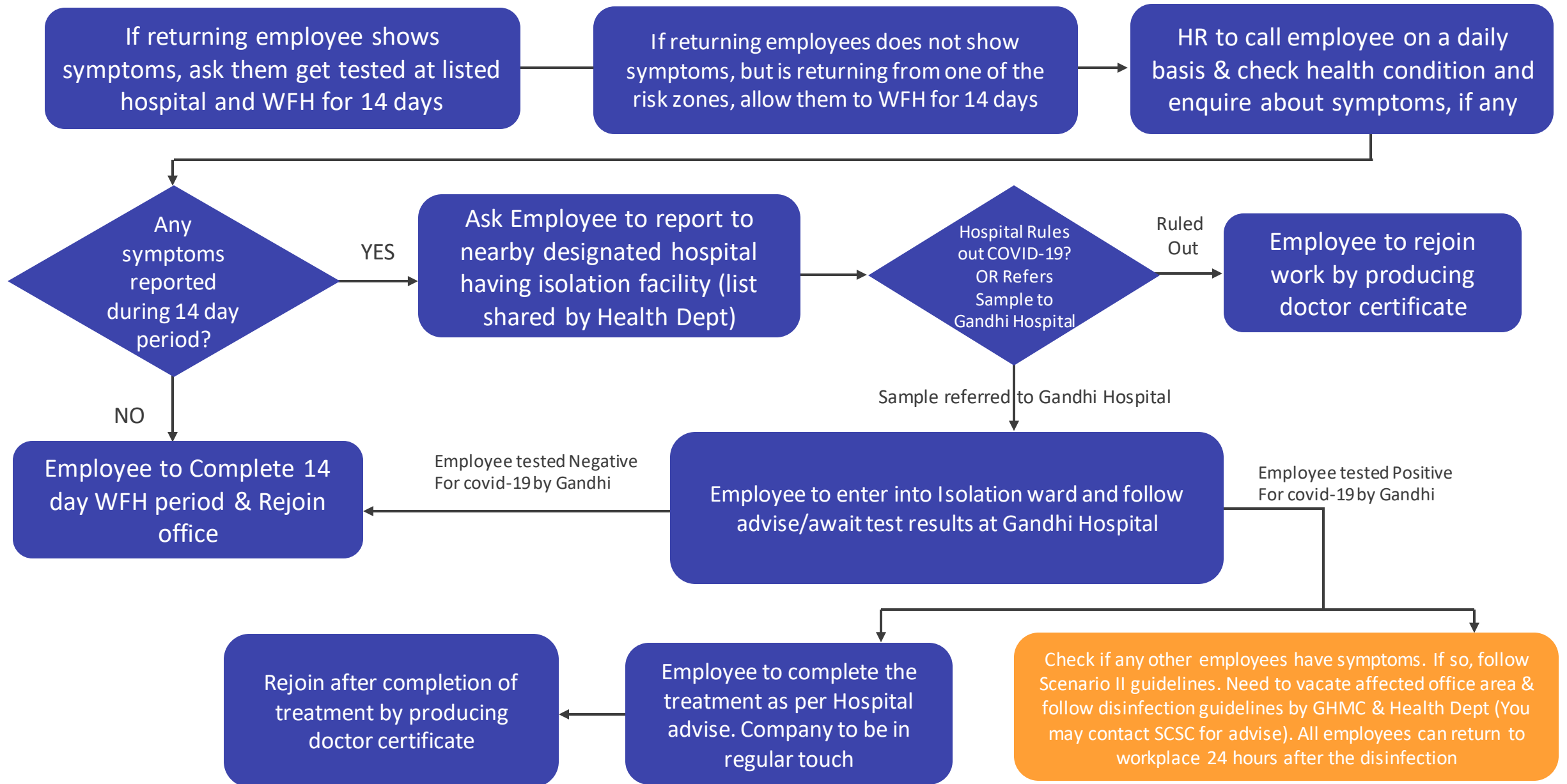
- **Make sure your workplaces are clean and hygienic**
 - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly - as contamination on surfaces touched by infected people is one of the main ways that COVID-19 spreads
 - Bio-Metric Access: it is advised to disable Bio-Metric access to prevent finger to finger spread contact and use proximity card feature in the system
- **Promote regular and thorough hand-washing by employees**
 - Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
 - Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote hand-washing
- **Screen all Visitors for Covid-19 Symptoms**
 - Screen visitors for Covid-19 symptoms and ask them to reschedule the meeting if they exhibit any of the symptoms
 - Create a barrier between employees workspace and visitors
 - Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
 - Ask your employees to maintain safe distance from visitors while interacting with them
 - Sanitize lobby, security and visitors waiting area regularly
- **Meetings & Gatherings**
 - To the extent possible, discourage large gatherings which involves close proximity of persons and encourage use of technology for meetings
- **Awareness Posters**
 - Display posters shared by Coordination Committee on COVID-19 in all common areas like Lifts, Cafeteria etc

