



# HIT REFRESH

***RESUMING OPERATIONS AFTER COVID 19 LOCKDOWN***





## FROM THE DESK OF CHAIRMAN & MANAGING DIRECTOR

Dear Dorset Family,

Last few weeks have been challenging as the growing outbreak of COVID-19 pandemic has affected each one of us in multiple ways, our families, friends, business and way of life. This fast changing situation has set a “New Normal” and forced us to re evaluate how we operate. We as a group are working on using this challenge as an opportunity to make our company more dedicated, more efficient, and more focussed on serving the needs of our customers.

I would like to acknowledge and thank each one of you for working from home and supporting in time of this crisis. I really appreciate the spirit you have demonstrated.  
Thank you for your commitment to the organisation.

I am personally looking forward to reopen our operations and I am sure , you all must have been looking forward to it with vigour and enthusiasm.

As we await to resume operations post lockdown, The Response Team are working relentlessly to ensure seamless start of the operations simultaneously ensuring the safety of our employees ensuring adherence to the Government directions. We have created a Standard Operating Process(SOP) which will help us to be efficient and consistent across the group. I expect everyone to leverage this SOP and adhere it to the fullest.

Thank you for all the hard work! Stay Safe and take good care of your self and your families.

Rajesh Bansal

# ACKNOWLEDGEMENTS

Sincere Thanks To All The Stake Holders



## Team Dorset

- Members At Dorset industries Pvt Ltd

## State Government

- Department Of Factories, Labour, Industries, Police
- Department Of Health and Family Welfare
- District Administration

## Government Of India

- Ministry Of Industries, Commerce
- Ministry Of Health And Family Welfare
- Ministry Of Finance

