

Standard Operating Procedure

for resumption of work after lockdown

Definition: This procedure will be called the standard operating procedure for resumption of work after Lockdown.

Scope: All direct & indirect Manpower working in Company which includes all employees, suppliers, Contractors, Vendors & Visitors.

Responsibility: HR, Managers & All Department HOD's.

Essentials things to do before starting the Company:

- **Procurement of essential supplies** – Mask, Sanitizer, Temperature measuring gun, Disinfectant before start up.
- Cleaning and Sanitation of complete plant and disinfection including canteen prior to re-start of the plant.
- Procurement of Potassium per manganate solution (KMnO₄) to use in canteen for washing utensils.
- Social distancing during mass movement at gate entry, time office, shop floor, canteen, tea breaks, entry, exit to be ensured by security team and respective HOD's.

Official working procedure

- Changes in the working methodology shall be made to avoid crowding and maintaining social distance while working.
- Working days: Working days will be normal as per the standing order of the company. This can be decided by the HR Head/Director as per Guidelines of Government if any.
- Working Hours – Working hours will be normal as per the standing order of the company. This can be decided by the HR Head/Director as per Guidelines of Government if any.

Procedure to follow at entry gates

Thermal Screening

- As per the procedure it will be mandatory to screen all employees of company, to go through the thermal screening at gate, to check whether the temperature of any incoming person is not higher than 36.8 degree/98.2 degree F.
- Incase of contractors/vendors/courier person/employees from different units of same group, all have to go through a thermal screening check.
- Incase of driver, coming through any vehicle, will be stopped at gate and will go through a thermal scanning, then only they will be allowed to enter inside the premises.
- Security guards at gate will be responsible for thermal scanning check and to ensure the temperature of any person found above the said limit, is not allowed inside.

- In case any person found fever and cough or any breathing problem will strictly be not allowed to enter into the company premises, and immediately will inform to the HR department.

Sanitizers at gate

- A proper arrangement of sanitizer will be made at main gate, so as to ensure anyone coming inside the company premises, sanitize his/her hands properly.

In case of parcel/Delivery of courier

- Any parcel /courier person should be stopped at gate. Security team will inform to concerned person and parcel shall be collected from gate by concerned person.

Wearing of Mask:

- It will be mandatory for all persons to wear mask, within the company premises.
- It will be responsibility of Admin in charge to depute one person responsible to distribute the mask to all those employees who is in need.
- Admin department has to ensure that there is an adequate stock of mask available so as to ensure proper supply in case of demand.

Marking of attendance:

- Bio-metric (Finger touch) swiping for attendance shall be temporarily discontinued.
- Register for attendance will be kept at gate, a security guard will be responsible for marking attendance confirming the presence.

During duty hours at Company:

- In addition to the above, following Points shall be adhered to by all contract personnel.
- Employees shall be instructed to maintain social distancing of 1 m at all times (tea time, lunch time, gate entry time and drinking water area).
- No other group meeting shall be conducted.
- Supervisor will be responsible for their working area to be kept clean and hygiene.
- Responsible person for Company housekeeping will ensure to apply disinfectant spray at common places (eating place, drinking water area, drinking water area, washrooms).
- It will be ensured that sanitizer in sufficient quantity at all common points, including drinking water points/washrooms/canteen are well kept.
- Display of precautions / measures do's and don'ts' at prominent places in all languages spoken by the employees.
- All employee shall be instructed by supervisor to keep separate water bottles and avoid common water Bottle /mug /glass.

Canteen Specific

- Change in Timings in smaller batches.
- Timing of lunch will be segregated more to reduce crowd at one place.

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- All Canteen staff must be fully healthy.
- Daily monitoring of body temperature.
- Canteen Staff must wear all required PPE such as Gloves, Masks, Cap etc.
- Rule of social distancing will be mandatorily followed.

Sanitization and Upkeep of common places / utilities

- To ensure that all doors / windows are in open condition always during office hours.
- As far as possible, air-conditioning shall be avoided and natural ventilation shall be used.
- To ensure that sanitization of common areas are done before start and after end of duty hours for first 15 days thoroughly.
- Special attention to be given to wash rooms / toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.
- Walls / Doors / Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.
- Soap solutions / hand sanitizers / paper towels shall be placed and replenished periodically.

Restriction on the entry of outsiders

- Entry of relatives / friends of employees are to be avoided to maximum extent for first 15 days.
- Entry of visitors/ any non-essential vendor will be restricted for first 15 days.

All employees are advised to follow the following

- As far as possible bring your own vehicle for coming to office. Avoid use of public transport during rush hour.
- Mandatory use of mask. Always keep handkerchief with them.
- Avoid Handshake.
- Avoid business travel as far as possible.
- Wash your hands frequently with soap for at least 20 seconds or use hand sanitizer when hand washing is not possible.
- If you are unwell do not come to workplace rather take leave.