

Standard Operating Procedure For Resumption Post Lockdown

23.April.2020





Dear Friends,

As you all are aware our country and the world is passing through the worst public health crisis in over a century. As of now, it appears that India has been able to contain the spread of the COVID-19 pandemic much better than many of the developed countries of the world by the foresight of our Central and State Governments which initiated travel restrictions, social distancing measures and countrywide lockdown much before the disease reached unmanageable proportions.

No measure can be successful unless it is supported and implemented by all the stake holders. It is a matter of pride that our 1.3 billion citizens stood by the directions despite much individual hardship. This pandemic is not yet over, but we have to start preparing ourselves to resume operations fully safeguarding ourselves, our families, our colleagues and our community.

At the Abhay Firodia Group of Companies, employee safety is of paramount importance, not just at our factories and our offices but also at the factories and offices of our vendors, dealers and all the other stake holders. We have put together a Standard Operating Procedures manual that will define the way we have to lead our life henceforth till this pandemic is eradicated. I am sure if we follow these guidelines strictly, we will win,

Best regards

Prasan Firodia



Dear Colleagues,

Considering we have operations in multiple states, the date of resumption of operations will vary from location to location, depending upon the assessment of the pandemic situation by the local administration and the respective state government. As and when the decision to resume operations is taken, the same shall be conveyed to you separately.

Meanwhile, please find attached key actions initiated by the company and the guidelines that have to be followed by all stakeholders / employees, at our plants and offices. In this way, we shall be able to commence operations in a safe manner and ensure safety of all.

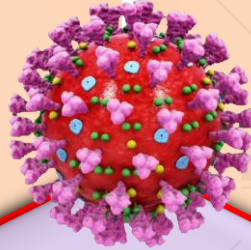
Considering the gravity of the situation, it is imperative that each and every employee strictly abides by these guidelines. Non-compliance would be liable to strict disciplinary action. We are passing through unprecedented difficult times, but with everybody's active cooperation, we shall be able to overcome this.

Stay Healthy and Stay Safe,

Prashant V. Inamdar

1

It is invisible to the naked eye, highly contagious and attacks the respiratory system.



It is asymptomatic viz., you may be infected but you do not realize it?

2

3

Its Incubation period is up to 14 days. So you can keep infecting others unknowingly for 14 days

Why is the COVID-19 virus so dangerous?

This virus remains suspended in air as droplets for up to 30min when infected person sneezes/coughs

4

5

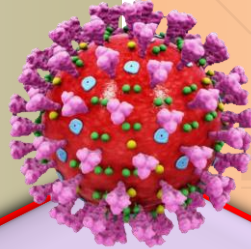
This virus can stay active up to 72 hours on some surfaces like steel, plastic.

There is no cure or vaccine found till date to fight the COVID-19 virus.

6

1

This virus does not have life of its own, it needs to attach itself to a human cell to live



2

Avoiding enemy is the key. Let the virus die its own death

3

Soap water kills the virus, hence wash hands frequently and thoroughly with soap.

4

Alcohol based sanitizers are also effective in killing this virus.

5

This virus cannot enter your home / workplace unless you bring it on your person or on material you bring in.

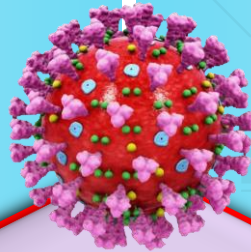
6

Practice Social distancing, Wearing a mask, Disinfecting incoming material and surfaces that one comes in contact daily

How to fight the COVID-19 Virus?

1

Identification of possibly infected persons via contact tracing and symptoms.



2

Observe for symptoms like fever, dry cough, throat irritation, breathlessness, body ache, loose motions

3

In case symptoms aggravate, get tested for COVID-19 at specified hospitals, follow their advise, if found positive.

4

Practice safe distancing, even though you have no symptoms.

5

Exercise daily, Do Yoga and *Pranayama* to strengthen immunity.

6

Eat a healthy diet, lots of fruits, vegetables, nuts. Avoid processed foods, reduce sugar intake.

How to fight the COVID-19 Virus?

