

Training of Manager and field staff

Employee safety

Workplace safety



Corona: A virus, which causes COVID-19 disease

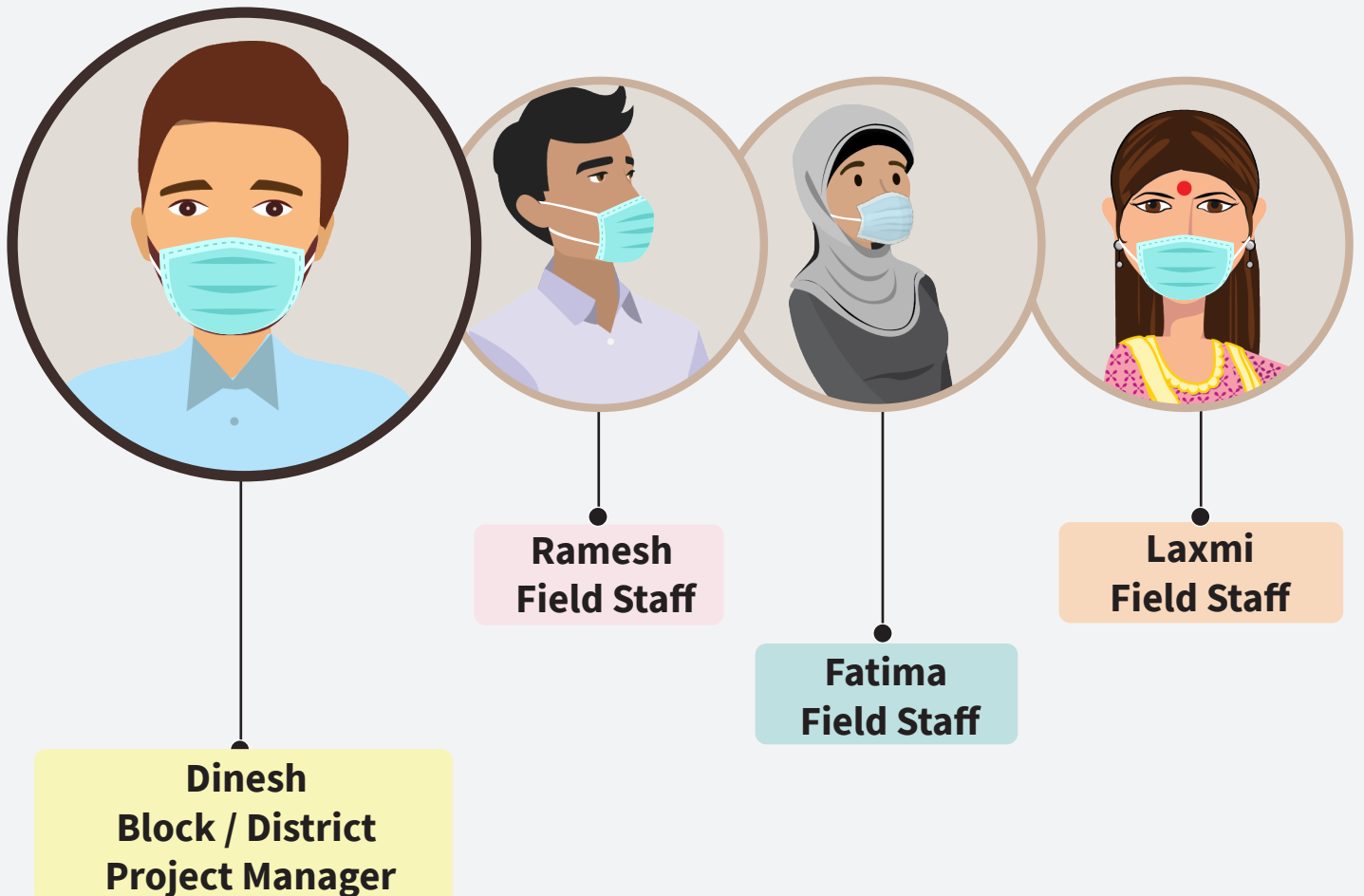
Section 1- Employee self-protection measures at the office and in the field

Summary – This section describes the discussion between an SRLM Manager (Block or District Project Manager) and field staff. They discuss various self-protection measures that staff should adopt at the office and in the field to safeguard against the COVID-19 pandemic.

