
	TITLE	SOP FOR PREVENTION AND CONTROL OF COVID-19	
	FILE NO.	HSL-SSL/ COVID 19/ P&A /2020	
	DATE	25.04.2020	

HINDUSTAN SALTS LIMITED



(A Government of India Enterprise)
CIN:U14220RJ1958GOI001049

Subsidiary: SAMBHAR SALTS LIMITED

CIN:U14220RJ1964GOI001188



**STANDARD OPERATING PROCEDURE FOR WORK
RECOMMENCEMENT AFTER LOCK DOWN**
(Guidelines For Prevention and Control of COVID-19 at Workplace)

Corporate Office: G-229, Sitapura Industrial Area, Jaipur-302022

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OBJECTIVE



The objective of this Standard Operating Procedure (SOP) is to describe the work procedure to be adopted on recommencement of work after the lockdown period. This procedure is prepared to be used for infection prevention protocols of COVID19 at all Offices, Premises including Production sites, Stores, Factory, Workshops, Salt Refinery, Operations Mining area of Hindustan Salts Limited & Sambhar Salts Limited after the lockdown period. By following this SOP the spread of coronavirus shall be controlled and works can be done in safe manner.

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SCOPE

This SOP applies to all HSL & SSL premises as follows –



- Corporate Offices
- Production Sites
- Stores
- Factory
- Workshops
- Salt Refinery
- Operations
- Mining area

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COVERAGE

This SOP covers all stakeholders working at HSL & SSL Premises –

- All HSL & SSL Employees –
- All Associates & Contract Workmen –
- All Customers visiting HSL & SSL premises –
- All Suppliers / Transporters entering HSL & SSL premises –
- All Visitors to HSL & SSL premises

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I. Brief About Coronavirus COVID 19

1. Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats and bats.

2. COVID 19 Transmissions in Human Body (WHO Guideline)

In humans, the transmission of COVID-19 can occur via respiratory droplets directly (through droplets from coughing or sneezing) or indirectly (through contaminated objects or surfaces). The people most at risk of COVID-19 infection are those who are in close contact with a suspect/confirmed COVID-19 patient and those who care for such patients.

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person to-person, including:

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.



It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath).

3. Symptoms of COVID 19 infection (WHO Guideline)

Infection of COVID-19, will typically give symptoms which include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

Symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

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II. Preparedness prior to Work commencement

All areas in the premises including the following shall be disinfected completely using disinfectant available at market and in line with Govt. guideline.

- Entry Gate of Building, Office etc.
- Conference rooms
- Open areas available
- Verandah
- Entrance Gate of Site, Workshop, Building , Site entry etc.
- Equipment
- Toilet, Washrooms, Sink etc.
- Offices in Unit and Locations.



Appropriate PPE like Masks, Gloves etc. shall be worn.

III. Screening at Entry & Exit Points

- a) Contactless thermal scanning for body temperature of each individual in offices at entry gate shall be done every day.
- b) Persons with temperatures above 37.5 degree Celsius and those with flu like symptoms should be politely denied entry into our premises and advised to consult doctor / health officials at hospitals for further screening.
- c) Hand sanitizers shall be kept ready in the entrances and people after entry shall sanitize their hands before proceeding to their work spots.
- d) Overlapping of shift entry and shift exit will be avoided. Separate entry / exit points should be provided for so that people maintain safe distance from each other.
- e) At least 6 feet distance must be maintained between individuals at the entry and exit points.
- f) All employees, associates, customers, suppliers, visitors etc. should use face mask while they are inside the Plant Locations / Offices in order to mitigate the transmission of COVID19 virus. These masks may be standard 3 ply mask available with the chemist or even homemade washable masks which can be reused after proper washing with detergent and disinfecting them.

IV. Attendance Recording:

- Bio-metric punching shall continue to remain deactivated till further notice. Till such time manual register should be continued for access control and attendance recording.
- While recording attendance at least 3 feet distance must be maintained between individuals.

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V. Official working procedure:-

Changes in the working procedure may be adopted to avoid crowding and maintaining social distance while working.

