

# Restarting Operations - Post Lock Down

Only for sharing Information and NOT Prescriptive

# Health and Safety

- Health and Safety given utmost priority even at the cost of operational efficiency
- Detailed SOP prepared with inputs from multiple sources

*This document is not limited and may be revised according to need of the organization or any other circumstances.*

# **Guidelines for Work Resumption after COVID19 Lock down**



## **Sources of Information:**

- ☞ WHO - Health Bulletins
- ☞ Ministry of Health and Family Welfare, GOI
- ☞ Department of Health and Family Welfare, GOK
- ☞ Centre for Disease Control and Prevention.

# **Guidelines for Work Resumption after Lock down**

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## Guidelines for Work Resumption after Lock down

### ① Purpose:

The purpose of these guidelines is to describe the procedure to follow for resuming work after lockdown due to COVID-19 outbreak.

### ② Introduction:

These guidelines are prepared to resume the work at all plants including project site (Hostel Block) of Ace Designers Limited after the lockdown period due to COVID-19 outbreak. By following these guidelines the chain of virus spread shall be avoided and works can be done safely. All precautionary measures are to be ensured at Ace Designers establishments so that all the members feel safe and secure at work place.

### ③ Scope:

These guidelines are applicable to all plants of the Ace Designers Limited and SMO.

### ④ Applicability:

These guidelines covers all the below categories of members working in all the plants.

- All Ace Designers' members.
- All Contract members.
- All Trainees & Apprentice.
- Visitors & Vendors.
- Service Providers.

#### ※ ATTENTION PROCESS OWNERS

Any service provider must take the permission through the work permit procedure without which the authorization for entry will not be provided in any plant.

## Guidelines for Work Resumption after Lock down

### ⑤ Do I have to attend the work?



As per the MHA guidelines following working methodology shall be adopted to avoid crowding and maintaining social distance in workplace.

- **Working days** – This can be decided by the concerned units / divisions based on the work load and HOD/Person In charge will communicate to the concerned members over phone/ WhatsApp.
- **Working Hours / Shift** - The members are to be rostered in staggered shifts so as to avoid crowding in a particular workplace and shift plan/timing will be communicate to the concerned members over phone/ WhatsApp.
- **Work from Home** - Work from home is to be implemented in all feasible areas / functions /offices. Alternatively, rotation roster can be followed on alternate / weekly basis for the members in the same area.
- **Flexible work hours** – HOD's may assign members with flexible hours staggered at both at office and at home depending upon the situation / work demand.
- **Members staying in hotspots** – Member staying in hotspots as declared by the BBMP (within Bengaluru urban), Additional Chief Secretary, Principal Secretary, District Health and Family Welfare, District Commissioner etc. must inform their HOD's along with proof residing address and based on the need/ urgency of the work.
- **Know history medical illness** – Members with pre-existing medical illness like hypertension / diabetic with age 50years and above or who underwent any kind of transplantations (like kidney (renal) / heart / liver) and also member suffering from any other major illness [Follow instructions as per **ACE – SHE – CGL – 001**].

## ① Disinfection inside the Plant:

All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums.

- Admin and Material Movement Gates along with furniture surfaces.
- Meeting Rooms and Training Halls with furniture surfaces.
- Waiting Lounge with furniture surfaces.
- Kitchen and Canteen along with dining table surfaces.
- Door Handles, Elevator, Taps, Toilets, Hand Wash Stations, Walls etc.
- Canteen Transport Vehicles and Cars & two wheelers.

### Machine - Disinfection Process

### Manual - Disinfection



**Disinfectant used:** Virex II 256  
(Industrial Grade),  
**Make :** Diversey, **CAS:** 64-17-5

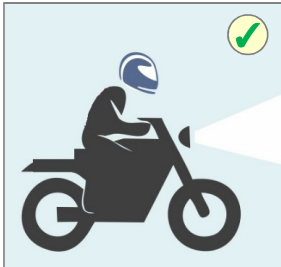



**Frequency:** Everyday morning before start of work by external person and common touch points like door handles, taps, toilets, Hand wash stations are disinfected once in every hour by internal housekeeping team members.