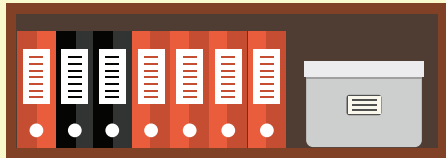
**Location - SRLM Office
(Block or District)**



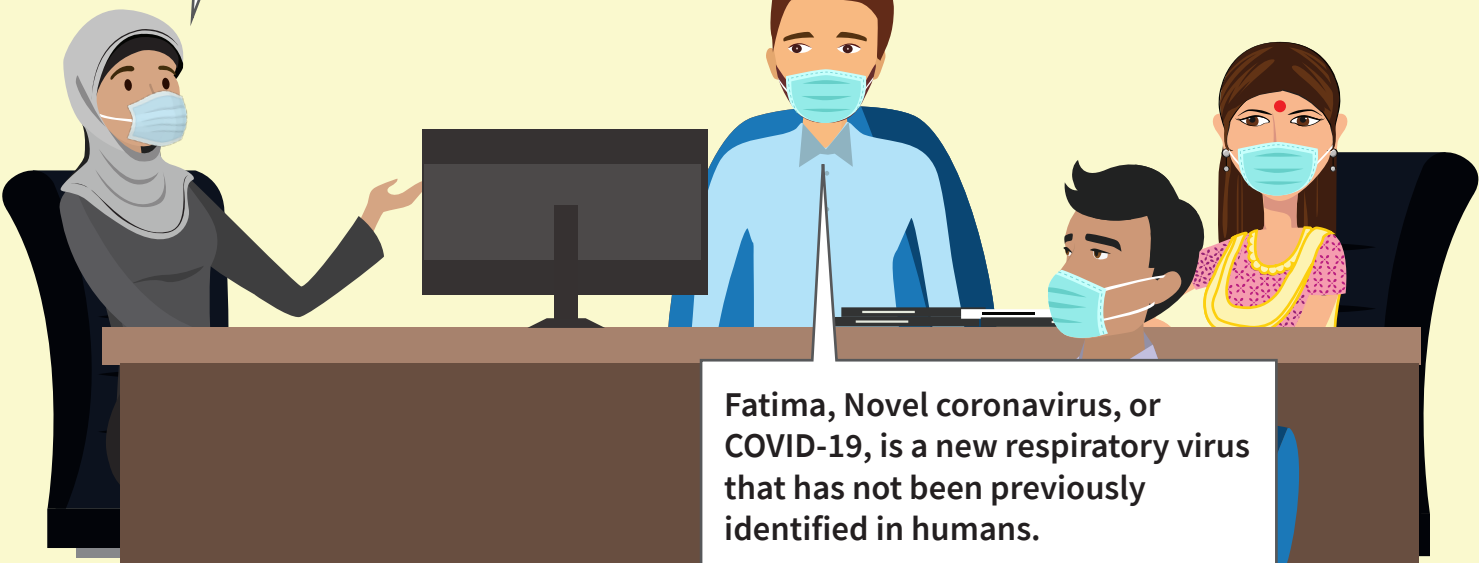
Characters introduction



Employee self-protection measures (at the office and in the field)



Dinesh sir, what is the Novel coronavirus?



Fatima, Novel coronavirus, or COVID-19, is a new respiratory virus that has not been previously identified in humans.

It was first reported in Wuhan, China in December, 2019.



NOTE: Staff members should wear a mask and maintain a minimum safe distance of at least 2 meters from each other.



Employee self-protection measures (at the office and in the field)



How does coronavirus spread?



- Coronavirus can be transmitted from person to person.
- It spreads through close contact with people who are ill due to coronavirus.
- It spreads via droplets released through a sneeze, cough, salivary droplets, sputum, and nasal discharge.



Employee self-protection measures (at the office and in the field)

What are the common signs and symptoms of coronavirus infection?



Common symptoms include:
Fever • Dry cough • Breathing problem
Other symptoms include:
Aches and pains • Sore throat • Loss of sense of taste and smell
A small number people also report diarrhea, nausea, or a runny nose.

