

Doc. No.: HSEOCP: 61

Rev. No.: 01

Rev. Date: 01.06.2020

Page 1 of 13

OCP No. : 61

Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

Purpose	To resume work in a safe manner after Lock down due to COVID- Scope PS Regions 19 Outbreak					
	To ensure health & safety of personnel and prevention of infection					
	during operations					
	To ensure HSE Management & Control during operations					
Background	The purpose of this procedure is to resume construction works at BHEL project sites in the					
Dackground	event of 'Construction activities' being permitted by the Government/District					
	Administration/Statutory Authorities.					
	 By following this OCP the chain of corona spread will largely be contained and works can be 					
	done safely.					
	All precautionary measures are to be ensured at site and labor colonies so that the labor force					
	feels safe and secure at work place and act in a productive manner.					
	> This OCP also lays down guidelines to handle cases of infection					
Applicability	This OCP applies to all BHEL employees and its subcontractors working at project sites.					
	> It also covers guidelines for medical personnel, security personnel, visitors and others					
Responsibility	Concerned Site In-charge / Site HSE Head/Package Head					
Performance Criteria	Number of cases of violations from these guidelines. All violations must be recorded and					
	compliance for the same immediately/ within day					
References	➤ Corporate HSE Circular BHEL:CO: SOP: COVID-19 : 01					
	Corporate Guidelines regarding disinfection for Prevention of CQVID-19 in BHEL Offices,					
	Townships, Hospitals, Factories and other common places (No. AA:HR:MR 1 (C) dated 20-03-					
	2020)					
	> OHSAS: 18001, ISO: 14001:2015, ISO 45001:2018					
	➤ ICMR & WHO Guidelines for COVID 19					
	Govt. of India Guidelines being issued from time to time					
	 Guidelines issued by National Centre for Disease Control and other agencies of Govt. of India 					
	> WHO Guidelines being issued from time to time					
	The salasing issued from time to time					

Prepared by	Reviewed by	Approved By	
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Doc. No.: HSEOCP: 61

Rev. No.: 01

Rev. Date: 01.06.2020

Page 2 of 13

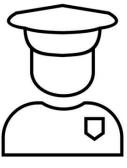
OCP No.: 61

Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

General PPEs & Precautions COVID -19 Maintain Social Distance of at least 1 meter Minimum (more 1 metre the better) Precautions at all times is necessary. Even a single lapse can lead to infection Face shield/ mask must be Protective gloves as Protective clothing worn by all at all times and identified in Safety must be worn disposed/ cleaned properly Data Sheet Mandatory requirements are Appropriate footwear with specified and must substantial uppers must be be followed. worn Report any accidents. Spray to disinfect public places/ Spray to disinfect personal Strictly No Shaking Hands infrastructures/ items/ areas tools etc. Strict security & control at Gate to Hazmat suits and avoid entry into special PPEs for medical



Hazmat suits and special PPEs for medical personnel and other officials with more probability of coming into contact with infected



control at Gate to avoid entry into site/office premises of infected persons and persons without necessary PPEs, unauthorized personnel, animals etc.



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP: 61

Rev. No.: 01

Rev. Date: 01.06.2020

Page 3 of 13

Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

General

- 1. This procedure is applicable for all personnel working at Project Site, including staff, workers, officials, medical and security personnel, cleaners, housekeeping staff etc. It also includes visitors including drivers, cleaners, doctors, nurses, etc. entering the site premises
- 2. These are broad guidelines that may be followed in order to ensure the purpose of this OCP is met.
- 3. The procedure refers specifically to COVID-19 disease caused by SARS-CoV-2 Virus, but is applicable to similar highly infectious respiratory illnesses as well
- 4. This procedure is branches out of Corporate HSE Circular **BHEL**: **CO**: **SOP**: **COVID-19**: **01 'Standard Operation Procedure for Work Resumption after Lockdown'**. In case of any ambiguity & duplicity, Corporate HSE Circular & Guidelines **and Govt. guidelines** to be followed
- 5. This procedure is necessary to ensure continuation of business operations in order to avoid mandatory lockdown due to an infection. All precautions to be taken seriously due to the contagiousness and mortality rate of this disease. Even a slight lapse can lead to infections and shut down of site operations for the mandatory notified period
- 6. The physical distancing guidelines of minimum 1 m indicated in this document to be reviewed in line with latest Govt. guidelines and ensured appropriately

