



RSWM Limited
an LNJ Bhilwara Group Company



SOP

Back to work after the COVID-19 Lockdown

Instructional document

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COVID-19

Overview

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by a newly discovered coronavirus

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow). At this time, there are no specific vaccines or treatments for COVID-19.

Symptoms

- | | | |
|---|---|---|
|  Fever |  Tiredness |  Dry cough |
|  Shortness of breath |  Aches & pains |  Sore throat |

Prevention

To prevent infection and to slow transmission of COVID-19, do the following:

- ✓ Wash your hands regularly with soap and water or clean them with an alcohol-based sanitizer
- ✓ Maintain at least 1 metre distance between yourself and other people
- ✓ Avoid touching your face
- ✓ Cover your mouth and nose when coughing or sneezing
- ✓ Stay home if you feel unwell
- ✓ Refrain from smoking and other activities that weaken the lungs
- ✓ Practice physical distancing by avoiding unnecessary travel and staying away from large groups of people

GUIDELINES FOR PREPARATION OF **Manufacturing unit/office**

Measures to be taken

Activities to be completed before opening of lockdown	Responsibility
1. Display of advisories & dos/don'ts at appropriate areas and safety posters	- Head - IR (Unit)
2. Isolation area to be defined	- Head - IR (Unit)
3. Ensure availability of doctor/nursing staff	- Head - IR (Unit)
4. Pest control/fumigation/disinfection of all shopfloor/office/ canteen/toilets etc.	- Head - IR (Unit)
5. Availability of PPEs and chemicals	- Head - Purchase
6. Cleaning of drinking water tanks/coolers/air conditioner filters	- Head - Utility
7. Installation of disinfection tunnel/measures at entry gates	- Head - Utility
8. Installation of wash basins (at main gate/entry gates)	- Head - Utility
9. Self-declaration form from all employees including travel history	- CHRO/HR

Activities to be done during start up/regular basis	Responsibility
1. Any person "staff/workers/vendors/visitors" would sanitize their hands/body at entrance gate through sanitization chamber/bottles before entry to plant	- Head - Security (Unit)
2. Conducting temperature check with non-contact infrared temperature gun daily before entering the plant if found any abnormality/symptoms he/she will be immediately returned from the gate or given necessary medical consultation	- Head - Security (Unit)
3. Mandatory use of reusable nose mask or handkerchief covering mouth in plant	- Self / Head-Security (Unit)
4. Regularly and thoroughly wash your hand with soap or alcohol-based hand sanitizer	- Self / Head-Security (Unit)
5. Maintain 1 meter distance at workplace, canteens and other areas where there is a mass gathering and follow social distancing	- Self / Head-Security (Unit)
6. Regularly sanitizing door & its handles, walls, materials etc/ workplace, office, wash rooms and outside areas with chemical (Sodium Hypochlorite)	- Head - IR (Unit)
7. Continuous awareness on COVID-19 precautions to all the workers ,staff and other stake holders	- CHRO
8. Display signages and advisories to steps to proper hand wash in wash rooms and necessary areas	- Head - IR (Unit)
9. Maintain social distancing in canteens/mess and shopfloor	- Head - IR (Unit)
10. Staff & worker timing for lunch	- Respective Supervisor/HOD
11. Sanitization & social distancing in buses for transportation of workers	- Head-IR (Unit)
12. Disposal of PPEs	- Head-Sanitization

PREPARATION FOR **Employees to join back**

Responsibility - CHRO to organize display of following information at main gate/appropriate place in all manufacturing units/offices through COOs/HR-IR Managers:

1. Emergency contact details (format given under)

#	Designation	Name	Number
	Head - IR		
	Head - Security		
	Dispensary/Doctor/Compounder		

2. Do's & Don'ts signage across all shopfloors/entry gates

#	Do's	Don'ts
1	As per Govt. advice, please follow social distancing of at least 1.0 meters between each other	Don't stand/sit close to one another. You may get infected upon close contact
2	All employees must wear PPEs – especially nose / face mask provide by company	Don't use any unhygienic mask/cloth etc. to cover your face
3	Every one should be sanitize using liquid soap solution or disinfection solution	Don't touch your face or nose with unwashed or dirty hands
4	Awareness training on COVID-19 precautions must be given to all workers, staff & essential persons	Don't create panic situations by spreading rumors or even encourage spreading wrong information
5	Use technology like Zoom/Skype and other platforms for meetings/seminars etc.	Avoid meetings/seminar with physical presence
6	Canteen/kitchen – hygiene should be maintained and social distancing should be followed	Don't spit in public places, throw used masks or tissue papers in an open area
7	Immediately consult a doctor if you feel unwell (fever, difficulty in breathing and cough). While visiting, wear a mask/cloth to cover your mouth and nose	Don't hide medical/travel history if any. Early treatment and diagnosis may save a life
8	Sanitizing workplace and other areas at frequent interval	Do not litter at any place of work/home etc.

