

# MANUFACTURING POST COVID-19



#### CONTENT

- Corona Virus & Social Distancing
- Public Advisory
- Standard Operating Procedure's (SOP's)
  - Transportation
  - ❖ Factory/Facility Man, Machine & Material
  - Sanitization
  - Regulatory
  - Health and Communications
- Implementation Strategy
- Awareness Posters and Banners
- Resources



#### CORONA VIRUS



#### What is Corona Virus?

The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.



No known vaccine has been developed for COVID - 19

#### HOW CORONAVIRUS TRANSMITS



Direct Contact with Infected Person



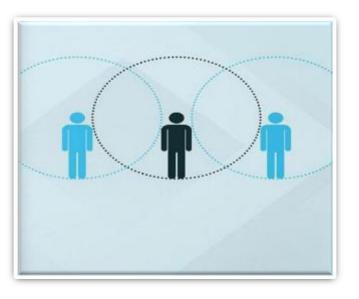
Via Droplets when Infected person cough/Sneeze



Contact with Patient's Tools & Directly touching eyes/nose or mouth



#### SOCIAL DISTANCING



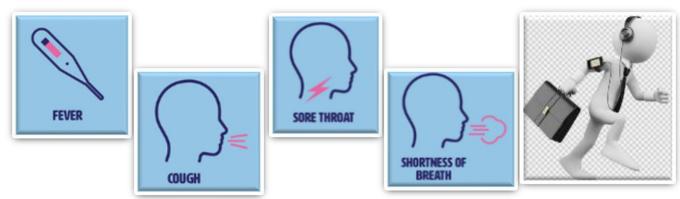
#### **What is Social Distancing?**

A call to stand far away from other people, even if you have no underlying health conditions or coronavirus symptoms.

# Why Social Distancing?

70 to 80% of the Carriers are asymptomatic!

#### **Symptoms?**





# PUBLIC ADVISORY



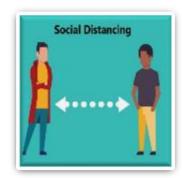
Wash hands often



Cover your mouth while coughing/sneezing



Wear mask and do not touch your face/eyes

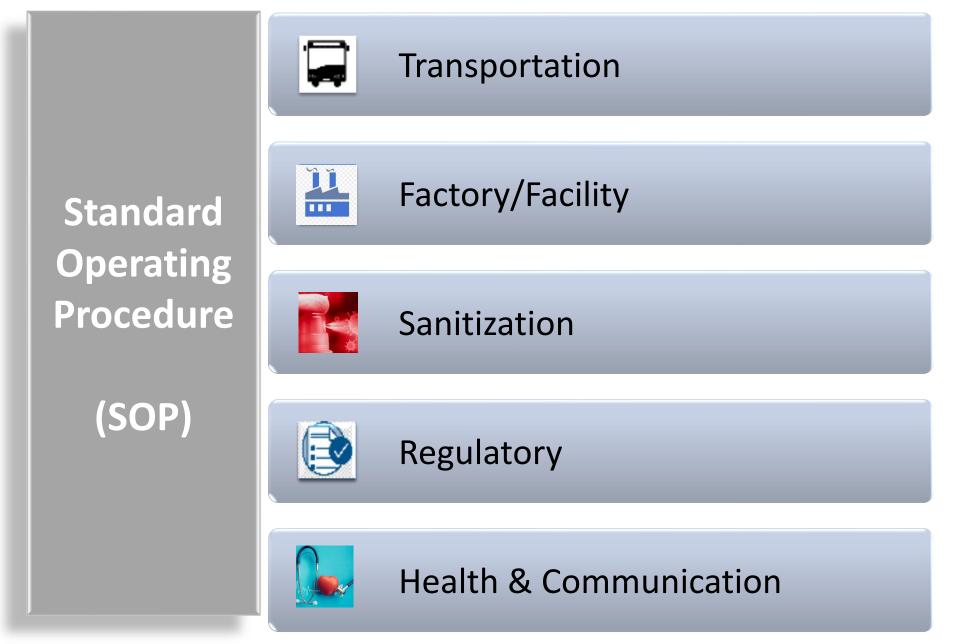


Maintain social distancing



Feel sick? Stay at home.









# TRANSPORTATION



### PRE TRANSPORTATION SOP - EMPLOYEE SELF CHECK

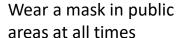
#### **BEFORE LEAVING**

If you are feeling feverish or displaying any symptoms of COVID - 19, stay home and contact health authorities



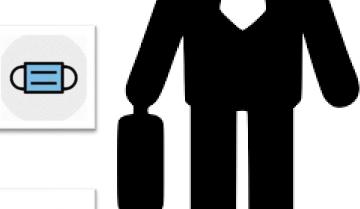
#### AFTER REACHING

DO not touch the door handles at home. Ask a family member to open the door.



