

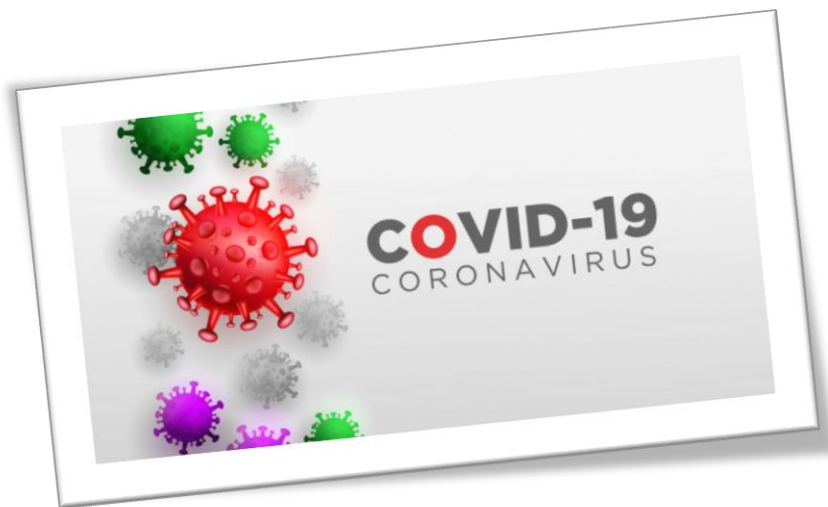


**Entrepreneurship
Development
Institute of India**
Ahmedabad



MANAGEMENT OF THE COVID-19 PANDEMIC

APRIL 2021



ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA

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MANAGEMENT OF THE COVID – 19 PANDEMIC

1.0 BACKGROUND

In wake of the increasing cases of COVID-19 across globe, the Institute is strictly following the guidelines issued by GoI & local authorities from time to time and is taking necessary measures and precautions to break the chain of transmission of the disease.

2.0 COVID – 19 COMPLIANCE & SAFETY OFFICER

To take proactive measures to manage and control the spread of COVID-19 within the Institute Campus and in all Regional/Branch/Project offices, the Institute appointed a Covid-19 Compliance & Safety Officer (Mr. Alok Prasad). The responsibilities are as follows:-

- To monitor workplace activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the COVID-19/Coronavirus.
- He will be responsible for complete implementation of norms issued by GoI & local authorities from time-to-time.
- He is a single Point of Contact for issues related to COVID-19.
- Work with the Regional/Branch/Department Heads to follow-up cases related to COVID-19.
- Conduct COVID-19 safety assessments of HO & Regional/Branch/Department Heads.
- He will ensure the thermal screening, social distancing, wearing of masks, sanitization, etc. are strictly followed.
- He will ensure the proper and regular sanitization of all buildings within Institute campus and Regional offices.
- To disseminate the information regarding COVID-19 to all employees and vendor employees by display at suitable places.
- Ensuring compliance to the 2m social distancing rule and good hygiene is not the sole responsibility of the COVID-19/Coronavirus Compliance & Safety Officer. His role must be supported by all management and employees

3.0 RELATED PREVENTIVE MEASURES TAKEN

The following preventive measures are taken by the Institute: -

- As per the directives of GoI & local authorities, advisories and circulars are issued by the Institute time-to-time.
- Guidelines regarding preventive measures are placed in the notice boards of the campus (Annexure – II).
- Proper sanitation of the campus is maintained.
- Special screening desks are created at the entrance of the campus.
- The employees those who are going outstation should submit a self-declaration form (Annexure-I)

4.0 AWARENESS CREATED

Looking the gravity of COVID-19 cases during November 2020, a webex meeting was arranged with the Institute's Resident Doctors, Dr. Dhiraj Saxena, M.D. (TB & Respiratory Medicine) & Dr. Vandana Sinha, M. S. (Gynaecologist), Apollo Hospital, Ahmedabad on Saturday, 28 November 2020 at 3.00pm to all the employees.

The main objective of the interaction was to know:-

- What is COVID-19?
- Clinical features of COVID-19
- Risk & Transmission
- Preventing Transmission
- Physical Social Distancing Methods
- Steps of Handwashing, usage of masks, etc.
- Measures of indirect Transmission
- Isolation & home Quarantine
- How to boost your immune



5.0 DONATION GIVEN TO PM'S & CM'S COVID RELIEF FUND

Looking to the increase in cases, the Institute with the full support of its employees stepped forward to help the Central and State Governments in the way of donating (one day salary each) to Prime Minister's National Relief Fund (PMNRF) – Covid 19 and Chief Ministers Relief Fund (CMRF) – Covid 19.



