



SOPs for the health and safety and prevention of the spread of the virus:

1. It is mandatory for all members to wear masks and gloves in all common areas.
2. All members and employees will be required to pass through our newly installed face recognize plus temperature detection cameras.
3. Clients are advised to stay at home in case they feel sick.
4. PPE suits will be available In House for purchase.
5. Complementary masks and gloves will be provided by Z House to the members
6. Govt. approved hand sanitizers will be available throughout the premises.
7. Encourage use of sanitizer by the employees AND the clients before they enter and after they leave the premises.
8. Members to maintain a safe physical distance between other fellow members.
9. Members are advised to Use alternative greeting methods – such as; waving or bowing.
10. Avoid eating in groups.
11. Minimize human interaction.
12. 3M filtrete air purifiers have placed throughout the premises to keep the air free of pathogens to promote respiratory hygiene.
13. Large openable windows for maximum ventilation.
14. In case of any deliveries, clients are required to get the delivery outside the premises of Z House.
15. No visitors are allowed in any common areas.
16. Meetings to be virtualized as much as possible
17. In case of any concerns/queries/complaints, management will be available from 10am to 7pm through call/on all digital platforms provided.
18. Rearrangement of furniture in the common areas to ensure that social distancing is being maintained amongst all members.
19. Frequent detailed cleaning of the premises.
20. Employees available on the premises (cleaner and office boy) to wear PPE suits, gloves and masks at all times on the premises.
21. Reception services to be halted to minimize human interaction
22. Meeting room bookings, inquiries or any sort of concerns to be communicated digitally.
23. Only two service boys will be available on the premises, making sure he will be following all safety measures possible.
24. Put sanitizing hand rub dispensers in prominent places around the work place. Make sure these dispensers are regularly refilled.
25. Air conditioner ducts to be regularly disinfected.
26. Place signs on entrances requesting that sick people don't enter the building.
27. Work from home routine will be encouraged for all employees and members.