Detailed Procedures & Controls are given below

	Procedures and Controls				
S No	Activity	Responsibility			
1	Deployment/ Nomination of COVID Marshall	Agency, BHEL			
	a. BHEL and Agencies shall nominate COVID Marshalls, who will be responsible for monitoring the				
	COVID prevention measures and apprising management on the same.				
	b. Every agency shall nominate COVID Marshall, who shall report to BHEL COVID Marshall				
	c. BHEL COVID Marshall shall be nominated by Site In-charge in consultation with Site HSE Head.				
	d. BHEL COVID Marshall shall be the Nodal COVID Marshall for the site, and having overall				
	responsibility.				
2	Directions for Newly Joining Workers/ Officials	Agency, BHEL			
	a. Mandatory health check-up for every worker/ official joining the site				
	b. An undertaking to be submitted by every worker/ official which shall specify if he/she had been				
	in contact with a Covid-19 positive case, and other health-related details (as per Format				
	HSEOCP61-F01)				
	c. All newly joining workers/ officials, shall follow the applicable procedures/ guidelines as laid out				
	by Govt./ statutory authorities pertaining to quarantine, prior to joining work				
3	Routine HSE Management Activities During COVID-19	Agency, BHEL			
	a. Due to the stress on existing medical facilities due to COVID-19 pandemic, it is imperative to take				
	utmost precautions and avoid any incidents during operations.				
	b. All activities to be carried out in safest manner possible with all necessary precautions.				
	c. All activities to be carried out using least amount of paperwork and physical proximity as far as				
	possible. The methodology to issue Permit etc. can be decided by Site Management. All necessary				
	precautions before starting activity to be ensured and regularly monitored by concerned				
	execution and HSE Team.				



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP: 61

Rev. No.: 01

Rev. Date: 01.06.2020

Page 4 of 13

d. As far as possible, meetings & classroom trainings to be avoided. Essential meetings can be

Resumption of Construction Activities After Lock Down and Prevention of

As far as possible, meetings & classroom trainings to be avoided. Essential meetings can be carried out by following the relevant guidelines e. HSE Observer App to be used to monitor HSE Activities and follow up with agencies for closure of non-conformities. Follow up can also be carried out through Phone/ Video Call etc. f. Apart from monitoring of HSE requirements, monitoring of COVID-19 precautions by workers and BHEL and Agency Officials also to be carried out 4 **Strict Control at Gates** Security, Agency, BHEL a. Strict Control at the Gate/Banning Entry to Anyone Not Wearing Masks Security personnel at the gate may erect a barricade preferably approx. 10 meters from the gate and only allow personnel who are wearing proper masks inside. Public address system may be used to warn any non-compliant visitors Near entry gate, round markers at minimum 1-meter distance to be ensured so that distancing is ensured A hand-wash or hand sanitiser facility is preferable at the gate to allow entry after hand iv. wash or hand sanitisation. These are also to be provided at key locations to enable hand wash / hand sanitisation before starting work, before eating, etc. Gutkha, Paan, tobacco etc. to be banned from the site. Spitting to be strictly prohibited. ٧. vi. Screening at Gate with Contactless Thermometer & Action on Suspected Cases 1) Security Personnel at the Gate to screen each person entering the premises using a noncontact infrared thermometer, which is duly serial numbered and calibrated. 2) In case any site worker/ official is found to have fever more than 99 Degrees Fahrenheit or found coughing/ sneezing, he/she may be advised rest till recovery and entry to be permitted after obtaining clearance from medical officer/assistance/attendants. b. Any parcel/courier person should be stopped at gate only. Parcel to be collected from gate by concerned person preferably with provision of Special Box (wood/metal/plastic or the like) that can be sanitized daily. A provision of drop box at front of BHEL site office may also be deployed for receiving document like letter/invoice, etc. Parcels to be properly sanitized prior to opening. c. Any construction material received at site, unless properly sanitized, to be kept undisturbed for at least 3 days and to be used only after that period. d. Don't allow any new vehicle without concerned BHEL engineer permission. e. Ensure that number of persons coming inside and going outside is matching, agency wise. f. Visitor entry in site office to be avoided as far as possible. Maintaining Strict Social Distancing during site/office activities – minimum 1 meter distance between Agency/BHEL any two personnel to be Enforced Strictly a. During meetings, classroom training programmes like induction training and on-the job training, toolbox talks and other gatherings, following precautions may be ensured: Preferably, such meetings to be avoided and communication carried out through other means (email, phone, pamphlets etc.) At door, hand sanitizer or soap and water to be ensured for sanitizing hands during entry & exit by each individual iii. Only limited number of personnel to be called in training/ meeting, so as to ensure distance of minimum **1 meters** between two participants iv. Each participant to wear mask