Individually and collectively we have to ensure

SAFETY OF ALL STAKE HOLDERS



KEY ACTIONS INITIATED

1. Plant Operations shall begin in a phased manner.

2. A Core Emergency Response Team is formed for each plant.

3. Functional Heads have made a plan on how each function shall work in shifts.

4. Personal Protective Equipment (P.P.E.) procured for use by Medical /Security Team

5. Digital Infra red thermometers installed at all entrances to check COVID-19 Symptoms

6. Lunch and Tea timings have been staggered to maintain social distancing norms



Strategy for COVID - 19

Facilitated
Through
**Core
Emergency
Response
Task Team**

Screening & Monitoring

Mandatory
non-contact
Body temperature
Scanning

Usage of
Arogya-Setu App

Social Distancing

Markings at all
necessary places
to facilitate social
distancing

Prevention & Awareness

Masks for all
Employees

Awareness through
Trainings, Health
Centre, Doctors



S No	PARTICULARS	Slide Nos
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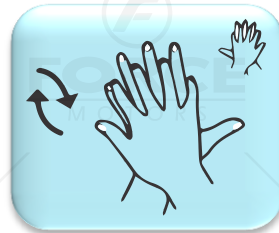
Correct method to wash your Hands



Wet hands and apply soap



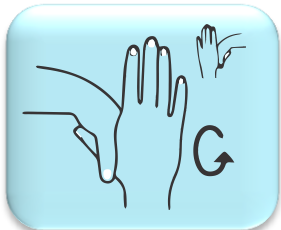
Rub hands palm to palm



Fingers interlaced rub palm to palm and then right palm to back of left hand and vice versa



Cusp back of fingers into opposing palm and rub side to side



Clasp right hand around left thumb and rub thumb in rotational manner and vice versa



Rotational rubbing, backwards and forwards by placing fingertips of right hand in left palm and vice versa



Rinse hands under running water



Dry hands thoroughly

Correct method to wear a Mask



**Wash your hands
before wearing a mask**



**Ensure the proper side
of the mask faces outwards**



**Locate the metallic
strip and place it
on the nose bridge**



**Secure the strings behind
your head or over your ears**



**Cover mouth and nose fully
making sure there are no
gaps**



**Press the metallic
strip to fit the shape
of the nose**



**Replace the mask
if it gets damp
and do not reuse it**



**Do not touch the mask
while using it. If you
do wash your hands**



**Remove the mask from behind
by holding the strings with
clean hands**



**Dispose the mask in a
closed bin without
touching the front**

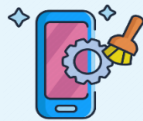
Regular cleansing and Disinfection in Residence



Kitchenware: Place in Boiling or High temperature water for 15 Min



Frequent Contact Areas: Door Handles, Tables/Chairs and Floor should be cleaned with Disinfectant



Mobile/Tablets/Laptops: Use alcohol based wipes to clean surface frequently

Precautions for Self



- Avoid close contact with people who are sick



- Cover your cough or sneeze with a tissue or elbow, then throw the tissue in the trash



