

Resuming Operations after COVID-19 Lockdown



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0

- Before travel back to location

1

- Commuting from home to work

2

- Entry to plant and workplace

3

- Health and Safety at plant and workplace

4

- Health and Safety at canteen

5

- Sanitization of estate & facilities

6

- Dealing with emergency

7

- Health and Safety after work & at home

Step 0. Before travel back to location

- Send filled self declaration form(SDF) when you are at home

Open Link , fill SDF , Send

Wait for the information from management to start your travel to location

Look for SMS / WhatsApp Notifications



Step 0. Before travel back to location

Avoid using public transport to travel to location, Get advice from your manager/HR about your mode of travel

It is recommended to avoid It is recommended to come Public transport



It is recommended to come in private vehicle

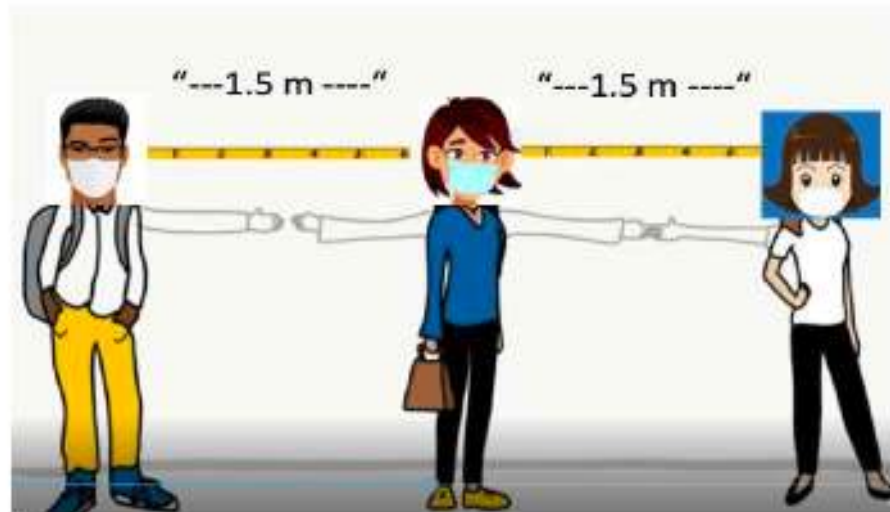


Step 0. Before travel back to location

Always wear mask when you move out of your house

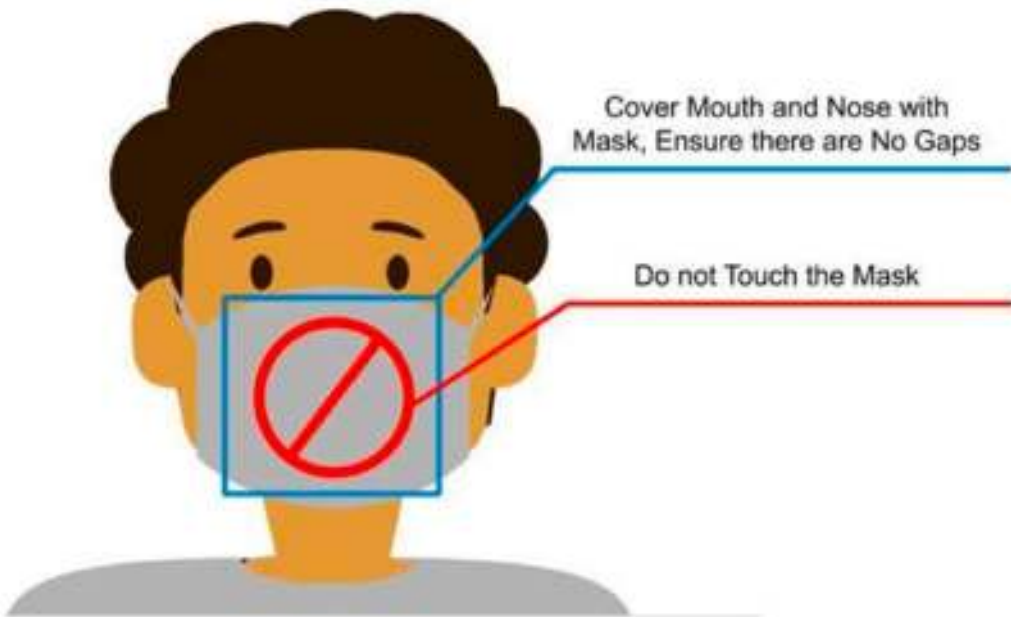


Keep social distancing (1.5 meter) during your travel



Step 0. Before travel back to location

- Wear the mask in the right way



Key Points :

