



KIOCL LIMITED,
Panambur, Mangalore-575 010.

INITIATIVES TAKEN IN THE CONTEXT OF
COVID-19 Pandemic (Second Wave).

Various Initiatives and Actions being taken and adopted preventive health measures and Govt. guidelines, at KIOCL Ltd., Mangalore Unit, to contain further spreading of COVID-19 Pandemic (Second Wave).

- I. **Continuing COVID-19 Protocols:** As per guidelines received from Govt. Authorities, with a view to complying various preventive health measures, in connection with COVID-19 Pandemic (Second Wave), the following measures/procedures have been put into effect immediately at Pellet Plant Unit and Blast Furnace Unit, Panambur, Mangalore, as well as at Township areas, Kavour, Mangalore.
 - a. The entry of all Representatives/Suppliers/Vendors etc., to KIOCL's Pellet Plant Unit and Blast Furnace Unit, Panambur, Mangaluru, are restricted. However, in unavoidable case, they will be allowed inside the Plant premises with the approval of General Managers/Jt. General Managers, only depending upon the urgency/necessity. On approval and after clearance of Temperature Mapping & Alerting System OR Thermal Screening, the outsiders are allowed inside the Plant Unit.
 - b. Temperature Mapping & Alerting system has been installed and/or Thermal Screening Test has been provided at Plant Unit, near the Main Entrance Gate for Thermal Screening and further assistance, if any, required.
 - c. Ensuring that there is no gathering of employees and Contract Labourers, at Main Gate and at Plant areas, at any point of time.

KUDREMUKH

- d. The Employees/Contract Workers have been staggered in different shifts of working hours at Plant units.
- e. All Employees, CISF (including their dependents) and Contract labours, above 45 years of age, are being organised/issued with COVID Vaccines/Injection, at our Plant and Township facilities, Mangalore, in order to contain the spreading of COVID-19 Pandemic. So far, we have covered around 95% of our Employees, CISF (including their dependents) and Contract Labourers.
- f. Provided AYUSH medicines, to all employees, CISF staff (including their dependents) and Contract Labourers, to protect themselves against COVID-19 Pandemic.
- g. Kashayam (mixture of medicinal Leaves, roots, seeds etc.) is being prepared at Company Canteen periodically and being served freely to all employees, CISF and Contract Labourers, so as to develop immunity in them against COVID-19 Pandemic.
- h. Ambulance vehicle is being arranged for shifting of persons having COVID-19 positive, from their residences to our recognised hospitals, at Mangalore.
- i. **Work from Home** system/arrangement is being implemented in the Company to prevent transmission of COVID-19 pandemic at the Company premises/areas as well as at Township.
- j. Separate quarters/residences have been ear-marked at our township areas, for isolating the COVID positive persons and also Primary Contact persons having contact with COVID positive persons etc.
- k. Staggered Canteen timings for availing Lunch, breakfast, evening snacks and night meals etc. following social distance measures strictly.
- l. Arranged transport arrangement by the Company, for Contract Labourers, to attend duty at Plant units, (to and fro journey), in different shifts, during COVID-19 period, in view of non-availability of public transport system. With this transport arrangement, Contract Labourers are safely moving, avoiding public/social contact.

- m. All COVID-19 protocols are implemented strictly and compulsorily at Plant and Township areas viz; social distancing, wearing of face-masks, usage of Sanitizers etc. proper area hygiene, spraying of disinfectants etc, on regular and continuous basis.
- n. Formation of COVID Monitoring Committee, for inspection/observation of the areas of KIOCL Ltd., at Mangalore unit, on COVID-19 Pandemic (second wave) and extending various remedial measures to COVID-19 affected people. To support the COVID Monitoring Committee, a COVID Volunteers Team is also formed, who will extend necessary support, assistance and cooperation to the needy people, who are affected with COVID-19 Positive cases etc.
- o. Conducting necessary RT-PCR testing of all employees and their residents, including CISF, whenever they are noticed with cough & fever, and monitoring them further for 07 days with isolation, if required.

II. AWARENESS PROGRAMME: As a preventive health measure to avoid spreading of COVID-19 (second wave) various awareness programmes have been arranged for the benefit of all Employees, CISF Personnel, Contractors and their Labours at Pellet Plant Unit & Blast Furnace Unit and also at KIOCL Township, Kavour, through District Health Officer, Mangalore, as well as other Govt. Health Authorities, Mangalore, on regular basis.

