

The Akshaya Patra Foundation

SOP # TAPF-HSE-COVID19-002
Prepared on:16-04-2020
Version:R0

Methodology :COVID-19 SAFETY INSTRUCTIONS TO CONTRACTORS

Document storage location/source: QC Lab

Pages:5

1. PURPOSE

To safeguard the workers from Corona virus (Covid-19), Contractor shall be strictly adhering the guidelines received from Govt. at all project sites and plants.

2. SCOPE

These guidelines applicable to all Contractors only.

3. APPROVAL

Approval from Client (wherever applicable)

4. RESPONSIBILITY

- Contractor has to adhere to all the COVID-19 Government guidelines and must maintain daily records for every labor coming to site. TAPF will not be responsible for any complaints reported at site due to any issues with labor arising for violating the guidelines.
- Contractor will ensure that any labor that comes to site is provided with clean mask.
- Quality Engineer will monitor for adherence to COVID-19 guidelines.

5. CORONA VIRUS SYMPTOMS CHECK:

Fever ($T \geq 38$ Celsius), Running Nose, Cough, Sore Throat, Breathing Difficulties, Smell/Taste Loss.

6. ARRANGEMENT OF LOGISTICS MADE TO PROJECT SITES:

Logistic arrangements shall be made by contractor as per the Government guidelines ensuring social distance is maintained.

7. DEMONSTRATION AT PROJECT SITES

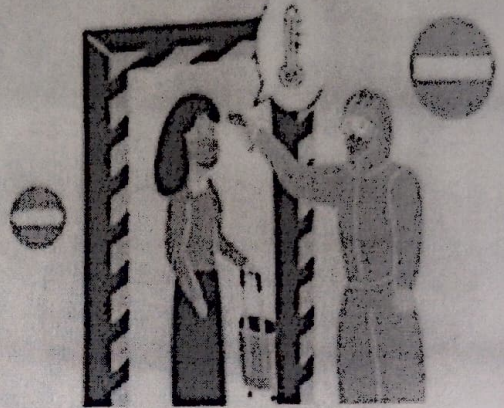
TAPF will display contact number of SPOC (Single point of Contact), Posters relating to COVID-19, emergency contact numbers etc.

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8. PROCEDURE:

8.1 SECURITY GATE MANAGEMENT:

- Mandatory / Compulsory screening all persons irrespective of cadre / status entering the site non-contact Thermometer.
- Single point entry and exit for all project sites.
- Stoppage of any person into site if found fever and cough with breathing.
- All vehicles including two wheelers shall be parked in designated areas only.
- No new workers shall be allowed inside.
- If anyone leaves and re-enters the site during the shift, re-screening of the individual will be done prior to re-entry into the work site.



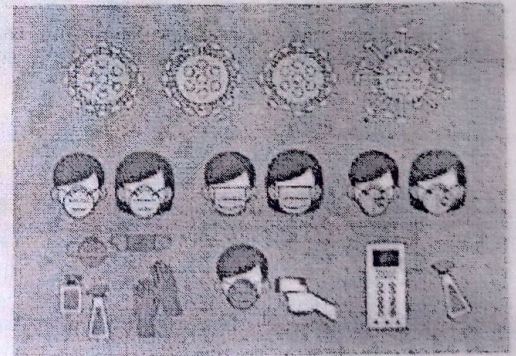
8.2 PROVISION OF HAND WASH:

- Hand wash arrangements will be made at entry / exit points.
- Everyone will be required to wash hands for at least 20 seconds with soap, before entering the site and using PPEs. Same procedure to be followed removing PPEs and exiting the premise.



8.3 MANDATORY USE OF PPE'S:

- Mandatory use of face mask by everyone entering the premise.
- Re-usable PPEs should be thoroughly cleaned and should not be shared with others.
- Proper disposal of used nose mask while leaving the site.



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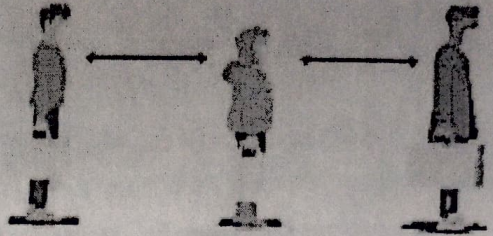
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8.4 SOCIAL DISTANCING:

- Always maintain social distancing (at least 1.5- 2mtr) at project sites, plants, offices, labor camp, rest shed etc.



8.5 RECORD OF WORKERS:

- Contractor has to maintain all the records related to travel history of their workers and self-declaration form. The same record shall be documented and records to shall be updated daily basis at site. The same shall be signed jointly by Contractor supervisor and TAPF QC personnel.
- Any deviation to the procedure / guidelines shall be charged with a penalty of 1000 per person per day.

