

## Contents to Include in SOP

1.	GENERAL INFORMATION .....	
i.	Name of the Resort: .....	
ii.	Date of SOP .....	
iii.	Resort Focal point for SOP .....	
iv.	Designation of focal Point: .....	
v.	Mobile number and Email.....	
2.	DOCUMENTATION .....	
vi.	Staff list prepared in the required Format and submitted to MOT .....	
vii.	List of staffs who arrived from overseas before 15 <sup>th</sup> July 2020 .....	
3.	AIRPORT REQUIREMENTS.....	
viii.	Transfer Vessels procedures in compliance with HPA guidelines .....	
ix.	Tourists having positive PCR tests provision procedures .....	
x.	Procedure of Informing guests on the Random PCR test upon Arrival .....	
xi.	Positive PCR on arrival procedures .....	
xii.	Airport staffs procedures.....	
4.	RECEIVING TOURISTS AND BAGGAGE HANDLING Procedues .....	
5.	AIRPORT TRANSFERS PROCEDURES .....	
6.	RESORT STANDARD PROCEDURES.....	
xiii.	one property bookings for guets.....	
xiv.	Procedures on Guest isolation area as per HPA requirements .....	
xv.	Procedures on Staff Isolation as per HPA requirements .....	
xvi.	Emergency procedures for suspected cases of COVID-19 .....	
xvii.	Emergency and Isolation plan for suspected Covid-19.....	
7.	RESORT CHECK IN PROCEDURES.....	

- xviii. Positive PCR Guests procedures.....
- xix. Symptomatic guests Procedures.....
- 8. COMMON FACILITIES Procedures .....
- 9. AVAILABILITY OF EQUIPMENT .....
- xx. All Equipment Storage procedures .....
- No of Masks:.....
- No of Caps: .....
- No of Gloves:.....
- No of Boot covers/Boot: .....
- No of Face Shield: .....
- No of Hazmat Suit: .....
- Others:.....
- 10. CLINIC STANDARD Procedures.....
- xxi. Name of the Clinic:.....
- xxii. Clinic registry.....
- xxiii. Health and safety plan submitted to MOH.....
- xxiv. Safety Manager allocated for Covid-19 .....
- Name:.....
- Contact number:.....
- Email:.....
- Nationality: .....
- xxv. Resident medical officers available on site:.....
- Name:.....
- Contact number:.....
- Email:.....
- Nationality: .....
- xxvi. Training details for Covid19 for the residential medical officers .....

11.	STAFFING .....	
xxvii.	Quarantine list of staffs who arrived from overseas before 15 <sup>th</sup> July.....	
xxviii.	Staffs that arrived from under monitoring areas for the reopening.....	
xxix.	Staffs that came from non-monitoring areas for the reopening .....	
xxx.	Daily workers, entertainers and artists details.....	
xxxi.	Front line Staffs procedures .....	
12.	TRAINING FOR STAFFS .....	
xxxii.	Guest Service Staffs training on the usage of PPE .....	
xxxiii.	Resident medical officers who have undergone HPA certified training on COVID-19 management, isolation procedures and sampling details .....	
xxxiv.	Others:.....	
13.	EMERGENCY PROCEDURES details .....	
xxxv.	Procedures for symptomatic staffs and guets.....	
xxxvi.	Isolation/ Quarantine facility details .....	
xxxvii.	PCR Tests available in Resort.....	
xxxviii.	Manager who is in charge of providing details to HPA.....	
xxxix.	Covid-19 testing can be done in resort as per HPA Guidelines .....	
14.	RECREATIONAL ACTIVITIES/ WATER SPORTS .....	
xl.	Additional safety measures applied as per HPA Guidelines.....	
xli.	Procedures of sports areas.....	
15.	CHECKOUT procedures FROM RESORT.....	
16.	ROOM CLEANING .....	
xlii.	Room cleaning procedures executed as per HPA guidelines.....	
xliii.	Room Disinfection procedures.....	
xliv.	items used for cleaning .....	
xlv.	PPE provided for cleaning procedures.....	
xlvi.	Trained and dedicated staffs available for disinfection procedures for Isolation area.....	