Cars: will be disinfected while they are coming inside the factory and two wheelers every day two time 11:00am and 3:00pm.

## ② Commuting from Home to Work:

Members must strictly follow the below instructions:

- Avoid public transport.
- Should not give lift to any unknown person while coming office or going back to home from office.
- Use sanitizer after using ATM and POS for making payment anywhere before touching the any thing/starting ride or driving.
- Don't switch on air conditioning in cars and allow natural ventilation.

Two wheeler Rider		Car / Four wheelers	
			<p>1. Members must sanitize their hands before getting inside the car.</p> <p>2. Four / Five Seater Car must accommodate 2 members – 1 in driver seat another on diagonal opposite seat in backside row. Similarly for steps to be followed for seven seater car also.</p>
<p><b>Wear Helmet and Nose Mask</b></p>	<p><b>If you commute by two wheeler avoid pillion rider.</b></p>		



### **③ Movement of Vehicles and Limitations inside Plant**

- Entry of Two Wheelers and Four Wheelers have been segregated and different entry gates assigned
- Members staying close to the Factory being requested to come by Walk
- Looking at possibility of Car Pooling (1 + 1)

#### ④ Screening of Members, recording of attendance & movement

Members must strictly follow the below instructions:

- Wearing “**NOSE MASK**” compulsory and sanitize your hands.
- Must fill up “**SELF DECLARATION**” form given to you by the security at the gate.  
[ Only on the first day after returning to work ].
- No pens will be provided by the security/any other colleagues and also any personal belongings shall be used, shared or exchanged. (Ex.: Pens, Back Bag, Lunch Bag, Diary, Mobile Phone etc..)
- Shall maintain social distancing, avoid speaking to each other and follow line discipline.
- Shall cooperate with security / medical personnel to collect necessary data as per government guidelines. *Failing to provide any required information or providing wrong information may lead penal action by filing FIR by the enforcement authorities.*
- Attendance will be marked only after screening the members at gate and no attendance will marked in based on emails or HOD request. Strict action will be initiated against members failing to undergo screening.

**NO BIOMETRIC ATTENDANCE UNTIL FURTHER NOTICE**



#### ④ Screening of Members, recording of attendance & movement

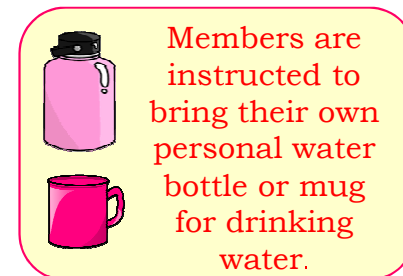
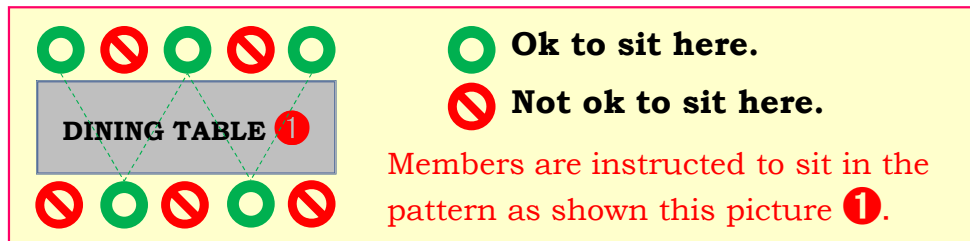
*Continued..*

