

Guideline for safe start up & healthy operation of factories after Covid-19 lock down



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OBJECTIVE

To endure the Safety & wellness of our employees, their families so that COVID-19 infections are prevented from entry into our workplaces, homes & the community in which we live while ensuring our business continuity

SCOPE

This guidelines includes starting from home to factories & going back to home safely. Aspects like behavior at workplace, usage of canteen, offices and other common facilities, guidelines in case of sickness and health emergency are explained in detail.

What Is Coronavirus ?

Coronavirus disease (COVID-19) is an infectious disease caused by a new virus.

What Are Symptoms?

The disease causes respiratory illness (like the flu) with symptoms such as a cough, fever, and in more severe cases, difficulty breathing.

Protect others from getting sick

When coughing and sneezing **cover mouth and nose** with flexed elbow or tissue



Throw tissue into closed bin immediately after use

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick



Wash your hands

Wash your hands with soap and running water when **hands are visibly dirty**



If your **hands are not visibly dirty**, frequently clean them by using alcohol-based hand rub or soap and water



Protect others from getting sick



Avoid close contact when you are experiencing cough and fever

Avoid spitting in public



If you have fever, cough and difficulty breathing **seek medical care early** and share previous travel history with your health care provider



Source : World Health Organization

Protect yourself and others!