Carry a spare mask







Sanitise your hand before entering the house.

Carry a pocket hand sanitiser and handkerchief





Take bath in hot water and wash your clothes separately. DO not mix your clothes with that of your family members



#### TRANSPORTATION SOP



Thermal scanning to be performed by an employee identified by the COVID – 19 Task Force before the employee takes his/her seat



If the temperature is more than 37.5° C, the employee will not be allowed on the bus.



The private vehicle will only allow capacity of 40%



Companies will allow employees only from the private vehicle and their own vehicle. Public vehicle entry will not be allowed.



The employees must use the hand sanitiser provided in the bus before taking their seat.



Masks are mandatory to be worn.



#### TRANSPORTATION SOP



The private vehicle should be disinfected before and after every use.



Private vehicles should also be disinfected when entering the facility.



2 wheelers are allowed with the employee mandatorily wearing helmet and face mask.



Pillion riders are not allowed as social distancing cannot be enforced.



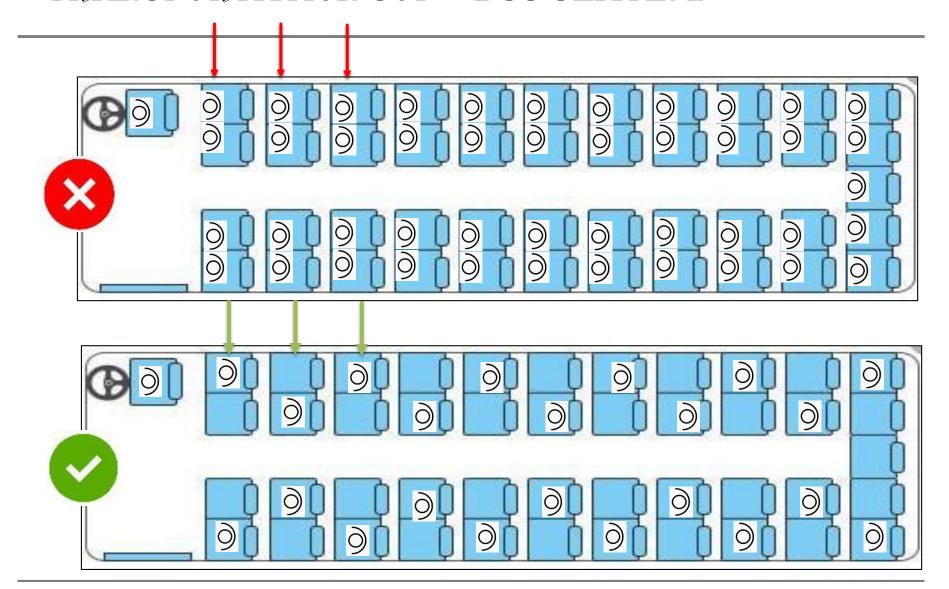
4 wheelers are allowed with the driver and passengers mandatorily wearing seat belts and face mask.



Cars should not have more than 2 people, with the passenger seated in the back seat opposite the driver.

