



KIOCL LIMITED

STANDARD OPERATING PROCEDURE FOR WORK RESUMPTION AFTER LOCKDOWN AT PELLET PLANT UNIT, MANGALORE

Sl.No.	Points	Detailed particulars.
1.0	Effective date	15.04.2020
2.0	Purpose	The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to follow for resuming work after lockdown due to COVID-19 outbreak.
3.0	Introduction	This SOP is prepared to resume the work at Pellet Plant Unit of KIOCL Ltd., after the lock down period due to COVID-19 outbreak. By following this SOP, the chain of Corona spread shall be eliminated and works can be done safely. All precautionary measures are to be ensured at Pellet Plant Unit, so that employees/Contractor Workers feel safe and secure at work place.
4.0	Scope	The SOP applies to Pellet Plant Unit, KIOCL Ltd., Panambur Mangalore. * All employees of PPU, Panambur, Mangalore. * All Contractor Workers at PPU, Panambur, Mangalore * All Trainees of PPU, Panambur, Mangalore.
5.0	<u>Preparedness prior to Resumption.</u>	
5.1	Area disinfection	All areas in the Plant premises including the following shall be disinfected completely using user friendly disinfectant mediums. * Entrance Gate of Pellet Plant Unit. * Entrance of Building/Premises, Offices etc. * Rooms, Conference halls, Office floors/rooms etc. *Verandah/Open area, wall, other surfaces available. * Equipment/machinery, * Washroom, Toilets, Sink etc.
5.2	Procedures	Procedure shall be established for the disinfection method, type of medium, periodicity, log register, etc.
5.3	Items/materials	Appropriate PPE like Face covers, Masks, Goggles, Gloves, Coats/Aprons, shoes and also appropriate disinfecting gadgets like sprayer, brush etc. shall be made available.
5.4	Display arrangements	Display board regarding the procedure of disinfection shall be displayed at entrances/prominent places.



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5.5	Office working system	Changes in working methodology shall be made to avoid crowding and maintaining social distance while working.
5.6	Working days	This shall be decided by the concerned Departments suitably based on the workload etc.
5.7	Working hours	The employees are to be rostered in staggered shifts, so as to avoid crowding in a particular workplace/office/site, as applicable.
5.8	Work from Home	Work from home is to be implemented in all feasible areas/offices. Alternately, rotation rosters can be followed on alternate/weekly basis for the employees in the same area.
5.9	Flexible work hours	Flexible hours, staggered at office and at home can be introduced, depending upon the situation/work demand.
5.10	Transport / Conveyance	As far as possible, usage of bulk public transport shall be avoided and instead use of own vehicles for travel to workplace/office.
6.0	<u>On Resumption of Work</u>	
6.1	Security	Security procedures to be streamlined at Plant main entry gate.
6.2	Thermal screening	Compulsory screening of all persons irrespective of cadre/status, entering through main entrance of PPU with thermal scanner
6.3	Quarantine facility and medical treatment	Stoppage of any person found fever and cough with breathing problem and inform concerned department / Contractors and such person to be taken to First-aid-Centre, PPU, and later to Govt. Hospital immediately.
6.4	Vehicles parking	Regarding vehicles parking of employees, the existing system will be continued.
6.5	Entry at Main-gate	All the persons entering into the main gate shall be permitted inside only if they are with nose Mask.
6.6	Parcel/Courier documents	Any parcel/courier person should be stopped at main gate and Parcel/courier DAK shall be collected at main gate by concerned person.
7.0	<u>Sanitization during entry time to work area/place.</u>	
7.1	Whole body Sanitizers	All people who are entering the premises shall be sanitized using whole body Sanitizers, if required.
7.2	Hand Sanitizers	Hand sanitizers shall be kept ready in the entrances of all Buildings and people while taking entry shall sanitize their hands before proceeding to work spots.
8.0	<u>Attendance system</u>	



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8.1	Biometric system	Bio-metric Attendance system (finger touch) shall be discontinued temporarily.
8.2	Attendance Register	All employees / Contractor Workers shall compulsorily sign in Attendance Register kept in the respective departments, while reporting for duty and after their shift duty.
9.0	<u>During duty hours at Offices/Plants.</u>	
9.1	Working methods, discussion, interaction, Meetings.	Employees shall work from their seats and avoid going to other departments/offices, as far as possible. Discussion / interaction can be had through telephones/Mobiles only, when necessary. Proper distance shall be maintained in a single room office or any other office rooms of high level officials etc.
9.2	Video Conference Meetings/calls.	Meetings are to be avoided as far as possible, Video Conference Meetings / Conference calls / other modes can be used in place.
9.3	Social distance	All employees and Contractor Workers are to strictly adhere to the social distance of minimum One Meter.
9.4	E-office, e-mails and soft copy correspondence	To avoid hard copy files wherever possible and only soft copy correspondence and approvals are to be increased by e-mails or e-office. Approving Authority can seek required back up/supporting documents in soft copy for reference before according approval on hard copy to avoid contaminations.
10.2	COVID-19 – awareness and preventive easures	Contractor workers shall be given awareness about COVID-19 and strictly adopting preventive measures to contain spreading of Corona disease.
10.3	Hygiene of working area	Respective Contractors shall keep the working areas and other places of their workers, clean and hygiene, by spraying of disinfectant solution/powders etc.
10.4	Sanitizers at some common points	Contractors shall keep sanitizers/hand wash soap solutions in sufficient quantity for use by their workers at some common points.
11.0	<u>Sanitization & up-keep of common Places/Utilities.</u>	
11.1	Natural ventilation at Office premise.	To ensure that all doors/windows are in open condition always during office working hours. Air-conditioning to be avoided and natural ventilation shall be used, wherever possible.



