

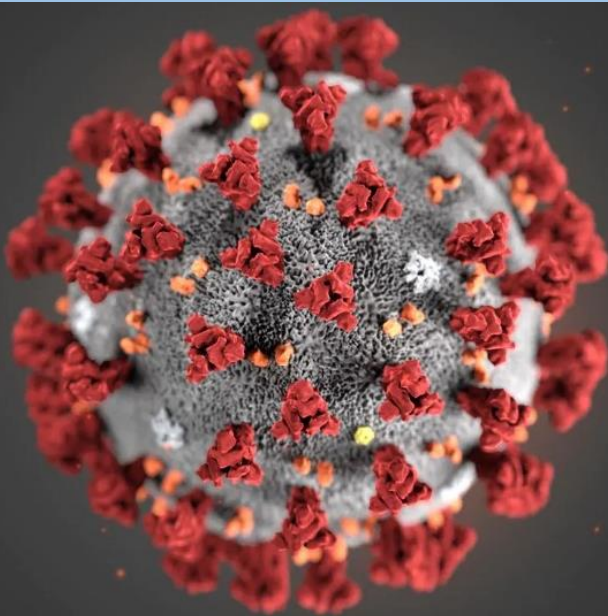
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ROURKELA STEEL PLANT ROURKELA

FREQUENTLY ASKED QUESTIONS (FAQ) ON COVID-19

For ROURKELA STEEL PLANT EMPLOYEES
A Reference Hand Book



[PERSONNEL DEPARTMENT]

First part of FAQ deals with questions related to our circulars/ Govt guidelines and second part deals with general COVID19 related issues.

FREQUENTLY ASKED QUESTIONS (FAQ) ON COVID-19 FOR ROURKELA STEEL PLANT EMPLOYEES

Introduction

The present pandemic situation has put us in more challenging situation than ever. As Rourkela Steel Plant collective, which has always withstood all kinds of challenges with concerted efforts, we need to meet this challenge also more vigorously. In our day to day functions we have many questions related to various relevant circulars of RSP, many relevant Government guidelines and on general issues of COVID19. Hence it was felt necessary to circulate Frequently Asked Questions (FAQ) for ready reference by RSP employees. This FAQ is in two parts. First part deals with questions related to our circulars/Govt guidelines and second part deals with general COVID19 related issues. Although every care has been taken to clarify the latest provisions of government guidelines on COVID19, still it is possible that relevant government guidelines might have been revised. Hence it is recommended to refer the concerned government directives to be reassured. We are sure, this will be very helpful to our employees.

1. My residential area falls in containment zone and I am unable to attend duty, shall I take own leave?

No, you shall be allowed to avail 'Work from Home' provision.

(Source: Circular No. PL-IR-5(6)/C-24/2020 dated 30.05.2020)

2. My dependent found COVID positive, shall it be necessary to take my own leave for self quarantine?

No, you shall be allowed to avail 'Quarantine Leave'.

(Source: Circular No. PL-IR-5(6)/C-24/2020 dated 30.05.2020)

3. I am found COVID positive, shall Company provide me Leave/Work from Home?

Special Casual Leave shall be allowed, in case of employee found COVID 19 positive.

(Source: Circular No. PL-IR-5(6)/C-30/2020 dated 25.07.2020)

4. I was coming under vulnerable groups of employees. Shall I be allowed 'Work from Home' for not coming to duty?

Yes, employees coming under vulnerable groups with critical medical conditions (e.g. pregnancy etc.) shall be allowed 'Work from Home' provision provided that company treating doctor certifies that the concerned employee comes under vulnerable groups of employees.

(Source: Circular No. PL-IR-5(6)/C-24/2020 dated 30.05.2020)

- 5. I was identified as suspected to have come in contact with a COVID 19 positive person in course of employment, shall I take own leave for my quarantine?**

No, 'Work from Home' provision shall be allowed in case you have come in contact with COVID19 positive person determined as such through contact tracing /administrative measures, arising out of and in course of employment.