1. Before putting the mask wash hands with soap and water
2. Make sure it covers your nose and mouth with no GAP
3. Do not have the mask hanging in your neck
4. Avoid touching the mask in use
5. Avoid touching your face "Eyes, Nose, Mouth are the entry ports for the virus"

Step 0. Before travel back to location

- Upkeep your personal hygiene and your family during travel
- **Avoid traveling** to location if your health is not good

5'S' rule to stay healthy

- ❖ 1'S' – Social distancing
- ❖ 2'S' – Safety PPE
- ❖ 3'S' – Self Hygiene
- ❖ 4'S' – Self Isolation
- ❖ 5'S' – Self discipline



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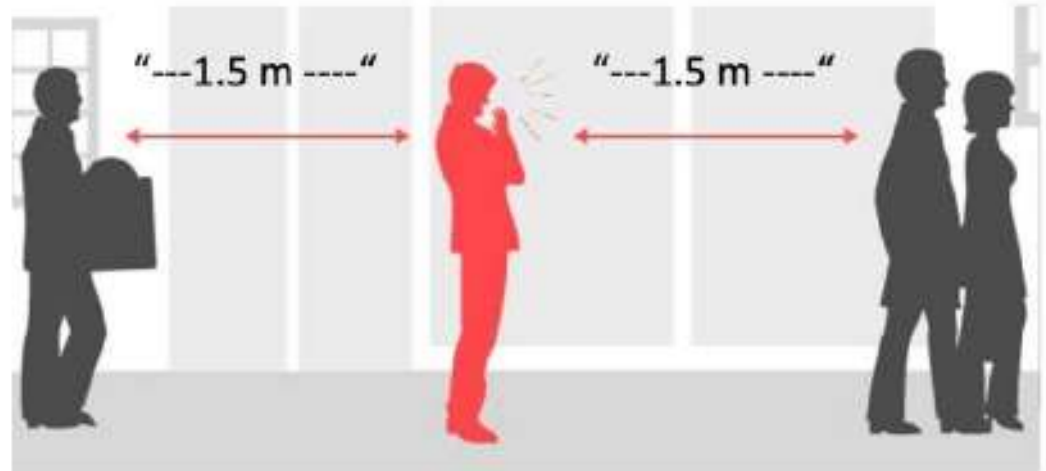
Step 1. Commuting from home to work

Wear your face mask covering your nose and mouth before you leave your house



If you commute by walk

Practice Soacial Distancing



Do not rub your eyes

Step 1. Commuting from home to work

- If you commute by two wheeler
avoid pillion rider

Wear Helmet



- If you commute by four wheeler sit diagonally to the driver and maintain social distance



Step 1. Commuting from home to work

- **If you commute by Company Bus**



Wait & proceed
Don't rush
Be patient



Key points

1. Stand in queue at the boarding point maintaining social distancing of 1.5 mtr.
2. Sanitize the hand thoroughly with the sanitizer administered by volunteer
3. Board the bus one by one maintaining social distancing
4. Follow the seating procedure as instructed in the bus
5. Keep the windows Open
6. Get down on reaching gate one by one



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Step 2. Entry to plant and workplace



- While entering the gate



Key Points :

1. Strictly keep 1.5 meter distance when you are approaching TVS gate
2. Follow the lane marking
3. Get your body temperature scanned
4. Scan your Id Card
5. Get your temperature recorded on the dashboard



**AVOID
TOUCHING AND
CROWDS**



Step 2. Entry to plant and workplace



• While moving to canteen/workplace

Wait & proceed
Don't rush
Be patient



Key Points :