Follow these Do's and Don'ts

Do's ✓



Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean



Cover your nose and mouth with handkerchief/tissue while sneezing and coughing



Throw used tissues into closed bins immediately after use



See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose



If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046



Avoid participating in large gatherings



Have a close contact with anyone, if you're experiencing cough and fever



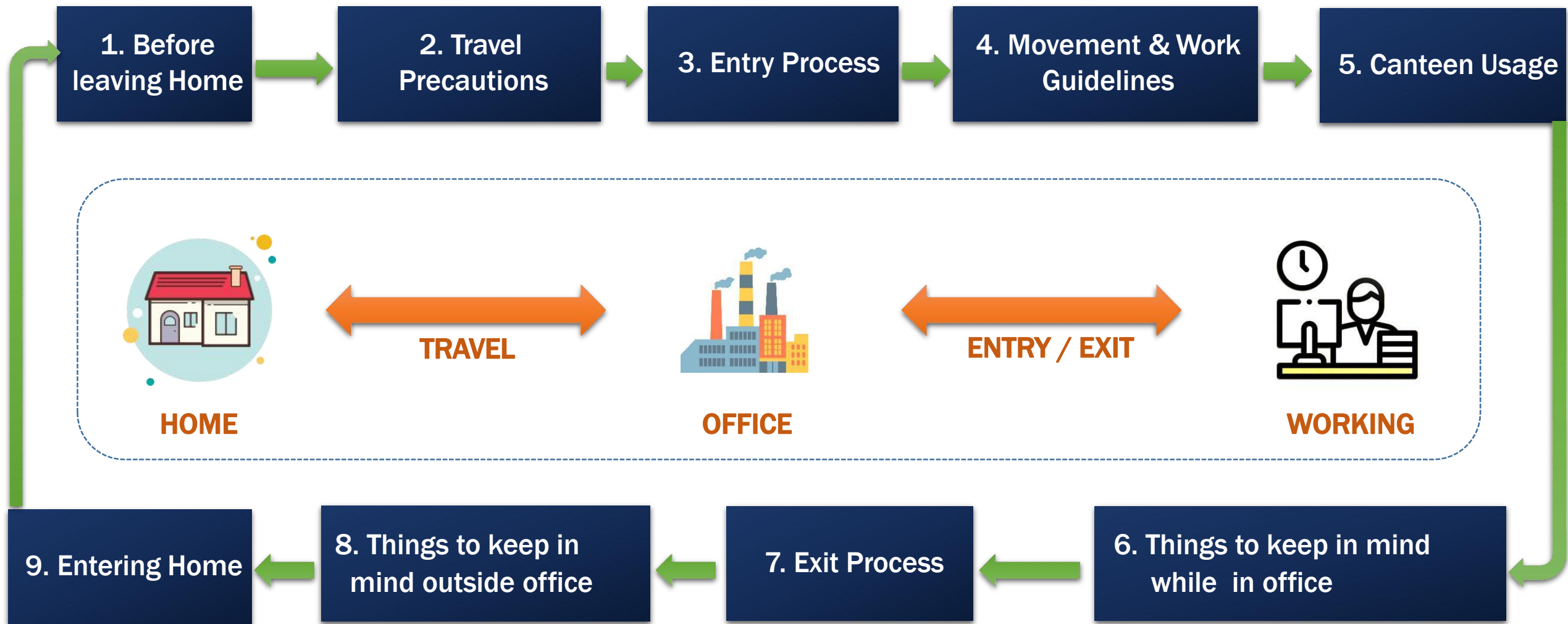
Touch your eyes, nose and mouth



Don'ts ✗

Spit in public

Together we can fight Coronavirus



Before Leaving

Monitor Health

- Ensure you do not have any Corona virus symptoms



Wear a Mask

- Wear a mask at all times outside home
- Carry a spare mask



Always Carry

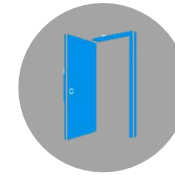
- Small Sanitizer Bottle
- Handkerchief
- Paper Soap



After Reaching

Ask the Door to be kept open

- Don't touch your door or door handle
- Inform your family in advance to leave the door open



Sanitize before Entering

- Leave your shoes outside
- Wash your hands and sanitize your belongings



Take a bath & Give clothes in Laundry

- Give your clothes for laundry
- Take a bath



Purpose : Plant readiness to maintain social distancing & safety of all employees

Plant disinfection



Carry out plant disinfection prior to re-opening



Shop floor marking and PPEs



Commute and social distancing marking



Ensure availability of hand gloves and Masks



Dedicated dust bins for used masks and gloves

Key Points :

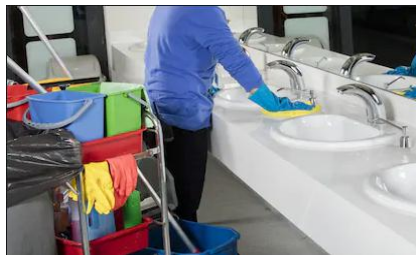
- Ensure required Government authorities approval is obtained for plant re-opening
- Communicate and educate on this guidelines to all stakeholders.
- Disinfect the shop floor, washrooms, canteens , change room etc and ensure daily disinfection, areas like canteen ,change rooms to be disinfect before and after the usage - refer earlier slide for methods
- Ensure necessary markings on shop floor for employees to maintain social distancing.
- Carry out dry run of machines. Provide necessary PPE, sanitizers & plan regular checks & Audits.

Purpose : Use recommended methods & disinfectors for disinfecting factory premises

Fumigation of factory building



Fumigation
for building



Mopping for
Canteen &
wash rooms



Wiping of equipment, electrical panels



Use wiping method for
electrical panels, equipment



Do not spray directly on
electrical panels, computer

Key Points :

- Fumigation daily once : **1 % Sodium Hypochlorite** to be used for plant room and offices
- Wash rooms, canteen, change rooms to be cleaned with **1 % Sodium Hypochlorite** or detergent soap water before and after shifts
- Wiping : High contact surfaces like door handles, intercoms & equipment like telephones, printers and other office equipment to be wiped twice daily with **1 % Sodium Hypochlorite**.
- Metallic surface like locks, keys, vehicles to be wiped twice/day with **70 % alcohol based disinfectant**.