And World Health Organization



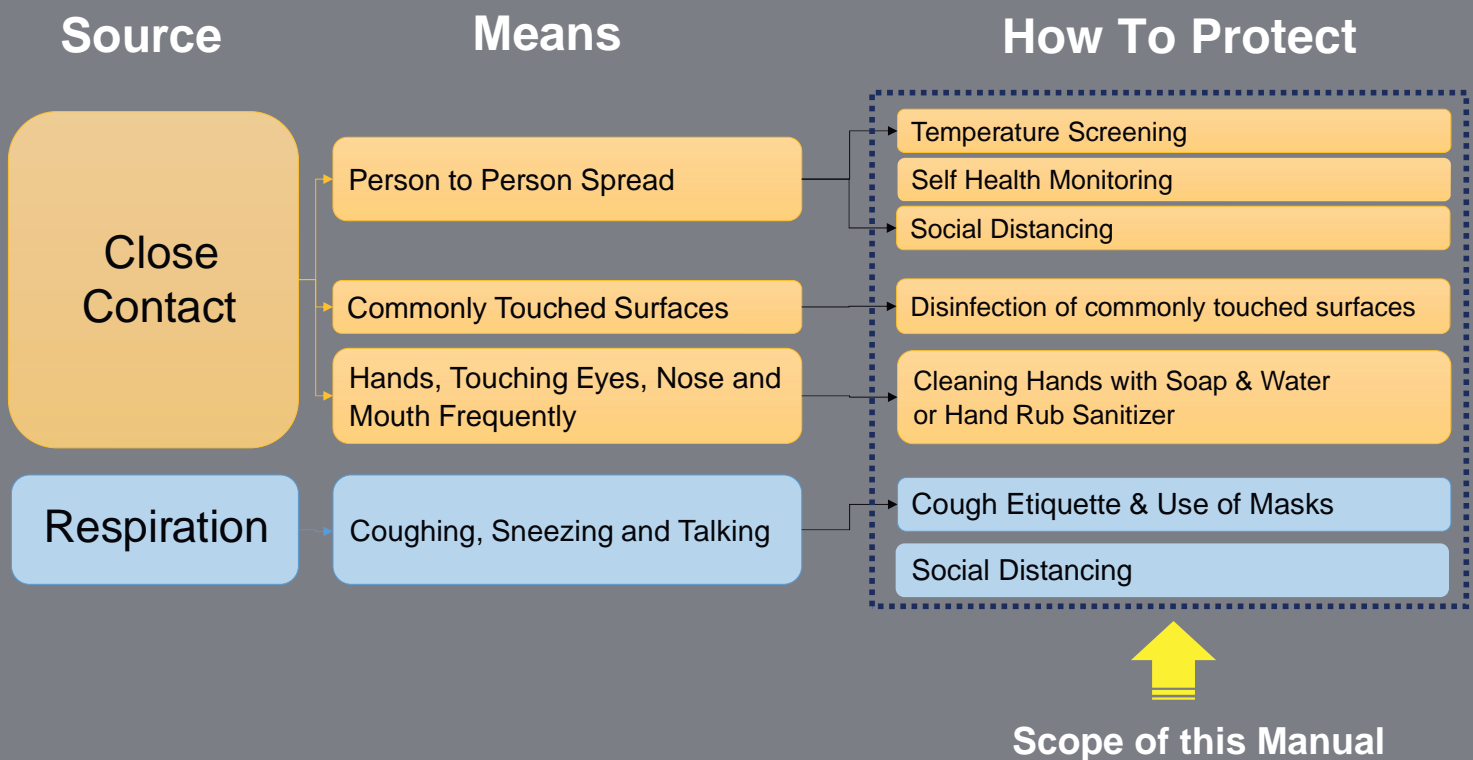
# HOW TO PROTECT

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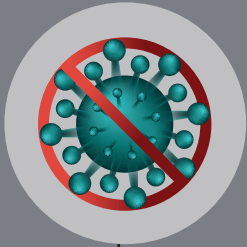
## PURPOSE

- Contribute to the Government , Stakeholders and Community by sharing company's know-how.
- Ensure health and safety of all employees and enrich the lives of communities
- “Facilitate to set uniform acceptable standards at Dorset workplaces.”

# HOW TO PROTECT



# OBJECTIVE



## STOP COVID-19



Following this document while resuming offices after lockdown we will be able to break the chain of corona spread. All precautionary measures are to be ensured at all business verticals.



This document will be updated on day to day basis based on the developments and the latest situation / guidelines issued by the government (centre / Local) agencies or and the dorset group. This may however be used as a baseline to ensure a safe re -opening



The common symptoms of Covid - 19 includes fever, cough and shortness of breath, muscle pain, sputum production and sore throat. It is highly contagious and the infection is spread from one person to others through respiratory droplets and therefore all carriers need to be eradicated immediately.



COVID 19 can spread from the infected person through small droplets from the nose or mouth which are spread when a person sneezes, coughs or exhales by breathing in these droplets or by touching the objects and surfaces around the person where the droplets may have landed and then touching their eyes, nose or mouth.

# RESUMING OPERATIONS

The offices and unit location will resume in phases based on the situation and the timelines that will be decided and intimated.



Group Safety Officer will release the Information to all the Units / Branches / Operational Head.

The decision will be taken in line with the Government authorities, based on the requirement of the customers, availability of the material from the suppliers and other business and operations needs and deploy the minimum possible manpower required for the manufacturing and linked activities.



## **PREPARATION BEFORE RE- OPENING**

- Set up teams for management of the canteen, visitors, employee health monitoring, body temperature checking, disinfection/ fumigation, PPE, maintenance, etc.
- Create roaster charts/attendance charts employwise with Operation head.
- Send message to all employees keeping them informed of the various measures in place after the plant reopens.
- Give training and guidance to relevant people including security, housekeeping and admin staff who will be responsible to maintain discipline and hygiene.
- Display posters and information on Notice Boards to keep everyone informed and educated.



## BEFORE THE DAY OF RE-OPEN

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Confirm customers plan for reopening and their schedules



Confirm from suppliers about manpower and raw material availability



Assessing and ensuring availability of required manpower



Checking and ensuring the running conditions of the Machines / equipment



Ensuring the implementation of all the safety and precautionary measures to be taken

# RE-OPENING PROTOCOL - PLANT / OFFICE



**COMPULSORY SCREENING OF ALL**

**THERMAL SCREENING OF ALL EMPLOYEES AT THE ENTRY GATE**



**DISPOSABLE MASKS TO ALL EMPLOYEES**

**ISSUE AND ENSURE PEOPLE WEAR IT AS PER GUIDANCE WITHOUT DEVIATION. NO PERSON TO BE PERMITTED INSIDE THE PLANT / OFFICE WITHOUT THE MASK**



