

Government of India  
Atomic Energy Regulatory Board

April 17, 2020

**Sub: Issue of SOP**

Attached please find the SOP to be followed for working from office from 20.4.2020.

Encl: As Above


To

All Officers and Staff of AERB.

Copy to: 1) Chairman, AERB

2) Executive Director, AERB

3) Shri Harikumar S, Head, RDD – With a request to upload the SOP in AERB website.

  
17/4/2020

(Krishnakumar V)

प्रशासनिक अधिकारी / Administrative Officer-ii  
परमाणु ऊर्जा नियामक परिषद / Atomic Energy Regulatory Board  
भारत सरकार / Government of India,  
नियामक भवन / Niyamak Bhavan,  
अणुशक्तिनगर, मुंबई / Anushaktinagar, Mumbai - 400 094.

## **SOP for functioning of AERB from 20-04-2020-Work resumption after lock-down**

**Effective Date: April 20, 2020**

### **1. Introduction**

Corona virus spreads from an infected person to healthy person through the airborne droplets due to coughing and sneezing of the infected person and through the fomites (objects or materials which are likely to carry infection, such as clothes, door-knobs, working surfaces etc. when the virus is still intact). These types of spreading of the disease has to be prevented through i) Control of the Fomite mediated transmission and ii) Social Distancing. The SOP is prepared Considering these prevention methods for resumption of the work from office in AERB after the lock down period while considering safety of the staff and prevention of the spread of disease.

#### Objective

Objective of this SOP is to lay down standard work practices to prevent the spread of the disease and provide a safe workplace to the employees of AERB.

### **Procedure to work from office immediately after the lock down with less staff**

In this stage it should be ensured that;

- a) The building is ready for AERB to start functioning from office after the lock down and required actions have been taken to build confidence among the staff on cleanliness and hygiene of their work spots.
- b) Cleanliness and hygiene of work spots are maintained.
- c) The number of staff attending duty during this stage is less such that social distance can be always maintained in the office with the available infrastructure and facilities. Always social distance is maintained inside the office and gathering at any part of the office at any time is prevented.
- d) Health and safety of officials working from office is taken care

Canteen will remain closed during this stage.

The identified activities/sub activities to be carried out in this stage are brought out below;

#### **I Control of fomite mediated transmission**

To prevent the spread of Virus the fomite mediated transmission has to be controlled and for this the fomites have to be disinfected. The work place and office buildings has to be disinfected by

professional agency before resumption of the office with larger complement and thereafter it has to be maintained as mentioned below;

### **Disinfect the building and the vehicles before resuming the work from office**

Both the buildings including lifts and the vehicles have to be disinfected before starting the work from office. Arrangements have to be made to sanitize the rooms and vehicles thereafter and keep the locations inside the building sanitized where the staff have to occupy/ move through.(Ref. COVID-19-Guidelines on disinfection of work places including offices by MOHfw). Please refer Annexure-1 for the list of locations identified for disinfection and general guidelines to be followed while disinfecting is

**To carry out the disinfection on time, contract is to be given accordingly for disinfecting the building before resumption of office. .**

While giving the contract following to be considered/followed;

- i) It is to be ensured that budgetary provision exists for awarding contract for this activity.
- ii) If budget permits, process for awarding contract for this activity to be initiated
- iii) Skilled contractor for this activity has to be identified for nomination and quality of the contract work has to be ensured.

### **Safety aspect to be followed while occupying the room after carrying out the disinfection**

To ensure safety of the occupant, following has to be followed before occupying the building for working from office after the disinfection;

- a) The building should be well ventilated before occupying the room ie all the windows and doors of the room has to be kept open for air circulation.
- b) In spite of taking the above action, if the occupant feels uneasiness, while in the room, then he/she shall move out of the room immediately and inform their superior for further action.

### **II Maintain the cleanliness and hygiene of work spots through out.**

Cleanliness and hygiene of the work spot has to be maintained throughout this stage. Daily cleaning of the building being an outsourced activity, all the contract staff for cleaning the building comes for duty from outside the township. Hence during this period cleaning staff may not be available/ only a few of them are available as only the staff residing in green zone will be allowed to attend duty to prevent the risk of AERB staff getting infected due to them. Till these staff start

attending duty, the users themselves should take care of the building cleanliness. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces.