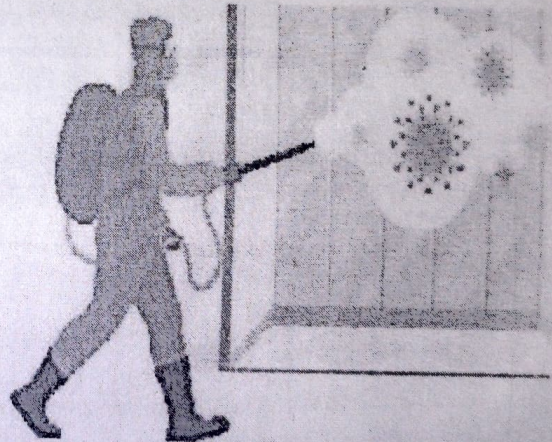
8.6 EATING:

Food should be consumed at designated areas only ensuring social distancing guidelines.

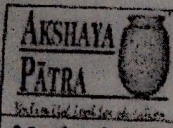


8.7 CLEANING AND DISINFECTION:

- Contractor should arrange a housekeeping team to spray the disinfectant liquid.
- Entire construction site including site office, Workmen camp, pantry, pathways, toilets, entry / exit gates will be disinfected twice a day by sodium hypochlorite or phenol disinfectants.



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9. PRECAUTIONS MEASURE TO BE FOLLOWED:

- On day 1, before resuming the work at site, mandatory medical check to be arranged by contractor for all workers and a health certificate must be submitted.
- The workers coming from outside should have been quarantined for a period of at least 14 days. Only medically fit workers shall be deployed at site.
- Start time on site will be staggered to avoid congestion at the entry gates. Number of workers working at a particular time/place to be reduced by making arrangements for different shifts / areas.

10. GUIDELINE FOR WORKMEN CAMP:

- Proper hygiene to be maintained at labour camp area, special attention to be given to washrooms / toilets by disinfecting, and maintaining dry.
- Arrangements to be made by contractor to restrict movements of laborers.
- All shall be advised to wear mask and awareness to be arranged
- Records to be maintained at worker camp by contractor and verified by Safety in charge.

11. DO'S

- Conduct warm up exercise at site.
- Wash your hands soap and water regularly.
- Wash hands before touching eyes, nose and mouth.
- Cover your nose and mouth with handkerchief/tissue while sneezing and coughing.

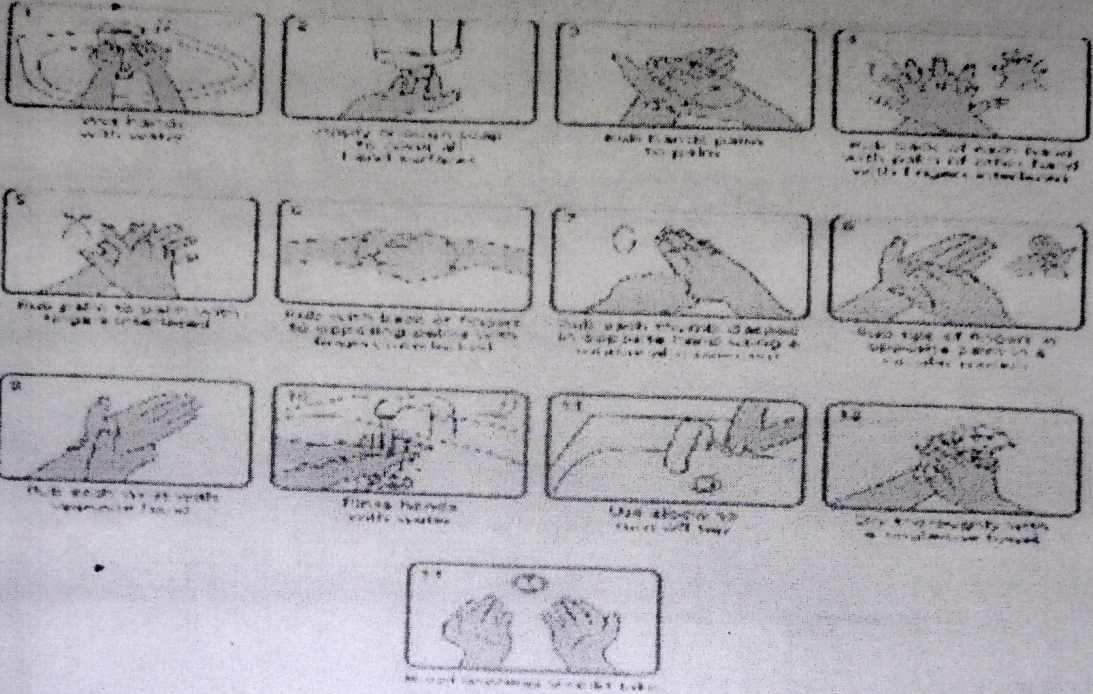
12. DON'T

- Don't come in close contact with anyone.
- Don't touch your eyes, nose and mouth.
- Don't spit in Public.
- Avoid workers frequent trips to the market to buy groceries/medical supplies.

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Instructions for Hand wash

Hand-washing technique with soap and water



OFFENCE AND PENALTIES FOR VIOLATION OF LOCKDOWN MEASURES:

- Section 51 to 60 of the Disaster Management Act, 2005
- Section 188 in the Indian Penal Code, 1860.

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