**HAND SANITIZERS COMPULSORY**

**ADEQUATE SANITIZERS HAND WASHING WITH SOAP ARRANGEMENTS FOR ALL BEFORE ENTERING THE PLANT/ OFFICE**



**DAILY DISINFECTION**

**DAILY DISINFECTION OF THE OFFICE / PLANT WITH FRESH CHLORINE SOLUTION AND SODIUM HYPO CHLORIDE**



**DON'T HIDE IT  
REPORT IT**



**NO VISITORS**

# RE-OPENING PROTOCOL - FOR PEOPLE

## DO NOT COME TO WORK



IF YOU OR SOMEONE IN CLOSE  
CONTACT HAVE SYMPTOMS OF  
COVID-19



IF YOU HAVE VISITED AFFECTED AREAS  
IN LAST 14 DAYS OR ARE IN CLOSE  
CONTACT WITH AFFECTED PERSON



IF OLD PERSON / CHRONIC DISEASE  
PERSON / PREGNANT PERSON



DOWNLOAD THE AAROGYA SETU APP  
AND KEEP YOUR LOCATION LIVE &  
UPDATED TO BE ALERT AND SAFE

## MAINTAINING DISTANCE IN WORK STATIONS AND CANTEEN

A MINIMUM DISTANCE OF 1 METER WILL BE MAINTAINED BETWEEN 2 INDIVIDUALS WHEN HAVING FOOD IN CANTEEN, WORKING ON THEIR WORK STATIONS.

SITTING WILL BE SO ARRANGED THAT NO ONE WILL SIT FACE TO FACE AND WILL NOT TALK WHILE HAVING FOOD

FOOD AND WATER WILL BE SERVED BY THE SERVER ONLY AND THE EMPLOYEE WILL NOT TOUCH ANYTHING EXCEPT THEIR OWN UTENSILS.

WE PROMOTE THAT EMPLOYEES SHOULD PREFERABLY BRING THEIR OWN COOKED FOOD WITH AN INTIMATION TO ADMIN TEAM TO ENSURE NO FOOD WASTAGE.



### STAGGERED FOOD TIMING

CANTEENS WILL BE USED AT 50% CAPACITY, REMAINING CHAIRS TO BE FOLDED OR REMOVED OR MARKED.

NO WAITING AT THE ENTRY TO CANTEEN WILL BE PERMITTED. EMPLOYEES WILL MOVE DIRECTLY FROM THEIR WORK PLACE TO THE TABLE AND BACK.



## SANITIZING YOUR WASHROOM AND HANDS



### KEY POINTS

- FREQUENT TOUCH POINTS DISINFECTION DONE
- FREQUENCY OF CLEANING TO BE INCREASED TO EVERY HOUR.
- PERSONAL PROTECTIVE EQUIPMENT USAGE MANDATORY FOR CLEANING STAFF
- ALCOHOL BASED DISINFECTANT TO BE UTILIZED.
- RECOMENDED PROPER HAND WASHING (AT LEAST 20 SECONDS)





# SUNRISE & SUNSET MEETING



## BEFORE

NO CONTROL IN SOCIAL DISTANCING.  
(CLOSE TO EACH OTHER)

## AFTER

IMPLEMENTED SOCIAL DISTANCING  
MAINTAINING A MINIMUM DISTANCE OF 1M WEARING GLOVES, MASKS AND HELMETS .



## KEY POINTS

- SOCIAL DISTANCING OF MORE THAN 1 M AND MANDATORY WEARING OF MASK AND USING SANITIZER
- ROOM DISINFECTION SHOULD BE DONE TWICE PER SHIFT AND ENSURE AVAILABILITY OF SANITIZER
- CLOSELY MONITOR AND RECORD PHYSICAL HEALTH CONDITIONS OF TM'S TO ENSURE TRACEABILITY
- LIMIT ATTENDEES DURING THE MEETINGS AS MUCH AS POSSIBLE (KEY PERSONNEL ONLY)

# LOCKER ROOM



## BEFORE

- CLOSE DISTANCE WITH OTHER TEAM MEMBERS
- HAVING CONVERSATIONS/ BREAK AFTER CHANGING OF CLOTHES

## AFTER

- WEARING OF MASK IN LOCKER ROOM
- SOCIAL DISTANCING OR 1 M.
- AFTER CHANGING OF CLOTHES T/M MUST LEAVE THE LOCKER ROOM.