Doc. No.: HSEOCP: 61

Rev. No.: 01

Rev. Date: 01.06.2020

Page 5 of 13

OCP No.: 61

Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

- v. In case any individual is symptomatic/ coughing/ sneezing, he/ she may be taken to quarantine area by the medical/ first aid personnel, and medical assistance sought from specialized hospital, etc
- vi. Persons may be allowed to attend the induction training/ meeting only after temperature screening if felt necessary.

b. Social Distancing During Toolbox Talks

During Toolbox Talks, minimum 1 meter distance between any two workers to be ensured

c. During site execution activities:

- i. For all site execution activities, social distancing is to be maintained. In case this is not possible due to nature of work, speciality of work, etc, ensure sensitisation of the labour/staff involved and use of appropriate PPEs, especially mandatory face mask. In any case, close working to be allowed only in special circumstances and ensuring these activities are preferably time staggered to the extent possible
- ii. Ensure hand wash / hand sanitisation facility at key places and these are topped up regularly

d. In office premises:

6

- i. Sharing of items like pens, water bottles etc. in office premises to be avoided
- ii. Seating arrangement to be ensured to ensure minimum 1 meter distance
- iii. Doors preferably to be in open condition to avoid contact
- iv. All common touch points to be regularly disinfected.

Mandatory Face Masks for Everyone at All Times

Concerned Individual/ Supervisor

- a. Face masks, and other necessary PPEs to be provided to all workers as per guidelines of Govt/statutory authorities
- b. Those responsible for sanitation and cleaning of areas to be given coveralls
- c. The Govt of India advisory available at following link gives details on how to prepare, use and clean such masks.

 $\underline{https://www.mohfw.gov.in/pdf/Advisory\&ManualonuseofHomemadeProtectiveCoverforFace\&Mouth.p}\\ \underline{df}$

- i. The workmen/staff may use home-made masks/ "gamchha" (गमछा) provided they are used effectively and constantly.
- ii. All site personnel to wear masks as specified at all times except possibly while having lunch/ tea. During that period, a distance of minimum 2 meters to be maintained between two persons.
- iii. Minimum two masks to be ensured for each person one can be used and other washed. Daily washing with detergent is mandatory
- iv. Strict directions for usage, washing of mask to be given to workers and officials. Masks are not to be touched from outside, and are to be put in soap solution on reaching residential quarters.
- v. There must not be a sharing of face covers and a face cover must be used by only one individual
- vi. Regular awareness by way of posters or daily briefing to be provided regarding correct usage, handling, washing, disposal etc of face masks/gamchhas/cloth etc



Doc. No.: HSEOCP: 61

Rev. No.: 01

Rev. Date: 01.06.2020

Page 6 of 13

OCP No. : 61 Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

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OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP: 61

