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Purpose	<ul style="list-style-type: none"> <li>➤ To resume work in a safe manner after Lock down due to COVID-19 Outbreak</li> <li>➤ To ensure health &amp; safety of personnel and prevention of infection during operations</li> <li>➤ To ensure HSE Management &amp; Control during operations</li> </ul>	Scope	PS Regions
Background	<ul style="list-style-type: none"> <li>➤ The purpose of this procedure is to resume construction works at BHEL project sites in the event of 'Construction activities' being permitted by the Government/District Administration/Statutory Authorities.</li> <li>➤ By following this OCP the chain of corona spread will largely be contained and works can be done safely.</li> <li>➤ 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.</li> <li>➤ This OCP also lays down guidelines to handle cases of infection</li> </ul>		
Applicability	<ul style="list-style-type: none"> <li>➤ This OCP applies to all BHEL employees and its subcontractors working at project sites.</li> <li>➤ It also covers guidelines for medical personnel, security personnel, visitors and others</li> </ul>		
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	<ul style="list-style-type: none"> <li>➤ Corporate HSE Circular BHEL:CO: SOP: COVID-19 : 01</li> <li>➤ Corporate Guidelines regarding disinfection for Prevention of COVID-19 in BHEL Offices, Townships, Hospitals, Factories and other common places (No. AA:HR:MR 1 (C ) dated 20-03-2020)</li> <li>➤ OHSAS : 18001 , ISO : 14001:2015, ISO 45001:2018</li> <li>➤ ICMR &amp; WHO Guidelines for COVID 19</li> <li>➤ Govt. of India Guidelines being issued from time to time</li> <li>➤ Guidelines issued by National Centre for Disease Control and other agencies of Govt. of India</li> <li>➤ WHO Guidelines being issued from time to time</li> </ul>		

Prepared by	Reviewed by	Approved By
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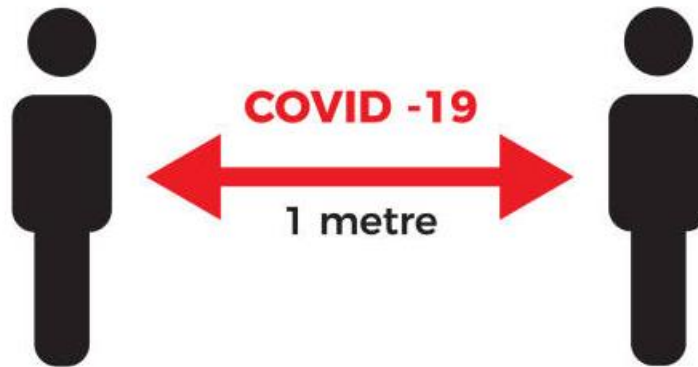
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### Resumption of Construction Activities After Lock Down and Prevention of Coronavirus Infection during Site Operations

#### General PPEs & Precautions

Maintain Social Distance of at least 1 meter **Minimum (more the better)**



Precautions at all times is necessary. Even a single lapse can lead to infection



Face shield/ mask must be worn by all at all times and disposed/ cleaned properly



Protective clothing must be worn



Protective gloves as identified in Safety Data Sheet



Appropriate footwear with substantial uppers must be worn



Mandatory requirements are specified and must be followed. Report any accidents.



Spray to disinfect personal items/ areas

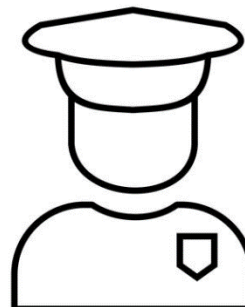


Spray to disinfect public places/ infrastructures/ tools etc.


Strictly No Shaking Hands



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



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


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### 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	<b><u>Deployment/ Nomination of COVID Marshall</u></b>  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.	Agency, BHEL
2	<b><u>Directions for Newly Joining Workers/ Officials</u></b>  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 <b>Format HSEOCP61-F01</b> ) 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	Agency, BHEL
3	<b><u>Routine HSE Management Activities During COVID-19</u></b>  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.	Agency, BHEL

