

# STANDARD OPERATING PROCEDURES FOR ACTIVITIES OF NEW COMMUNITY CENTRE ON REOPENING:

**Note: SOP, as described below, shall be followed on reopening of NCC activities till further notice. Please visit NCC official website [www.newcommunitycentre.org](http://www.newcommunitycentre.org) for further updates and notices.**

## I) GENERAL:

### 1. **Entry Permission to NCC:-**

Only member without any symptom of cold, cough, fever etc. are allowed to enter NCC. No visitors/Guests are permitted to enter NCC. Individual with any symptoms (cough, headache, chills, fever, body ache, difficulty breathing, loss of smell or taste or any other unusual symptoms) should not enter NCC premises.

### 2. **Communication with NCC office:-**

Any issues/ complaints are to be communicated through e-mail (email ID: [nccdae2016@gmail.com](mailto:nccdae2016@gmail.com)) only. For any further clarification, NCC office phone no. +91 22 2558 0497 may be contacted. Physical visits to NCC office shall be avoided.

### 3. **Payments:** - before making payment, members should send an email for seeking total due at [nccdae2016@gmail.com](mailto:nccdae2016@gmail.com). Once confirmed, payment may be made through following two methods.

#### a. **Cheque payment:** Drop cheque in the DROPBOX.

**NOTE:** Name of member, payment purpose, address and preferably membership no. shall be clearly written on the backside of the cheque.

#### b. **Online Transfer:** members may transfer payment through online to

Name of beneficiary : **New Community Centre**  
Name of Bank : **PUNJAB NATIONAL BANK**  
Branch : **Anushaktinagar**  
A/c no. : **1207002100010901**  
IFSC code : **PUNB0120700**

**Note:** After online transfer, name of member, purpose, address, membership no. and receipt/screenshot of the payment made / UTR no. should be sent to email id: [nccdae2016@gmail.com](mailto:nccdae2016@gmail.com)

**Payment through credit card is suspended till further notice.**

### 4. **Enrolment of New Members:-**

Enrolment request shall be sent through the e-mail only. The names will be included in the waiting list (displayed on [www.newcommunitycentre.org](http://www.newcommunitycentre.org)). Persons will be informed via e-mail once vacancies are available for payment and enrolment. Status enquiries may be made through phone/email.

## 5. **Safety and Personal Protection norms:-**

- a) Any member and staff suspected to have Covid-19 like symptoms should undergo PCR tests for Covid-19 and should avoid entry to NCC premises.
- b) All players and staff must download & install the AarogyaSetu app for contact tracing, protection and prevention.
- c) All members must at least use face masks (for self-protection and protection of others) and carry personal hand sanitizer and water bottle while entering NCC premises.
- d) **Separate shoes inside NCC premises:** members must change their outside used footwear at the entrance and use separate shoes for NCC activities.
- e) From the entry point of NCC premises onwards, social distance of 6 ft should be maintained.
- f) Entry of a member for designated batch will be allowed based on the list after checking at the entrance.
- g) Every member shall sanitise their hands by using foot-operated sanitizer dispenser provided by NCC and then proceed for temperature scanning.
- h) Temperature scanning of all members will be done at NCC building entry lobby.
- i) Photo ID/membership card is mandatory. The members shall be allowed to enter during their playing slot only. Verification of playing slot and Photo ID/ membership card will be done by the NCC staff on duty at entry gate.

***The members, who do not have photo ID/membership card issued by NCC, shall bring their stamp size colour photo (2 copies) to get the same made on the spot.***

- j) Few oximeters will be kept in the NCC office for use in case of emergency. However, all members coming to NCC for physical exercise, viz., Badminton, TT, Fitness, dance etc. are advised to carry their personal oximeter for monitoring purpose.
- k) No crowding inside NCC premises. Members should leave immediately after their game/exercise as per their batch timings. If any urgent discussions required, ensure maintaining social distance & restrict duration as minimum as possible and do not conduct such discussions on the movement pathways.
- l) **Every member shall sanitise their hands before using shared facilities where there is physical contact viz, drinking water tap, toilet tap, closed door and shared facilities of the activities etc.**

## 6. **Waste Disposal:-**

Waste shall be disposed of in the designated waste disposal containers kept in NCC.

