

# COVID-19 SOP

## PURPOSE

The purpose of this SOP is to explain the procedures & our daily practices and preventive measures taken during COVID-19 situation.

## TRANSPORTATION

Normally we use our own buses for the pickup/drop of our employees at their doorstep in & around 30 kms within our district. Before reopening, all our buses were well sanitized and arranged for the employees to pick up and drop safely.



thermometers and duly recorded by the appointed bus representative before anyone steps into the bus. This is done twice everyday that is, when he/she come to work and again when he/she leaves from work. Those with even any any slight symptoms will not be let into the bus.

2. Hand sanitizers are provided to sanitize their hands upon their entry into the bus.
3. We run our buses with 50% occupancy which has resulted in making multiple trips to bring all our employees to work safely.
4. Face masks are provided to all the employees and it is compulsory to wear them once they step out of their home.
5. Our buses are disinfected and cleaned after each and every trip.

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## HYGIENE IN WORK PLACE

We have conducted awareness programmes to all our employees for practicing safe sanitization and hygiene methods on themselves but also their respective families.



*Foot operated sanitizer dispenser*



*Occupational Health Centre*

1. Foot operated sanitizer dispensers are installed on the entry point of all the units and we make sure our employees use them before they enter the workplace.
2. We do have an Occupational Health Centre in our campus for monitoring the health of our workforce that helps reduce work related illness and for serious health issues & we take of them in our group hospital AVM HOSPITAL which about 6kms from our premises. Maris will take care of their treatment expenses
3. We have set up foot operated wash basins in the entry point, dinning rooms and restrooms.
4. Visitors are not allowed inside the factory premises.
5. All the containers and vehicles are disinfected before entering into the factory. We ensure sanitisation routine is carried out every two-three hours especially in the common areas such as lunch rooms and common tables



*All Incoming Vechicles Sanitized*



*Foot Operated Handwash*



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## LABOUR



We are allowed to work with 50% of manpower as per the norms, so at any point of time the number of employees in the premises must not go beyond 750. We had already followed the shift system in our extrusion, weaving, cutting production. So the major challenge we have to adopt quickly was in the bags sewing unit alone which used to run on only one shift per day which had more than 65% of the total workforce.

So in order to comply with the new guidelines given, we had to create new shifts system in the sewing area as well which enabled us to work with the allowed limit of manpower.

Since there was no public transportation facility available due to lockdown some employees from other districts were not able to turn up

Our commercial team are working from home with remote control on their Office desktops.

Managerial and Administrative Staffs work at 50% capacity in each shift with rotation basis.



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## REMUNERATION

Full salary was given to all the employees in advance in order to reduce their burden and to help them during lockdown.

## SAFETY PRECAUTIONS

Cleaning protocols and awareness pamphlets are displayed in all the units.

Herbal Drink (Kabasurakudineer with 15 herbal ingredients is a Siddha formulation) is given for all the employees once a week to increase their Immune Power



Strictly sterilise boxes and wrapping brought into factory premises

We have fixed close circuit cameras in all units for monitoring the employees social distancing in work place.

We provide healthy food prepared in our hygienic kitchen to all our employees and the seating arrangements in the dining rooms are made taking social distancing into consideration



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## **RAW MATERIALS IMPORT**

We import 95% of our raw material. Our factory is positioned very close to Thoothukudi port which makes it easy for us to clear our imports.

We are certified with AEO (Authorized Economic Operator) this simplifies the transit procedure of our imports without much screening at the port that enables us to get our raw material without delay.

We promptly disinfect the containers before they enter our factory gates.

## **ASSURANCE**

We strictly follow the guidelines laid by the government of India to ensure safety. Our employees are well aware of the consequences they will have to face if they violate the rules. Maris is seeing a change in work culture, which we intend to carry with us into the future. We assure that our products are free from any health risk with best quality as before and it will be constantly continued in upcoming days also.

We have got self declaration from all our employees, so that they oblige to follow the SOP set out by the company. We have been recording the temperature of the employees from the start of these new process changes.

We have attached these self declarations & temperature monitoring annexures for your reference.