

Annexure to GM (HR)'s memorandum no GM (HR) /23 / 2020

Sub: Standard Operating Procedure for Employees attending duty during Covid -19 period

In line with government guidelines, for safe working environment within the Yard, all employees attending duty are hereby required adhering to the following Standard Operating Procedure at all times in the Yard to avoid spread of COVID-19:

1. Entry procedure at the Gates:
 - a. All personnel, including contractor's workmen, entering the Yard premises shall be permitted inside only if they are wearing face masks.
 - b. Compulsory screening of all employees will be done while entering into the Gate with thermal scanner (hand held temperature guns).
 - c. Hand sanitizers shall be positioned nearby the entry points and personnel, on entering shall sanitize their hands before proceeding to their work spots.
2. Any person found with fever/cough/cold/ breathing problem or any visible symptom should be advised to leave the work place with due permission of HoDs. If required they shall be taken to the nearest quarantine facility after informing the concerned HoD and later to the designated hospital/Health Department immediately under the guidance of MDL Medical Department.
3. Employees or their Family members who have given their samples for testing of COVID-19, may immediately inform CMO/Medical Department and should not come to office till the result is available.
4. Employee's need to ensure that adequate distance is maintained amongst employees while recording attendance through Card reader. Attendance details will be fetched from the system. No Biometric punching or signing the Attendance Register will be allowed.
5. Employees should use masks preferably homemade and face covers while coming to office and also at the work place and cover both mouth and nostrils.
6. Employees are advised to wash their hands using soap and water near the gate/their respective department as soon as they enter Company Premises. Hand sanitizers dispenser are been placed at Entry/ Strategic places.
7. Prior to resumption of work, HoDs to ensure all common areas (Floors/ Gates/ Doors / Lifts/Stair case area etc;) in the Division / Offices shall be disinfected completely using user friendly disinfectants. Frequent cleaning to be done in access gates, handrails, door handles/ knobs/ washrooms.

8. Hand Sanitizers Dispenser/ Liquid Soap Dispensers will be placed in the Departments/ Offices and also at the entry point. The replenishment of Hand Sanitizers / Liquid soaps at regular intervals including running water in washrooms for use of employees to be ensured. All employees must wash their hands using Soap before entering the work premises and physical greeting to be avoided.
9. To avoid all internal meetings and training programmes involving assembly of employees.
10. Employees should wash their hands using soap before and after use of all common facilities especially drinking water points.
11. All employees should avoid touching of their eyes, nose and mouth with their hands.
12. Respiratory etiquettes to be strictly followed, all employees shall cover their mouth and nose with a tissue while coughing or sneezing or use inside of their elbow and thereafter throw used tissue into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds.
13. Spitting is strictly prohibited. If any person is found spitting, strict action will be taken as per rules.
14. All employees are advised in order to minimise the spread of Covid19, to get their meals from home and have the same in their respective offices or rest rooms.
15. All are requested to carry their own water bottles to avoid common water drinking glasses. Further, in view of the extraordinary situation prevalent now, all are advised to be extra vigilant and conscious of their personal health & hygiene.
16. Although the canteen facility will not be discontinued, in order to maintain social distancing in the dining areas only 02 persons will be allowed on each table in Executive Mess while 04 persons will be allowed on each table in Non- Executive Canteen. Entry inside the Canteen will be in time slots and each session shall last for maximum 30 minutes.
17. Employees bringing tiffin or outside food to Mess/canteen will not be allowed inside the Mess/canteen and are requested to dine at respective offices or rest rooms.
18. HoDs are advised to prepare their respective weekly duty rosters and modify its working methodology to avoid crowding and to maintain social distance while working.
19. Employees shall work from their desks and avoid going to other's work places as far as possible. All discussions/ interactions must be held through landline phones or cell phones.
20. Gathering of 05 or more persons in company premises is strictly prohibited. All employee shall try and use stairs as far as possible except those who may have problem in using them.

21. Employees shall as far as possible avoid using other employees' phones, desks, offices, or other work tool and equipment and are advised to clean and disinfect them before and after use.
 22. Approval shall be sought on FLM and use of hard copy files to be avoided.
 23. Every Department shall facilitate delivery and receipt of Dak at the entry point itself of the building
 24. Group meeting if required to be conducted through Video conferencing and signed minutes to be sought in soft copy.
 25. Air conditioning / Ventilation the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity shall be maintained in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation shall be adequate.
 26. If there are one or more COVID positive cases are reported, the disinfection procedure will be limited to the places/areas visited by the patient in last 48 hrs. The entire office building or the work area will not be halted. The work will be resumed after disinfection as per laid down protocol.
 27. However, if there is larger number of employees get infected, the building block or place of work will be closed for 48 hrs and resume work after thorough disinfection.
 28. All other guidelines / directives / protocols notified earlier as contained in the earlier office orders and SOP not specifically mentioned herein or amended, would continue until further orders. All employees are directed to comply with these directives as well as the SoP on preventive measures to contain spread of COVID-19 in offices promulgated by Ministry of Health & Family Welfare while inside MDL and commuting for attending duty.
-

Annexure-II

FORMAT OF DECLARATION TO BE SUBMITTED TO CONTAIN COVID-19.

Employee Name (Executive / Non Executive/ :

Fixed Term /outsourced/sub-contract) :

Personal / Ticket No. :

Designation / Department :

Sl. No.	Queries	Answer
1	Have you travelled out of Mumbai, New Mumbai / Maharashtra during May & June, 2020.	YES / NO
	If YES, place/s of visit and date/s of travel.	
	If YES, have you visited any of the RED ZONEs as notified by the Government.	YES / NO
2	Have any of your relatives or neighbours returned from abroad recently and have you had close contact with them.	YES / NO
	If YES, details of the person and time of contact.	
4	Have you suffered / suffering from cough, cold or fever in the last 21 days.	YES / NO
	If YES, details of the same.	
5	Have you been tested or treated for any symptoms of Corona Virus.	YES / NO
	If YES, status if the test and details of treatment taken.	

DECLARATION

I declare that the details furnished above by me are true to the best of my knowledge and belief and I assure that on resuming duty, I shall follow all the instructions and guidelines issued by the Central / State Government and Mazagon Dock Shipbuilders Limited, with regard to containment of COVID-19 from time to time. I am aware that, I am liable for prosecution and penalty under the Indian Penal Code 1860, the Disaster Management Act, 2005 and Provisions of the Maharashtra Epidemic Diseases, COVID-19 Regulations, 2020 and Company's Rules and Regulations in case of violation of any instructions in this regard.

Signature with Date.