

# **STANDARD OPERATING PROCEDURE (SOP)**

## **Resume of work after lockdown**



**ALUMINIUM INDUSTRIES LIMITED**  
**HEAD OFFICE, MUMBAI**



## Message from the desk of Director & COO

The COVID-19 situation has evolved further and we are dealing with a significant global challenge. The World Health Organization has declared this outbreak as a pandemic. Many governments around the world have taken stricter and more impactful measures to ensure the safety of their citizens. In these extremely challenging times, I would like to share heartfelt support and solidarity with you and your families. We have a 127-year legacy of industrial-social responsibility and we are committed in doing all we can to keep everyone safe.

ALIND has been taking all required precautions to contain the spread of Corona by implementing several precautionary measures in handling of production activities in our units at -Mannar, Kundara, Trivandrum and Hyderabad. Responding to this pressing crisis, immediately adequate safeguards have been put in place by ALIND to ensure social distancing in the work place, and to encourage our employees and stakeholders to maintain personal hygiene. We have to strictly adhere to the SOPs, and other instructions issued periodically by Govt. We have to strictly adhere to the SOPs, and other instructions issued periodically by Govt. of India. Here, I would like to extend my sincere thanks and appreciation to each one of you for supporting and continuing the operations of process plants work even during this crisis with skeletal manpower. I wholeheartedly appreciate the indomitable spirit that all employees have demonstrated in these trying and challenging times. I am pleased to say that we proceed our operations in a phased manner. I urge you to please re-join with full vigor and enthusiasm as the crisis is far from over and requires our focus and dedication. As we look forward to resuming operations post lockdown, our team under the leadership of D&CS and other managerial hands have formulated an SOP which will guide to ensure the health and safety of each one of us, our families and our colleagues. I appeal to each one of you to follow the all the Government directives to prevent from spread of Corona virus (COVID-19). Keep Social Distancing, Stay Safe, Stay Healthy.

Warm Regards

K.V. Rao

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## Message from Director & Company Secretary

The COVID-19 (the coronavirus) virus is affecting thousands of people and their families – first and foremost our thoughts are with those who are personally impacted. As COVID-19 continues to impact the global community, I want to personally update you on the steps ALIND has taken to ensure production continuity. We would like to recognize in particular our frontline employees and factory workers-your commitment and your discipline are critical at this time to ensure production continuity. It is our priority to support you in this important endeavor.

Now, as the pandemic is evolving over the globe, it is imperative that as an Organization and as an individual citizen we too do our sincere bit to supplement the war like effort and as an individual citizen we too do our sincere bit to supplement the war like effort that has been launched by all concerned across the length and breadth of the country. we are taking cautious steps towards resuming normalcy by opening the office in a staggered manner. Accordingly, a "Standard Operating Procedure (SOP)-for Work Resumption after lockdown" has been formulated to re-open work places to defeat the lockdown period with ensuring the health and safety of all the employees and stakeholders.

We are extremely proud of and grateful to our teams who come on work spot every day to ensure production continuity. On top of our precautions, we have taken significant steps to safeguard and support them, from operating split shifts in manufacturing plants and offices to minimize exposure. Our measures are aligned with World Health Organization guidelines and local health officials, and we continue to adjust our approach as necessary. Please take care of yourselves and your loved ones. I know that we're going to get through this, together.

Warm Regards

K. Jayakumar FCS, LLB.

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## Standard Operating Procedure for Work Resumption after Lock down

When?

- SOP shall be implemented with immediate effect based on the advisory issued by Head Office from time to time.

Why?

- The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed for resuming work at all the ALIND Offices and Units.

What?

- This SOP is prepared to extend guidelines for ensuring safe and secure work place for all stake holders viz. Employees, Contractors, Suppliers, Customers, Contract workers, Trainees, Visitors & Family members of employees.
- All precautionary measures are to be ensured at Offices/ Units of ALIND.

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## **ALIND TEAM to control spread of COVID-19**

A TEAM has been created at various divisions of ALIND to coordinate all efforts towards prevention and containment of spread of COVID-19.

