



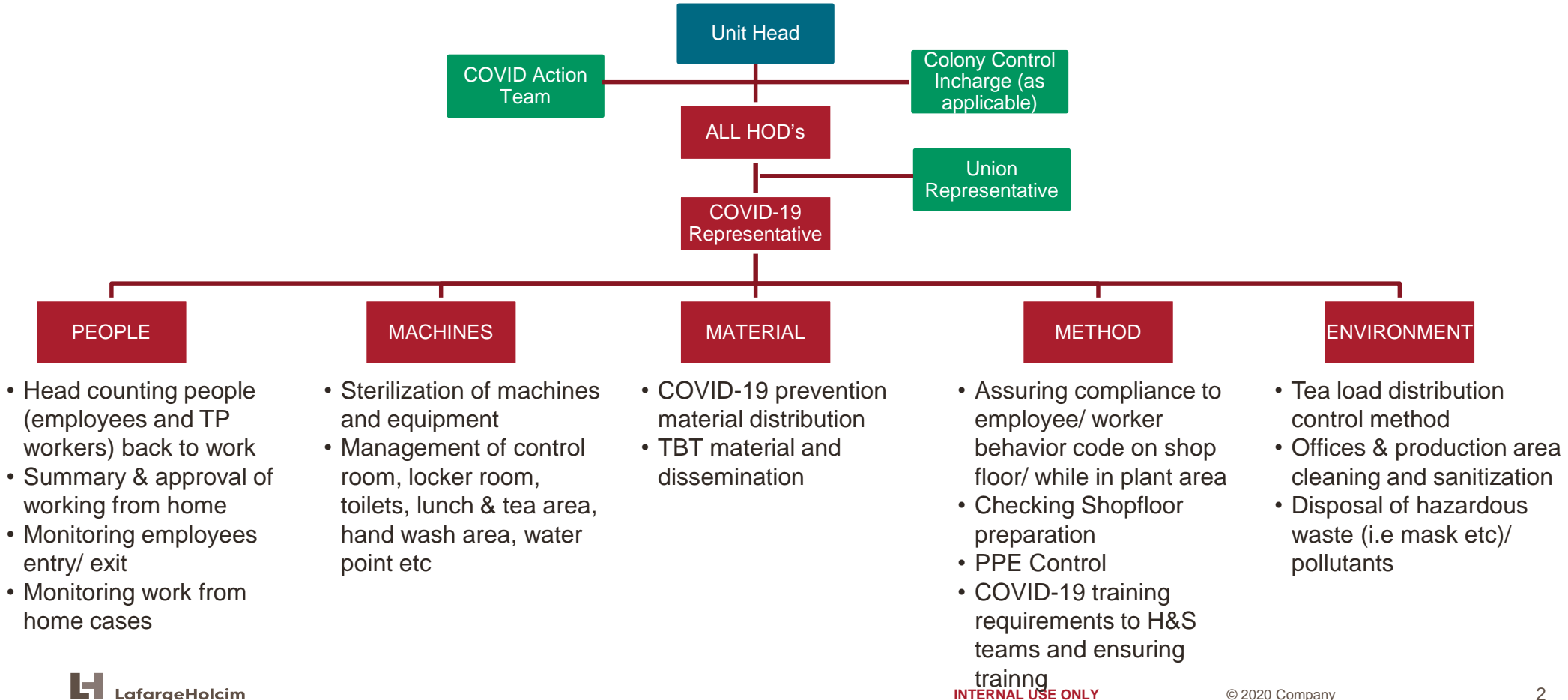
Working in a COVID 19 Environment at Plants/ Units

India





COVID-19 Prevention Organization At Plant





COVID Code of Conduct For Employees/ Workers ...1/6

Immediate Reporting

- *Reporting if self/ colleague/ somebody in the family has common cold, flu symptoms.*
- *Reporting if there has been any outsider (outside the village/ ward/ district) person visiting self/ colleagues*
- *Reporting if self/ colleague child who is studying/ working outside has moved out or is planning to join you for some time*

