



# MEASURES TAKEN BY SFL AGAINST CORONAVIRUS

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# Measures Taken By SFL Against Coronavirus towards -

Workplace readiness	
Employee readiness	
Commuting from home to work	
Entry to workplace	
Managing health of employees at workplace	
Creating employee awareness	
Canteen protocols	
Toilet hygiene	
Wellbeing of employee's family	
Mental wellbeing of employees	

SOP  
for  
Factory/Office



# Workplace Readiness



Deep disinfection and sanitization of factory / office prior to resuming operations.

Inspection of all critical amenities.



All factories and offices of SFL will work at the strength permitted by management & government.

The other employees will continue to work from home.



Employees above a specific age and pregnant ladies will work from home until further notice.

# Workplace Readiness



There will be two entry exit points to ensure there is no crowding at the entrance.

Shift timings will also be staggered to ensure social distancing.

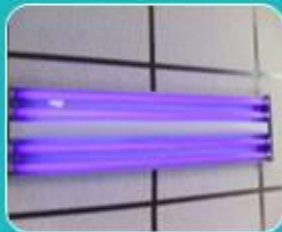


To avoid unnecessary touching of door/doorknobs and handles, all non-essential doors will be kept open permanently and will be guarded if required.

# Workplace Readiness



There will be no air conditioning in offices. Adequate number of fans will be made available. Where air conditioners are allowed there windows / doors will be remain open.



UV light will be installed in Canteen to ensure sanitization of all utensils.



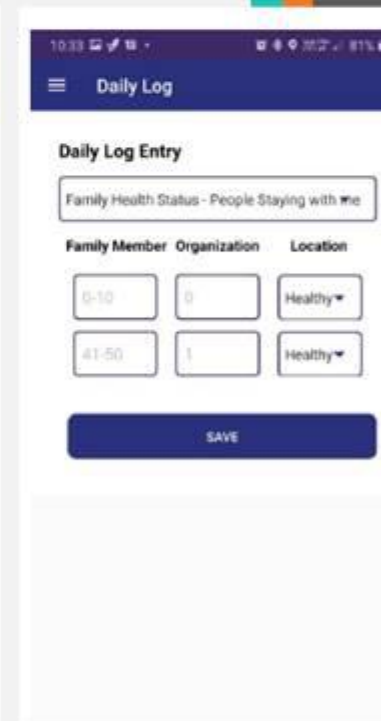
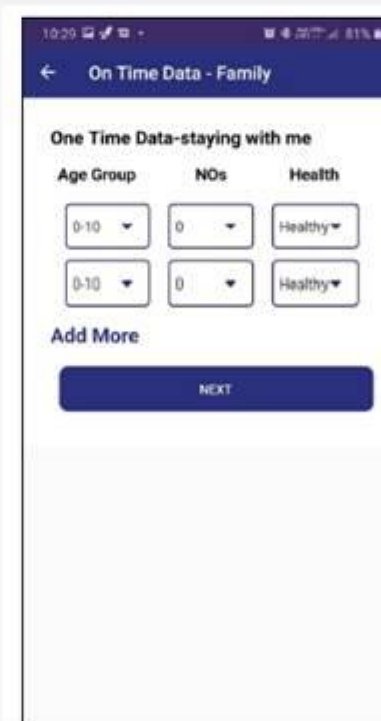
Designated spots have been demarcated for raw material delivery. Specific areas are also identified for drivers/cleaners of the trucks .





# Workplace Readiness – SFL Nalam App

- Recording temperature and contact tracing through SFL NALAM mobile app and web application
- The mobile app collects information on employees commute, daily temperature record of the employee, health status of their family members.
- For contract / other category employees, data is uploaded through web application.





# Workplace Readiness – SOPs

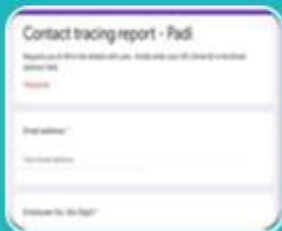
- Specific SOPs have been framed, to be followed post lockdown.
- The Standard Operating Procedures (SOPs) covering aspects like
  - behaviour when entering and exiting the factory / office,
  - operation guidelines while at factory / office,
  - conducting meetings,
  - usage of the canteen,
  - usage of toilets and
  - other common facilities.
  - Contact tracing
  - What to do when someone tests Covid Positive
- These SOPs have been circulated among employees in English and other regional languages.
- Key employees are appointed as Vigilance Officers to audit the adherence to these SOPs and report any deviations to Head of HR.