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	<ul style="list-style-type: none"> <li>d. As far as possible, meetings &amp; classroom trainings to be avoided. Essential meetings can be carried out by following the relevant guidelines</li> <li>e. <b>HSE Observer</b> 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.</li> <li>f. Apart from monitoring of HSE requirements, monitoring of COVID-19 precautions by workers and BHEL and Agency Officials also to be carried out</li> </ul>	
4	<p style="text-align: center;"><b><u>Strict Control at Gates</u></b></p> <ul style="list-style-type: none"> <li>a. <b>Strict Control at the Gate/ Banning Entry to Anyone Not Wearing Masks</b> <ul style="list-style-type: none"> <li>i. 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.</li> <li>ii. Public address system may be used to warn any non-compliant visitors</li> <li>iii. Near entry gate, round markers at minimum 1-meter distance to be ensured so that distancing is ensured</li> <li>iv. A hand-wash or hand sanitiser facility is preferable at the gate to allow entry after hand 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.</li> <li>v. Gutkha, Paan, tobacco etc. to be banned from the site. Spitting to be strictly prohibited.</li> </ul> </li> <li>vi. <b>Screening at Gate with Contactless Thermometer &amp; Action on Suspected Cases</b> <ul style="list-style-type: none"> <li>1) Security Personnel at the Gate to screen each person entering the premises using a non-contact infrared thermometer, which is duly serial numbered and calibrated.</li> <li>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.</li> </ul> </li> <li>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.</li> <li>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.</li> <li>d. Don't allow any new vehicle without concerned BHEL engineer permission.</li> <li>e. Ensure that number of persons coming inside and going outside is matching, agency wise.</li> <li>f. Visitor entry in site office to be avoided as far as possible.</li> </ul>	Security, Agency, BHEL
5	<p style="text-align: center;"><b><u>Maintaining Strict Social Distancing during site/office activities – minimum 1 meter distance between any two personnel to be Enforced Strictly</u></b></p> <ul style="list-style-type: none"> <li>a. <b>During meetings, classroom training programmes like induction training and on-the job training, toolbox talks and other gatherings, following precautions may be ensured:</b> <ul style="list-style-type: none"> <li>i. Preferably, such meetings to be avoided and communication carried out through other means (email, phone, pamphlets etc.)</li> <li>ii. At door, hand sanitizer or soap and water to be ensured for sanitizing hands during entry &amp; exit by each individual</li> <li>iii. Only limited number of personnel to be called in training/ meeting, so as to ensure distance of minimum <b>1 meters</b> between two participants</li> <li>iv. Each participant to wear mask</li> </ul> </li> </ul>	Agency/ BHEL

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	<ul style="list-style-type: none"> <li>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</li> <li>vi. Persons may be allowed to attend the induction training/ meeting only after temperature screening if felt necessary.</li> </ul> <p><b>b. Social Distancing During Toolbox Talks</b> During Toolbox Talks, minimum 1 meter distance between any two workers to be ensured</p> <p><b>c. During site execution activities:</b></p> <ul style="list-style-type: none"> <li>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</li> <li>ii. Ensure hand wash / hand sanitisation facility at key places and these are topped up regularly</li> </ul> <p><b>d. In office premises:</b></p> <ul style="list-style-type: none"> <li>i. Sharing of items like pens, water bottles etc. in office premises to be avoided</li> <li>ii. Seating arrangement to be ensured to ensure minimum 1 meter distance</li> <li>iii. Doors preferably to be in open condition to avoid contact</li> <li>iv. All common touch points to be regularly disinfected.</li> </ul>	
6	<p style="text-align: center;"><b><u>Mandatory Face Masks for Everyone at All Times</u></b></p> <ul style="list-style-type: none"> <li>a. Face masks, and other necessary PPEs to be provided to all workers as per guidelines of Govt/ statutory authorities</li> <li>b. Those responsible for sanitation and cleaning of areas to be given coveralls</li> <li>c. <b>The Govt of India advisory available at following link gives details on how to prepare, use and clean such masks.</b>   <a href="https://www.mohfw.gov.in/pdf/Advisory&amp;ManualonuseofHomemadeProtectiveCoverforFace&amp;Mouth.pdf">https://www.mohfw.gov.in/pdf/Advisory&amp;ManualonuseofHomemadeProtectiveCoverforFace&amp;Mouth.pdf</a> </li> <li>i. The workmen/staff may use home-made masks/ “gamchha” (गमछा) provided they are used effectively and constantly.</li> <li>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 <b>2 meters</b> to be maintained between two persons.</li> <li>iii. Minimum two masks to be ensured for each person – one can be used and other washed. Daily washing with detergent is mandatory</li> <li>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.</li> <li>v. There must not be a sharing of face covers and a face cover must be used by only one individual</li> <li>vi. Regular awareness by way of posters or daily briefing to be provided regarding correct usage, handling, washing, disposal etc of face masks/<i>gamchhas</i>/cloth etc</li> </ul>	Concerned Individual/ Supervisor