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11.2	Sanitisation and Periodical cleaning of wash-rooms and toilets etc.	To ensure sanitization of all areas are done before start and after end of duty hours. Special attention be given to wash rooms/toilets, by periodical cleaning and swabbing including disinfecting and maintaining dry.
11.3	Disinfecting of all Fittings & fixtures, placing sanitizers/ soap solution etc	Walls/doors/windows and all fittings in wash rooms/bath rooms/toilets shall be disinfected and cleaned thoroughly. Soap solutions/hand sanitizers/towel shall be placed and replenished periodically.
11.4	Lifts & measures to be adopted	Lifts shall be cleaned and sanitized frequently and hand sanitizers to be kept in the lift always. Ensure social distancing inside lift and not to be crowded in the Lift.
11.5	Office vehicles – Not to be crowded	It is to be ensured that all office vehicles or hired vehicles are not be crowded and distance to be maintained inside the vehicles regularly..
11.6	Gathering of employees and Contract workers	To ensure avoiding the gathering of people in work-places, Canteen areas, Parking places, main-gate and at other prominent areas.
12.0	<u>Adopting strict health guidelines & preventive health measures.</u>	
12.1	Ensuring health and symptoms of COVID-19	To ensure that all the employees and contract workers who are coming for duties/jobs etc are healthy and not having any symptoms of COVID-19 (fever, dry cough, breathing problem).
12.2	Regular use of Masks	Appropriate Masks should be distributed to all employees and contract workers and they should wear the same during duty hours and while at movement at PPU.
12.2	Medical facilities during emergency	Tie up shall be made for getting medically examined of all people for any COVID-19 symptoms. Ambulance/vehicle shall be kept ready for emergency purpose.
13.0	Sanitation Staff	All sanitation staff members who are involved in different sanitation jobs/activities etc. are required to use Face Covers, Masks, Goggles, Full body covers, gloves, shoes etc. compulsorily and they should be given staggered shift systems to minimize their exposure to sanitation hazards etc.
14.0	Medical staff	All medical staff including Doctors, Nurses, Medical attendants, sanitation shall be advised to wear all necessary PPE like goggles, face shield, masks, gloves, coverall gowns, aprons, head-cover and shoe-covers etc. as applicable.



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15.1	Adopting to stay at home concept	Employees/residents and their family members shall avoid unnecessary movements outside and adopt stay at home concept. They should restrict their children inside home.
15.2	Relatives/friends & outsiders entry	They should also avoid calling guests/vendors or any others for any purposes. The house related jobs, if any, shall be attended to by the residents only and calling any outsiders/helpers/maids etc. to be avoided. Further, they should use Masks whenever going out for urgent works.
15.3	Entry of Visitors to Guest-house and visit of Vendors/suppliers	Entry of visitors to Guest-house and relatives/friends of employees to KIOCL township to be avoided to maximum extent. In case of urgency, they are to be checked for health issue at the Gate, before taking them inside the township. Further, entry of suppliers are not to be allowed inside the main gate of township and collection to be made at the main gate area only or at any collection points outside the main gate of KIOCL township.

(S. Murgesh)
Senior Manager (HR&A)

Distribution:

All HODs – PPU, BFU, Mir.
All Notice Boards – PPU/BFU, Mir.

Cc to:

CMD.. for kind infn
D (F)
D (C)
D(P&P)
GM (HR)
GM I/c, Mir
GM (Services), Mir.
JGM (Projects-BFU)

Cc to: Asst. Commandant, CISF, Mir.

Protect yourself and others!

Follow these Do's and Don'ts

Do's



Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean



Cover your nose and mouth with handkerchief/tissue while sneezing and coughing



Throw used tissues into closed bins immediately after use



See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose



If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare's 24*7 helpline at 011-23978046



Avoid participating in large gatherings

Don'ts



Have a close contact with anyone, if you're experiencing cough and fever



Touch your eyes, nose and mouth



Spit in public