To facilitate the same, as far as possible physical distance between desks, tables in workplaces may be increased.

VI. Working Hours - The employees are to be deployed in roaster/ in staggered shifts to avoid crowding in a particular workplace.

VII. Flexible work hours - Flexible hours staggered can be introduced depending upon the situation / work demand.



VIII. Transport:-

Self-Transport

- a) As far as possible, usage of bulk public transport shall be avoided.
- b) All to use own vehicle for commuting office as far as possible.
- c) In case of official travel, maximum three people can use in a single vehicle.

IX. During duty hours at Offices /Salt Refineries/Store/Production sites /Mining Areas

- i) All Employees have to download Aarogya Setu App** (Mandatory for Officers) at their mobile handset.
- ii)** While greeting each other everybody should do Namaste (hands pressed together, palms touching and fingers pointing upwards) instead of Handshaking which will stop spread of COVID-19 by contact.
- iii)** Employees shall work from their seats and avoid going to other's seats as far as possible.
- iv)** To maximum possible discussions / interaction can be held through land phones and mobile phones.
- v)** Meetings are to be avoided as far as possible and Conference calls / other modes can be used in place.
- vi)** All employees to strictly adhere to the social distance of minimum 6 Ft.

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- vii) To avoid hard copy files where ever possible and soft copy correspondences / approvals are to be initiated by mails. If situation arise where the review of files/documents in hard copy is unavoidable, then following measures are to be adopted:-
 - a) The person carrying file/paper from one table to another must wear hand gloves.
 - b) A specific place should be identified at Chamber/Cubicle of officials where the file should be kept isolated for at least 24 hours before processing further.
 - c) All people dealing with files (hard copy) should not touch nose/mouth/eye and disinfect hands with hand wash/sanitizer.
 - d) Approving officials can seek required back up / supporting documents in soft for study before according approval on hard copy to avoid contaminations.

- viii) P&A Deptt in office premises and respective Site In-charge at other sites of HSL-SSL shall ensure following :
 - a) Keep working area clean and hygiene.
 - b) Apply disinfectant daily at common places (eating area, drinking water area, transport vehicles).
 - c) Keep sanitizer/hand wash soap solutions in sufficient quantity at all common points. Sufficient availability of water for hand washing to be ensured.
 - d) Display precautions measures do's and don'ts' at prominent places in all languages spoken by the workers.



- ix) All workers shall be instructed to avoid common mug /glass.

- x) Employees shall be encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

- xi) Nobody shall use other's mobile, handkerchief, cloths etc.

- xii) Authorised hospitals/clinics for treating Covid-19 patients should be identified and list should be available at work place.

- X. During duty hours at Production sites** - In addition to the above, following Points shall be adhered to by all contract personnel
 - a) Workers shall be instructed to maintain social distancing of 6 Ft. at all times (tool box meeting, tea time lunch time, gate entry time and drinking water area).
 - b) Daily Tool Box Meeting shall contain the awareness about COVID 19 and preventive measures to prevent spread including hand sanitization and wearing proper PPEs.

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- c) There should be strict ban of gutka, tobacco etc., and splitting should be strictly prohibited.

XI. Sanitization and maintenance of common places / utilities

- a) To ensure that all doors / windows are in open condition always during office hours.
- b) As far as possible, air-conditioning shall be avoided and natural ventilation shall be used.
- c) To ensure that sanitization of all areas are done before start and after end of duty hours.
- d) Special attention be given to wash rooms / toilets by periodical cleaning, disinfecting and maintaining dry.
- e) Walls / Doors / Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.
- f) Soap solutions / hand sanitizers / paper towels shall be placed and replenished periodically.

XII. Common area

- a) Common cooking and serving of food, tea / coffee & snacks shall be avoided.
- b) Avoid gathering of people in veranda, balcony, parking and other common places.

XIII. Visitor Management



- a) Routine issue of visitors /temporary passes for entry at offices or any other workplace of company will remain suspended.
- b) It is encouraged to use digital modes /Conference calls to conduct meeting with visitors rather than inviting them to HSL&SSL Site/Office premises.