Purpose : Employee needs to take ownership of declaring self health status

Self health examination

Symptoms of CORONAVIRUS (COVID-19)



Fever Shortness of breath Cough

Ensure you do not have any corona virus symptoms



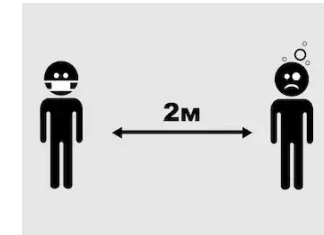
Precautions while in transit



Use Face MASK



Avoid touching face
& any object



Keep 2 Meter
distance



Face opposite in case
use of elevator

Key Points :

- Start for the office only when employee is healthy
- If employee is feeling sick, having severe cough, sneezing and difficulty in breathing, stay back at home. Take rest, consult doctor and report to supervisor or company authorities.
- Ensure sanitization of personal belongings like laptop, mobile phone, charger, office bag - use 70 % Isopropyl alcohol wipes or Clorox disinfectant wipes

Purpose : Ensure sanitization of vehicles used for employee transport

Overall sanitization of vehicle



Carry out complete sanitization (inside and outside) of buses and cars used for employee transport

Sanitization of frequent touch points



Carry out sanitization of frequent touch points of vehicle like handles, doors

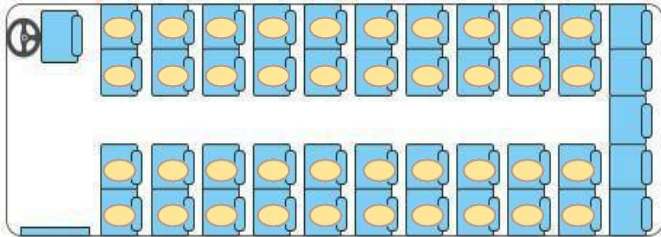
Key Points :

- Sanitize cars and buses used for employee transport from inside and outside, use 1 % Sodium Hypochlorite for fumigation
- Frequent touch points of vehicle like handles, doors, hand rest must be sanitized by wiping before and after usage, use 70 % alcohol based disinfectant.
- Educate drivers, transport agency on sanitization frequency and compliance

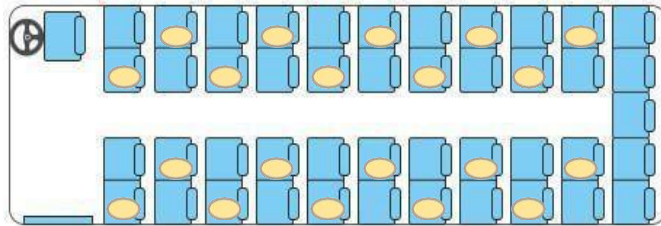


Company

EARLIER



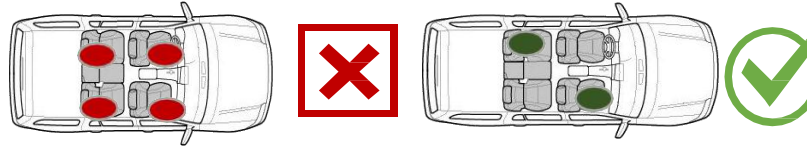
NOW



- ✓ Bus Capacity reduced to 50%
- ✓ Maintain Social Distance while boarding
- ✓ De-boarding for each bus to be done one by one, keep sitting until instructed
- ✓ Temperature check while boarding
- ✓ Ensure hygiene and daily sanitization of all vehicles used for employees commute-use 1 % Sodium Hypochlorite for fumigation



