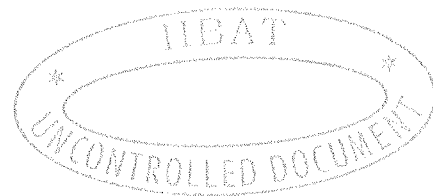


ORIGINAL



IIBAT

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SOP APPROVAL

| Responsible | Name | Signature | Date |
|--------------------------|-------------------------|-------------------------|------------|
| Author | S.R. Bhuvanaree, Ph.D. | <i>S.R. Bhuvanaree</i> | 28.05.2020 |
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1.0. Introduction

This SOP documents the procedures to be carried out in IIBAT to combat infectious spread of diseases. This can be done by following good hygiene practices at workplaces. Since all blood, body fluids, secretions, excretions, non-intact skin, and mucous membranes may contain transmissible infectious agents, personal sanitization and hygiene helps to reduce the spread of infections.

2.0. Scope

This SOP provides practical guidance and procedures on how to manage health precautions and safety risk associated with hygiene. This SOP applies to all IIBAT staff, contractors or personnel entering IIBAT.

o Disclaimer

This SOP is prepared based on the World Health Organization (WHO) and Government of India (GOI) guidance documents related to COVID-19 and it is revised as and when required at the time of revision of guidance documents. However, the WHO and GOI guidance documents of COVID-19 supersede this SOP.

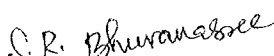
3.0. Abbreviations

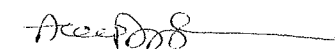
| | | |
|-----|---|------------------------------|
| WHO | - | World Health Organization |
| SOP | - | Standard Operating Procedure |
| % | - | Percentage |
| TFM | - | Test Facility Management |
| sec | - | Seconds |


4.0. Procedures

4.1. Hand and Personal Hygiene

- Hand and personal hygiene is the single most important practice to reduce the transmission of infectious agents from person to person.
- The term “hand hygiene” includes both hand washing with either soap and water, or use of alcohol-based products / disinfectants (gels, rinses, foams) in the absence of water.
- It is important to ensure the availability of hand rub products at all times in the IIBAT premises to ensure hand hygiene compliance.


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- Complete procedure for hand washing is explained in **Appendix 1**.

4.2. Hygiene Practice in Vehicles

- While travelling in IIBAT staff van / car, ensure to maintain social distancing and sit at sufficient spacing to avoid close contact with colleagues.
- While boarding or departing from IIBAT van / car, ensure to do so with social distancing.
- Wait for a minimum of 4 sec after a fellow staff moves and then board / depart.
- Do not eat in vehicles in order to avoid spread of contamination.

4.3. Hygiene practice within the premises

- Always wear a mask while entering and until exiting the IIBAT premises (**Figure 1**).
- Do wear goggles while inside the premises.
- Ensure to wash hands before wearing and after removing the mask.

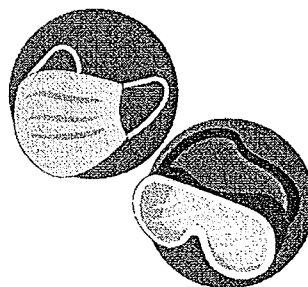


Figure 1 Use of Mask and Goggles

- Wear a single use mask until it becomes moist / damp inside and dispose it in closed bins.
- If using reusable masks then wash after every use.
- Avoid touching the mask with hands to prevent contamination.

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- Upon your entry or exit from IIBAT premises follow the walk way, stamp your foot with footwear in 3 consecutive disinfectant trays and walk maintaining a minimum of 1 - 2 meter distance between staff (**Figure 2**).
- Avoid standing / sitting near or close to your colleagues under any circumstances.
- Disinfect your hands using the liquid disinfectant provided at the entrance while entering as well as while leaving the premises.
- Avoid handshakes with any one (**Figure 3**).
- Wash hands frequently using soap and water.
- Avoid touching eyes, nose, mouth neither with bare hands nor by wearing gloves unless necessary.
- Do not consume tobacco products, cigarette, beedi or similar items in IIBAT premises.
- Spitting inside IIBAT premises is strictly prohibited.
- Use a tissue paper while coughing / sneezing and immediately dispose it in a closed dustbin or when tissue paper is not available use inside of arm to sneeze / cough and immediately sanitize your hands (**Figure 4**).
- Maintain social distancing while standing in a queue to procure vegetables, while having food in multipurpose hall, while attending small meetings/ training also while moving anywhere inside the premises.
- Do not sit together as a group to have food in multipurpose hall.
- Ensure that the table is clean and not contaminated by spitting food on the table to avoid the spread of any infection to fellow staff.

