

**BHARAT DYNAMICS LIMITED  
CORPORATE OFFICE  
GACHIBOWLI, HYDERABAD**

Ref: BDL/04/C-HR/2020

Dated: 08.04.2020

**CIRCULAR**

**Sub: PROCEDURE FOR WORK RESUMPTION AFTER LOCK DOWN - Reg**

The recent outbreak of Covid-19 has caused widespread concern in terms of its impact on health of the infected people and the disruption it has brought to the people's lives. Both the Central and State Governments have taken unprecedented steps to contain spread of Covid-19. BDL Management is also monitoring the situation closely and has adopted several precautionary and preventive measures across our Units to ensure the safety and health of all employees. The Company is going to resume its operations once the lockdown period is over and we all have a role to play to stop the spread of this disease.

The following Procedures are to be followed for resuming work at all BDL Units / Offices which will eliminate the chain of Corona spread and works can be done safely.

**I. STEPS NECESSARY BEFORE RESUMPTION OF WORK:**

**1. Disinfection of Company premises / vehicles:**

- All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums.
  - a) Entrance Gate of Factory, Building, Office etc.
  - b) Conference halls
  - c) Open areas available
  - d) Verandah
  - e) Entrance Gate of Canteens, Crèche etc.
  - f) Washroom, Toilet, Sink etc.
  - g) Walls, All other surfaces.
- All company vehicles shall be disinfected.
- Procedure shall be established for the disinfection method, type of medium, periodicity, log register, etc.
- Appropriate Personal Protective Equipment (PPE) like Face covers, Masks, Goggles, Gloves, Coats / Aprons, Shoes and also appropriate disinfecting gadgets like sprayer, brush, etc. shall be made available.
- Display board regarding the procedure of disinfection shall be displayed at entrances / prominent places.
- Installation of Full Body Disinfection chambers - Disinfection chambers are to be placed at all entry points for disinfecting the employees / others.

**2. Instructions / Advice to all employees / others -** Following instructions shall be communicated to all concerned for strict adherence by them.

- a) As far as possible, usage of bulk public transport shall be avoided.
- b) All to use own vehicle for commuting office as far as possible.

- c) All employees and others shall wear full sleeves shirts, shoes and mask while coming for work.

### **3. Changes in working procedure:**

Changes in the working methodology shall be made to avoid crowding and maintaining social distance while working. The Unit Heads shall obtain consent of Corporate in this regard.

- **Working days** - To be decided by the concerned Unit Heads, Division Heads, Department Heads based on the work/ production exigencies.
- **Working Hours** - The employees are to be rostered in staggered shifts so as to avoid crowding in a particular workplace / office / site as applicable.
- **Work from Home** - Work from home is to be implemented in all feasible areas / functions / offices. Alternatively, rotation roster can be followed on alternate / weekly basis for the employees in the same area.
- **Flexible work hours** - Flexible hours staggered both at office and at home can be introduced depending upon the situation / work demand.

## **II. STEPS NECESSARY ON RESUMPTION OF WORK:**

### **1. Security procedures at entry gates:**

- a) Social distancing to be maintained by all the Employees at the punch gate. Markings (1m distance) to be made for ensuring their smooth entry.
- b) Compulsory screening of all persons irrespective of cadre / status entering through gate with Thermal / Infra scanner.
- c) Stoppage of any person found with fever / cough with breathing problem. Person shall be taken to nearest quarantine facility and later to Government hospital immediately.
- d) Parcel / courier person should be stopped at gate. Parcel shall be collected from gate by concerned person and disinfected suitably.
- e) All person entering into gate shall be permitted inside only if they are with mask.

### **2. Sanitization during entry:**

- a) All people who are entering the premises shall be sanitized using whole body sanitizers.
- b) Hand sanitizers shall be kept ready in the entrances and people after entry shall sanitize their hands before proceeding to their work spots.

### **3. Attendance system:**

- a) Bio-metric attendance shall remain discontinued temporarily.
- b) Attendance shall be recorded by punch cards only.

### **4. During duty hours at Units / Offices:**

- a) Employees shall work from their seats and avoid going to other's seats as far as possible.
- b) Maximum possible discussions / interactions can be held through fixed line phones and mobile phones.
- c) Meetings are to be avoided as far as possible and VC / Conference calls / other modes can be used in place.
- d) All employees to strictly adhere to the social distance of minimum 1 meter.
- e) Avoid hard copy files wherever possible and increase soft copy correspondences / approvals by Intra mails / Official emails.

