

**Bangladesh-India Friendship Power Company (Pvt.) Limited
(A Joint Venture Company of BPDB & NTPC)**



**INDICATIVE SOP FOR RE-INDUCTION OF CONTRACT
WORKERS OF MSTPP DURING COVID-19**

Note:

These are only guidelines, necessary feasibility on the ground may be explored by the EPC contractor in consultation with BIFPCL core committee at MSTPP and implemented after due approval by MD/BUH within the framework of guidelines issued from time to time by MHA, MOHFW, MOP & District administration.



INDICATIVE SOP FOR RE-INDUCTION OF CONTRACT WORKERS OF MSTPP DURING COVID-19

OBJECTIVE:

The objective of this document is to lay down indicative standard procedure for preventive checkup of contract workers coming from different locations to MSTPP, for construction work, under special circumstances of COVID-19 and to minimize risk of spread of disease among themselves, contracting agencies personnel, security staff, employees of BIFPCL, residents of townships and the surrounding community.

SCOPE:

This standard procedure will be applicable to both existing as well as re-induced contract workers of MSTPP who have come from different parts of the country (including foreign locations) for construction & erection.

RESPONSIBILITY:

EPC Contractor, M/s BHEL is responsible for implementation of this SOP. A Covid-19 Core team is to be formed with cross functional members from HR/Safety/Medical of BHEL and BIFPCL with GM (Project)s of BIFPCL and BHEL as joint-heads of this core team. Core team shall be leading the implementation strategy in consultation with BIFPCL.



SOPs FOR RE-INDUCTION OF CONTRACT WORKERS AT MSTPP

1.0 GENERAL GUIDELINES

Indicative List of Measures to be implemented at MSTPP-Site:

- 1.1 Involvement of District Health & Administration Departments to be sought initially for assistance in screening of incoming manpower and necessary permissions, if any, to be obtained, especially in case of re-induction of contract labour.
- 1.2 Prior arrangement of accommodation, boarding and lodging for all contract workers for quarantine.
- 1.3 Self-examination of health at home of all incoming persons to ensure no symptoms exist. One should come to project site only if no-symptoms exist.
- 1.4 Ensure all the persons entering the plant premises be scanned through the non-contact type temperature gun / scanner at the entry gate for screening. Symptomatic persons shall be denied entry.
- 1.5 Medical check-up (as per government protocol) of all contract workers should be done to eliminate possible cases. Requisite infrastructure for medical screening and PPE for medical staff to be arranged. Proper records to be maintained.
- 1.6 Biometric (touch based) attendance not to be used during COVID19 pandemic period. Mobile washbasins/ arrangements with soap/ sanitizer for hand washing shall be provided at accommodation area and different locations of site.
- 1.7 Maintaining hygienic conditions in the Canteens and in dining rooms.
- 1.8 Arrangement of separate accommodation of canteen staff.
- 1.9 All vehicles at plant should be sanitized at regular frequency and records should be maintained.
- 1.10 Arrangement of adequate transport for mobilizing emergency staff from temporary residence to plant area.
- 1.11 Round the clock security arrangements, surveillance is to be made available in plant/township. No crowding of any group of employees or people in plant and township shall be allowed. If there be such a situation, appropriate action for dispersion of crowd to be taken with assistance of Security.
- 1.12 Ensure round the clock availability of Ambulance.
- 1.13 Ensure availability of first-aid kits.
- 1.14 Availability of doctor 24 X 7 to attend any emergency.
- 1.15 Awareness sessions on Covid-19 in consultation with Safety & Medical departments.
- 1.16 Ensure distribution of adequate number of masks, gloves and PPEs (as per the requirement) to all contract workers and medical personnel.
- 1.17 Necessary infrastructure to be provided for regular medical checkup facility.
- 1.18 Provide facilities for safe disposal of the soiled/used masks, gloves and aprons, etc.
- 1.19 To identify & define locations in plant and labour colony to place bins for disposal of used masks, gloves and other PPE used.



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1.20 To identify & define locations in Plant and Labour Colony to place bins for disposal of used masks, gloves and other PPE used.

1.21 Ensure audio-visual training to all contract workers on medical safety, specific to Covid-19, like social distancing, use of PPE and cough etiquettes, etc.