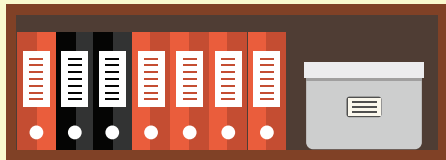


Fever

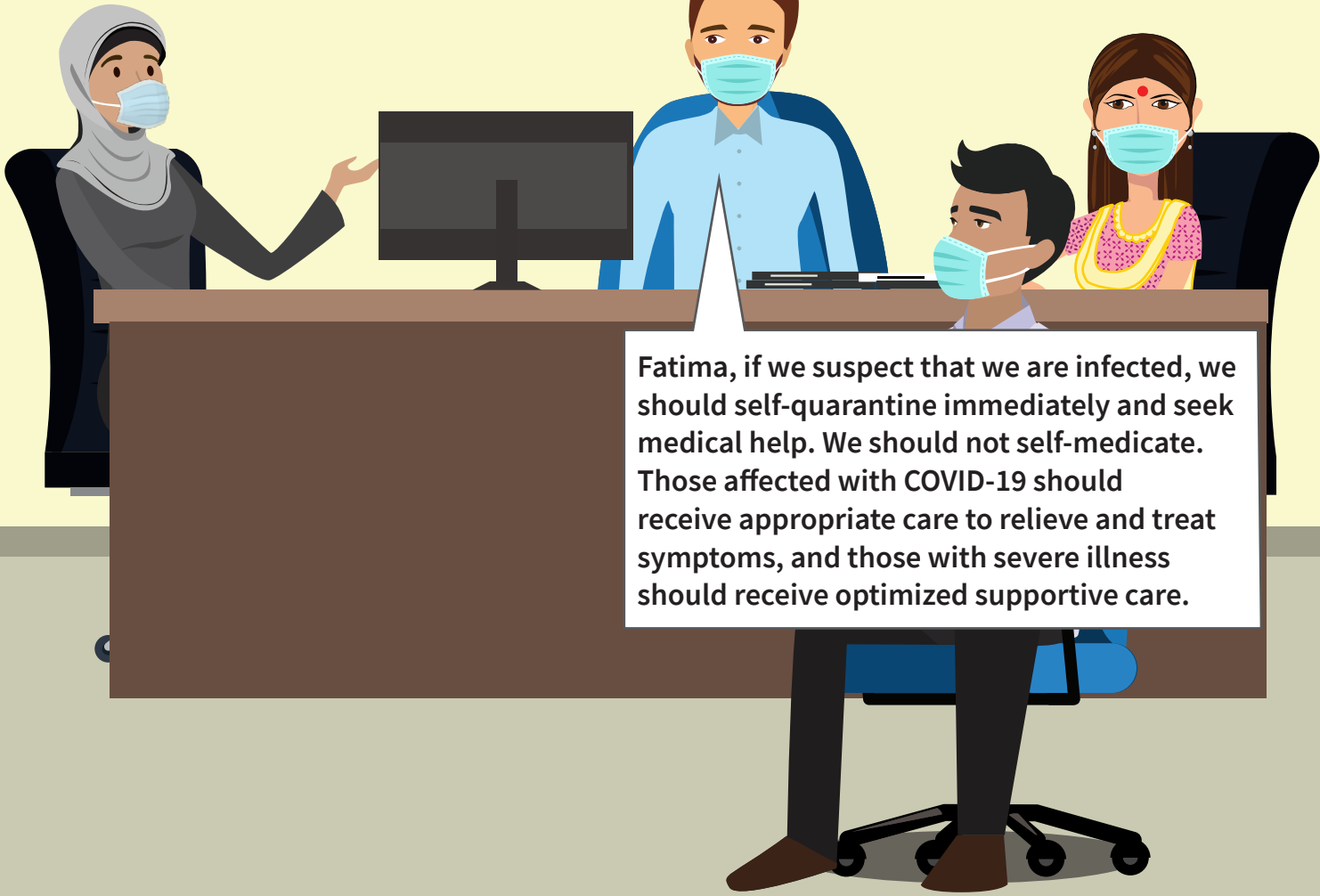
Dry cough

Breathing problem

Employee self-protection measures (at the office and in the field)



Dinesh sir, are there any specific medicines that can treat coronavirus?