3. Awareness amongst all employees – Share the SOP through e-mail communication with all. Also various notifications from MOHF (<https://www.mohfw.gov.in/>) may be shared

4. Travel history of all employees to be consolidated through Self Declaration form (Page-7)



5. Make a structured and periodic review of implementation of all safety & sanitization related points with IR/HR team

Self-declaration form

Please fill and submit form to security guard at the main gate/entrance or designated place by the unit/office. Employees may mail it to HR manager under copy to supervisor/deptt head.

All employees/workers entering the office/manufacturing campus for the first time after re-opening will be required to fill and submit a self-declaration form as under. Respective IR/HR heads will be responsible to ensure the compliance.

Personal Details (For all)			
Name		Age (years)	
Designation		Dept/Organization	
Emp Code			
Declaration (Tick the relevant answer)			
S.no.	Particulars	Yes	No
1	Have you been in contact with any person who has been diagnosed with Corona in last 14 Days		
2	Have you travelled or in contact with any person who has travelled to any foreign country or areas in Delhi/Bhilwara/Jaipur/Bhiwandi		
3	Are you or any of your family members suffering from cold/cough/fever/sore throat specify if yes		

In case answer to any of these is “YES” or you wish to change after submission, please inform/contact your HR manager/supervisor

Body temperature (should be in range of 96.8 to 98.6 F)

Signature employee/visitor

Date -

Time -

GUIDELINES FOR

Disinfection & frequency

Responsibility – Head IR/Head sanitization

Disinfection frequency guidelines as per Ministry of Health & Family Welfare				
#	Cleaning area	Particulars	Chemicals to be used	Minimum cleaning freq.
1	Office & plant area	Entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, staff rooms, meeting rooms, cafeteria etc.	1% Sodium Hypochlorite	Once a day
2	Plant machineries	All machineries, equipments, safety equipments etc.	1% Sodium Hypochlorite	Twice a day or more
3		Switches of machineries, machine handles, valves etc.	70% alcohol	Frequently
4	High contact surfaces	Elevator buttons, handrails /handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/ scanners and other office machines	1% Sodium Hypochlorite	Twice a day or more
5	For metallic surfaces	Door handles, security locks, keys etc.	70% alcohol	Frequently
6	Common area	Toilet pot, commode, toilet floor, sink	1% Sodium Hypochlorite	Once a day

In addition to these, disinfection of all machines, shop-floors and offices to be carried out prior to opening after lockdown.

All air-conditioned filters/water coolers to be cleaned and then on weekly basis.

All units to confirm that this activity has been done before start of operations.

GUIDELINES FOR **Isolation**

1. In case any employee/worker/person is suspected to be suffering from fever and other related symptoms, he/she should be immediately transferred to the dedicated isolation chamber
2. Doctor/nursing staff on duty should fill the suspected COVID-19 form for the affected person
3. Government authorities should be notified and consulted for future action
4. Identification of other persons in touch with the suspected patient should be prepared

Name:	Date:
<input type="checkbox"/> Visitor <input type="checkbox"/> Employee <input type="checkbox"/> Contractor	
Job Title:	Worksite:
Location of isolation:	
Address:	
Symptoms noticed:	
<input type="checkbox"/> Temperature >38°C (100.40F) or higher <input type="checkbox"/> Shortness of breath, difficulty breathing <input type="checkbox"/> Cough <input type="checkbox"/> Running nose <input type="checkbox"/> Sneezing <input type="checkbox"/> Muscle pain <input type="checkbox"/> Tiredness	
Time of fever on-set: _____ Time of isolation: _____	
Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.	
Where referred to:	
Notes:	
DETAILS OF REPORTER	
Name:	Job Title:

GUIDELINES FOR

Machine start-up

Spinning

General points for before starting

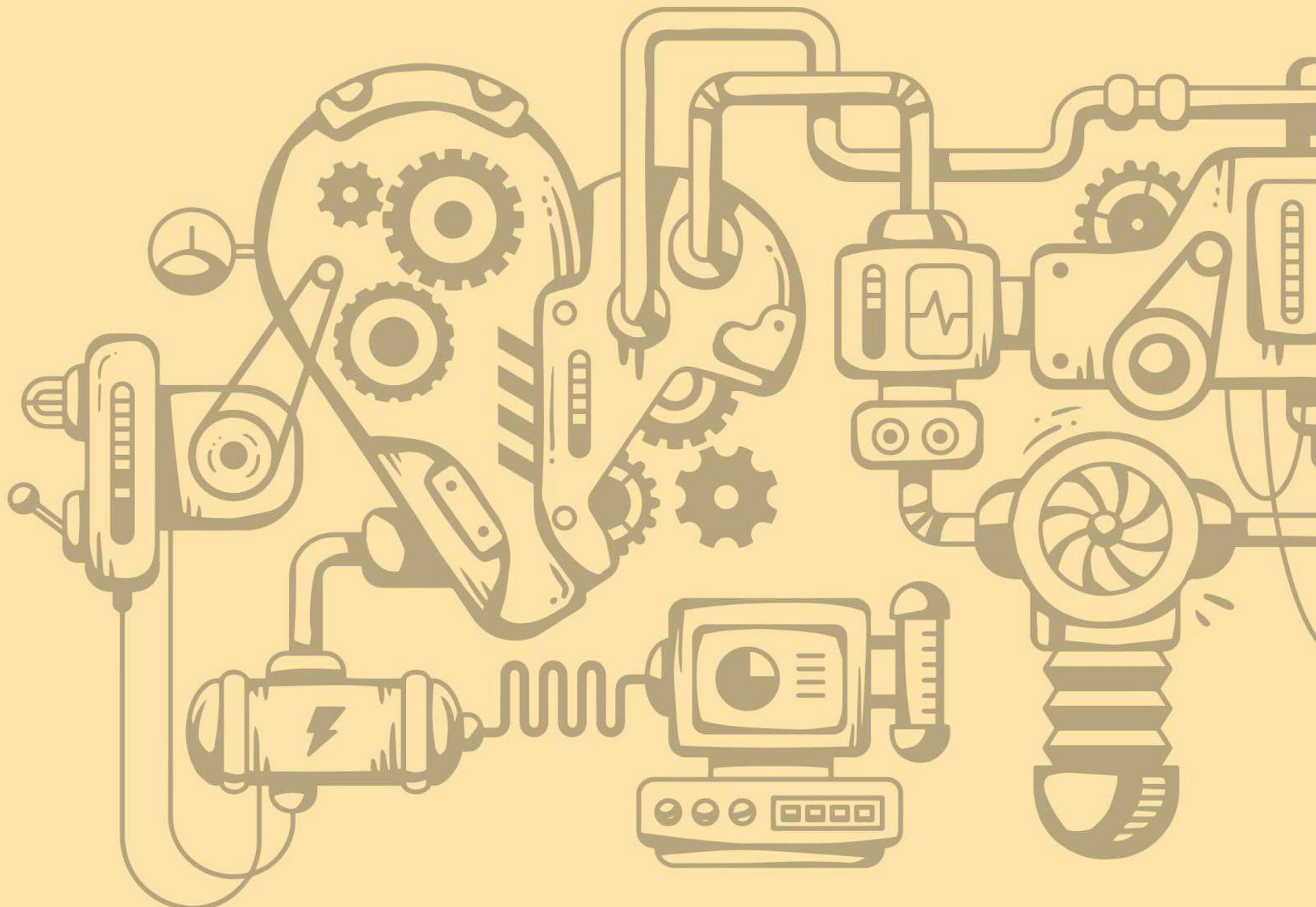
- 1 All machines greasing points lubrication to be done one day before
- 2 Blow room, card and filter to be bare running one day before
- 3 Draw frame cots applying anti lap solution one day before
- 4 Check and confirm all machine display setting
- 5 Cylinder and doffer wire condition to check, if any corrosion noticed to take petrol wash
- 6 Auto doffer peg tray air cleaning need before starting
- 7 Speed frame and Ring frame before starting need teaching work
- 8 Carding, Comber, Draw frame coiler tube cleaned with Brasso polish
- 9 Speed Frame and Ring frame before top arm loading to confirm spacer and condenser missing

S.no.	Description	Duration
Blow room and carding		
1	Grey and dyed line card Flat tops main belt tension work	3 days before we start the work
2	Grey AND dyed line all belts tension work	
3	All cards and blow room line cleaning work	One day
Preparatory		
1	Comber, Lap former and draw frame already we applied anti corrosion lubricant. So before starting to be cleaned	One day
2	Preparatory all machine belt tension work	
3	OHTC Belt tension work	
Ring frame		
1	Rings we applied lubricant, before starting to be cleaned	One day
2	Bottom aprons insert to tension fork	3 days before
3	OHTC Belt tensioning work	One day
Autoconer		
1	All conveyor and OHTC Belt tension work	2 days before we start the work
2	All autoconers and TFO machine before starting to be cleaned with compressor air	
3	All TFO main belt tension work	One day