# Employee Readiness



Formation of Crisis Managers Team. Regular communication by HR and Crisis managers with employees. Daily awareness campaign.



All employees must provide their 'contact tracing' details at regular intervals.

Employees also fill in the 'self declaration form', ensuring containment of Coronavirus.



Provision of masks and gloves have been made for all employees who come to work

All high-risk employees will be provided PPEs.



# Employee Readiness



Increase the distance between desks and workstations as much as possible.



Maintain 1 metre distance from one another



No handshaking or hugging



Use video conferencing/telephone for conducting meetings



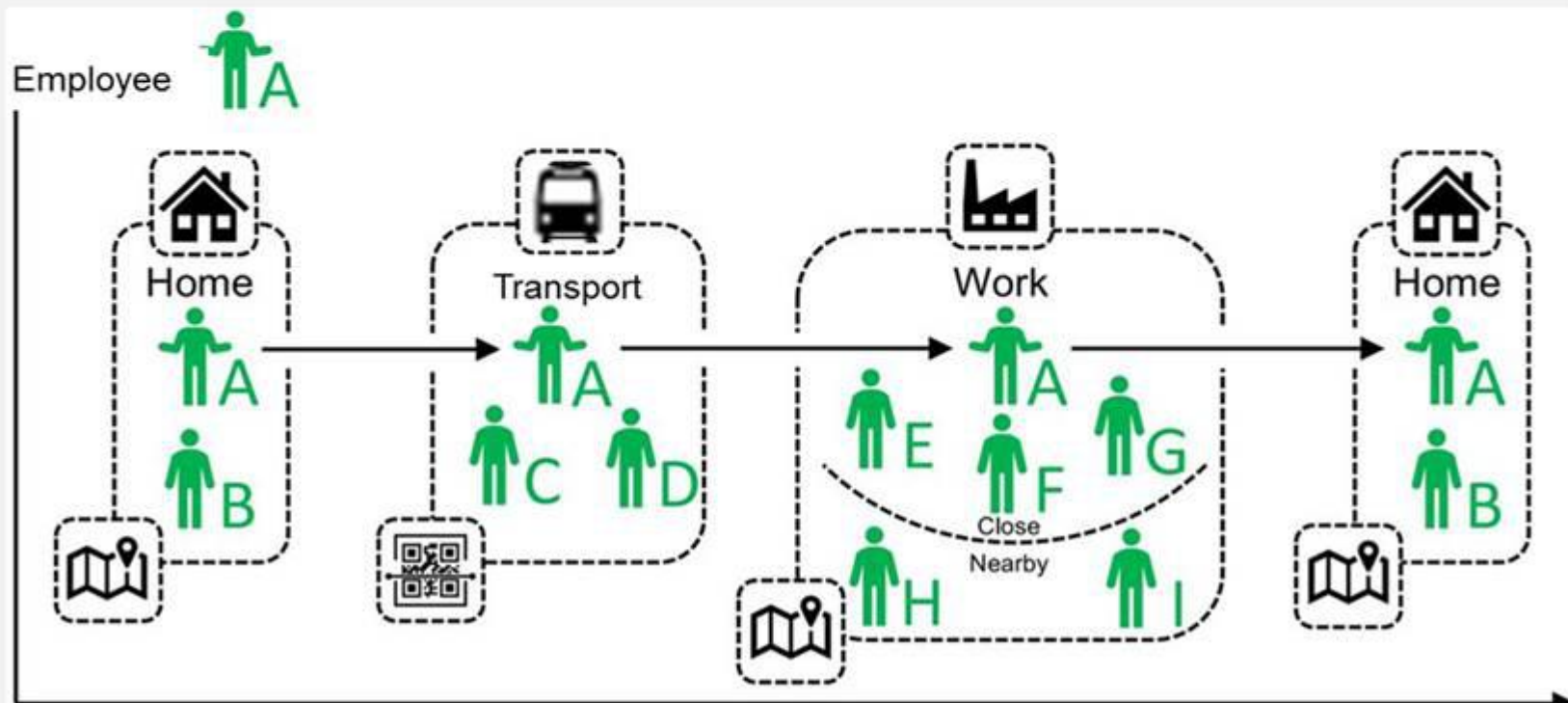
Clean your workstation at regular intervals and at the end of shift



Try to reduce use of paper by making digital. Any invoices/hardcopies all to be in soft copies only

