

Resuming Operations After Covid -19 Lockdown



Resuming Operations After Covid -19 Lockdown

1. General Guidelines

2. Commuting from Home to Work

3. Entry to Plant and Workplace

4. Health and Safety of Plant & Workplace

5. Health and Safety while Leaving Work

6. Health and Safety At Home After Work

1. General Guidelines

- Wear mask in public places. • Do not shake hand with anybody or hug anybody.
Not wearing mask in public places is punishable offence.



- Download Arogya Setu Govt App and do Self assessment

Aarogya Setu

मैं सुरक्षित | हम सुरक्षित | भारत सुरक्षित

1. General Guidelines

Removing a mask



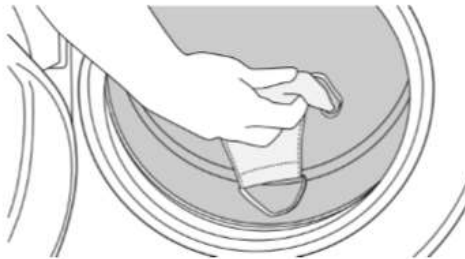
1. Grab ear loops only and lift the mask off ears

2. Pull bottom of the mask off away from chin and mouth

3. if you plan to reuse the mask right away, place it in a clean paper bag so it will not contaminate other surfaces. Otherwise place directly into your washing machine and follow the instruction
4. If it is single use mask, discard it directly into garbage.
5. Clean hands with soap and water or alcoholic based hand sanitizer

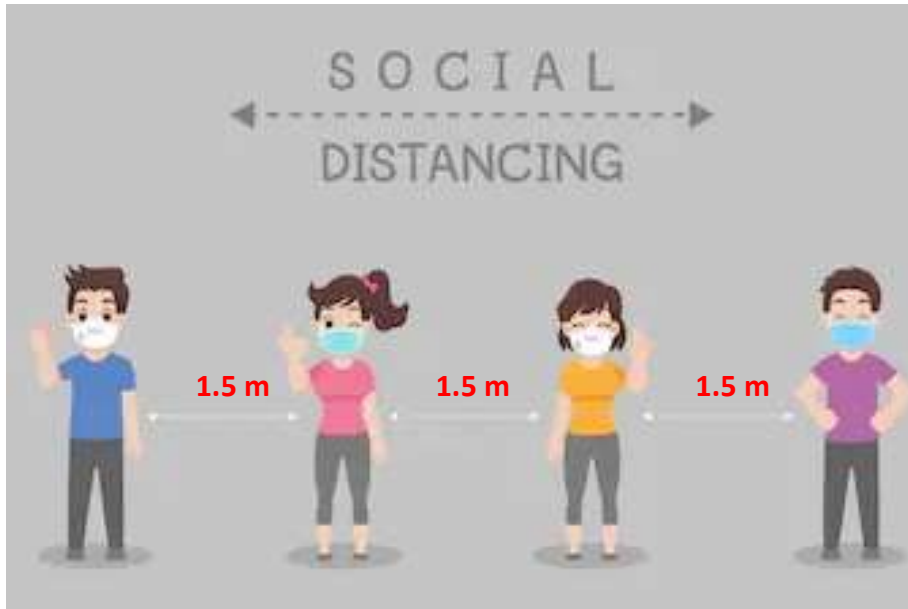
Home cleaning instruction for reusable mask

1. Launder the mask after use in your washing machine in hot water using soap or detergent that leaves no residues.
2. Dry in your hot dryer



1. General Guidelines

- Social Distancing is the key
- Do not Spit in public places. Spitting in Public places is punishable offence



NO SPITTING

1. General Guidelines

- Do not Share your Personal Belongings.
- Do not touch your Eyes, Nose and Mouth.



1. General Guidelines

- Cover your nose & mouth with tissue or elbow while sneezing.
- Clean your hands with soap and water frequently.



