




Arshiya

Guidelines – *Preparing for Safe & Sustainable Environment*



TRUCK QUEUING
CUSTOMS OFFICE 1
PROCESSING ZONE ENTRY
VISITOR CENTER
VISITOR CAR PARKING

ARSHIYA' S GUIDELINES

- These Guidelines are prepared to carry out the safe and secured operations at all Units/Divisions/Offices of Arshiya Limited, during and after the lockdown period due to COVID-19 outbreak.
- We have to ensure to follow these Guidelines to break the chain of corona spread and resume to normal operation safely.
 - All precautionary measures need to be ensured at all Arshiya Offices/Facilities across locations so that all stakeholders e.g. Employees/Trainees/Vendors/Suppliers/Customers/Contract Workers/Consultants/Visitors etc. should be safe and secure at workplace.



CMD MESSAGE

Dear All,

We are facing an unprecedented global challenge and on behalf of everyone at Arshiya, I hope that you and your loved ones are taking care to safeguard your health and well-being.

Our first priority is the safety of our people, clients, partners and their families and we are taking every effort possible towards that.

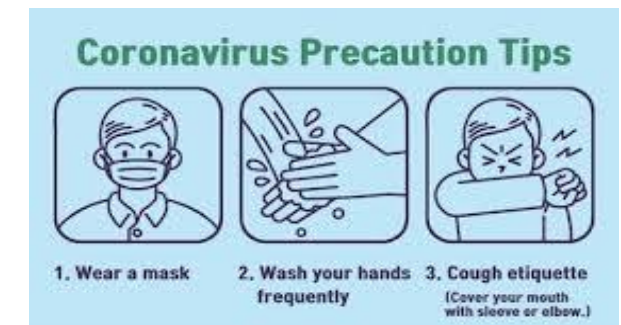
We employ a large number of laborer who are dependent on us for their daily livelihood. We are ensuring that proper hygiene, waste management, cleanliness including social/physical distancing is maintained and managed across our facilities.

We have been in business for a long time and have endured many challenges. Our clients and stakeholder systems are important to us and we will do whatever we can to stand by them.

I am confident that this phase will move over and we will emerge safer, stronger and more successful with your support.

MANAGEMENT ROLE

- Create an Emergency Response Group
- HR Team(s) to regularly communicate and monitor all employees, associates, including contractual employees and their supervisors
- Ensure basic needs of employee are taken care, they feel safe & secure coming to work
- Train select employees for Fumigation & Sanitization methods before starting
- Communication for obtaining necessary permissions from respective regulatory bodies for resumption of normal operations to be made on time
- Display of information at all entrances, workplaces and common spaces for protection and prevention awareness – social/physical distancing and other precautionary measures as per mandated guidelines.
- Advisories issued by Management from time to time to be widely circulated & communicated to all employees.
- Cross functional audits of adherence to the advisories on preventive steps taken to be done on regular basis.



SAFETY PRECAUTION – FUMIGATION

Fumigation to be carried out of WH, offices, canteen, CY before starting operations and as and when needed (Preferably by in-house trained personals)

Outside / Inside office -

Entrance Gate of company, WH, Open yard & Office etc.

Meeting rooms, Conference halls,

Canteens, Rest Rooms, Pantries

Open areas-Staircases, Parking areas

Lobbies

Entrance Gate of Sites, Porta Cabins, Buildings etc.

Touched Surfaces -

Equipment having high touch surfaces like -Lifts/Elevators and their buttons, Panel rooms, Buses, Company Vehicles especially commonly used vehicles, golf cars

Washrooms, Toilets, Sink etc.

Walls of common places

All other surfaces like door knobs, hand railings, office tables etc.

