

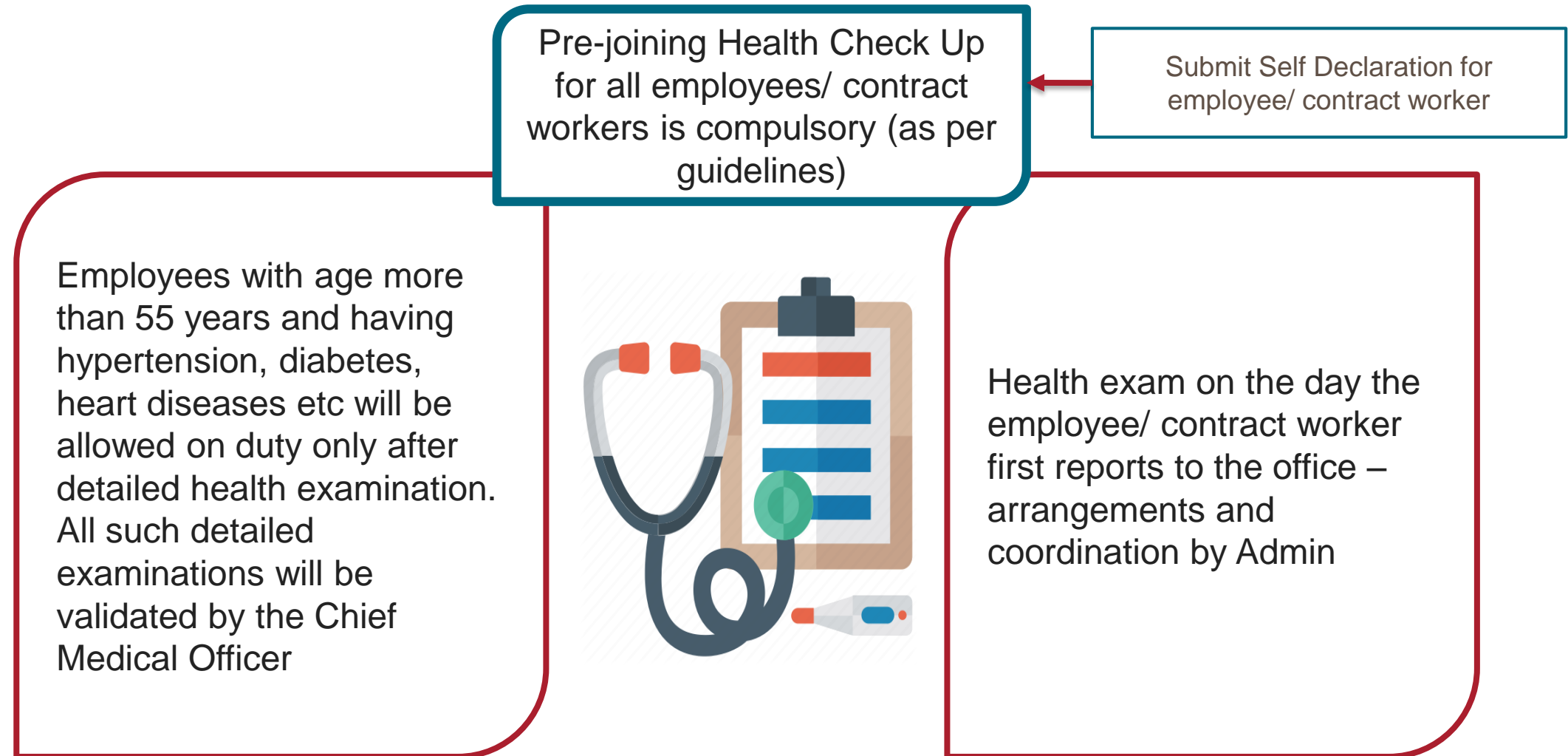


Covid-19 Office Start up Guidelines



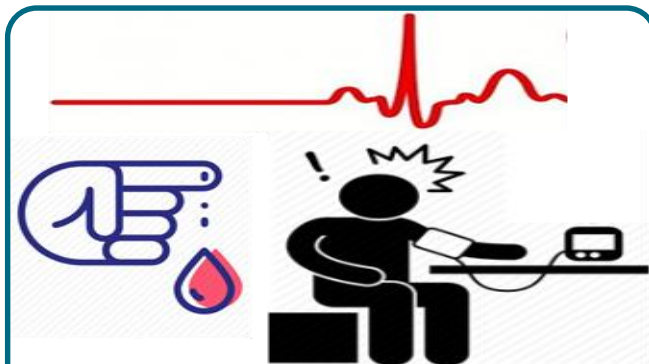


Pre-Start Up Requirement

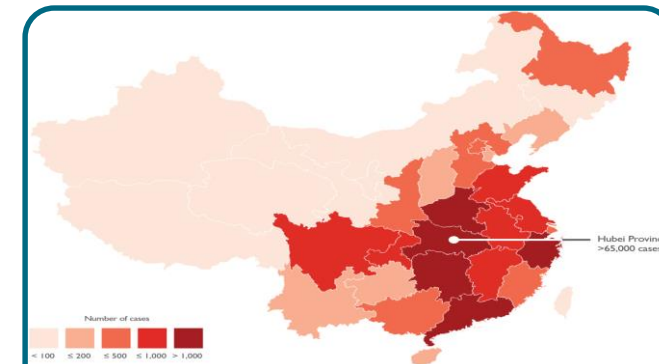




Persons Advised to Work from Home



Anyone who falls under high risk category such as uncontrolled diabetes, uncontrolled hypertension, recent cardiac event, recent CVA (paralytic attack), COPD, major surgery such as Craniotomy, Laprotomy etc



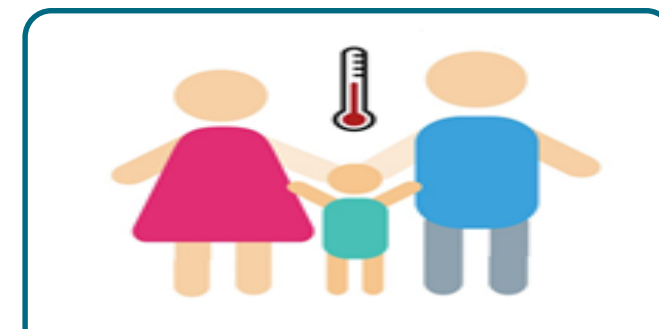
Employees residing in notified containment zone



