

Guidelines to be followed to prevent spread of COVID19

Purpose:

To ensure health and safety of employees.

How to protect:

Source	Means	How to protect.
Close Contact	Person to person, To touch common surface, Hand touching nose, eye, mouth.	Temperature Screening Self-Health Monitoring Social Distancing Frequent application of disinfectant on common touch surface Wash hands frequently as per guideline
Respiration	Coughing, Sneezing, and talking	Use Mask and cough etiquettes Social Distancing

General Guidelines

- Follow the government directives and company instructions strictly.
- Wear mask whenever you are out of your home. **Not wearing mask at public place is punishable offence.**
- Insist others to wear mask. If someone is not wearing mask, don't talk to them in person or go near to them.
- Maintain social distancing at every place, while waiting, while walking, while travelling or while working. Distance should be 1.5 meter (5 feet) between 2 persons.
- Do not shake hands with anyone nor hug anybody.
- Do not share your belongings like handkerchief, Razor, Comb, etc.
- Do not take lift in vehicle of unknown person.
- Avoid lifts if possible, rather use stairs. If using lift is necessary, stand facing toward walls.
- Clean your hands frequently with soap and water for 40-60 seconds especially before eating, before and after using toilet, before and after touching common surface. **\$\$03**
- If washing hand is not possible, use hand sanitizer with minimum 60% alcohol content for at least 20 seconds. Keep small hand sanitizer in your pocket. **\$\$03**
- Don't touch your eyes, nose and mouth. If necessary, sanitize your hand first.
- Cover nose and mouth with tissue or elbow while sneezing and coughing.
- If you or any one of your colleagues have symptoms like Fever, Cold, Dry Cough, sometimes Aches and Pain, Runny Nose, Sore Throat, Shortness of Breath, immediately inform the HOD and HR dept.
- Pillion riding is not allowed on 2-wheeler.
- For 4 - wheeler, 1 Driver + 2 passenger is allowed. **\$\$03**
- Do not spit in public places. **Spitting is punishable offence.**
- Keep open all the doors of cabin.
- Posters and visual indications have been pasted at various places in premises, follow those.
- Not following any of the guidelines will be considered as severe misconduct.
- Outdoors movements shall be strictly prohibited between 7.00 pm to 7.00 am. **\$\$03**
- It is advisable to install Aarogya Setu application on compatible mobile phones and regularly update their health status on the app. **\$\$03**

Guidelines to be followed to prevent spread of COVID19

Starting from Home to Work

- If you are feeling feverish or displaying any symptoms of COVID19, stay home and inform your HOD.
- Don't forget to carry your company id card
- Don't forget to wear a mask. You may carry one spare mask.
- Carry a pocket hand sanitizer and handkerchief.
- Maintain social distancing at pickup points by standing at minimum 1.5 meter (5 feet) apart. Follow same while walking on road / footpath.

Bus Travelling

- Clean your hand with sanitizer before embarking the bus.
- First person at first pick up point should occupy last seat and last person at last pick up point should occupy first seat (near driver's cabin). This must be followed till further notice.
- Bus permission is granted with limited passenger, do not exceed.
- To ensure social distancing, sit on alternate seats. Arrangement has been displayed in bus.
- Windows must be kept open while travelling.
- At the time getting down, first person sitting at first seat (near driver's cabin) will get down first.
- Mask to wear continuously during journey.
- Avoid touching common surface.
- Get down on reaching at station one by one only.

Car Travelling

- Driver's health shall be enquired before start.
- Clean door handle, steering, gear handle and knobs by disinfectant.
- For 4 - wheeler, 1 Driver + 2 passenger is allowed. **\$\$03**
- All person in car must continue wearing face mask.
- Do not give lift to any unknown person.
- Windows to be kept open.

Entering the premises

- After getting down from bus / car, stand in queue at gate maintaining social distancing. Circles are marked for the purpose.
- Security will check the temperature at gate by temperature gun. If body temperature is less than 37.5°C / 99.5° F, security will mark the attendance and allow to go inside.
- Hand to be sanitized before entering the premises. Arrangement is made at gate.
- Please wait till the next person moves on common pathways.
- Employee entering the premises first time after resumption, need to fill and sign self-declaration form at gate.

Working at Office

- Social distancing must be ensured by alternative seating wherever seating distance is close.
- Sanitize your laptop or desktop and workplace before and during shift beginning.
- Individuals must sanitize their workplace before leaving for the day.
- Do not share stationary like staplers, pen etc.
- All finger sensing Biometric devices and password on printer disabled to avoid touching common surface.
- Mark attendance through RFID cards at designated Biometric devices. **\$\$03**
- All recreational activities (Carrom, TT) are closed.

