



UPAY  
Underprivileged's Advancement by Youth

उपाय

कोशिश एक बेहतर कल की...



**Under Privileged Advancement by Youth**

Registered under the Bombay Public Trusts Act, 1950 (Reg No: F-14212) & Societies  
Registration Act, 1860 (Reg No: MAHARASHTRA/268/2011/BHANDARA)  
NITI AYOJ Registration ID: MH/2011/0046244

Ref Number: UPAY/HR/22/01

Date: 04<sup>th</sup> Jan'22

**Safety Guidelines for Covid-19**

**In view of the rising cases of Covid variant "Omicron" in the country, All Zonal Directors are requested to kindly ensure following pre-requisites at UPAY workplaces.**

1. Make sure workplaces are clean and hygienic.
2. Arrange hand rub dispensers in prominent places around the workplace and make sure these dispensers are regularly refilled.
3. Ensure that face masks (surgical mask), N-95 Masks, paper tissues etc are available at your workplaces.
4. Oximeter, temperature scanners etc may be procured in required numbers if not available at workplace.
5. Covid vaccination database to be prepared for all volunteers and staff.

**All the employees and volunteers of UPAY are advised to follow following guidelines while coming to UPAY premises:**

1. All employees to ensure double vaccination. If not taken then proper medical justification to be submitted to their reporting officers.
2. All volunteers are advised to get their double vaccination at the earliest.
3. Any employee if found covid positive is entitled to 14 days quarantine leaves and continue work from home as per medical condition.
4. Any employee if in close contact with covid positive person should self-isolate them at home, observe their medical condition and continue work from home for 7 days.
5. Students in age group of 15-18 years to be encouraged to take vaccination as per new covid vaccination policy issued by government.
6. All Employees shall wear face masks at all times at the workplace.
7. Seating arrangements / worktables must be 1.5 to 2 meters apart, maintaining physical distancing norms.
8. Ensure that facemasks (surgical mask) and / or paper tissues are available at your workplaces.
9. Those who develop a runny nose or cough at work shall use closed bins for hygienically disposing of them.
10. Refrain from unnecessary travel both local and intercity.

11. Employees having flu symptoms such as fever, cold, cough, sore throat, and headache are advised to work from home and seek medical advice.
12. The employee/worker who is unwell should seek medical advice. He / She should avoid any contact with other employees, avoid touching people, surfaces, and objects and be advised to cover mouth and nose with a disposable tissue while coughing or sneezing and then dispose the tissue in a closed bin. If tissues are not available, he / she should cough and sneeze by covering with his / her elbow and if needed to go to the bathroom, should use a separate bathroom, if available. In short, he/she shall follow cough etiquette, hand hygienic practices and physical distancing from other co-workers.
13. Once a confirmed case is detected in workspace, notify all the contacts of the infected employees so that preventive measures can be taken to minimize the spread of infection.
14. Entire office should be sanitized including all surfaces, floors, lifts, railings, stairs desks, vehicles etc
15. Virtual meetings are encouraged wherever possible. If In-person meeting is inevitable then physical distancing must be ensured.
16. Decision regarding closing of centres shall be taken as per the state/central government advisory.

Co-operation from all is highly solicited.

Bhaskar Maheshwari  
Co-Director (HR)

**Distribution:**

All Employees.  
Executive Body  
Volunteers