

Resuming Operations

COVID-19 Prevention Preparedness

Guide

May-2020

CHECK FOR PERMISSIONS REQUIRED

- Most operations are permitted now
- However check with local state and district authorities and seek permission if reqd
- Approval taken from Local Police Station for e-pass for vehicles, if necessary
- Information to Inspector of Factories intimating about resumption of production activities

No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001
Dated 17th May, 2020

ORDER

Whereas, the National Disaster Management Authority (NDMA) in exercise of their powers under section 6(2)(i) of the Disaster Management Act, 2005, vide their Orders dated 24.03.2020, 14.04.2020 and 01.05.2020 had directed the National Executive Committee (NEC) to take lockdown measures so as to contain the spread of COVID-19 in the country;

Whereas, Chairperson NEC, in exercise of the powers conferred under Section 10(2)(i) of the Disaster Management Act, 2005, has issued Orders of even number on lockdown measures dated 24.03.2020, 29.03.2020, 14.04.2020, 15.04.2020 and 01.05.2020;

Whereas, save as otherwise provided in the guidelines annexed to this Order, all Orders issued by NEC under Section 10(2)(i) of the Disaster Management Act, 2005, shall cease to have effect from 18.05.2020;

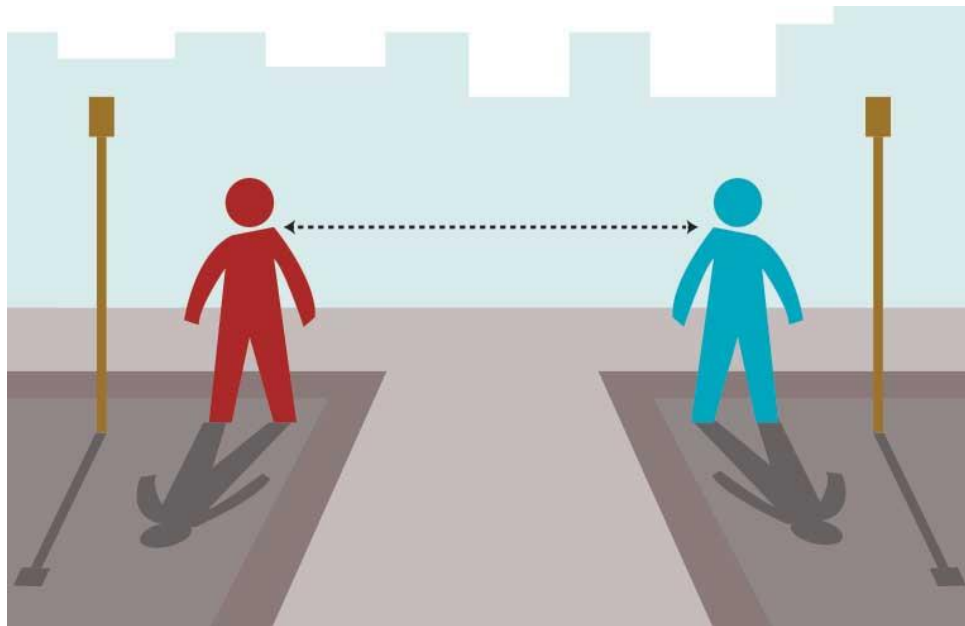
Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, NDMA has issued an Order number 1-29/2020 - PP dated 17.05.2020 directing the Chairperson, NEC that lockdown measures to contain the spread of COVID-19 be continued to be implemented in all parts of the Country, for a further period upto 31.05.2020;

Now therefore, under directions of the aforesaid Order of NDMA dated 17.05.2020, and in exercise of the powers, conferred under Section 10(2)(i) of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, NEC, hereby issues directions for strict implementation, to all the Ministries/ Departments of Government of India, State/Union Territory Governments and State/ Union Territory Authorities that lockdown measures to contain the spread of COVID-19 will continue for a period of upto 31.05.2020, as per the guidelines annexed to this Order, which will come into effect from 18.05.2020.


Union Home Secretary

PLAN FOR THE NUMBER OF PEOPLE

- All people need not attend
- How many can be accommodated



SOCIAL DISTANCING IN BUS TRANSPORT



Not more than 20 persons in the bus – Masks compulsory

SOCIAL DISTANCING IN CAR



FLOOR MARKING AT MAIN ENTRY GATE (FOR MAINTAINING SOCIAL DISTANCING)



MARKINGS

MAINTAIN SOCIAL DISTANCING DURING ENTRY OF ALL EMPLOYEES



TEMPERATURE SCREENING FOR ALL EMPLOYEES & TRUCK DRIVERS – WITH RECORD



ENSURING USE OF AAROGYA SETU APP AND ITS IMPORTANCE



SELF DECLARATION FORMS AND MAINTAIN TRAVEL HISTORY

I _____ son/daughter/wife/Husband of _____ who is
working in _____ (on
behalf of _____), I am herewith solemnly declare that