- Keep your home and surroundings clean and well-ventilated

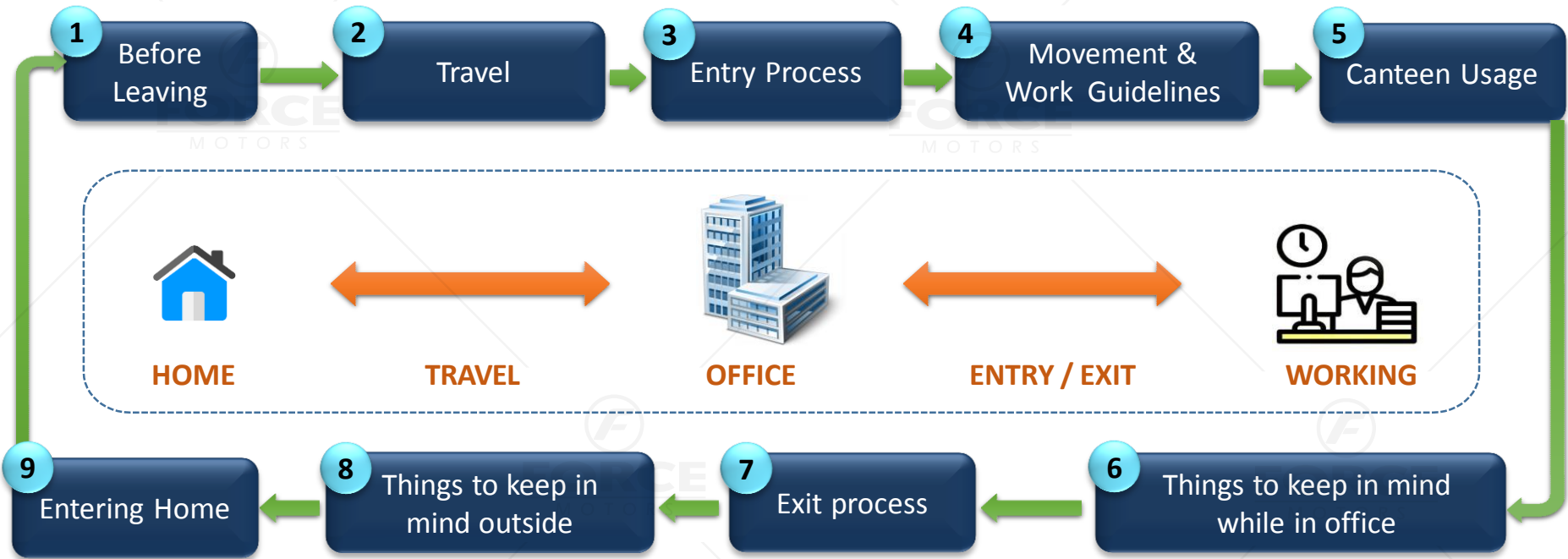


- Monitor your temperature twice daily



- AVOID touching your face, nose, eyes with your hands

Employee Action Framework



Before Leaving

Monitor Health

- Check for COVID-19 symptoms / your temperature
 - Check if any member has COVID—19 symptoms
- If so, inform Dept. Head, take leave till fully recovered

Wear a Mask

- Wear a mask at all times outside home
 - Carry a spare mask

Always Carry

- Small Sanitizer Bottle
 - Handkerchief
 - Paper Soap



After Reaching

Ask the Door to be kept open

- Don't touch your door or door handle
- Inform your family in advance to leave the door open

Sanitize before Entering

- Leave your shoes outside
- Wash your hands and sanitize your belongings

Take a bath & Give clothes in Laundry

- Give your clothes for laundry
- Take a bath



Employees using company transport should maintain safe distance between each other

- while at the stop
- while entering and exiting
- Be seated on alternate seats and diagonally in the bus

Avoid use of public transport

Do not carry any non essential items to work.



- Employees encouraged to use own transport, preferably 2-Wheeler and drive to work. No pillion rider please
- If using 4-W then adopt self drive, avoid car pooling. Not more than two persons in a car. To be seated in different rows and diagonally.

2.3 At Entry of Company



- All employees / contractual / temporary staff shall be checked for temperature / COVID-19 symptoms.
- Please cooperate with the security / medical staff.
- Move to Isolation area if found with fever/COVID-19 symptoms

- Please maintain distance of at least 1.5m amongst each other.
- Follow queue markers to avoid crowding
- No moving in groups.
- No crowding anywhere inside factory

No visitors are permitted in the factory premises till further advice.

In case of an exigency, functional head's approval to be given to security in advance

All employees to use the foot operated sanitizers installed at the entrance

While punching attendance, keep card 2cm away from terminal.

2.3 At Entry of Company - Actions



Entrance Gates

1. Queuing Up

Stand on the Markings, maintaining a distance of 1.5 M

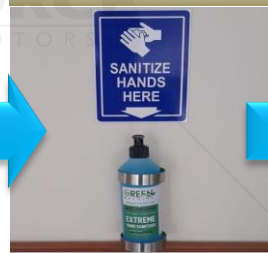


2. Temperature Scanning*

Allow the Guard to scan your body temperature

3. Use Hand Sanitizer

Use Hand Sanitizer before entering factory



4. Card Punch

Use your card

Good to Go!