Resuming Operations After Covid -19 Lockdown

1. General Guidelines



2. Commuting from Home to Work



3. Entry to Plant and Workplace



4. Health and Safety of Plant & Workplace



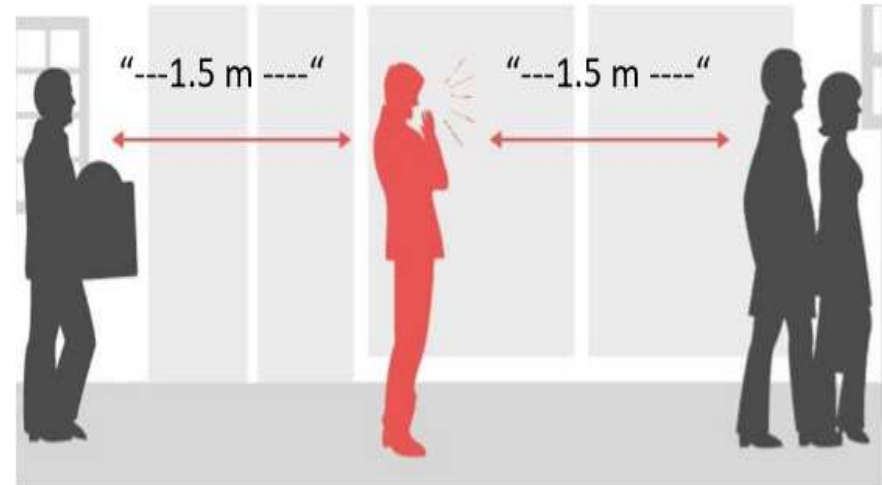
5. Health and Safety while Leaving Work



6. Health and Safety At Home After Work

2. Commuting from home to work

- Wear your face mask covering your nose and mouth before you leave your house
- If you commute by walk Practice social Distancing



2. Commuting from home to work

- If you commute by Two wheeler avoid Pillion Riding
- If you commute by four wheeler sit diagonally to the driver and maintain social distance.

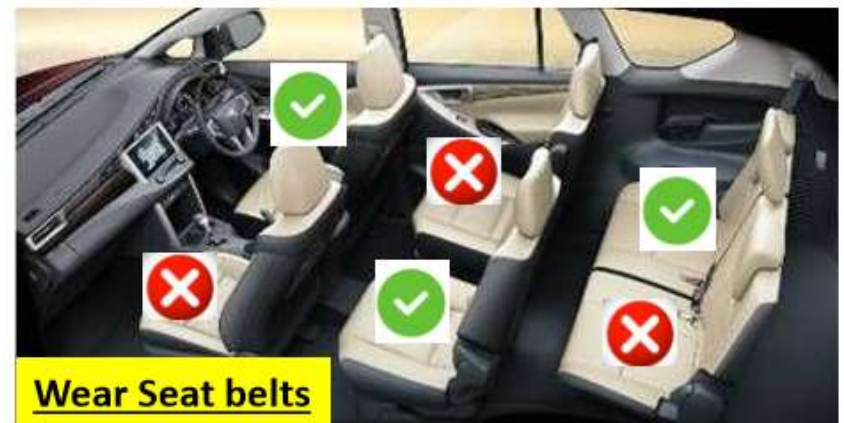
Wear Helmet



Avoid Pillion rider



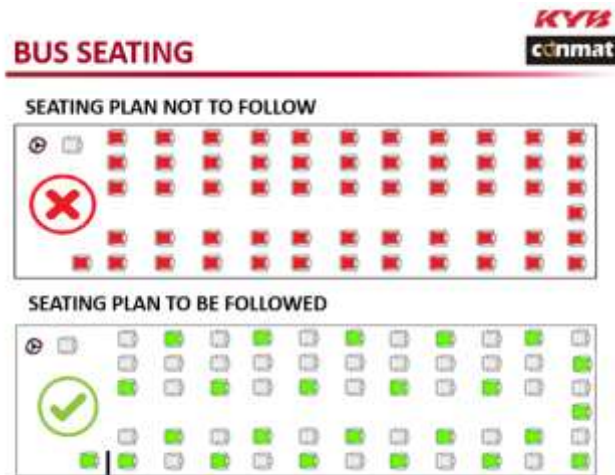
Wear Seat belts



Wear Seat belts

2. Commuting from home to work

If you Commute by company bus



Key Points:

- Sanitize your hand before embarking the bus and while leaving the bus.
- First person to board the bus should occupy the last seat and last person to occupy first seat.
- Alternate sitting arrangement is to be ensured. Arrangement has been displayed in bus.
- Mask must be worn continuously during the journey.
- Windows must be kept open all times.

Resuming Operations After Covid -19 Lockdown

1. General Guidelines



2. Commuting from Home to Work



3. Entry to Plant and Workplace



4. Health and Safety of Plant & Workplace



5. Health and Safety while Leaving Work



6. Health and Safety At Home After Work

3. Entry to Plant and Workplace

Entering the Company Premise

Key Points:

- After Getting down from the bus, strictly stand in the yellow circle marked at KYB Conmat gate to maintain social distance.
- Get your body temperature scanned.
- Sanitize your hand before entering company premises.
- Employees entering first time need to fill self declaration form at the gate.