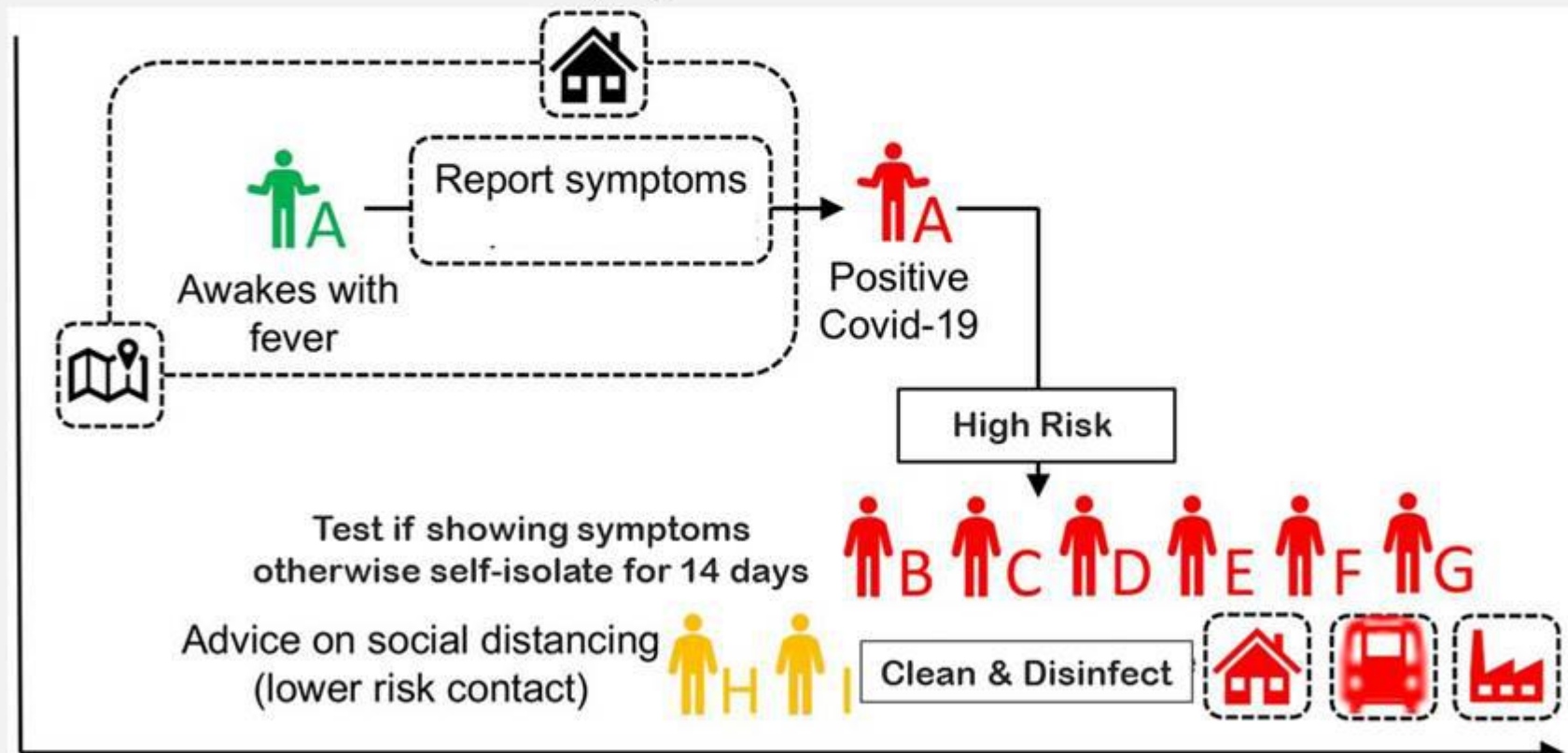
# Workplace & Employee Readiness – Contact Tracing Matrix

- A system has been enabled where in contact between employees are restricted such that there are no unnecessary movements and interaction among them.
- This helps in reduction of impact on employees when someone tests positive.
- Further employee wise data is maintained tracing all the employees they are in contact with during their day.