Parking Facilities, Guest Houses



SAFETY PRECAUTION – MASK & SANITIZATION

Ensure availability and use of cloth masks by all employees, all stakeholders e.g. Employees/Trainees / Vendors/Suppliers/Customers/Contract Workers/ Consultants/Visitors etc. feel safe and secure at workplace

It is mandatory for all employees to wear cloth masks, These can be cloth masks stitched by local people

Disinfectant such as Sodium hypochlorite for clothes and Ethyl Alcohol for disinfecting plant and machinery could be used

NOTE : USE AS ADVISED, Check with Government/Certified agencies



For disinfecting clothes



For disinfecting
Plant & Machinery

Security guards



Canteen staff

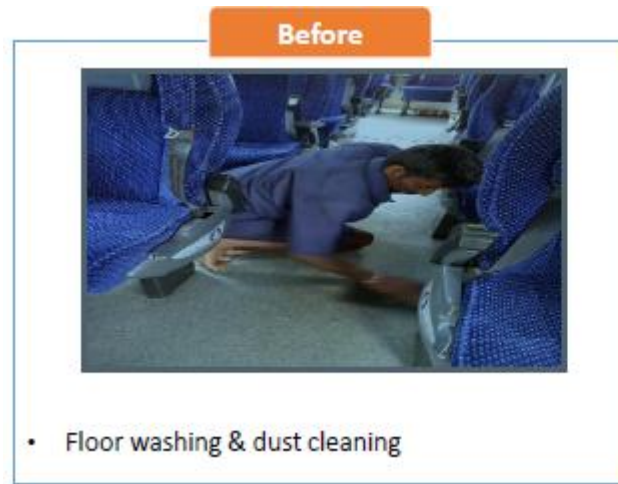


Drivers, workers



TRANSPORT VEHICLES – SANITIZATION

Fumigation of all incoming vehicles and materials – same for outgoing material and vehicles



- Disinfecting vehicle and cleaning to prevent infection
- PPEs to be worn by the cleaning staff



Disinfect vehicle before and after each shift



Sufficient gaps at Parking



Sanitization of all entry vehicles

BEFORE START

- All the employees to submit their health status certificate before resuming office
- Collect travel history from employees and their immediate family
- 48 hours of monitoring to be done on those who travelled from out station
- Do not ask employees from areas sealed by Central/State Governments to report to work till sealing is lifted



Before



- No self-examination on health status

Key Points

- Start to office only when the employee is healthy
- If employee is feeling sick, having severe cough, sneezing and difficulty in breathing, stay back at home. Take rest and consult family Doctor
- Report to supervisor and Company Doctor

New Normal

Symptoms of CORONAVIRUS (COVID-19)



Fever Shortness of breath Cough



- Self-examination on health status

DURING TRAVELLING

- Coming to/going out of workplace
- To the extent possible, employees should use their personal vehicles for commuting to work place. Carpools or public transport to be avoided
- Wherever company transport is arranged, following norms to be followed :
- Vehicle ACs (including in buses) not to be operated.
- All the employees to sit and move in/out in such a way that they follow social/physical distancing norms.
- All the employees/and others entering Company premises to wear face mask..

Maintain social distance at pick-up point



Temperature check while boarding



Key Points

- Maintain social distancing instead of standing in group/crowd
- Cover face with mask
- If body temperature is more than 37.5°C, team member is asked to go back to his home

SECURITY PROCEDURE AT ENTRY GATE

1. Security procedure for Entry Floor marking at Entry gates

Thermal Screening of all stakeholders coming to Arshiya premises to be ensured.

Stop parcel/courier person at gate. Parcel shall be collected at a secured and designated area and received by concerned person.

Turnstile gates not to be touched with hands. To be sanitized regularly.



2. Thermal temperature checking

- Before boarding company transport, private transport or any other vehicles.
- At security gate or entering the Office/Facility
- Going/coming from outside
- Keep maintain record each one of employee

Do not allow employees with symptoms to enter



SANITIZATION OF EVERY INDIVIDUAL'S CLOTHES WHILE ENTERING / LEAVING OFFICE/FACILITY PREMISES

Sanitization during entry to workplaces

1. Disinfection of all stakeholders entering through gates to be done using Disinfection Chambers.
2. Hand sanitizer's to be kept at entrance of all CO1 office As well as each office operation area. People after entry shall sanitize their hands before proceeding to their work spots. In all operation areas, having nearby water points or drainage/wash basin etc., hand wash shall be used (it is the preferred option vis-à-vis hand sanitizer). In all lifts entrance, meeting hall etc., sanitizer may be used.
3. Special attention to be given to hygiene of housekeeping staffs, company hired drivers, people serving tea/coffee etc. as they are exposed to most of the employees. In case of any symptoms noticed, departments to report to Medical center .
4. Sanitize the shoes of all the people entering the facilities with the disinfectant in a mat to ensure people are completely sanitized from top to bottom



SOCIAL/PHYSICAL DISTANCING

All employees to avoid biometric attendance for further notice. The attendance will be either manual or facial recognition.