Rev. No.: 01

Rev. Date: 01.06.2020

Page 7 of 13

Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

9 <u>General Precautions in Site Areas</u> Agency/ BHEL

- a. Workers to be instructed to maintain social distancing of minimum 1 m at all time (tool box meeting, tea time lunch time, gate entry time and drinking/service water area)
- b. Daily Tool Box Meeting to also include awareness about COVID 19 and precautionary measures to prevent spread.
- c. No other group meeting to be conducted preferably.
- d. Contractor to keep their working area clean and hygienic. Disinfectant spray/powders to be applied daily at common places (eating place, drinking water area, service water area and transport vehicles)
- e. All the workers during resting also, to maintain physical distance of at least 1 meter. Subcontractor has to disinfect the rest shelter at regular intervals.
- f. Subcontractor may keep sanitizer/hand wash in sufficient numbers at all common points.
- g. All hanging load must be inspected before starting work. A committee can be formed by each contractor to ensure all these pre start up inspections are done and submit the report to BHEL.
- h. Sanitizer may be kept at stair case entrance, lift entry point etc. Lifts to be avoided to the extent possible, and staircases preferred
- i. If any worker is found with COVID-19 symptom, he/she has to be sent to quarantine chamber immediately by medical personnel and medical assistance sought. Contractor to maintain extra room to keep person with symptom in quarantine.
- j. Workers may be advised to keep separate water bottles. Common water bottles/mugs/glasses to be preferably avoided.
- k. Contact Biometric attendance system is strictly prohibited till such advisory is in place.

I. Regular disinfection of all Areas, Equipment and facilities

- i. Each agency to prepare the disinfecting plan and act accordingly.
- ii. A dedicated disinfectant gang to be identified for the task by each agency. The disinfectant gang to be provided full body suits for the task.
- iii. All areas (including office premises, site areas, chairs, tables, furniture etc.), tools & equipment to preferably be disinfected by dedicated gang every day before resumption of work
- iv. Common touch points like handrails, lift buttons, door/window knobs or handles, vehicle door handles, taps, conference room & dining hall tables/chairs, common sofas/chairs, visitor sofa/chairs, files & folders, etc to preferably be disinfected regularly at frequent intervals every day.
- v. Pool vehicles, to be disinfected after every use. Social distancing to be maintained inside the common pool vehicles as per Govt./ statutory body guidelines.

m. Provision of Disinfectant Spraying Machine and Disinfectant Chemical

- Provision of disinfectant machine may be deployed for faster disinfection of surfaces, premises, offices etc.
 - The indicative composition of disinfectant chemicals is given in Corp HR Circular No. $AA:HR:MR\ 1\ (C\)\ dated\ 20-03-2020$
- n. Disinfecting the operator/driver touch points of Vehicles/cranes, T&Ps etc.
 - Disinfection to also be carried out for all Cranes, Vehicles, Equipment, consoles, T&Ps etc. which come into contact with operating personnel.
- o. Mandatory Disinfecting of all PPEs, Tools & Items on daily basis

 All PPEs Tools & Items to be disinfected mandatorily before use/issue and also those in stores



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP: 61

Rev. No.: 01

Rev. Date: 01.06.2020

Page 8 of 13

Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

Posters on COVID-19 Sufficient Posters on COVID-19 to be ensured across the site in languages understood by most workers. Contractor to display precautionary measures, 'Do's and Don'ts' at prominent places in languages spoken by their workers. r. Provision of Hand-Hygiene at Site 1) In order to ensure hand-hygiene at site, wash basins with sufficient flowing water (going to drain after washing - not re-usable) to be installed at various locations. Here flowing water means water flowing from any tap or poured from tanker/sump/tank etc. Dipping hands into water in buckets/tanks/sumps etc for the purpose of washing is strictly prohibited as it is counter-productive. 2) Brief guidelines for hand washing are as below: Soap to be provided at each wash basin and replenished regularly. Washing with soap for at least 20 seconds is recommended. As a general guideline, for every 100 workers, 1 wash-basin may be provided at site areas. Close queue to be avoided near wash-basins and 1-meter distance to be maintained. Round markers at 1-meter distance can be ensured as guidance Penalty To ensure compliance penalty may be imposed in line with district administration norms or higher for not wearing mask or violating social distancing guidelines. Concerned subcontractor may also be warned of stricter penalties in case of continued ii. negligence 10 **Labor Colony** Agency/ BHEL Following guidelines for COVID Prevention in labor colony may be followed: a. All relevant guidelines in Corporate HSE Circular BHEL:CO: SOP: COVID-19:01 to be followed b. HSEOCP No. 61A for Labor Colony. Any other guidelines issued by applicable Govt/ Statutory authorities 11 Provision of Quarantine Chambers Agency/ BHEL In labor colony/ near site, a temporary home quarantine/ isolation chamber may be set up to keep possible infected cases (with cough, cold, fever or other symptoms) until further medical help arrives. Quarantine chamber should be away from labor colony tenements. **b.** Similar arrangement of quarantine chambers may be set up at Site premises. c. Necessary arrangements for quarantine shall be as per Govt./ statutory body guidelines 12 Action in case any individual is suspected of COVID infection or showing symptoms Agency/BHEL In case any suspected COVID-19 case is found or an individual is showing symptoms like cough/cold/ fever etc.: a. Immediately alert BHEL HQ & Corporate office, Customer, Local authorities/ district administration, etc b. Arrange to take the individual to the COVID testing or COVID care facility as per advise of local authorities/district administration Sanitize and disinfect immediately all the areas where the person would have visited in the