Wait &
proceed Do
not Rush



AVOID
TOUCHING AND
CROWDS



Resuming Operations After Covid -19 Lockdown

1. General Guidelines



2. Commuting from Home to Work



3. Entry to Plant and Workplace



4. Health and Safety of Plant & Workplace

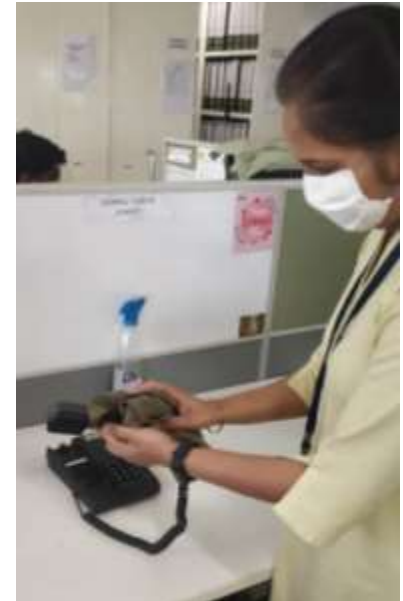


5. Health and Safety while Leaving Work



6. Health and Safety At Home After Work

4. Health & Safety at plant and workplace



Key Points:

- Biometric attendance system is disabled.
- Sanitize your Laptop / desktop and workplace before leaving and during the shift.
- Do not share stationary likes stapler, pen, punch machine etc.

4. Health & Safety at plant and workplace



NO SMOKING

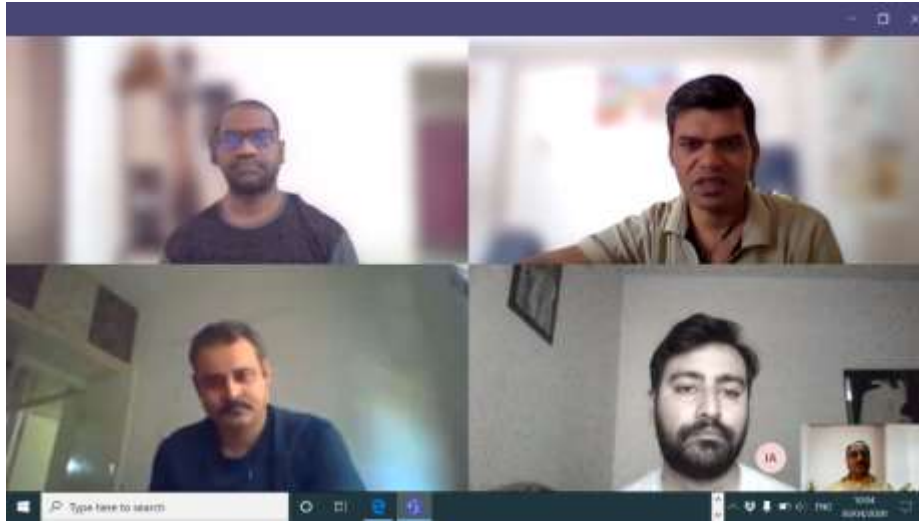


NO SPITTING

Key Points:

- Chewing Gutka, Tobacco, spitting and smoking in company premises is strictly prohibited and is punishable offence.

4. Health & Safety at plant and workplace



Virtual Meeting



Key Points:

- Arrange virtual meetings instead of physical meetings (meeting in person). If physical meetings are necessary, call minimum possible person and maintain distance.



4. Health & Safety at plant and workplace

Working at Shop Floor



Key Points:

- Workshop meetings to be conducted maintaining social distance
- Wear mask all the time
- PPE for safety is mandatory
- Person must stand at designated place for operating machine



4. Health & Safety at plant and workplace

Tea breaks / Water

Key Points:

- Bring your water bottle and keep it with you. Fill from water station if required.
- Use disposable cups for tea. Do not form groups while taking tea.

Canteen Norms

- Canteen premises will be disinfected daily.
- Lunch table, seats and other touch points will be disinfected before lunch time and between each batch.
- At present no lunch / dinner will be provided, bring your food with you.
- No drinking water facility at canteen, carry your water bottle.



4. Health & Safety at plant and workplace

Canteen Norms

Key Points:

- Staggered lunch breaks to be observed. Batch and timings will be displayed at canteen board.
- Do not use seat where cross (X) is marked to maintain social distance.
- Do not share your eatables with other.
- Going outside for food or ordering food from outside is not allowed.
- Do not talk while taking food as you will be without mask at that time.
- Go to canteen with your mask. While having food remove your mask and keep it in plastic bag.
- Wash your hand with soap and water thoroughly before and after lunch for at least for 20 second.
- Do not wash your lunch box at canteen wash basin.
- Maintain social distancing while waiting for washing hand.

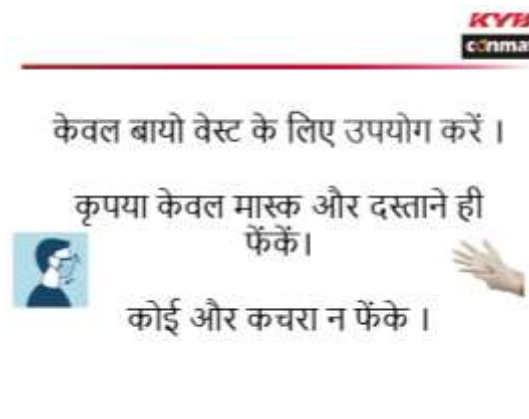


4. Health & Safety at plant and workplace

Collection and disposal of PPE

Key Points:

- Any type of PPE for COVID19 must be thrown at designated yellow colored dust bin.
- Only authorized person should collect all the used PPE for COVID19 from yellow color bins at intervals and arrange to dispose off the same as per Bio Medical Waste Management (BMWWM) guidelines.