Female employees/ contract workers who are pregnant



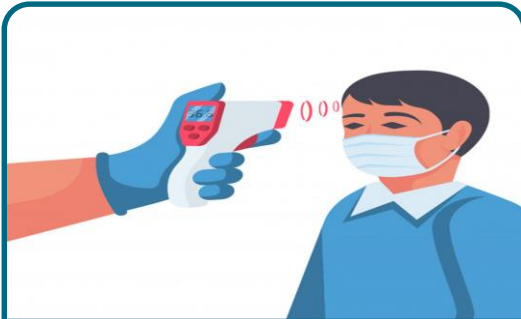
Who do not clear the daily screening process



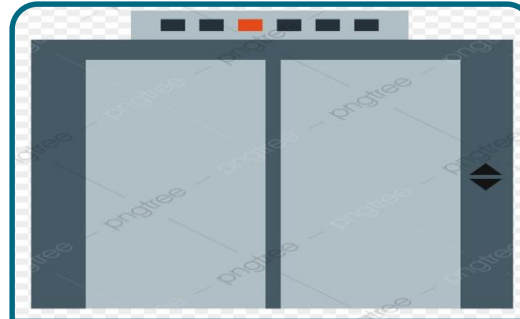
Employees/ Contract workers who have or their family members have common cold/ flu symptoms



General Guidelines



Daily temperature screening for all personnel



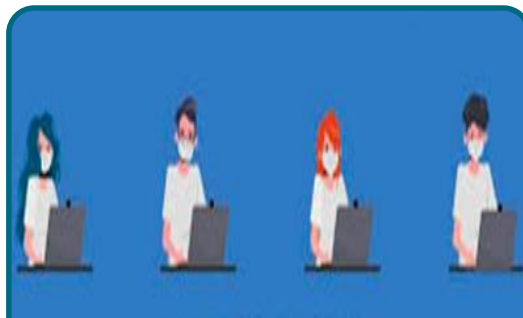
Lifts to be used for 2nd floor and above and there shall be only 2 occupants at a time (with masks; maintain social distancing)



Staircases should be used for upward and downward journey keeping social distancing in mind



Hand sanitizer stations (preferably touch free) to be established – all floors before entering office, bottom of all staircases, pantries



Offices to function with minimum essential manning

	Before and after meal
	Before and after using washrooms
	After coming back from any public place
	When touching surface often touched by others

All employees to establish a hand wash routine



No Activity that encourages gathering of people in groups



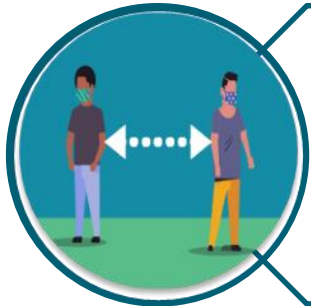
COVID Personal Behaviours



I will wear a mask on leaving home, while commuting to office and during the whole day when I am in the office



I will always ensure personal hygiene by regular hand wash and covering my face while sneezing/ coughing



I will always try to maintain social distancing of 3-6 feet at all times



I will always report:

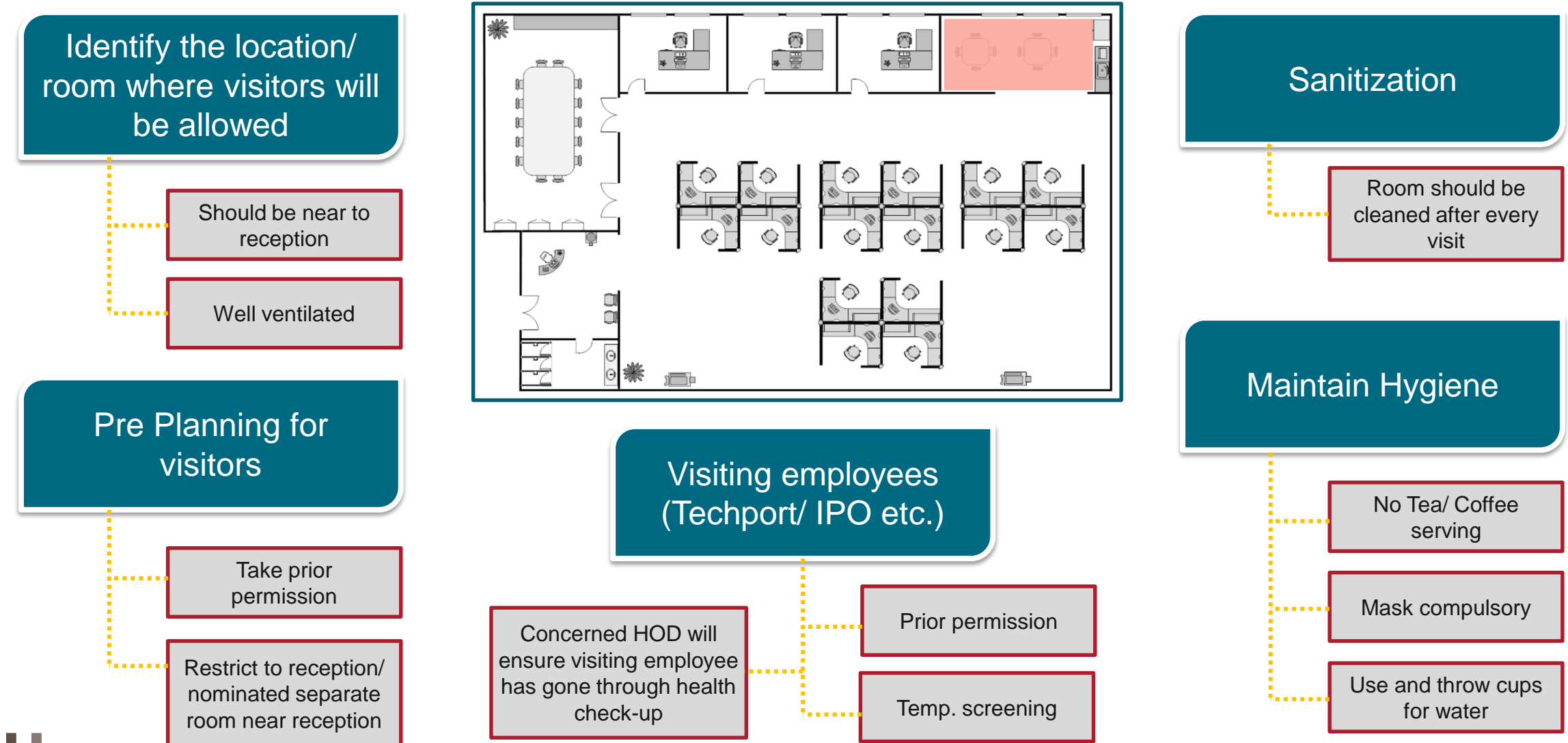
- If I/ family member/ colleague has common cold/ flu symptoms
- Somebody visits/ comes home from outside the district/ city/ town/ ward
- A COVID case if confirmed near my house