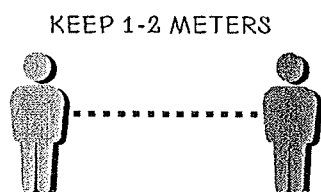


Figure 2 Maintain Social Distance

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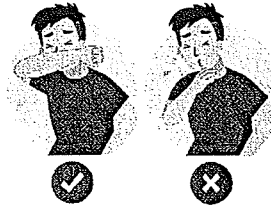
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Figure 3 Avoid Handshakes

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**USE A TISSUE OR
INSIDE OF YOUR ARM**

Figure 4 Use of tissue or arm while coughing

4.4. Sanitizing workplaces / vehicles


- Vehicles, work places, tables, chairs, telephones, computer (keyboard, mouse) parts, door handles and all other materials get contaminated with the infectious agents when contacted by infected persons. These can spread infection. Therefore it is mandatory to clean such surfaces to avoid spread of contamination. All IIBAT staff vehicles are disinfected using 5 % Sodium Hypochlorite solution twice a day.
- Preparation procedure of disinfectant solution is provided in **Appendix 2**.
- Both outside and inside surfaces of vehicles are disinfected immediately on reaching the IIBAT premises and once in the evening before leaving the premises.
- All washrooms, staircases, handle of staircases are disinfected three times a day.
- Using a disinfectant spray gun provided to each department, the floor, surfaces inside the department are disinfected once in a day.
- All sanitization and hygiene practices are monitored and records of the same are maintained by staff in administration, IIBAT.

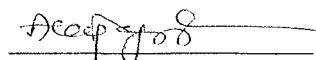
5.0. Appendices

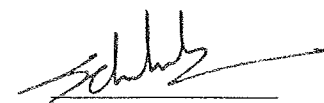
Appendix 1 Hand washing procedure

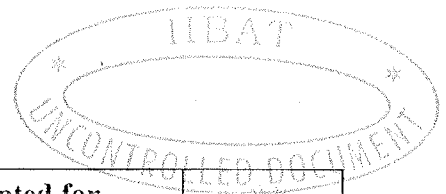
Appendix 2 Preparation of Sodium Hypochlorite solution

6.0. History This is a new SOP


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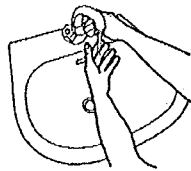

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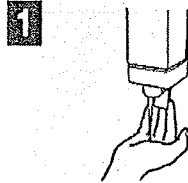


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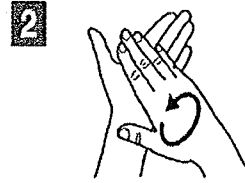
Appendix 1 Hand Washing Procedure



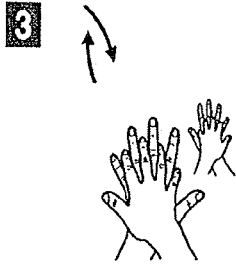
Wet hands with water;



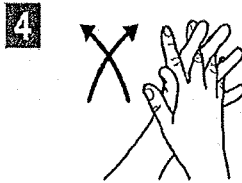
Apply enough soap to cover all hand surfaces;



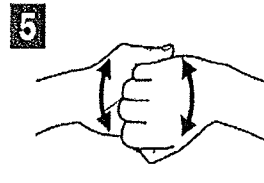
Rub hands palm to palm;



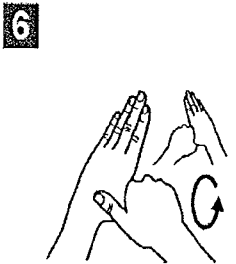
Right palm over left dorsum with interlaced fingers and vice versa;



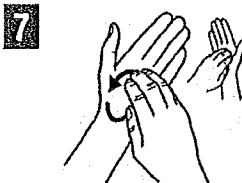
Palm to palm with fingers interlaced;



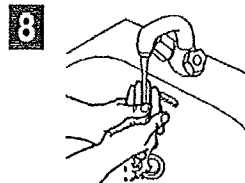
Backs of fingers to opposing palms with fingers interlocked;



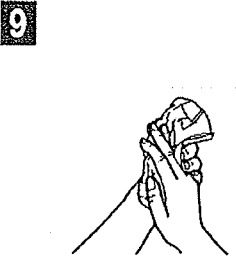
Rotational rubbing of left thumb clasped in right palm and vice versa;



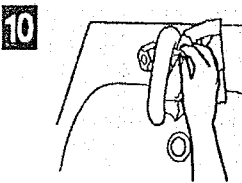
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



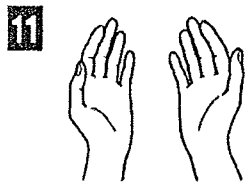
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;

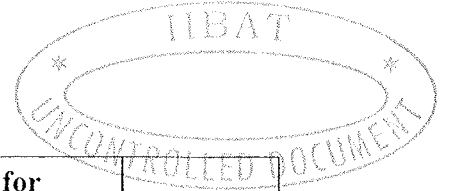


Your hands are now safe.

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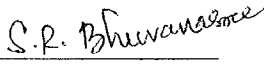
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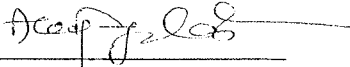
Appendix 2 Preparation of Sodium Hypochlorite Solution

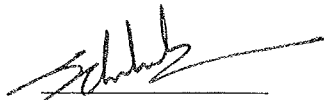
5% Sodium hypochlorite solution is prepared as follows:

Formulation Ratio: 5 mL of commercial sodium hypochlorite solution is dissolved in 100 mL of water.

Required volume of water is taken in a plastic bucket and add known volume of sodium hypochlorite solution, mix it well and used for disinfection purpose.


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