

इंजिन निर्माणी, आवडी, चेन्नै-600054 ENGINE FACTORY AVADI, CHENNAI – 600 054
निर्माणी आदेश भाग –I द्वारा FACTORY ORDER PART – I BY
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सं. No. 1555

दि. Dated: 05.05.2020

विषय Sub.: Standard Operating Procedure for Work Resumption after
lockdown at Engine Factory, Avadi.

संदर्भ Ref.: OFB Order No.050/COVID-19/P&P/2020 dated 13.04.2020.

1. **Introduction :** This SOP is prepared with an intention to lay down the Standard Operating Procedures for resumption of work after the lockdown owing to COVID-19 pandemic when relaxed.

All employees, Contractors, Visitors are required to strictly abide by the SOP. Any violation in following the instructions of the SOP will not only invite penal action but also it should be remembered that it shall cause spread of COVID-19 which is harmful.

All employees are requested to download AROGYA SETU app launched by the Government to check their health status in fighting COVID-19. Employees should run a check of their status from AROGYA SETU APP daily prior to starting from Home for the Factory. The employee should attend the work only if the status is "Safe" or "Low Risk" as indicated in the App. If the status is shown as "Moderate" or "High Risk", the employee should not attend the Factory and should self isolate for 14 days till the status becomes either "Safe" or "Low Risk".

2. **Purpose :**

i) To lay down responsibilities and describe the procedures to be adopted by all concerned including employees and contract workers, for resumption of work without spreading of COVID-19 and commence work safely.

ii) To lay down individual responsibilities to ensure physical distancing norms / social distancing norms and hygiene considerations in all establishments under EFA including its Allied establishments and Factory.

3. **Scope :** This SOP shall apply to all EFA employees. Allied establishments located within EFA premises are requested to follow these guidelines.

4. **Coverage :** This SOP shall cover all stake holders of EFA and its allied establishments including its employees and their families, contract workers, trade apprentices and visitors who may be required to visit the factory premises. This SOP shall remain in operation till such time as decided by GM/EFA.

This SOP shall also be subordinate to all prevailing laws, orders, and guidelines of Government of India, Tamil Nadu State Government or Local body applicable to the area in which EFA is located. In the event of any inconsistency or the SOP running contrary to the rules and orders, which may be published by any of the Government agencies, prescribed above, from time to time, the order of the government shall prevail over this SOP.

5. **Preparatory Work :**

i) Administration authorities shall liaise with the District Administration and Avadi Municipal Corporation to ascertain the exact status of the COVID-19 condition prevailing in the local area. It shall also ascertain the hotspots and restrictions prescribed by the local government and the period thereof. No permanent employee or Contract worker shall be detailed on duty and be allowed to enter EFA premises from containment zones / areas until the area is cleared by Local Administration. It is the responsibility of employees to intimate their DOs / HOs if their residence is in Containment Zone.

Action : Admin.

ii) After ascertaining the local conditions and restrictions as prescribed in para 5(i) above and based on permission accorded by local authorities, necessary order for opening of the factory shall be published by the administration. After opening, strict implementation of this SOP comes into force.

Action : Admin

iii) Employees and Contract workers to be contacted through electronic media and informed in advance to be in readiness for resumption of normal work at EFA. The Circulars / Factory Order will be published in EFA Website (<https://ofb.gov.in/unit/pages/efa/covid-19>).

Action : GS, Yard, Admin

iv) Yard section shall make necessary stocking of materials like soap, disinfectant and other necessary items which shall be used while entering the factory and during regular work. Civil Maintenance Section shall ensure provision of adequate handsfree washing facility at mustering gates. HTP may organize for hand sanitizer in requisite quantity. Yard section may organize for soap solution for cleaning of metallic door handles and locks and 1% sodium hypochlorite solution for cleaning of machines in shop floors.