1. Santize your hand thoroughly with sanitizer administered by volunteer / dispensed through auto dispenser
2. Avoid bringing personal mobiles (mobile deposit counter is closed till further notice)
3. Proceed to Canteen / Workplace following lane marked to maintain social distancing of 1.5 mtr
4. Keep your face mask on
5. Avoid touching and moving in groups

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Step 3. Health & Safety at plant and workplace

- **Avoid Touch Points :**



Stop Biometric

Monthly Attendance Report

Month	Day	Present	Absent	Leave	Other
Jan	1				
	2				
	3				
	4				
	5				
	6				
	7				
Feb	1				
	2				
	3				
	4				
	5				
	6				
	7				
Mar	1				
	2				
	3				
	4				
	5				
	6				
	7				



**Temporary : Mark
manual attendance**



Wait & proceed
Don't rush
Be patient

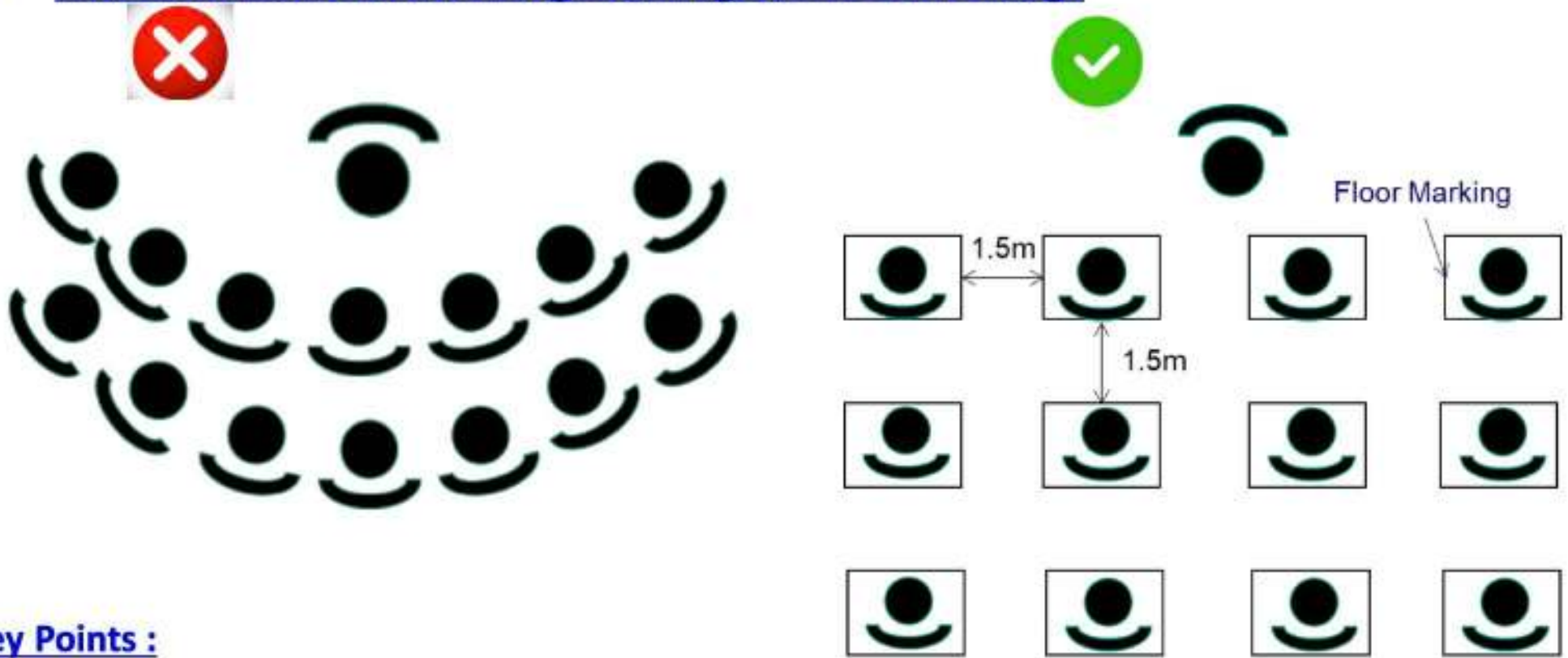


- **Keep social distancing** (1.5 meter) while walking on gangways. Follow blue marking