## II) ACTIVITIES:-

- Note:**
- 1) During the activity all members must sanitize their hands before using sharable equipment/items. Members must carry their personal sanitizer.
  - 2) Between the batches of activities, equipment/items will be sanitized by the trainer/instructor/conductor/marker of respective activities/NCC staff.
  - 3) For the resumption of activities, signing the Consent Form (Annexure-I) by all participating members and staff is mandatory.
  - 4) For general information and poster, Please see Annexure-II.

S. No.	Activity	Standard Operating Procedure	Additional arrangement reqd. by NCC
<b>A) INDOOR ACTIVITIES</b>			
1	Badminton	<p>Three categories for Badminton</p> <p><b>1. Regular Play</b></p> <ul style="list-style-type: none"> <li>• Regular one and half hour slot will be divided into two slots of 40 minutes each.</li> <li>• In one half one group will come and utilize both the courts and in second half other group will use both the courts.</li> <li>• Maximum 11 people in the court at a time. 8 in court and 3 outside.</li> <li>• It is up to the group how they utilize both the courts.</li> <li>• Entry can be made from eastern side doors.</li> <li>• No AC will be used; eastern side doors can be opened.</li> <li>• 40 minutes dead line will be followed strictly.</li> <li>• 5 minutes for changing over and sanitization to avoid crowding.</li> <li>• Only area, where the players wait, will be sanitized with a solution that will not damage the surface and polish.</li> </ul> <p>General guidelines for sanitisation, social distancing and not sharing the equipment as part of common SOP of NCC should be followed.</p> <p><b>2. Children coaching :</b> This cannot be started until school starts</p> <p><b>3. Court Booking on holidays:</b> This will be taken up based on the response during the regular play.</p>	
2	Fitness	<ol style="list-style-type: none"> <li>1) Social distance can be maintained by locating/ staggering exercise equipment to maintain 6 ft gaps.</li> <li>2) Members must carry their own sanitizers also.</li> <li>3) Everyone should sanitise their hands before use of equipment.</li> <li>4) Between change of batch, NCC staff shall sanitise all equipment.</li> <li>5) Personal water bottle shall be used.</li> <li>6) The batch strength shall be reorganised and informed to all members (<a href="http://www.newcommunitycentre.org">www.newcommunitycentre.org</a>).</li> <li>7) No air conditioning. Windows will be kept open for circulation.</li> </ol>	Additional exhaust fan

3	Bridge	<ol style="list-style-type: none"> <li>1) Tables will be arranged to maintain social distance.</li> <li>2) Every player shall use masks during playing.</li> <li>3) Frequent hand sanitising shall be done (between two deals)</li> <li>4) Cards will be stored after sanitizing.</li> <li>5) No Air conditioning. Windows will be kept open for circulation.</li> </ol>	
4	Carrrom	<ol style="list-style-type: none"> <li>1) Two players per Board shall play.</li> <li>2) Carrrom Boards shall be placed in such a manner that social distance is maintained.</li> <li>3) Players shall always wear face masks.</li> <li>4) Each player shall use own strikers.</li> <li>5) Sanitise hand between each board.</li> <li>6) No air conditioning.</li> </ol>	
5	Chess	<ol style="list-style-type: none"> <li>1) Chess Boards shall be placed in such a manner that social distance is maintained.</li> <li>2) Players shall always wear face masks.</li> <li>3) Sanitise hand between each game.</li> <li>4) No air conditioning. Windows will be kept open for circulation.</li> </ol>	
6	Dance	<ol style="list-style-type: none"> <li>1) Social distance of 6 ft between the participants shall be maintained.</li> <li>2) Members shall remove their mask when its absolutely essential (it is not recommended to exercise by wearing mask).</li> <li>3) It is recommended that members shall bring their own water bottles.</li> <li>4) No air conditioning. Windows will be kept open for circulation.</li> </ol>	
7	Music	<ol style="list-style-type: none"> <li>1) Social distance of 6 ft between the participants shall be maintained.</li> <li>2) Members shall not remove their mask unless it is absolutely essential.</li> <li>3) It is recommended that members shall bring their own water bottles.</li> <li>4) All students are requested to bring their own keyboard. No common keyboard will be provided from NCC for students.</li> <li>5) No student will be permitted to use the keyboard used by instructor.</li> <li>6) No air conditioning.</li> </ol>	
8	Snooker	<ol style="list-style-type: none"> <li>1) Social distance is maintained in normal playing mode.</li> <li>2) The members and marker shall use face mask.</li> <li>3) Members shall sanitize their hands before touching the entry door and will also sanitize their hand before cue pick up and at the time of exit.</li> <li>4) Balls will be handled by marker.</li> <li>5) Sanitization of the cues, rests, table rails etc. between the slots shall be done by the marker only with a solution that will not damage the wood surface and polish.</li> <li>6) Marker shall sanitize his hands frequently.</li> <li>7) Operation of A/c shall be for 45 mins, then opening of window and operation of Air coolers for 15 mins. This cycle shall be maintained.</li> </ol> <p><b>Note:</b> In the absence of Marker, one member per playing batch shall voluntarily take the Marker's actions.</p>	High capacity cooler fan units – 2 nos.