# Workplace & Employee Readiness – When Someone Tests Covid Positive

When an employee tests positive, the contact matrix helps in identifying employees who are at high risk and need to be self isolate immediately and who are at low risk and need to be monitored for symptoms



Source: [mons.wikimedia.org/w/index.php?curid=89120620](https://mons.wikimedia.org/w/index.php?curid=89120620)

# Commuting from Home to Work

- Avoid public transport.
- Use only company transport or personal vehicle to travel to work.
- No pillion riders allowed on two-wheeler



Company bus/cab will operate at 50% capacity. Every row to seat only one employee, in cross-cross manner



Avoid crowding at pick up point



Employees and bus/cab driver must wear masks and gloves



Avoid leaning on windows in bus/cab

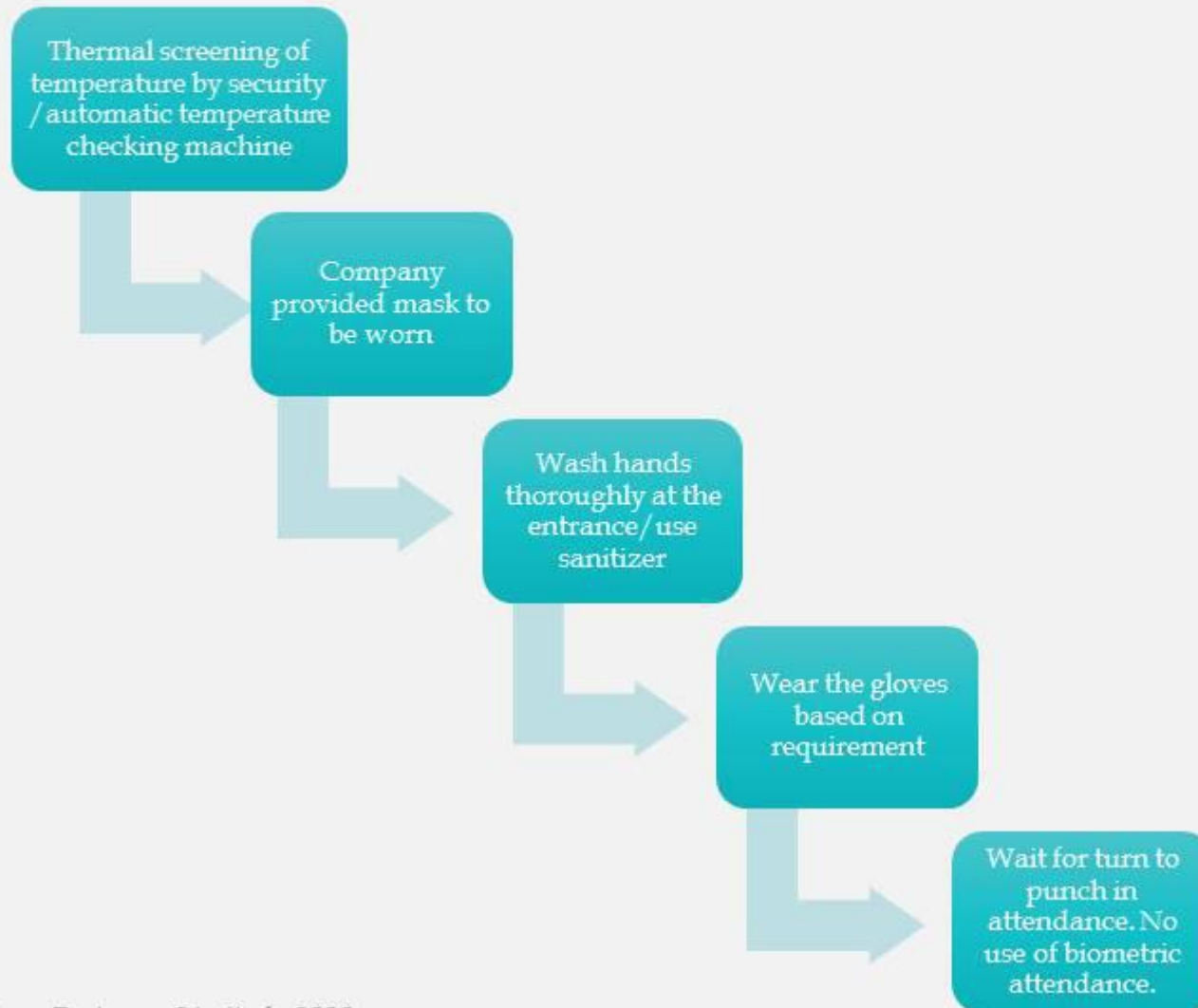


Company cabs and buses will be disinfected before and after every trip





# Entry into Workplace



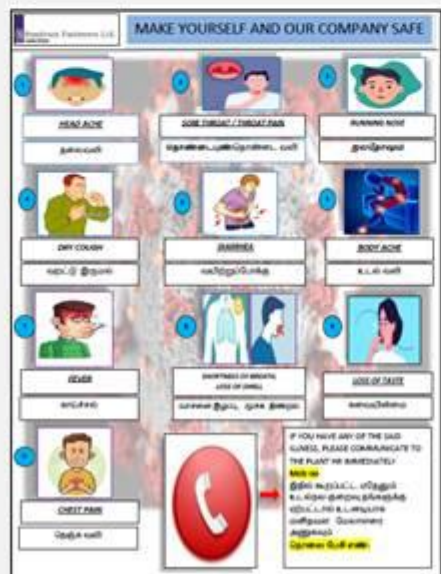
# Managing Health of Employees at Workplace

- Quarantine tent setup at all factories / office
- Protocols incase of an employee falling sick laid down
- Awareness created on symptoms of Coronavirus – Security, HR and Vigilance officers to monitor employees for symptoms
- Any employee showing any symptom will be sent to quarantine tent immediately



# Creating Employee Awareness

- SOPs briefed to every employee before resuming to work
- Continuous awareness through trainings, posters, by OHC teams and HR





