SOP FOR SAFETY PRECAUTIONS AGAINST COVID-19

Rev No.	Reason for Revision	Prepared By	Checked By	Approval by
Rev 00	First release	Navendra Singh Head- Safety (T&D) Corp safety	Rajesh Sharma Head- Safety (Generation) Corp safety	Suresh Khetwani Chief - Corporate Safety & Environment
Rev 01	Inputs from Incidents, Periodical review	Navendra Singh Head- Safety (T&D) Corp safety	Rajesh Sharma Head- Safety (Generation) Corp safety	Suresh Khetwani Chief - Corporate Safety & Environment

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1. Objective: COVID-19 is, first and foremost, a humanitarian challenge. On one hand, large numbers of health professionals are heroically battling the virus, on the other hand thousands of engineers and workers continue to work to ensure un-interrupted supply of electricity by putting themselves at risk. Governments and industry are working together to understand and address the challenge, support victims and their families and communities, and search for treatments and a vaccine.

As this global crisis plays out, Electricity has been enlisted as an 'essential service' by the Government of India, and hence requires the need to act promptly – both to ensure continuity of power supplies, and at the same time, ensure the safety of our workforce in the face of this crisis.

This document is intended to share Standard Operating Procedure (SOP) for ensuring employee safety in our businesses and contains a collated set of practices to be used in response to the COVID-19 crisis to prevent further spread of the disease.

2. Scope: This procedure applies to all operating, project sites, corporate offices and other facilities such as guest houses etc. of Tata Power Group companies.

3. Expected results:

- To manage work premises free of COVID-19
- To & from travel to workplace and home free of COVID-19
- Prompt response, care & treatment for reported cases related to COVID-19

4. Accountability & Responsibility:

Accountability: Concerned Chiefs/CEOs/Heads/Asset Custodians

Roles & Responsibilities:

Roles & Responsibilities for implementation of this SOP may vary according to site governance structure and it shall be assigned by Concerned Chiefs/CEOs/Heads/Asset Custodians among their site teams. However general guidelines for Roles & Responsibilities are listed as under-

(a) Implementation of requirements at entry/exit – Site Security In-Charge

(b) Implementation of requirements during travel - ES&A In-Charge / Site Administration

(c) Implementation of requirements at common places like canteens, meeting rooms etc. – ES&A In-Charge / Site Administration

(d) Implementation of requirements related to overall Housekeeping, Sanitization etc. – ES&A In-Charge / Site Administration / Site Medical Team

(e) Supply and procurement of materials and PPEs - Site Procurement In-Charge

(f) Health and health data related requirements - Site Medical Team

(g) To create Awareness on COVID-19 prevention- Site Safety Team / Medical team

(h) Implementation of SOPs to contract workmen - Concerned Department Heads through respective contractors

(i) Deep Cleaning of places – Medical Team / ES&A In-Charge / Site Administration

(j) Records of employee movements – Business HR

(k) Manning of station during restoration process – Business HR and Site In-Charge

(l) Overall responsibility – Site / Location In-Charge

5. Glossary/Definitions:

COVID-19: Official name of disease caused by virus named 'severe acute respiratory syndrome coronavirus 2' (SARS-CoV-2). Also called Coronavirus disease.

Deep Cleaning: Procedure for cleaning of places to be followed where cases of COVID-19 have been reported. Refer Annexure-4: Guidelines on disinfection of common public places including offices for more details.

Personal log: A daily sheet used to maintain a Personal Log by individual as follows:

I. Keeping a small notebook and dedicate one page for each day.

II. Write down list of persons you came in contact within 1-meter distance during the day along with time.

III. Write down all the places you visited during the day and at what time, for what activity. This should include all the places in office and outside if you would have stepped out due to some reason.

Shall: Mandatory requirement

Should: Optional requirement

SOP: Standard Operating Procedure

6. Two-way Communication across Organization:

- Site team to Develop confidential and compliant self-reporting mechanisms across the site, e.g. Helpline / phone / email etc., for reporting an observed/suspected case of COVID-19.
- Create site based Single Point of Contact (SPOC) for all employees, e.g. Doctor / Safety Advisor/ Business HR for all personnel for COVID-19 related queries.
- Hold regular meetings (priority to virtual meeting) to share best practices, discuss potential issues / risks, and keep answering key questions around the crisis to the employees.
- Daily update from site to Corporates with key information, e.g. Site performance, attendance, PPE supply issues, other site level issues, local body advisory etc.

7. General Precautions:

7.1 Behavioral Precautions

- Employees should follow distancing norms such as always remaining at least 1m apart, not filling documents together, avoiding sharing equipment or tools.
- Hands should be disinfected after touching any external object e.g. equipment, doors, documents. Refer Annexure-6: Hand washing technique using soap and water for more details.
- Employees should follow good respiratory hygiene by covering their mouth and nose with bent elbow or tissue when coughing or sneezing and then should dispose of the used tissue immediately.
- Employees should avoid touching nose, eyes and mouth.
- Employees shall remain segregated/minimum one-meter distance from each other.
- There shall be no physical contact such as hand shaking etc.
- Same segregation/distancing should be encouraged throughout the work including travels to & from workplace as well as at home.

- Employees shall cover their faces with face mask or use suitable face cover. Reusable face masks to be preferred. Refer Annexure-7: Guidelines for use of masks for more information.
- Sharing of hard copies, files, taking prints etc. to be minimized and in its place soft/scanned copies to be encouraged.
- Use of remote sensing wash basin, washroom etc. to be preferred over manual ones.
- **Arogya Setu App** should be installed in mobile phones by all entrants to help track their location history and their health status against COVID-19.
- Employees coming to work should wear full sleeves clothing and should cover their long hair to avoid exposure to open.