Step 3. Health & Safety at plant and workplace

- Maintain social distancing : during sunrise meetings



Key Points :

1. Always be with face mask
2. Stand in the floor marking to keep social distancing of 1.5 mtrs

Step 3. Health & Safety at plant and workplace

- Avoid touch points at Water points



Key Points :

1. Dispensing taps converted to foot operated
2. Use of Disposable water cups
3. Keep social distance of 1.5 mtrs

- Avoid touch points at Tea points



Key Points :

1. Volunteer to sanitize his hands thoroughly
2. Volunteer to fill the tea to the tumbler
3. Stand in queue keeping social distancing of 1.5 mtrs
4. Pick the tea and move away
5. While having tea also don't crowd and keep social distancing 1.5 mtrs

Step 3. Health & Safety at plant and workplace



**Keep social distancing (1.5 meter)
while using staircase**



Key Points :

1. Sanitize your hand thoroughly
2. Climb up the stairs one by one keeping social distance
3. Stand in the earmarked location
4. Stand facing away from the opposite person
5. Make use of disposable sticks to operate lift button

Step 3. Health & Safety at plant and workplace

- **Keep social distancing** : Opt for Work From Home (WFH) in consultation with your manager/HR
- **Keep social distancing** : Opt for virtual meetings for reviews and updates



Work remotely : Stay secure

Step 3. Health & Safety at plant and workplace

- **Keep social distancing** : Seating arrangements to maintain 1.5 mtrs



@ Visitor lounge



@ Seminar halls



@ Training rooms

Step 3. Health & Safety at plant and workplace

- **Avoiding touch points :** All Non AC rooms kept open to avoid touching of door handles
- **Avoiding touch points :** Rest room entrance doors removed and privacy partition provided



Step 3. Health & Safety at plant and workplace

- **Avoiding touch points** : Provision to open door with foot
- **Avoiding touch points** : Operating electrical switches, fans , Opening windows using tissue paper



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Step 4. Health & Safety at canteen



Key Points

- Wash your hands properly
- Maintain 1.5m during lunch at the canteen
- Wash your hands properly after finishing lunch
- Wear your mask immediately after completing lunch.
- Not more than 3 persons at each table.

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Step 5. Sanitization of estate & facilities



- Sanitization at Office areas



INSTEAD OF MANUAL SANITATION USING COLD FOGGING MACHINE



Hand phones



PC / Keyboards



CONFERENCE TABLES



WORKSTATIONS

Step 5. Sanitization of estate & facilities



- Chemicals used for Sanitization Approved by WHO & EPA



- Surface Sanitization**



→ Oxivir five - Diversey product



→ Infektocide BR – Buzil Rossari



→ Sodium Hypochlorite 10 %

- Hand sanitization**



→ Soft care des E plus – Diversey product



→ Aseptic – Buzil Rossari



→ Nertle - Nerokem hand gel

Sterillium



3M - Handsaniziter



Step 5. Sanitization of estate & facilities

- Sanitization in production block and Indirect areas



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Step 6. Dealing with emergency

- If you develop any of the below Symptoms at Work

Most common symptoms:



Fever



Fatigue



Dry cough

Some patients may also have:



Aches and pains



Runny nose



Sore throat



Shortness of breath



Diarrhoea

Key Points :

1. Report to Immediate supervisor / Manager
2. Move to Occupational Health Centre (OHC) Immediately
3. Avail Ambulance service in case of need
4. Consult Doctor
5. Follow Doctor's Advice

Ambulances and Isolation wards , following the prescribed Guidelines

1. Location
2. Access considerations
3. Ventilation capacity
4. Infrastructure
5. SOP & Training
6. Risk Assessment

are in place to deal with emergency if any...