4. Health & Safety at plant and workplace

Sanitization of Workplace



4. Health & Safety at plant and workplace

Sanitization of Workshop



4. Health & Safety at plant and workplace

Keeping Social Distance: Seating Arrangements to maintain 1.5 m



4. Health & Safety at plant and workplace

- Provision to open door with foot
- Foot operated Hand sanitizer dispenser
- Provision for washing hands at different locations



Resuming Operations After Covid -19 Lockdown

1. General Guidelines



2. Commuting from Home to Work



3. Entry to Plant and Workplace



4. Health and Safety of Plant & Workplace



5. Health and Safety while Leaving Work



6. Health and Safety At Home After Work

5. Health & Safety while leaving work

After Shift completion proceed to gate

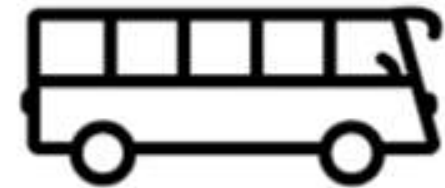
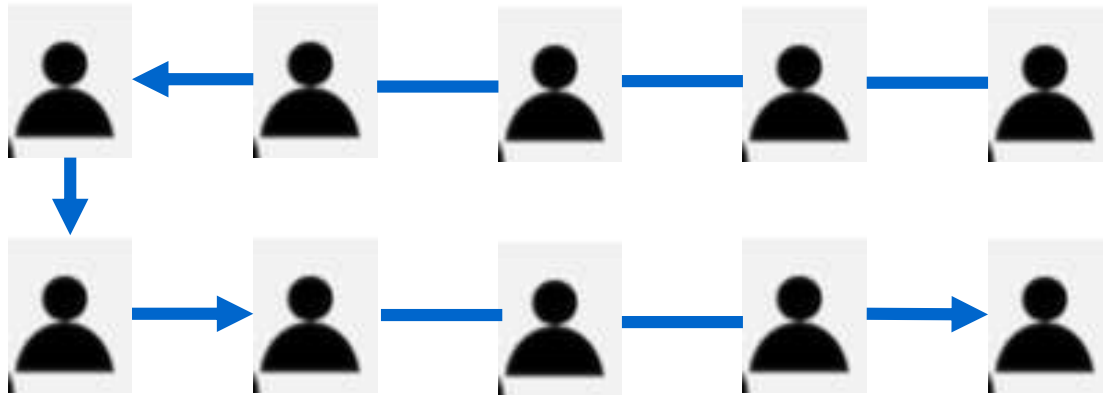


Key points:

- Keep the face mask on
- Keep social distancing of 1.5 m following
- Get your body temperature scanned

5. Health & Safety while leaving work

At bus pick up point



Key points

- Stand in queue at the boarding point maintaining social distancing of 1.5 m
- Board the bus one by one maintaining social distancing
- Follow the seating procedure as instructed in the bus
- Keep the windows Open

Resuming Operations After Covid -19 Lockdown

1. General Guidelines



2. Commuting from Home to Work



3. Entry to Plant and Workplace



4. Health and Safety of Plant & Workplace



5. Health and Safety while Leaving Work



6. Health and Safety At Home After Work

6. Health & Safety at home after work

After Reaching home



Key points

- Wash your hands and foot by soap and water outside the home before entering.
- Also wash / sanitize your belongings and wash hand again.
- After entering home, without touching anything take bath with shampoo, soap and water.

6. Health & Safety at home after work

After Reaching home



Key points

- Keep your clothes in water and put detergent in that. Wash your clothes separately and dry it in sunlight.
- Do not touch anyone in family especially children below 5 years and elders above 65 years unless you sanitize yourself by taking proper bath

6. Health & Safety at home after work

While at home with your family

Follow the below 8 health tips for safe stay at home

Health Tips to stay safe at Home



Wash hands with
soap and water for
20+ seconds each time.



Avoid touching your
eyes, nose and mouth
with unwashed hands.

Drink 5-6 glasses of hot water a
day
Steam for few minutes daily
Wash your hands often



Stay home from work or
school if you are sick.



Avoid close contact
with people who are ill.



Cover your mouth and
nose with a tissue when
you cough or sneeze.



Throw away tissues
after coughing, sneezing
or blowing your nose.



Clean and disinfect
surfaces that are
frequently touched.



Enjoy Life.....