- f) Approving officials can seek required back up / supporting documents in soft copy for study before according approval on hard copy to avoid contaminations.

#### **5. Sanitization and Upkeep of common places / utilities:**

- a) To ensure that all doors / windows are always in open condition during office hours.
- b) As far as possible, air-conditioning shall be avoided and natural ventilation shall be used.
- c) To ensure that sanitization of all areas are done before start and after end of duty hours.
- d) Special attention to be given to wash rooms / toilets by periodical cleaning, swabbing, disinfecting and maintained dry.
- e) Walls / Doors / Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.
- f) Soap solutions / hand sanitizers / paper towels shall be placed and replenished periodically.
- g) To ensure all e-items such as PC, Printer, Electrical cables are not damaged (due to rodents).
- h) Other utilities like Electrical equipment, DG set, welding machines to be checked before putting in operation.

#### **6. Common access places:**

- a) All should preferably use the staircase for climbing floors and avoid lifts as far as possible. However, lifts shall be used if unavoidable and only one person shall use lift at a time.
- b) Lifts shall be cleaned and sanitized frequently.
- c) Hand sanitizers shall be kept in the lift always.
- d) Ensure that office vehicles are not crowded and ensure social distancing inside Vehicles also.
- e) Common cooking and serving of food, tea / coffee & snacks shall be avoided.
- f) Avoid gathering of people in veranda, balcony, parking and other common places.

### **III. SPECIAL INSTRUCTIONS FOR BHANUR TOWNSHIP:**

#### **1. Responsibilities of residents:**

- a) Employees / Residents including their family members shall avoid unnecessary movements outside and adopt stay at home concept.
- b) Use nose mask whenever going outside home
- c) Restrict the children inside the home itself,
- d) Try to avoid entertaining guests / vendors / others visiting homes.
- e) Try to manage household works by family and avoid engaging maids / outsiders.

#### **2. Restriction on the entry of outsiders:**

- a) Entry of suppliers like Amazon, Flipkart, Big Basket, etc. are to be avoided and collection is to be done at township main gate or designated collection points.
- b) Entry of relatives / friends of employees is to be avoided to maximum extent. In case of essential entry, they are to be checked for health issue at the gates.
- c) Entry of visitors to Guest house also is to be avoided to maximum extent. In case of essential entry, they are to be checked for health issue at the entry.

### **3. Code of Conduct at common places:**

- a) All vendors / shop keepers must wear all protective gears like Mask, Gloves etc.
- b) Vendors shall avoid preferably cash transactions and use e-money modes.
- c) Wearing of masks, Social distancing and queue system shall be strictly adhered to by all while gathering at the following places – Shops; Post office; Bank; ATM centre; Religious places; Other common places.

### **4. Sanitization and Upkeep of common places / utilities:**

- a) All roads, outside quarters, play grounds, parks, shopping centres, drainages, waste bins etc. are cleaned and sanitized on daily basis.
- b) To ensure that all doors / windows/ fittings of common places are sanitized frequently.
- c) As far as possible, air-conditioning shall be avoided and natural ventilation shall be used in common utility buildings.
- d) Special attention to be given to wash rooms / toilets by periodical cleaning, swabbing, disinfecting and maintaining dry.
- e) Walls / Doors / Windows and all fittings in wash rooms shall also be disinfected and cleaned thoroughly.
- f) Soap solutions / hand sanitizers / paper towels shall be placed in all public places where ever required and replenished periodically.
- g) Tie up shall be made for getting medically examination of all people for any Covid-19 symptoms.
- h) Quarantine hall or room shall be established in the township for the said purpose.
- i) Vehicle shall be kept ready for emergency purpose.
- j) Minimum social distancing shall be ensured in keeping occupants in a single room.

### **IV. INSTRUCTIONS FOR USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE):**

- 1. All Employees / Contract workers / Trainees / Apprentices / Others, whomsoever is entering the BDL premises shall be permitted only if wearing mask, full sleeve shirts and shoes.
- 2. Sanitation staff involved in cleaning floor area, garden area, offices etc., and sanitation activities shall use Mask, Gloves, Shoes etc. Staggered shift system shall be made to these personnel to minimize the exposure to sanitation hazards.
- 3. Medical staff: All medical staff including Doctors, Nurses, Medical attendants shall be advised to wear all necessary PPE viz., mask, gloves, aprons.

**V. Instructions/ Orders** issued by the State Govt./ District Administration to prevent the spread of COVID-19 shall have to be complied with.



**(SYED RAFFE)**  
**GENERAL MANAGER (HR)**

**STANDARD DISTRIBUTION**