Action : DO/HoS of Yard, CM, HTP

v) For the cleaning/sanitisation work in sections/shop floors, concerned sections shall detail a staff to supervise who in turn will coordinate with contract cleaning workers who are being detailed by Yard section on rotation basis. Hence concerned HoS/DO should liaison with yard section and accordingly facilitate cleaning of their section.

Action : All sections

vi) All the working areas in the EFA premises shall be initially fully disinfected using user friendly disinfectant medium. This includes Entrance gate of Factory, Shop Floor, Offices, Staircases, Mustering Area in the gates, Washrooms, Toilets, Walls, Entrance of Shop Floor etc.,

Action : Yard.

vii) After the initial disinfection is carried out, Yard section shall establish a routine roster for disinfection periodically of all the entrance of production shops and other vulnerable spots where people are likely to frequently touch. It shall also maintain a log register of the periodical spray. It shall also be ensured that all the private vehicles and government vehicles authorized to enter the factory shall be suitably disinfected.

Action : Yard

viii) All the individuals while spraying disinfectant shall use appropriate PPEs like face mask, gloves etc.,

Action : Safety & Yard

ix) Awareness display boards are to be kept outside the entrance gates and also at appropriate places, inside the factory about the wearing of masks, frequent hand washing, social distance and other hygiene procedure to be followed for countering COVID-19.

Action : Yard.

x) Check of Plants & Machinery, Equipments, Furnaces & Electrical Installations to prevent any deterioration and damage during the Lockdown period and carry-out dry / test run periodically to maintain them in working condition.

Action: Dos / HoS of Production, Maintenance Section

xi) Plan for restarting of activities at EFA should be drawn considering the following :

a) Controlling Officers in consultation with GM may take judicious decision to start with appropriate strength initially based on the functional requirement and ground situation of local area as well as instructions issued by Tamil Nadu Government and district authorities. Further, depending upon the ground situation, the strength may be increased gradually for achieving full-fledged working. Nobody from Hotspots / Containment areas shall be permitted to attend the factory. It is the responsibility of individuals residing in containment areas to intimate superiors accordingly.

Action: All Addl.GMs / S.O.

- b) Each section should engineer the workplace and procedures suitably and detail manpower in shifts so as to prevent over-crowding and maintain physical distancing norms / social distancing norms while planning and executing the work. D.O.s and HOS must ensure social distancing to prevent over-crowding at all times. If the nature of the work involves overcrowding or reducing the social distance, sections DO/HOS has to plan alternate work to the concerned individual within the section or in any other section. DOs and HOSs shall be personally responsible for this planning and execution. Any violation of the above instruction shall be construed as violating this SOP and will also invite disciplinary action including penal action as per rules under Disaster Management Act. In addition to the directives issued in this Factory Order, specific SOPs for production shops / assembly shops / offices published may be followed in respective locations.

Action : All DOs / HOSs of all Sections.

6. **Arrangements at the Gate :**

- i) All the employees should give a self declaration on their health status and travel history one day in advance prior to restarting of the Factory in the prescribed format available at Website (<https://efaofb.in>). Contract workers shall also abide by the above condition. Employees who are unable to fill the self declaration form online for any reason have to fill it at the Gate before entering the Factory.

Action : All concerned.

- ii) Other visitor's entry should be limited to the barest minimum. They shall also submit self declaration on health status and travel history.

Action : Security and all HOS

- iii) **Nobody shall be allowed inside the factory without wearing a mask/folded cloth of two ply over nose and mouth. Not wearing mask at any point of time will constitute an offence and penalty prescribed by the government shall be levied.**

Action : Security and all HOS

- iv) Staggered entry and exit time shall be adopted during mustering in and out. It shall be at 07:30 am, 08:00 am and 08:30 am respectively. The same shall also be applicable during mustering out after eight hours shift.

Action : Security

- v) Both the Admin Gate and Works Gate shall be opened for mustering. While entering the factory, Compulsory Screening for Temperature of all persons irrespective of rank, cadre will be carried out with Thermal Scanner.

