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
UNDERSTANDING THE ENEMY

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

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

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

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

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

6. There is no cure or vaccine found till date to fight the COVID-19 virus.
This virus does not have life of its own, it needs to attach itself to a human cell to live.

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

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

Alcohol based sanitizers are also effective in killing this virus.

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

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.
ORGANIZATIONAL OBJECTIVE

Individually and collectively we have to ensure

SAFETY OF ALL STAKE HOLDERS

Safe at Home
Safe for Family

Safe in Transit
Safe for Community

Safe at Workplace
Safe for Colleagues
Resumption of Operations Post Lockdown

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
ORGANIZATIONAL STRATEGY

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

1.5m

Prevention & Awareness

Masks for all Employees
Awareness through Trainings, Health Centre, Doctors
### Index

<table>
<thead>
<tr>
<th>S No</th>
<th>PARTICULARS</th>
<th>Slide Nos</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Overall Health Advisory</td>
<td>11 – 14</td>
</tr>
<tr>
<td>2.0</td>
<td>Guidelines for Employees</td>
<td>15</td>
</tr>
<tr>
<td>2.1</td>
<td>Starting from Home / After reaching Home</td>
<td>16</td>
</tr>
<tr>
<td>2.2</td>
<td>Travel from Home to Company</td>
<td>17</td>
</tr>
<tr>
<td>2.3</td>
<td>At Entry of Company</td>
<td>18 – 20</td>
</tr>
<tr>
<td>2.4</td>
<td>Movement within Company</td>
<td>21</td>
</tr>
<tr>
<td>2.5</td>
<td>While in Office</td>
<td>22 – 23</td>
</tr>
<tr>
<td>2.6</td>
<td>While Exiting Company</td>
<td>24</td>
</tr>
<tr>
<td>2.7</td>
<td>When outside office</td>
<td>25</td>
</tr>
<tr>
<td>2.8</td>
<td>On Reaching Home</td>
<td>26</td>
</tr>
<tr>
<td>3.0</td>
<td>Guidelines in case of Sickness</td>
<td>27 – 28</td>
</tr>
<tr>
<td>4.0</td>
<td>Core Emergency Response Team Particulars</td>
<td>29</td>
</tr>
</tbody>
</table>
1.0 Overall Health Advisory

Correct method to wash your Hands

1. Wet hands and apply soap
2. Rub hands palm to palm
3. Fingers interlaced rub palm to palm and then right palm to back of left hand and vice versa
4. Cusp back of fingers into opposing palm and rub side to side
5. Clasp right hand around left thumb and rub thumb in rotational manner and vice versa
6. Rotational rubbing, backwards and forwards by placing fingertips of right hand in left palm and vice versa
7. Rinse hands under running water
8. Dry hands thoroughly
1.0 Overall Health Advisory

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
1.0 Overall Health Advisory

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
1.0 Overall Health Advisory

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
2.0 Guidelines for Employees

Employee Action Framework

1. Before Leaving
2. Travel
3. Entry Process
4. Movement & Work Guidelines
5. Canteen Usage

HOME
TRAVEL
OFFICE
ENTRY / EXIT
WORKING

6. Things to keep in mind while in office
7. Exit process
8. Things to keep in mind outside
9. Entering Home

S.O.P. - Resumption of Operations post Lockdown |  23.April.2020
2.1 Starting from Home/ After reaching Home

**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
2.2 Travel from home to factory

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.

- No Visitors

- 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

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

*In case of High Temperature >98.3°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

Good to Go!
2.3 At Entry of Company – Illustration

- **Contact Core Emergency Response Team for help**
- **Ambulance Stationed at Emergency Station near Main Gate**

**Waiting Queues**
- **Temperature Check**
- **Hand Sanitization**
- **Entry through gate**
- **Proceed**

**ISOLATION AREAS**
- Kindly proceed to Isolation Areas if instructed by the guard.

Use the designated one way walkways.
2.4. Movement within the Company

**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
2.5 While in Company

**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
2.5 While in the Company

**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

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**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
2.6 On Exiting from Company

- 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
2.7 When outside Office

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
2.8 On reaching home

- 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

**Step 1**

<table>
<thead>
<tr>
<th>SYMPTOM</th>
<th>ACTION</th>
<th>REPORT</th>
<th>CHECKUP</th>
<th>FINAL STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>If fever + dry cough + sneezing + throat irritation + body ache + breathlessness + loose motions for less than 4 days</td>
<td>Stay at home, do not come to office</td>
<td>Report to your supervisor or department head</td>
<td>Get health check up done daily by your family doctor</td>
<td>If you recover in 4 days then you may report for work with fitness certificate</td>
</tr>
</tbody>
</table>

**Step 2**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>If fever + dry cough + sneezing + throat irritation + body ache + breathlessness + loose motions for more than 4 days</td>
<td>Contact your family doctor / health center in your area and get yourself checked</td>
<td>Get medical certificate from doctor &amp; submit to department head. In case doctor asks to get Covid-19 test done</td>
<td>Get health check up done daily by your family doctor and keep a record</td>
<td>If you recover in 14 days, Get checked by Family doctor and submit his medical certificate</td>
</tr>
</tbody>
</table>

**Step 3**

<table>
<thead>
<tr>
<th>SYMPTOM</th>
<th>ACTION</th>
<th>REPORT</th>
<th>CHECKUP</th>
<th>FINAL STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you undergo Covid-19 Testing</td>
<td>Positive Result</td>
<td>Labelled as confirmed case</td>
<td>Symptoms resolved</td>
<td>After 2 week Home isolation</td>
</tr>
<tr>
<td></td>
<td>Negative Result</td>
<td>2 Covid tests negative</td>
<td>Resume Work</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Check with doctors at designated Covid-19 Hospital whether quarantine / retest required</td>
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3.0 Guidelines in case of Sickness / Contact Tracing

**Suspected Person**
- Person under Investigation
- Result of medical test for COVID-19
  - +VE: Follow guidelines as per GOI
  - -VE: Hospitalization / Home Quarantine Report with fitness certificate

**Supervisor + Medical Team**
- Notify to Doctor and Department Head Immediately
- Contact Tracing of Infected Person. Prepare probable contact list, after investigation & mapping employee movement & interactions. Entire office area to come under scrutiny.

**Confirmed Close Contact Persons**
- Inform them and ask them to get isolated immediately and take regular health updates
- Have COVID 19 symptoms
  - Yes: Go to Doctor, Get admitted to hospital
  - No: 1. Stay at home for 14 days & monitor symptoms 2. Submit fitness certificate

**Probable Close Contact Persons**
- Check Health risk
  - High: Probable contact
    - Go to Doctor, Get admitted to hospital
    - Inform supervisor
  - Low: Inform employee, monitor closely & advice work from home for 14 days, if necessary
## CONTACT PARTICULARS

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

Be respectful to them for risking their lives and leading this fight Together We Will Win!
Stay Healthy, Stay Safe

Thank You