

# **CODISSIA INTEC TECHNOLOGY CENTRE**

## **UNDERTAKING BY ORGANIZER FOR COVID 19 (SOP)**

### **STANDARD OPERATING PROCEDURE FOR MARRIAGE FUNCTIONS**

1. Posters/Stands on preventive measures about COVID-19 to be displayed prominently.
2. Number of guest should not exceed to government norms.
3. Event organizers shall deploy persons at the entry point with sanitizers and thermal scanner.
4. No person is allowed to enter without thermal scanning, Sanitization and mask.(The scanner should be held 3-15 centimeters away from the person's wrist)
5. A list of attendees of the marriage with contact details has to be maintained.
6. Anyone found having fever (37.50 c or 99.50 F) cold, difficulty in breathing shall not be permitted to attend the function and immediately referred to seek medical advice.
7. Person from containment zone shall not be allowed to attend this function.
8. All person shall maintain physical distance as per government norms.
9. Hand wash with soap and water at wash rooms shall be provided.
10. Consumption of liquor, paan, gutkha, tobacco etc., is not allowed.
11. The venue shall be maintain clean and hygienic
12. Spitting in public place is prohibited. A fine of Rs.500/- will be levied.
13. A Nodal person shall be identified for overseeing the arrangements and coordination at the venue by the Event organizers
14. Frequent sanitization of all points which come into human contact e.g Doors, handles, Tables, Dinning area, Toilets wall & floor area etc., shall be the responsibility of event organizers.
15. Parking of vehicle's shall be managed by the event organizers in such a manner that proper social distancing is maintained
16. All staff and helpers of events organizer shall use face mask, gloves, etc. during the whole function period.
17. The owner shall display posters at the entrance of Event hall about cough etiquette and social distancing.
18. No Central Air Conditions (AC) will not be provided.
19. It should be ensured that the chefs including other workers in the kitchen area wearing apron, head wraps, face masks and gloves. If reusable aprons are used it should be removed and discarded if they become soiled or damaged and a new pair worn. The used face masks, head wraps and hand gloves should be disposed of safely.
20. Kitchen vessels should be frequently washed and sanitized properly.
21. Kitchen floor area and racks should be cleaned and sanitized.

**PRESIDENT**