(Source: Circular No. PL-IR-5(6)/C-27/2020 dated 08.07.2020)

- 6. I was identified as suspected to have come in contact with a COVID 19 positive person through Family friend/Township/Relatives/Near quarters, shall I take own leave for my quarantine?**

Yes, you shall take own leave during the period of quarantine including Commuted Leave without medical certificate.

(Source: Circular No. PL-IR-5(6)/C-27/2020 dated 08.07.2020)

- 7. To whom shall I apply for Work from Home/Special Casual Leave/Quarantine Leave?**

You should apply to Unit Personnel Executive for Work from Home/Special Casual Leave/Quarantine Leave.

- 8. My family member has arrived from out of Rourkela at my residence and shall stay with me. Shall I stay in home quarantine? If yes for how many days?**

Yes, employee shall remain under home quarantine in such cases for 14 days (*) provided that Government shall allow such dependent for home quarantine.

(Source: Circular No. PL-IR-5(6)/C-27/2020 dated 08.07.2020)

- 9. During above home quarantine, shall I be provided 'Work from Home' provision?**

No, you shall take own leave during the period of home quarantine including Commuted Leave without medical certificate in such cases.

(Source: Circular No. PL-IR-5(6)/C-27/2020 dated 08.07.2020)

- 10. If family member is allowed for Govt. quarantine on the above case, shall I stay under home quarantine?**

No, quarantine is not required for the period for which the family member is allowed in Government quarantine as the employee is not coming under contact with the family member.

(Source: Circular No. PL-IR-5(6)/C-27/2020 dated 08.07.2020)

11. Shall I be required to stay in quarantine, if I wish to leave headquarter even for one day ?

In case of employees who are returning to Rourkela shall be required to be under quarantine irrespective of their duration of absence from Rourkela.(*)

(Source: Circular No. PL-IR-5(6)/C-27/2020 dated 08.07.2020)

12. In which cases 'Work from Home' provision is allowed?

In the following cases 'Work from Home' is allowed:

- a. Vulnerable group of employees with critical medical conditions (e.g. pregnancy etc.).
- b. In cases, where the employee's residence falls within the Containment Zone as declared by the State Authorities,.
- c. Employees who have come in contact or suspected to have come in contact with COVID 19 positive case, determined as such through contact tracing /administrative measures, arising out of and in course of employment.
- d. In case, any of the offices including Liaison Office(s) of RSP, Rourkela fall within the Containment Zone/Buffer Zone or outstation offices fall within weekend shutdown/lockdown as declared by the concerned State Authorities.
- e. Employee stranded at outside the Rourkela during lockdown i.e. upto 29.05.2019.

(Source: Circular No. PL-IR-5(6)/C-10/2020 dated 06.04.2020, PL-IR-5(6)/C-24/2020 dated 30.05.2020 & PL-IR-5(6)/C-27/2020 dated 08.07.2020)

13. I am having flu/fever like symptoms, what shall I do?

Immediately report to control room situated at CSR Office, Sector 20 and take action as per advice of control room.

(Source: Circular No. PL-IR-5(6)/C-25/2020 dated 18.06.2020 & notice dated 18.07.2020)

14. What is function of control room and its working hour?

A control room is functioning at CSR Office, Sector -20, round the clock to extend required help & implementation of Govt. guidelines on COVID-19 pandemic. The control room is functioning 24*7 and the phone numbers are as follows:

Intercom No. 34290 Mobile No. 8895503444 & 8895503477

(Source: Circular No. PL-IR-5(6)/C-25/2020 dated 18.06.2020)

15. Is Ispat General Hospital (IGH) working as COVID hospital?

No, IGH is not working as COVID hospital. High-Tech Hospital is functioning as COVID hospital in Rourkela.