SOPs FOR Re-INDUCTION OF CONTRACT WORKERS AT MSTPP

- 1.22 Visuals/banners on awareness on Covid-19 and safety practices to be displayed at prominent locations in Plant, Township and Labour Colony.
- 1.23 To ensure reporting of health condition of workers in case there is any deterioration of health to concerned authorities and local government hospital for further course of action as per protocol.
- 1.24 Disinfection of all T&P's and work areas at project site to be done at regular intervals.
- 1.25 Sanitization of equipment, tools-tackles during working on daily basis before use and after use.
- 1.26 Discourage workers from using other workers' tools & equipment to the extent possible. Once tools & equipment are used by any worker, the same shall be sanitized and handed over to store for use of other workers.
- 1.27 Workers coming from outside have to be in quarantined for 14 days or as per prevailing government guidelines.
- 1.28 All workers will be required to compulsorily provide self-declaration regarding details of location from where they are coming and other details related to manifestation of symptoms related to COVID-19. They will have to undergo medical examination and have to be declared fit before issue of gate pass.
- 1.29 Ensure that workers reside at the designated quarantine shelters during the period of quarantine before they are declared fit by medical team. Suitable arrangement shall be made and modality to be worked out by BHEL in consultation with BIFPCL.
- 1.30 Gate pass shall not be issued without medical clearance.
- 1.31 Once declared fit, contract workers shall not leave the campus without the knowledge and permission of management.
- 1.32 Implement flexible worksites and flexible work-hours to facilitate social distancing, as far as possible.
- 1.33 Discourage persons from using other's desks, offices, tools, equipment, etc. to reduce risk of unnecessary exposure.
- 1.34 Government of Bangladesh guidelines issued from time to time in this regard to be adhered to. One such guideline is placed at the end of this document.



SOPs FOR Re-INDUCTION OF CONTRACT WORKERS AT MSTPP

2.0 PRE-MEDICAL SCREENING & HEALTH CHECKUP

- 2.1 The objective of premedical screening is to prevent any suspected Covid-19 patient from entering the project and endangering other healthy workers / other personnel inside the project site.
- 2.2 Workers should compulsorily be made to undergo premedical screening and health checkup. This will constitute temperature recording by thermal gun, patients' self-declaration as given in Annexure-2 and physical examination by medical practitioner. Thereafter, worker shall be put on quarantine. If Covid Test is done by BHEL/ Associate & if the Test Result turns out to be negative, then the Quarantine shall be deemed completed for that particular worker. Final Medical checkup shall be done at the end of quarantine period. Only those workers declared fit in such medical checkup shall be issued gate pass and allowed to work inside the plant.
- 2.3 Symptomatic and positive cases, if any, shall be managed in co-ordination with government and under no circumstances will be allowed to enter plant or township.

3.0 QUARANTINE NORMS

- 3.1 Quarantine sheds with all necessary facilities shall be earmarked / developed, in line with government guidelines for ensuring social distancing. Location shall be finalized in consultation with BIFPCL site.
- 3.2 Quarantine sheds should be separate, having different entry/exit, and workers under quarantine shall not be allowed to mix with workers already residing in labour colony.
- 3.3 Daily feedback on conditions of contract workers to be given to BIFPCL with watch on appearance of symptoms.
- 3.4 Training and awareness sessions may be conducted by safety and medical during quarantine period.
- 3.5 In case any worker becomes symptomatic, he shall immediately be referred to medical clinic and kept in isolation wards.
- 3.6 In case of suspected cases, due coordination shall be done with government officials as per protocol for further management.
- 3.7 Core Team in consultation with medical staff to finalize daily checkup, isolation & escalation procedure in symptomatic cases.



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4.0 DISINFECTION OF CHECKUP SITES:

- 4.1 Carry out disinfection three times a day and repeat the procedure at any time when there is suspicion of contamination.
- 4.2 Disinfect the floor and walls with chlorine based disinfectant in recommended proportion through floor mopping, spraying or wiping.
- 4.3 Wipe cleaner regions first, then more contaminated regions: first wipe the object surfaces that are not frequently touched, and then wipe the object surfaces that are frequently touched. (Once an object surface is wiped clean, replace the used wipe with a new one).
- 4.4 Core Team in consultation with medical staff to finalize sanitization methods and mechanism.

5.0 RECORDS:

- 5.1 Format for Health Checkup (Annexure-1)
- 5.2 Format for Self Declaration and Consent (Annexure-2)
- 5.3 Health & Safety Guidelines by MOHFW, GoB (Annexure-3)