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	<p><b>d. Types of Masks and Use case scenarios</b></p> <p><b>i. Homemade/ Reusable Face Covers:</b></p> <ol style="list-style-type: none"> <li>1) Such home/ self-made face covers may be preferably used by all personnel. In case they can arrange better masks, same may be allowed.</li> <li>2) In any case, no person to be permitted in site premises without a mask.</li> </ol> <p><b>ii. Triple Layer Surgical Masks</b></p> <ol style="list-style-type: none"> <li>1) These are disposable masks to be given to visitors/ used by workers and officials as per requirement.</li> </ol> <p><b>iii. N95 Masks</b></p> <ol style="list-style-type: none"> <li>1) Medical, security, and other officials, who come into contact with large number of people during the course of the day to be given N95 Masks</li> <li>2) In addition, infected personnel and who are suspected of infection to use specialized masks as indicated by doctor</li> </ol> <p><b>e. Minimum two sets of masks to be ensured with everyone so that one can be used while other is washed</b></p>	
7	<p style="text-align: center;"><b><u>Mask cleaning/ disposal</u></b></p> <p>The Govt of India guidelines in above link also give details on how to wash and dispose the masks. Same to be followed.</p> <p>In addition,</p> <ol style="list-style-type: none"> <li>a. For re-usable masks, in labor colony, separate area for cleaning masks to be identified, wherein all workers to wash the masks using detergent and water</li> <li>b. Cleaning of masks and availability of backup to be ensured by officials as well.</li> </ol> <p><b>c. Safe disposal of Masks, Infected clothing, items etc.</b></p> <ol style="list-style-type: none"> <li>i. Each location to have separate bin for collecting used disposable masks and possibly infected items.</li> <li>ii. All these bins to be collected daily and disposed of by trained staff wearing proper PPEs</li> </ol>	Concerned Individual, Agency, BHEL
8	<p style="text-align: center;"><b><u>Provision of Food &amp; Refreshments</u></b></p> <p><b>a. Workers:</b> Tea for workers may be avoided. In case necessary, strict social distancing to be ensured, besides hand washing. It is preferable to let the labour bring their own cups/glasses or else use of disposable paper based cups to be encouraged</p> <ol style="list-style-type: none"> <li>i. Tea cups may be arranged by the server and picked by worker in contactless manner.</li> <li>ii. Food for workers may be served in packets.</li> <li>iii. <b>Preparation:</b> Common food preparation to be carried out under strict hygiene with cooks wearing gloves and masks. A guard specifically to monitor the health of the cooks may be deployed, who can warn the management regarding any possible health issues.</li> <li>iv. At tea/ food distribution area, social distancing norms to be ensured</li> </ol> <p><b>b. Officials:</b> As far as possible, home cooked food to be preferred. In case not possible, packed food to be delivered at each seat, prepared in hygienic fashion as above</p>	Agency/ BHEL