16. Is it genuine to test COVID 19 organized at different places in Township?

Yes, at present Government is conducting test at various places or supplying kits to IGH to conduct Antigen test. All reports are genuine. However in Rourkela, IGH is also conducting another test on recommendation of authorized Doctors which is a confirmatory test called RTPCR.

17. Is it mandatory for submission of detailed declaration in Employee Zone/ RSP Portal regarding travel history of self/family members/relatives/friends including the families staying in my outhouse and arrival of new members thereto etc?

Yes, it is mandatory.

(Source: Circular No. PL-IR-5(6)/C-29/2020 dated 21.07.2020)

18. If someone arrives and stays in my outhouse / extension, what should I do?

Advise the outhouse people to report to Ashray Kendra, near Bagudi Basti, Chhend to follow the Govt. instruction and simultaneously report the same in RSP PORTAL Employee Zone. Never allow the outhouse people to avail home quarantine as they don't have prescribed facilities as per norm.

If the outhouse people are not co-operating, then inform RSP Covid Control room situated in CSR Office for help. Phone Numbers given below: Intercom No. 34290 Mobile No. 8895503444 & 8895503477.

(Source: Circular No. PL-IR-5(6)/C-25/2020 dated 18.06.2020)

19. What are the formalities for joining duty after contact case?

Employee should bring fitness certificate from OHSC/Medical for joining duty after contact case.

20. What are the formalities for joining duty after recovery of positive case?

Employee should bring fitness certificate from Rourkela COVID Hospital (High Tech Hospital) for joining duty after recovery of positive case.

21. Is it Mandatory to Download the Aarogya Setu App?

Yes, it is mandatory to download Aarogya Setu App.

(Source: Circular No. PL-IR-5(6)/C-22/2020 dated 15.05.2020).

22. In case, the Aarogya Setu App shows a message that he/she has a ‘moderate’ or ‘high risk’ calculated on the basis of Bluetooth proximity (‘recent contact with infected person’), shall he/she come to duty?

No, he/she should not come to duty, report to IGH and self isolate for 14 days or till the status becomes safe’ or ‘low risk’.

(Source: Circular No. PL-IR-5(6)/C-22/2020 dated 15.05.2020).

23. I will be coming to Rourkela from outside Odisha or any of the 14 listed districts of Odisha i.e. Khordha, Bhadrak, Balangir, Puri, Jharsuguda, Jajpur, Mayurbhanj, Ganjam, Baleshwar, Nayagarh, Cuttack, Kendujhar, Gajapati and Jagatsinghpur, what should I do?

After your arrival at Rourkela, you are required to report at the RSP Covid Control room, CSR Office and thereafter in the Ashray Kendra, near Bagudi Basti, Chhend as well. After mandatory health check-up, if you are found to be symptomatic for COVID-19, the swab test will be conducted by them and you will be required to stay in government quarantine (paid/non-paid as per your preference) till the results are ready. If you are without symptoms, you will be allowed to stay in home quarantine for 14 days (*) depending upon the availability of a separate bedroom and separate bathroom in your house. If such facilities are not available at your home, you will be required to stay in government quarantine (paid/non-paid as per your preference). It must be noted that home quarantine shall be allowed only in urban area i.e. areas falling under Rourkela Municipal Corporation and Industrial Township. There is no provision for home quarantine in rural areas.

(Source: Circular No. PL-IR-5(6)/C-27/2020 dated 08.07.2020 & as per guidelines of Govt. of Odisha)

24. I will be coming to Rourkela from other districts of Odisha (other than the 14 mentioned above), what should I do?

It is not mandatory for you to register yourself at COVID-19 helpdesk and report to Township control room. However, it is mandatory that you maintain 14 days (*) quarantine for the safety of your family and Rourkela city. If you develop any of the symptoms of COVID-19, please visit COVID19 helpdesk at Ashray Kendra, near Bagudi Basti, Chhend immediately.