Fatima, if we suspect that we are infected, we should self-quarantine immediately and seek medical help. We should not self-medicate. Those affected with COVID-19 should receive appropriate care to relieve and treat symptoms, and those with severe illness should receive optimized supportive care.



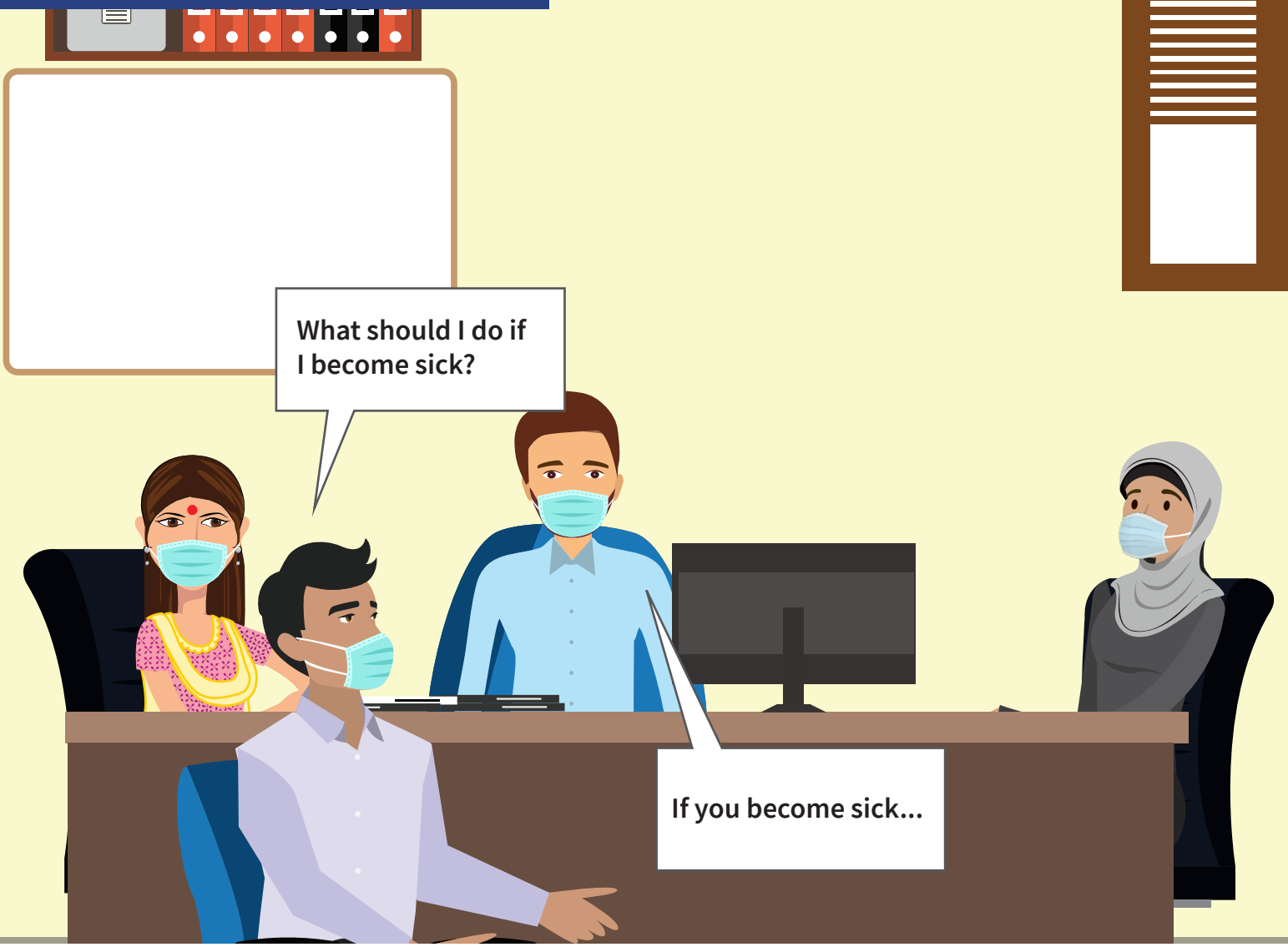
For this, we should visit the nearest COVID-19 dedicated health facilities.