*In case of High Temperature $>98.3\text{ F}$

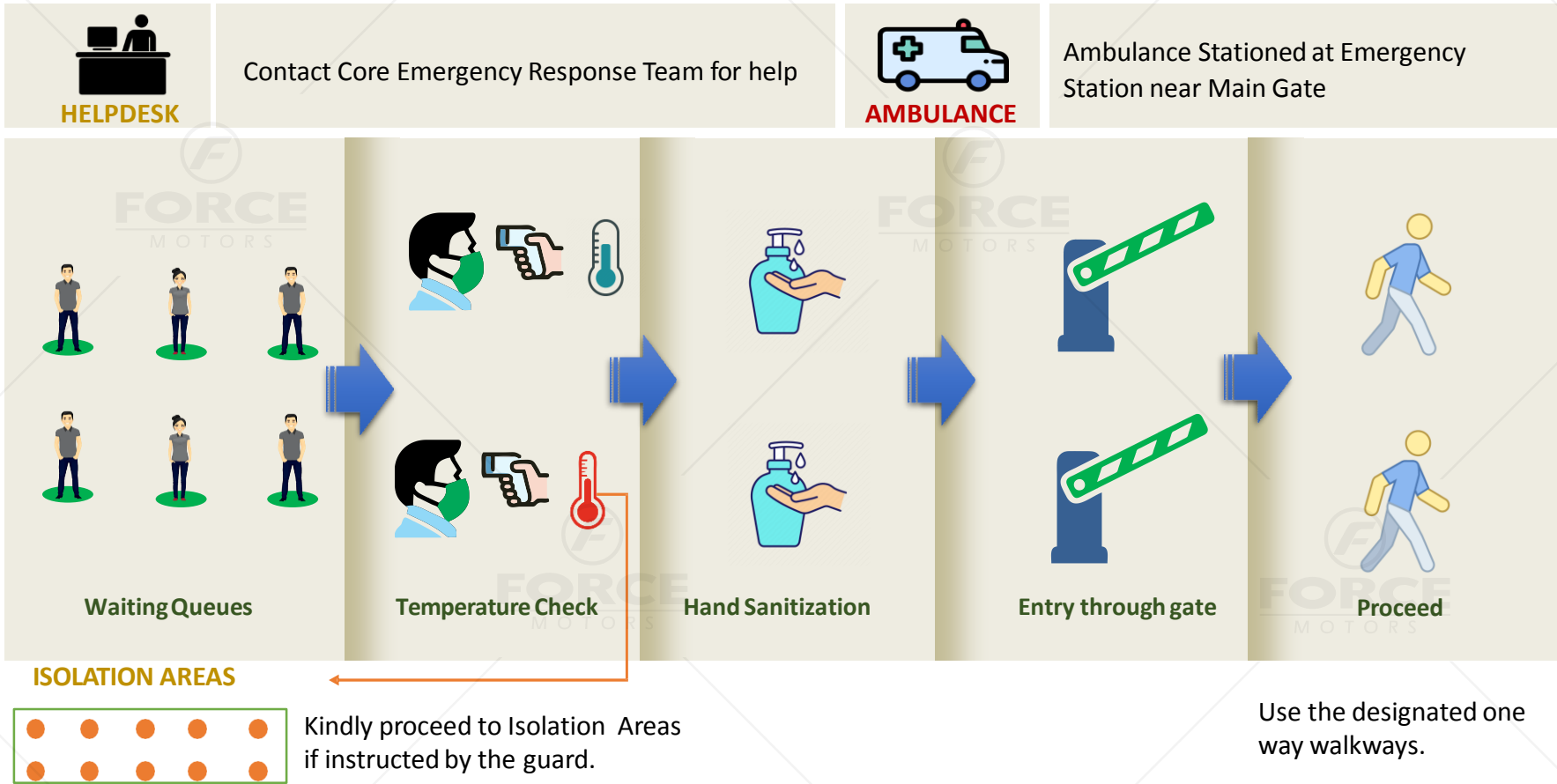
Proceed to Isolation Area

Wait to be taken to Health Centre

Allow the Doctor to check you

As per doctor's guidance, proceed home or towards the quarantine room

2.3 At Entry of Company – Illustration





ATTENDANCE PUNCHING

- Biometric has been disabled - Use cards without contact
- Follow markings and move on designated one way walkways



OFFICE WORKING

- Follow new seating plan with social distancing
- Use digital medium for interaction in place of physical mediums



SHOPFLOOR WORKING

- Adequate partitions to maintain social distancing norms
- 100 % adherence to safety norms