The following has to be ensured to maintain the cleanliness and hygiene of the work spot;

- Sanitizer is provided at the main gate, receptions of both the buildings, in all the rooms, wash rooms and the meeting rooms inside the building. (Security staff shall ensure the availability of required number of sanitizer in spray bottles at the main gate and building reception. The senior most officer in each floor will act as the floor manager and he/she will ensure that all the rooms in that floor including wash rooms and meeting rooms has sanitizer in spray bottles.)
- Every officer should ensure that he/she sanitizes the room along with the equipment inside the room like telephone, computer etc. where they are seated and very frequently washes the hands with soap and are sanitized.
- Sanitizing of the corridor, stair case, lift lobby and the lift should be done by officials at each floor on rotation basis.
- Sanitizing of the vehicle has to be done every time before and after each trip by the respective drivers. While sanitizing the vehicle in addition to the vehicle internals, the outside part of the vehicle which is frequently touched also should be sanitized.
- Ensure that everybody is wearing face masks while in office and outside.
- It should be ensured by every official that the perishable garbage created by him/her while in office is not dumped in the dust bin instead it is taken back home by the concerned official.
- All entry/exit doors in corridors/lift lobbies shall be kept forced open to minimize hand touching.
- All cosmetic staff shall be given appropriate PPEs.
- Adequate tissue papers shall be made available along with the sanitizer bottle. Dust bin may be placed alongside for dropping used papers

### **3) Ensure that only less number of staff attends the office during this stage**

During this period it should be ensured that only less number of staff attends office and the number of staff to attend office will be decided, such that it should be possible to maintain social distance in the office with the available facilities and infrastructure. The rest of the staff will do their work from home.

For deciding the staff to work from office/from home, the list of employees in the division with their residential location, mode of their travel to office and the facilities available with each official at home to work from home is to be prepared by the respective HOD.

For selecting the officers to work from office following criteria should be followed. The criteria essentially considers the following;

- i) Officials staying inside township shall be preferred for working from office.
- ii) If the state authorities permits then official staying outside township who can commute with his/her own vehicle also should be considered to work from office.
- iii) Official who is an identified expert for certain activities which calls for work from office will be preferred
- iv) With the number of officials selected to work from office it should be possible to maintain social distance in the office.
- v) Officials above 65 years of age and officials with co-morbidities and parents of children below the age of 5 shall not be preferred to work from office.

The rest of the staff will continue to work from home (Teleworking). The HOD should ensure that all other infrastructures required for Teleworking is available and will function when required.

HOD shall also work out certain strategy like formation of groups in the division and rotation of these groups to work from home and office alternatively.

HODs should prepare the list of jobs for its execution through work from home/office and it should be followed up. While preparing the list of jobs, priority should be given to include the pending jobs emanated from EC, PRCM, section meetings, safety committee meetings, annual job plans etc. Among the pending jobs emphasis may be given to complete the following jobs;

- i) Preparation of monographs
- ii) To complete the technical excellence team assignments
- iii) To study the IAEA safety standards, Tech docs etc.
- iv) To study the recently posted material in knowledge management portal.
- v) Upgradation, revision of regulatory documents.
- vi) Finalization of the graded approach document and procedures.

vii) To prepare the reports on awareness programs, checklists, new facilities technical guidance data based on manufacturer information etc at RRCs.

**4) Ensure that Social distance is maintained always inside the office and gathering at any part of the office at any time is prevented**

Social distance shall be maintained always while working from office. To comply with this the following should be ensured;

- i) Meetings of the Committees, especially with members from other institutions/establishments should be avoided to the extent possible and instead, meeting through video conferencing shall be resorted to. However in emergency situations, if it is unavoidable then meeting only for short duration may be conducted with minimum members and social distance maintained. Internal meetings can be held as required but with minimum participants to maintain the social distance. Following guide lines shall be followed to conduct the meetings;
  - a) Only minimum number of participants should be there in the meeting and throughout the meeting social distance shall be maintained. (At least 6 feet distance shall be maintained between each participant in the meeting)
  - b) The meeting shall be conducted in a well planned way for short duration.
  - c) Hard copies shall not be distributed, instead soft version of the documents will be projected in the meeting.
  - d) Participants should wash and sanitize their hands frequently while in the meeting. Sanitizer shall be provided in the meeting room.
  - e) In the committee meeting, outside participants shall not be permitted to use USB or distribute hard copies of the documents in the meeting.
  - f) While inside AERB, the outside participants shall follow the AERB SOP.
  - f) All the participants shall wear face masks.
  - g) The meeting room shall be kept well ventilated. Doors and the windows shall be kept open throughout the meeting.
  - h) In the committee meetings the Dos and Don'ts during the meeting shall be clearly communicated to the participants before the meeting.
- ii) Officials shall not conduct group discussions and shall not come out of their rooms to the extent possible, Issues should be tried to settle through telephonic discussions.
- iii) All services/facilities where social gathering can occur should be closed eg. Canteen, lunch room etc.