(Source: Circular No. PL-IR-5(6)/C-27/2020 dated 08.07.2020 & as per guidelines of Govt. of Odisha)

25. I have stayed outside Odisha or in the 14 districts mentioned above for less than 72 hours before coming to Rourkela, what should I do?

Spending less than 72 hours(*) will not grant any exemption from quarantine and you are required to follow the mandatory quarantine procedures as mentioned in Ans. 23.

(Source: Circular No. PL-IR-5(6)/C-27/2020 dated 08.07.2020 & as per guidelines of Govt. of Odisha)

26. What precautions should I take while maintaining home quarantine?

Home quarantine does not mean only stepping within four walls of your house. It essentially means that you confine yourself to one bedroom and must not have any physical contact (direct or indirect) with any of the family members. You must use a separate bathroom. If you develop any symptoms during this time, immediately report at RSP Covid Control room at CSR Office.

(Source: Guideline of Odisha Govt.)

27. I am under government quarantine and if my test result has come negative, will I be discharged from quarantine?

If your test result is negative, you may be discharged from government quarantine (paid/non-paid) depending upon the availability of home quarantine facilities.

(Source: Guideline of Odisha Govt.)

28. If my Covid-19 report comes positive, where will I be admitted?

If your result is positive, you may be admitted to Rourkela Covid-19 hospital (High Tech Hospital) if you display symptoms or if medical authorities advise so. Asymptomatic patients are allowed for home isolation. In Urban areas, asymptomatic cases can be kept in strict home isolation if such facilities (separate bedroom and bathroom) are available at your home. This decision shall be taken by the district administration.

(Source: Guideline of Odisha Govt.)

29. If I am Covid-19 positive admitted to Covid-19 Hospital, when will I be discharged?

If you do not have any serious symptoms, medical authorities can take the decision to discharge you from the hospital after 10 complete days (*). However, you will be kept isolated at Covid Care Centre or your home (depending upon the facilities) for at least 7 days (*).

(Source: Guideline of Odisha Govt.)

30. How will I know my test result?

If your test result is negative, you will get a text message informing you of the same on the number provided by you. If your result is positive, you will be contacted by RSP Covid Control room or the local authorities.

(Source: Guideline of Odisha Govt.)

31. I have Covid-19 symptoms, what should I do?

It is advisable to consult your doctor over telephone and report to RSP Covid Control room situated in CSR Office and follow instructions. You can also report to flu centre of Ispat General Hospital. You are directed not to visit private hospitals if you have COVID-19 symptoms.

(Source: Circular No. PL-IR-5(6)/C-25/2020 dated 18.06.2020 & as per guidelines of Govt. of Odisha)

32. I have come in contact of COVID-19 positive patient, what should I do?

If you have not been contacted by the RSP Covid Control room or administration already, report to the RSP Covid Control room over phone and follow the instructions.

33. I know of someone who has come from outside and not following mandatory quarantine norms, what should be my course of action?

You should immediately report such cases to RSP COVID Control room by phone / RMC Toll free Helpline number 18003456103 or sending a text message to +91-7008534384 (Text Message only). Misinformation provided by you will be strictly acted upon. Please verify before reporting.

(Source: Circular No. PL-IR-5(6)/C-25/2020 dated 18.06.2020 & as per guidelines of Govt. of Odisha)

34. I want to get myself tested for COVID-19, where should I go?

You are directed to contact your Personnel Officer and RSP COVID Control Room situated at CSR Office and follow their instructions. In case you get yourself tested for COVID 19, immediately inform your Controlling Officer / Reporting Officer and do not report to duty till your test result is ready. If your test result is negative, you may join your duty, however, you shall avail your own leave due for such period.

(Source: Circular No. PL-IR-5(6)/C-31/2020 dated 14.08.2020)

35. What are the risk profiling of contacts in terms of Government guidelines?

Contacts are persons who have been exposed to a confirmed case anytime between 2 days prior to onset of symptoms (in positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case). They are categorized as High Risk Contacts and Low Risk Contacts.

