

**Recommendation for Service Sector, Industry, Healthcare,
Academics, to be worked in Post Lockdown COVID 19 Situation**

INDEX

- Objectives for these recommendation
- OHSMS practices
- Inputs and Outputs
- Functioning Guidelines
- Utilities
- HR Practices
- Leaving workplaces after duty
- Do's and Don'ts for family

Objectives for these recommendation

- Quality Circle Forum of India, Kolkata Chapter primarily stressed on the necessity to keep our Customer, Supplier safe and happy in working environment.
- To raise potential awareness in different discipline
- The recommendation will be able to guide to initiate further work in safe condition in Post Covid outbreak

OHSMS Practices

PPE's Inventory

- Inventory of preventive PPE has to be maintained in the factory
- Ensurance of enough disinfectant in the factories
- Ensure disinfectant equipment in the factory premises / offices and those are working properly
- Store PPEs near the entry point of the premises i.e. Hand Gloves, Masks, Sanitizer and to distribute to the needy employee

OHSMS Practices

Staff Transportation Vehicle

- COVID protection guidelines should be displayed inside vehicle in English and Local Language
- Sitting posture inside vehicle should be displayed
- Ensurance of Hand Sanitizer inside vehicle
- First employee entering vehicle should take the last seat so that last employee take the first seat and nobody crosses others
- Not to touch railing, door handle of the vehicle

OHSMS Practices

Emergent Guidelines

- An Emergency team should be constituted preferably with Factory Manager and members from HR Department, Purchase Department, Safety Department and Emergency Isolation Ward
- Emergency Team should meet on daily basis to enquire about the health condition of each employee
- Medical Insurance for the workers to be made mandatory
- Prompt arrangement for evacuation, rescue and relief
- **To follow district plan as per disaster management**

OHSMS Practices

Social Distancing

- Entry and Exit roots should be separated
- Separator should be there between two work stations
- There should be an isolation ward as emergent requirement for the doubtful employee
- During checking temperature, drinking water place, Canteen usage, meeting / discussion, social distancing must be maintained

OHSMS Practices

Sanitization and disinfection

- Through cleaning has to be done prior two days of reopening of the premises, i.e. Office, Canteen, Stores, incoming materials, tools, air conditioners, blowers, working floors, tea area, water coolers, instruments, apparatus, tools, Jigs / fixtures.
- Sanitization should be done by 1% Sodium Hypochlorite and 70% Alcohol as and where applicable. For common touch points 70 % alcohol is used.
- Employee transportation vehicle should be sanitized 2 days prior to opening the plant and subsequently to be cleaned everyday.
- Provision for hand wash and **sanitizer preferably with touch free mechanism** will be made at the entry and exit points and common areas.

OHSMS Practices

Preventive PPEs

- Thermal screening of 100% employee at entry point of Office / factory premises
- Ensure hand sanitizers at entry and other suitable points
- A tunnel may be formed at entry point for complete sanitization of the employees
- Ensure availability of masks, gloves at the required points

Inputs and Outputs

Inputs

- Inputs should be kept in Quarantine area for at least 24 Hours before the QA process is initiated
- Truck Driver should be sanitized during entry in a factory
- Should be separate area for driver sitting
- Hand Gloves and other PPE should be used during unloading of materials
- Sanitization of Driver, his restricted movement and sanitization of the Truck is a priority consideration

Inputs and Outputs

Area for Parking

- Sanitization of External Vehicle should be done in the parking areas
- Social distancing has to be maintained for parking Car, Scooter, Car in the Parking area
- Display of Do's and Don'ts in the parking area
- Touching of other vehicle should be avoided

Inputs and Outputs

Materials awaiting dispatch

- Sanitization of the materials prior to despatch as mutually agreed upon
- If required PPE has to be given to the drivers
- Fumigation of consignment as applicable
- Thermal screening and sanitization of the driver prior to leave the plant
- Do's and Don'ts have to be handed over to the driver prior to leave the plant

Functioning Guidelines

Workshop Floor / Working premises

- Redesigning of Lines / layout to ensure multi machine operations through minimum number of employees
- There should be minimum 30 minutes gap between two shifts to ensure cleaning of Tools, Fixtures, Machines and working Floor
- Working floor should be sanitized minimum thrice a day, i.e. before commencement of work, during lunch time and at the end of the shift
- Working floor and machines should be sanitized with 1% Hypo on daily basis
- To ensure social distancing, due jobs should be staggered in all 3 shifts as per available load
- Employee should avoid physical contact with each individual
- Locker rooms has to be un-functional till further notified
- Two work stations should be separated preferably with plastic curtains
- Avoid direct speaking
- Restricted movement of personnel between the departments

Functioning Guidelines

Workshop Floor / Working premises

- GUTKA, Pan should be banned inside premises
- Common touch points and employee hands should be sanitized with 70% Alcohol
- At least 1 metre distance has to be maintained between two employees
- No spitting on working floor

Functioning Guidelines

Stores Department

- Trolleys/strands/platform should be cleaned with IPA
- Issue materials should be quarantined for a minimum period say 24 hours
- All required PPEs should be used by the stores person
- All other stores equipment should be cleaned with IPA
- Stores and feeding manpower should be staggered in shifts wherever possible
- Material should be issued as per the requirement only
- Social distancing has to be maintained between the stores personnel

Functioning Guidelines

Quality Assurance Department and other areas

- Incoming materials should be quarantined for a minimum period say 24 hours
- Proto type parts must be quarantined for a minimum period say 24 hours
- No supplier visit until and unless Covid chain breaks
- To minimize the touches of the inspection components
- Use of the desired PPEs
- Measuring tools should be sanitized with IPA