List of ALIND TEAM LEADERS are as following:

<b>Shri P. Krishnankutty Menon</b>	Division Head, Mannar	Mob:8129042278
<b>Shri C. P. Simon</b>	GM (HR, IR) Mannar , Kundara Divisions	Mob:9446119610
<b>Shri Binu T.</b>	Division Head, Trivandrum	Mob:7034027994
<b>Shri R. Sreekumar</b>	Division Head, Kundara	Mob:9847070650
<b>Shri Bimal K. Agarwal</b>	CFO, Head office, Mumbai	Mob: 8777236854
<b>Shri Ravi Sharma</b>	Head Office, Mumbai	Mob:9082107885
<b>Shri Rama Raju</b>	Division Head, Hyderabad	Mob:8142733334

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## Responsibility of ALIND TEAM

- ALIND TEAM to be constituted at work Centre's/offices to coordinate efforts towards dealing with this crisis and ensure control the spread of COVID-19 at work place.
- Each Unit Head shall form a CORE TEAM at Unit level for ensuring compliance of SOP. Administration Department should ensure Responsibility of ALIND TEAM.
- Administration Department should ensure proper hygiene at work place including washrooms, water containers etc.
- All the employees should be provided with PPE (mask and gloves).
- Avoid use of AC to the extent possible and use natural ventilation by keeping doors and windows open.



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## Resumption of Work

- The resuming of employees at work place will be done in phases with timelines and dates, attendance should not be more than the limit (if any), specified by the concerned Govt. health authorities.
- Concerned Unit Head at Units and Department Heads to take the decision based on evolving situation and considering the work load/exigencies of different departments as well as based on the business and operational requirements. Minimum possible manpower required for production, maintenance, coordination and other linked activities to be called for attending work place in order to maintain social distance. Working days/ working hours shall be decided based on the emerging situation.

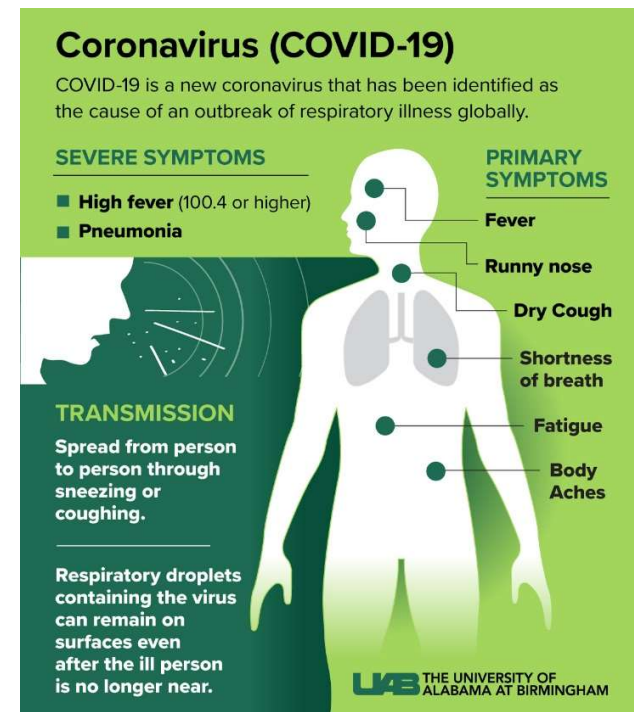


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## Resumption of Work

- Each employee self-declaring their health status as per the prescribed proforma (Self-Declaration Form).
- Evaluate each employee's health situation (based on self-declaration).
- Permit employee to attend office only when the employee is healthy.
- Those requiring monitoring will be referred for medical advice before resuming work.
- People having symptoms of fever, cough, vomit, diarrhea, etc. should be directed to not resume work without proper joining advice/fitness certificate from the Medical Officer. Details of such employees to be shared with Unit Head at Units and Department Heads & ALINDTEAM.



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## AAROGYA SETU

Every employee and out-sourced staff should register himself/ herself in “AAROGYA SETU” mobile application, developed by Government of India for proper information and awareness about COVID-19



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## Activities undertaken by Units at the time of resumption of work



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## Guidelines before resumption of work



FUMIGATION of the entire premises, employee transport, forklifts/stackers and other critical areas, washrooms, toilets, canteen, hand wash areas etc.



DISINFECTION AND SANITIZATION of all common areas by properly PPE equipped in-house teams.



ADEQUATE NUMBER OF THE PPE including digital scanner thermometer for each work centre/ office and mask, gloves, sanitizer may be provided to each employee for maintaining personal hygiene.

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## Additional precautionary measures adopted at our Divisions

Disinfection and cleaning of bathrooms and washrooms

Social distancing is ensured in canteen arenas.