Starting your day at home

COVID 19 Prevention Team Actions

- Inform HR if any absentee and monitor at the end of each day
- HR to inform doctor for case examination and advice on call
- H&S to review COVID hotspots to ascertain proximity (within 500 metres) to location of stay of own contract workers and inform Plant Head if any change
 - At 7 PM for C shift and next day A Shift, one hour before G and B shift

At Home

- ***Check your temperature at home before heading out. If it is above 98.6 °F, then send a whatsapp to your supervisor***
- Wear your mask before you step out of the house
- Carry your lunch box with you

COVID Code of Conduct For Employees/ Workers

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While moving to plant

COVID 19 Prevention Team Actions

- In case of dedicated buses:
 - Restrict number of personnel – one per seat only through staggered trips
 - Ensure temperature check of driver and conductor. Also ensure disinfection after every trip
 - Ensure masks being worn by driver and conductor
 - Check temperature check instrument working
- Ensure health check resources at the gate and properly equipped

When travelling to plant

- Use own two wheeler (cycle, scooter, motor cycle etc) without pillion riding
- Use own four wheeler. Avoid passenger if not sure of exposure
- Wipe two/ four wheeler with wet cloth (use soap water soaked cloth at grab handles/ steering wheel or handles, car gear joystick and seat)
- No getting off the vehicle on the way to plant
- If company bus is being used:
 - ✓ You are only allowed to take window seat on the bus, and must wear the mask throughout
 - ✓ You should not rush to get on/ off the bus that can lead to unnecessary crowding
 - ✓ Get your temperature checked before sitting (for all mines)
 - ✓ Do not operate AC, open windows in bus

When at plant gate and moving to work area

- Stand in a queue while maintaining safe distance (minimum 3 feet) and do not unnecessarily crowd at the plant gate area for health screening
- Use mask while waiting in line for moving in. No gathering/ staying for a chat
- Keep the mask on while moving to work area
- Move behind one another maintaining minimum distance of 3 feet. No side by side walking



COVID Code of Conduct For Employees/ Workers

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During the day

COVID 19 Prevention Team Actions

- Ensure COVID TBT before work starts – maintain social distancing
- Two/ three COVID observation rounds to ensure right behaviours by H&S and line managers in nominated/ respective areas. Also look for any cold/ flu like symptoms
- Provide specified bins for COVID garbage disposal including PPE
- Restrict usage of locker/ changing rooms through restricting number of people at any given time

When at Locker/ Changing room

- You should keep mask on while changing in locker room
- Maintain 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

When at shopfloor/ workstation

- Make sure you use hand gloves while touching any surface/ equipment
- Do not share common use items like tools, pen, PPE etc
- Sanitize your tools before use
- Any abnormality during production such as safety, production, health, fatigue etc. shall be reported and do not take liberty to leave work stations and walking around
- All Mask to be disposed shall be placed in separated trash bin (Specified Bin). No other trash bin in production area can be used for mask disposal
- No Spitting anywhere. Avoid tobacco in any form as it effects your immunity
- No gathering and chatting
- Wear Mask all the time. No side by side working without masks
- Wash hands after using a staircase, in case gloves were not worn, as the hand railing would have been touched by others



COVID Code of Conduct For Employees/ Workers

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During the day

COVID 19 Prevention Team Actions

- Ensure toilets cleaned and disinfected before and after every shift
- Ensure no common use glasses/ water bottles in the common drinking area
- All computer workstations to be at least 1.5 metres away from each other

When using Mobile Equipment

- Before use - Ensure disinfection by wiping the steering wheel, common grab handles, seat, gear joystick and any other surface to be likely touched with soap water soaked wipe

When using computer workstation

- Wear Mask as far as possible especially when unable to maintain social distancing
- Wipe keyboard, mouse and any other common touch surface near the desktop with a clean cloth and
- If possible, use sanitizer on your hands before commencing work

When using common drinking area/ facility

- Avoid frequently using common drinking water area and keep personal water bottle with you
- Do not share your water bottle with anyone and clean it every time you refill it
- While using common drinking water area you need to line up and keep 3 feet distance
- Avoid spitting and washing face at drinking area

When using Toilets

- Wear Mask all the time while going to Toilet
- Keep 3 feet distance while going to toilets in/ out
- Wash hand using soap and flowing water