1. That I am fully aware of the seriousness of the Corona Virus Disease (COVID 19) and that I am aware of all the precautionary measures to be taken for Covid -19 and that before signing this declaration the Manager/s / representative of _____ Ltd _____ have provided me the necessary awareness and precautionary measures to be taken to protect myself from Covid 19
2. For the past 14 days I have not visited and also not been in contact with the Red Zone / Containment Zone / Corona Positive Patients.
3. That I will not consume Gutkha / tobacco and smoke in the company premises; and that I will not spit in the company premises.
4. That I will maintain proper social distance of 6 feet and wearing the face mask during working hours in the plant / company, other than lunch/ dinner / tea time. I will wear the face mask all the time in working hours.
5. That during working hours if I observe any symptoms of cough, cold, fever or any other physical uneasiness I will immediately bring it to the notice of my supervisor/manager.
6. That I will maintain proper social distance while coming to and going from work, and that I am also aware of social distance practices to be followed as declared by MOHFW / State/Central Government and will ensure to follow the same.
7. That I have / don't have Android/Apple mobile. In case of android mobile – I have downloaded the Arogya Setu App as mandated by the government.
8. I hereby declare that if I am found to disregard these rules, precautions _____ has complete authority to take action against me

Place:

Signature of Employee

ISOLATION AREA – FOR EMERGENCIES



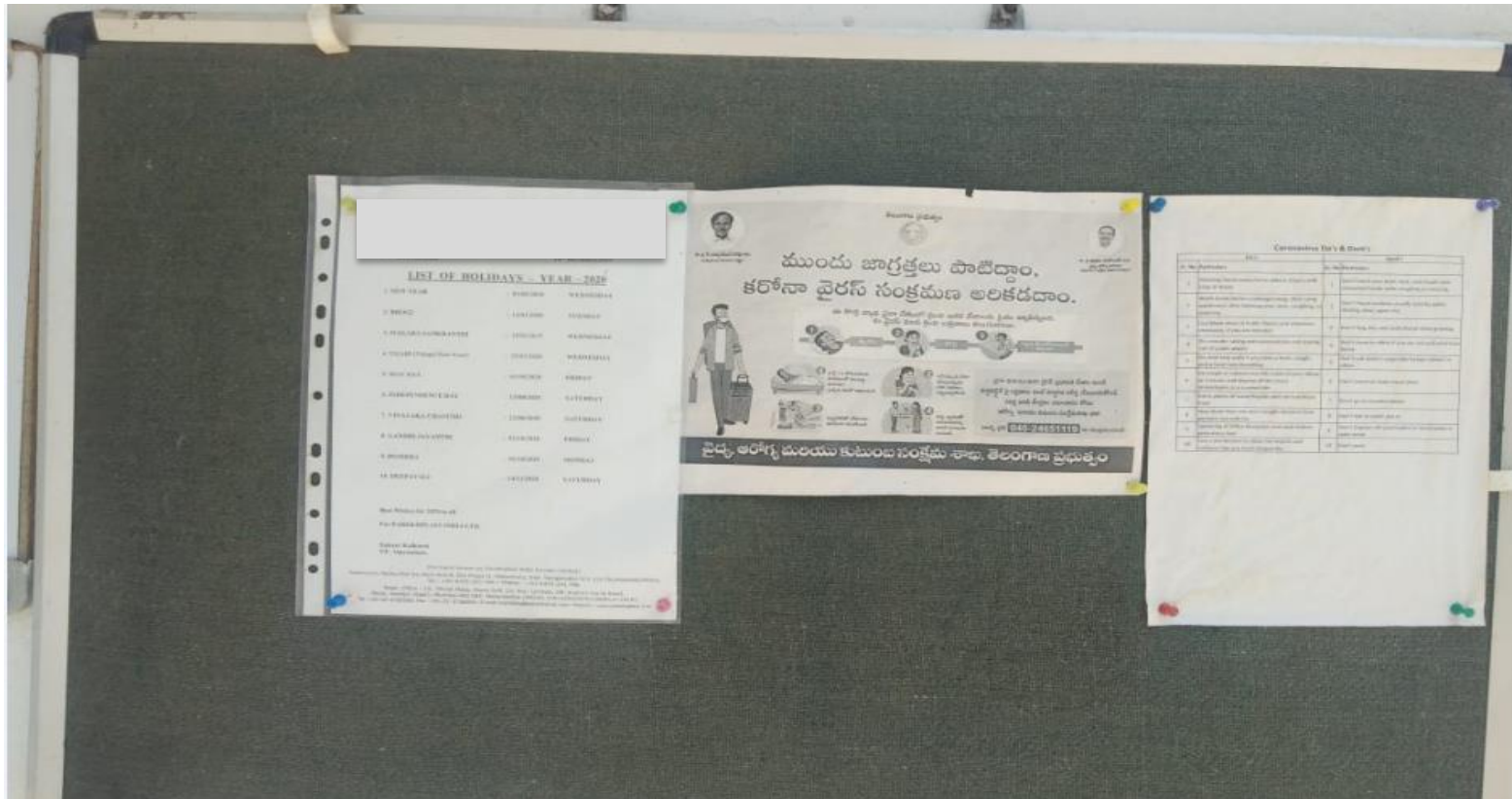
WEARING FACE MASK IS COMPULSORY FOR ALL



APPLICATION OF HAND SANITIZER ON HAND FOR ALL EMPLOYEE DURING ENTRY



COVID-19 AWARENESS POSTER AT DISPLAY BOARD WITH Dos / DON'TS



AWARENESS TRAINING AT SHOP FLOOR (WEARING OF FACE MASK, PPE, HAND SANITIZATION, SOCIAL DISTANCING)