Ensure safe distance while walking or using staircase/lifts. Minimizing contacts and keeping safe distance.

Lifts shall be cleaned and sanitized during office hours at a prescribed periodicity

It should be ensured that lifts are not crowded and social distancing (of 1 m distance) is maintained.

Social/Physical Distancing on the Shop Floor/wash-rooms/Canteen and other areas where large number of employees assemble regularly



SOCIAL/PHYSICAL DISTANCING

During duty hours at Offices / Plants –

- Employees shall work from their seats and avoid going to other's seats as far as possible.
- All employees who will come can only leave at office closing
- Meetings to be avoided as far as possible - VC/Conference Calls/ MS Team/other modes to be used as far as possible. For extreme situations where a meeting cannot be avoided, proper gap by leaving one chair vacant should be followed in the Conference Rooms.
- All business travel to be guided by latest Company guidelines.
- All personal travel to be guided by Company Advisory/local Administration Guidelines.
- All employees to strictly adhere to the social/physical distance of minimum 1 meter.
- Hard copy files to be avoided wherever possible. Soft copy correspondences/approvals to be adopted through mails or other electronic means.
- Spitting in dustbins and on roads is not allowed.

New - After



Social/Physical Distancing being followed in physical meetings (*if online meeting is not feasible*)

Before



Social/Physical Distancing not being followed during meetings

While Entering Toilet



Open the door using your elbow/arm
(Do not use palm)

While coming out from Toilet



Open the door using your leg & elbow/arm
(Do not use palm)

Shop Floor in-charge to conduct daily meetings before starting operation to explain 'Do's and Don'ts' with maintain social/physical distance.

During duty hours at operation/project sites

- Workers shall be instructed to maintain social/physical distancing of 1 m at all times. (tool box meeting, teatime, lunchtime, gate entry time and drinking/service water area, Canteen).
- Daily Tool Box Meeting shall contain the awareness about COVID 19 and measures to prevent its spread. Social/Physical distancing must be ensured during this meeting.
- No other group meeting shall be conducted, where a mass gathering is expected, such as - JMCP (Joint Mass Communication Program), Mass Meeting etc.
- All working area shall keep clean and hygienic.

Before



Meeting with workers without Social/Physical Distancing

New - After



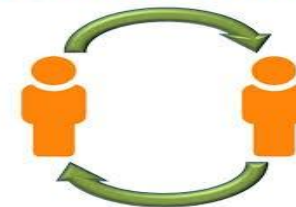
Social/Physical Distancing being implemented in all meetings

SOCIAL/PHYSICAL DISTANCING

- Only essential employees be allowed to come to work, rest can work from home.
- Office work should be organized to ensure social/physical distancing
- Distancing to keep separation of employees between 1 to 2 meters (3 to 6 feet) as a minimum
- Start preparing strategies to work on rotational basis.
- Canteen plates, spoons, cups to be sterilized with boiling water
- Employees to be encouraged to bring food from home till situation improves.
- All food courts, cafeterias and canteens are shut down to avoid people from gathering. Everyone has to eat at their desk and wipe the desk with sanitiser after eating.