I will always intervene when I observe non-compliance to the behaviours above

Guidelines: Visitor Management

Visitors are not allowed without permission



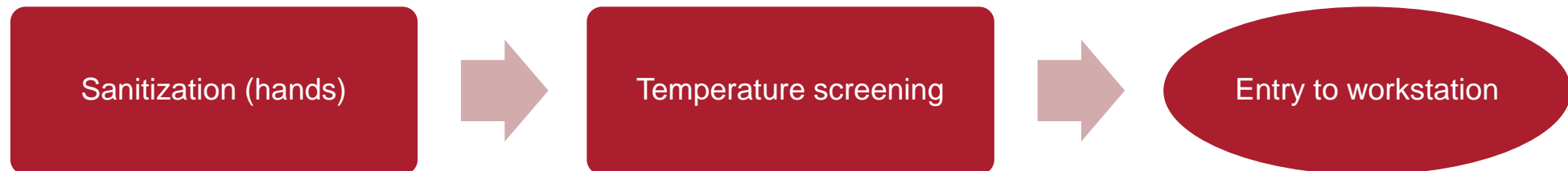


Office Entry Process (Essential Staff)

First Day Process



Daily Process



- Nose mask must be worn throughout the process
- Social distancing must always be maintained



Guidelines: Starting the Day and Commuting to Office

When at Home



Check your temperature at home before heading out. If it is above 98.6 °F, then send a whatsapp to your direct supervisor and agree on working from home



Wear your mask before you step out of the house



Carry your lunch box and water bottle with you

When commuting



Use own two/ four wheeler without co-passenger



No getting off the vehicle on the way to office



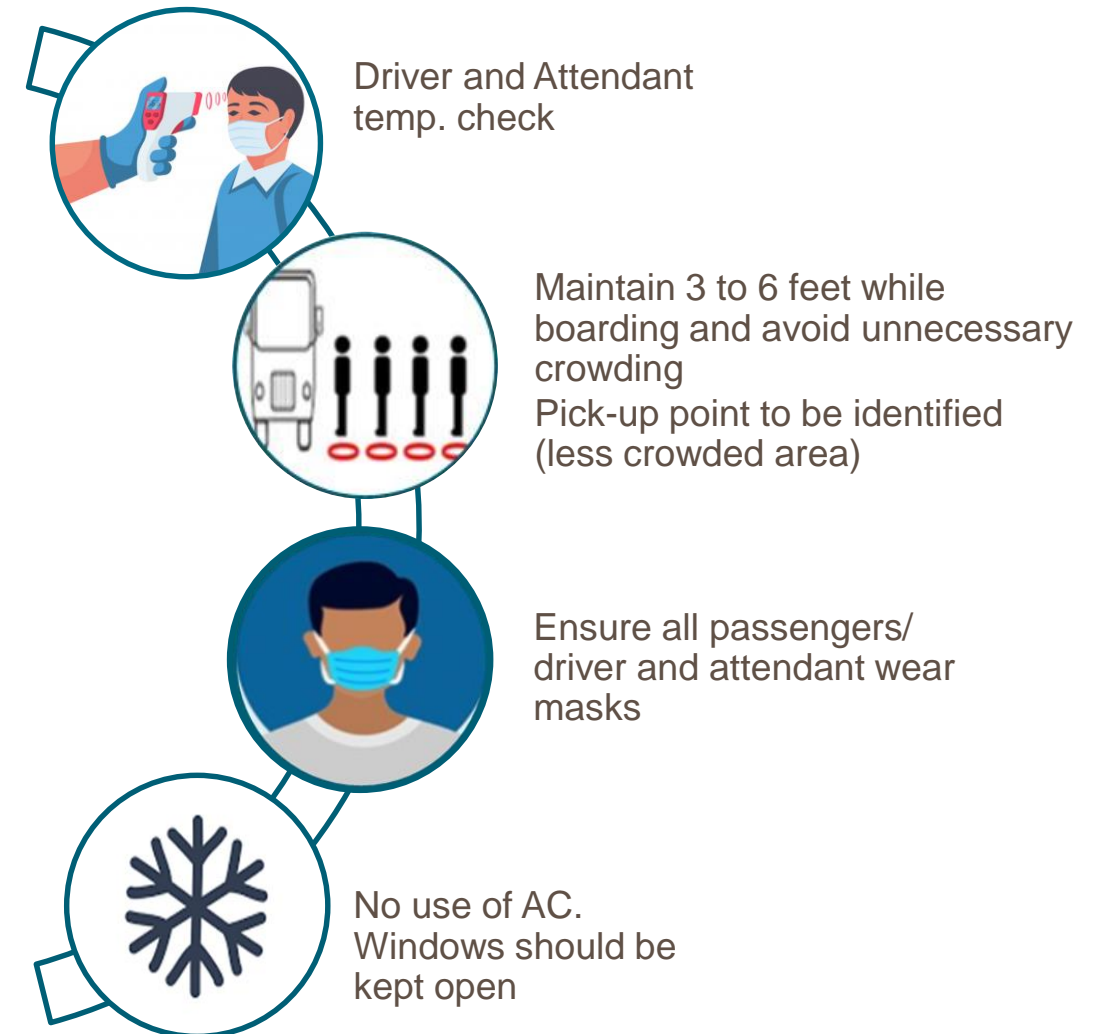
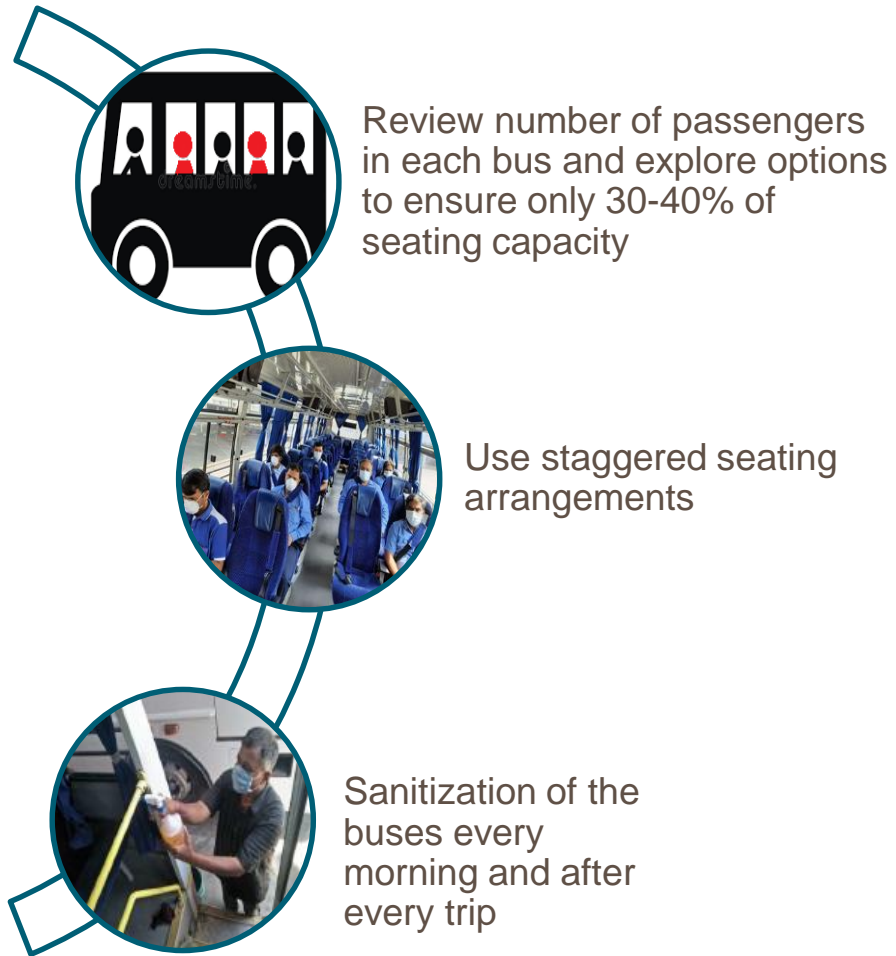
If travelling with a driver – ensure medical fitness of driver and do not run AC (windows to be open). Also continue to use mask