Project premises and labour colony etc.



Doc. No.: HSEOCP: 61

Rev. No.: 01

Rev. Date: 01.06.2020

Page 9 of 13

OCP No. : 61

Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

	Obtoriavirus infection during one Operations	
	 d. Co-operate with the local authorities in identifying and tracing individuals who might have come in close contact with the suspected person. Take immediate action as advised by the local authorities/ district administration, customer, etc including cordoning off or sealing of the area. e. Apprise BHEL offices and customer regularly. 	
13	Liaison with Specialty Hospitals for COVID-19	BHEL
14	 a. Liaison with specialty hospitals for COVID-19 test/treatment facility, for timely care to suspected individuals, and advice. b. Information regarding local authorities dealing with COVID to be maintained c. Addresses of COVID centers for possible scenarios to be maintained 	DUE
14	Hazmat Suits and N95 Masks for Medical Personnel	BHEL
	Medical Personnel at site to be provided hazmat suits besides N95 masks	
15	Training/ Awareness regarding COVID-19	Agency/ BHEL
	 (Workers may be given Pep Talk once a month through Audio-Visual Medium and daily through toolbox talks and officials to be informed in internal meetings as and when they happen. Every meeting to begin with brief discussion on COVID-19 and need to ensure precautions like masks and social distancing). Suggested topics are given below: a. What is COVID-19 & How it spreads through coughing, sneezing and touching mucous membranes like mouth, eyes after touching infected surface b. What are the symptoms of COVID-19, namely coughing accompanied with fever and flu-like symptoms including running nose and sneezing c. The highly infectious spread, Number of infections and fatalities in the world from this disease d. Fatality rate from COVID-19 varies from 1-10% and individuals with preexisting conditions like heart diseases, diabetes, kidney & liver problems, smokers are more vulnerable to have serious effects from Coronavirus infection e. How COVID-19 infected individual can be asymptomatic, but can still infect friends and family members. Infected individual can be immune, but friends and family members can develop serious issues, so it is best to be protected to avoid problems for friends & family and especially elders f. According to studies, Coronavirus can stay on surfaces from few hours to few days, so touching of unknown surfaces to be avoided and hands washed/ sanitized frequently g. There is no cure/ vaccine for this disease so far h. Prevention is the only cure 	
	i. Best way to save oneself is to wear mask at all times and not to touch surfaces and protect	
	oneself from infection from respiratory droplets	
16	Keeping Updated on COVID-19 in the Area/Locality	Agency/ BHEL
	Site to remain vigilant about any reported COVID-19 cases in the vicinity and take appropriate precautions/actions as advised by the local authorities/district administration	