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# Canteen Protocols



Staggered lunch timings



Maintain 2 metre distance



20 minutes lunch time



Wash plates before and after use



No sharing food and utensils



Cold food like curd rice / buttermilk will not be provided

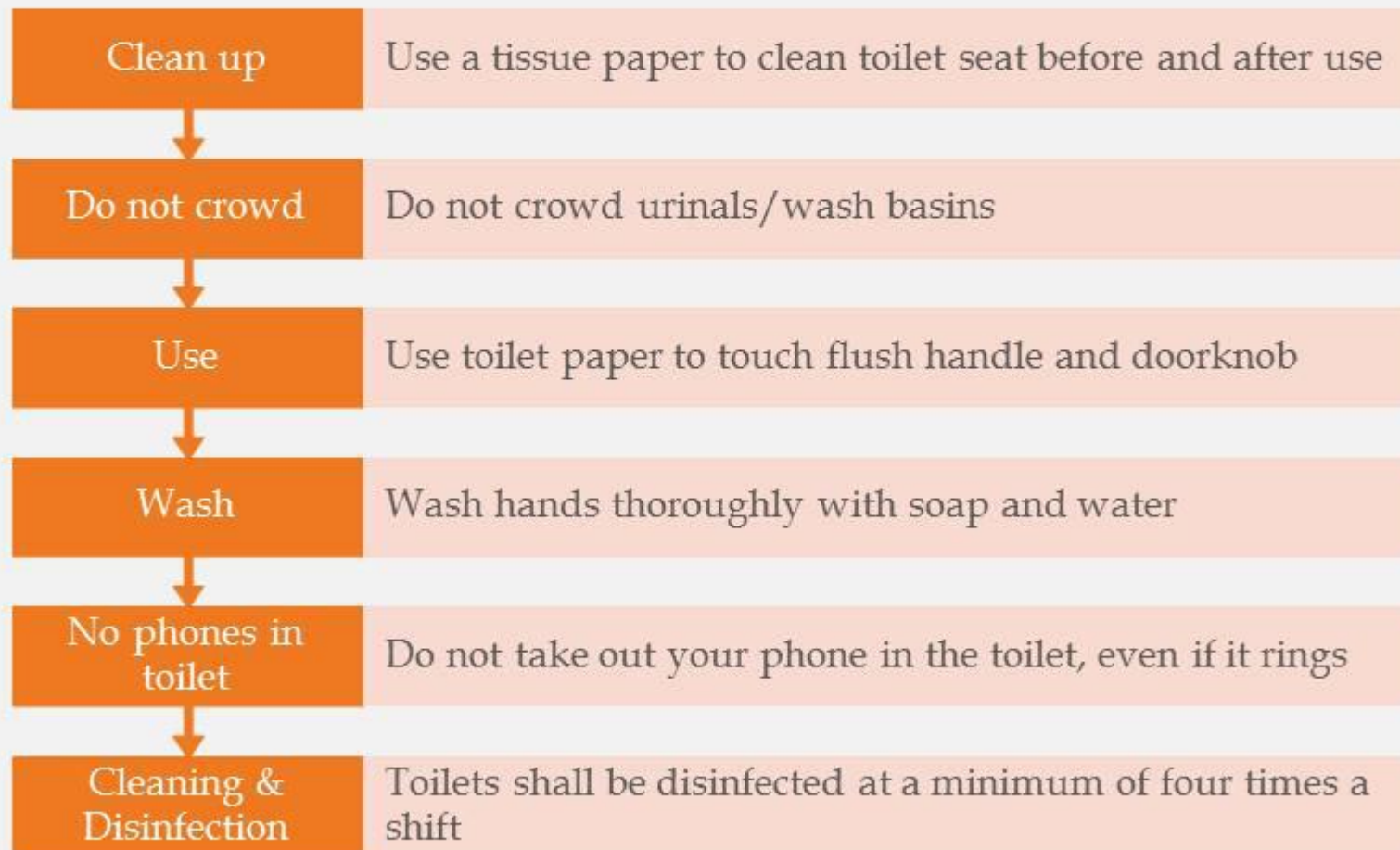


All employees are advised to get their own water bottles



Tea will be served in disposable cups

# Toilet Hygiene



# Wellbeing of Employee's Family

Inform your family in advance to leave the door open

Leave your shoes outside

Wash your hands and sanitize your belongings

Take good hot water bath

Put your clothes for wash

# Mental Wellbeing of Employee's

- Helpline numbers have been provided to all employees to reach out to incase of mental distress.
- This is an initiative by Sundram Fasteners Centre for Social Action and Research at The Banyan Academy.

**YOUR MENTAL WELL-BEING IS AS IMPORTANT TO US AS YOUR PHYSICAL WELL-BEING**

- If you need help reach out to the helpline number
- Be gentle with your mind.
- This is an initiative by Sundram Fasteners Centre For Social Action And Research At The Banyan Academy

**तनावग्रस्त या चिंतित महसूस कर रहे हैं? हमसे बात करें**

**हमारे मानसिक स्वास्थ्य सहायता हेल्पलाइन पर सम्पर्क करें**

**संपर्क विवरण:**

96772 45567 : 12 pm - 4 pm  
 97899 61588 : 12 pm - 4 pm  
 98116 91401 : 12 pm - 4 pm  
 94458 42050 : 4 pm - 8 pm





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# SOPS FOR REFERENCE

# SOPs on cleaning and disinfection

SOP— CLEANING AND DISINFECTION			
Area/Items	Items/Equipment	Process	Method/ Procedure
Machineries	Damp cloth or sponge/squeegee mop Detergent	Thorough washing	<ul style="list-style-type: none"> <li>Machineries to be washed with a brush, using detergent and water once a week (on one defined day); gently apply cloth to soiled area, taking care not to remove paint, then wipe with warm water to remove excess cleaning agent.</li> <li>Frequently touched surfaces should be cleaned daily.</li> </ul>