Scenarios to be dealt with Covid-19 by IT companies/IT parks

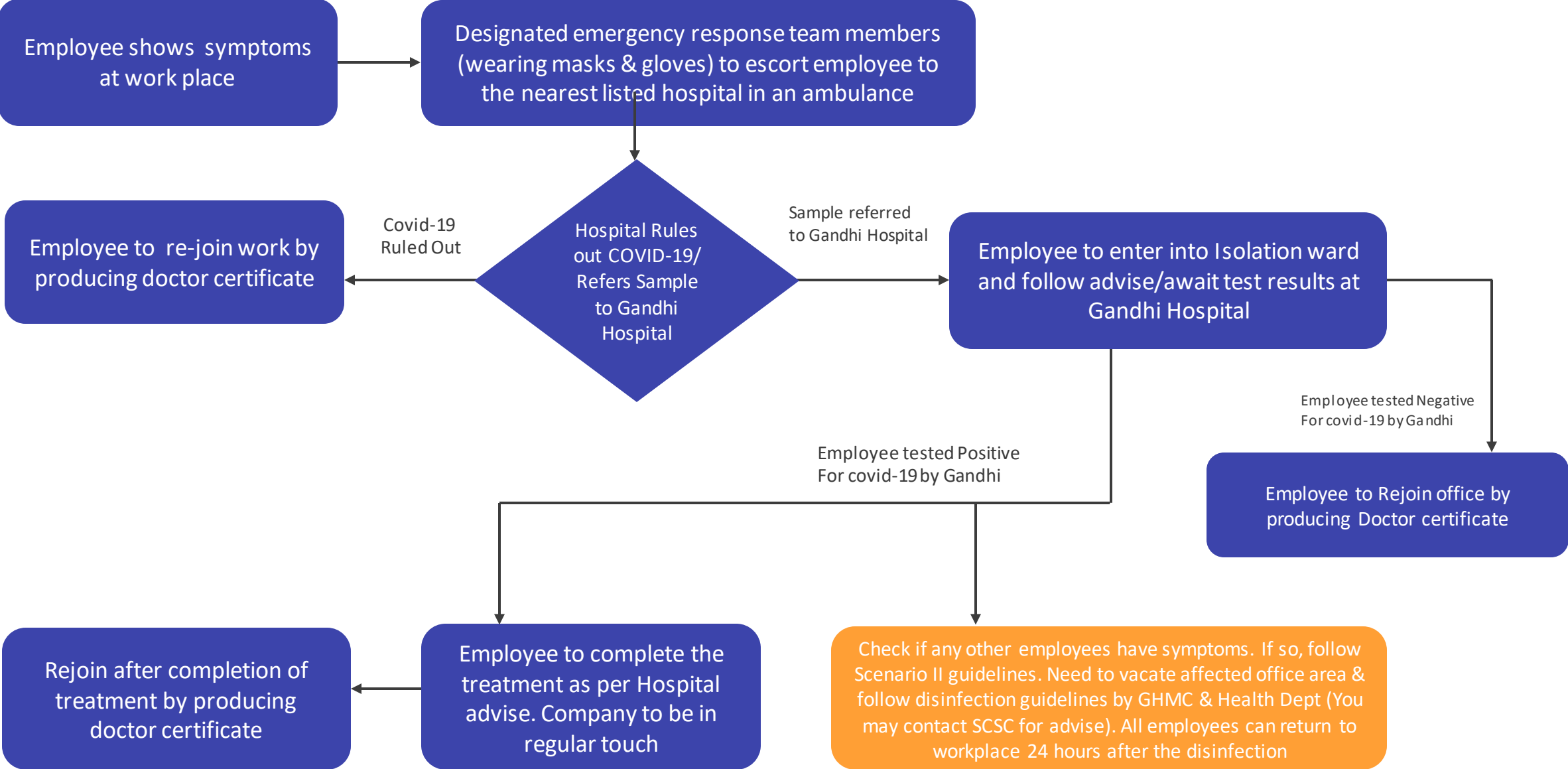
The following 3 scenarios have been identified to help IT companies/IT Parks follow standard operating procedure, in the event of a suspected Covid-19 case