COVID Code of Conduct For Employees/ Workers

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During the day

COVID 19 Prevention Team Actions

- Ensure designated lunch/ tea areas where markings are available for individuals to understand the safe distance at which they can sit while having lunch/ tea
- Ensure availability of bins for food disposal
- Keep all training/ common use rooms closed during lunch/ tea time

During Lunch and Resting

- If you have not brought your own food do not make rush to pick up food packet being distributed
- Stand in a queue keeping 3 feet distance and leave as soon as you collect your packet, keeping the mask on
- Have lunch at work site/ station. Having lunch at group/ team resting area not allowed
- No gathering and chatting
- You should rest in your own operating area. Wear mask during rest and maintain a minimum social distance of 3 feet
- Dispose of the food left over or empty packets in the designated garbage bins
- Wash your hands before and after food

During Snack and Tea break

- Have snack and Tea at/ near work site/ station
- Maintain safe distance (minimum 3 feet) while collecting your snack packet/ sitting to have tea
- Do not share your cup/ glass with anyone
- Wash you hands before and after tea

COVID Code of Conduct For Employees/ Workers ...6/6



While leaving Plant

COVID 19 Prevention Team Actions

- Provide time and resources for workers to sanitize their tools before the shift ends – make use of disinfectant and sanitizer making as also using guidelines as shared by the company
- Share COVID prevention material through whatsapp/ ticker tape at local cable network etc

While leaving plant and reaching home

- While leaving plant ensure you sanitize/ disinfect all tools and tackles used
- Take all your used cloths for washing
- Do not rush and stand in a queue at plant gate for exit – maintain minimum distance of 3 feet
- Do not rush for taking your vehicle and maintain proper distance
- Clean your motor bikes/ cycle/ scooter handle and other surface areas with wet soap water cloth before commencing your journey home
- Behaviours when sitting in company buses to be the same when you came
- Immediately take bath without touching any other thing/ surface at your home
- Rest in home and do not go outside unless for essentials
- Check 'Aarogya Setu' app to update yourself



Health Guidelines

- Daily Health Screening to be conducted for M Grade/ Wage Board and Third Party contractors as per below:
 - M Grade/ Wage Board/ Third Party Workers – Staying in accommodation under own control – Temperature Check when boarding bus (where applicable) and at Plant Gate
 - M Grade/ Wage Board/ Third Party Workers staying outside the plant under own arrangements (preferably within 2 kms radius) – Temperature Check at Plant Gate with self declaration that says that he has adhered to the personal COVID behaviours as laid down while at home
 - All outliers to given ranges for Temperature found during daily screening to be isolated in isolation rooms. Their temperature check should be once again taken after 30 mins and if there is still a variation, they should be managed as per existing guidelines on the subject (refer to Site Medical Officer/ Chief Medical Officer ACL or ACC)
 - All personnel conducting this screening will wear PPE as prescribed for all Health workers including N95/ FFP2 masks. These masks will be used and changed as per method and frequency issued by Government of India (Refer AIIMS guidelines on the subject as available on MOHFW website)
 - Disposal of COVID related waste to be done as per CPCB guidelines on the subject
 - Isolation Rooms to be maintained as per Government of India guidelines (Refer ICMR guidelines on the subject as available on MOHFW website)
 - Quarantine facilities should be maintained at Colonies and OHCs as per COVID guidelines issued for startup



Guidelines for Disinfection

Preparation of Disinfected Solutions

- 70% Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxylenol (4.5-5.5%)/ Benzalkonium Chloride or any other disinfectants found to be effective against coronavirus may be used as per manufacturer's instructions)
- Always use freshly prepared 1% sodium hypochlorite.

How to Prepare 1% Sodium Hypochlorite

Product	Available chlorine	1 percent
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/ tablet) – tablets	60%	11 tablets to 1 litre water
Chloramine – powder	25%	80 g to 1 litre water
Bleaching powder	70%	7g g to 1 litre water

Do's And Don'ts

- Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus
- To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag
- Disinfect all cleaning equipment after use and before using in other area
- Disinfect buckets by soaking in bleach solution or rinse in hot water
- Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask
- Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning.

Thank you