- iv) In the office, theme meetings, seminars, colloquiums etc. shall not be conducted.
- v) Social distance shall be maintained in the room where the officials are seated. Due to sharing of a room by multiple officers if social distance could not be maintained then the seating arrangement should be rearranged by the respective section head by temporarily seating the officials in the room where vacancy is there due to work from home or by seating them in meeting rooms. These officials shall use their computers in their rooms whenever required but in co-ordination with the official already present in the room, such that while using the computer social distance is maintained.
- vi) Working methodology should be developed to ensure that Social distance is always maintained while working and gathering at work places is prevented.

For detailed procedure for isolation and social distancing please see annexure-II

#### **5) Ensure that health and safety of officials working from office is taken care**

Following should be done to take care of the health and safety of officials working from office;

- i) All the working official should voluntarily inform the office and keep away from the office if the official has any of such symptoms.
- ii) Actions should be taken to ensure that infected officials neither enter into AERB premises nor attend the office at any time. Towards this security should compulsorily screen all employees/contract staff at the gate using thermal scanner and official with fever or other symptoms like cough, breathing trouble should not be allowed to enter into the office premises. Required instructions towards this has to be given to the security staff.
- iii) All officials should wear face mask. Security staff shall not allow anybody to enter into AERB premises without face mask. Required instructions towards this has to be given to the security staff.
- iv) Any activity of AERB which may affect the health and safety of working official shall not be undertaken. Eg. Inspections, which need travel by public transport and brings the official in contact with many outsiders, whose health condition is not known should be curtailed during this stage.
- v) All officials while making entry/exit at the gate should ensure that neither they nor any of their personal belongings come in physical contact with any person at the gate or

- with any equipment at main gate Eg. While punching, the Identity card should not touch the sensor while doing so.
- vi) It should be ensured that neither the virus is carried into the AERB premises nor it is carried to outside AERB by the individuals. To ensure this after making the entry punch at main gate the official/contract staff shall sanitize their hands using the sanitizer kept with security at main gate. Only after sanitization the staff shall move towards their respective buildings. In the same way while exiting the office, all official before leaving the room should ensure that he/she has sanitized the hands and other uncovered portions of the body and finally after the outpunch the official shall again sanitize his/her hands using the sanitizer at the main gate. Sanitizers, in addition to that provided in individual rooms, wash rooms and meeting rooms shall be provided at main gate and Niyamak Bhavan A&B reception.
  - vii) Within the office while sharing certain working accessories like printers, scanners etc. and while using the common location and equipment like lifts, each official should ensure that their hands are sanitized before and after using these accessories and equipment. For this Sanitizer should be kept near the security staff at the reception of both the buildings and inside the lifts also.
  - viii) For handling the dak same procedure for sharing the working accessories shall be followed. In addition to that, if not that urgent then the dak may be picked up for distribution within AERB only after 3 to 4 days
  - ix) Corona virus cannot survive in a well ventilated location. Hence to the extent possible all the rooms should be ensured to be well ventilated. For this the doors and windows of the room, corridor and certain common places should be kept open. AC should be kept off if the climate permits.
  - x) While in the office, in case an official becomes ill and shows certain symptoms of COVID-19 and if the official is a CHSS beneficiary then immediately BARC hospital has to be informed through the **COVID19 Helpline Number -022-25598402**

Adequate number of face masks, gloves and quantity of sanitizer should be purchased and ensured to be available for this.

### **Statutory Guidelines**

All statutory / official guidelines from NDMA, MHA, District Authorities, Anushaktinagar Security, DCSEM, BARC Hospital and from other local governing bodies / authorities shall be followed as applicable to AERB in addition to the above SOP.



## **Precautions to be taken by the AERB officials while attending office due to the prevailing COVID-19 situation**

AERB Officials/contract staff while attending office during the prevailing COVID-19 situation has to take the following precautions.