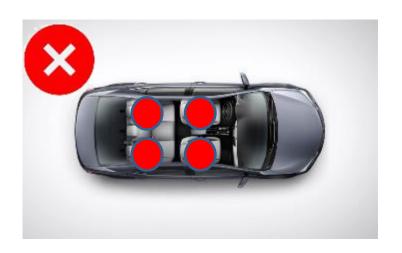


#### TRANSPORTATION SOP - BUS SEATING

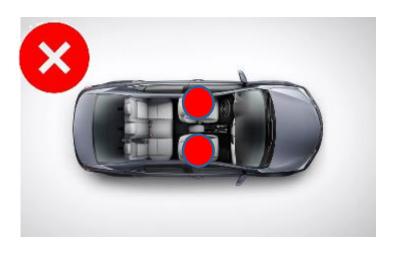




## TRANSPORTATION SOP - 4 WHEELER SEATING











## TRANSPORTATION SOP - 2 WHEELER SEATING



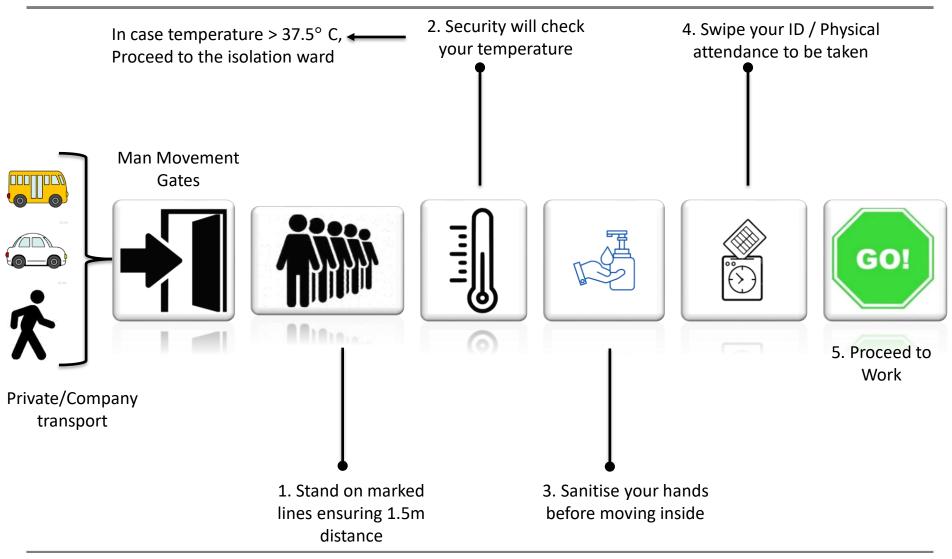




# FACTORY/FACILITY



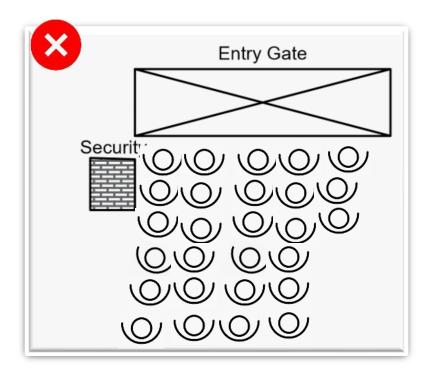
# FACTORY SOP - ENTRY





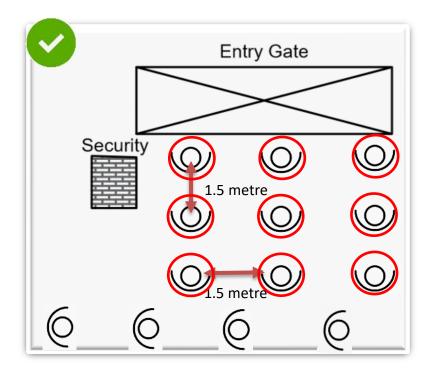
# FACTORY SOP - ENTRY (QUEUE)

#### **Before Covid**



- 1) Move in Groups
- 2) No Hand sanitiser

#### **Post Covid**



- 1) Maintain social distancing
- 2) Use hand sanitiser



## FACTORY SOP - ENTRY



Thermal scanning to be performed by an employee identified by the COVID – 19 Task Force before the employee enters the premises



If the temperature is more than 37.5° C, the employee will not be allowed inside the premises. He/she will be asked to report to the isolation ward.



Employees should cover their mouth with home made masks or scarfs.



Staggered area to accommodate personal belongings



Employees should sanitize their hands provided near the gate before entering the factory.



Closed Dustbin to Dispose waste(Used Masks/Tissues) to avoid virus transmission





#### FACTORY SOP - ENTRY



Biometric attendance to be discontinued.



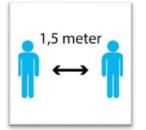
Attendance to be captured via ID card swipe or physical attendance.



Physical frisking to be discontinued.



Metal detectors to be used.



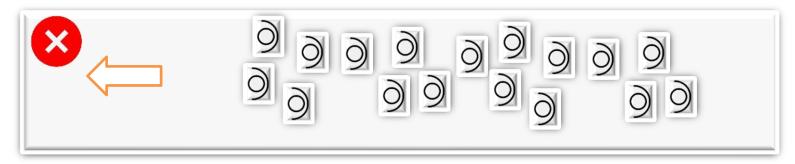
Social distancing to be maintained while entering the facility.



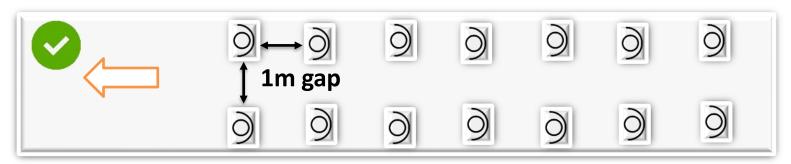
Social distancing markings to be done near the entry ways and where people accumulation is foreseen.



# FACTORY SOP - MAN MOVEMENT



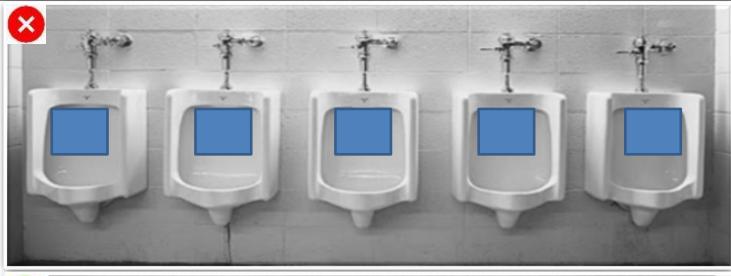
Walk path/Aisle



Walk path/Aisle



# FACTORY SOP - REST ROOMS









#### FACTORY SOP - CANTEEN



Canteen should function at 50% seating



Staggered lunch breaks to be observed to avoid overcrowding.



