The background of the slide is a photograph of an industrial setting, likely a steel mill. In the center, a large, dark, cylindrical object is being processed, with a bright, glowing orange-red light emanating from its base. From this point, a dense cascade of bright orange sparks falls towards the bottom of the frame. In the background, two workers in protective gear are visible, one on the left and one on the right, standing near structural elements of the facility. The overall lighting is dominated by the intense orange and red hues of the molten metal and sparks.

# Standard Guidelines and Action Plan for Resuming Operations Post COVID-19



## Introduction

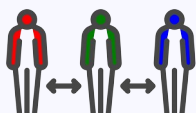
The nationwide lockdown declared by the Government of India due to Covid- 19 outbreak had brought complete shutdown of the plant and most other activities in MIDHANI from 25<sup>th</sup> March 2020 onwards. As such the situation may not come back to complete normalcy even after the completion of the lockdown which calls for fundamental behavioural changes among all to break the chain of COVID- 19 spread. This document describes some standard guidelines and procedures in the form of advisories to be followed by all stake holders of MIDHANI (employees in all departments, trainees, vendors, suppliers, customers, contract workers, consultants and visitors) when resuming operations post lockdown. These guidelines have to be read in conjunction with the various relevant WHO and Government Guidelines.

## The Scope and Coverage

These guidelines cover recommendations on behavioural aspects and practices and procedures during your ‘stay at home’ through ‘travel between home and MIDHANI’ and ‘work at MIDHANI’.

## Key Control Measures

The following practices are to be religiously followed at all places and times as part of this guidelines and will be particularized / contextualized in different sections.



Social Distancing- As per MOH guidelines all are expected to maintain a physical distance of minimum one meter from others at all times.

Hand Hygiene- Washing hands with soap and water is the best way to get rid of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Avoid touching eyes, nose and mouth with an unclean hand.



Cough Etiquette and Respiratory Hygiene- When coughing or sneezing, use a tissue to cover your nose and mouth. Dispose of the tissue afterwards. If you don't have a tissue, cough or sneeze into your elbow.

Usage of Masks- Home made masks are also okay as per government guidelines. Before putting on a mask clean hands with sanitizer or wash with soap. Cover mouth and nose with mask and make sure there are no gaps between your face and the mask. Replace the mask as soon as it is damp. Avoid touching the mask while using it. Do not reuse a single use mask. Remove the mask from behind. Face mask is not an alternative to basic preventive public health measures such as hand hygiene, respiratory etiquettes which must be followed at all times.



Disinfection and Sanitization- Regular Sanitization of all common / large areas, touch prone areas.

## Preparedness Prior to Resumption



Changes in the working methodology shall be made to avoid crowding and maintaining social distance while entering and exiting the plant / office premises and working.



Operations will resume with not more than 50 % manpower. For this employees and contractor's workmen will be divided in shifts and alternate day rosters (or rotation roasters). Also staggered shift start and end timings will be introduced to avoid crowding at the gates. Separate circulars will be issued to that effect.

Work from home is to be implemented in all feasible areas / functions / offices.

All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums.

- Entrance Gate of Buildings, Offices etc.
- Meeting rooms, Conference halls



- Open areas available
- Meeting rooms, Conference halls
- Verandahs
- Equipment
- Wash rooms, Toilet, Sink etc.

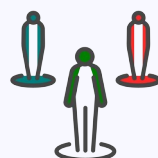
Procedure shall be established for the disinfection method, type of medium, periodicity, log register, etc.



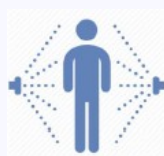
Appropriate PPEs (Personal Protective Equipment) like face covers, masks, goggles, gloves, coats / aprons, shoes and also appropriate disinfecting gadgets like sprayers, brushes, cleaning agents, soap solutions, sanitizers etc. shall be made available in sufficient quantities.



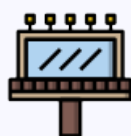
Liquid soap / hand sanitizers are made available inside the workplace at every location.



Markings at all crowd gathering places like near main gate, canteen etc. to facilitate social distancing



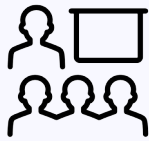
Installation of Disinfection Chambers.



Posters shall be displayed on prominent locations conveying messages on importance of social distancing, hand hygiene, cough etiquettes, usage of masks etc.



All employees and other stake holders shall be encouraged to use Aarogya Setu app.



Intensive communication and training on COVID- 19 related precautions and practices shall be taken up among all.



Usage of tobacco products like gutka etc. shall be banned and spitting in public places shall be punishable.



A COVID- 19 Task Force shall be set up with representatives from all sections and departments. This shall ensure and monitor the compliance of these guidelines and recommend / propose any changes for improvement.

## Health and Safety at Home



Follow strict hand hygiene and try to use personal soap and sanitiser.



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.



For important grocery and daily need items shop from a dedicated shop 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.