7.2 Other Precautions

- Non-critical doors to be kept in open position so as to reduce frequency of touching their handles, knobs etc.
- Entry/exit points or places such as canteen, main gate, bus embarking points etc. should be marked with lines/stripes/boxes at 1- meter distance for ease of maintaining gaps among people.
- Hand sanitizers shall be made available abundantly at places of entry in office, building, common area, near printers, scanners etc. and their use should be encouraged.
- Use of lifts to be discouraged and use of staircase should be encouraged to maintain distancing.
- Where it is essential for multiple persons to use common objects such as logbook, shared desktop etc., such persons shall use disposable hand gloves, and these shall be disposed in designated touch free dustbins.
- Collection, transportation and disposal of suspected COVID-19 waste and solid waste from quarantined homes and containment areas shall be done as per Annexure-8: Guidelines for Collection, transportation and disposal of suspected COVID-19 waste and solid waste from quarantined homes and containment areas.

- Visitor entry – such as vendors, consultants etc. – should be avoided to the extent possible. If entry of visitors cannot be eliminated, in such cases designated visiting area shall be marked where official will come and meet them. In no circumstance visitors shall be allowed beyond such area.
- Manual handling of load using multiple persons should be avoided. Mechanized lifting should be encouraged over manual lifting.

8. Transportation of Employees to Work

8.1 Transportation of Employees:

Transportation of workforce to and from workplace is very critical to avoid contamination from external sources. Below are recommended key considerations for employee safety:

8.1.1 Transport from residence to common pick-up point: Many sites have common buses plying to pick up employees and have pre-defined pick up points. Many employees typically make their own arrangements for travel to come to their workplace. Given high risk of infection during travel by public transport, it is recommended to provide private/pool vehicles that pick-up employees from their residence and drop off at pick up points. Similar car-pooling arrangement should be followed where facility of common vehicles is not available. Care should be taken that there is no overcrowding in the vehicles. Staggered bus arrival/departure timings to be followed to the extent possible to avoid overcrowding at the entry/exit gates. Vehicle windows should be kept open as far as possible for proper ventilation during travel.

8.1.2 Transport from Common pick-up point to Workplace: Buses ply from pick up locations to workplace. It should be ensured that appropriate distancing protocol is put in place within the bus to avoid physical contact. Some examples of norms to create distance could be:

- Zig zag seating in the buses to be followed (Refer Annexure-3: Illustrations for Seating Arrangement in Vehicles for more details)
- Norms / instructions to employees to avoid touching any other surface during transport e.g. railings, windows, seats etc.

8.1.3 Cleaning & Sanitization of pick up vehicles & buses after every trip:

- It should be ensured that hand sanitizers are available and used during both boarding and alighting from the vehicles.
- The vehicles should also be regularly surface-sanitized, e.g. seats, windows, floors, railings etc. after every use.
- the vehicles should be 'deep cleaned' at the most frequent interval possible, but at least once in every 2 days.
- Articles like tissues, no-touch dust bins and alcohol-based hand rubs should be abundantly provided and encouraged in such vehicles.

8.1.4 While going back Home

- Rings up home when one starts from office.
- Someone at home should keep the front door open, and a bucket of water, with washing soap powder or bleaching powder added to it, in front of the door.
- Keep things (car keys, pen, sanitizer bottle, phone etc.) in a box, outside the door.
- One washes hands in the bucket and stands in the water in bucket for a few minutes. Meanwhile he/she uses tissue and sanitizer, to wipe the items placed in the box.
- Washes hands with soap and water again.
- Then after, enters the house, without touching anything.
- Bathroom door is kept open by some inmate, where bucket, detergent soap, water is ready for use. All clothes including innerwear, are removed and kept in this bucket, and soaked-in completely.
- Complete head and body wash with shampoo/soap has to be done for some time, with warm water.
- Clothes should be washed in hot water and dried in sunlight preferably.
- Employees and their family should try to bask in the sunlight, as much as possible, maintaining safe distance and other hygiene in the SOP.

9 Transportation of Contract Workmen:

- Transportation related rules applicable to employees should also be applicable to Contract workmen. To fulfil them, contractors should make arrangement of common transportation for their workers.
- If common transportation is not feasible by contractors, accommodations for identified essential contract workers should be arranged in the vicinity of the workplace to avoid their transportation by public transport.
- No new contract workmen to be allowed. In case it cannot be avoided, thorough health checks to be done prior to entry permission.
- Joining of contract workmen from hotspot locations to be delayed till further advise.

10. Travel Norms

10.1 Official Travel

- Travel - both domestic and international, shall be avoided to the extent possible. On essential business requirement such travel to be made only after getting prior approval by CHRO/CEO&MD.
- Public transport such as train, buses etc. to be avoided. On essential business requirement such travel to be made only after getting prior approval by Cluster – President/Function Chiefs as the case may be.

10.2 Personal Travel:

If any employee decides to undertake personal travel during the period when this SOP is in force, here are some guidelines that should be followed

- Any Personal Travel will be at employee's own risk.
- Avoid travelling to high-risk locations as much as possible.
- It would be advisable to use personal vehicle for travel whenever possible, as using public transport like bus, trains and airplanes can be risky.
- Employee should keep respective Business HR team and immediate manager informed of their movement.
- Once back to base location for resumption of duty, inform respective Business HR representative beforehand for necessary guidance.

11. Workplace Norms

11.1 Entry & Exit from workplace

Refer COVID-19 Safety Precautions: Advisory for Entry/Exit to Workplaces at Tata Power (TPSMS/COVID-19/01/Rev 01) for details.