General areas	Dust mops/Mop (No broom will be used for sweeping)	Sweeping/Cleaning Daily mopping	<ul style="list-style-type: none"> <li>Sweep with the dust mop or damp mop to remove surface dust.</li> <li>Sweep under the furniture and remove dust from corners. Detergent dust must be removed using a hearth brush and shaver.</li> <li>The sweep tool should be cleaned or replaced after use.</li> </ul>
Flooring daily mopping	Cleaning liquid as approved for each unit	Sweeping/Cleaning Daily mopping	<ul style="list-style-type: none"> <li>Prepare cleaning solution using detergent with warm water.</li> <li>Use the three-bucket technique for mopping the floor: one bucket with plain water and one with the detergent solution.</li> <li>First mop the area with the warm water and detergent solution.</li> <li>After mopping clean the mop in plain water and squeeze it.</li> <li>Repeat this procedure for the remaining area.</li> <li>Mop area again using approved cleaning liquid after drying the area.</li> <li>In between mopping if solution or water is dirty change it frequently.</li> <li>Mop the floor starting at the far corner of the room and work towards the door.</li> <li>Clean entrance between cleaning.</li> <li>Note: Mopping should be done twice a day.</li> </ul>
Ceiling and walls	Sweeping tool Duster/Bowl/small bucket of soap solution Plain water	Damp dusting	<ul style="list-style-type: none"> <li>Damp dusting with a long-handled tool for the walls and ceiling done with very little moisture, just enough to coat the dust.</li> <li>Damp dusting should be done in straight lines that overlap one another.</li> <li>Change the mop head/cloth when soiled.</li> <li>Note: Mopping should be done once a week or after examining a output line.</li> </ul>
Doors and door knobs	Damp cloth or sponge/squeegee mop Detergent	Thorough washing	<ul style="list-style-type: none"> <li>The doors are to be washed with a brush, using detergent and water once a week (on one defined day); gently apply cloth to soiled area, taking care not to remove paint, then wipe with warm water to remove excess cleaning agent.</li> <li>Door knobs and other frequently touched surfaces should be cleaned daily.</li> </ul>

