

# **Janaki Co-operative Group Housing Society Ltd. Sector-22, Plot-7, Dwarka New Delhi-110077**

## **Minutes of the Residents Meeting of the Society June 14, 2020, 18.00 - 19.30 hrs Web Platform: Google Talk**

A meeting with residents of the Society was held on 14<sup>th</sup> June 2020 at 18.00 hrs to discuss ongoing COVID Pandemic and prevention measures. Suggestions of residents were sought by MC on following points:

- a. Measures to be taken to keep our Society safe during the COVID 19 Pandemic.
- b. Future plan, if any unfortunate situation arises
- c. What help is expected from MC/some of the volunteers and fellow residents?
- d. What are basic first aid arrangements to be made available in our society?
- e. Whether a few beds with basic amenities are expected from MC by the residents, who wish to avail as a stop gap arrangement?

Discussion took place amongst residents and MC members of the society on above broad points and following decisions were taken unanimously :

### **Preventive Measures:**

1. It was agreed to continue sanitisation of common area & lifts with Sodium Hypochlorite Solution on daily basis and all blocks stair railings on weekly basis by the Society.
2. Residents agreed to voluntarily sanitise their doors, floor outside their flat and frequently touched area on a daily basis. MC has to arrange chemical and hand held sprayers, which would be collected from the guard room on payment of applicable cost.
3. To keep movement restricted, Gate No. 2 should be kept closed. Entry / Exit should be from Gate No. 1 (Main gate).
4. Entry of Vendors / Courier / Delivery boy should be restricted at gate for some more time, as COVID cases are increasing day by day. MC will assist in delivery of milk/ food items / vegetables / courier etc. to the doorstep of Senior Citizen residents, who are residing alone and do not have in-house support.
5. It should be the responsibility of guards to check temperature & ensure wearing mask, while allowing domestic help / workers. At the entry gate, they all must sanitise hands with liquid soap and sanitizer. Entry date, time and destination must be recorded in register for future contact tracing.
6. As a precautionary measure, residents going out or coming to society may get their temperature checked at the gate voluntarily on a daily basis.
7. Availing services of domestic help should be minimised. It should be the duty of respective residents to ensure that these domestic helps are not working in any other society or coming from a containment zone. Their working in multiple flats even in Society should be kept at a minimum as much as possible.
8. It would be the responsibility of respective members to ensure health condition and hygiene (sanitisation, clean mask) of domestic help / labours / carpenter /

- painter etc, working in their respective flat. Domestic help or such workers should not unnecessarily roam inside the campus of the society. Their movement should be restricted to their respective workplace. If any domestic help / worker found without a mask, their entry to Society will be banned.
9. All domestic help should download the “Arogya Setu App” on their mobile. It should be the responsibility of respective residents to help in downloading App.
  10. Since due to Lockdown, many domestic helps have changed their address. It should be the responsibility of residents availing services of domestic help, to update their police verification with new address.
  11. Strict social distancing should be maintained while using lift. As precautionary measures, only one person or one family should travel in lift at a time. Domestic helps / labours working upto 4<sup>th</sup> floor flats may be encouraged by the respective residents to avail staircase, instead of lift. Arrangements can also be explored to avoid touching lift buttons with bare hands.
  12. Used Gloves / Masks / Face shields should not be thrown in the common area. It should be disposed-off only after sanitising with Sodium Hypochlorite Solution. Penalties would be imposed on such violators.
  13. No one should smoke / spit in the common area of the Society. Penalty as per Govt. guidelines would be imposed. Any resident can approach MC with evidence / picture of violator for imposing penalty.
  14. No one should roam inside society without a mask. Kids under 10 years should not be allowed to play in the park or roam inside campus without their parents. It should be the responsibility of respective residents to ensure that their kids wear masks, while playing inside society.
  15. Gate No. 3 should be managed properly, as the security guard deployed is not discharging duty properly. An active guard should be deployed at Gate No. 3.
  16. Amul Booth Manager should be given warning and it should be his responsibility to ensure that product is not sold to a person, who is not wearing a mask. Amul booth platform and both windows should be sanitised at least 3-4 times a day.
  17. Since maximum residents are using stairs, personal items kept at stairs create obstacles. Such members are directed to remove their personal belongings immediately, which are dumped at stairs creating inconvenience to members. Residents will provide picture of such obstacle to MC for removing such items, which is violation of Fire Safety Norms.
  18. MC was requested to make arrangements of a sprayer at the main gate to sanitise cars entering inside society. Such sanitization facilities can be availed by members voluntarily on request basis. Outsider's / Guest's vehicles should not be allowed to enter society. They must park their vehicle outside campus and visit society after their temperature check and sanitisation.
  19. Residents coming from other states / abroad, should mandatorily follow strict self-quarantine for first 7 days (confined to his / her flat only), and thereafter for next 7 days, follow strict social distancing and avoid their unnecessary movement inside Society.

## **Future Emergency Plan**

- I. MC should make arrangements for basic first aid facilities for COVID patients. It was agreed that in consultation with doctors residing inside society, MC should purchase / hire following medical equipments, for use of residents on need basis:
  - a. Pulse Oximeter – 3
  - b. IR Thermometer - 2
  - c. Portable Oxygen Cylinder 3 with 2 adult mask and 1 child mask
  - d. Medical Grade Oxygen Cylinder
  - e. Wheelchair – 1
  - f. PPE Kit 2
  - g. N 95 mask 2
  - h. Sanitizer & Gloves 10 pair
  - i. Bleaching Powder
  - j. Sodium Hypochlorite
- 1) In addition to above, residents are also encouraged to buy and keep Pulse Oximeter at home, as this would be crucial to monitor oxygen level in blood.
- 2) Residents, who are at high risk, must keep themselves confined to their respective flat. To keep other residents protected, they should maintain proper distancing with other society residents and avoid visiting other fellow residents flat.
- 3) In case of any suspect patient / symptom, MC should be informed for connecting to the Govt. Health Authority. Such residents should confine themselves to their respective flat. For their essential need, MC or any of volunteer fellow residents should be approached, who will be able to deliver daily needs outside their flat. This will help in prevention of spread.
- 4) As a responsible resident, Govt. guidelines for Home Quarantine must be followed.
- 5) For availing online home consultation / treatment during initial home isolation, App based services of any hospital may be availed.
- 6) MC was advised to check and work out arrangements for online treatment with any of the Dwarka based Hospital.
- 7) In case, any resident finds difficulty in isolating themselves inside their flat, MC may be approached for making stop gap arrangements in the basement, till the patient is shifted to hospital. For this purpose, MC should be ready with 2-3 beds inside the basement room. However this option should be explored, only in extreme cases when a resident is unable to isolate inside his / her flat.
- 8) The concerned resident should be in touch with the hospital / doctor for getting proper treatment. Role of MC may be as facilitator. It should not be the responsibility of MC to provide treatment to any resident.

All residents attending the meeting thanked MC for keeping residents safe so far and taking initiative for the future. However members felt that, with observing strict guidelines, as agreed for Preventive Measures, our Society will be safe.

It was agreed to organise residents meeting on every Sunday through video call and keep SOP updated on need basis.