11.2 Canteens

- Zones should be established within the common areas such as canteen, through physical segregation or by staggering timings (through extended hours) to avoid mix up of employees from different departments.
- Distancing protocols should be established within the canteen, such as having only 2 persons per table instead of 4 on a table having capacity of 4 persons (to ensure mandatory distance between employees). Face to face seating should be avoided in canteen.
- Disposable cutlery should be used (to the extent possible).
- Multiple touchpoints to be avoided to the extent possible, by enforcing norms such as food to be served only by canteen personnel, single-touchpoint plate dispensing.
- No raw and cut food items shall be served in the canteen.
- Verify hygiene in the kitchen regularly
- Hand wash and sanitization to be made compulsory during entry as well as during exit from canteen.
- All areas should be sanitized and disinfected between every staggered meal timings, to the extent possible. Food service workers to frequently clean and sanitize counters, serving utensils and serving containers. Maintain frequent washing and sanitizing of all food contact surfaces and utensils.
- Employees should be encouraged to bring home cooked food and own water bottles. Water bottle should be refilled by individuals themselves as and when required.
- Use of Microwave ovens should be stopped.
- Encourage use of contactless payments, avoid cash payments.

- Do's and Don'ts related to COVID-19 should be displayed especially in common areas such as canteens.

11.3 Service areas –Utilities such as DM Plant, CW Pump House, workshop, central store etc.

- Dedicated personnel should be identified for each service area. They should use their own tools (not to be shared).
- Tools used should be sanitized before and after use.
- Entry of maintenance personnel in the Plant/generation/manufacturing / Switchyard area should be deferred (to the extent possible) for all non-essential maintenance activities.
- Maintenance personnel should enter concerned area only during critical breakdowns that cannot be resolved remotely.

11.4 Office Area Working Norms

- No entry to be allowed without face masks
- Reusable face masks to be provided to every employee entering the premises
- Employees to be advised to wash masks daily after they reach home
- Daily color-coding of masks can be followed to ensure masks are washed daily
- In case disposable face masks and hand gloves are used, disposal bins to be provided at every workplace for proper disposal
- Employees shall remain at their workplace during their duty hours and shall not be allowed to visit other places except meeting rooms and canteen.
- Employees shall adhere to canteen timings as per slot given for their departments.
- Physical handover of items such as files, papers, pen etc. to be minimized. Use of electronic/soft copies should be encouraged.
- Use of telephone receivers should be avoided; speaker phone should be used to the extent possible.
- Mobile phone should not be shared for communication.
- Basic hygiene practice recommended for COVID-19 prevention should be followed by all employees.

- Discourage use of air conditioners to the extent possible
- Check all first-aid kits regularly for availability of required contents
- Changing rooms usage shall not be allowed

11.5 Plant/ Substation Area/Project Site Working Norms

11.5.1 Essential and Non-essential Personnel Mapping

- Minimum manning to the extent possible should be followed on the workplaces such as Plant, Substation Area, Project Site etc. and only dedicated employees should be permitted in such areas. Work in such area to be done by creating segregated 'shifts' of employees.
- Creation of 'shifts' of essential employees to be done to ensure minimum contact between different groups of employees or Matrix of essential employees should be created for every shift, preferably broken down to sub-teams as per requirement. Based on this, smaller teams in shifts should be created so that only the same set of people come in touch with each other for the entire duration of the shift, such as different teams in operation, maintenance, inspection, warehouse teams etc.

11.5.2 Shift Handover

- Handovers should happen remotely and not in-person, i.e. employees working in one shift should exit the facility before employees from next shift enter the premises.
- Key messages during handover should be written using personal / shift-specific pens on defined sheets of paper and stored at a defined location, such as logbook, shift register etc.
- In case it is essential for an employee to stay back (due to critical handovers, critical manufacturing step) a dedicated employee should be identified from the shift and should maintain adequate distancing procedures. This should also be adequately recorded in their personal log.

12 Adaptation for Contract Workmen

- Essential contract workmen should be identified in advance. Same safety protocols shall be implemented for contract workmen as for the Tata Power employees.
- Contract workmen should be dedicated to the same set of employees coming to the plant in a particular shift.
- A record should be maintained for every contract workman coming in contact with others as per personal log.

13. On-site Material-movement Norms

- Overall material-movement across receipt, testing & release, dispensing & issuance, Finished Goods (like TPSSL) movement, should be carried out in line with existing site procedures.
- In addition, selected hygiene practices may be adopted based upon nature of material and its packaging.
- All equipment (forklift, hand pallet etc.) should be cleaned and sanitized before and after every use using the existing plant procedures.
- All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
- All material/machinery/equipment arriving at site should be left idle for 3 days before use to ensure safe for usage.

14. Workplace Infrastructure & Mechanisms to avoid contamination

14.1 Physical mechanisms to reduce transmission

- To the extent possible, clearly assign and communicate dedicated jobs / machines / areas / shifts for employees and contract workmen to avoid physical contact between different groups/departments.
- For the above, employees should be working physically from their seating place. They should not visit to other desks to the extent possible except for need based movement to meeting room, canteen etc. Distancing protocols should be enforced such as separate zones or times earmarked for ‘departments’ to move in common areas (i.e. canteens or break rooms).

- In meeting rooms, employees should sit by leaving one chair blank on their either side.
- Enable / enforce a minimum distance (e.g. 1M) between any 2 employees, e.g. broadening canteen layout
- Hand disinfection dispensers should be available widely in all common areas.
- Filters of all air conditioners must be cleaned and serviced regularly.