PROVISION OF HAND SANITIZER AT EVERY ENTRANCE & INTER DEPT



SHOP FLOOR (SOCIAL DISTANCING MARKING & FACE MASK ON FLOOR)



ADMIN OFFICE (SOCIAL DISTANCING & FACE MASK)



CLEANING HIGH TOUCH OFFICE AREAS EG DOORKNOBS, RECEPTION DESK, PCs



Procedure for PC / Mobile / Laptop cleaning

<https://tech.hindustantimes.com/tech/news/coronavirus-outbreak-how-to-keep-your-smartphone-keyboard-and-mouse-clean-story-eUqByETIj6MwbKc0kXnnLN.html>

HOUSEKEEPING & DISINFECTANT SPRAYING EVERY 2 HOURS



HOUSEKEEPING OF VEHICLES WITH DISINFECTANT ON EVERY TRIP



DEMARCATATION AT CANTEEN (FOR SOCIAL DISTANCING)

BLOCKED
SEATS



USE OF STAGGERED TIMINGS

ACTIONS ON EXIT

SHIFT CHANGES – DIFFERENT GATES, NO CONTACT.

SAME PRECAUTIONS AS ENTRY



RESOURCES



Getting your workplace ready for COVID-19

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. WHO stated there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world.

WHO and public health authorities around the world are taking action to contain the COVID-19 outbreak. However, long term success cannot be taken for granted. All sections of our society – including businesses and employers – must play a role if we are to stop the spread of this disease.

 mohfw.gov.in

COVID-19: Guidelines on disinfection of common public places including offices

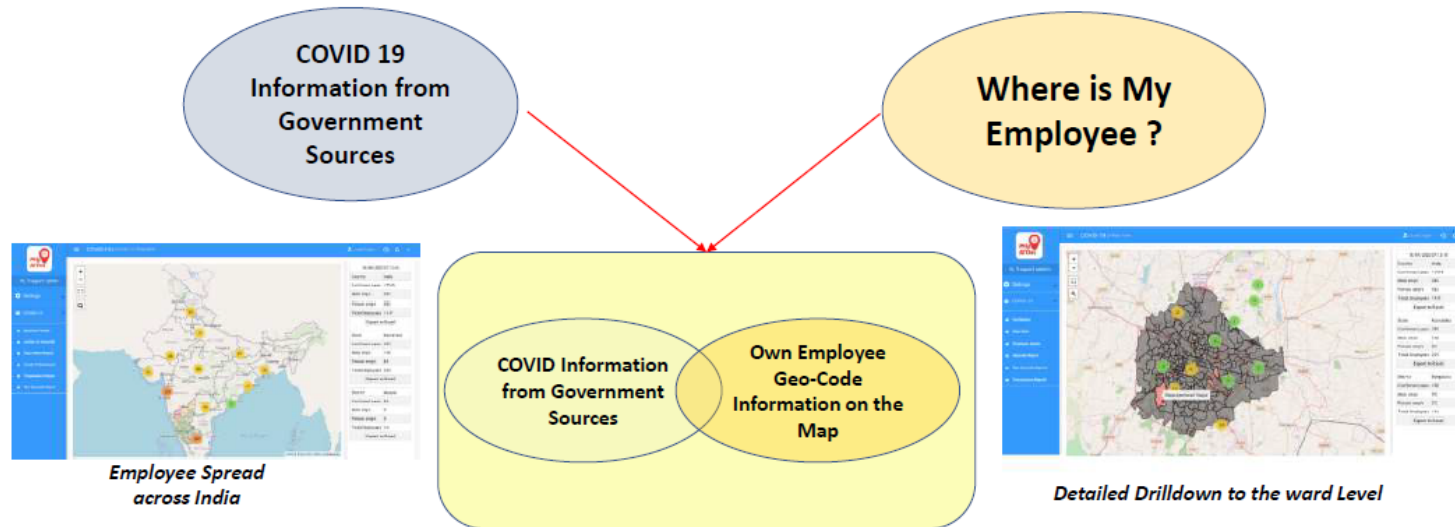
Scope: This document aims to provide interim guidance about the environmental cleaning /decontamination of common public places including offices in areas reporting COVID-19.



Ministry of Health
and Family Welfare
Government of India

TECH SOLUTIONS IN MARKET - 1

Combining two critical elements of information which are essential to effective decision making



Combining the two in a curated form to create a powerful analytics and decision making tool for Leaders

Mapping Govt info on Zones and Employee presence to decide risk and opening strategy

TECH SOLUTIONS IN MARKET - 2



Modify Visitor and Staff Management solution to track Health and Sanitisation measures

THANK YOU