Avoid unnecessary movements outside and adopt stay at home concept.



Use face mask when ever going outside home. Follow social distancing and queue system





Restrict the children inside the home itself,

Try to avoid entertaining guests / vendors / others visiting homes.

Try to manage household works by family and avoid engaging maids / outsiders.



Entry of suppliers like Amazon, Flipkart, Big Basket, etc are to be avoided as much as possible.



Ensure that all doors / windows/ fittings of common places are sanitized frequently.



As far as possible, air-conditioning shall be avoided and natural ventilation shall be used.



Special attention be given to wash rooms / toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.



Eating only cooked and healthy food and taking minimum eight hours of sleep.



Avoid touching your face unnecessarily.



Do regular exercises like yoga and stay calm and not get disturbed by misinformation.

## Before Leaving Home to Office

Sanitize your vehicle, particularly the contact points like handles, arm rest, etc. before entering.



Check your temperature. Even if you have a mild cough or low-grade fever (37.5°C or more) you need to stay at home. You should also stay home (or work from home) if you have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection.



Wear your mask and also carry a spare mask.



Always carry a small Sanitizer Bottle in your pocket.



## On Your Way Back Home (As Per MOH Advisory Dated 07-04-2020)



Ring up home when you start from office.



Someone at home should keep the front door open (so that you don't have to touch the calling bell or door handle) and a bucket of water with washing soap powder or bleach powder added to it in the front door

Keep things (car keys, pen, sanitiser bottle, phone) in box outside the door



Wash your hands in the bucket and stand in the water for a few minutes. Meanwhile use tissue and sanitizer and wipe the items you have placed in the box.

Wash your hands with soap water again.

Now enter the house without touching anything.



Bathroom door is kept open by someone and bucket of detergent soap water is ready. You take off all your clothes including inner ware and soak inside the bucket.

Then take a head bath with shampoo and body bath with soap.



Wash your clothes / put in washing machine with high temperature settings and dry clothes in direct sunlight.

## Health and Safety During Transport to Work

All employees are expected to use their own vehicles for commuting to office. Usage of helmet, seatbelt etc. are mandatory.



As far as possible, usage of bulk public transport shall be avoided.

In case of cab travel, maximum two people can travel in a single cab.



## Health and Safety During Entry to Work

Stand on the markings (for social distancing), maintaining a distance of one meter. Don't try to jump the queue.



Pass through the spray tunnels, one at a time.



Ensure that you are wearing face mask. All the persons including visitors and other stake holders entering into the gate shall be permitted inside only if they are with face mask.



Allow the Guard to scan your body temperature. If body temperature is more than 37.5°C, you will be asked to go back to your home. Visitors will also be not allowed entry.



Biometric has been disabled at the turnstiles. Use cards without contact. Use Hand Sanitizer before using turnstile gate. Do not touch turnstile gates with your hands. Disinfection of turnstile gates to be done frequently. Clean hands using sanitizer after moving from turnstile gate.



After entry all shall immediately proceed to their respective work centres without crowding near the gate.



No new workers (without valid pass) shall be allowed inside.  
There shall be total ban on non-essential visitors at offices.  
Any new vehicle shall not be allowed without valid permission.  
Any parcel /courier person should be stopped at gate. Parcel shall be collected from gate by concerned person.



All the employees and other stake holders while entering and leaving the gate shall follow social distancing at all time.





## Health and Safety at Workplace

The following work area rules shall be followed by all without exception



No Handshakes, Greet your hands in Namaste.



Wear your face mask all the time in work place.  
Define your chair, don't use anyone else's chair.  
Don't share food or snacks on the desks.



Ensure availability of sanitizers and soap near office and workplace and keep sanitizing / washing your hands every few hours.  
Sanitize your laptops, mobiles and desks twice daily.



Ensure office rooms are well ventilated/windows open to allow fresh air circulation. Avoid usage of air conditioners.



Ensure that all doors / windows are in open condition always during office hours as far as possible so that the number of frequent touch points can be reduced.



To maximum possible discussions / interaction can be held through phones.  
Meetings are to be avoided as far as possible.



All employees to strictly adhere to the social distance of minimum one meter.  
Avoid gathering in corridors / office premises. Do not chat in groups.  
Avoid group works as much as possible. If required try to maintain the principles of social distancing.



Do not crowd office rooms and worker's change rooms. Employees have to take turns to prevent getting too close to each other.



Hard copy files may be avoided wherever possible and soft copy correspondences / approvals are to increased through mails or ERP.



Avoid official travels as much as possible.

## Official Travel Advisory

Before finalising on any travel plan the benefits and risks have to be analysed.

Avoid sending employees who may be at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease) to areas where COVID-19 is spreading.



The travelling employee should have the latest information on the spread of COVID-19 in his travel areas.



Travelling employees shall carry small bottles of alcohol based hand rub. This can facilitate regular hand-washing.