TEA-BREAKS

- Serving to be done by single Volunteer / Pantry Staff
- Employees coming to Tea-point to follow distancing norms
- For own safety wash your glasses and cups



USING WASHROOMS

- Distancing norms while using restrooms
- Clean Taps before & after use
- Avoid spitting in the urinals

Utilization of Canteen facilities



Staggered Meal Times



- Separate Entry and Exit Points
- No inter mingling
- Keep Safe distance always

GUIDELINES WHEN EATING IN CANTEEN



Wash Hands
before and after
meals



Stand on Markers,
Keep mask while
serving food



Pickup food
without touching.
Keep safe distance



Only 3 at a table,
Remove mask and
keep in your pocket



Sanitize Hands
before meals

Things to keep in mind while in Office/factory

Meeting Room Usage

- Avoid Physical Meetings,
- If unavoidable, Not more than 6 persons
- Doors of meeting room to be kept open
- All attendees to follow social distancing
- Meeting rooms may be converted for work stations

Work Area Rules

- No Handshakes, Greet with a Namaste
- Define your chair, don't use anyone else's chair
- Don't share food or snacks on the desks
- Keep sanitizing / wash your hands often
- Sanitize your laptops, mobiles & desks twice daily

SPECIAL INSTRUCTIONS

- Consumption of Tobacco and Spitting strictly prohibited
- Always wash your hands thoroughly after coughing, sneezing and blowing one's nose
- Employees with respiratory infections should carry tissues to contain respiratory secretions

CLOSED / DISCONTINUED



INTERNATIONAL/
DOMESTIC TRAVEL



RECREATION
CENTER



ENGAGEMENT
ACTIVITIES



LARGE GATHERINGS
& TRAININGS



- No finger print punching
- Use card for punch. Don't touch card on the machine (leave little gap between machine and card)
- Avoid gathering around punching machine



- Exit gate in staggered manner
- Do not touch anywhere at the gate
- Avoid Bunching up
- No going out of company premises during Lunch / working hours

Things to Keep in mind while outside

Sanitize Your Vehicle

Sanitize Yourself and Contact points like handles, arm rest, etc. of vehicle before entering



Avoid Gatherings

Avoid any public gatherings, try not to join any social meetings, maintain social distancing always



Avoid Going to Public Places

Do not visit high foot fall areas like malls, big markets, restaurants, etc.



Shop at nearby Dedicated shops

For important grocery and daily need items shop from a dedicated shops only



Carry your bags while shopping

Avoid taking packets, plastics bags from outside



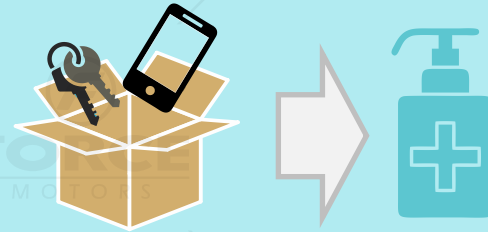
Try to make Mobile or E-payments

Avoid transaction of currency notes with anyone, make mobile or e-payments whenever possible





