



# **NATIONAL HIGHWAY AUTHORITY** **MIS SECTION**

## **SOP FOR USE OF VIDEO CONFERENCING ROOM** **Room no. 417, 4<sup>th</sup> floor, NHA HQ**

### **1. INTRODUCTION**

Keeping in view the current outbreak of COVID-19 (Novel Coronavirus-19) which is a new strain of coronavirus (a large family of viruses) that had previously not been identified in humans. It first emerged in Wuhan, China, in December 2019, and has since been declared as a pandemic by World Health Organization (WHO). In very rare cases, the disease could be fatal. Older people or patients who already have diseases such as diabetes or heart problems may be vulnerable to becoming severely ill because of this virus. Keeping in view the directives to obtain social distancing by the Government of Pakistan, a Video Conferencing setup has been put in place at NHA HQ to enable on-line meetings.

### **2. SCOPE & PURPOSE**

This SOP shall be observed by the authorized users of the Video Conferencing room and shall be applicable to all users who intend to use the dedicated Video Conferencing room at NHA HQ. This will help efficient operation & maintenance of the facility.

### **3. AUTHORIZED USERS**

- ❖ The facility can be used by
  - All Wings/ Sections of NHA
  - Officials of MoC

### **4. PROCEDURE**

- 4.1 The user from NHA shall apply for availability of facility at least 3 hours before the start of meeting for use of VC Room on prescribe format to Deputy Director (Automation/ Revenue Technical), NHA HQ, which is available on NHA website or in the office of DD (Auto/ Rev-Tech) NHA HQ.
- 4.2 The VC Room shall be available during office hours only. At present time, video conferencing services are not available on weekends. However, the same shall be relaxed with the approval of Member (Admn)/Member (Coordination).

- 4.3 Food and drink are not allowed in VC Room.
- 4.4 The AD (MIS) after checking the availability, shall process the request for approval and put up to DD (Auto/ Rev-Tech) on the same day.
- 4.5 In case of request to use room within NHA and room is available, the DD (Auto/ Rev-Tech) office shall facilitate the meeting within 03 hours.
- 4.7 Office of Director (Establishment) shall arrange for disinfection sprays (Chairs, Tables, glass, boards, doors, windows and floor) in VC Room at least 02 hours before the start of meeting and immediately after the meeting.
- 4.8 The approved users shall observe following protocols for the use of Video Conference Room facility:
  - a. All participants must wear face masks.
  - b. Wash the hands for 20 seconds, with soap or alcohol-based hand sanitizer before entering to VC Room and after every 01 hour.
  - c. Only 5-6 persons are inside the VC Room.
  - d. Avoid close contact and maintain minimum 1 meter distance.
  - e. People having symptoms of cold or flu should not enter the room.
  - f. Coughing and sneezing should be done into flexed elbow.
  - g. All used papers shall be discarded in dustbins placed inside the room.
  - h. Participants should bring their own stationary.
  - i. Loud voice communication is prohibited
  - j. Anybody leaving the room shall follow sanitization protocol again if he want to re-enter the facility.

## **5. RECORD MANAGEMENT**

The Office Assistant MIS shall be responsible for maintain of record/files on the subject as per standard.

## 6. SOP REVIEW

This SOP shall be reviewed as when required.

## 7. RELEVANT RECORDS AND DOCUMENTS

<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Issued on:</b>
Dpty. Dir (Automation)	Member (Coordination)	Chairman NHA	01/04/2020