9	T.T.	<ol style="list-style-type: none"> <li>1) Social distancing shall be maintained.</li> <li>2) Only singles will be allowed, No doubles.</li> <li>3) During one hour batch, 4-6 players will be playing and others will be waiting.</li> <li>4) No Ac, Exhaust fans will be provided.</li> <li>5) Game shall be opened for general members only, coaching shall be decided later.</li> <li>6) Normally balls are carried by the players. Each ball will be used by one member only.</li> <li>7) No sharing of bats, balls, water bottle or napkin etc.</li> </ol>	Additional exhaust fan
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## **B) OUTDOOR ACTIVITIES**

1	Cricket	<ol style="list-style-type: none"> <li>1) Before the commencement of the Training, the NCC Representative shall ensure all players and staff pass through for health check at entry level.  <b>Any players and staff suspected to have Covid-19 like symptoms should undergo PCR tests for Covid-19 and should avoid joining the training/coaching.</b></li> <li>2) All players and staff must download &amp; install the AarogyaSetu app for contact tracing, protection and prevention.</li> <li>3) Wearing face mask (without a valved respirator) over nose and mouth in public places is mandatory for all players and staff from the time they leave their home destination till the end of the camp (optional while training).</li> <li>4) All players and staff must carry their personal hand sanitizer bottles and use them as frequently as possible.</li> <li>5) All players shall bring their own cricketing equipment. Cricket equipment/items should not be shared by the players. Wherever absolutely necessary, Sanitizing hands before holding/touching a shared item is must.</li> <li>6) Wearing eyewear/face shield during training is advised.</li> <li>7) For the resumption of training, signing the Consent Form (attached herewith) by all players and staff to participate in the camp/practice sessions is mandatory.</li> <li>8) Individuals over the age of 60 years, viz. support staff, umpires, ground staff, and those individuals with underlying medical conditions such as diabetes, lung disease, weakened immunity, etc. are not recommend to participate in the camp activities.</li> <li>9) NCC will ensure that dressing room, common areas, washrooms etc. are thoroughly cleaned and sanitized prior to commencement of training/camp.</li> <li>10) All chairs in the dressing room shall be sanitised &amp; rearranged in accordance with social distancing norms. Chairs shall be sanitized between the changeover.</li> <li>11) Thermal scanning of each individual shall be carried out at the</li> </ol>	
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	<p>entry point of the ground. If any individual with any symptoms (cough, headache, chills, fever, body ache, difficulty breathing, loss of smell or taste or any other unusual symptoms) should not be allowed the entry to the ground.</p> <p>12) Social distancing rules should be followed for on-field training, fielding and nets activities by all team members including support staff.</p> <p>13) Avoid physical contact of any form i.e. team huddles, handshakes, high-fives, tackling etc. Also avoid handing over items viz. cap, towel, sunglasses, etc to umpires or teammates.</p> <p>14) Spitting and clearing of nasal/respiratory secretions on the ground or at any place other than washrooms is prohibited. Members doing so shall discard the soiled tissue paper securely in the provided dustbins.</p> <p>15) SALIVA MUST NOT BE USED ON THE CRICKET BALLS.</p> <p>16) Unless on emergency, no member is allowed to step out of the ground before finishing the training or meet anyone outside, including family members, for the entire duration Training session.</p> <p>17) If any member is required to travel outside the city/town for unavoidable circumstances, upon his/her return, he/she shall be isolated from the rest of the Players and medically assessed, before he/she is allowed back in the training.</p> <p>18) Hand towel, water bottle etc. shall not be shared.</p>	
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**CONSENT FORM**

Member's Name: \_\_\_\_\_

Age Category: \_\_\_\_\_

Gender: \_\_\_\_\_

Address: \_\_\_\_\_

Name of activities: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_

- I hereby acknowledge the risks associated with resuming activities at the New Community Centre (NCC) facilities under the present COVID-19 pandemic situation.
- I hereby acknowledge that the risks involved, necessary precautions and the protocols for resumption of activities have been duly informed to me by NCC.
- I hereby acknowledge that the NCC cannot guarantee the complete elimination of risks posed by COVID-19 through the implementation of the precautions and protocols identified by the NCC.
- I hereby declare that I am willing to resume activities at NCC facilities on my own consent without the influence of any other party and I shall adhere to all suggested safety precautions and protocols updated from time to time.