### **I Precautions to ensure that neither the COVID Virus is brought inside AERB premises nor it is carried to outside AERB premises.**

- Should wear face mask while on duty.
- Should sanitize their hands while entering into and while exiting from AERB premises.
- Official with fever or other symptoms like cough, breathing trouble should not attend the office/should be prevented from attending the office.
- The official should voluntarily inform the office and keep away from the office if the official has any of such symptoms.

### **II Precautions to be taken while in office**

- All room keys to be sanitized on withdrawal and on deposition by the concerned officer every day.
- Individuals should sanitize their work space and the accessories that is used for day to day functioning. The accessories includes telephone, computer key boards, remotes etc. AERB vehicles should be sanitized by the respective drivers
- Individuals should frequently wash and sanitize their hands.
- Social distancing shall be ensured always everywhere in the office. If officers could not maintain social distance due to multiple occupancy, then HOD to relocate them to appropriate location viz. into rooms which are vacant due to less staff attending duty, meeting rooms etc.
- Using the lift should be minimal. While using the lift the following shall be ensured;
  - i) Face mask is in place.
  - ii) Social distance is maintained i.e. Not more than 2 official should occupy the lift at a time.
  - iii) Hands are sanitized before and after using the lift.
  - iv) Should not touch or lean on the walls of the lift
  - v) Lift ventilation should be on.
- To the maximum extent possible communication between the officials within AERB and outside shall be through electronic media, telephone etc.

- No official from other DAE units should be invited to AERB for any matter. All matters with these officials should be settled through phone to the extent possible.
- To the maximum extent possible meetings with physical presence of members shall not be held, meeting through video conference is preferred. No group discussions shall be held in the rooms.
- Officials ,to the extent possible, shall not move out of the room where they are seated.
- Gathering inside the office should be avoided.All the common meeting places inside the office shall be kept closed.
- Doors and windows of the room should be kept open/partially open for open ventilation.
- Any activity of AERB which may affect the health and safety of working official shall not be undertaken. Eg. Inspections
- To the extent possible all the files shall be converted into electronic form for its processing. Paper file handling shall be made bare minimum. Handling of dispatch papers/DAK shall be done with care and certain precautions. The concerned officer shall ensure that he/she is wearing the face mask while handling the dispatch papers/DAK and the hands are washed with soap and sanitized after its handling.
- No vehicle, other than AERB vehicle, shall be allowed to enter into AERB premises.
- Food and drinking water may be brought from home.
- Everybody in the organization should be informed about the latest health updates and advisories.

**Security staff should ensure the following;**

- i) All the AERB staff/contract staff undergo thermal screening and hand sanitization before entering into AERB premises.
- ii) No vehicle, other than AERB/CTCRS/BRIT vehicle, shall be allowed to enter into AERB premises.
- iii) DCSEM staff/outside staff to AERB shall enter into AERB premises only after required hand sanitization.
- iv) Entry into AERB premises should not be allowed to any staff without face mask.

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## Annexure-I

### List of locations in AERB to be disinfected and general guidelines to be followed while disinfecting

For disinfection of the office building the office premises can be broadly categorised into three areas -

- a) Indoor locations
- b) Washrooms
- c) Outdoor areas

Following are the identified locations, in the above mentioned three areas, which needs to be disinfected

#### Indoor locations

1. Under indoor locations all areas in the premises including the following shall be disinfected completely;
  - a. Entrance gate of NB – A&B
  - b. Entrance door/gate of all floors (keep it forced open) as these are frequently touched surfaces
  - c. Rooms where the officials are seated
  - d. Keys of the rooms
  - e. Meeting rooms, Conference halls
  - e
  - fCorridors & Lobbies
  - gNiyamak Bhavan A&B reception &Security Desk platforms of NB A & B
  - h. Driver's room
  - i. Canteen

j Library

k. NREMC

l. Blower room in Niyamak Bhavan-A

m. Security guard booths inside the building

2. Surfaces which are frequently touched, mentioned below, should be disinfected/sanitized at least twice daily

a. All rooms door knobs including washroom door knob and NB A to NB B passage doors

b. Staircase Railings and handrails (handrail at NBA and NBB first floor)

c. Lift buttons

d. Equipment like telephone, printers/scanners, and other office machines

e. Washroom, Toilet, Sink etc.