Persons, who will be found with fever, cough or breathing problems shall be immediately isolated. Factory Health Clinic shall be informed immediately. FHC will check the employee and if symptoms are confirmed, the employee will be directed to HVF Hospital for further treatment / isolation. PMO (SG) & I/c.FHC shall detail medical assistants at the Gates at the time of mustering.

Action : Security Officer / PMO(SG) & I/c. FHC / All HOS

vi) Security shall draw social distancing squares in all mustering bays both inside and outside the factory. Individuals will have to stand in this square and muster one by one. Adequate relaxation of mustering time will be granted depending on the strength and time taken thereof. This shall also be applicable for contract workers also. It is also enjoined upon all workers coming for duty to the factory to keep their vehicles parked outside ensuring social distancing while parking.

Action : Security

vii) All employees irrespective of rank and cadre while entering must go to the washing facility so provided near the gate and wash their hands with soap or liquid soap as per the instructions issued by the Government for washing the hands. This is mandatory for all Officers, employees and contract employees.

Action: All concerned

viii) Adequate hands free washing arrangements with soap/soap solution will be made near the entrance gates and also in the sections. Even outside visitors if allowed essentially, they will also be required to wash their hands before entering the factory.

Action : Security / Yard / CM

ix) Store materials received should be duly sanitized outwardly before taking them inside the gate. Yard shall make necessary arrangement for detailing of individuals with suitable disinfectants. Employees interacting with outsiders and with newly received material should be provided with masks and hand gloves.

Action : Stores / Security

x) All authorized vehicles entering inside the factory shall be disinfected. Any parcel or courier shall be stopped at the gate. Stores person shall collect the parcel at the gate itself after taking precautionary sanitization of the material, then material will be transported to the receipt bond through factory mode of transport. No outside vehicle or driver or handling personnel will be allowed initially.

Action : Stores / Security

xi) Marking of attendance is mandatory. Attendance is to be marked through contactless card reading machines installed at both the gates.

Action : ITC / Time Office

7. **Arrangement at Sections and precautions after restart of the Factory:**

i) It is mandatory for all employees to wash their hands frequently with soap. While washing their hands it is also requested that they wash their hands after application of the soap upto forehead and rub the soap for more than 20 seconds in all the portions of the hand and wash appropriately. It is also mandatory for all employees to wear face masks at all times inside the factory. It is requested to follow this SOP in their own interest and their families and also their colleagues to avoid the spread of COVID-19.

Workers shall be instructed in writing by Heads of Section to maintain physical distancing of one meter of all times. It is the responsibility of DO/HOS to ensure physical distancing of all employees while they are inside the factory.

Physical distancing norms should be ensured to the maximum extent possible not only in the production areas, but also in change rooms, toilets, maintenance, offices and other areas.

Physical movement of papers / files should be kept to the minimum and limited to the extent essentially required.

Action : DO / HOS of all Sections

ii) Shop-floors and work areas should be cleaned and disinfected every day before the start of day shift. Care should be taken to prevent damage to any machine or equipment in the process.

Action : HOS & Yard

iii) Information brochure / postures published by WHO / Government should be displayed at prominent places for promoting the general awareness.

Action : HOS & Yard

iv) Normal personal protective equipments (PPEs) should be stocked in sufficient quantity so that more than one person does not use the same equipment.

Action : Safety Section

v) Employees shall work from their section / seat and will avoid going to others seat as far as possible. Discussions, interactions shall be avoided as far as possible. Even if required, it shall be held through internal phones. All meetings with more than 10 people may be avoided. Even in such meetings social distancing as prescribed is mandatory. Video Conferencing or other electronic modes of communication can be used.

Action : DO & HOS of all Sections

vi) Avoid hard copy, wherever possible. Soft copy of correspondences and approvals be done through e-office. Approving official can see required backup / supporting document for study in soft copy or hard copy before according approval. However, if using of hard copy is inevitable, then proper hand hygiene is to be maintained.