Personal



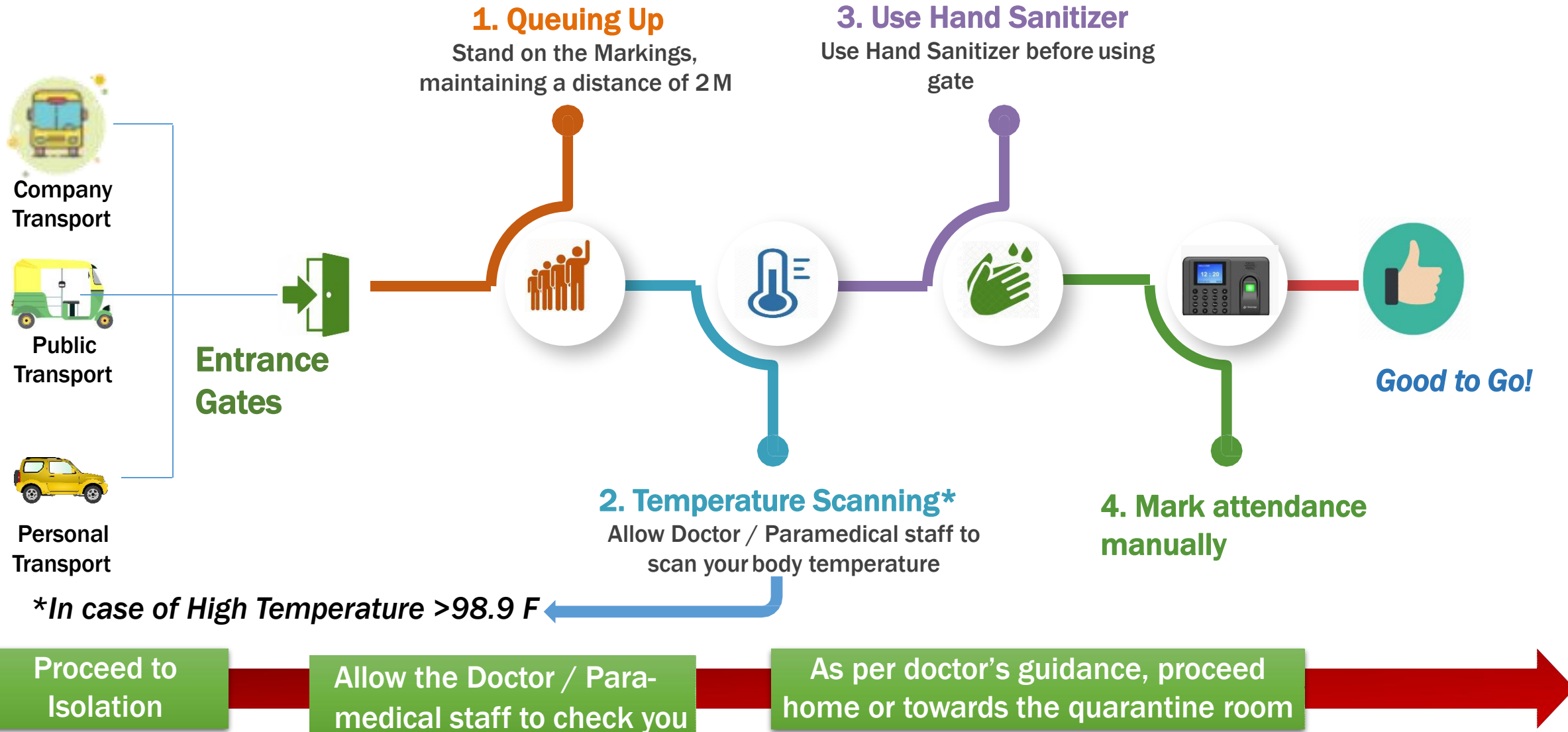
- ✓ Use of Self-Transport is highly recommended
- ✓ If using a 2-wheeler, wear proper gear including Helmet & Gloves
- ✓ For refueling, use e-Payments or give exact amount of cash (No return change)
- ✓ Avoid Car-Pooling, if no option then not more than 2 people



Public



- ✓ Preferably, avoid Public Transport
- ✓ In case unavoidable take care of following:
 - ✓ Mandatory use of Masks & Gloves
 - ✓ Avoid touching anything
 - ✓ Don't use shared autos & cabs
 - ✓ Practice social distancing
 - ✓ Immediately use a sanitizer once your journey is complete



Proceed to Isolation

Allow the Doctor / Paramedical staff to check you

As per doctor's guidance, proceed home or towards the quarantine room

***In case of High Temperature >98.9 F**

Good to Go!