Job Rotation



SOCIAL DISTANCING

- All vehicles carrying food to be sanitized daily.
- Mandatory hand wash/hand rub for all the visitors
- Periodical kitchen audit to ascertain cleaning and sanitization of utensils, food containers, counters, table, chair, basin etc. in canteen.
- Provision of packed food during lunch and dinner to be continued wherever feasible.
- Educate people for not to talk while working/Lunch-
Display banners for avoiding talking
- Try to distribute Office Staff in 2 shifts



HYGIENE AND SANITIZATION

- Separate dust bins for collecting used masks/hand gloves
- Confirm company has adequate supply of soaps, disinfectants, hand sanitizers, paper towels, etc.
- Confirm stock of face masks, face shields, gloves, and glasses on-site; order with lead time
- Keep 'non-touch' thermometers on-site for employee screening
- Emergency handling equipment's
- Restrict entry of unauthorized food delivery/parcels, personal consignments. Only those from designated official supply chain partners to be received at material/assigned gate .
- Restrict entry, strictly no hand shake and physical contact.



RESTROOM UPKEEP

All the cleaning staff to wear proper mask and gloves during cleaning

Purpose: Ensure Safety during break through Social Distancing & Hygiene Practices

Before



- Cleaning done once in 2 hours

New Normal



- Cleaning done every hour
- Alcohol-based disinfectant used
- Frequent touch points disinfected

Key Points

- Frequent touch points disinfection done
- Frequency of cleaning to be done every hour. Additional manpower deployed
- Personal Protective Equipment usage mandatory for cleaning staff
- Alcohol-based disinfectant utilized

KEEP WASHING HANDS

When to wash hands with Soap

- Before and after document transfer
- before, during and after food preparation
- After going to the toilet
- After contact with others
- After coughing or sneezing
- Before lunch/dinner
- When the hands are dirty
- After going out and coming back
- MINIMUM EVERY 90 MINUTES



SANTIZATION AND UPKEEP OF WORKPLACE

- Sanitization of all areas to be ensured at end of every shift.
- Special attention be given to wash rooms/toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.
- Non-contact type tap, hand wash and sanitizer dispensers to be used. Cleaners to use required PPEs.
- Walls/ Doors/ Windows and all fittings in wash rooms shall be disinfected and cleaned thoroughly at prescribed periodicity.
- Soap solutions/hand sanitizers/paper towels shall be placed in non-contact type dispensers and replenished at prescribed periodicity.
- Disinfect landline telephones working table frequently – minimum twice a day with 75% ethyl alcohol



Floor/surface cleaning through water only



Disinfectants being used widely to contain the spread of germs



High touch surfaces like door knobs not being cleaned regularly



All high touch surfaces being sanitised at a prescribed periodicity



LABOR COLONIES OF PROJECT SITES

- Arrangements to be made to supply all essential items like rice, wheat, groceries, water etc. to colony itself, to restrict movement of labour.
- Appropriate face masks shall be ensured for all labour.
- All shall be advised to wear face mask always while at colony, movement outside and during duty timings.
- Arrangements shall be made for getting medical examination of all people for any Covid-19 symptoms.
- Quarantine hall or room shall be established in labor colony for the said purpose.
- Contractor shall display precautions measures - do's and don'ts at colony premises in all languages spoken by the workers.
- Vehicle shall be kept ready or arrangement for vehicle shall be made for emergency purpose.



Face Masks to be used at all times

Employees/Contract Workers/Trainees/Others All Employees/Others who enter Company premises shall be permitted only if they are wearing face mask. It is to be noted that the general and special PPEs to be worn by employees and workmen for their routine work at site will be as per existing practice.

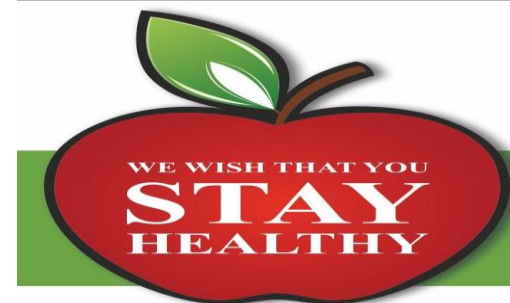


Helpline/War Room numbers to be displayed on the shop floors/office/all entrances

Employees to be kept informed about the Helpline numbers for any emergency

Guide Employees for using Aarogya Setu App. Downloading the app is mandatory for all those who are coming to office

Support and counsel employee to create a environment of safety and avoid panic



Thank You

*Together will fight and win the war
against COVID-19*