14.2 Cleaning & Sanitization Procedures

- All cleaning & sanitization procedures for across sites should be reviewed, e.g. for potentially increasing frequency of cleaning of equipment surfaces.
- For common areas the frequency of cleaning and sanitization should be increased, especially for areas with highest risk of transmission (i.e. areas with maximum personnel movement), such as corridors, control rooms, meeting rooms, canteen, washrooms etc.
- Cleaning of toilets should be more frequent. Proper handwashing protocol should be followed for every bowel movement (Refer Annexure-6: Hand washing technique using soap and water for more details). Commode lid of Western type toilets should be closed before flushing to avoid spread of bio-aerosols. Use of lavatory immediately after previous use should be avoided.
- All materials used in Generation/production/maintenance services should either be sterilized or surface disinfected while shifting it from stores/warehouse.
- Dedicated cleaning procedures should also be put in place for all objects coming in frequent contact of personnel, such as telephones, door handles, computer screens, railings, chairs, tabletops etc.
- Additional facilities / equipment (such as hand wash, alcohol-based sanitizers, gloves) should be provided to carry out preventive activities in common and critical areas
- All personnel should be explicitly trained to strictly follow defined norms, such as, usage of face masks and goggles where risk is elevated.

14.3 Deep cleaning of places where COVID-19 suspected/confirmed cases are found.

- 'Deep cleaning' procedures should be established for critical areas in case any contamination / infection is suspected or observed with increasing numbers of infected persons.
- Additional mitigation measures may be considered for such areas (e.g. offices) as follows:
    - Introduction of gloves and alcohol-based sanitizers for disinfection to further minimize the risk of unintentional surface to surface transfer of virus.
    - Further, cleaning / disinfection frequency should be intensified.

14.4 Tracking Employee Health & Contact with other employees

- All employees and contract workmen entering the premises should be explicitly recorded at the gate as per COVID-19 Safety Precautions: Advisory for Entry/Exit to Workplaces at Tata Power (TPSMS/COVID-19/01/Rev 01).
- Basic monitoring data e.g. body temperature should be regularly logged and recorded. Any deviations should be reported, and appropriate action should be taken.
- Tracking of personnel gathering at common places should be carried out separately at respective areas, such as in canteens, meeting rooms etc.
- If personnel from one department come physically close with personnel from a different department, self-reporting should be done to ensure that there is complete track of interactions outside of department. This shall be reflected in personal log.
- Employees and contract workmen should also regularly self-report any changes in health conditions to them or in their family.
- All employees shall maintain personal log on daily basis. If close contact has taken place between different employees from different departments so in case of a potential infection, personal log will help in contact tracing.

15. Mitigation Measures for Employees Contracting COVID-19

- In case an employee has had close contact with an infected person outside the plant, measures required as per local authorities to be initiated (i.e. 14 days of quarantine from day of contact with the infected person). Concerned employee must keep the reporting manager and Business HR informed about it immediately.
- In case at workplace any employee shows symptoms of COVID-19 such as high fever (100 ^{0}F or 37.8 ^{0}C), cough, breathlessness, it shall be referred to company doctor without delay. Company doctor will further diagnose the employee and will take call to send him/her to hospital having COVID-19 testing and care facility.
- People within workplace or during travel to & from workplace that had close contact to the infected person in accordance to the personal log, shall be quarantined. This quarantine means that the affected personnel need to stay off-site until cleared from potential virus infection. The respective Site Chief and Business HR in consultation with doctor will decide whether the employee continues to work remotely to the extent possible. Refer attached Guidelines for home quarantine for further information (Refer Annexure-2: Guidelines for home quarantine for more information).
- In workspace/s where the infected person had worked, a “deep clean” will be performed. This “deep clean” must include a thorough and systematic disinfection of all parts of workplace where a person can reach.
- Such affected workspace/s should be put in a time quarantine for 10 days to assure potential virus contamination on surfaces is not infectious anymore wherever feasible.

16. Engaging Local Authorities and Healthcare Providers

16.1 Assess risk and response from Local and health care authority channels regularly:

- Concerned site team should routinely monitor updates on risk and response on official channels of local authorities such as Civil, Police, health department etc., pertaining to COVID-19 and follow advisories accordingly.

- Additionally, local site leadership to collaborate with these agencies to ensure employee safety at workplace and during travel (e.g. support in obtaining passes for relevant employees)

16.2 Update Policy and Communicate with all Personnel:

- Situation should be monitored at site level on a daily basis and governance mechanism should be put in place for quick reaction to emerging situation.
- Plan should be put in place to adapt current working strategy to changing pandemic scenario.
- Organize the information daily into a “Situation Status Report” and relook at the policy and norms for employee safety as well as operations continuity.
- Communicate the change in SOP with all employees through an emergency notification system to keep employees on top of latest news (e.g. through text messages or emails).

16.3 Collaborate with Local Healthcare Providers for Employee Care as required:

- Agreements/ arrangements should be put in place with local healthcare providers like physicians, hospitals, ambulance service etc. for immediate actions if employees need assistance or indicate symptoms for COVID-19.
- Facilities should be put in place for incident reporting, quarantine, health plan hotline etc. to provide access and support to employees and their families

17. Records:

- Personal log by each employee – Retention 30 days
- Format for Health Records of person before entry in workplace at Tata Power- Retention 30 days

18. Training & Communication

- Training/awareness of SOP on COVID-19 in terms of Dos’ and Don’ts shall be carried out to cover for following -
    - Employees,
    - Contract workmen,
    - Any other entrants to the work premises.

- Initial Communication of this SOP to be done through Email and subsequently shall be made available through safety portal on Sangam.

19. Verification

Verification of implementation of SOP shall be done by Site Head/Business HR/Safety Advisors/Security Officer.

20. Exception

Any Exception to this SOP shall only be done after written permission from CEO&MD.