Canteen staff to wear masks and gloves and maintain hygiene at all times





Social distancing to observed strictly.



All dishes and utensils to be cleaned in hot water.



After lunch, employees must proceed to their workplace and must not loiter.





# FACTORY SOP - CANTEEN











# FACTORY SOP - CANTEEN

Employees should be seated where there is no blue/red tape when dining.







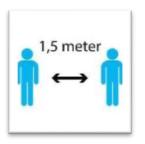
## FACTORY SOP - WORK AREA



Employees should cover their mouth with home made masks or scarfs.



Employees to avoid physical greeting



Social distancing of 1.5 metres between employees to be maintained at all times. Minor layout changes or glass barriers between stations to be installed.



No gathering of 5 or more persons



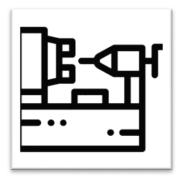
Employees should sanitize their hands provided at various places around the factory.



Unless required by regulatory norms, employees must not wear gloves. Hands should be regularly sanitised.



#### FACTORY SOP - MACHINES & EQUIPMENTS



Operators to clean machinery before leaving the workplace.



Zone wise & Station wise PPE matrix to be displayed

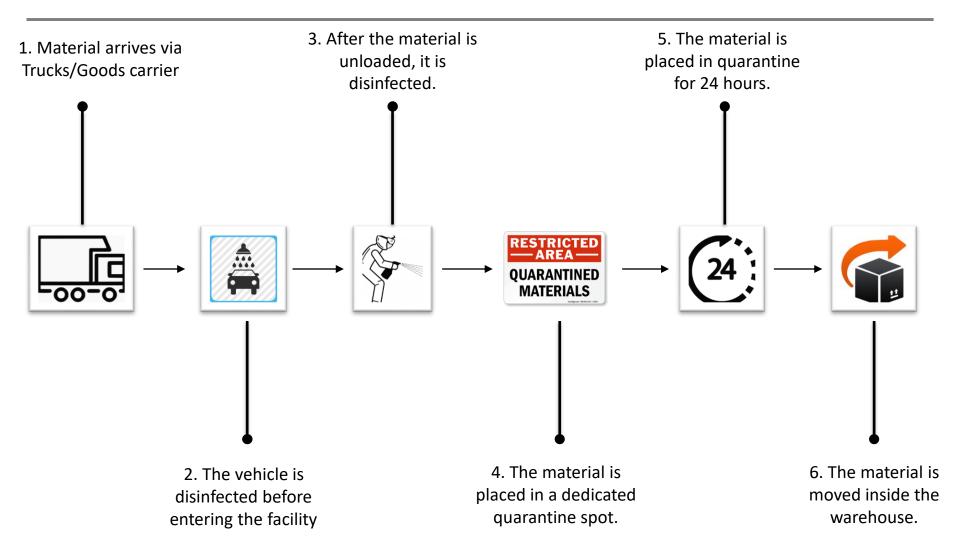


Where possible, install partitions around machines to ensure social distancing.



Housekeeping to disinfect machines at the end of the shift.

#### FACTORY SOP - MATERIAL HANDLING





### FACTORY SOP - OFFICE



Employees should cover their mouth with home made masks or scarfs.



Employees should sanitize their hands provided near the gate before entering the factory.



Meetings with more than 5 people is not recommended. Meeting/conference rooms to be strictly avoided.



Meetings, if absolutely necessary, should be made online.

#### TO BE DISCONTINUED



Conference rooms.



Recreational Activities



Large Gathering and trainings



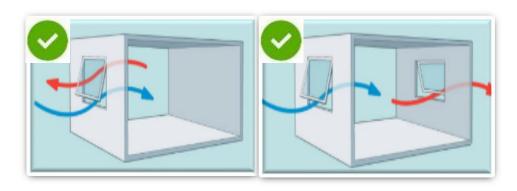
Foreign and Domestic travel



### FACTORY SOP - AIR CONDITIONING

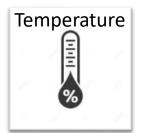


Air conditioning systems to be avoided.



