

BHARAT DYNAMICS LIMITED
CORPORATE OFFICE
GACHIBOWLI, HYDERABAD

Ref: BDL/04/C-HR/2020

Date: 16-04-2020

Sub: Resumption of work with effect from 20th April 2020 – Reg.

Ref: i) Circulars of even no. dated: 22-03-2020, 23-03-2020, 28-03-2020,
08-04-2020, 14-04-2020

ii) MHA, GoI Order no. 40-3/2020-DM-I(A) dated: 15-04-2020

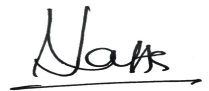
iii) MoD, GoI Lr. No. 5(2)/2019-D(Coord/DDP) dated: 15-04-2020

1. This has reference to the circulars cited in reference (i) regarding the preventive measures to contain spread of COVID-19 and regarding procedure for work resumption after lockdown, the Consolidated Revised Guidelines issued by MHA, GoI cited in reference (ii) and the directive of MoD, GoI cited in reference (iii) to take action as per guidelines.
2. In line with para 15 of the Consolidated Revised Guidelines issued by MHA, GoI cited in reference (ii) and the directive of MoD, GoI vide letter cited in reference (iii), Bhanur Unit, Vishakhapatnam Unit and Badamafi Project shall resume work w.e.f. 20-04-2020 in staggered shifts adhering to the Standard Operating Procedure mentioned in Annexure- I, after obtaining permission from the appropriate Govt. Authorities.
3. Following category of employees (including contract manpower) may be encouraged to 'Work from Home' to the maximum extent possible:
 - i) Those with health issues of heart problem, respiratory problem, cancer, kidney problem etc.



- ii) Those above 55 years with diabetes, hypertension.
 - iii) Pregnant women employees.
 - iv) Women employees having children up to 6 years of age (who are utilising creche facility).
 - v) Physically challenged.
 - vi) Those who have undergone major surgery during last two months i.e., in February / March 2020.
 - vii) Those residing in a containment area earmarked by Govt. authorities w.r.t. COVID-19.
4. Declaration to be obtained from Contract labour, Apprentices and Trainees stating that they have remained in station during the period of lockdown (as per Annexure - II).
 5. In furtherance to the guidelines of MHA, Unit Heads / HODs in other Units / Offices may engage skeletal employees to operate essential services. All other employees shall continue to work from Home.
 6. Violation of lockdown measures will attract penal action from appropriate authorities.

This issues with approval of Competent Authority.



(SYED RAFFE)

GENERAL MANAGER (HR)

STANDARD DISTRIBUTION

ANNEXURE - I

Standard Operating Procedure

The following measures shall be implemented by all Units / Offices:

I. Arrangements to be put in place before resumption of work:

- a) All work places shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.
- b) Shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
- c) Use of Arogya setu will be encouraged for all employees both private and public.
- d) Sanitize the work places between shifts.
- e) Large meetings to be prohibited.
- f) Frequent cleaning of common surfaces and mandatory hand washing shall be mandated.
- g) No overlap of shifts and staggered lunch with social distancing in canteens shall be ensured.
- h) Intensive communication and training on good hygiene practices shall be taken up.

II. Procedure for resumption of work:

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a) Entrance Gate of building, office etc.
 - b) Cafeteria and canteens.
 - c) Meeting room, Conference halls / open areas available / verandah / entrance gate of site, cabins, building etc.
 - d) Equipment and lifts.
 - e) Washroom, toilet, sink; water points etc.
 - f) Walls / all other surfaces
2. Wearing of face cover is compulsory.
3. All employees should be in uniform with full sleeved shirts, shoes and with the identity cards hanging on their chest.



4. For workers coming from outside, special transportation facility will be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30-40% passenger capacity and social distancing in the vehicles shall be ensured. However, employees may be encouraged to use their own transport to the maximum extent possible.
5. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
6. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
7. Provision for hand wash & sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
8. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
9. Large gatherings or meetings of 10 or more people to be discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
10. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
11. Use of staircase for climbing should be encouraged.
12. There should be strict ban of gutka, tobacco etc. and spitting should be strictly prohibited.
13. There should be total ban on non-essential visitors at sites.
14. Hospitals / clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.
15. Any other activity / step as deemed appropriate to fight COVID – 19.

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ANNEXURE - II

DECLARATION TO BE SUBMITTED BY CONTRACT LABOUR / APPRENTICES / TRAINEES

Ref: Circular No. BDL/04/C-HR/2020 dated 16.04.2020.

With reference to the above circular, I hereby declare that I have not travelled out of station during the period of lockdown i.e. from 23-03-2020 to 19-04-2020.

Signature -

Name of individual: -

Staff No. (For apprentices, trainees): -

Name of Contractor (for Contract manpower): -

Dept. / Unit: -

Date:

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