Purpose : Ensure visitor management through social distancing and hygienic practices

Allow employees



Allow suppliers after scrutiny



Allow valid contract labour



Key Points :

- Compulsory screening of all employees visitors & transporter entering through gate with Infrared gun.
- No new workers, visitor shall be allowed inside the plant. Necessary approval from concerned engineer/manager to be obtained. Health check is mandatory for all such personnel.
- Report any person found with Covid-19 symptoms like fever, cough with breathing problem to HR.
- Ensure alcohol base hand sanitizer at security gate.
- All the person entering into gate shall be permitted inside only if they are wearing face mask.



WALKWAYS

- Do not walk in groups & Maintain Social Distancing of 2 meters
- Security, Safety & Volunteers to point out if crowding



ATTENDANCE PUNCHING

- Biometric has been disabled - Use cards without contact
- Follow markings while in the queue



OFFICE WORKING

- Follow new seating plan with social distancing
- Use digital medium / phones for interaction in place of physical mediums



SHOPFLOOR WORKING

- Adequate partitions to avoid social distancing
- 100 % adherence to safety norms



TEA-BREAKS

- Dry Snacks, Serving to be done by single Volunteer / Pantry Staff
- Employees coming to Tea-point to follow distancing norms
- Increased no. of Tea-Points & Deferred tea-breaks



USING WASHROOMS

- Distancing norms while using restrooms
- Clean Taps before & after use
- Avoid spitting in the urinals



Purpose : Ensure social distancing while moving inside the work premise

Precautions while entering work premises

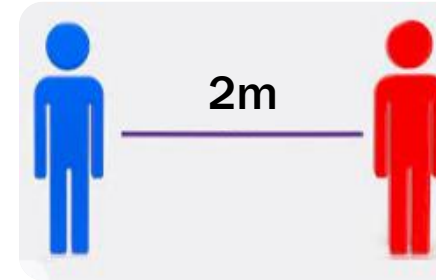


Don't Touch any door handle, railing



Employees maintain social distancing

Precautions while entering work premises



Keep 2 M distance



Do not use attendance punching machine

Key Points :

- Ensure social distancing by maintaining 2 meter distance between each other.
- Please wait till the next person moves. Do not use attendance punching machine.
- Do not touch railings, handles & keep the doors open as much as possible.
- For closed doors, try to open doors by using elbows whenever possible.
- Ensure to sanitize the commutation walk path at start of every shift

Purpose : Ensure social distancing and respiratory hygiene

Avoid gathering near lockers



Maintain social distancing in locker rooms



Key Points :

- Wait outside on the distance markers for your turn
- Maintain social distancing while using locker/change room
- Leave locker room immediately without flocking
- Sanitize hands immediately before/after exiting from the locker room

Purpose : Ensure social distancing and personal hygiene

Maintain social distancing inside wash room



Use marked hand wash basins



Key Points :

- Wait for your turn outside washroom
- Maintain social distancing while using wash room
- Leave wash room immediately without flocking
- Footpull to be installed and used
- Leave wash room immediately without flocking
- Wash hands with soap and water for 20 seconds before exiting from the wash room
- Door handles, water taps to be sanitized every hour

Purpose : Ensure social distancing and confirm health condition during shift beginning



- Avoid standing face to face
- Use mask



- Maintain social distance on all sides



Key Points :

- Avoid standing face to face as far as possible, instead use phone, intercom
- Maintain social distance in all directions
- Follow safety measures at work place

Purpose : Ensure social distancing

Wait for your turn to maintain social distancing



Use disposable cups / glass & use floor lane



Key Points :

- Wash hands with soap for minimum 20 seconds before proceeding for water / tea
- Maintain social distance and wait for your turn
- Follow the direction mark on the floor for movement
- Use disposable cup/glasses & dispose off the used cups immediately in the dustbin

Purpose : Ensure social distancing at canteen

Wait for your turn to maintain social distancing



Use one chair per lunch table



Key Points :

