

# PREVENTION FROM CORONAVIRUS (COVID -19)

## Guidelines for After Market Employees, Anand Guest Houses And Employee Hostels

- ***NOTE : Please refer to L1 to L5 protocols while following the Guidelines***

- In addition to L1 to L4 protocols

## TRAVEL:

- No Air/Bus/Train Travel.
- Practice day travels, same day returns.
- Use own conveyance. Avoid shared transportation.
- After Market Head along with CCMT should keep track of severity level of the cities(as defined and updated periodically on Govt. websites) and avoid travel to cities in Level 3 (Refer Corporate HR guidelines for levels of criticality)
- Be aware and comply with the travel advisory set out by the Ministry of Health and Welfare for criticality of the city.

## STAY (Away from home):

- As per current scenario avoid stay at hotels. i.e. practice same day returns. The stay has to be approved in email by Companies After Market Head, if urgent.
- Avoid using sub- standard hotels, use hotels with good hygiene standards. Get approvals from respective HODs.

***Note: Measure self Temperature on a daily basis. Refer a doctor and inform supervisor if the employee reports sick***

- *In addition to L1 to L4 protocols*

1. Greet only with Namaste and No Hand Shake
2. All Employee / Contractual / Vendor / Visitor must be screened for temperature through Forehead Digital Infrared Thermometer. Its advised to have minimum 2 thermometer (Dr Trust/Omron). Security guards have to scan individuals at entry and also maintain employee wise record in a data sheet wherever the temperature exceeds 99.5F.
3. No Employee / Contractual / Vendor to be allowed in guest house with cold, cough and even mild fever (exceeding 99.5F). Immediate reporting to hub leader if anybody affected is found.
4. Work premises must be sanitized/disinfected 100% once in a week while office cars must be sanitized on a daily basis.
5. All service staff must carry own sanitizers (Alcohol based >75%). Every guest room must have alcohol based sanitizer, All guest house areas like living rooms, kitchen and common washrooms must be provided adequate liquid hand wash/soaps/sanitizers all the time.
6. All Toilets / Washrooms to be sanitized/disinfected daily.
7. Audit of all the internal kitchen and to be checked for hygiene and sanitization including health of kitchen staff. Kitchen utensils, plates and cutlery must be washed only with hot water and cleaning detergent.
8. Gloves and masks are mandatory for service and canteen staff. Used gloves and masks should be disposed safely.
9. In case a visitor/service staff is observed sick, then please organize to send him/her to the doctor instead of inviting doctor to the premises.

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3. Employees showing the sign of cough and cold should be immediately sent to see the doctor. They should not be allowed to go to the plant/office. All other employees must keep a safe distance from the affected employee at all the time. They should not share room with others.
4. Hostel premises must be sanitized/disinfected 100% once in a week while plant buses must be sanitized on a daily basis.
5. All employees and service staff must carry own sanitizer (Alcohol based>75%). Every floor must have alcohol based sanitizer, All common areas like living rooms, kitchen, sports room and common washrooms must be provided adequate liquid hand wash/soaps/sanitizers all the time.
6. All Toilets / Washrooms to be sanitized/disinfected daily.
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