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Step 7. Health and Safety after work & at home

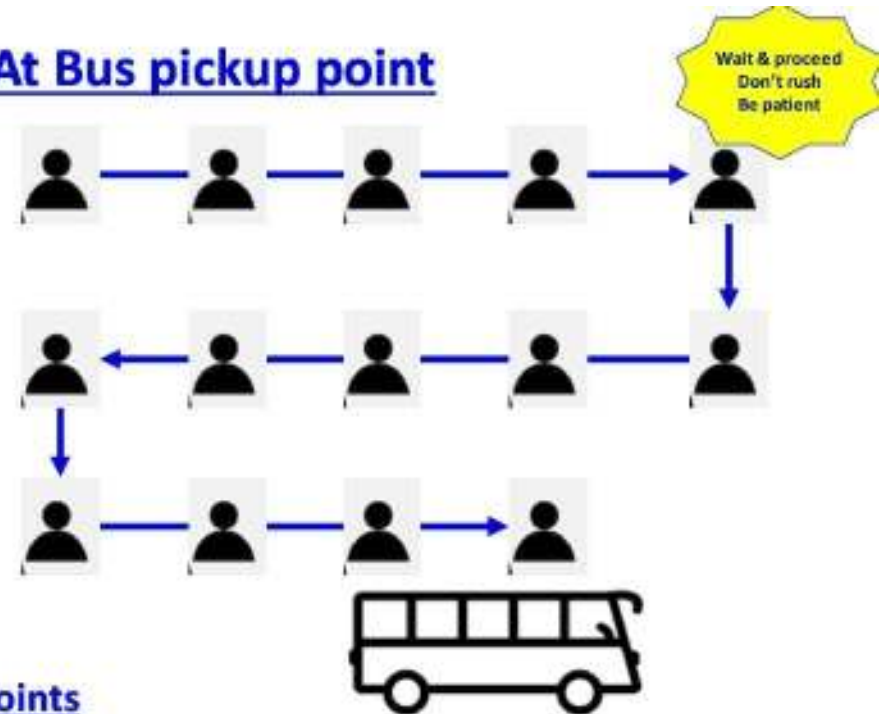
- After Shift completion proceed to gate



Key Points :

1. Keep the face mask on
2. Keep social distancing of 1.5 mtrs following the lane mark

- At Bus pickup point



Key points

1. Stand in queue at the boarding point maintaining social distancing of 1.5 mtr.
2. Board the bus one by one maintaining social distancing
3. Follow the seating procedure as instructed in the bus
4. Keep the windows Open

Step 7. Health and Safety after work & at home



- After reaching home

Removing a mask



1. Grab ear loops only and lift the mask off ears.



2. Pull bottom of mask off and away from mouth and chin.

Home cleaning instructions for reusable cloth masks

1. Launder the mask after use in your washing machine in HOT water using soap or detergent that leaves no residue.
2. Dry on HOT in your dryer.



3. If you plan to reuse your mask right away, place it in a clean paper bag so it will not contaminate other surfaces. Otherwise, place it directly into your washing machine and follow instructions below.
4. If it is a single-use mask, discard it directly into the garbage.
5. Clean hands with soap and water or alcohol-based hand sanitizer.

Key Points :

1. Remove mask by grabbing the ear loops only and lift the mask off the ears
2. Wash masks shall be washed with Hot water using soap or detergents
3. Clean hands with soap and water
4. Dry the mask and place it in clean paper bag for reuse

**Stay
Home**

Do not move out

**Stay
Safe**

Step 7. Health and Safety after work & at home



- While at home with your family

Follow the below 8 health tips for safe stay at home

Health Tips to stay safe at Home

Drink 5-6 glasses of hot water a day
Steam for few minutes daily
Wash your hands often



Wash hands with
soap and water for
20+ seconds each time.



Avoid **touching** your
eyes, nose and mouth
with **unwashed hands**.



Stay home from work or
school **if you are sick**.



Avoid **close contact**
with people who are ill.



Cover your mouth and
nose with a tissue when
you cough or sneeze.



Throw away tissues
after coughing, sneezing
or blowing your nose.



Clean and disinfect
surfaces that are
frequently touched.

Step 7. Health and Safety after work & at home

- If you are in shared accommodation



Always observe good personal hygiene. Practice frequent hand washing using hand sanitiser.

- Keep surfaces clean

Practice cleaning surfaces frequently



- Social distancing is the key



- Do not share personal belongings



Stay Healthy!! Stay Safe!!