- **Scenario-I** : An Employee returning from abroad (Business or Personal travel)
- **Scenario-II** : An Employee found to be having symptoms (Fever, Cough, Shortage of breath) at work place
- **Scenario-III** : An Employee found to be having symptoms (Fever, Cough, Shortage of breath) within the same building, IT Park or Near Proximity

Scenario I An Employee returning from abroad (Business or Personal travel)



Scenario II An Employee has symptoms (Fever, Cough, Shortness of breath) at Workplace



Scenario III

An Employee tested positive for Covid-19 virus within the same building/
IT Park/Near Proximity

1. Occupants in the building other than affected floor are not at risk as Covid-19 does not spread in the following scenarios:

- If one is not in close contact or work in close proximity or same environment as affected person
- It is not air borne

2. Action by IT Park/Building Management

- To sanitize common touch points & surfaces in the building like elevator buttons, door handles, stair case rails & other common areas like reception, cafeteria, restrooms/conveniences
- Communicate all other tenants in the building/IT Park on the measures taken by them to sanitize
- Isolate area for visitors and bulk gatherings especially walk in interviews etc, as a preventive measure

Guidelines by Coordination Committee

- Management of IT companies/IT Parks not to issue any internal or external statements before thoroughly verifying and confirming the facts
- Dial Health Department help line **104** for any help with respect to Covid-19 or Contact SCSC (Liaisoning body) for any further guidance
- Follow suggested process flow outlined under three scenarios to be dealt for Covid-19 by IT companies & IT Parks
- In case of confirmed positive report, kindly inform SCSC at +91 9000257058 and get in touch with GHMC for dis-infection process of the premises (**GHMC Control Room** for Epidemic cell : **Dr Lalitha+91- 9849902438** or **Dr Janardhan +91-8008456677**)
- The committee has reviewed the current situation and recommends Business as Usual for operations of IT companies/IT Parks. However, companies desiring to allow work from home for their employees (owing to their internal corporate guidelines) may do so at their own discretion. However, such information may be notified to Nodal officer & SCSC.

Guidelines by GHMC

Environmental Cleaning and Disinfection Process

- In case of Covid-19 case in the office premises, in addition to disinfection carry out Fumigation, using Formaldehyde with fumigator in diluted form. Further, you may contact GHMC Helpline numbers given below for further support
- Premises & areas potentially contaminated with the virus to be cleaned & disinfected before their re-occupation.
- As a precaution, carry out regular disinfection with Lyzol or Bacillocide for minimal & high touch surfaces
- Housekeeping surfaces may be divided into two groups
 - Those with minimal hand contact e.g. floors and ceilings
 - High touch surfaces (listed below) those with frequent hand contact to be cleaned/disinfected more frequently
 - Desktops, Laptops and all work surfaces
 - Door Handles, knobs & Lift buttons
 - Bio-Metric devices, Telephone equipment & Light switches
 - Steps railings & Wall areas around the wash rooms
 - All chair rests and arms
- **GHMC Control Room** for Epidemic cell : **Dr Lalitha+91- 9849902438** or **Dr Janardhan +91-8008456677**

