

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

Ref: BDL/04/C-HR/2020

Date: 26 Jun 2020

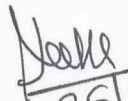
CIRCULAR

Sub: Response Action to deal with COVID-19 positive cases -reg.

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1. Management has taken various precautionary and preventive measures to contain the spread of Corona virus infected diseases (COVID-19) in Plant and Township of BDL.
 2. However, it is observed that few employees and their family members are infected with COVID-19. It is also found that such persons were infected as they came into contact with the Covid-19 positive asymptomatic persons in functions / gatherings.
 3. It is necessary to avoid attending functions/gathering unless unavoidable to content further spread of virus to the community through the contact of infected employees and their family members. In this regard all are hereby informed that the virus spreads through following type of contacts:
 - i. Primary contacts - Family members / Close friends / Colleagues.
 - ii. Secondary contacts - Temporary contacts with the infected persons and
 - iii. Tertiary contacts - Rare contacts in particular incubation period.
 4. As a responsible citizen, it is necessary that everyone is careful while coming into contact with infected persons. It is also necessary to ensure that the infected / suspect cases are sent for testing and proper guidance by Company Doctors / Health authorities is given to such cases.
 5. The following Standard Protocol is to be ensured by the Unit HRs for dealing with COVID-19 positive cases:
 - a. Persons with COVID-19 symptoms are sent for diagnostic tests immediately and ensured that they are quarantined with proper medical care till test reports are received.
 - b. Carry out necessary sanitization and other precautionary measures in the area.
 - c. Trace the history of contacts and send the primary contacts for COVID test immediately. Further, they shall be quarantined till receipt of reports. If diagnosed with positive result they shall be continued to be quarantined under medical care.
 - d. The secondary contacts shall be isolated for observation of symptoms. They shall be sent for COVID test in case they develop any symptom such as cough, sneeze, throat soar, fever, breathlessness etc.
 - e. Necessary assistance / care including basic needs shall be arranged for isolated / quarantined cases and their families.
 - f. CMO and his / her medical team shall regularly monitor isolated / quarantined cases and provide appropriate medical care.
 - g. CMOs shall have a close liaison with the District / State Health authorities and share necessary information about treatment of COVID-19 from time to time.
 - h. Units HRs shall make necessary arrangements for quarantine / isolation with minimum requirements.
 6. All employees are advised to take utmost precautions and care by adhering to the notified Govt. Guidelines in their self interest as well as in the interest of the Organization. It is a time for everyone to be united to fight against the community transmission of corona virus and to safeguard the organization.

“AVOID COVID-19 BUT NOT COVID-19 PATIENTS”

“THINK OF FAMILY AND THINK OF OTHERS”


26/6/2020
(SYED RAFFE)
GENERAL MANAGER (HR)

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