Employee self-protection measures (at the office and in the field)



Employee self-protection measures (at the office and in the field)



To keep your family members safe, please stay in an isolated room and wear a mask at all times.



DO NOT go outside unless absolutely necessary.

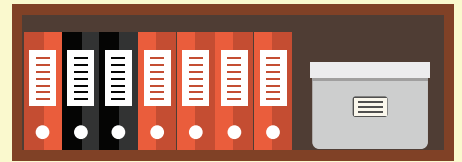


Maintain a distance of at least 6 feet or 2 meters from other people.



Wash your hands frequently with soap and water or use hand sanitizer.

Employee self-protection measures (at the office and in the field)



Dinesh sir, how can we make our office ready?



Fatima, we have to take certain steps to keep our office and staff ready to deal with the coronavirus.

Employee self-protection measures (at the office and in the field)

Steps for office and staff readiness



We would need to make sure that sanitizers, hand wash, and disinfectant is present in adequate quantity

- i) All employees and members must wash or sanitize their hands before entering and exiting the establishment
- ii) Sanitize or clean office areas in intervals of two hours. Clean your desktops, telephones, door handles, staircases and eating areas
- iii) Use hand sanitizers while entering meetings or common areas



Establish respiratory etiquettes

- i) Use masks at all times
- ii) Cover coughs and sneezes
- iii) Use sanitizers or wash your hands after coughs and sneezes



Steps for office and staff readiness



Avoid social touch etiquettes

- i) Avoid hugs or handshakes



Introduce safety spaces

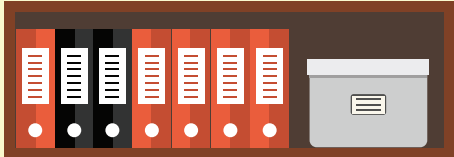
- i) Maintain a distance of at least 6 feet or 2 meters from all employees and members
- ii) Limit crowds at the office by allowing not more than five members inside the facility
- iii) Introduce special hours to most vulnerable groups, like to elderly, pregnant or persons with young children



Display encouraging signboards to follow at the establishment, and assure members that safety and social protocols are being followed



Employee self-protection measures (at the office and in the field)



Dinesh sir, what are the things to be kept in mind before going to meetings?



Laxmi, conducting meetings during these sensitive times would be crucial. You have to keep yourself safe during these field visits. So, first, make sure you have all the pre-requisites:
i) Mask ii) Sanitizer iii) Hand gloves iv) Awareness collaterals



Mask



Sanitizer



Hand gloves



Employee self-protection measures (at the office and in the field)

Dinesh sir, what are the things we should keep in mind during field visits?



Here are a few things you should keep in mind during field visits...



Do not accept any food or drinks during your visits; carry your own water and food if necessary.



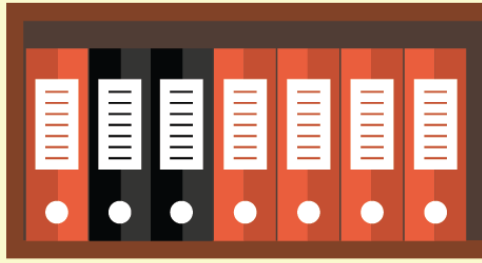
Avoid physical touch with any of the members or with any of their belongings.





Before proceeding with a meeting, make sure that you have chosen a location with proper ventilation and enough space.



Employee self-protection measures (at the office and in the field)

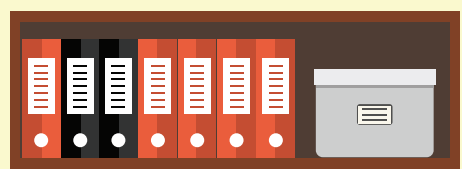


 Use gloves while filling up SHG documents and registers; in cases where digital option is available, encourage members to adopt the digital channel for transactions.