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9	<p align="center"><b><u>General Precautions in Site Areas</u></b></p> <ol style="list-style-type: none"> <li>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)</li> <li>b. Daily Tool Box Meeting to also include awareness about COVID 19 and precautionary measures to prevent spread.</li> <li>c. No other group meeting to be conducted preferably.</li> <li>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)</li> <li>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.</li> <li>f. Subcontractor may keep sanitizer/hand wash in sufficient numbers at all common points.</li> <li>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.</li> <li>h. Sanitizer may be kept at stair case entrance, lift entry point etc. Lifts to be avoided to the extent possible, and staircases preferred</li> <li>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.</li> <li>j. Workers may be advised to keep separate water bottles. Common water bottles/mugs/glasses to be preferably avoided.</li> <li>k. Contact Biometric attendance system is strictly prohibited till such advisory is in place.</li> <li><b>l. Regular disinfection of all Areas, Equipment and facilities</b> <ol style="list-style-type: none"> <li>i. Each agency to prepare the disinfecting plan and act accordingly.</li> <li>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.</li> <li>iii. All areas (including office premises, site areas, chairs, tables, furniture etc.), tools &amp; equipment to preferably be disinfected by dedicated gang every day before resumption of work.</li> <li>iv. Common touch points like handrails, lift buttons, door/window knobs or handles, vehicle door handles, taps, conference room &amp; dining hall tables/chairs, common sofas/chairs, visitor sofa/chairs, files &amp; folders, etc to preferably be disinfected regularly at frequent intervals every day.</li> <li>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.</li> </ol> </li> <li><b>m. Provision of Disinfectant Spraying Machine and Disinfectant Chemical</b> <ol style="list-style-type: none"> <li>i. 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</li> </ol> </li> <li><b>n. Disinfecting the operator/driver touch points of Vehicles/cranes, T&amp;Ps etc.</b> Disinfection to also be carried out for all Cranes, Vehicles, Equipment, consoles, T&amp;Ps etc. which come into contact with operating personnel.</li> <li><b>o. Mandatory Disinfecting of all PPEs, Tools &amp; Items on daily basis</b> All PPEs, Tools &amp; Items to be disinfected mandatorily before use/ issue and also those in stores</li> </ol>	Agency/ BHEL
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	<p><b>p. Posters on COVID-19</b></p> <p>q. 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.</p> <p><b>r. Provision of Hand-Hygiene at Site</b></p> <p>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.</p> <p>2) <b>Brief guidelines for hand washing are as below:</b></p> <ol style="list-style-type: none"> <li>Soap to be provided at each wash basin and replenished regularly.</li> <li>Washing with soap for at least 20 seconds is recommended.</li> <li>As a general guideline, for every 100 workers, 1 wash-basin may be provided at site areas.</li> <li>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</li> </ol> <p><b>s. Penalty</b></p> <ol style="list-style-type: none"> <li>To ensure compliance penalty may be imposed in line with district administration norms or higher for not wearing mask or violating social distancing guidelines.</li> <li>Concerned subcontractor may also be warned of stricter penalties in case of continued negligence</li> </ol>	
10	<p style="text-align: center;"><b><u>Labor Colony</u></b></p> <p><b>Following guidelines for COVID Prevention in labor colony may be followed:</b></p> <ol style="list-style-type: none"> <li>All relevant guidelines in Corporate HSE Circular BHEL:CO: SOP : COVID-19 : 01 to be followed</li> <li>HSEOCP No. 61A for Labor Colony.</li> <li>Any other guidelines issued by applicable Govt/ Statutory authorities</li> </ol>	Agency/ BHEL
11	<p style="text-align: center;"><b><u>Provision of Quarantine Chambers</u></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Similar arrangement of quarantine chambers may be set up at Site premises.</li> <li>Necessary arrangements for quarantine shall be as per Govt./ statutory body guidelines</li> </ol>	Agency/ BHEL
12	<p style="text-align: center;"><b><u>Action in case any individual is suspected of COVID infection or showing symptoms</u></b></p> <p>In case any suspected COVID-19 case is found or an individual is showing symptoms like cough/ cold/ fever etc.:</p> <ol style="list-style-type: none"> <li>Immediately alert BHEL HQ &amp; Corporate office, Customer, Local authorities/ district administration, etc</li> <li>Arrange to take the individual to the COVID testing or COVID care facility as per advise of local authorities/district administration</li> <li>Sanitize and disinfect immediately all the areas where the person would have visited in the Project premises and labour colony etc.</li> </ol>	Agency/ BHEL





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	<p>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.</p> <p>e. Apprise BHEL offices and customer regularly.</p>	
13	<p><b><u>Liaison with Specialty Hospitals for COVID-19</u></b></p> <p>a. Liaison with specialty hospitals for COVID-19 test/treatment facility, for timely care to suspected individuals, and advice.</p> <p>b. Information regarding local authorities dealing with COVID to be maintained</p> <p>c. Addresses of COVID centers for possible scenarios to be maintained</p>	BHEL
14	<p><b><u>Hazmat Suits and N95 Masks for Medical Personnel</u></b></p> <p>Medical Personnel at site to be provided hazmat suits besides N95 masks</p>	BHEL
15	<p><b><u>Training/ Awareness regarding COVID-19</u></b></p> <p>All site personnel to be given inputs on COVID-19 regularly covering following broad topics: (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.</p> <p>Every meeting to begin with brief discussion on COVID-19 and need to ensure precautions like masks and social distancing).</p> <p>Suggested topics are given below:</p> <p>a. What is COVID-19 &amp; How it spreads through coughing, sneezing and touching mucous membranes like mouth, eyes after touching infected surface</p> <p>b. What are the symptoms of COVID-19, namely coughing accompanied with fever and flu-like symptoms including running nose and sneezing</p> <p>c. The highly infectious spread, Number of infections and fatalities in the world from this disease</p> <p>d. Fatality rate from COVID-19 varies from 1-10% and individuals with preexisting conditions like heart diseases, diabetes, kidney &amp; liver problems, smokers are more vulnerable to have serious effects from Coronavirus infection</p> <p>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 &amp; family and especially elders</p> <p>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</p> <p>g. There is no cure/ vaccine for this disease so far</p> <p>h. Prevention is the only cure</p> <p>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</p>	Agency/ BHEL
16	<p><b><u>Keeping Updated on COVID-19 in the Area/ Locality</u></b></p> <p>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</p>	Agency/ BHEL