List of Private hospitals approved by Health Dept

LIST OF PRIVATE HOSPITALS PROVIDING ISOLATION FACILITIES FOR COVID-19				LIST OF PRIVATE HOSPITALS PROVIDING ISOLATION FACILITIES FOR COVID-19			
SI No.	Name of the Hospital	Name of Contact Persons	Contact Number of the Doctors Attended	SI No.	Name of the Hospital	Name of Contact Persons	Contact Number of the Doctors Attended
1	Care Hospital Banjara Hills, Hyderabad	Dr. Parbin Mokter	9704493206	21	Medicover Hospital, Hitech City, Hyderabad	Dr. K.K.Chakravarthi	7330922327
2	Continental Hospital, Gachibowli, Hyderabad	Mr. T.Nagaraj	8498094457	22	Medicover Hospital, Hitech City, Hyderabad	Dr. P.S.Rakesh Prabhu	9030888307
3	Continental Hospital, Gachibowli, Hyderabad	Dr. Harish Jwalkar	9643039962	23	Yashoda Hospital, Somajiguda, Hyderabad	Dr. P.Sridhar	8897755171
4	Continental Hospital, Gachibowli, Hyderabad	Mr. M.Madhav Reddy	9849266892	24	Yashoda Hospital, Secunderabad	Dr. Ajith Singh	8008266532
5	Asian Institute of Nephrology & Urology, Somajiguda, Hyderabad	Dr. Shyam Joshi	9673807160	25	Yashoda Hospital, Malakpet, Hyderabad	Dr. Kiran Kumar Varma	8297545566
6	Medivision Eye Care Centre	Mr. S. Vasanth Kumar	9000180036	26	KIMS Hospital, Secunderabad	Dr. Nirmal Sarangi	8005470760
7	Care Hospital Hi-Tech City, Hyderabad	Dr. Hrushikesh Phate	9975629322	27	KIMS Hospital, Secunderabad	Dr. N.Rakesh	9866289644
8	Basavatarakaram Indo Americal Cancer Hospital, Hyderabad	Dr. R.V. Prabhakar Rao	7588543065	28	Prathima Hospital, Kachiguda, Hyderabad	Mr. P.Jaya Raj	7337336607
9	Basavatarakaram Indo Americal Cancer Hospital, Hyderabad	Dr. K. Phani Koteswar Rao	9849122762	29	Mallareddy Narayana Hospital, Hyderabad	Dr. S.Naga Satish	988560675
10	Basavatarakaram Indo Americal Cancer Hospital, Hyderabad	Dr. Sri Harsha	9912225348	30	New Retina Eye Care Institute, Abids, Hyderabad	Mr. S.R.Saxena	9573157478
11	Kamineni Academy of Medical Sciences, L.B.Nagar, Hyderabad	Dr. K. Anajaih	9490467435	31	Sai Sanjeevani Hospital, Kothapet, Hyderabad	Dr. G.V.Thriupathi Reddy	8008311166
12	Care Hospital, Nampally, Hyderabad	Dr. S. Sushma Rani	7702455499	32	Aware Gleanegles Global Hospital, L.B. Nagar, Hyderabad	Dr. Suresh Kumar	9885595089
13	Care Hospital, Nampally, Hyderabad	Dr. Madhusudhan Jaju	9440379476	33	Kamineni Hospital, Hyderabad	Mr. K.Nagendra Prasad	9490294904
14	Apollo Hospital, Jubilee Hills, Hyderabad	Mr. Guru Prasad	9000750500	34	Sai Sanjeevani Hospital, Hyderabad	Mr. G.H.John Robert	7032506479
15	Apollo Hospital, Jubilee Hills, Hyderabad	Dr. Ravindra Babu	9849637920	35	Sai Sanjeevani Hospital, Hyderabad	Dr. Thirupathi Reddy	8008311166
16	Apollo Hospital, Jubilee Hills, Hyderabad	Mr. K.L.Srinivas Rao	9676749191	36	KIMS Hospital, Secunderabad	Mr. Rakesh Kumar	9866079835
17	Apollo Hospital, Jubilee Hills, Hyderabad	Mr. Rama Krishna	9000225559	37	Omega Hospitals, Banjara Hills, Hyderabad	Mr. K.H.Kishore	9948040471
18	Thumbay Hospital, Chadarghat, Hyderabad	Dr. Mustafa Afzal	9177629541	38	Sunshine Hospitals, Secunderabad	Dr. Asgarjahan	9581065796
19	Virinchi Hospital, Banjara Hills, Hyderabad	Dr. S. Srinivas	9866343632	39	Kamineni Academy of Medical Sciences, L.B.Nagar, Hyderabad	Dr. Pravalika Vahini	9398125668
20	Star Hospital, Banjara Hills, Hyderabad	Dr. K.S.Vaisakhi	9440328338	40	Rainbow Hospital, Banjara Hills, Hyderabad	Dr. K. Prashanth	9959115050

References

- *World Health Organization guidelines for work place*
- *Department of Health, Telangana State*
- *Greater Hyderabad Municipal Corporation*
- *Coordination Committee recommendations*
- *Centre for disease control (CDC-US)*