Action : DO & HOS

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vii) Periodical cleaning of all surfaces to be carried out with section contract workers with disinfectants. HOS shall ensure periodical spray of disinfectant spray in common areas and ensure appropriate quantity of sanitizer, hand wash, soap solutions at all common points.

Action : DO & HOS of all Sections

viii) All workers shall be instructed to keep separate personal water bottles for drinking water and avoid common water bottle, mug or glass. Ensure all doors, windows are in open condition always during the office hours. Avoid air conditioning and maintain natural ventilation. Ensure sanitation of all areas including walls, doors, windows fittings, PCs, printers etc. before the start and end of duty hours.

Action : DO & HOS of all Sections.

ix) Check all electrical equipments and other plant and machineries, before the commencement of work. Using appropriate disinfectant, wipe the panels and other relevant areas, to disinfect, before the commencement of work and also after completion of the work.

Action : DO & HOS of all Sections

x) Avoid gathering of people in verandah, balcony and other common places.

Action : DO & HOS of all Sections

xi) Packed lunch will be made in the Industrial Canteen against coupon issued at the start of the day. Employees have to collect the lunch from Industrial Canteen by following queue and social distancing norms.

Action : DO / HOS of all Sections / Industrial Canteen

xii) Log books for daily deployment / allocation of the work of IEs, staff and contract labourers should be maintained diligently to ensure traceability of movement and contact information for any employee found to be infected at a later date.

Action : DO & HOS of all Sections

xiii) Official tours and travels should be avoided. In exceptional circumstances for national interest, movements may be undertaken in permissible modes of transport in consultation with local / civil authorities.

Action by: All Addl.GMs

xiv) Common cooking and serving of food, tea / coffee and snacks shall be avoided as far as possible. Suitable staggered timing for canteen may be adopted.

Action by: Admin

SANITIZATION AND UPKEEP OF COMMON AREAS

- i) All indoor areas such as entrance lobbies, corridors, staircases, elevators, security guard booths, office rooms, meeting rooms, etc., should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants twice daily.

Action by : Yard

- ii) Wash rooms / toilets should be cleaned and disinfected twice daily. Soap / hand sanitizers shall be placed and replenished periodically.

Action by : Yard/HTP

- iii) Use of cloth or paper towels shall be avoided in toilets. People should use their own handkerchiefs.

Action by : Yard

- iv) Doors of Conference Rooms, Toilets and other common areas should be kept in open condition during office hours to prevent use of hands / fingers for opening.

Action by : Yard / GMS

- v) Air-conditioned rooms / building should be opened periodically for natural ventilation with due consideration to the work of operations performed therein.

Action by : Yard / HOS of all Shops and Offices

- vi) High contact surfaces such as elevator buttons, handrails, handles, call buttons, public counters, telephones, printers / scanners and other office machines should be cleaned twice daily by mopping with linen / absorbable cloth soaked in 1% sodium hypochlorite. If contact surface is visibly dirty, it should be cleaned with soap water prior to disinfection.

Action by : Yard

- vii) For metallic surfaces like door handles, security locks and keys where the use of bleach is not suitable. Soap solution can be used to wipe down surfaces.

Action by : Yard

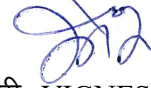
- viii) Frequent contact surfaces of machines in shop floor may be wiped with absorbable cloth soaked in 1% sodium hypochlorite solution. Yard section will arrange the 1% sodium hypochlorite solution.

Action by : HoS/Production

- ix) Workers engaged in cleaning and disinfection works should wear boots, hand gloves and triple layer masks. Such personnel shall clean their equipment and PPEs carefully at the end of the cleaning process and then take bath or wash their face, hands and feet with soap and water.

Action by : Yard

- x) Details regarding disinfection chemicals and procedures may be seen online at: <https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>



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कृते महाप्रबंधक FOR GENERAL MANAGER

To
All Concerned