Guidelines to be followed to prevent spread of COVID19

- Chewing Gutka, Tobacco, spitting and smoking in company premises is strictly prohibited and is punishable offence.
- After coming to factory do not go out of premises. If extremely necessary, take permission from HOD and inform HRA before going.
- Arrange virtual meetings instead of physical meetings (meeting in person). If physical meetings are necessary, call minimum possible person and maintain distance.

Entry of Visitors

- Avoid visitors. If extremely essential than get permission from HRA thru respective HOD.
- All visitors to follow the procedure as applicable for employee including temperature measurement, wearing mask all the times, maintaining distance, and providing self-declaration.

Working at Shop Floor

- Reduce number of persons attending workshop meetings and maintain distance.
- Wear mask all the times.
- Shifts not to be overlapped.
- Ensure no sharing of tools or workstation to the extent possible. If needed provide additional set of tools.
- After each shift all the tools and common touch surface of machines to be disinfected properly.
- Persons must stand at designated place for operating the machine.
- PPE for safety is mandatory.

Water / Tea **\$\$03**

- 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 **\$\$03**

- At present no lunch / dinner will be provided, bring your food with you.
- No drinking water facility at canteen, carry your water bottle.
- 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.
- Go to canteen with your mask. While having food remove your mask and keep it in plastic bag.
- Do not talk while taking food as you will be without mask at that time.
- 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.

Collection and disposal of PPE

- 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 (BMWM) guild lines.

Entry / exit of goods transport vehicle

- *Refer separate guideline for the purpose*

Guidelines to be followed to prevent spread of COVID19

Leaving the premises and reaching home

- Wash your hands properly after leaving workstation.
- Wait at gate in line for temperature measurement and exit formality.
- Embark on bus slowly, employee to be get down last should sit on last seat.
- If possible, inform at home in advance so that they can keep doors open.
- 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.
- 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.
- Wash your mask in HOT water using soap or detergent if it is made of reusable cloth.

Precaution while on official tour

- Before start, check directives from local Govt authority regarding your present location and location where you intend to go.
- For service visit, check with customer that they have requisite clearance to start work at their site from Local Govt authority. Similarly enquire beforehand that person to whom you are going to meet is available and you will be allowed to meet him.
- Carry necessary documents / pass issued by designated authority.
- Keep your immediate senior updated regarding your travel plan.
- Use proper PPE as per guidelines.
- Wash your hands with soap at regular intervals or use sanitizer.
- Maintain social distancing while travelling as detailed above.
- Enquire and ensure driver health is good before boarding any car.
- Do not travel in public transport.
- Do not share personal belongings like phone, pen, handkerchief, razor with anyone.
- Please wait till the next person moves on common pathways.
- Carry your lunch and water from home / your place of stay.
- Sit in alternative seats in meeting or while having lunch / dinner.
- Avoid large gatherings.

Instructions for HOD

- Considering conditional permission, limited number of employees to be called as per requirement of the day.
- On daily basis, next days requirement to be decided and conveyed to HRA. HRA will arrange to inform employee and transporter for route to follow.
- Following employee are not allowed to be called at factory.
 - Employees from containment area.
 - Employee above the age of 65 years.
 - Employees with Co-morbidities. **\$\$03**
- No employee shall be allowed or required to work in a factory for more than 12 hours in any day and 72 hours in any week

Guidelines to be followed to prevent spread of COVID19

Special care to be taken by HRA

Apart from enforcing all the guidelines in this document and issued by government, following need special attention

- Maintain supply of PPE, sanitizer, disinfectant and other things for enforcement of guidelines.
- The period of work of adult workers / employees in a factory each day shall be so fixed that no period shall exceed 6 hours and that no worker shall work for more than 6 hours before he has had an interval for rest of at least half an hour.
- Frequently touch points like stair railings, lift buttons and other common touch surface needs to be disinfected at regular intervals.
- Sanitization of washrooms needs to be done at interval of 2-3 hours.
- PPEs to be worn by the cleaning staff.
- Keep track of any new government directives and make appropriate changes in procedures.
- Disposal of all cleaning cloth and PPE in proper manner.
- Temperature of employee at the time of entry and at the time of exit to be checked and recorded.
- Canteen premises will be disinfected daily. **\$\$03**
- Lunch table, seats and other touch points will be disinfected before lunch time and between each batch. **\$\$03**