## KEY POINTS

- STRICTLY FOLLOW SOCIAL DISTANCING WITH OTHER TEAM MEMBERS
- ALTERNATE USING OF LOCKER ROOM SHOULD BE IMPLEMENTED IF LOCKERS ARE CLOSE TO EACH OTHER
- AVOID HAVING CONVERSATION / BREAK INSIDE THE LOCKER ROOM

# TRANSPORTATION



## BEFORE

- PASSENGERS ARE SEATED BESIDE EACH OTHER
- SEATING CAPACITY IS MAXIMIZED
- NO FACE MASK

## AFTER

- ONE SEAT APART
- DISINFECTION OF BUS PREMISES
- SANITIZING BUS SEATS AND ROOFS



## KEY POINTS

- MANDATORY CHECK BY BUS OPERATOR (REFUSE ENTRY IF ANY TEAM MEMBER IS NON COMPLIANT)
- SOCIAL DISTANCING IS OBSERVED BY REDUCING NO. OF PASSENGERS AND INCREASING NO. OF VEHICLES
- FIRST IN OCCUPY THE END PART OF THE BUS( FIRST IN - LAST OUT)
- AVOID HAVING CONVERSATION
- CHECK SELF DECLARATION OF HRMS AND AAROGYA SETU



# MAINTAINING DISTANCE IN PLANT



## BEFORE

- NOT MAINTAINING DISTANCE  
STANDING VERY CLOSE TO  
EACH OTHER

## AFTER

- MAINTAINED A PROPER  
DISTANCE OF 1M WITH A  
DEDICATED YELLOW BOX.



## BEFORE ENTERING PLANT / OFFICE



### BEFORE

- BIO METRIC FINGER PRINT FOR MARKING ATTENDANCE BOTH ENTRY AND EXIT.

### AFTER

#### - EMPLOYWISE

SELF DECLARATION ON HRMS IS MANDATORY, ELSE ATTENDANCE SHALL NOT BE MARKED

- MARK YOUR ENTRY AND EXIT TIME FOR THE RESPECTIVE DATES AND SEND IT TO YOUR REPORTING MANAGER FOR THE APPROVAL OF THE SAME.



# THERMAL SCREENING



**TEMPERATURE CHECKING FOR ALL EMPLOYEES / CONTRACTUAL SHALL BE DONE 2 TIMES IN A DAY : BEFORE ENTERING THE PLANT / OFFICE / BRANCH AT THE GATE IN THE MORNING AND AT EXIT . ALL VISITORS (INTERNAL)EMPLOYEES, CUSTOMERS, SUPPLIERS, VENDORS, ETC. WILL ALSO BE CHECKED BEFORE BEING PERMITTED ENTRY. THE TEAM WILL CHECK AND MAINTAIN LOG OF THE TEMPERATURE RECORDED.**

**IF IT IS BEYOND 99F (37.2°C) THEY WILL NOT BE ALLOWED TO ENTER THE PLANT. THEY WILL BE ISOLATED AND THE PERSON WILL BE SENT HOME IMMEDIATELY.**

**IN CASE TEMPERATURE OF AN EMPLOYEE DURING THE ROUTINE CHECK IS FOUND BEYOND 99F (37.2°C) DURING THE WORKING TIME , ESCORT THEM , TAKING ALL PRECAUTIONS TO THE DESIGNATED ISOLATION ROOM AND INFORM THE MEDICAL STAFF AND HR IMMEDIATELY. THE PERSON WILL BE ALLOWED TO REJOIN WORK ONLY AFTER DOCTOR'S ADVICE.**

# PROTOCOLS ON MASK



**EACH EMPLOYEE / WORKER IN THE PLANT WILL BE PROVIDED WITH COTTON MASKS. NO ONE, INCLUDING VISITORS, WILL BE ALLOWED TO ENTER THE PREMISES WITHOUT WEARING A MASK ALL EMPLOYEES MUST WEAR THE MASK AT ALL TIMES AND CAN REMOVE IT ONLY WHILE HAVING MEAL-OR DRINKING WATER.**

**EDUCATE ALL TO WEAR MASKS PROPERLY AND MUST COVER THE MOUTH AND NOSE COMPLETELY. ALL CO-WORKERS TO BE SENSITIZED, IN THEIR OWN INTEREST, TO GIVE WARNING WHENEVER SOMEBODY IS NOT WEARING THE MASK PROPERLY OR IS NOT FOLLOWING HYGIENE ETIQUETTES.**

**DISPOSAL OF MASK : THE MASKS WILL BE DISPOSED OFF IN SPECIALLY DESIGNATED DUSTBINS. THE DISCARDED MASKS WILL BE DISINFECTED BY BLEACHING POWDER (5%) OR ( 1 %) SODIUM HYPO CHLORITE SOLUTION.**