\_\_\_\_\_

Date & Place

\_\_\_\_\_

Signature of member

**INFORMATIVE POSTERS AS PER BARC PROTOCOL**

**REDUCE THE RISK OF**  
**CORONAVIRUS INFECTION**  
Follow these important precautions

**CLEAN HANDS FREQUENTLY**

**WEAR A FACE MASK**

**PRACTICE SOCIAL DISTANCING**

LET US UNITE TO STOP CORONA VIRUS INFECTION

**Maintain Social Distancing**

Social distancing means physically maintaining distance of 6 feet between you and others. This is the most important activity to slow down the spread of coronavirus. By maintaining minimum of 6 feet distance from others, reduces the probability of coronavirus infection, it spreads through coughing or sneezing. Cover your nose and mouth when sneezing and coughing.

**PREVENT THE SPREAD OF CORONA VIRUS**

**Wear a Face Mask**

In order to prevent the spread of coronavirus it is mandatory to wear a face mask in public, where social distancing measures are difficult to maintain. Use of cloth to cover the face will be helpful to slow down the spread of coronavirus. To protect yourself and others, kindly wear a face mask in public places.

**PREVENT THE SPREAD OF CORONA VIRUS**



## OTHER INFORMATIVE POSTERS

# Signs and Symptoms of COVID-19

### Most Common Symptoms



Fever  
( $> 100.4$ )



Cough



Shortness  
of breath

### Less Common Symptoms



Sore throat  
Congestion



Headache  
Chills



Muscle and  
Joint Pain



Nausea or  
Vomiting



Loss of sense  
of Smell



Diarrhea

## Self-Monitoring

# SELF-MONITORING INSTRUCTIONS

**Twice daily, check for the following signs or symptoms of respiratory infection:**



Fever  
( $> 100.4$ )



Cough



Shortness of  
breath

**Other symptoms to pay attention to include:**

Sore throat

Congestion

Headache

Muscle and Joint Pain

Chills

Nausea or Vomiting

Diarrhea

Loss of Sense of Smell



If you develop any of these symptoms, please contact your healthcare provider to discuss how to proceed.

## HOW TO WEAR A MASK



World Health  
Organization

### How to **put on, use,** **take off and dispose of** a mask

1



Before putting on a mask,  
wash hands with alcohol-based  
hand rub or soap and water

2



Cover mouth and  
nose with mask and  
make sure there are  
no gaps between  
your face and the  
mask

Avoid touching the mask while using it;  
if you do, clean your hands with alcohol-  
based hand rub or soap and water

3



Replace the mask with a new one  
as soon as it is damp and do not  
re-use single-use masks

4



To remove the mask: remove it from  
behind (do not touch the front of  
mask); discard immediately in a  
closed bin; wash hands with alcohol-  
based hand rub or soap and water



## Wear Mask safely

# HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](http://who.int/epi-win)

## Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

## Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

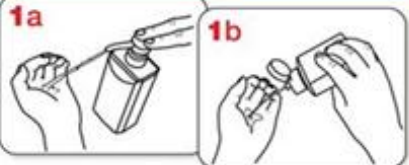
Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·WIN

 World Health Organization

# HAND WASHING TECHNIQUE

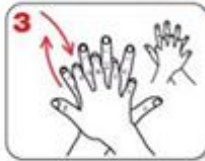
## How to handrub? WITH ALCOHOL-BASED FORMULATION



Apply a palmful of the product in a cupped hand and cover all surfaces.



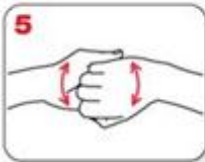
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



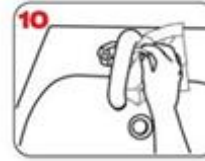
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



rinse hands with water



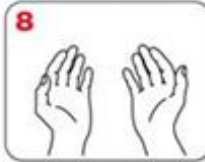
dry thoroughly with a single use towel



use towel to turn off faucet



20-30 sec



...once dry, your hands are safe.



40-60 sec



...and your hands are safe.



WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.



October 2006, version 1.