Employees shall follow all precautions of social distancing like limiting of multiple people going to same location, avoid travel of more than 2 persons per car, wearing of masks at all times, avoid going to vendors/ suppliers canteen, conference halls with more than 10 people in a room



Employees shall ensure that they know what to do and who to contact if they feel ill while travelling or staying.

Employees who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days and take their temperature twice a day.



If they develop even a mild cough or low grade fever (i.e. a temperature of 37.5°C or more) they should stay at home and self-isolate. This means avoiding close contact (one meter or nearer) with other people, including family members. This shall be informed to their superiors in the organisation.



## Office Meetings Advisory



Consider whether a face-to-face meeting or event is needed and if it can be replaced by a teleconference or online event or if the meeting or event can be scaled down to fewer people.



Maintain the details of the participants, caterers etc. in a register for future reference in case if any participant later turns out ill.

Practice ways to greet without touching.

The meeting time should be kept as brief as possible.



Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or event. Display dispensers of alcohol-based hand rub prominently around the venue.



All participants shall be using face masks throughout the meeting.



If there is space, arrange seats so that participants are at least one meter apart.



Open windows and doors whenever possible to make sure the venue is well ventilated.

## Canteen and Canteen Usage Advisory

Employees are encouraged to bring food from home till situation improves. Staggered lunch timings with social distancing in canteens shall be ensured.



Social distancing shall be strictly practised in Canteen during serving of food as well as during eating. The diners are expected to sit only in alternate seats leaving enough gap between them.



Employees and others are expected to form a queue in front of Canteen in case of crowding maintaining customary social distancing.



Wash your hands thoroughly before and after taking food. Enough provision for liquid soap has to be available near the washbasins.



Do not crowd near Canteen after having food. All are expected to immediately disperse to their workplaces.



All tables should be cleaned between each use and the complete area has to thoroughly cleaned and disinfected after each session.



Periodical kitchen audit has to be conducted to ascertain cleaning and sanitisation of utensils, food containers, food materials, counters, tables, chairs, basins etc. in the Canteen and other Canteen outlets.



A checklist based health monitoring of the canteen workers to be made before commencement of operation. This record is to be maintained in canteen on a regular basis for all canteen employees.



## Advisory for Sanitation and Sanitation Staff



All the sanitary workers who are involved in the cleaning and sanitation of floor area, garden area, site, offices, meeting rooms, conference halls, toilets, drinking water points, production units and all other areas shall be wearing PPEs like masks, hand gloves, goggles, shoes etc. as required.



Staggered shift system shall be made to these personnel to minimize the exposure to sanitation hazards.



Frequent Disinfection / Sanitization of all touch points shall be ensured.



Special attention be given to wash rooms / toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.

Soap solutions / hand sanitizers / paper towels shall be placed wherever required and replenished periodically.



Sufficient quantity of materials like sanitizers, soaps, disinfectants, PPEs, cleaning implements etc. shall be ensured.

Used PPEs and other items have to be disposed in designated containers.

### **Advisory for Medical Staff and First Aid Centre**

All medical staff including doctors, nurses, medical attendants, sanitation staff shall wear all necessary PPEs like goggles, face shield, mask, gloves, coverall/gowns (with or without aprons), head cover and shoe covers as required.



Strict vigil on infections transmissions has to be maintained since First Aid Centre is the first contact point for all during any illness and injury.



Regular sanitization of First Aid Centre is extremely important to avoid cross infections. Regular usage of sanitizers and disinfectants shall also be made mandatory.



All medical staff have to be trained and briefed thoroughly on the procedures of handling patients and advising patients on precautions.



A strict protocol of handling any suspected COVID- 19 case reported shall be developed and maintained.

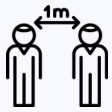
Stock of sufficient quantity of relevant medicines and other products like disinfectants, sanitizers etc. shall be ensured.



Used PPEs and other items have to be disposed in plastic bags in designated containers. Strict protocol has to be maintained as detailed in infection prevention and control guidelines available on website of MoHFW.



## Advisory for Project Sites



Workers shall be instructed to maintain social distancing of one meter at all times (tool box meeting, tea time, lunch time, gate entry time and drinking/service water area).



Daily Tool Box Meeting shall contain the briefings on awareness of COVID-19 and preventive measures to prevent spread. No other meeting shall be conducted.



All workers and supervisors shall be wearing face masks at all points of time.



Contractor shall keep their working area clean and hygiene.



Contractors shall apply disinfectant spray/powders daily at common places (eating place, drinking water area, service water area and transport vehicles).



Contractor shall keep sanitizer/hand wash soap solutions in sufficient quantity at all common points. Contractor shall display precautions measures do's and don'ts at prominent places in all languages spoken by the workers.



All workers shall be instructed to keep separate water bottles and avoid common water bottle /mug /glass.

---

**Let us fight together to win this war against COVID-19**