



## Standard Operating Procedure (S.O.P)

### Transporting Luggage through Packers & Movers

1. All Individuals must maintain a minimum distance of 6 feet every time (Social Distancing).
2. Use of face covers/masks to be mandatory by all.
3. Practice hand washing with soap even when hands are not visibly dirty.
4. Cover mouth and nose while coughing/ sneezing with a tissue/handkerchief/flexed elbow and dispose used tissues properly.
5. Spitting should be strictly prohibited (a punishable offence under the Disaster Management Act).
6. Installation and use of Aarogya Setu app shall be advised to all.
7. Thermal screening of all entire packers & movers team.
8. Gatherings/congregation of involved peoples is prohibited.
9. All persons who are at higher risk, i.e. older employees, pregnant women, infant babies or child (below 10 Yrs) who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any frontline work requiring direct contact with the working team/public.
10. In the event of luggage movement (moving inside/outside of the campus) through packers & movers service, it is necessary for owner to ensure & take care of below points:
  - I. Prior information (at least two-days before) by owner about plan for luggage shifting (from inside to Outside of the campus, from outside to inside of the campus or movement inside the campus) to Dean Administration, Dean Infrastructure & Security Department. It will provide ample time to sanitization and security team to do planning accordingly and avoid inconvenience to owner i.e. availability of sanitization team & security personal. This will also help in defining the paths/routes for material /vehicle movement.
  - II. Take confirmation/undertaking from the Packers & Movers that he will adhere all the guidelines issued by local administration and his all employees sent at site are healthy in all ways and does not belongs to any declared containment zone (Covid19) belongs to local district or other states.
  - III. Ensure disinfecting of the entire vehicle provided by the Packers & Movers, institute sanitization team will render his service as per request raised. Without disinfecting the entry of vehicle will be not allowed.
  - IV. Ensure to involve the Security and safety department for discussion and finalization of path for man/luggage movement to ensure maximum safety and minimum scope of contact with other public/residence of that area.
  - V. Communication/information to neighbor's houses (on same floor or neighborhood home) is recommended so that their movement will be restricted or minimized during luggage shifting with all precautions.

- VI. Stairs should be used for movement of luggage, if the use of lift cannot be avoided at any stage (due to type/weight of luggage), in this situation, the lift should not be used by any of the society's residents till it not get finished. It is mandatory to completely sanitize the lift after the work is finished. In the absence of sanitization, the use of the lift will be prohibited by the local residence.
- VII. Movement of other peoples from defined path (i.e. stairs/lifts) would be restricted, till packing & shifting activity will not get over.
- VIII. Owner/person looking after all the activity shall maintain safe distance of 6-feets (Social distancing) and use of defined PPEs by employees of Packers & Movers.
- IX. After completion of the activity, application of disinfecting of floor surface of movement path (i.e. Gallery, stairs and handrails) should be done sanitization team.
- X. After the house is vacant, it will be necessary to disinfect the entire house and then the house should be kept closed for three days, in anyway the movement of human in the house will be blocked for these three days.
- XI. If allotted new house is inside the campus or outside (an asset of IIT Roorkee), after shifting the stuff into the house leave the goods in the isolation for at least 24 hours. No family member should touch the luggage till mentioned duration. Sanitization/disinfecting should be done as mentioned in 10.VII.
- XII. All the time availability of security personal must be there, so that to have close watch and prevent unnecessary movement of working employees of Packers & Movers.
- XIII. After loading/unloading of luggage, the vehicle will move out of the campus and security personal will escort it till exit gate.
- XIV. All the activities of unloading of material will be done with defined persons only and after unloading vehicle will move out of the campus. No other person involvement allowed.
11. Unauthorized movement of driver or other person came with vehicle are not allowed in the campus.
12. If the luggage/goods are being brought by personal vehicle then in this, keep it in a safe place in your house, sanitize it (mopping or spraying process), avoid touching & leave it for 24 hours. In this situation no security person will escort the vehicle and will be whole sole responsibility of the owner.
13. Providing PPEs (i.e. hand gloves, mask, goggles) to its employees is responsibility of the respective Packers & Movers. Without PPEs employees will not get permission to start the activity.
14. The vehicle should have a closed container or covered body type.

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