21. Review:

21.1. Review of this procedure shall be done as and when but not later than once in every three (03) years. Typical Factors like Changes in legislation, Review of Incident Reports, Inspection & Audit findings, Feedback from users, Recommendations in Incident investigation reports may be inputs for the review and revision of the procedure.

21.2. In case release of revised procedure gets delay due to obtaining feedback or any other reasons, safety advisory may be issued immediately to take precautions for the proposed changes in the procedure and revised procedure should be released subsequently.

22. References:

https://www.who.int/

https://www.mohfw.gov.in/

Annexure-1

COVID-19 LOCKDOWN: SOP for Entry/Exit to Workplaces at Tata Power

In view of precautions against COVID-19 spread, following procedure shall be followed for entry/exit at all workplaces at Tata Power-

1. Safe distance of minimum 1 meter shall be maintained between two persons during entry to the workplace.

2. The doctor or a competent paramedic, can be present at the plant/workplace (establishment) gate, at the stipulated time of entry every day, so that, he/she may observe from a 'distance', any symptom, that may raise suspicion of initial stages of Corona. Wherever, a medical attendant is not available, the competent authority of the location, may request the doctor of the division/vicinity, to train and sensitize the security personnel present, to be vigilant of the signs of the disease, segregate the doubtful cases, and intimate the designated person, for further scrutiny.

3. Body temperature for all persons shall be checked and recorded with the help of non-contact type infrared thermometer before entering and exiting the facility. Entrant with 99°F(37.3°C) or higher temperature shall not be permitted entry to the workplace. If temperature is higher than 99°F(37.3°C), the person has to wait for 5 minutes and get rechecked. In case it comes down, the person is allowed entry, otherwise sent back.

4. Data of each person shall be filled in the form given in Annexure-1 during entry to the workplace as Self-Declaration. If response to any point from Sr No. 1 – 5 in the format is 'Yes', entry shall not be permitted to such person on that day.

5. Where Annexure-1 has been converted into soft format and it is enabled by IT in a way that it pops as mandatory screen on company provided laptops on its initial startup and Tata Power employees give their self-declaration using this mode, such employees shall be exempted from giving declaration through Annexure-1 in hard copy during entry to the workplace. In case any attribute mentioned in self declaration is respond as 'Yes, for item no-1-5, and 'No' to item no-6, the Information in the form of mail goes to individual, his/her Reporting Manager, Corporate Safety and Concerned HR Dept.

6. Hand wash / sanitization should be carried out by all persons during entry to the workplace.

7. Biometric attendance system shall be stopped till further communication.

8. For filling individual's information in the form, sharing of pen etc. shall be avoided. Employees may fill the form themselves with their pen and handover at the gate. For contract workmen, it shall be recorded by dedicated security staff/paramedic/volunteers.

9. Adequate resources should be deployed at entry gate to ensure smooth entry without causing much delay and inconvenience to entrants.

10. Staff deployed at entry for implementation of this SOP shall wear face mask, hand gloves. All such staff shall also fill this form at the time of entry and shall be in conformance to it.

11. Arogya Setu has rolled out a feature that will enable organizations to get the health status of their employees or other users without violating their data privacy. Every employee and Associates shall download and use Arogya Setu App for monitoring their 'status' all the time. Entrants must show their 'status' on the App from their mobile at the time of entry. By declaring 'Yes' status in item no-6, will be considered consent given by individual to the Tata Power to use his/her data pertaining to COVID from App for monitoring purpose. Individual's information abouts his/her status in Arogya Setu App will be made available to individual, his/her Reporting Manager, Concerned Division Chief/Functional Head, Security, Corporate safety, and HR dept in case of any alert from the App.

Annexure-1 : contd…

Format for Health Records of person before entry in workplace at Tata Power

Name of Workplace: _____ Date:_____

Category of Entrant: Employee/Contract Workman/Other

Name: _____ ID:_____

Sr	Parameter/Question	Response
1	Do you have any of the following- ○ Body temperature above 99°F/37.3°C ○ Cough, Sore Throat, Running Nose ○ Shortness of breath ○ Loss of sense of smell and taste ○ Diarrhoea	Yes/No
2	Does any of your family Member has high temperature or other symptoms mentioned under Sr No. 1 above	Yes / No
3	Did you or your family member come in contact with someone affected or having Covid-19 symptoms in your community/apartment/society or outside in past 14 days?	Yes / No
4	Is the building/society/complex where you are staying sealed because of Covid-19 or it comes under notified containment zone?	Yes / No
5	Did you travel by air, bus or train for duration more then 6 Hours?	Yes / No
6	I have downloaded Arogya Setu App in my mobile phone, and it is active while I am at workplace. I have kept Bluetooth and Mobile data of my phone ON. I give my consent to Tata Power to access my COVID related status & information from the App for safety of myself and other colleagues..	Yes / No

Signature of Entrant

Annexure-2

GUIDELINES FOR HOME QUARANTINE

(REF: GOVERNMENT OF INDIA, MINISTRY OF HEALTH & FAMILY WELFARE, DIRECTORATE GENERAL OF HEALTH SERVICES, EMR DIVISION)

Scope

Detection of a travel related/unrelated suspect case of novel Coronavirus Disease (COVID-19) will be followed by rapid isolation of such cases in designated health facilities and line listing of all contacts of such cases. Home quarantine is applicable to all such contacts of a suspect or confirmed case of COVID-19.This intervention will be limited to the initial phase of India reporting only (i) travel related cases and (ii) focal clusters arising from a travel related/unrelated case where cluster containment strategy is adopted (iii) Persons coming from COVID-19 affected areas where local and community transmission is evident.

Definition of contact

A contact is defined as ahealthyperson that has been in such association with an infected person or a contaminated environment as to have exposed and is therefore at a higher risk of developing disease. A contact in the context of COVID-19 is:

• A person living in the same household as a COVID-19 case.