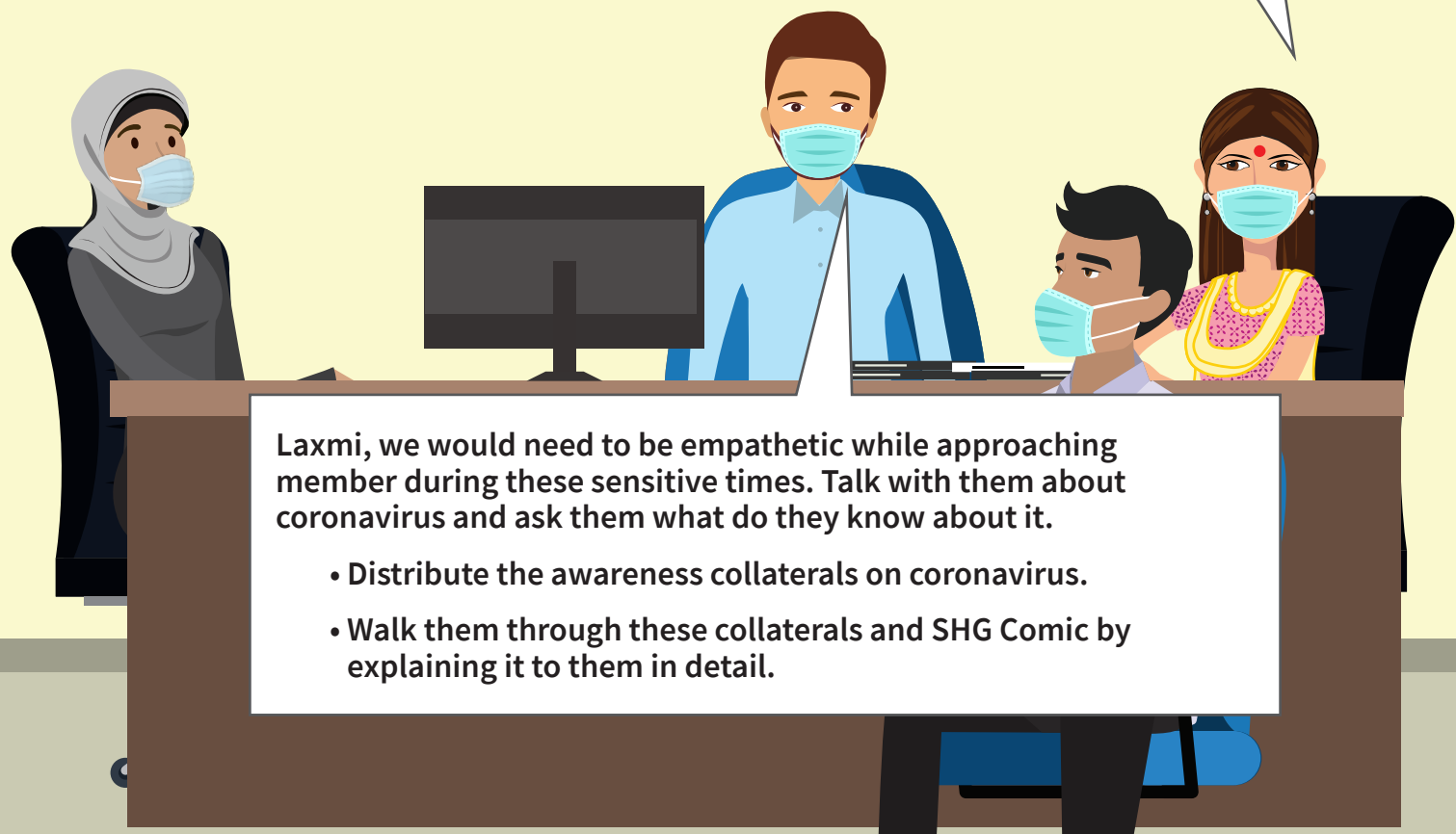
 If gloves are not available, make sure that you wash or sanitize your hand immediately after meeting.



Employee self-protection measures (at the office and in the field)



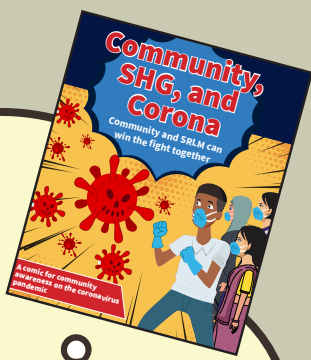
Dinesh sir, how do we make members aware of coronavirus?



Laxmi, we would need to be empathetic while approaching member during these sensitive times. Talk with them about coronavirus and ask them what do they know about it.