**COTTON MASKS - TO BE WASHED EVERY ALTERNATE DAY WITH SANITIZING SOLUTIONS.**

# SANITIZATION AND UPKEEP



**THE PLANTS, SPECIALLY THE COMMON AND MORE CRITICAL/ FREQUENTED AREAS WILL BE DISINFECTED IN EVERY SHIFT.**

**THE DISINFECTION / FUMIGATION WILL BE DONE WITH FRESH CHLORINE SOLUTION OR SODIUM HYPO CHLORITE PREFERABLY BY THE INHOUSE TEAMS.**

**AVOID USE OF AC'S AND PROMOTE USE OF NATURAL VENTILATION. TRY TO KEEP ALL DOORS AND WINDOWS OPEN. ALL AC FILTERS SHOULD BE CHECKED AND CLEANED.**

**ENSURE REGULAR CLEANING OF WASH ROOMS/ TOILETS SPECIALLY DISINFECTING OF TAPS, KNOBS, HANDLES ETC.**

**TO ENSURE ALL ELECTRONIC ITEMS SUCH AS PC, PRINTER, TELEPHONES, ELECTRICAL CABLES INCLUDING OTHER UTILITIES ARE IN WORKING CONDITIONS AND SANITIZED FREQUENTLY.**

# NO VISITORS



**ENTRY OF VISITORS, INCLUDING INTER - LOCATION IS BANNED ACROSS ALL LOCATIONS.**

**A VISITOR MAY BE PERMITTED IN MOST EXCEPTIONAL AND IMPORTANT SITUATION ONLY AFTER PRE-APPROVAL OF THE FUNCTION HEAD AND LOCAL RESPONSE TEAM. GIVE PREFERENCES TO ALL MEETINGS INTERNALLY OR EXTERNALLY USING VIDEO CONFERENCE.**

**ALL RESTRICTION AND PROTOCOLS AGAINST COVID-19 SHALL BE ADHERED TO. THE VISITOR WILL NOT BE ALLOWED TO MEET ANYONE OTHER THAN THE DESIGNATED PERSON IN THE DESIGNATED MEETING ROOM.**







# COVID-19 AWARENESS POSTERS



# USING SHOE COVERS IN OFFICE / PLANT



## BEFORE

- EMPLOYEES WEARING SHOES WITHOUT SHOE COVERS.
- CHANCES OF CARRYING GERMS AND VIRUSES



## AFTER

- ALL EMPLOYEES IN OFFICE / PLANT HAVE TO WEAR THE SHOE COVERS COMPULSORILY TO MAINTAIN HYGIENE IN AND AROUND.
- NEED TO DISPOSE OFF THE SAME CAREFULLY AFTER WORK.
- WASH HANDS FOR 20 SECONDS AFTER PUTTING ON THE SHOE COVER.





# USING DISPOSABLE CUPS AND PLATES



## BEFORE

- USING CROCKERY TO SERVE TEA AND COFFEE.

## AFTER

- DISPOSABLE CUPS AND GLASSES TO BE USED



# SANITIZATION TUNNELS



**NOT REQUIRED**

- INSTALLED SANITIZATION TUNNELS FOR DISINFECTION.

## GOVERNMENT SAYS NO TO SANITIZATION TUNNELS

The Tamil Nadu government on Friday asked district collectors to refrain from installing “disinfection tunnels” in public places after experts said there was no “scientific proof” of the effectiveness of such tunnels in killing the coronavirus.

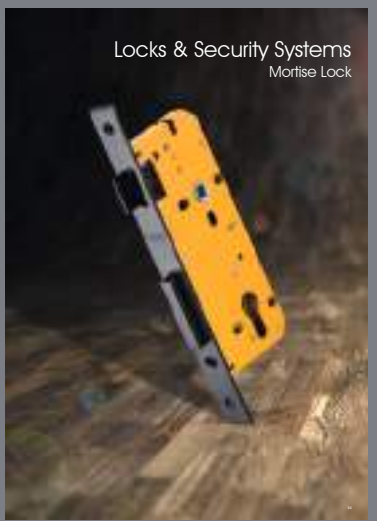
Some of them even said the chemicals used to spray on humans might be more harmful than the virus itself. The chemicals, if used at higher concentrations, would result in irritation to eyes and skin. The government said the public should “not be misled to think” that the virus will get killed if they pass through the tunnel in the absence of any scientific study.





**dorsët**  
we understand

# PRODUCT GALLERY





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we understand



LET US FIGHT THIS TOGETHER AND ENSURE  
WELL BEING OF OURSELVES AND OTHERS.