Before starting journey, wipe two/ four wheeler with wet cloth (use soap water soaked cloth at common touch points such as grab handles/ steering wheel or handles, car gear joystick and seat)



Guidelines: Use of Dedicated Bus

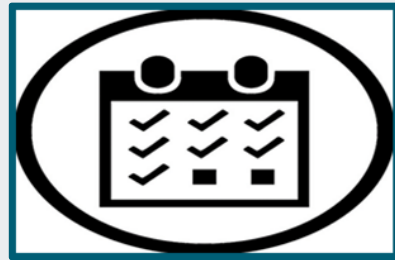




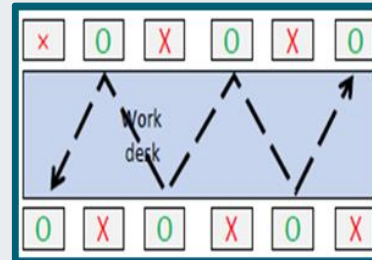
Guidelines: When At Office



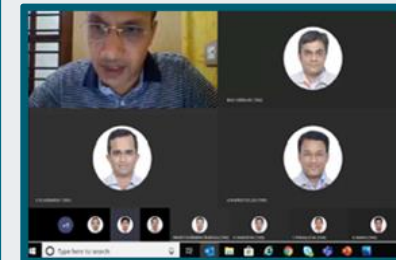
Wear mask to prevent infection



Attendance measures as put in place before lockdown to be continued – no biometrics



Alternative seating ensure social distancing of 6 feet



Virtual Meetings as far as possible



Have your lunch at your respective workstation only and maintain hygiene



No Activity that encourages gathering of people in groups



Minimum use of printer (only essential documents). Use sanitizer before and after use



All conference room capacity to be restricted to 50%. Chairs to be placed and marked with tape - 3 to 6 feet between chairs



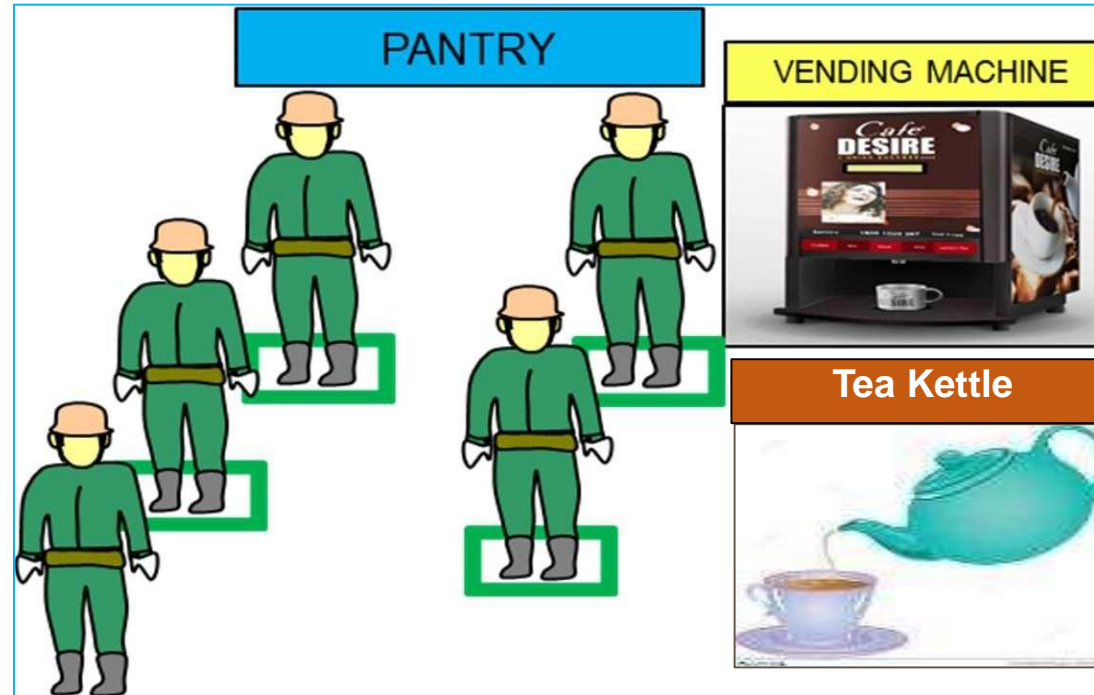
Download and use 'Aarogya Setu' app to update yourself (mandatory)