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP: 61

Rev. No.: 01

Rev. Date: 01.06.2020

Page 10 of 13

Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

17	Staggered Shifts to Avoid Contact during Commute	Agency/ BHEL
	 a. Staggered deployment of labour/staff to be ensured to prevent accumulation of people in work areas as well as in common transport vehicles. Aim is to ensure distance of minimum 1 meter between two occupants b. Drivers to also wear protective masks, preferably N95 c. Proper air circulation and ventilation to be ensured in vehicles 	
18	Air circulation, filtering and ventilation in Office Premises & Training Halls	Agency/ BHEL
19	 a. Air circulation to be ensured in closed areas b. Well ventilated areas/rooms preferred to air conditioning, to the extent possible Guidelines to handle outside papers (eg. At Weigh bridge area, LR copies, gate passes, documents, etc.) 	Agency/ BHEL
	 All involved personnel to strictly maintain 1-meter distance and all social distancing and other guidelines PPES like Face mask and gloves to be necessarily worn by the dealing person. If required, papers to be handled using long forceps, ironed on both sides using hot iron, and then handled (with gloves) The driver/ visitor must always wear mask and maintain distance 	
20	General/ Other	Agency/ BHEL
	 Shift roster should be followed, Mass gathering meetings should not be conducted. Communications/meetings to be preferably through telephone, Mail, WhatsApp, Web-ex, etc. Face to face meetings to be preferably avoided. In case of unavoidable situations, social distancing to be maintained. Canteen to remain closed preferably. Committee may be formed to monitor implementation of COVID-19 prevention steps besides hygiene and fulfillment of essential needs at labor colony. Office common areas may be sanitized daily (door handle, pantry, washrooms, common printers and other common areas) Vehicle seats and door handle to be sanitized daily. Vehicle arrangement to be made so as to maintain social distancing. Extra persons should not travel in the vehicle. As per Corporate HSE circular, not more than 3 personnel to travel in a single site vehicle (6 seater) at a time After lock down period, on resumption of work, all office equipment such as PC, Printers, AC, etc. are to be disinfected and started one be one after checking for any wear & tear due to rodent acts during lockdown. 	

Note:

- 1. Other precautions as deemed necessary by concerned sites may be ensured in order to ensure strict precautions to prevent even a single case of Coronavirus Infection
- **2.** Responsibilities are only indicative to be decided at Site Level



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP: 61

Rev. No.: 01

Rev. Date: 01.06.2020

Page 11 of 13

Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

Some Useful Links

- A. Internet links of Govt and other authoritative sources on COVID-19 and Coronavirus are listed below:
 - 1. MyGov COVID-19-19 Page: https://www.mygov.in/COVID-19/
 - 2. Preventive Measures (Advisory): https://www.mohfw.gov.in/pdf/PreventivemeasuresDOPT.pdf
 - 3. Guidelines for Home Quarantine: https://www.mohfw.gov.in/pdf/Guidelinesforhomequarantine.pdf
 - 4. Guidelines for COVID-19 Quarantine Facilities:https://ncdc.gov.in/WriteReadData/l892s/90542653311584546120.pdf
 - 5. Posters, Dos, Don'ts on COVID-19: https://www.mohfw.gov.in/
 - 6. Miscellaneous guidelines and circulars: https://www.nhp.gov.in/whatsnew
 - 7. Advisory for Ensuring Safe Drinking Water: https://www.mohfw.gov.in/pdf/advisorydrinkingwaterpdf.pdf

B. World Health Organization:

- 1. Infection Prevention & Control : https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/infection-prevention-and-control
- 2. Advice for Public: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public
- 3. Points of Entry & Mass Gatherings: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/points-of-entry-and-mass-gatherings

Format HSEOCP61-F01 Rev. 00

Coronavirus Self Declaration Form

2) Age 3) Fat 4) Age 5) Ide 6) Arr	me: e: cher's Name: ency:Identification NumberIdentificiving from:	cation Type	
CO	ve you come in contact in with relatives/ friends, VID-19 in last 21 days? If Yes, please provide you te with them:		-
ple	ve you been advised quarantine/ isolation or u asse provide details (date, duration, location, med	dical report etc.):	
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Doc. No.: HSEOCP: 61

Rev. No.: 01

Rev. Date: 01.06.2020

Page 13 of 13

OCP No. : 61

Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

Site to follow all the general safety precautions as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records:

Record Title	Record No.	Location	Responsibility	Retention Period

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision	Revision No.	Old Text	New Text	Reason	Revised by
Date					
18/04/2020	00	-	-	First Issue	As indicated
					on Page 1
01/06/2020	01	-	Besides general improvements/ corrections, modifications as below: Added (Other clauses shifted by 2): 1. Deployment of COVID Marshalls 2. Directions for newly Joining Workers/ Officials; Addition of Format F1 Edited: 4. Construction material, unless sanitized to be kept undisturbed for 3 days 6. Sanitization staff to be given coveralls 10. Reference to OCP 61A for COVID Prevention in labor colony added	New Govt. guidelines/ general improveme nts	PSHQ-HSE