


STANDARD OPERATING PROCEDURES (S.O.P) FOR PREVENTION OF COVID -19 PANDEMIC DURING CONDUCT OF OVERMAN, FOREMAN AND SURVEYOR EXAMINATIONS UNDER CMR 2017 & MMR 1961, SCHEDULED IN NOVEMBER 2020

1. The instructions, guidelines and orders issued by the central and state governments concerning the safety and health should be abided by the authority conducting examination.
2. Staff verification and self-declaration as suggested below must be done as soon as they report at the Center:
 - a. Exam functionary must self-declaration about health status stating that they have not tested COVID positive and they don't have any symptom.
 - b. Thermo-gun temperature check must be done at staff entrance point.
 - c. If any Examination functionary fails to meet the self-declaration criteria, of thermos-gun check. He/she will be asked to leave the examination centre immediately.
 - d. Exam functionary needs to wear the mask and gloves at all time.
3. Record of all exam functionaries/examinees shall be maintained in the system for future reference and traceability. Name and number of other staff such as Housekeeping, Security Guards, etc. will be maintained.
4. Provisions must be made for display of Poster/standees on preventive measures about COVID-19 prominently at the examination center (outside and inside) and at appropriate place to maintain social distancing.
5. Examination centre will be thoroughly sanitized ahead of the exams. Entire examination centre floors and walls, doors, gates should be sprayed with disinfectant. Candidate seating area should be thoroughly sanitized (desk and the chair) before every examination session.
6. Downloading of 'Arogya-Setu' App may be advised for every staff and candidate of the university and college.
7. Avoid crowding at entry and exit points and arrange to open all the available gates.
8. Senior staff should monitor the entry and exit. There should be proper markings with at least 02 meter distance where candidates stand while waiting to enter the examination hall. Exit of candidates should be permitted one by one only.
9. Candidate must bring their Admit Card, Government Photo ID card, self-declaration, face mask & hand gloves with them. The self-declaration states that they have not tested COVID positive and they don't have any symptom.
10. There will be no physical frisking or physical document verification. Candidates will display their admit cards from a distance.
11. Keeping in view the physical distancing norms, centre should have adequate room capacity to ensure proper seating arrangement for examination. Minimum distance

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between two candidates should be 02 meters. Sample seating plan is enclosed as Annexure.

12. Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area be insured. Those having less than 99.4 degrees Fahrenheit will be allowed to move to the next level of document verification. Those who will have higher than the permitted temperature will be taken to an isolation room. Wherever possible, candidates should be given fresh face masks by the invigilators in the examination room itself.
13. Candidate having symptoms of fever, cough and cold should be made to give examination in a separate room.
14. The candidates should be asked to sanitize their hands before and after signing the attendance sheet.
15. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/observer room, etc. and should be replenished regularly.
16. All washrooms should be cleaned and disinfected.
17. All door handles, staircase railing, lift buttons, etc. should be disinfected.
18. Adequate arrangements for drinking water be made at the centre.
19. Adequate supply of water with liquid soap in toilets and for hand washing be ensured.
20. Hand washing stations with facilities of liquid soap should be made available so that every candidate can wash her/his hand frequently.
21. All liquid hand wash bottles should be replenished in restroom and entry gate whenever required.
22. At the end of the days used gloves and masks should be disposed only in pedal push covered bin at the Examination Centre and outside the Examination room/hall and safely disposed off.

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