SOP— CLEANING AND DISINFECTION			
Area/Items	Items/Equipment	Process	Method/ Procedure
Rainings	Cleaning liquid as approved for each unit	Daily dusting	<ul style="list-style-type: none"> <li>Damp dust with warm water and detergent followed by disinfection with hypochlorite.</li> </ul>
Tables, cupboards, wardrobes, benches, shelves	Damp duster Warm water Detergent Dry duster	Damp dusting	<ul style="list-style-type: none"> <li>Damp dust with warm water and detergent.</li> </ul>
Mirrors and Glass	Warm water Detergent water/cleaning solution Damp cloth Wiper	Cleaning	<ul style="list-style-type: none"> <li>Using warm water and a small quantity of detergent and using a damp cloth, wipe over the mirror and surround, then using a dry lint-free cloth, buff the mirror and glass to a clean dry finish.</li> </ul>
Telephone	Warm water detergent solution Duster	General cleaning	<ul style="list-style-type: none"> <li>Damp dust with warm water and detergent.</li> <li>Paying special attention to the ear and mouth piece and dry it properly.</li> </ul>
Desks	Damp cloth Furniture polish	Dusting	<ul style="list-style-type: none"> <li>Wipe top plates and draw handles with a damp cloth.</li> <li>Wooden desks should be cleaned with furniture polish and buffed to clear gloss. Pen holder etc. to be cleaned or dusted.</li> </ul>
Chairs (Vinyl)	Warm water and Detergent	Cleaning	<ul style="list-style-type: none"> <li>Wipe down with warm water and detergent. Remove any marks under arms and seat. Check for damage to choppers. If chopper require replacement, report to maintenance department.</li> </ul>
Furniture and fittings	Warm water and detergent Rag	Dusting	<ul style="list-style-type: none"> <li>Using warm water and detergent, damp dust all furniture and fittings including chairs, stools, beds, tables, cupboards, wardrobes, lockers, trolleys, benches, shelves and storage racks, waste/ bins, fire extinguishers, oxygen cylinders, television windows etc and dry properly.</li> </ul>
Light switches	Damp cloth (never wet) Detergent Warm water	Cleaning	<ul style="list-style-type: none"> <li>Light switches to be cleaned of dust spots and finger marks. Clean with a damp cloth (never wet) and detergent.</li> <li>Over-head lighting to be damp dusted. Clean with warm water &amp; no detergent.</li> </ul>
Curtains	Soft clothes Water Mild soap solution	Cleaning	<ul style="list-style-type: none"> <li>Clean with water and soap for curtains</li> </ul>

SOP— CLEANING AND DISINFECTION			
Area/Items	Items/Equipment	Process	Method/ Procedure
Toilet pan/ commode	Cleaning liquid as approved for each unit		<ul style="list-style-type: none"> <li>Inside of toilet pan/commode.</li> <li>Scrub with the recommended agents and the long handle angular brush.</li> <li>Outside: Clean with recommended agents; use a nylon scrubber.</li> </ul>
Ud/commode	Nylon scrubber and soap powder		<ul style="list-style-type: none"> <li>Wet and scrub with soap powder and the nylon scrubber inside and outside.</li> </ul>
Toilet floor	Soap powder and scrubbing brush/ nylon broom		<ul style="list-style-type: none"> <li>Scrub floor with soap powder and the scrubbing brush.</li> <li>Wash with water.</li> <li>Use approved cleaning liquid.</li> </ul>
Tap	Nylon scrubber and soap powder		<ul style="list-style-type: none"> <li>Wet and scrub with soap powder and the nylon scrubber.</li> </ul>
Showers area / Taps and fittings	Warm water, Detergent powder, Nylon Scrubber		<ul style="list-style-type: none"> <li>Thoroughly scrub the floors/tiles with warm water and detergent.</li> <li>Wipe over taps and fittings with a damp cloth and detergent.</li> <li>Care should be taken to clean the underside of taps and fittings.</li> <li>Taps should be dried after cleaning.</li> </ul>
Soap dispensers	Detergent and water		<ul style="list-style-type: none"> <li>Daily dusting.</li> <li>Should be cleaned weekly with detergent and water and dried.</li> </ul>

SOP  
for  
Factory/Office

# SOPs to be followed by employees



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## SOP—COMPANY TRANSPORTATION



Avoid crowding at pick up point. Maintain distance from all. While boarding the bus, employees must form a queue standing at least 1 metre apart from each other



All employees using company transportation – bus or cab must wear masks and gloves. This includes the driver.