Improved Ventilation: Introducing outside Air

In case, Air Conditioning cannot be avoided (due to regulatory norms like Laboratories, Quality departments or poor ventilation), follow these instructions



Between 24° and 30°



Between 40% and 70%



Frequent maintenance





### **SANITIZATION**



#### SANITIZATION SOP

Heavy footfall areas should be cleaned frequently with 1% hypochlorite or phenolic disinfectants







Corridors



Stairways



Canteen

High contact surfaces should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite



Elevator buttons



Door handles



Handrails



Public counters



Intercoms



Printers & Scanners



#### SANITIZATION SOP



Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet.



Disinfect all cleaning equipment after use and before using in other area. Disinfect buckets by soaking in bleach solution or rinse in hot water

#### SANITIZATION SOP - PPE



**FACE MASK** 



**GOGGLES** 



WATER PROOF GLOVES



**RUBBER BOOTS** 



# REGULATORY



#### REGULATORY SOP



Factories should operate at 50% of capacity at any point of time.



Shift wise roster to be maintained for monitoring employees in case of COVID – 19 breakout.



Use of Aarogya Sethu App is highly encouraged.



No shifts shall overlap and an 1 hour gap between shifts to ensure social distancing.



All business travels to be discontinued



Avoid all internal meeting and training.







# HEALTH & COMMUNICATION



#### HEALTH AND COMMUNICATION SOP



Awareness across all facilities on how employees can minimize the exposure by following simple measures.



Display poster and banners at work, in local language and educate employees by public address system at regular interval.



Hot water facility should be made available across the facility. The employees must wash and sanitise their hands before approaching the drinking station



Common glass for drinking to be discontinued. Employees should be encouraged to bring their own water bottles or disposable paper cups to be used.



Spitting has been made punishable with a fine under Section 51 (b) of the Disaster Management Act.



Guthka is strictly banned.

#### HEALTH AND COMMUNICATION SOP



Smoking and drinking is strictly prohibited.



Face cover is compulsory in public places and work places as per Health ministry.



If employees are sick, they should be encouraged to stay at home.



Employees with pre – existing medical conditions like heart, diabetes should be encouraged to work from home.



Not more than 2/4 persons (depends on size) will be allowed to travel on elevators.



Non – essential visitor entry to be discontinued



# IMPLEMENTATION STRATEGY



#### IMPLEMENT ATION STEPS

1. Create Covid – 19 Task Force

2. Assign Roles and Responsibilities

3.Implement Standard Operating Procedure

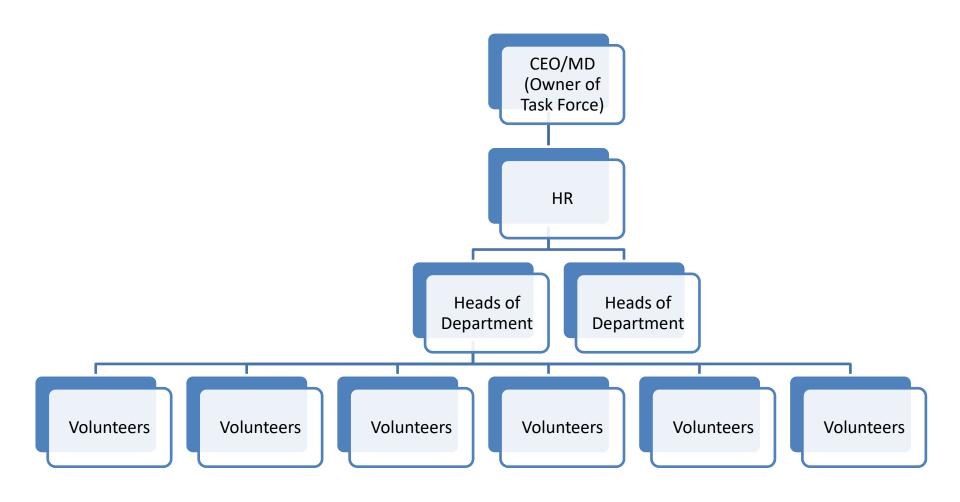
4.Implement monitoring Check sheet

5.Stock list of health equipment & hygiene products

6.Daily, Weekly & Monthly Review



# COVID - 19 TASK FORCE (CTF)





### CONTAINMENT WARD



Dedicated isolation areas to be identified in case employees show COVID – 19 symptoms



Current medical facility to be converted to Quarantine zones.