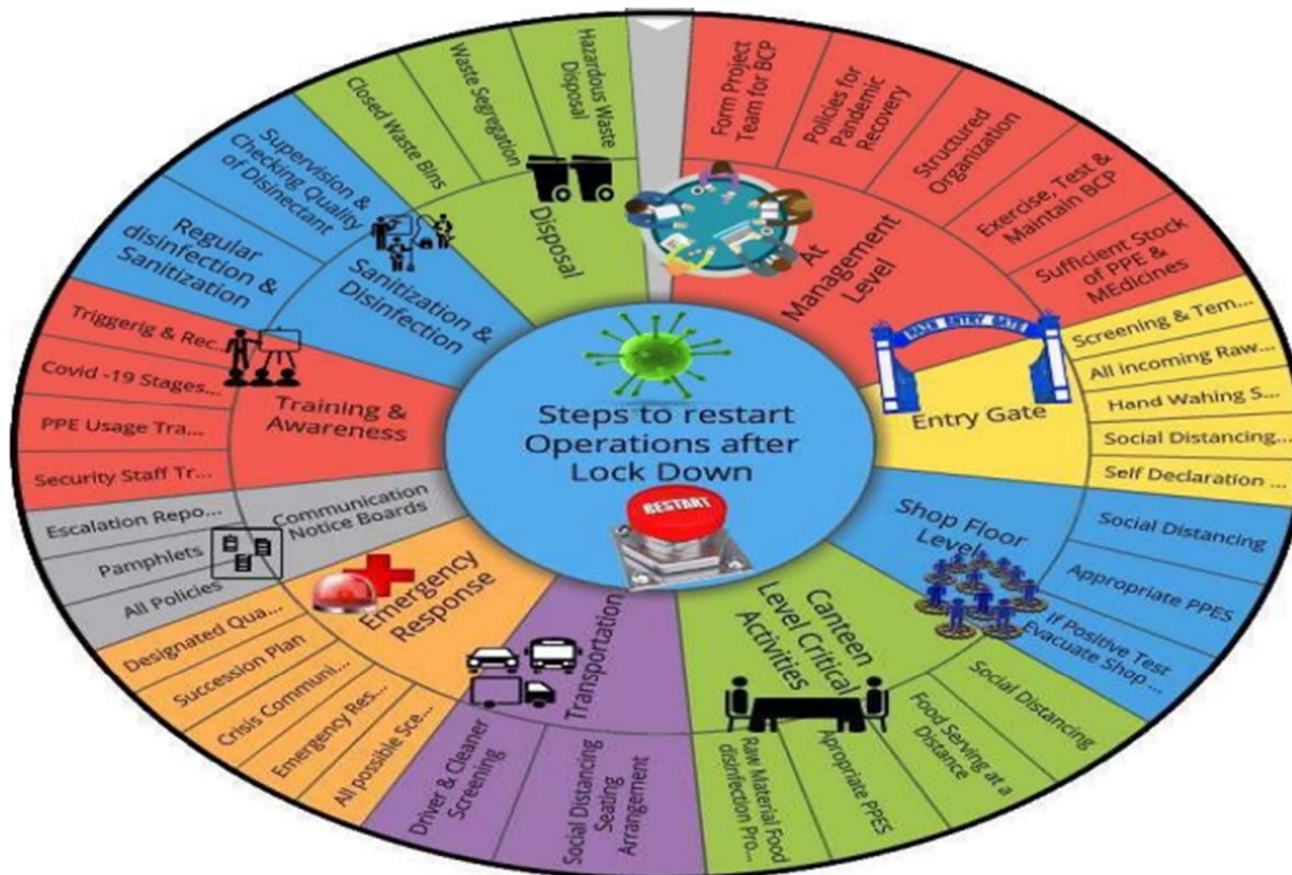
Use of tobacco products and spitting is strictly banned

Treatment facilities are identified and also published on notice boards

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## Steps to restart Operations





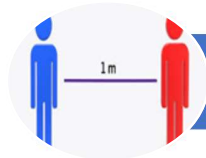
## Working Instructions for Work Place



Compulsary screening of all



Daily disinfection/sanitization-fresh chlorine solution/sodium hypochlorite



Social Distancing



Hand sanitizers and mask compulsory



Report it. Do not hide

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Employees to work from their seats only and avoid going top other's seat



No physical meetings



organize awareness programs



Avoid visitors



No Biometric attendance

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## Guidelines for Thermal Screening

Thermal scanners are effective in detecting people who have developed a fever (i.e. having a temperature higher than normal body temperature) because of the infection with new corona virus. Thermal checking of all employees including contractual workers shall be done on daily basis in the morning before entering workplace at the gate. Visitors also will be checked before being permitted entry. If it is beyond 99°F, they will not be allowed to enter the work place. They will be isolated and their temperature taken again. In case the recorded temperature is still high then the person will be sent home immediately. In case temperature of an employee during the check-up is beyond 99°F during the working time, escort them, taking all precautions, to the designated quarantine room and inform the ALIND team and HR immediately. The person will be allowed to re-join work only after Doctor's advice.



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## Maintaining Hand Hygiene



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**To Beat COVID-19, Social Distancing is a Must. Let's get together to restart the Production/operations in a very safe and healthy manner...!**



**Thank you...**

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