

STANDARD OPERATING PROCEDURE	TITLE	SOP No: INDIA-000
Location: India	SOP for COVID-19 for Home	Revision No.: 00
Dept.: Home		Effective Date: 09/05/2020
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1.0	OBJECTIVE :
1.1	To lay down the procedure for prevention from COVID-19 at home.
2.0	SCOPE
2.1	This procedure is applicable to the home of everyone.
3.0	RESPONSIBILITY
3.1	Every member of the home.
4.0	ACCOUNTABILITY
4.1	House lady in the home
5.0	PROCEDURE
5.1	Visits to the Market
5.1.1	Always wear a triple layer /N95/Surgical nose mask or use face cover when you go out of your home.
5.1.2	Wear dedicated plastic slippers for the market
5.1.3	Make a distance of minimum 6 feet from any person or shopkeeper in the market.
5.1.4	Don't touch anything unnecessarily outside your home
5.1.5	Don't touch your face with your hand when you are outside your home.
5.1.6	Keep a small pack of hand sanitizer (containing 70% alcohol) with you and always sanitize your hands if you feel you touched anything suspicious in the market.
5.1.7	Try to keep away the material from your body when carrying from market. It is better to have a plastic basket/bucket with you when going to the market. Put the material in bucket and carry it to your home.
5.1.8	In case you need to visit ATM for money, first sanitize the keyboard of ATM and Card after use, by hand sanitizer (containing 70% alcohol).
5.1.9	Go to market only when it is urgent. Try to go once or twice in a week.
	<i>Note: You don't need to wear a nose mask at your home unless you have influenza like illness (ILI).</i>
5.2	Payment in Market:
5.2.1	Try to make digital payment using G-Pay/Paytm App, Bheem App or your Bank App.
5.2.2	Don't take paper currency from any shopkeeper because it may carry corona virus.
5.2.3	If you give paper currency note to the shopkeeper then purchase with whole amount and don't take money back.
5.2.4	If in any circumstances you take paper currency from market then keep it in your hand until

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	your home and disinfect it using cloth iron. Iron the currency on both sides. Person visited the market will not touch the iron, he will put the currency note on surface and other family member will iron.
5.2.5	Disinfect the currency coins with 70% alcohol based sanitizer or soap and water.
5.2.6	Wash your hands with soap and water after currency disinfection.
5.3	Use of Public Lift/Staircase
5.3.1	It is better to use staircase instead of public lift in current situation.
5.3.2	Don't touch the staircase with your hands.
5.3.3	If it is required to use lift then keep some paper pieces in your pocket and touch the push button with your finger covered with paper.
5.3.4	Remove and throw the paper in the waste bin immediately when you come out the lift without touching it from outside.
5.3.5	Maintain minimum 6 feet distance from others in lift, it is better to use it individually.
5.4	Entrance in Home
5.4.1	Don't touch the door, call house members to open the door when you enter.
5.4.2	Put the material at a dedicated place near the door like a table or any box.
5.4.3	Go to washroom and wash your hands and face with soap for at least 20 seconds.
5.4.4	Put off your cloths and dip those in detergent solution and bath with soap (you can skip this step if you feel that you have not visited a crowded area).
5.4.5	Wash your plastic street slipper properly with detergent solution.
5.5	Visit of the Outsider
5.5.1	If anyone outsider like plumber/electrician / mechanic visits your home then make sure he doesn't have fever. You can check it with digital /infrared thermometer.
5.5.2	First of all allow him to sanitize his hands with sanitizer or soap and water.
5.5.3	Don't allow him to touch anything except his work.
5.5.4	Sanitize the place and equipment's he used with soap solution after completion of work.
5.6	Disinfection of Home
5.6.1	Mop the floor daily in the morning with 2% detergent solution or 0.2%Lizol solution or Dettol/Savlon 3% solution.
5.6.2	Disinfect the main door handle and doorbell with 70% alcohol based liquid sanitizer.
5.7	Disinfection of Kitchen Wares
5.7.1	Kitchen wares are generally cleaned by dish washing soap/ washing liquid and don't need to disinfect separately

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5.8	Disinfection of Cloths
5.8.1	Wash your cloths immediately with detergent when you come from outside the home.
5.8.2	Wash your towel and daily use cloths frequently.
5.9	Disinfection of Hands
5.9.1	Wash your hands for at least 20 seconds with water and soap.
5.9.2	Rub the soap on palm, middle of the finger, nails and wrist properly for 20 seconds and wash with water.
5.9.3	Alternatively you can use sufficient quantity of the alcohol based (70%) hand sanitizer to disinfect the hands.
	<i>Note: You don't need to sanitize your hands frequently unless you go out of your home but sanitize your hand before eating anything.</i>
5.10	Disinfection of Vegetables and Fruits
5.10.1	In current circumstances it is necessary to disinfect the vegetables and fruits before consumption.
5.10.2	Depending upon type of vegetable, wash the vegetables and fruits with lukewarm water by adding salt/baking powder or water with 2% soap/detergent solution by rubbing with hands.
5.10.3	Clean with tap water.
5.10.4	Store in refrigerator for use.
5.11	Disinfection of Packaged Milk
5.11.1	Wash the packet with 2% soap/ detergent solution by rubbing with hand.
5.11.2	Wash with tap water.
5.11.3	Cut the pack; pour into pan and heat to boil.
5.11.4	If you take milk from milkman then make proper distance during the process and boil the milk immediately.
5.12	Disinfection of Food Material
5.12.1	Unpacked food material that can't be washed must be stored at a dedicated place for at least 72 hours or as per Annexure - I before its consumption.
5.12.2	Avoid purchasing the dairy product from market and you can prepare sweets and other product at your home.
5.13	Disinfection of Other Items
5.13.1	The non-food items must be stored at dedicated place for at least 72 hours.

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5.14	Boost your Immunity	
5.14.1	It is required for everyone to improve the immunity these days.	
5.14.2	Daily practice Yogasana, Pranayam and Meditation for at least 30 minutes.	
5.14.3	Drink herbal tea (Kadha) made from Basil (Tulsi), Cinnamon (Dalchini), Black Pepper (Kalimirch), Dry Ginger (Shunth), Mullethi and Raisin (Munakka) once or twice a day. Add jaggery (Gur) and /or fresh lemon juice to your taste, if needed.	
7.0	ANNEXURES 1	
	Surface	Time Duration
	Aluminium	2-8 hours
	Wood	4 days
	Plastic	2-5 days
	Metal	5 days
	Paper	3 hours to 5 days
	Ceramic	5 days
	Steel	2-28 days
	Glass	4-5 days
8.0	ABBREVIATIONS	
	COVID-19 : Corona Virus Disease 2019	