Buses will operate at 50% capacity. In buses, every row will seat only one employee in a criss-cross and not one behind the other to avoid contamination from drop-lets.



In cabs, there will be restrictions on the number of employees allowed to board the car along with the driver depending on the size of the car and maintaining maximum distance possible.



Employees must avoid leaning on the windows while seated in buses/cabs



Company bus & Cabs will be disinfected after every trip. Disinfection includes cleaning of door handle, seats, handrail, windows, door handle, driver seat, steering wheel, ventilating the air etc.

# SOPs to be followed by employees



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## SOP—FACTORY/OFFICE USE



Health screening will be conducted at the entrance of all office/factory premises by taking body temperature



Clean hands at the door – sanitizers will be provided at all office/factory premises. Use them when you enter the premises



Stop handshaking or hugging – use other non-contact methods of greeting.



Use the telephone, video conferencing, or the internet to conduct meetings.

When meetings are necessary, have the meeting in a larger room where people can sit with more space between them (at least about one to two metres apart).



Increase the distance between desks as much as possible. Avoid sitting close together while working on the same system.



Cancel or postpone any travel, meetings, workshops, etc. that are not absolutely necessary.



Make a conscious effort to avoid crowds.

- ⇒ Avoid public transit.
- ⇒ Staggered lunch hours will be implemented to avoid crowded canteen.
- ⇒ Avoid gathering in groups for any discussion



# SOPs to be followed by employees



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## SOP—USE OF CANTEEN



To avoid crowd, canteen use for breakfast/ lunch etc. will be staggered. Kindly cooperate.



Employees will be given a maximum of 20 minutes to have their meals.



All employees must wash their plate before and after using them.



Maintain a distance of at least 1 meter while queuing up at the canteen.



Avoid sitting in large groups. Please follow unit specific instructions for the maximum number of people allowed per table.



With COVID-19, sharing is not caring. Do not share:

- ⇒ Food—even if it's home cooked
- ⇒ Drinking glass
- ⇒ Utensils

# SOPs to be followed by employees

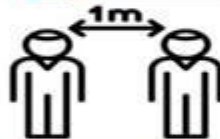


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## SOP— USE OF TOILETS



Clean the toilet seat with a tissue before and after use.



Do not crowd at the urinals/wash basins -  
Ensure a distance of 3 feet at least.



Use toilet paper to touch the flush handle and throw it away in the bowl as it's starting to flush.

Ensure the place is left clean after use.



Wash your hands thoroughly with soap and water after use.



Dry your hands using a hand dryer or tissue paper as bacteria multiply faster on wet hands than dry ones.



Do not take your phone out in the toilet, even if it rings.

# SOPs to be followed by employees



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## SOP— PERSONAL HYGIENE



Wash your hands frequently



Stay home if you are sick (so you do not spread the illness to other people). Inform your crisis manager.



Stay home if someone at home is sick. Inform your crisis manager.

Use a tissue, or cough and sneeze into your arm, not your hand. Turn away from other people. Use single-use tissues. Dispose of the tissue immediately.



Do not touch your eyes, nose or mouth.



Do not share cups, glasses, dishes or cutlery.



Do not spit in public



Clean your Workplace desk or Workstation often

# Adherence of SOPs

No contact thermal body temperature scan



Temperature scanned by security from a kiosk



Temperature scanned by automatic machine built in-house



# Adherence of SOPs



Foot operated  
hand wash  
facility at the  
entrance



No contact  
attendance  
registration

# Adherence of SOPs

Foot operated  
water  
dispenser



UV light disinfection in Canteen



Social distancing followed in canteen area  
with dividers between seats

# Adherence of SOPs



UV light disinfection in  
Toilets



# Adherence of SOPs



Social distancing followed in parking area



Disinfection of vehicles entering the campus



# Adherence of SOPs



Social distancing followed in shop floor



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STAY SAFE, STAY  
HEALTHY