ATME

College of Engineering

Safety Guide lines for Security personnel during COVID 19

Purpose of the Guidelines

We are much concerned about the health of our employees and during this COVID 19 outbreak we stretch our helping hands in providing the safety measures at the institute and create an emergency team which remains in contact with other staff members on regular basis to ensure the safety measure and health situation of every employee.

This guidelines is designed for the safety of our staff, resuming to work after the lockdown period due to COVID-19 outbreak.

This strategic preparedness and response plan provided in the guideline, outlines the safety measures adopted by the institute in ensuring the safety of the employees.

This guidelines also helps our staff in preparing themselves towards their personal safety.

By following these guidelines the chain of COVID 19 spread shall be eliminated and works can be resumed safely.

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General Guidelines

- Display of COVID-19, Do's and Don'ts, Helpline and Emergency Contact Numbers on all the Notice Boards, Security gates, parking areas and canteens.

- Ensure the cleaning and chlorination of all water tanks.

- Any disposed items must be burnt and should not be thrown to dustbin.

- Movement of physical documents like files and papers to be avoided within departments and instead e-approvals to be followed for next few months.

- Spitting anywhere inside the premise is completely prohibited.

- Avoid touching other vehicles surface/door while in parking area.

- Mask to be changed everyday,(Can be washed if the mask is washable).

- Immediately after reaching home, person should change clothes and wash it in hot water and Dettol and take a shower before mingling with other family members.

- Security staff must be equipped with PPE like mask and hand gloves.

- Security staff are instructed to allow the staff only if they are equipped with necessary PPE

- Security staff are in charged to register the time of entry/exit along of staff and visitors.

- Security persons have thermally scan the visitors and collect the appointment letter / doctor certificate from the visitors. Visitors must be directed to Visitors lounge and the designated person must be intimated via intercom

- Security persons have to assist staff members for parking their vehicles thereby ensuring social distancing and must allow the staff inside the premises in an orderly manner.

- Entry of Visitors, should be prohibited until it is emergency/important.

- A maximum of two visitor at a time may be permitted in most exceptional and important situation only after pre-approval of the principal.

- The visitor must provide his recent doctor certificate at the entrance for ensuring his health.

- The permitted visitor must be thermally scanned and must be provided with PPE before entering the college premises.

- The visitor and the designated staff must meet in at visitor's lounge for discussion and the visitor should not be allowed to meet anyone other than the designated person.

- Maintain visitor register containing Name, designated person, Reason for visit, entry/exit timing and scanned temperature for traceability.

Thanks
for
joining your hands with us
in breaking
COVID 19 Chain