#### CHECK SHEETS

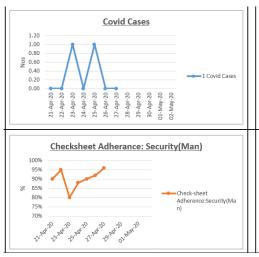
Transportation check sheet											
Sl.No	<u>Activitiy</u>	Day-1	Day-2	Day-3	Day-4	Day-5	Day-6	Day-7	<u>Remarks</u>		
Entering Factory											
1	Seating arrangement marking (to ensure Social Distancing)								Visible Seat markings(Cross marks)		
2	Sanitization of the Entire Bus										
3	Check Deriver's & Helper's Temperature								If Temperature is beyond, do not let him/her inside the bus		
4	Check if Employee is wearing a mask/ Provide Mask								Strict Actions should be taken if He/she is not wearing Mask		
5	Provide Sanitizer to an employee to sanitize their hands										
6	Check for Seating arrangement of employees as per SOP								Strict Actions should be taken violating SOP		
7	Check for Exit of Employees ensuring social distancing								Strict Actions should be taken violating SOP		
8	Sanitization of the entire bus after the Exit										
Exiting Factory											
9	Check if Employee is wearing a mask								Strict Actions should be taken if He/she is not wearing Mask		
10	Check for Seating arrangement of employees as per SOP										
11	Check for Exit of Employees ensuring social distancing								Strict Actions should be taken violating SOP		

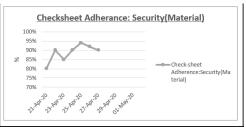
Check sheet for different departments to be maintained.

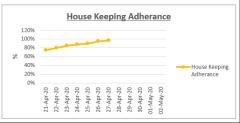
Check sheet & Dashboard Download

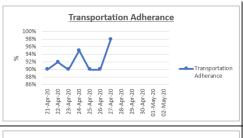


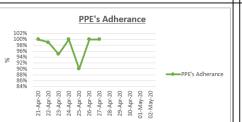
### REVIEW DASHBOARDS

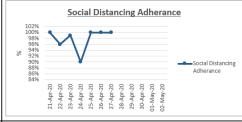














- ❖ Daily/Weekly/Monthly meetings to be conducted by the COVID – 19 Task Force (CTF) to assess situation.
- ❖ Any non conformance to be brought to attention immediately and on priority.
- Dashboards of adherence to be displayed at prominent locations to showcase support from employees as well as a source for motivation.



# STOCK LIST OF HEALTH EQUIPMENT & HYGIENE PRODUCTS

SI No	Item Description	To be given to	Stock in Hand	Stock in order	Lead time for order
1	Face Masks	All employees			
2	Gloves	Security, Housekeeping, Canteen and Pantry			
3	Hand Sanitisers	Across the facility			
4	Disinfectants	Housekeeping, Security			
5	Rubber boots	Housekeeping			
6	Rubber Gloves	Housekeeping			
7	Thermal Scanners	Security			

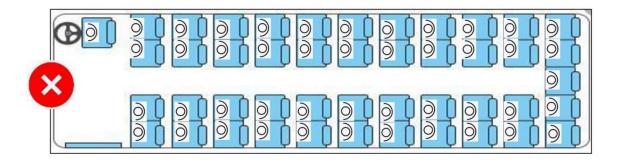


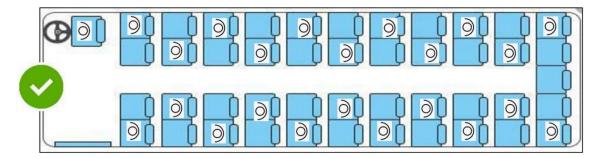


# AWARENESS BANNERS AND POSTERS



#### **BUS SEATING GUIDELINE**









#### **CAR SEATING GUIDELINE**













#### 2 - WHEELER GUIDELINE









#### **CAFETERIA GUIDELINE**



Wash Hands



Stand on Marking



Sanitize Hands



Take Food

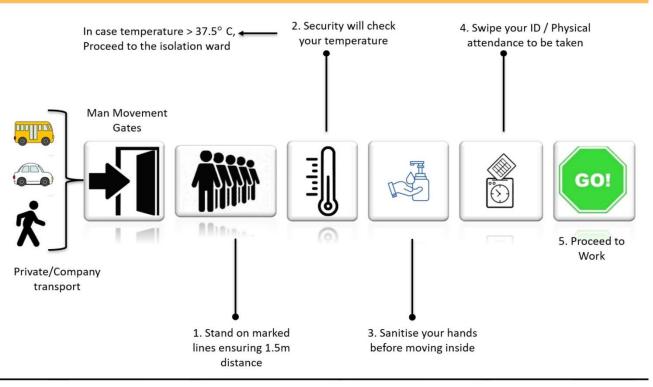


Alternate seating to be followed





#### **ENTRY GUIDELINE**







#### **SELF CHECK GUIDELINE**

#### **BEFORE LEAVING HOME**

If you are feeling feverish or displaying any symptoms of COVID - 19, stay home and contact health authorities



- Wear a mask in public areas at all times
- Carry a spare mask
- Carry a pocket hand sanitiser and handkerchief













DO not touch the door handles at home. Ask a family member to open the door.



Sanitise your hand before entering the house.