Functioning Guidelines

Tools and other essential Equipments

- Ensure only the required tools on shop floor
- Avoid manual issuance of Tools
- Disinfect the tool before issuance and after receipt from the user department with IPA
- Tool store in charge must wear hand gloves and triple layered masks
- Less required tools also has to disinfected frequently
- Tool issuance trolley has to be disinfected

Functioning Guidelines

Offices

- Sanitize total office area with 1% Hypo. Also apply IPA for the common touch points
- Should avoid lifts wherever possible
- **Sanitization of door knob and switches** with IPA as applicable. This sanitization should be done on daily basis.
- Before commencement of further operation, the desired information must be shared by the departmental officers and staffs
- Employee should bring their own water bottle
- **Spitting inside premises is completely prohibited**
- The organisation should use Microsoft teams, Zoom Meetings, Video conferencing, Tele Conferencing, Skype. Normal meetings in person should be avoided
- **e approval should be initiated rather than physical movement of papers for at least next 3 months**

Functioning Guidelines

Equipments, Electrical Gadgets

- On reopening, after power on, to check the primary power supply voltage. **Variation should not exceed $\pm 10\%$.**
- To check the cable connections in between the control panel and manipulators / equipments / machines / robots are securely conformed
- Checking of hydraulic and air pressure as per the desired requirement
- Check any error related to battery, further steps may be undertaken
 - a. In case of encoder error, please set original data
 - b. Data upload appropriately
 - c. Manual operation of the robots to check the paths
 - d. Run the system in auto mode, if found otherwise OK
 - e. Before handing over all the equipments, those must be checked

Utilities

- To check and clean the utilities (make a list which varies from Industry to Industry)
- On the first day of opening factory, ventilation and lighting system must be checked
- Cleaning and refilling of all the cooling tower has to be effected
- Air Compressor testing
- Cleaning of Air Reservoirs
- Cleaning and chlorination of the available water tanks
- Testing of HSD and other Gas Generator set, applicable to other department also
- Attend all main LT panel
- Check the chillers and air conditioners
- Inspect petrol, diesel yard on the oping day of the premises

HR Practices

Awareness of the concerned people

- COVID updates and preventive measures to be communicated through e mails
- **Card punching in stead of biometric punching**
- Display of COVID 19 do's / don'ts, help lines and emergency contact numbers should be displayed in Canteen, Notice Boards, Main Gate Security office
- **Frequent cleaning of common places and mandatory hand washing shall be maintained**
- Plan and coordinate specialised training program for disaster management for different level of officers, staffs and the workers
- **Hospitals / clinics in the nearby areas which are authorized to treat COVID 19 patients should be identified and list should be available at work place all the times**

HR Practices

Pantry, Canteen etc.

- Cleaning and chlorination of the related water tanks
- Food and tea distributions should be staggered
- Cleaning of dining tables and related chairs
- Spice, pulses, wheat should be used as standard pack
- Sanitization of standard packs in isolated place
- Sanitization of all canteen related appliances
- To bring food from home wherever possible
- To keep vegetables in isolations for at least 12 hours.
- To clean vegetables with warm water
- No unauthorised entry in canteen
- Non veg should be avoided in canteen and outside also
- Chapati making machine must be sanitized before and after use

HR Practices

Pantry, Canteen etc.

- Tissue paper should be ensured with every plate. Plate should be wiped off with tissue paper. After use, the paper should be dropped in dust bin
- **Disposable spoon, plates should be used only**
- Like entry gate, sanitization tunnel should be formed at the entry point of canteen
- **If plates are reused, then the same has to be kept in hot water before and after use**
- Canteen staff should use PPE i.e. Masks, Hair Caps, gloves, apron etc.
- In food counter, washing area, sitting arrangement at least 1 metre distance should be maintained
- Food counter, table, chair, dining hall should be sanitized before and after use
- In canteen, seating plan should be revised

HR Practices

Cleaning frequency guideline

- Office and plant area – Lobby, Corridor, Staircase, escalators, elevators, security guard booths, Cafeteria, meeting room, staff room – 1% Hypo – Once a day
- High contact surfaces – Handrails, handles, public counters, intercom system, printer, scanner and other office machines – 1% Hypo – twice a day
- For Metallic Surface v- Keys, Door Handles, Security Locks – 70% Alcohol - Frequently
- Common Area – Toilet Floor, Commode, Sink - 1% Hypo – Once a day
- Plant Machineries – Machine switch, machine handle, valves – 70% Alcohol – Frequently
- Plant Machineries – All Machine, Equipments, Safety Equipments etc. – 1% Hypo – Twice a day

HR Practices

Managing Visitors

- Entry of visitors should be banned in office or in plant premises.
- Special permission for visitor entry may be approved by functional head as a very special case.
- The visitor will not be allowed beyond reception area.
- Will not be allowed to meet anyone other than the designated person

HR Practices

Manpower Planning

- Increase of shift to maintain social distancing
- In case of any COVID symptom in the existing manning, the person should be isolated immediately with appropriate official communication to the concerned department
- Coordination with district administration, local police station for safety of employees who will come for plant start up.
- Only required manpower will come to office. Rest will work from home
- Persons above 65 years of age and parents of children below the age of 5 may be encouraged to work from home

Leaving workplaces after duty

- Thermal screening of every employee before leaving the plant
- Sanitization done prior leaving offices
- Car keys, steering and car door handle to be sterilised
- After reaching home, person to change cloth and to take bath in hot water with dettol before meeting with other family members.
- Washable mask is preferred

Do's and Don'ts for family

- Family members should stay at home
- One person should go out to bring essentials items
- Maintain social distancing when outside
- After returning home, sanitize yourself
- Wash the packets and the vegetables with hot water and to be used after 8 Hours
- **AVOID EATING RAW VEGETABLES**