Further, as per directives received from the Health Authorities, Govt. of India / Govt. of Karnataka and the District Administration Authority, the following measures have been implemented;

- i. Various Circulars have been issued, requesting all the employees and Contract labours to follow the relevant health procedures strictly as per the Government guidelines and to co-operate in containing the spreading of COVID-19 Pandemic, in the areas.
- ii. Employees and their dependents have been advised to refrain from performing travel to outside Places, so as to reduce the risk of exposures.

- iii. As instructed by the Government, the working hours of all the employees and Contract labours are being staggered, so as to avoid mass gathering at the time of reporting and closure hours.
- iv. KIOCL is also prepared Daily and Weekly Roster of all Employees. All Meetings are being avoided and if required Meetings are conducted through Video Conferences.
- v. Preventive health measures are being implemented in Office premises like Thermal Screening/testing of temperature of all employees at the entrance, providing masks to employees and CISF personnel & usage of Sanitizers, restriction on entry of visitors, massive awareness campaigns using visual communication like display of banners, Posters, hoardings, electronic boards etc. at offices and Plant premises at Mangalore unit.
- vi. Public Announcements are being made at Plant units and at KIOCL Township areas, on regular basis, on COVID-19 Pandemic and its effect and various preventive health measures thereof, for the health and well-being of employees and residents. This is being done regularly on continuous basis and also being monitored closely.
- vii. All employees and Contract labours have been advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling un-well, they should leave the work-place immediately after informing their Reporting officers for immediate medical treatment. Also, they are advised to take care of their wards and in case of any health problems noticed in them, they are instructed to avail necessary medical assistance from Health Centre at KIOCL Township, Kavour, Mangalore.
- viii. All Educational, Cultural and Social Activities, Sports & games, Gym, Yoga, Music classes etc., have been stopped.
- ix. Control Room has been formed with the Senior Management including Doctors to monitor preventive health measures etc., taken by KIOCL Ltd., against spreading of Covid-19 Pandemic, (second wave), in the areas.
- x. Observe good personal hygiene and practice frequent hand-washing with soap, apply hand sanitizer etc. Alcohol based Sanitizer and sufficient Soap solution are being provided to all the Departments, Canteens & Washing areas respectively, at Mangalore Unit.

- xi. Posters, hand-bills indicating **Do's** and **Don'ts** , with regard to protecting self and others from getting sick, being displayed/distributed at all Departments, Main Entrance Gate, KIOCL Township Entrance/areas and at other nearby places.

III. **Canteen.**

Social distancing is a non-pharmaceutical infection and control intervention implemented to avoid/decrease contact between those, who are infected with a disease, causing pathogen and those are not, so as to stop or slow down the rate and extent of disease transmission in a community. This eventually leads to decrease in spreading, morbidity and mortality due to the disease.

Taking into consideration of health & safety of all employees and Contract Labourers, against COVID-19 Pandemic (second wave), the following precautionary measures have been taken in the Company Canteen premises, on regular basis.

- a) For smooth function of Canteen services and in order to avoid crowd/long queue of employees at Canteen premises during Lunch- break hour, timing has been modified to facilitate the Canteen services to all the canteen users comfortably.
- b) All Canteen Staff have been strictly advised to wear Hand-gloves, Head-gears and Mask compulsorily during the serving of Canteen food items, at different staggered timings.
- c) All canteen Staff have been advised to maintain/practice hygienic atmosphere strictly with utmost care at the Company Canteens all the times.
- d) Ensuring sufficient and continuous availability of Sanitizer and/or Soap water for hand-washing of employees and/or Contract Labourers, before availing Canteen facilities.
- e) Canteen premises are thoroughly cleaned and washed regularly with soap solutions and also spraying of disinfectants periodically, so as to keep the Canteen in good hygienic condition.
- f) All employees and Contract Labourers including Canteen Workers are being advised to comply with all necessary directives and guidelines, issued with regard to COVID-19 Pandemic (second wave), from time to time, compulsorily and regularly.



(S. MURGESH)
Senior Manager (HR & Admn.)