3. Frequently touched areas like table tops, chair handles, files (especially for admin & accounts), keyboards, mouse, mouse pad, etc. should be cleaned by oneself, as many times as one wants, with a disinfecting wipe prior to use.

Outdoor areas

Disinfection efforts should be targeted to frequently touched/contaminated surfaces at the outdoor. The following are such areas in AERB:

1. Pump House

2. Main Gate Security Cabin

3. Transformer Sub-station

Washrooms

1. All floor washrooms

### **General Guidelines to be followed while disinfecting**

Following guide lines have to be followed while disinfecting the building;

1. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces

2. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection.
3. Prior to cleaning, the worker should wear appropriate PPE as per guidelines of DCSEM.
4. Start cleaning from cleaner areas and proceed towards dirtier areas.
5. All indoor areas such as entrance lobbies, corridors and staircases, lifts , security guard booths, office rooms, meeting rooms, driver rooms, auditoriums, canteen, washrooms, library, NREMC, blower room etc. should be disinfected.
6. Hand sanitizing stations should be installed at the entry, where the ID cards are swiped, as well as at security booths and outside all lifts, including one inside the lift.
7. Paper tissue should be placed along with hand sanitizer so that its plunger can be cleaned before use.
8. Wherever hand sanitizer is provided, covered dustbin (preferably with lid which can be operated with foot) should be provided for throwing used tissue paper in the same.
9. Adequate PPE should be provided to the cleaning staff including Face covers, Mask, Goggles, Full body covers, Gloves, Shoes etc.
10. Staggered shift system shall be made to these personnel to minimize the exposure to sanitation hazards.

## **Annexure-2**

Detailed procedure for Isolation & Social Distancing while attending office

1. Any personnel with symptoms of fever, cough, or breathlessness, should immediately inform their controlling officer, stay at home and seek medical advice.

### **2. Instructions for entry into AERB premises through main gate**

- a. Reach Office on time wearing the face mask.
- b. Avoid public transport.
- c. Show the ID card and swipe IN the card without touching the card reader.
- d. Cooperate with the security staff for thermal scanning / screening.
- e. Sanitize your hands.

### **4. Instructions for entry at Security Desk at NB A/B**

- a. Ask for the room key
- b. Sanitise your hands
- c. Use the pen provided by the security and enter relevant details in the Register.
- d. Use stairs to reach your floor
- e. In case, you need to take the lift, sanitize your hands, press the call button and enter the lift only if there is nobody or one person to maintain social distancing. (Only two persons at a time inside the lift), press the floor number and exit when the desired floor level comes.

### **5. Instructions for entering Workplace**

- a. Use the room keys to enter into your workplace.
- b. Wash and Sanitise your hands and the keys and start working.

### **6. Exiting Workplace**

- a. Switch off all electrical equipment.
- b. Lock the room.

- c. Use stairs to come to Security Desk
  - d. In case, you need to take the lift, sanitize your hands, press the call button, and enter the lift only if there is no body or one person to maintain social distancing. (Only two persons at a time inside the lift), press the floor key and exit when the desired floor level comes.
7. Exiting Security Desk NB A/B
- a. Return the key (needs to be sanitized)
  - b. Use the pen provided by the security and enter relevant details in the Register
  - c. .Sanitise your hands
  - d. Exit though the building gate.
  - e. If possible, circles should be marked at front gate and security cabin where keys are issued.
- 8. Exiting Office Gate-1**
- a. Reach Office Gate -1
  - b. Show your ID card and swipe OUT your card without touching the card reader.
  - c. Exit out of the office.
9. Each floor entrance doors may be kept full day open.
10. Avoid crowding or group discussions in the rooms or corridors.
11. Limited meetings, only those which are unavoidable. Internal meeting may be conducted only if it is essential (like sectional, divisional, EC sub committees until pressing need is there etc.)
12. Everyone to bring mask or handkerchief to cover his/her face.
13. Everyone to carry portable hand sanitizer.
14. Everyone to carry their own drinking water and food.
15. Hard copies of documents should be avoided as far as possible. Documents/review comments/letters/procedures and other documents may be communicated through soft copy.

16. Wherever handling of hard copies is necessary, minimum social distancing will be followed and hand sanitization to be carried out prior to and following each transfer.
17. During withdrawing of room keys, strict queues and distancing between personnel is to be maintained. Hands should be sanitized after each transfer. Conversations should be avoided while transferring keys. Room number is to be communicated to security personnel by writing it down.