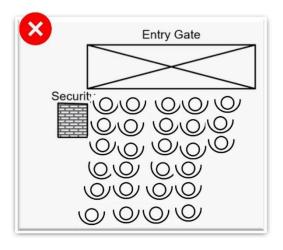
Take bath in hot water and wash your clothes separately. DO not mix your clothes with that of your family members





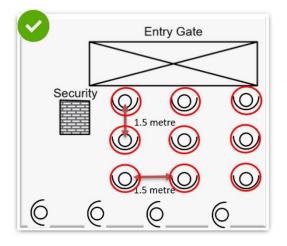
#### **QUEUE NORMS**

#### Before Lockdown



- 1) Move in Groups
- 2) No Hand sanitiser

#### Post Lockdown

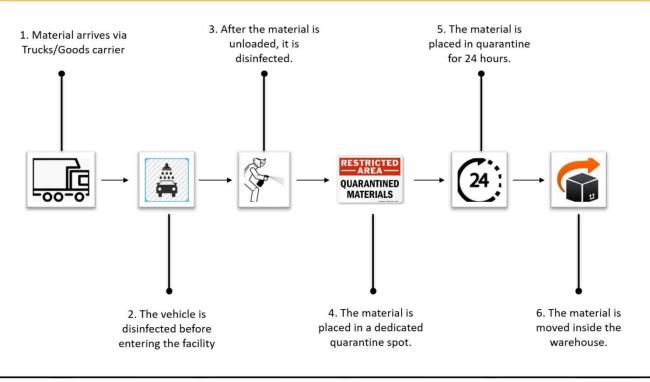


- 1) Maintain social distancing
- 2) Use hand sanitiser





#### **MATERIAL HANDLING NORMS**

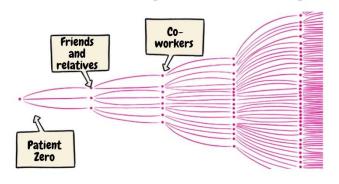


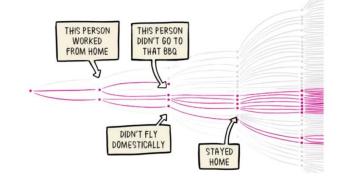




#### **SOCIAL DISTANCING**

#### Beneficial cascading effect of social distancing















1075 (Toll Free) 011-23978046

mohfwindia

Email at ncov2019@gmail.com

@MoHFW INDIA

Printable Version

Government of India's 24X7 control room number

mohfw.gov.in

♠ @MoHFWIndia

For further information call Ministry of Health & Family Welfare.



Printable Version



Wash your hands with soap and water regularly



If soap and water is not available, use hand sanitizer with at least 60% alcohol



Wash hands before touching eyes, nose and mouth



Throw used tissues into closed bins immediately after use



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



Avoid mass gathering and crowded places

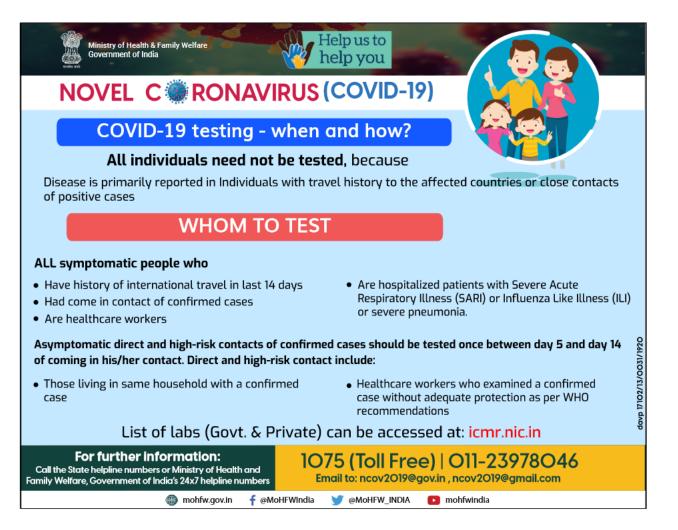
oline number or 24x7 helpline

If you are experiencing symptoms like fever, cough or difficulty in breathing, please call the state helpline number or 24x7 helpline numbers of Ministry of Health and Family Welfare, Government of India and follow the instructions.