Maintain sufficient gap between vehicles while parking (avoid human to human touch)



Guidelines: When at Pantry/ Tea Point



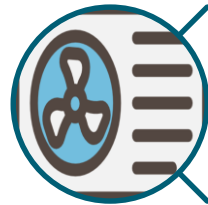
- Avoid overcrowding. Arrive at pantry in staggered timings and maintain social distance
- Do not chat in groups. Leave pantry once you take water or take coffee/ tea
- Use disposable cups/ own water bottles
- Use a wet wipe/ tissue for touching tea/ coffee vending machine or water dispenser and throw the wet wipe/ tissue after use into the garbage bin



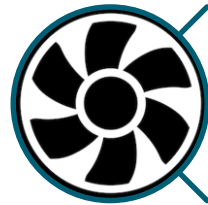
Air Conditioning System



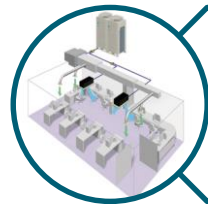
Set room temperature between 24°C and 30°C and maintain relative humidity between 40 per cent and 70 percent: In humid climates set temperature closer to 24°C for de humidification and in dry climates closer to or at 30°C and use fans to increase air movement



Evaporative coolers must draw air from outside to ensure good ventilation



Toilet Exhaust Fans must be kept in operating mode



Virus particles in return ducts can also re-enter a building when centralized air handling units are equipped with recirculation sectors. It is recommended to avoid central recirculation: close the recirculation dampers



Guidelines: When Using Rest Rooms



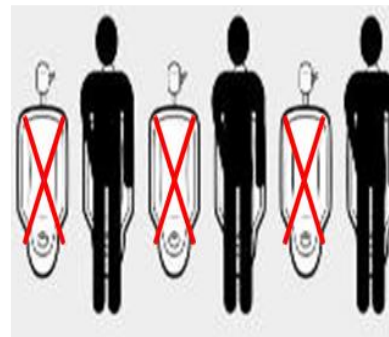
While Entering Toilet

Open the door using your elbow/arm (Do not use palm)



Using Commodes

Wash commodes with water **before and after** using
Remove the water by using tissue papers



Using Urinals

Use alternative urinals to maintain social distance



After using Urinals & Commodes

Wash your hands as per the guideline with soap



While coming out from toilet

Open the door using your leg & elbow/arm



Waiting at urinals

1. Maintain social distance
2. Do not enter inside if it is crowded



Waiting at urinals

Do not use palm



Guidelines: Disinfection



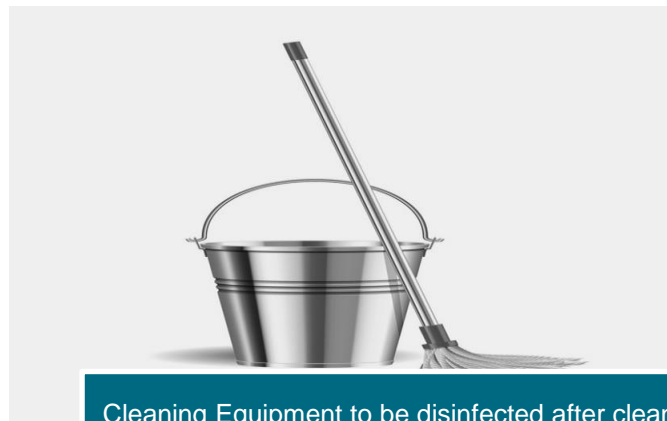
Clearing of areas every morning and evening with soap and water prior to disinfection. Water cleaning to be done only if practicable else disinfect directly



All areas should be mopped with a disinfectant



Frequently touched areas handles, buttons, and equipment printers/ scanners, table tops, chair handles, pens, diary files, keyboards, mouse, etc - higher cleaning frequency



Cleaning Equipment to be disinfected after cleaning. For buckets – Use a bleach solution and then rinse with hot water



Company cars to be disinfected twice a day (grab handles/ steering wheel, car gear joystick and seat) or when the driver changes



Disposal of Used PPE And Potentially Contaminated Garbage

Handling and disposal of used PPE (masks, gloves) and potentially contaminated garbage (disposable cups, cutlery, napkins, cigarette butts, chewing gum, etc.)

General Waste collected from suspected infectant area must be treated as COVID waste

Essential Requirements

- Keep separate colored bins/ containers at various locations
- Place Signage next to the bins to identify their usage for COVID waste
- Nominate person/s for these waste handling
- Provide PPE
 - Nose mask (N-95 or FFP2 mask)
 - Hand gloves (Nitrile in good condition – Not torn)
- Line the bins with double layered bags (using 2 bags)
- Secure the bag tightly with a rope before taking it out of the bin

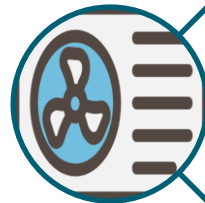




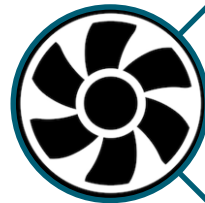
Air Conditioning System



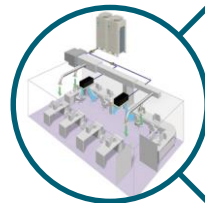
Set room temperature between 24°C and 30°C and maintain relative humidity between 40 per cent and 70 percent: In humid climates set temperature closer to 24°C for de humidification and in dry climates closer to or at 30°C and use fans to increase air movement



Evaporative coolers must draw air from outside to ensure good ventilation



Toilet Exhaust Fans must be kept in operating mode



Virus particles in return ducts can also re-enter a building when centralized air handling units are equipped with recirculation sectors. It is recommended to avoid central recirculation: close the recirculation dampers