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17	<p style="text-align: center;"><b><u>Staggered Shifts to Avoid Contact during Commute</u></b></p> <ol style="list-style-type: none"> <li>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</li> <li>Drivers to also wear protective masks, preferably N95</li> <li>Proper air circulation and ventilation to be ensured in vehicles</li> </ol>	Agency/ BHEL
18	<p style="text-align: center;"><b><u>Air circulation, filtering and ventilation in Office Premises &amp; Training Halls</u></b></p> <ol style="list-style-type: none"> <li>Air circulation to be ensured in closed areas</li> <li>Well ventilated areas/rooms preferred to air conditioning, to the extent possible</li> </ol>	Agency/ BHEL
19	<p style="text-align: center;"><b><u>Guidelines to handle outside papers (eg. At Weigh bridge area, LR copies, gate passes, documents, etc.)</u></b></p> <ol style="list-style-type: none"> <li>All involved personnel to strictly maintain 1-meter distance and all social distancing and other guidelines</li> <li>PPES like Face mask and gloves to be necessarily worn by the dealing person.</li> <li>If required, papers to be handled using long forceps, ironed on both sides using hot iron, and then handled (with gloves)</li> <li>The driver/ visitor must always wear mask and maintain distance</li> </ol>	Agency/ BHEL
20	<p style="text-align: center;"><b><u>General/ Other</u></b></p> <ol style="list-style-type: none"> <li>Shift roster should be followed,</li> <li>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.</li> <li>Canteen to remain closed preferably.</li> <li>Committee may be formed to monitor implementation of COVID-19 prevention steps besides hygiene and fulfillment of essential needs at labor colony.</li> <li>Office common areas may be sanitized daily (door handle, pantry, washrooms, common printers and other common areas)</li> <li>Vehicle seats and door handle to be sanitized daily.</li> <li>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</li> <li>After lock down period, on resumption of work, all office equipment such as PC, Printers, AC, etc. are to be disinfected and started one by one after checking for any wear &amp; tear due to rodent acts during lockdown.</li> <li><b>Banning animals from site:</b> As per recent reports, Coronavirus is also spreading to animals. Hence, all animals may preferably be expelled from site.</li> </ol>	Agency/ BHEL

**Note:**

- 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
- Responsibilities are only indicative – to be decided at Site Level

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### 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>

**Coronavirus Self Declaration Form**

- 1) Name: .....  
2) Age: .....  
3) Father's Name: .....  
4) Agency: .....  
5) Identification Number.....Identification Type.....  
6) Arriving from: .....  
7) Are you arriving from any COVID Hot Spots or Containment Zones? If Yes, please give details:
- 8) Have you come in contact in with relatives/ friends/ people infected, suspected or diagnosed with COVID-19 in last 21 days? If Yes, please provide your relationship with people and your last contact date with them:
- 9) Have you been advised quarantine/ isolation or undergone treatment w.r.t. COVID-19? If Yes, please provide details (date, duration, location, medical report etc.):
- 10) Please state if you have experienced/ are experiencing any of the following symptoms:


Symptom	Yes	No
i) Fever		
ii) Cough		
iii) Shortness of Breath		
iv) Persistent pain in the Chest		

I acknowledge that the information I have given is accurate and complete.

Date:

Place:

Signature:

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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 Date	Revision No.	Old Text	New Text	Reason	Revised by
18/04/2020	00	-	-	First Issue	As indicated on Page 1
01/06/2020	01	-	Besides general improvements/ corrections, modifications as below: <b>Added (Other clauses shifted by 2):</b> 1. Deployment of COVID Marshalls 2. Directions for newly Joining Workers/ Officials; Addition of Format F1 <b>Edited:</b> 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 improvements	PSHQ-HSE