	<b>BOROSIL RENEWABLES LIMITED</b>	DOC. NO: L3/HSE/001
		ISSUE NO./DATE: 01 / 25.03.2020
	<b>GUIDELINES TO FOLLOW DURING COVID 19 LOCKDOWN AT FACTORY PREMISES</b>	REV. NO: 1
		REV. DATE: 15.04.2020

**BOROSIL RENEWABLES LIMITED** is a continuous process industry and as per the government notification, factory has taken the permission from SDM, Bharuch to maintain the critical operations of glass melting furnace. During this operation employees are instructed to follow the guidelines within the factory premises during this lockdown period.

**1. Scope**

To provide safe and infection free environment inside the factory premises

**2. Purpose**

To ensure safety and good health of the employees

**3. Components required**

- a. Social distancing
- b. Hand washing / Hand sanitizer
- c. Face covering
- d. Thermal / Temperature scanning
- e. Spraying unit for vehicle disinfection

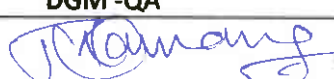

**4. Flow diagram**




**5. Procedure**

- a. BRL security team to provide the hand sanitizer to the employees who are entering the factory premises maintaining social distance of 1 metre between the employees



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- b. From the dedicated pathway, the employees will move towards Health Counters for Initial Thermal / Temperature Screening while entering and exiting the factory premises and temperature should not exceed 37.5 °C.






- c. After screening, employees temperatures are recorded in Annex-1, for daily monitoring and tracking.



- d. Employees to discard the old face mask by cutting into two pieces and place in a closed dust bin, which will be disposed as bio-medical waste within 48 hrs through an authorized agency by Pollution Control Board for waste disposal.



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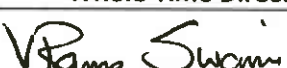
- e. Employees will be issued a new mask immediately and dispose the face mask when he enter the factory premises on next day as per point "d".



- f. Employees screened and those without any risk factors will be allowed to punch for attendance through electronically, only face screening is allowed and moved towards their designated work place to carry out his daily activities by maintaining a social distance of 1 metre.



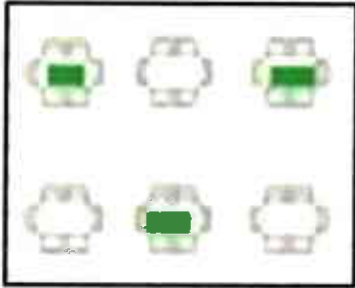
- g. After every trip before new persons enter, all the vehicles used for transportation for pick up and drop to be sanitized. For hand sanitizing, one sanitizer bottle is placed in each vehicle for usage. Few face masks are also kept in vehicle for issuing, if any employee forgot his face mask.
- h. For cars, only 4 people including driver are allowed and for BUSES a total of 8 members including driver in a 32 seater BUS and 14 members including driver in a 52 seater bus are allowed
- i. All employees at designated work area shall wear face mask compulsorily.

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- j. A social distance of 6 feet is to be followed at all times in the factory premises.
- k. In canteen, seating arrangement to be provided at a distance of 6 feet between two persons and stagger the lunch breaks to ensure social distancing.



**Sitting alternative seats**



- l. All Air Conditioners in the office areas where many employees are sitting are to be switched off to prevent aerosol transmission
- m. All areas of the factory premises shall be disinfected completely using user friendly disinfectant mediums
- n. Safety instructions are demonstrated to each individual at the screening point and a copy of the guidelines is issued to the individual personal in their local language for easy understanding. Attached Images are for your reference.

Safety guidelines for Borosil Renewables Limited employees during Covid-19 lockdown period		
1	All employees to maintain a social distance of 6 feet from each individual while entering the factory premises	
2	All the employees to carry their hand sanitizer before proceeding to the screening area	
3	During the time screening of any employees, body temperature must be below 100°F. If it will not be maintained into the factory premises	
4	All the employees should be required to maintain a social distance of 6 feet	
5	Hand wash should be made compulsory all the times over the factory premises	
6	Use the hand sanitizer frequently which are available at designated areas at the workplace	
7	In canteen, sitting alternative seats to maintain a social distance of 6 feet between two persons and stagger the lunch breaks to ensure social distancing	
8	Employees are sitting are to be required to prevent aerosol transmission	
9	In case of fever, cough, difficulty in breathing and other signs the employees shall use medical attention. Follow the directions of local health authority	
10	Avoid using ATM, use only stamp cases	
11	For any emergency contact following numbers: A. Security - Mr. Ashok - 9866261000 B. Security - Mr. Suraj Prasad - 9841105406 C. Safety - Mr. Anil Kumar - 9841105406	

सुरक्षा दिशानिर्देश (Safety Guidelines) for Covid-19 Lockdown Period		
1	सभी कर्मचारियों को एक-दूसरे से 6 फीट की दूरी बनाए रखनी है।	
2	स्क्रीनिंग क्षेत्र में जाने से पहले हाथ सैनिटाइजर लाना।	
3	किसी भी कर्मचारी की जांच के दौरान, तापमान 100°F से कम होना चाहिए।	
4	सभी कर्मचारियों को 6 फीट की दूरी बनाए रखनी है।	
5	कारखाने के सभी हिस्सों में हाथ धोना आवश्यक है।	
6	कार्यस्थल पर उपलब्ध हाथ सैनिटाइजर का उपयोग करें।	
7	कैंटीन में, सोफे पर वैकल्पिक बेंचें बैठें ताकि 6 फीट की दूरी बनाए रखी जा सके।	
8	कर्मचारी बैठते-बैठते अर्ध-वृत्त में श्वास निकास करवाएं।	
9	ज्वर, खांसी, सांस लेने में दिक्कत और अन्य चिह्नों के मामले में चिकित्सा सहायता लें। स्थानीय स्वास्थ्य अधिकारी की सलाह लें।	
10	ATM का उपयोग न करें, केवल स्टैम्प केस का उपयोग करें।	
11	किसी भी आपातकाल में निम्नलिखित नंबरों पर संपर्क करें: A. सुरक्षा - Mr. Ashok - 9866261000 B. सुरक्षा - Mr. Suraj Prasad - 9841105406 C. सुरक्षा - Mr. Anil Kumar - 9841105406	

- 6. In case of following SYMPTOMS, Employees are to be referred to a doctor:
  - 1. Fever

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2. Cough
3. Difficulties in breathing
4. Body temperatures
5. Severe Headache

**7. PREVENTION for knockdown of COVID19: Refer the posters displayed at main gate and plant areas**



- a) **Wash your hands frequently**  
Regularly and thoroughly clean your hands with soap and water and in case the facilities are not available such as in a car use an alcohol-based (60% min) hand sanitizer.
- b) **Maintain social distancing**  
Maintain at least 6 feet distance between yourself and anyone
- c) **Avoid touching eyes, nose and mouth**
- d) **Practice respiratory hygiene**  
Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately in closed dust bin.
- e) **If you have fever, cough and difficulty breathing, seek medical care early**  
Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of local health authority.

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