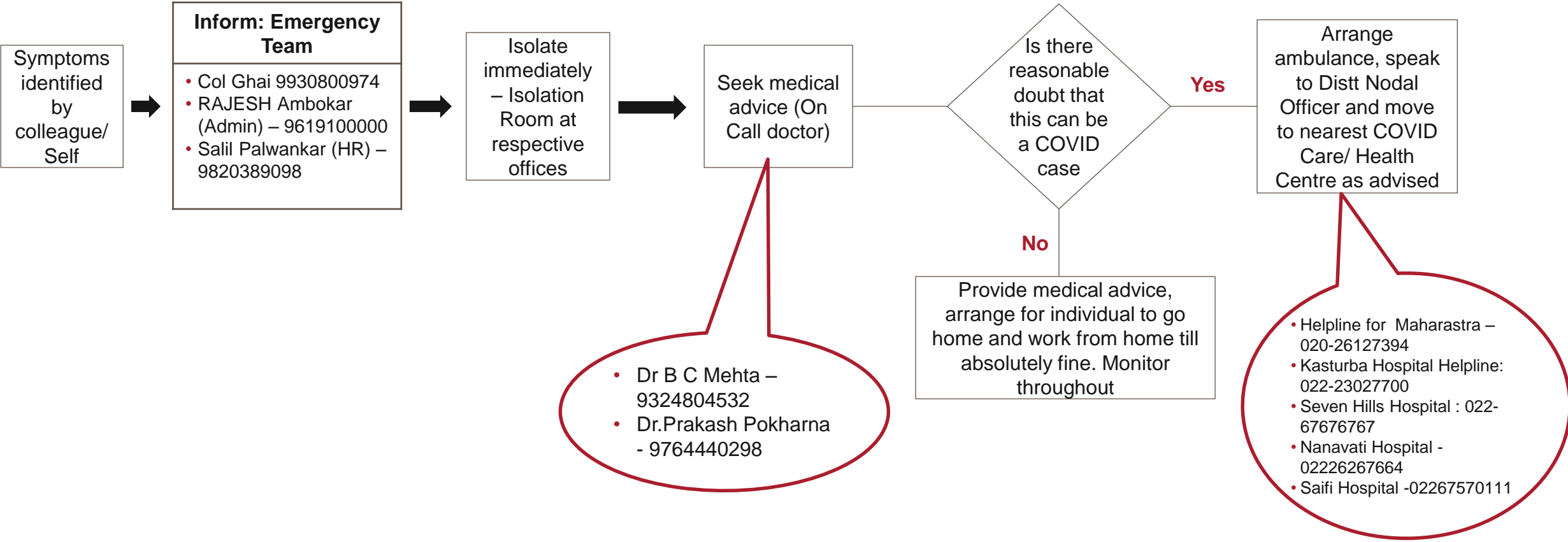
Emergency Response COVID Scenarios

Scenario 1 – Flu/ Common Cold Symptoms in Office

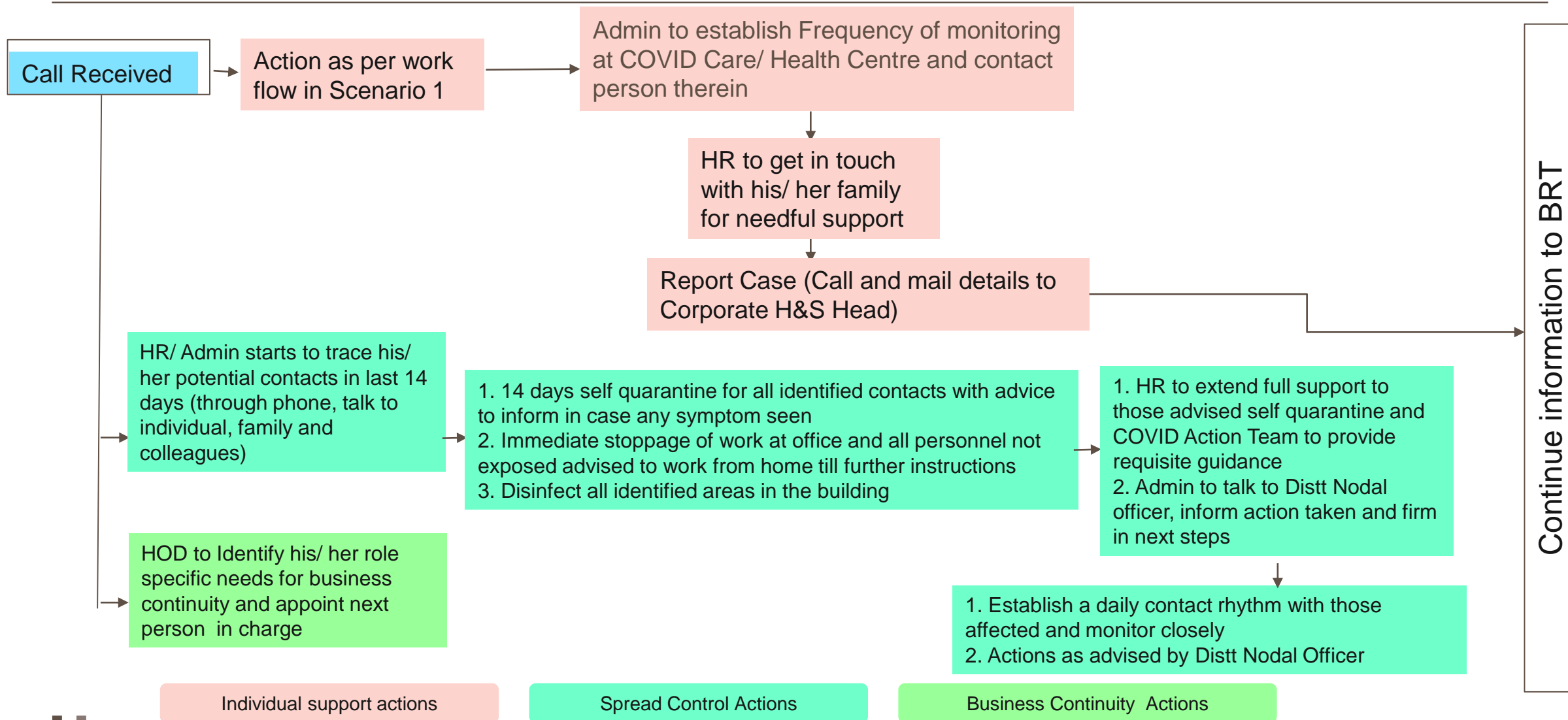
Scenario 2 – Flu/ Common Cold Symptoms While Working from Home