- Distribute the awareness collaterals on coronavirus.
- Walk them through these collaterals and SHG Comic by explaining it to them in detail.

Also, make them aware of the services that we as an SRLM are providing them. Make sure that you communicate to your members if your current operations are likely to change.



Employee self-protection measures (at the office and in the field)

What should we do before concluding the meeting?

- Before completing the meeting, distribute the awareness collaterals to the members.
- Make members go through each of the collaterals and make them understand what the collaterals contain.

What should be our concluding remarks?

- Before exiting the meeting, make sure that you answer any questions that members may ask.
- Motivate them to follow the good practices needed for them to mitigate risks associated with coronavirus.
- Make them aware of any facilities that our organization has made available to them.
- Be aware that you may face local hostility and be careful not to encourage the spread of rumors and fake news.

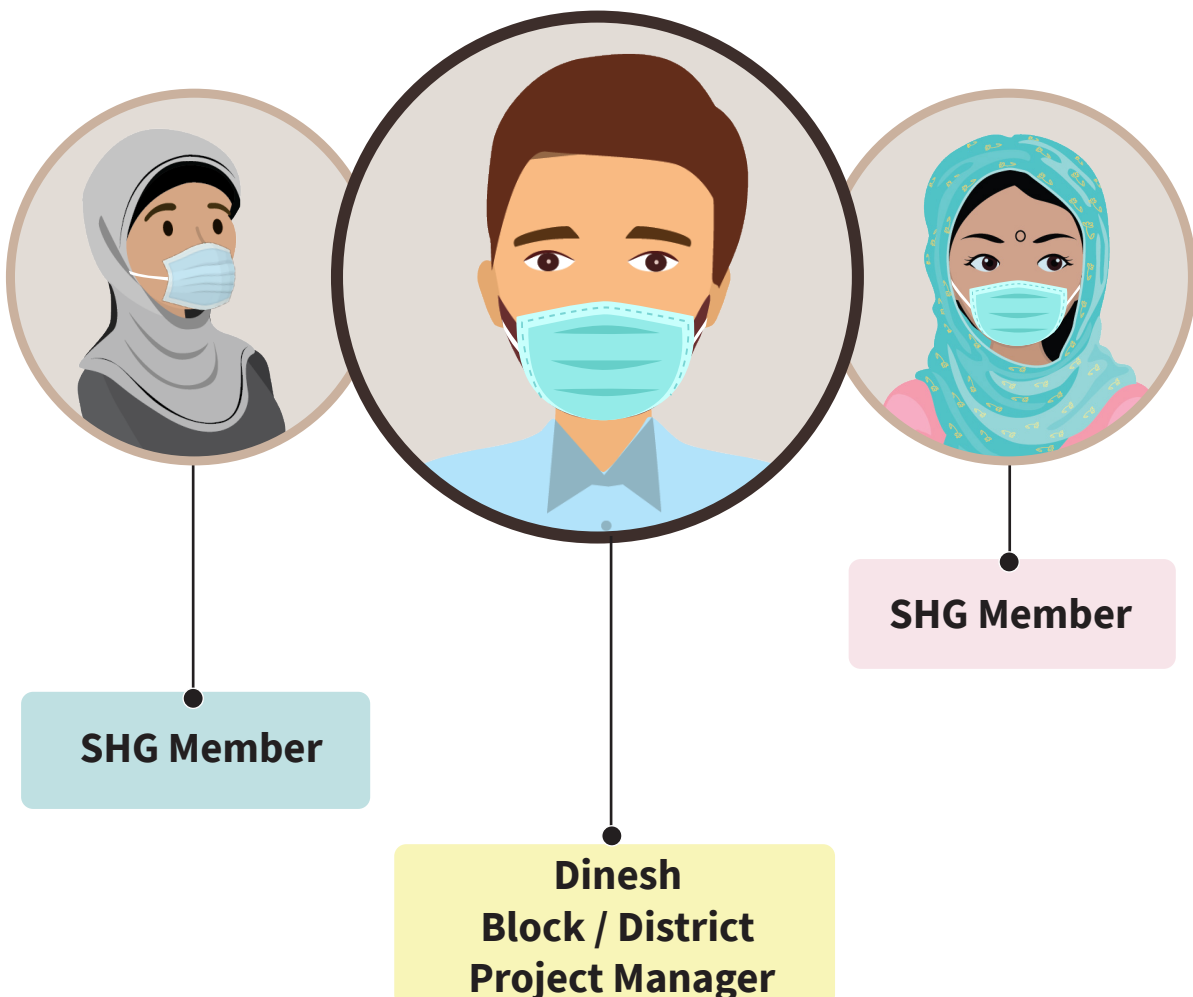
Section 2 - Member protection measures at the office