- Wash raw vegetables with light soap water / lukewarm salt water
- Avoid carrying tiffin/eatables from home/outside
- Arrive dining hall at staggered timings and maintain social distance
- Do not chat in groups while having food
- Avoid salad and fruits
- Avoid mouth freshener/'sonf and chini' after lunch

Purpose : Ensure smooth production, hand hygiene & maintain social distancing

Precautions at machines



Social distancing at work station



Maintain 2 M distance



Key Points :

- Changes in the working methodology shall be made to maintain social distancing while working.
- All employees to maintain 2 M social distancing, in case not feasible minimum 1 M to be maintained.
- Daily Tool Box meeting shall contain the awareness about COVID-19 and preventive measures.
- All workers shall be instructed to keep separate water bottles, mug, glass.
- Ensure sanitization of all areas are done before start and after end of shifts.

Purpose : Ensure proper sitting arrangements, personal hygiene, maintain social distance

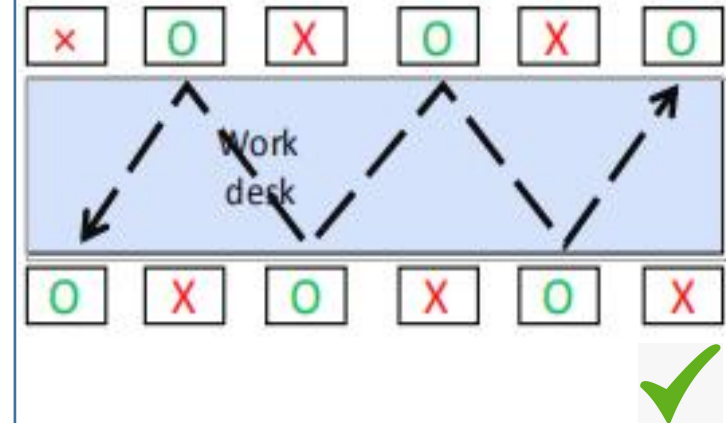
Avoid face to face sitting



Avoid adjacent sitting



Ensure zigzag sitting



Key Points :

- Avoid sitting side by side and face to face.
- Strictly adhere social distance of minimum 2 meter. Disinfect your laptop/desktop before & after use
- Employees shall work from their seats and avoid going to others seats.
- Maximum possible discussions / interaction can be held through hand phones and mobiles.
- Wear mask while working in office to prevent infection.

Purpose : Ensure proper sitting arrangements, hand hygiene & respiratory hygiene

Avoid meetings in conference



Avoid group training



Conduct virtual meetings



Key Points :

- Meetings are to be avoided as far as possible and VC / conference calls / other modes can be used.
- All employees to maintain 2 M social distancing , in case not feasible minimum 1 M to be maintained.
- Avoid hard copy files and use soft copy for all official correspondences.
- No close group meeting shall be conducted.

Purpose : Material handling equipment sanitization

Precautions while using material handling equipment



Don't touch surfaces
without Sanitization



Key Points :

What to sanitize:

1. Steering wheel, tiller arm, control switches & levers
2. Touch-sensitive display screens (if available)
3. Grab handles, seat belts, arm rests & shared chassis areas
4. Access covers, battery change plug, fuel cap

When to sanitize:

- Before and after each work shift
- Upon any change of driver

How to sanitize :

- 1 % Sodium Hypochlorite solution

Purpose : Material and documents exchange

Avoid hard copy exchange



Use PPEs while material handling



Use PPEs while material transport



Key Points :

- Drivers should avoid leaving the vehicle/ tractors/ trucks as far as possible avoid physical contact.
- Encourage use of paperless documentation where possible e.g. invoice copy by email
- If physical documents/ envelopes are exchanged, it is recommended to use sanitizer post exchange.
- All loaders and un-loaders to wear masks. In case reusable gloves are worn, sanitize or dispose.
- Frequently wash and sanitize hands after coming in contact with transported goods surfaces.



Thank You