

RLSA- Protocol for working at DLSAs during Covid19

Adoption of Concept of Safety First – Minimize Chances

1. Rajasthan has been divided by the Government into three Zones and as on 30th April 2020, there are 8 Districts in **Red Zone**, 19 in **Orange Zone** and 6 in **Green Zone**. Please observe zone-wise norms prescribed by the Government from time to time.
2. DLSAs shall continue to observe Social distancing norms, as prescribed by the Government. The sittings of employees in the office must be at least at the distance of 6 feet.
3. During office hours, there shall be only one entry point, wherein a Guard shall be deputed for checking & screening of entrants. He shall be trained for strict observance of protocol but with politeness.
4. Everyone entering into DLSA premise have necessarily to undergo thermal screening by the concerned Guard by using infrared thermometer (Already made available to every DLSA).
5. All DLSAs are advised to deny entry to a person, who is coming from the Containment Zone. If needed he must be otherwise provided legal help by use of digital communication.
6. As per Government of India mandate all officers and staff have to compulsorily install and activate “*Arogya Setu*” App in their mobile, as per guidelines provided therein.

RLSA- Protocol for working at DLSAs during Covid19

7. Wearing face mask is compulsory so everyone is required to wear face mask during office hours and at public place.
8. Enough masks are provided to each DLSA, which may also be given to a poor or needy person, who at the time of seeking legal aid with DLSA is not having mask.
9. Use of Face shield and Gloves by staff is compulsory, if they are in field for legal aid work or distribution of ration/food or during imparting their official duty. During office hours also they are advised to use it but everyday new gloves have to be used.
10. Sanitizers at the entry gate of DLSA and at every section continue to be made available for visitors and staff members.
11. Antibacterial soap of good quality shall continue to be used at the washing area of DLSA for frequent washing of hands by staff and visitors.
12. Toilets and public areas are required to be cleaned and sanitized frequently.
13. All staff persons, lawyers, PLVs and other official visitors shall be screened but public entry into the campus continue to be restricted unless specifically permitted by the Secretary DLSA but subject to screening and enquiry regarding visit of containment zone i.e. corona affected area during last 7 days.
14. There shall be a Register, to be maintained on daily basis, till threat of spreading of Corona virus persists, at the main Entry

RSLSA- Protocol for working at DLSAs during Covid19

gate (which shall be a single entry point) in following format with specific entries to be made by the Guard before allowing entries into the building:

| Name of person | Age | Address | Mobile number | Body temperature | time of entry | Signature of person on entry | Signature of person on exit |
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15. Use of disinfectant such as sodium hypochlorite, bleach etc. as advised by the Government may be used frequently.
16. Officers & Staff are advised to bring their own water bottle and must be used exclusively by them. As far as possible, eatable from outside must be avoided during office hours.
17. Frequently used metal surfaces such as nobs, handles, bolts etc. must be disinfected from disinfectant spray, provided in the kit to DLSAs.
18. Officers and staff are advised to maintain daily diary of routine including visit of places during present period of crisis and whereabouts of persons meeting them. Intimation by staff of his/ her visit to hospital, cremation place or direct/ indirect contact with any corona patient or suspect is

RSLSA- Protocol for working at DLSAs during Covid19

required.

19. Unnecessary gathering / lunch club/ group activities of staff shall be prohibited.
20. Regular process of disinfecting of computers/ printers/ photo copiers, with continued prohibition on use of third party USB device is advised.
21. Staff is advised to maintain hygiene and healthy daily routine.
22. Face to face meeting or event should be avoided and same may be done by a teleconference or online event.
23. DLSAs will make all endeavors to promote digital working by using licensed version of web solutions provided by RSLSA.
24. DLSAs to Continue with Green Environment Initiative of RSLSA.
25. Operation and feedback by using DLSA helpline will be strengthened.
26. All other directions as issued from time to time shall be observed.