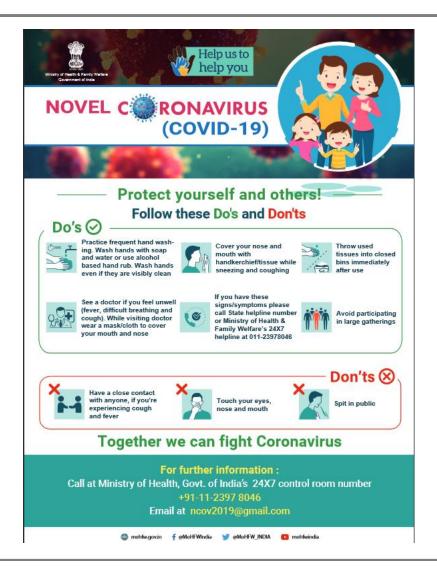
#### 1075 (Toll Free) | 011-23978046

Email to: ncov2019@gov.in , ncov2019@gmail.com















#### How to Protect Yourself and Others

#### **Know how it spreads**



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

#### **Everone should**

#### Clean your hands often



- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- · Avoid touching your eyes, nose, and mouth with unwashed hands.

#### Avoid close contact



- Avoid close contact with people who are sick.
- Stay at home as much as possible.
- Put distance between yourself and other people.
- » Remember that some people without symptoms may be able to spread virus.
- » This is especially important for people who are at higher risk of getting very sick. https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/ people-at-higher-risk.html



cdc.gov/coronavirus



# What You Can do if You are at Higher Risk of Severe Illness from COVID-19

#### Are You at Higher Risk for Severe Illness?



Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- · People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- · People with chronic lung disease or moderate to severe asthma
- · People who have serious heart conditions
- · People who are immunocompromised
- -Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- · People with severe obesity (body mass index [BMI] of 40 or higher)
- · People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

#### Here's What You Can do to Help Protect Yourself



Stay home if possible.



Wash your hands often.



Avoid close contact (6 feet, which is about two arm lengths) with people who are sick.



**Clean and disinfect** frequently touched surfaces.



Avoid all cruise travel and non-essential air travel.

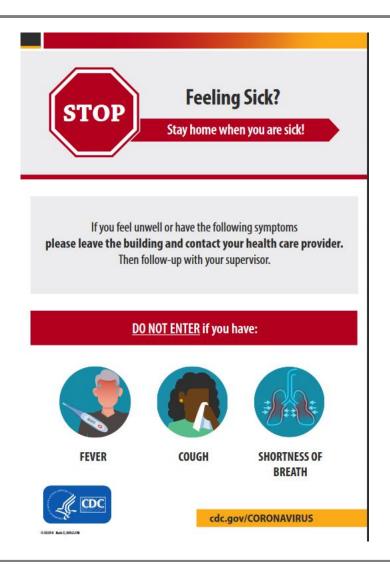
Call your healthcare professional if you are sick.

For more information on steps you can take to protect yourself, see CDC's How to Protect Yourself.



cdc.gov/coronavirus







# 10 things you can do to manage your COVID-19 symptoms at home

#### If you have possible or confirmed COVID-19:

1. Stay home from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



Cover your cough and sneezes.



 Monitor your symptoms carefully. If your symptoms get worse, call your healthcare provider immediately.



 Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Get rest and stay hydrated.



 As much as possible, stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



 If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have or may have COVID-19.



9. Avoid sharing personal items with other people in your household, like dishes, towels, and bedding.



 For medical emergencies, call 911 and notify the dispatch personnel that you have or may have COVID-19.



 Clean all surfaces that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



Printable Version

CATALON MULTIPLE

cdc.gov/coronavirus



#### **Share facts about COVID-19**

Know the facts about coronavirus (COVID-19) and help stop the spread of rumors.



Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.



For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT 3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.





There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- · Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT 5

You can help stop COVID-19 by knowing the signs and symptoms, which can include:

- Fever
- Cough
- · Shortness of breath

Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- · Bluish lips or face

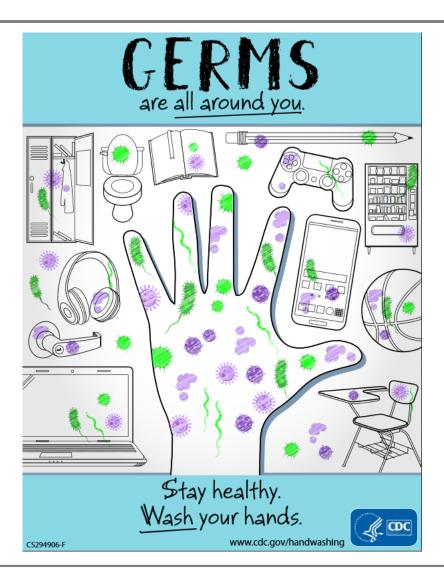
This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

cdc.gov/coronavirus













# RESOURCES

#### RESOURCES





#### RESOURCES

The Videos below should be played in Canteen, Reception, Security area near gate, and all areas where there is heavy footfall to show awareness.



Hand Washing Techniques



Wearing
Homemade Masks
Information on

**Homemade Masks** 



<u>General Hygiene – 1</u> <u>General Hygiene - 2</u>



Social Distancing − 1
Social Distancing − 2





#### Thank You

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