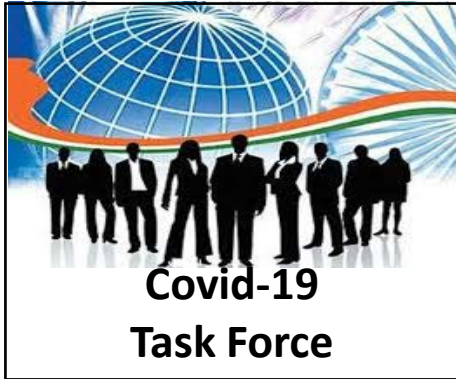


Guidelines for restarting operations post COVID-19 Lockdown



Key Strategies



**Covid-19
Task Force**



Social Distancing



**Health
Monitoring**



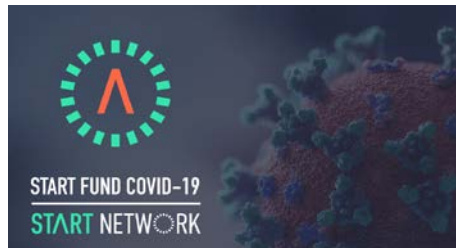
Disinfection



Isolation



**Creating
Awareness**



Funding

Forming a Task Force



- Form a Task Force with members from key depts.
- HR head / Safety head / Department head can be the leader of Task Force
- All activities shall be directly monitored by Plant Head/Director
- Plan activities and start much before starting operations
- Leader shall facilitate team with plans, resources and co-ordinate between Task Force and Plant Head
- Plant Head shall review activities on daily basis and provide decision, funds and other resources

What Task Force should do



- Obtain Covid-19 self declaration (annexure-1) from all employees from now onwards till further instruction comes to stop it.
- Monitor employee health status on daily basis (annexure-2)
- Isolate if someone is suspected for infection. Ask him/her to stay home and inform concern peoples.
- He/she shall be allowed to work after declaring free from infection by recognised doctor (GH / ESI / Government Authorosed Hospital).
- Keep sanitizer at vantage points

What Task Force should do



- Prepare SOPs for Security, Housekeeping, Cleaners, Stewards, Visitors & Contractors (annexure-3)
- Train them on self protection and adherence to PPEs
- Display posters or run campaign to create awareness
- Before allowing employees inside the plant
 - Clean bushes, wild growth & Spray pesticide
 - Check for hidden rodents, snakes, insects, birds etc
 - Clean interiors – Floor, Wall & roof
 - Disinfect (annexure-4) by spraying/mopping
 - Sanitize (annexure-4) touch points
 - Train first aid team and keep first aid kit ready with proper medicine along with sanitizer

What Task Force should do



- Keep a quarantine room ready with cot/bench, pillows, bed spreads etc. Keep few extra sets.
- Replace with new set after every use
- Keep ambulance / emergency vehicle ready
- Identify nearby hospitals (GH / ESI / Government authorised health centres)
- Display Emergency Covid-19 contact number
- Keep non contact temperature sensor, gloves, masks and first aid kits ready
- Clean & disinfect (annexure-4) company vehicles before picking up employees every shift

Procedure when you go out from Factory / Office



- When you go out use mask
- Avoid touching or shaking hands with people
- Maintain social distance everywhere
- Avoid in public place – spitting, urinating
- Avoid throwing used mask, gloves and other PPEs in public place
- Clean your hands and change all your dresses once you come back home
- Better to take bath

Procedure when travelling to company



- Avoid public transport, use 2 wheeler / car
- Avoid pillion rider in 2 Wheeler, front seat in car
- While travelling by company vehicle
 - Maintain social distancing at boarding point
 - Don't chat with colleagues getting closer
 - Check Temperature at boarding point
 - Follow alternate seating in the vehicle
 - Keep windows open
 - Wear mask
 - Keep hands folded, avoid touching hand rails

Procedure while entering into the company



- Maintain social distance at the
 - Security gate
 - Locker Room
 - Change Room
 - Canteen
 - Toilets
- Avoid biometric, Let security mark attendance manually
- Restrict unwanted people movements
- Check Temperature at boarding point
- Ensure all employees wear mask
- Let every employee clean hands with soap and sanitize at the gate

- Monitor health of cooking staff & stewards
- Sanitize cooking area, cooking vessels
- Wash vegetables thoroughly before using.
- Maintain social distance in queue and washing
- Use alternate seats and wash taps
- Stewards shall wear head cap, gloves, apron and mask
- Follow staggered timings ensuring alternate seating capacity
- Revise menu to give more nutrition value
- You can serve immunity syrups (Kashayam)

- Avoid Air conditioners in rooms. Instead use fans and keep windows open
- If AC is required use Micro-95 filter in the AC unit
- Disinfect common touch points – Door handles, hand rails, switches etc
- Follow alternate or distanced seating
- Don't crowd at any place
- Conduct virtual meetings through approved mode
- Mask and sanitizing compulsory for all visitors and contractors

- Check light, Fan, exhaust and lighting circuits
- Before switching power ON main Panel check using preventive maintenance checklists.
 - Check incomer, CB, Transformer, RMU etc
 - Check Main Panel, DBs and SBs
 - Check cable tray/trench for insets, birds, rodents & snakes
 - Check Diesel Genset, Compressor, Boiler, pipe lines etc
 - Check machines for free movement, belt conditions, coolant lines, min/max oil level
 - Replace contaminated coolant, lubricating oil etc
 - Clear waste bins

IATF 16949 Standard – Clause 8.5.14 Verification after shutdown

“The organisation shall define and implement the necessary actions to ensure product compliance with requirements after a planned or unplanned shutdown period”

- Conduct process validation
- Follow IATF validation procedures
- Obtain internal and customer approvals if required
- Revisit contingency plan
- Train more employees for contingency
- Ask vendors to conduct process validation at their end

Govt may relax lockdown. It doesn't mean virus threat is gone. We shall adopt following practices till this threat fully disappears.

- Follow continuous monitoring of employee's health
- Encourage employees to disclose health issues
- Provide assurance that confidentiality will be maintained
- Spread awareness throughout using all modes of communication
- Train employee to operate doors using elbow/leg. Provide suitable door attachments
- Teach hand wash techniques

Follow 2 types of 5S

Japanese 5S

- 1S – Sort
- 2S – Set in Order
- 3S – Clean & Shine
- 4S – Standardise
- 5S – Sustain

Covid-19 5S

- 1S – Social Distance
- 2S – Safety PPEs
- 3S – Self Hygiene
- 4S – Self Isolation
- 5S – Self Discipline

Disinfect

- Common touch points
- Vehicles
- Plates/Cups
- Rest Rooms, Taps
- Lift handles & buttons
- Office , Work area & canteen

THANK YOU