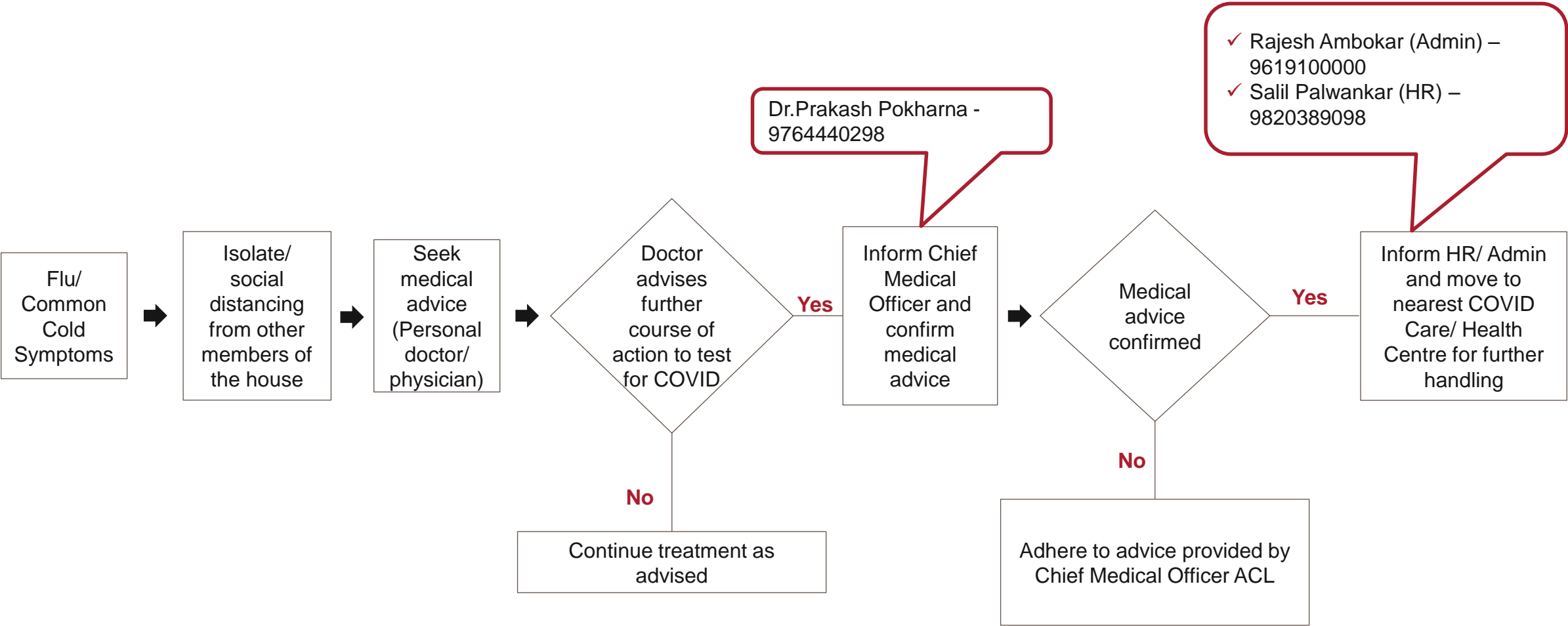
Flu/ Common Cold Symptoms in Office (For all employees)



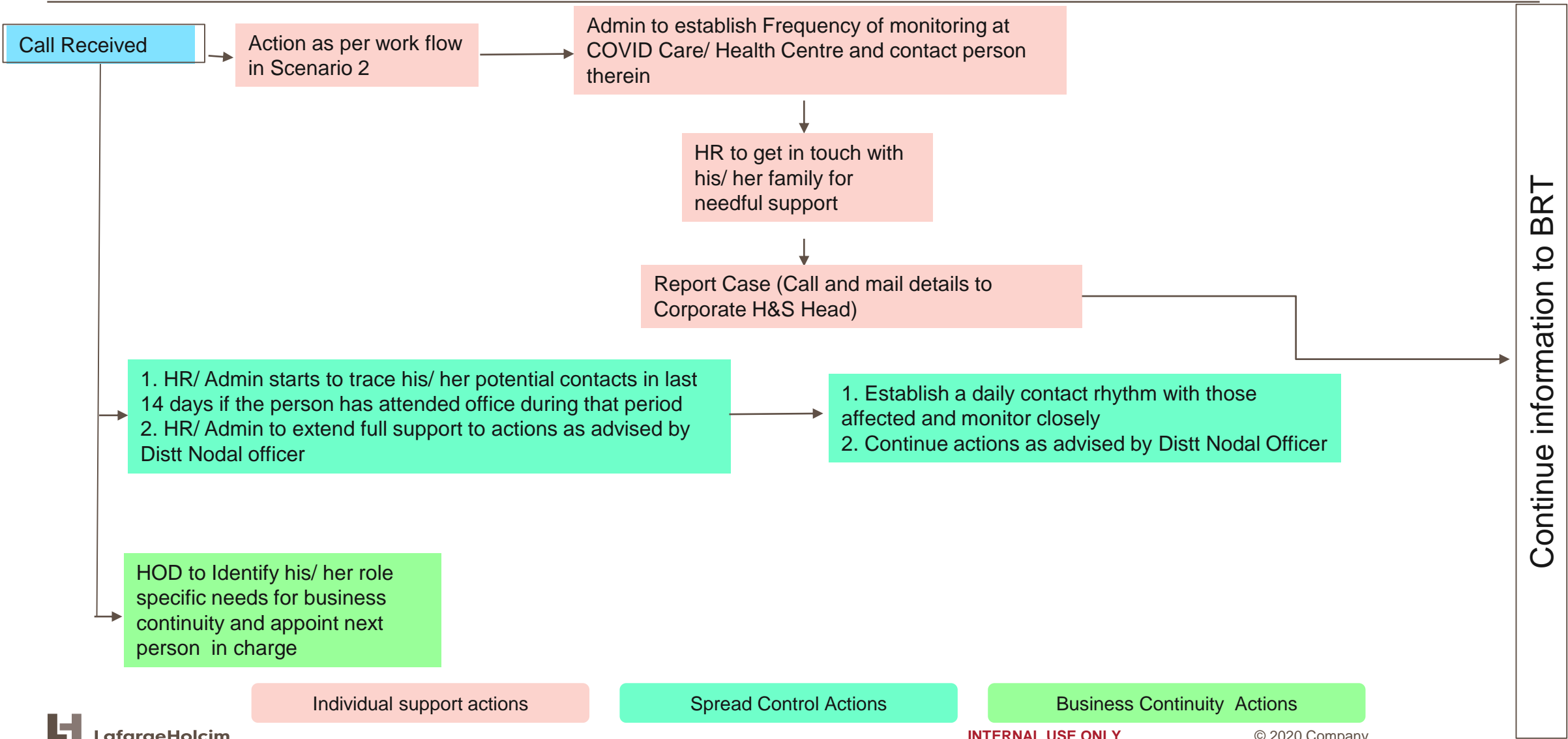
Flu/ Common Cold Symptoms in Office (Support Actions)