XIV Incoming materials in plants & offices

Incoming materials and packets should be appropriately disinfected by user friendly disinfectant medium before they are unpacked for use.

XV. Business Travels

- a) All business related travel shall be restricted.

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- b) Only business critical domestic travel (if un-avoidable) may be undertaken.
- c) All non-essential personal travel also to be avoided
- d) Use of telephone services and other teleconferencing facilities to be maximized for all business interactions

XVI. Disclosure on Personal trips

- a) If travel is imminent then employee needs to be on 14 days' self-quarantine on return and apply leave for the quarantine period.
- b) Every employee must give voluntary declaration of their personal travel history outside base location.

XVII. Guest House

- a) Guest houses to remain closed for outsiders.
- b) Cleaning and Sanitization of Guest House should be carried out using user friendly disinfectant medium at regular intervals.

XVIII. Canteens

Canteens / Cafeterias in offices should not be operated till further advice. Employees should be encouraged to bring home cooked food.

XIX. Personal Protective Equipment (PPE)



a) Employees / Contract workers / Others

All Employees / Contract workers / Others whom so ever entering the HSL & SSL premises shall be permitted only if they wear masks. (**Annexure -1**)

b) Security Staffs, Staff of Despatch Desk and Peons should PPE like washable gloves along with face mask.

c) Sanitation staff

All those involved in floor area, site, offices & all other areas cleaning and sanitation activities shall be made use Face covers, Mask, Gloves etc.

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d) **Medical staff** – All medical staff including Doctors shall be advised to wear all necessary PPE like following as applicable.

- ❖ Goggles,
- ❖ N95 or appropriate mask,
- ❖ Gloves,
- ❖ Coverall/gowns / apron

XX. Workman will be made aware of following Do's & Don'ts:

- a) While greeting each other everybody should do Namaste (hands pressed together, palms touching and fingers pointing upwards) instead of Handshaking which will stop spread of COVID-19 by contact.
- b) Take protein enriched food and have adequate sleep to enhance immunity.
- c) Keep your work area and living area clean.
- d) Consult doctor if you have Cough, Cold and Fever.
- e) Cover your face with a mask.
- f) Sanitize hand by using hand wash before taking food.
- g) Don't use other's items.
- h) Don't roam here and there.
- i) Don't touch face {Mouth, Nose, Eye} in work area.
- j) Don't panic in case of emergency. Follow the instruction of authority.



XXI. Emergency:-

Any case of suspected COVID 19 infection shall be treated as emergency. In case of emergency due to COVID 19:

- a) Inform the case to the local authority.
- b) Immediately shift the patient to identified hospital for treatment.
- c) Sanitize the vehicle used for shifting the suspect to hospital immediately after use.
- d) Identify the persons who have come in contact with the infected person.
- e) Inform them and authorities for appropriate quarantine action on those for 14 days.
- f) If there is any symptom of social contamination, immediately evacuate the area.
- g) Emergency contact no. shall be displayed at prominent places.

Annexure -1 : Masks

Corona viruses target mainly respiratory tracts. Hence protecting the airway from the particulate matter generated by droplets / aerosols prevents human infection. Hence the droplet precautions/airborne precautions using masks are crucial while dealing with a suspect or confirmed case of COVID-19.

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Masks are of different types. The type of mask to be used is related to particular risk profile of the category of personnel and his/her work.

Usage guidelines:

- Unfold the pleats of the mask; make sure that they are facing down.
- Place the mask over your nose, mouth and chin. Ensure there are no gaps on either side of the mask. Adjust to fit using nose clip if provided.
- Avoid touching the mask while using it.
- Do not leave the mask hanging from the neck.
- Change the mask every six hours or as soon as they become wet and **in case of reusable mask sanitize it after every occasion of use.**
- Never reuse disposable masks and dispose the used ones into closed bins after disinfecting them.
- Do not touch the potentially contaminated outer surface of the mask while removing it.
- After removing the mask, clean your hands with soap and water or use alcohol-based hand rub disinfectant.

Disposal of mask: (for disposable mask)

1. Disinfect the mask in bleaching powder or other recommended disinfectant.
2. After disinfection burn the mask or bury it in the ground