- Members are strictly advised not to participate in any sort of religious/ social gatherings even after office hours.
- Members are not allowed to go out during lunch break, tea breaks and also to go home for having lunch, it is recommended to carry lunch box while coming work.
- No visitors (supplier, service providers & vendors) will be allowed inside the plant. Incase of any urgent/emergency works prior permission must be taken from HR.
- Members are not allowed to go outside the gate after coming in until their shift duty gets over and only incase of emergency / unavoidable reason HOD's permission along with HR permission need to be taken to go out, without HR's signature member will not be allowed to go out. ✖ Existing PERSONAL PERMISSION PASS system to be followed.
- Members shall avoid visiting group companies / our companies [ Plant 1010, 1020, 5010, 1050 & 3010], incase of visiting is extremely necessary member must take HOD's permission along with HR permission need to be taken to go out, without HR's signature member will not be allowed to go out. ✖ Existing OFFICIAL ON DUTY PASS system to be followed.
- **It is recommended to avoid operating Air Conditioners in office areas/ meeting rooms and for clean rooms were CMM, Laboratories or Critical to Temperature/Dust sort of activities are handled [Follow instructions as per ACE - SHE - CGL - 002].**

## ⑤ Safety Practices in Canteen and Common areas.

**Members are advised to bring their own food initially for a initial few days after resuming operations.**

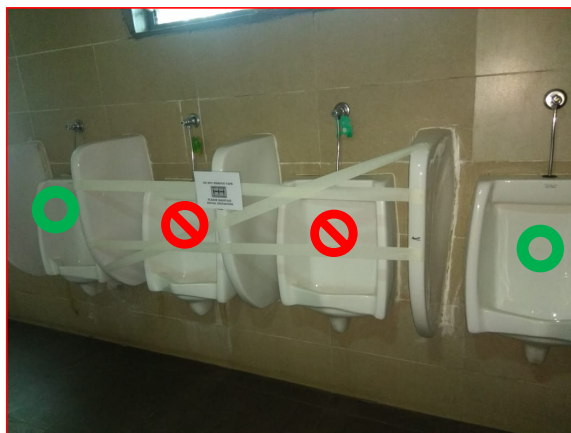
- If, any of the members not in a position to bring the food need to inform HR on the requirement through HOD and respective functional HOD's will collectively to write email communication about no. of members need lunches to HR before 10:00am on every day basis until further communication from HR.
- Canteen schedule to be followed strictly by all the members.
- To ensure the vehicle used for transporting the food items is disinfected and the vegetables and food items are packed tightly.
- To ensure the social distancing one vacant place to be kept in between two members who are availing the food in the canteen.
- **To avoid the spread of virus at the time of consuming food members are advised not to speak and silence to be maintained.**
- Menu may be limited to only few items without raw vegetable / fruit salad, pickle and members need to carry their personal water bottles or mug.
- After having food please wear nose mask and every time you touch nose mask please wash your hands with soap & water or use sanitizer and it is advised to avoid touching nose mask frequently.



## ⑤ Safety Practices in Canteen and Common areas.

*Continued..*

- Special attention will be given to wash rooms / toilets by periodical cleaning, mopping, disinfecting and maintaining dry.
- All those involved in floor area, garden area, offices & all other areas cleaning and sanitation activities shall be compulsorily instructed to use Nose Mask, Goggles, Gloves and Safety Shoes etc.
- Members are required to ensure social distancing in all common areas like restrooms, handwash stations, canteen, security gates etc.



**Change in Menu and Methodology of serving being looked at (Disposable containers, cups)**

Rev. 00 ^ Dated DD/MM/YY

## Guidelines for Work Resumption after Lock down

### Please inform as per the following?

①



Please declare, if you have travel history to any interstate (out of Karnataka).

②



Any symptoms like fever, cough, fatigue and Breathlessness.

③



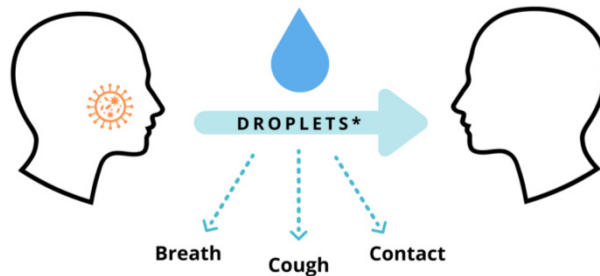
If you or otherwise any of your family/neighbor member is under home quarantine.