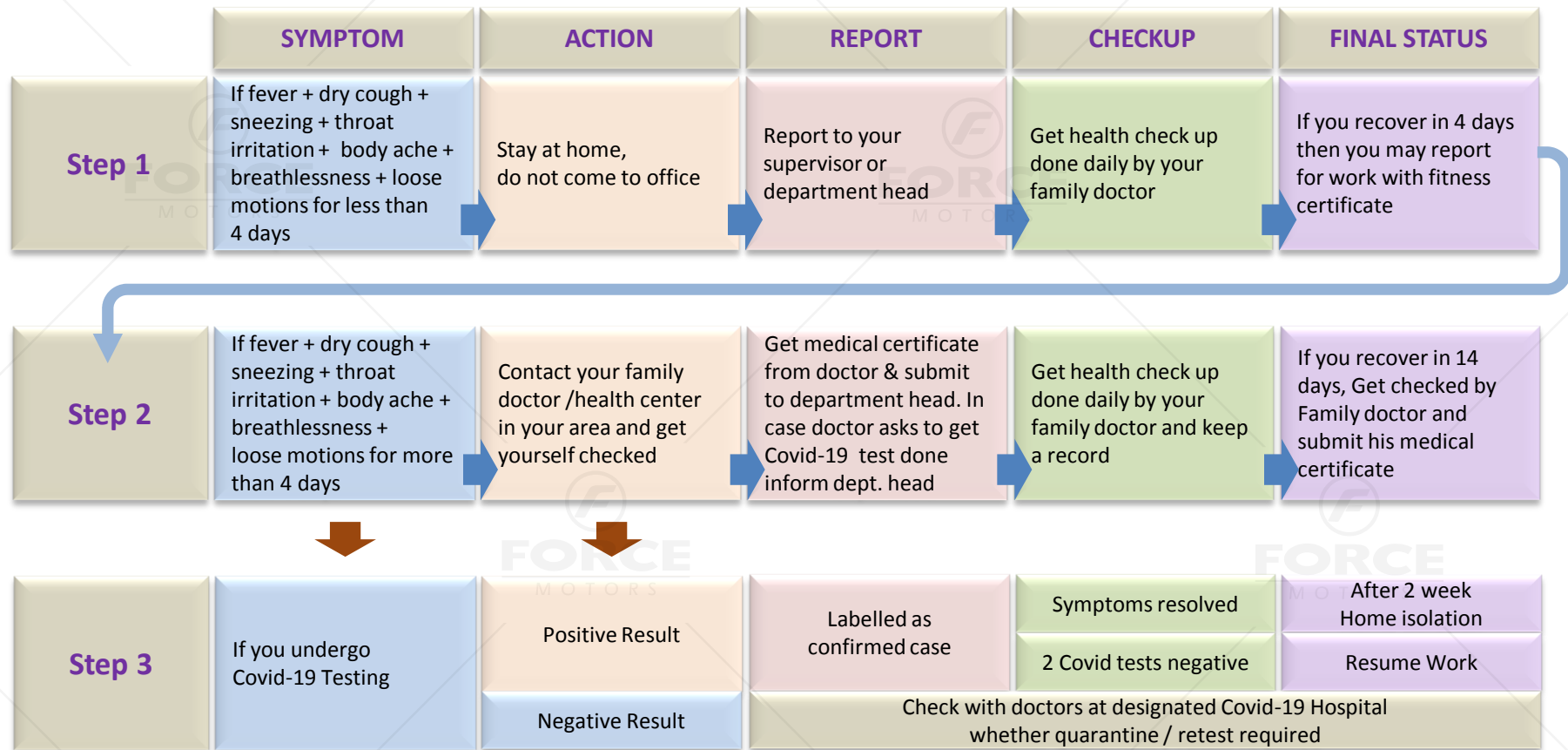
- Before reaching home, inform family to keep front door open
- Have soap, mug, bucket / basin and water placed outside the door
- Remove shoes. Keep personal articles like mobile, pen, keys in a box outside the door