Flu/ Common Cold Symptoms While Working from Home



Flu/ Common Cold Symptoms While Working from Home (Support Actions)





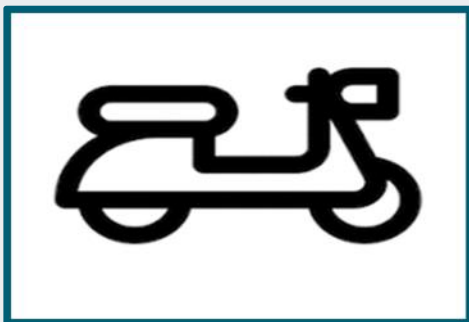
Guidelines: Isolation Room

- Room with sitting arrangements and access to dedicated Toilet – Group Guidelines ask for temperature be retaken after 30 min in all cases of higher temperature than normal which entails minimum 30 min stay in such rooms
- Preferable if bed for lying patient is available
- Drinking water with disposable glass/ cup
- The routine cleaning with disinfectant like Lysol will continue three times a day
- The room will be cleaned and disinfected after every single examination with hypochlorite solution or 7% lysol





Guidelines for Housekeeping/ Drivers/ Security



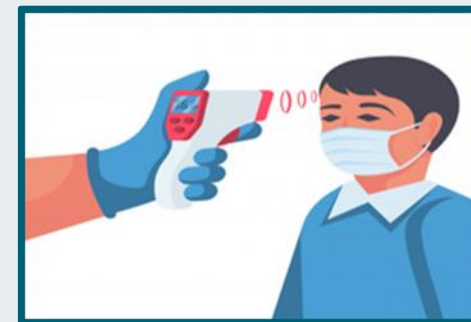
Select people close to office – They should come by own two wheeler (no pillion rider)/ walking



Self declaration – Everyday



Use of PPE



Temp. check



Implement a mandatory hand hygiene routine: washing of hands frequently throughout the day with soap and water



No Mass gatherings. Maintain 6 feet social distancing



No Spitting anywhere. Avoid tobacco in any form as it effects on immunity



Do not share your tools, pen, keys etc.



Locker/ Changing Room Guidelines for Housekeeping/ Security



You should keep mask on while changing in locker room



Maintain minimum 3 feet distance while changing



No Gathering/ Chatting in Locker Room



Do not keep clothes in a manner that they come in contact with other clothes



Wash your hands before exiting/ use sanitizer



Self Declaration and Health Check Forms

AMBUJA CEMENTS LTD

Pre Start up Health Questionnaire for Employees and Workmen

Date:

Name: Designation:

Location: Name of Contractor (as applicable):

S. No.	Query	Yes/ No	Provide Details (Location, duration of travel, number if days of ailment etc)
01	Have you travelled to or from any other City/ State of India in last 14 days?		
	If Yes to question 1, when did you reach your current residence near the office?	NA	Date:
02	Have you been confined to/ self-quarantined in your house since last 14 days (post travel for those who have done intercity travel)?		
03	Have you been in touch with somebody who has travelled to from any other city of India, specially hotspots where there has been an outbreak of Corona Virus in the last 14 days?		
04	Has anybody in your vicinity (to place of residence) been suspected of Corona Virus and advised quarantine by the government authorities?		
05	Are you/ any of your family members currently having any complaints of fever, cough, cold or breathing difficulty?		
06	Have you had any complaints of fever, cough, cold or breathing difficulty in the last 14 days?		
07	Have you been medically screened/ quarantined by government authorities/ tested for COVID 19 in the last 14 days?		

Self-Declaration

I (Name) hereby certify that the above information that has been provided is true. I fully understand that should there be any deviation found to the information above at a later date, I am liable for disciplinary action as per company policy.

(Name and Sign of Employee/ Third Party Worker)

Declaration (For Contract Employees Only – To be filled by Contractor – Owner/ Authorised Representative)

I (Name) hereby certify that I have assured myself that the details given above by (Name) are correct in all respects. I also fully understand that should there be any deviation found to the information above at a later date, I am liable to suitable action by the company in accordance with the laws of the country.

(Name & Sign of Contractor – Owner/ Authorised Representative)

Checked by: Sign:
(Name of MO):
Date:

Health Examination Form Employees/ Third Party Before StartUp

Name:		Age (Years)		Date of Examination:	
Dept:					
Contractor Name (If applicable):					
Recent history of cough, fever or cold in previous 14 days: Yes/ No					
Personal History (Especially in relation to CAD, HTN, Diabetes, Epilepsy, Mental disorders, Tuberculosis):					
General Examination:		Height:		Weight:	
		Ears & Nasal cavity:			
		Oral Cavity:			
Cardio Vascular System:		Pulse:		Rate:	
		Character:			
		BP:			
		Heart Sounds (Use of Stethoscope):			
Respiratory System: (Use of Stethoscope on back)		S1		S2	
		Murmur			
		Breath Sounds:			
		Any crepts / rhonchi:			
Examined by : Dr				Sign:	

Note:

- Examination to be done while wearing PPE as below:
 - Medical Staff : Surgical Cap, N95/ FFP2/ KN95 Mask, Full Sleeve clothing, Surgical Gloves, Safety Goggles, Apron
 - Person Being Examined: Mask
- Person being examined must sanitize his hands before entering the examination room
- Clinic/ Health Check location should provide for hand wash and running water on entry followed by use of hand sanitizer where possible
- Detail check to be done for those above 55 years of age as per guidelines from Chief Medical Officer ACL



Microsoft Word
Document



Microsoft Word
17 - 2003 Document



Recommendation: Installation of Hands Free Sanitization Station

Demonstration



Thank you

