

SICK LEAVE POLICY

- Do not penalize employee if they report sick. If Sick Leaves are consumed, additional leaves can be given by the companies.
- Employees to stay at Home if they report symptoms like fever, cold and cough. (Not considered as Sick Leave)
- The employees may be allowed to work from home for 14 days if they show the above symptoms.
- Employees must take medical advise if the above symptoms persists for more than 3 to 4 days.

HYGIENE

- Identify what is to be cleaned
- Identify the solution to be used (Chemical, alcohol, bleach etc.)
- Determine the frequency of cleaning
- Identify the person responsible for cleaning.
- Revisit the contractual agreements if needed to amend for new cleaning norms.
- Ensure sufficient stock of cleaning material

PERSONAL PROTECTIVE EQUIPMENT

- Define the type of PPE required, Brand, Quantity, Vendor.
- Masks to be worn in case the employee shows the symptoms of cough and cold.
- A N95 mask or surgical mask is enough if needed
- Ensure the mask is not overused and is disposed in a closed container
- Ensure enough stock of Soap, Sanitizers, tissues,

SOCIAL DISTANCING

- Ensure minimum distance of 1 m from others
- Avoid a meeting of more than 5 in a conference room
- Avoid visiting market places, malls, cinemas, restaurants unless very important
- No physical communication meetings, Management Review meetings (Ensure virtual meets)
- Reduce no. of people sitting together in canteen
- Avoid self service of food in canteen.

COMMUNICATION

- Twice a week Review by ACMT for L-3/L-4 companies. Weekly reports from others
- 100% employees to be communicated on the guidelines through virtual mode by Company core Committee.
- Mandatory awareness to employees at the time of daily shift briefing.
- Posters and awareness notices designed by Corporate communications to be displayed across all the locations
- Daily brief on shop floor by Shift Supervisors to operating engineers

CRITICAL BUSINESS FUNCTIONS

- Identify all Operations/Functions which are very critical to Business.
- Prepare a list of all employees associated with the critical operations/functions
- Plan to cross train more employees in above operations/functions to ensure continuity in emergency situations.
- Identify very critical vendors for the operations and revisit the inventory levels for the parts supplied by those vendors

TRAVEL

- All international Travels suspended till further notice.
- All Domestic Travels suspended till further notice. (Very critical Domestic travels to be approved by Company Crisis Management Team (CCMT))

TRAINING

- Educate all employees about Hygiene requirements
- Reinforce training on use of Personal Protective Equipment
- Ensure that the information regarding the guidelines for Prevention from COVID 19 is available in multiple languages