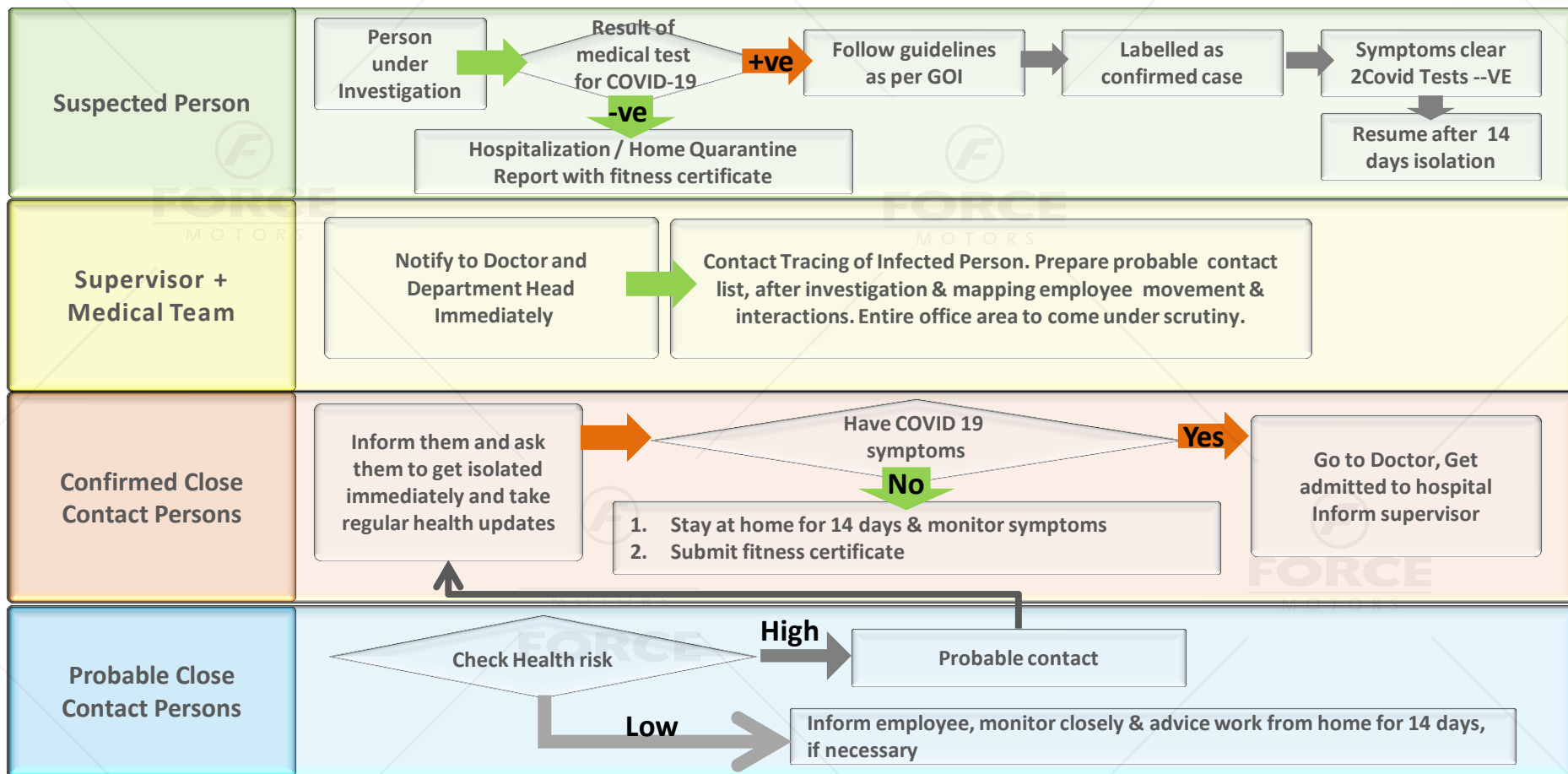
- Wash your hands with soap and water
Clean/wipe all personal articles with sanitizer
Wash your hands with soap/ water once again
- Enter house without touching anything
Full Body Bath, Soak all clothes in soap water
Wash and Dry all clothes

If nobody at home, then disinfect your hands, door handle, keys both before and after entry.

3.0 Guidelines in case of Sickness



3.0 Guidelines in case of Sickness / Contact Tracing



CONTACT PARTICULARS

Department	AKURDI		PITHAMPUR	
SECURITY	Mr. Vinod Sharma	4227, 4200	Mr. A.P.Singh	5601
SAFETY	Mr. Vijay Mishra	4433	Mr. R.K.Jain	5501
ADMIN	Mr. Anand Mundada	4495	Mr. V.S. Mehta	5603
DOCTOR	Dr. Tushar Bhangale	4300	Dr. Rajesh Tiwari	5502
PERSONNEL	Mr. Krishna Patil	4262	Mr. Chetan Dashora	5504
Department	CHENNAI		CHAKAN	
SECURITY/ ADMN	Mr. Ulhas	4112	Mr. J Shekhawat	4011
OPERATIONS	Mr. J Narayanan	4113	Mr. Ramkumar	4001
OPERATIONS	Mr. Amit Gupta	4116	Mr. Khatavkar	4002

Please ensure the contents of this presentation is explained to every member of your team.

Each individual to realize they are responsible for the safety of their family and colleagues.



**Medical
Fraternity**



**Law Enforcement
Agencies**



**Sanitation
workers**



**Essential Services
Providers**

**Be respectful to them for risking their lives and leading this fight
*Together We Will Win!***

Stay Healthy, Stay Safe

Thank You