Points/Actions to be taken after Start Up		
S.no.	Description	Remarks
Blow Room to Preparatory		
1	All Beater and Chute material removed manually	
2	First to start the plant before 4 to 5 hours before and confirm if inside Duct & Trench need cleaning	
3	Old grey material to make card sliver bale	
4	Dyed materials make two lots (In process material make one lot and Bin material make one lot)	
5	Old laps removed from comber and make card sliver after make bale	
6	First clean the machine after run one by one	
7	In all stage first check Hank and confirm to run the machine	
8	In card & comber after running to check U% and NRE%	
9	In Draw frame after running to confirm U% and Hank	
10	Speed to be run slow speed & ATC Function to be checked	
Ring Frame		
1	Ring Frame gaiting to be done one by one	
2	If need follow traveler running in schedule	
3	Ring frame average speed maintain 85% than increase step by step	
4	RH to be maintained up to 60%	
Autoconer		
1	Before restart to be cleaned all clearer with Zippo solution	
2	Splice appearance and strength to be check after restart	
3	Check all function after running (Yarn trap, Tension sensor, Loope gate)	
Engineering		
1	Idle Running of ETP, RO, ME & Boiler Checkup one day before to actual startup	
2	H-plant all supply and return fans to be start & checked one day before	
3	Air washer tank water to be cleaned & replaced	
4	Power supply to check upto all machine ends one day before	
Dye House		
1	Machine function should be thoroughly checked	
2	Dryer shall be checked before startup	
3	RO water statistics shall be checked before operating	
4	Availability of utility has to be ensured before startup	

S.no.	Check points before resuming power
1	Remove earthing on HT/LT
2	Insert 33 / 11 kv feeders
3	Switch on Gang operator switch
4	Charge 33 KV on HT panel
5	Switch off Bus coupler and lighting feeder
6	Stop DG set and switch off DG ACB
7	Charge 33kv / 11kv ACB's
8	Charge transformer 1 & 2 ACB's
9	Switch on PSS
10	Put load by starting one by one feeders

Please also refer to OEM advisory available on their web-portals for specific machines.



EXHIBITS

Help us to help you

नोवल कोरोनावायरस (COVID-19)

कोरोनावायरस से बचाव के उपाय

आपस में कम से कम 1 मीटर की दूरी,
सबकी सुरक्षा के लिए जरूरी

अपने हाथों को बार-बार साबुन और पानी से धोएं।

प्रयोग किए गए टिशू को तुरन्त बंद कूदेदान में डालें

साबुन और पानी उपलब्ध न हो तो, कम से कम 60% अल्कोहल-आधारित हैंड सैनिटाइज़र का उपयोग करें

छोंकते और खासते समय अपनी नाक और मुँह को रुमाल/टिशू से ढकें

सामाजिक आयोजनों और भीड़-भाड़ वाली जगहों से दूर रहें

अगर आप बुखार, खासी या सांस लेने में परेशानी जैसे संक्षण को महसूस कर रहे हैं, तो कृपया राज्य हेल्पलाइन नंबर या स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के 24x7 हेल्पलाइन नंबरों पर कॉल करें और निर्देशों का पालन करें।

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datp 17/02/13/0028/1920

कोरोना से बचाएगा सोशल डिस्टेंसिंग

इंफेक्शन →

क्या करें ✓ क्या करें और क्या ना करें

- बार-बार हाथ धोएं। जब आपके हाथ लाखों की अल्कोहल - अधारित हैंड सैनिटाइज़र से जाने सहित और पानी से साफ़ करें।
- छोंकते और खासते समय, अपना मुँह व नाक टिशू/रुमाल से ढकें।
- प्रयोग के दूरत बार-बार टिशू की फिल्मी बैर डिब्बे में छोड़ दें।
- अगर आपके बुखार, खासी और सांस लेने में कठिनाई है तो डॉक्टर से संबंधित बैठकों में डॉक्टर से फिल्म के बीच अपने मुँह और नाक से छोड़ने के लिए मास्क/फॉर्म का प्रयोग करें।
- अगर आप में कोरोना वायरस के लक्षण हैं, तो कृपया राज्य हेल्पलाइन नंबर या स्वास्थ्य नंबर की 24x7 हेल्पलाइन नंबर 011-23978046 पर जोल करें।
- भीड़-भाड़ वाली जगहों पर चाहे

हम सब साथ मिलकर कोरोनावायरस से लड़ सकते हैं

GOVT LAUNCHES "AAROGYA SETU APP"
A BLUETOOTH-BASED COVID-19 TRACKER

HELP US HELP YOU

The app will alert users if they come in proximity to an infected person.

Inform users about best practices & relevant medical advisories.

The App is privacy-first by design & available in Android & iOS.

The App has highly scalable architecture & is available in 11 languages.

With Aarogya Setu, you can protect yourself, your family and friends, and help our country in the effort to fight COVID-19.

If we are safe, India is safe.

Register Now