6.0 PRESENT STATUS ON CAMPUS

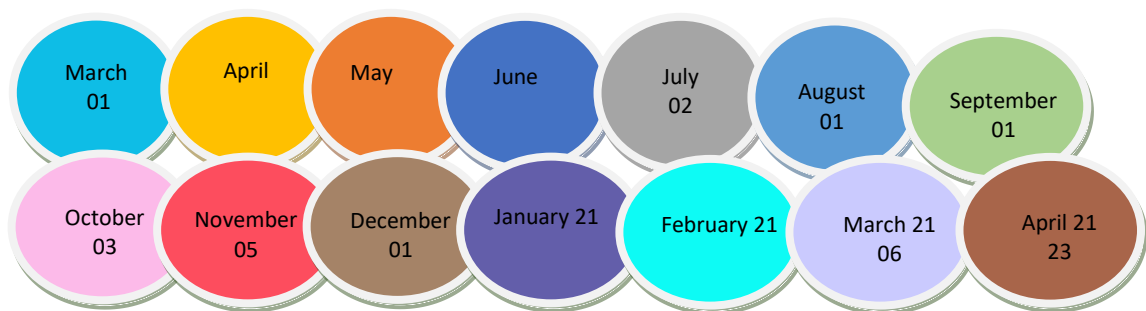
A total of 46 Covid-19 positive cases have been reported so far. Out of these, 03 cases are reported in students.

Apart from them, 10 are faculty members, 13 are staff members (on-and off-campus), and 20 are contractual staff.

Of the total positive cases, 21 are in quarantine while 25 have recovered from the virus.

We have isolation dormitory for the positive patients. As Government of India observed “Tika Diwas” across all States and UTs during 11th to 14th April 2021, we encouraged our employees/communal members those who are above 45 years of age to do vaccination.

7.0 COVID-19 CASES FROM MARCH 2020 – APRIL 2021





Annexure – I

PRE-ARRIVAL SELF-DECLARATION MEDICAL

Due to the ongoing and rapidly changing situation with the novel-coronavirus (COVID-19), we are requiring all faculty/staff members to fill-out the self-declaration form below.

Each faculty/staff member planning to attend office must complete this form 48 hours prior to visit and submit to Administration Department.

First Name:

Last Name:

Address:

Age :

Gender :

Department:

Reporting officer:

Arrival Date at EDII :

1. Do you have any of the following flu-like symptoms?

Fever (38° or higher) Yes No

Cough Yes No

Breathlessness Yes No

Sore throat Yes No

Malaise /Lethargy Yes No

2. Please list the country/cities you have travelled to in the last 14 days prior to arriving at EDII.

Name of Country/City:

Date of arrival:

Date of departure:

3. Have you or an immediate family member come in close contact with a confirmed case of the coronavirus in the last 14 days? ("Close contact" means being at a distance of less than one metre for more than 15 minutes.)

I have been in close contact with a confirmed case of coronavirus in the last 14 days. Yes No

4. Did you get any guests to stay with you during last 14 days? Yes No



5. Please list the regular Medications you take along with the conditions:

Diabetes / Hypertension / Heart conditions / Kidney conditions / Others; _____

Medicine list; _____

Declaration

I would not come to Institute if I observe any symptoms at serial 1 to 4 or I come in contact with anyone with symptoms of COVID19.

This document will be retained confidentially by the institute for one month after submission, unless a longer period is required by the public health authorities.

The health and wellbeing of our community is our first priority therefore EDII reserves the right to deny entry to the campus.

Signature: _____

Date: _____

Annexure - II

Generic Preventive Measures

- Physical distancing of at least 06 feet to be followed
- Mandatory use of face covers/masks and avoid touching eyes, nose & mouth
- Frequent hand washing with soap (40-60 secs.). Use of alcohol-based hand sanitizers (at least 20 secs.)
- Sanitize mobile screens/covers and all other points of contact such as computer, tables, etc. on regular basis
- **Mandatorily go through thermal screening at the main entrance**



- Respiratory etiquettes to be followed strictly & proper disposal of used tissues to be ensured
- Self-monitoring of health by all. Any form of illness with symptoms like cough, sneezing, fever, etc. should be consulted to Residence Doctor and reported to Administration Department immediately
- Spitting is strictly prohibited
- Installation & use of Aarogya Setu App is advised, wherever feasible
- Crowding must be avoided at all entry/exit points

PROTOCOLS TO BE OBSERVED IN CANTEEN



- **No Self Service; Canteen staff will serve the food**
- Maintain social distancing while taking food from the counter; wash your hands at the entry point and after finishing meal
- Continue to wear the mask until you start eating
- Meals are served hot, so the diners are requested to take desired amount of food and avoid returning excess/cold food. This practice will not only curtail wastage but will also ensure good hygiene standards.



Let's fight it together and stop the spread of COVID-19