36. What are the High Risk Contacts and its management in terms of Government guidelines?

Followings are High Risk Contacts:

- i. Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces; e.g. being coughed on, touching used paper tissues with a bare hand).
- ii. Had direct physical contact with the body of the patient including physical examination without PPE.
- iii. Touched or cleaned the linens, clothes or dishes of the patient.
- iv. Lives in the same household as the patient.
- v. Anyone in close proximity (within one meter) of the confirmed case without precautions.
- vi. Passengers in close proximity (within one meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

The high risk exposure contacts shall be quarantined for 14 days(*). They will follow the guidelines on home quarantine as specified by Govt. Authorities. These persons shall undergo testing as per protocol prescribed by Govt. Authorities.

37. What are the Low Risk Contacts and its management in terms of Government guidelines?

Followings are Low Risk Contacts;

- i. Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- ii. Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days(*).

(* Latest notification issued by Govt. Authorities may please be referred to)

General FAQ on COVID-19

38. What is a corona virus?

Corona viruses are a large family of viruses which may cause illness in animals or humans. In humans, several corona viruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered corona virus causes corona virus disease COVID-19.

39. What is COVID-19?

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. 'CO' stands for 'corona,' 'VI' for 'virus,' 'D' for disease and '19' for the year when it occurred.

40. How COVID-19 spreads?

People can catch COVID-19 from others who have the virus. It spreads from person to person through small droplets from the nose or mouth when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. This is why it is important to stay more than 1 meter (3 feet or arm's length) away from a person who is sick. WHO is assessing ongoing research on the ways COVID-19 is spread and will continue to share updated findings.

41. What are the symptoms of COVID-19?

The patients with COVID-19 will experience mild to severe respiratory illness and the symptoms can include fever, cough and shortness of breath. Around 80% people who are having COVID-19 show mild symptoms and remaining will show moderate to severe symptoms with 1-2% fatality rates. Older people (more than 60 years of age), and those with pre-existing conditions like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.

42. How long is the incubation period for COVID-19?

The "incubation period" means the time between catching the virus and beginning to have symptoms of the disease. Most estimates of the incubation period for COVID-19 range from 1-14 days, most commonly around five days.

43. Definition of contact?

A person who is living in the same household as a COVID-19 case

A person having had direct physical contact with a COVID-19 case

A person who had a contact with COVID-19 case within one meter (3 feet or arm's length) distance for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case.

In healthcare settings, a person having had direct physical contact with a COVID-19 case or his/her infectious secretions without recommended personal protective equipment (PPE) or with a possible breach of PPE.

A detailed definitions of High Risk/Low Risk contacts are dealt in Question 36 & 37.

44. What are the instructions for contacts being home quarantined?

Stay in a well-ventilated single-room preferably with an attached/separate toilet.

If another family member needs to stay in the same room, it's advisable to maintain a distance of at least 1 meter (3 feet or arm's length) between the two.

Needs to stay away from elderly people, pregnant women, children and persons with pre-existing medical conditions within the household.

Restrict his/her movement within the house.

Under no circumstances attend any social/religious gathering e.g. wedding, condolences, etc.

45. Why social distancing is important?

It is a public health strategy used to limit human interaction in order to prevent the spread of infectious illnesses. It involves limiting human contact as much as possible. Closing schools, working from home, and canceling gatherings of over 50 people fall under the umbrella of Social distancing.

46. Is everyone at risk? Who is most at risk of a serious illness?

Yes, everyone is at risk of getting COVID-19, however, the risk of a serious illness is more in older persons (60 years and above) and persons with pre-existing medical conditions (such as high blood pressure, heart disease, lung disease, cancer or diabetes).

47. How can we help prevent the spread of coronavirus?

Keeping your distance from others when you are sick is the best defence against most viruses. You should: a) Wash your hands frequently with soap and water, before and after eating, and after going to the toilet. b) Cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitizer. c) If unwell, avoid contact with others (stay more than 1 meter (3 feet or an arm's length) distance from people.