• 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 person who was in a closed environment or had face to face contact with a COVID-19 case at a distance of within1metre including air travel; The epidemiological link may have occurred within a 14-day period before the onset of illness in the case under consideration.

Instructions for contacts being home quarantined

The home quarantined person should:

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 between the two. • Needs to stay away from elderly people, pregnant women, children and persons with co-morbidities within the household.

• Restrict his/her movement within the house.

•Under no circumstances attend any social/religious gathering e.g. wedding, condolences, etc. He should also follow the under mentioned public health measures at all times:

• Wash hand as often thoroughly with soap and water or with alcohol-based hand sanitizer • Avoid sharing household items e.g. dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people at home. • Wear a surgical

mask at all the time. The mask should be changed every 6-8 hours and disposed off. Disposable masks are never to be reused. • Masks used by patients / care givers/ close contacts during home care should be disinfected using ordinary bleach solution (5%) or sodium hypochlorite solution (1%) and then disposed of either by burning or deep burial. • Used mask should be considered as potentially infected. • If symptoms appear (cough/fever/difficulty in breathing), he/she should immediately inform the nearest health center or call 011-23978046.

Instructions for the family members of persons being home quarantined

• Only an assigned family member should be tasked with taking care of such person
• Avoid shaking the soiled linen or direct contact with skin
• Use disposable gloves when cleaning the surfaces or handling soiled linen
• Wash hands after removing gloves
• Visitors should not be allowed
• In case the person being quarantined becomes symptomatic, all his close contacts will be home quarantined (for 14 days) and followed up for an additional 14days or till the report of such case turns out negative on lab testing

Environmental sanitation

a) Clean and disinfect frequently touched surfaces in the quarantined person's room (e.g. bed frames, tables etc.) daily with 1%Sodium Hypochlorite Solution.
b) Clean and disinfect toilet surfaces daily with regular household bleach solution/phenolic disinfectants
c) Clean the clothes and other linen used by the person separately using common household detergent and dry.

Duration of home quarantine

a) The home quarantine period is for 14 days from contact with a confirmed case or earlier if a suspect case (of whom the index person is a contact) turns out negative on laboratory testing.

Annexure-3

Illustrations for Seating Arrangement in Vehicles:

Notation: √ (Person to be seated), X (seat to be kept vacant)

Illustration1: Large Bus

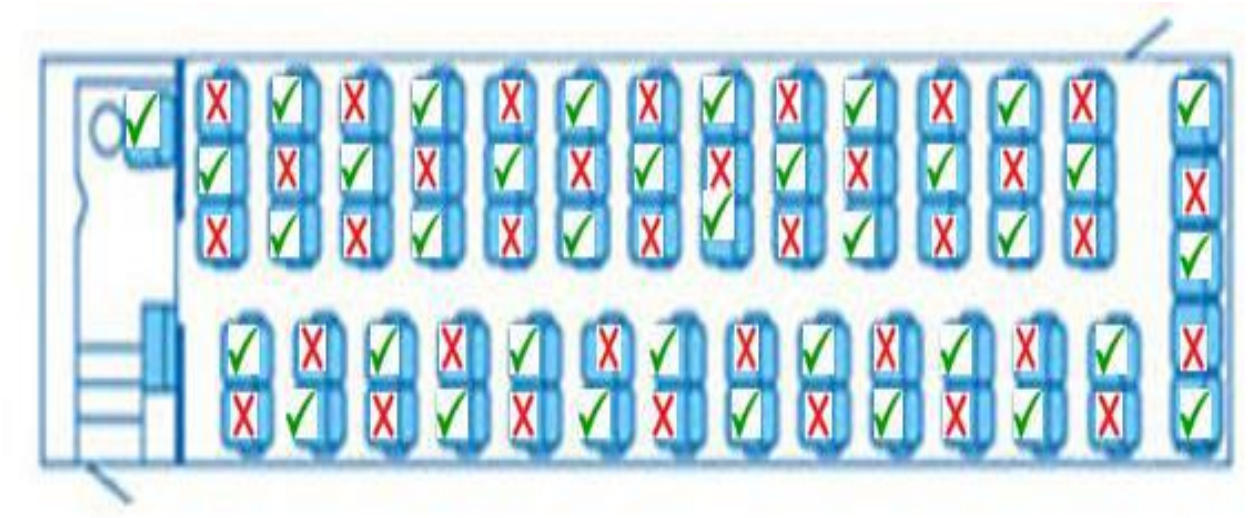
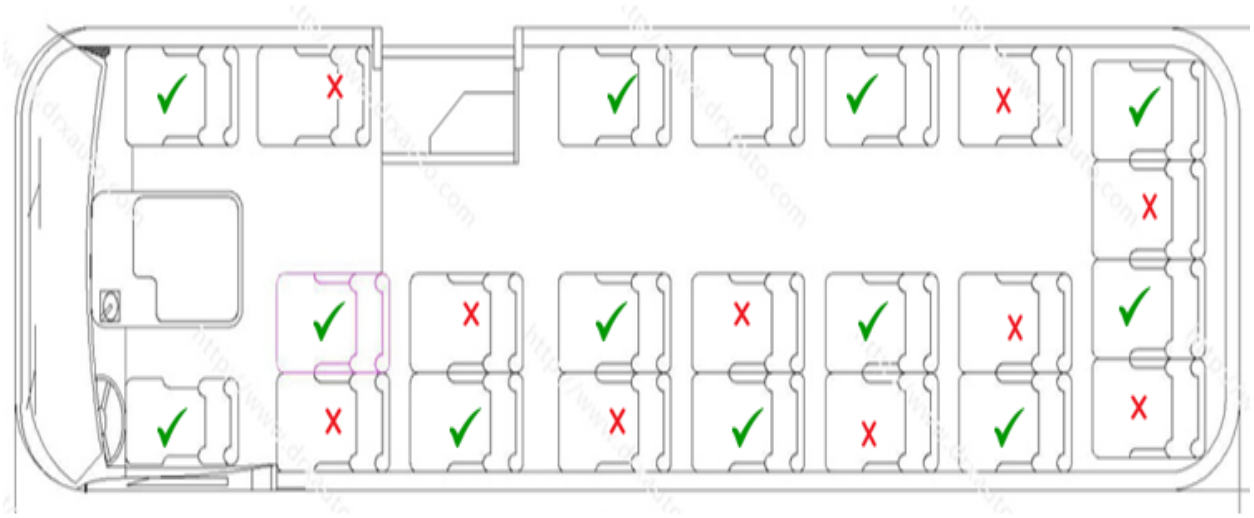