④



If you are under treatment for COVID19 or RESPIRATORY ILLNESS.

### How does coronavirus spreads quickly?



\* Droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

## **⑥ Receiving of Consignment / Courier / Parcels**

- Members are advised to avoid personal courier and parcels.
- Goods and Logistics vehicle movement is permitted only between 9:30am to 4:00pm.
- Disinfecting process for Materials planned

## Guidelines for Work Resumption after Lock down

### How to properly use your facemask?



Wash your hands with soap and water or alchohol, alcohol-based hand sanitizer before putting on your facemask.



Make sure that there are no gaps when you cover your nose and mouth. Avoid touching the surface of the facemask. Use the string to install the facemask.



Replace once the facemask is dampened. Do not reuse single use facemask. Dispose used facemask in proper waste bins.

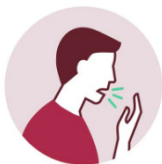


Remove your facemask from behind. Use the strings to remove the facemask. Dispose the facemask immediately. Wash your hands with soap and water or alchohol, alcohol-based hand sanitizer before putting on your facemask.

### Any member with following symptom must report to OHC?



FEVER AND/OR  
FATIGUE



COUGH



SHORTNESS  
OF BREATH

Line in charges / Shift Supervisors / Person in charge / HOD's are requested to inform such cases to OHC and HR without causing any delay. Contact:

☎ Veerasha KK (HR)

☎ Poornachandra KN (SHE)



## Guidelines for Work Resumption after Lock down

### 6 - Precaution to protect yourself and others from exposure?



**Social  
Distancing**



**Wash your  
hands often**



**Avoid crowd  
and gatherings**



**Wear a nose  
mask while**



**Cover coughs  
and sneezes**



**Maintain  
cleanliness in  
workplace**

## Guidelines for Work Resumption after Lock down

For any queries, please write us or call on following contacts

- ① Thirumalesh Kumar A S  
☎ 6366 776 131  
✉ [thirumalesh@acedesigners.co.in](mailto:thirumalesh@acedesigners.co.in)
  - ② Veerasha K K  
☎ 9611 622 522  
✉ [veerasha\\_kk@acedesigners.co.in](mailto:veerasha_kk@acedesigners.co.in)
  - ③ Poornachandra K N  
☎ 9986 985 781  
✉ [poornachandra\\_kn@acedesigners.co.in](mailto:poornachandra_kn@acedesigners.co.in)
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# Information Systems Group

- Work From Policy has been framed
- Data security has been given importance with focus on ease of use
- Many existing authorisations needed to be reviewed to more lenient structure
- System of tracking Employee log in hours is being put in place
- Mail access has also been enabled thro Smart phones

# Work From Home Members

- Most of the Indirect members are connected to Work From Home
- Sub Teams have been formed to coordinate activities with targeted time frames
- One Member from each team allotted to iron out the IT related issues by coordinating with the IT Team
- Activity Tracking system is being put in place to enable review of progress and reporting back

# Customer Interface

- Documentation for customers on safe restarting of machines done
- Spares support process has been set in place
- All MMT Branches will follow a defined SOP to support customers
- Team at Principals has been formed to support Branches full time
- Weekly Dealer Updates for International operations – Express Solidarity

# Process of Restart

- Plan A and Plan B prepared for Partial reopening and full start
- Core Team made responsible for implementation of requirements
- Pilot implementation on first two days and then expand gradually
- Daily meeting end of day to take any corrective action on daily basis

# Challenges

- Monitoring Extent of adherence to Health related Directives from Authorities
- Agility in working responding to probable short term intermediate Lock Down disruptions
- Relooking at certain Business Processes
  - DAP
  - Virtual Machine Approval
  - Virtual Support for Commissioning of machines

# Challenges

- Robust communication with employees of various categories on the need for sustenance
- Managing the behavioural and cultural changes with close to 100% adherence to legal requirements
- **Bringing in Mind set Change of Organisation First and Self Next at all levels**



THANK YOU