48. When to use a Mask?

Mask should be used all the times when you step out of home.

Masks are effective only when used in combination with frequent hand-cleaning with alcohol based hand rub or soap and water

49. Will I die if I catch the COVID-19?

No, almost 80% of people have mild symptoms, and recover from the disease in 2 weeks. Most of the symptoms can be treated with timely medical care.

50. Are children at risk of coronavirus infection?

Yes, everyone is at risk of getting COVID-19, however, the risk of a serious illness is more in older persons (60 years and above) and persons with pre-existing medical conditions (such as high blood pressure, heart disease, lung disease, cancer or diabetes).

51. Can the COVID-19 be passed on through food?

No, Coronaviruses are generally spread from person-to-person through respiratory droplets.

52. Can a person infected with coronavirus, recover completely?

Yes, about 80% people have recovered from the disease without needing special treatment.

53. Is there a treatment for a COVID-19?

Many of the symptoms are being treated and it is based on the patient's clinical condition. Moreover, supportive care for infected persons can be highly effective.

54. Are health care providers at high risk from a novel coronavirus?

Yes, health care providers are at higher risk of getting COVID-19 as they come into contact with patients more often than the general public. However, with appropriate precautions the risk can be mitigated.

55. What can I do to protect myself from COVID-19?

- Wash your hands frequently
- Maintain social distancing
- Avoid touching eyes, nose and mouth
- Practice respiratory hygiene
- If you have fever, cough and difficulty breathing, seek medical care
- Stay informed and follow advice given by your doctor

56. How to cope with stress during the outbreak?

It is normal to feel sad, stressed, confused, scared or angry

- Talk to people you trust can help.
- Contact your friends and family.
- You must stay at home, maintain a healthy lifestyle including proper diet, sleep and exercise.
- Don't take to smoking, alcohol or other drugs to deal with your emotions.
- Limit panic and worry.
- If you feel overwhelmed, talk to a doctor or counselor

57. Is there any difference between Quarantine and Isolation?

If a person has the symptoms of COVID-19 or doubts of being exposed to any infected patient, object or area then he/she is advised for quarantine of 14 days. It is for people who have not been tested positive of the disease.

On the other hand, if a person tests positive of COVID-19 or his/her symptoms confirm he/she is affected by the disease, the person is kept in isolation for 14 days.

58. If I am not exposed to any infected patient or area, then what precautions should I take?

If a person is not exposed to any infected patient or area or doesn't have the symptoms, he/she should follow the guidelines such as hand washing and maintaining social distance.

59. I think I do not have a chance to get infected, so why should I follow any precautions and why should I care about corona?

No one is immune to coronavirus as it is a new virus, therefore, they should follow the do's and don'ts. Even if a healthy person thinks he/she will not be affected by COVID-19 or will be cured once he/she gets affected, there will be other members of the family who may get infected because of low immunity.

60. Is it necessary to go for corona test after 14 days of quarantine?

Fourteen days is the maximum incubation period and if a person stays healthy till the end he/she doesn't need to go for the test in consultation with Doctors.

61. When can one be confirmed cured from corona?

If a person stays healthy until 14 days from the day of exposure or if a doctor declares a patient undergoing treatment as healthy, the person can be confirmed cured from corona.

62. What is Aarogya Setu App?

To put it simply, Aarogya Setu App is a useful little program to help people access their health conditions in the wake of COVID-19 outbreak in India. Using this app, people can easily know if they exhibit any coronavirus symptom in their body. This is made possible by answering a small questionnaire in the app. On the basis of the answers submitted, a person is notified if he or she is at high or low risk from the virus. Since the notification is received on the basis of answers provided, it is expected that people take it seriously and answer honestly. Otherwise, the app fails in its purpose!

(Source: WHO website and other state Govt. guidelines)

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