Illustration2: Medium/Minibus



Annexure-3 Contd.

Illustration3: Small tempo type Bus

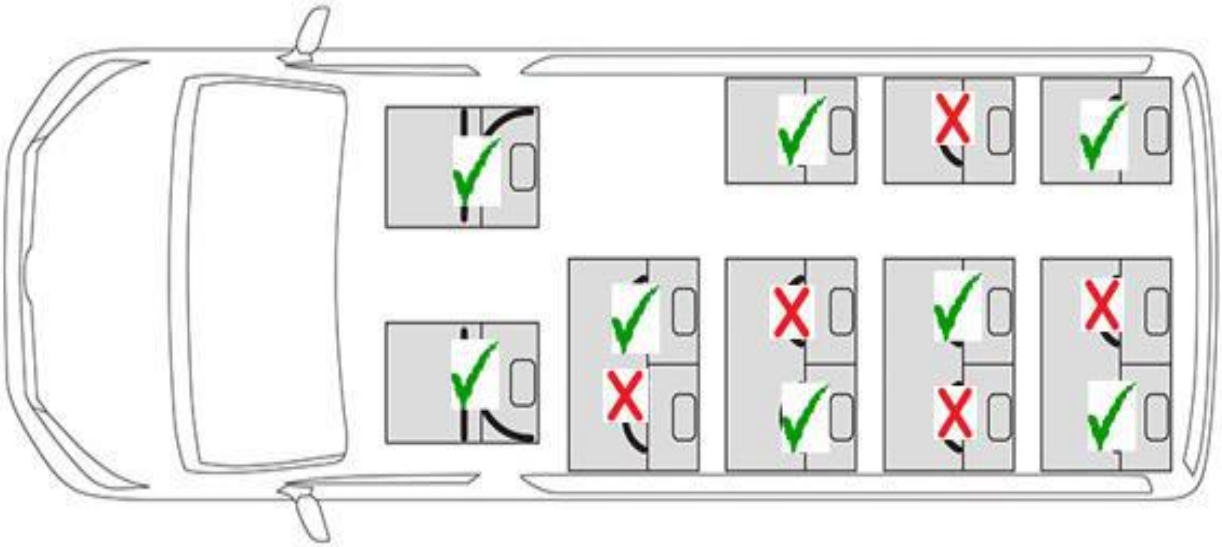
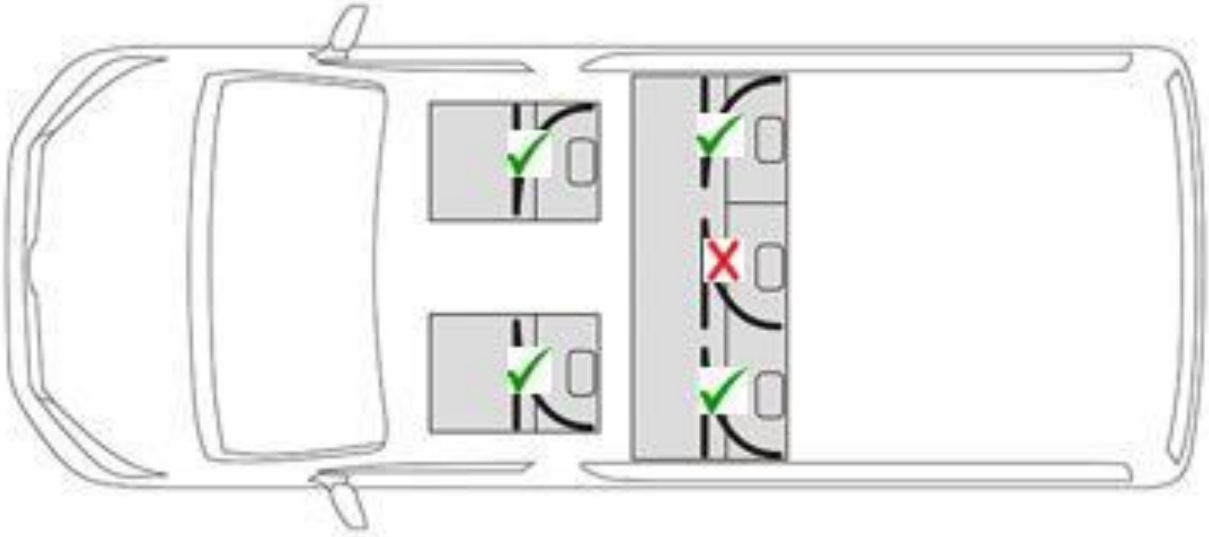


Illustration4: Small Car



Annexure-4

COVID-19: Guidelines on disinfection of common public places including offices

Scope: This document aims to provide interim guidance about the environmental cleaning /decontamination of common public places including offices in areas reporting COVID-19.

Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants.

In view of the above, the following guidelines are to be followed, especially in areas reporting COVID-19. For ease of implementation the guideline divided these areas into (i) indoor areas, (ii) outdoor areas and (iii) public toilets.

1. Indoor areas including office spaces

Office spaces, including conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.

 Start cleaning from cleaner areas and proceed towards dirtier areas.

 All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants. The guidelines for preparing fresh 1% sodium hypochlorite solution is at **Annexure-5**

 High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.

 For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.

 Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.

 In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.

 Carefully clean the equipment used in cleaning at the end of the cleaning process.

 Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible.

Outdoor areas

Outdoor areas have less risk then indoor areas due to air currents and exposure to sunlight. These include bus stops, railway platforms, parks, roads, etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.

3. Public toilets

Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet.

Areas	**Agents / Toilet cleaner**	**Procedure**
Toilet pot/ commode	Sodium hypochlorite 1%/ detergent Soap powder / long handle angular brush	Inside of toilet pot/commode: • Scrub with the recommended agents and the long handle angular brush. • Outside: clean with recommended agents; use a scrubber.
Lid/ commode	Nylon scrubber and soap powder/detergent 1% Sodium Hypochlorite	Wet and scrub with soap powder and the nylon scrubber inside and outside. • Wipe with 1% Sodium Hypochlorite
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom 1% Sodium Hypochlorite	Scrub floor with soap powder and the scrubbing brush • Wash with water • Use sodium hypochlorite1% dilution
Sink	Soap powder / detergent and nylon scrubber 1% Sodium Hypochlorite	Scrub with the nylon scrubber. • Wipe with 1% sodium hypochlorite
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	Thoroughly scrub the floors/tiles with warm water and detergent • Wipe over taps and fittings with a damp cloth and detergent. • Care should be taken to clean the underside of taps and fittings. • Wipe with 1% sodium hypochlorite/ 70% alcohol
Soap dispensers	Detergent and water	Should be cleaned daily with detergent and water and dried.

 70% Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxylenol (4.5-5.5%)/ Benzalkonium Chloride or any other disinfectants found to be effective against coronavirus may be used as per manufacturer's instructions)

 Always use freshly prepared 1% sodium hypochlorite

Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.

 To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.

 Disinfect all cleaning equipment after use and before using in other area

 Disinfect buckets by soaking in bleach solution or rinse in hot water

4. Personal Protective Equipment (PPE): Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.

 Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask

 Gloves should be removed and discarded damaged, and a new pair worn.

 All disposable PPE should be removed and discarded after cleaning activities are completed.

 Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning. (Refer to **Annexure 6**: Steps of Hand Hygiene)

Masks are effective if worn according to instructions and properly fitted. Masks should be discarded and changed if they become physically damaged or soaked. (**Annexure-7**: Guidelines for use of mask)

Annexure-5

Guidelines for Preparation of 1% sodium hypochlorite solution

Product	Available chlorine	1percent
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 liter water
NaDCC (1.5 g/ tablet) – tablets	60%	11 tablets to 1 liter water
Chloramine – powder	25%	80 g to 1 liter water
Bleaching powder	70%	7g g to 1 liter water
Any other	As per manufacturer's Instructions	

Annexure-6

Hand-washing technique with soap and water

Annexure -7

Guidelines for use of mask

The correct procedure of wearing triple layer surgical mask

1. Perform hand hygiene
2. Unfold the pleats; make sure that they are facing down.
3. Place over nose, mouth and chin.
4. Fit flexible nose piece over nose bridge.
5. Secure with tie strings (upper string to be tied on top of head above the ears –lower string at the back of the neck.)
6. Ensure there are no gaps on either side of the mask, adjust to fit.
7. Do not let the mask hanging from the neck.
8. Change the mask after six hours or as soon as they become wet.
9. Disposable masks are never to be reused and should be disposed off.
10. While removing the mask great care must be taken not to touch the potentially infected outer surface of the mask
11. To remove mask first untie the string below and then the string above and handle the mask using the upper strings.
12. Disposal of used masks: Used mask should be considered as potentially infected medical waste. Discard the mask in a closed bin immediately after use.

Annexure-8

Guidelines for collection, transportation and disposal of suspected COVID-19 waste and solid waste from quarantined homes and containment areas.

(Reference: Maharashtra Pollution Control Board
Sion, Mumbai- 400022)

1) The facemasks, hand gloves and other protective equipment used by the citizens, health workers, laboratory personnel dealing with/from the quarantined households shall be collected separately in yellow plastic bags with biohazard symbol and marked as "COVID-19 Waste".

2) The 'Yellow' bags will be handed over to the Bio-Medical Waste Common Treatment Facility (CTF) operator after spraying disinfectant at the point of generation.

3) The 'Yellow' bag waste shall be collected and transported by the CTF operator through dedicated vehicle for treatment at CTF.

4) The officer in charge of Urban local body and CTF shall maintain the records of handing over of such 'Yellow' bag waste and CTF operator shall share the disposal records on daily basis to MPCB web portal.

5) The other Municipal Waste generated from quarantined homes/area will be collected in 'Black' bags after on-site disinfection.

6) The on-site disinfected 'Black' bag waste shall be collected and transported through small closed vehicles to the designated Municipal Solid Waste landfill site. The vehicles after unloading shall be sanitized thoroughly after every use.

7) At the landfill site, such waste will be sprayed with Sodium Hypochlorite/ other approved surface cleaner and same shall be buried deep in a trench of 2m x 1m x 1m (L x B x D) and same shall be covered with the same excavated material.

8) The personnel handling 'Yellow' and 'Black' bags shall be provided with personal protectives and sufficient disinfectant at both the point of generation and disposal.