Summary – This section describes the discussion between a SRLM Manager (Block or District Project Manager) and SHG members at block or district SRLM office. They discuss the member protection measures adopted by office for the safety of SHG members.

**Location - SRLM Office
(Block or District)**



Characters introduction



Member protection measures at the office

Hello didi. We are very grateful that you all have come to us during these crucial times. As you can notice, we have made some necessary changes for your safety.

Firstly, I would request you to wash your hands before entering our facility. Please use the sanitizer or the hand wash or soap available.

We have washed our hands. What do we have to do next, sir?

NOTE: All office employees should always wear a mask at the office.

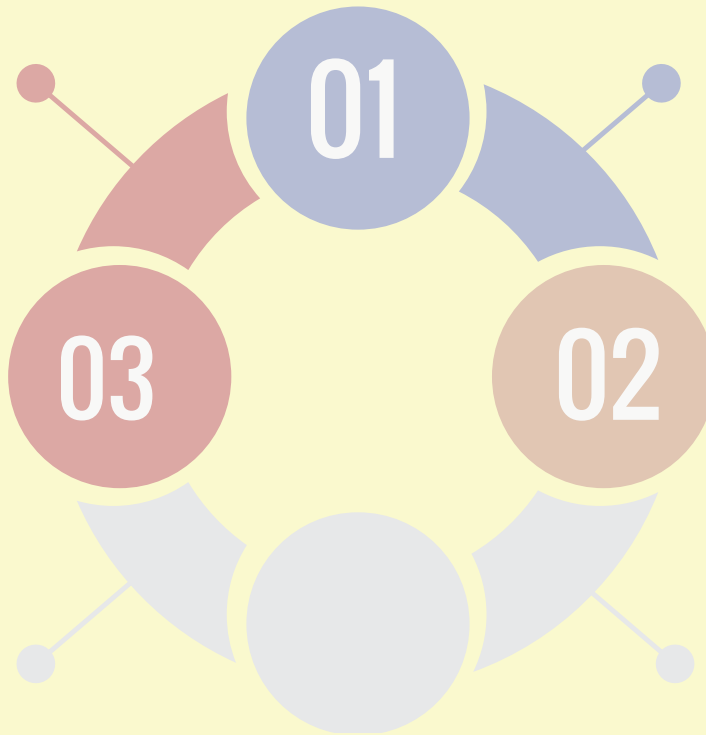
Member protection measures at the office

Next, you have to follow some basic protocols while at the office



Please maintain a distance of at least 2 meters from each other while at the office.

Avoid any form of physical touch as long as you are at the office.




Please follow breathing etiquettes:

- i) Always wear a mask and do not cough or sneeze at anyone.**
- ii) Always cover your nose and mouth while coughing or sneezing.**
- iii) Wash your hands immediately after coughing or sneezing.**




Member protection measures at the office



Didi, do you know that our currencies may carry coronavirus and may infect us?

Oh! How can I avoid getting infected while doing cash transactions?

To protect yourself from getting infected while dealing with cash, authorities recommend that you wash your hands or sanitize them immediately after performing cash transactions.



NOTE: All office employees should encourage members to wear a mask or a suitable face covering.

Emergency contact

In case of any emergency or any kind of inquiry, please contact us.

And in case of any medical emergency, please contact the helpline number (+91-11-23978046) for support or visit the nearest COVID-19 dedicated health facilities.





References:

World Health Organization, WHO
Occupational Safety and Health Administration, OSHA
Ministry of Health and Family Welfare, Government of India

Disclaimer:

Please visit the Ministry of Health and Family Welfare, Govt. of India at <https://www.mohfw.gov.in/> for the latest guidelines on COVID-19.

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