Preparing to exit COVID-19 lockdown

Exiting the COVID-19 Lockdown

- Guidelines for Preparing for Safe & Sustainable restart
Preparing to exit COVID-19 lockdown

Foreword by President ACMA

The outbreak of COVID-19 and the ensuing lockdown has brought businesses and manufacturing to a standstill. The automotive industry is highly process driven and has a proven track record of following stringent Safety and Quality practices. I, therefore, strongly believe that the sector will be able to adhere to all prescribed norms of social distancing and other government guidelines and offer a safe & secure operating environment to our associates and employees, once the lockdown is lifted.

We, at ACMA have prepared a detailed set of guidelines, which is a collation of best practices, pooled from our members, as also from other industries. These also include guidelines from other countries that have exited the lockdown ahead of us or have managed to sustain manufacturing operations despite lockdown by putting in place stringent safety measures.

The ACMA guidelines pictorially explain necessary precautions to be taken from end to end - starting from your home, commuting to work-place, functioning at your assigned place of work and commuting back to your home. I urge all of you to observe the prescribed protective measures.

We will communicate to you, from time to time any other guidelines, as deemed necessary, for operating under distinct conditions and for managing with available resources.

Lastly, do please download the Aarogya Setu App (Google / Apple) to support our Government in our collective fight against the COVID-19 pandemic.

I pray for your safety and good health. Let us all join hands to fight COVID-19 and ensure an inclusive growth for all.

Deepak Jain
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1. Role of Management

2. What Precautions need to be taken for the safety of all employees
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1. Role of Management

• Create Emergency Response Group
• HR Team(s) to regularly communicate and monitor all employees, associates, including contractual employees and their Supervisors
• Ensure basic needs of employee are taken care, they feel safe & secure coming to work
• Train select employees for Fumigation & Sanitization methods before starting
2. Precautions to be taken for the Safety of all stake-holders

Note:

- Precautionary measures have been suggested considering all types of companies. However, each company may modify the suggested guidelines as appropriate.

- PPE equipment, Chemicals for fumigation/disinfection, disinfection-tunnels etc. should be used taking into account the Central/State guidelines for these.
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2.1 Fumigation to be carried out of plants, offices, canteen before starting operations and as and when needed (Preferably by in-house trained teams)
2.2 Ensure availability and use of cloth masks by all employees

• Three nos. of double cloth masks for each employee so that they can wash daily.

• These can be stitched by local people.

• Mandatory for all employees to wear it.
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2.3 PPEs

- Security guards
- Canteen staff
- Drivers
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2.4 Thermal temperature checking

- Before boarding company transport
- At security gate or entering the Office / Plant
- Before entering canteen
- Going / coming from outside

Do not allow employees with symptoms to board transport / enter office
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2.5 Fumigation of employees’ clothes while entering / leaving plant/offices
2.6 Hand sanitization compulsory for all at Entry Gates as also at various prime locations

• Provide good quality sanitisers

• Create big size displays, preferable visual, for communication for various precautions.

• Make use of Audio announcements for sanitization/washing hands regularly.
2.7 Staircase and Lift discipline

• Ensure social distancing while walking, using staircases / Lifts
2.8 Social Distancing on the Shop Floor / wash-rooms / Canteen and other areas where large number of employees assemble regularly
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2.9 Canteen and Tea-Times to be staggered to maintain Social Distancing

Staggered Lunch Times with 15 minutes break

<table>
<thead>
<tr>
<th>Area</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shop A</td>
<td>1130-1150</td>
</tr>
<tr>
<td>Shop B</td>
<td>1205-1225</td>
</tr>
<tr>
<td>Shop C</td>
<td>1240-1300</td>
</tr>
<tr>
<td>Offices</td>
<td>1315-1335</td>
</tr>
</tbody>
</table>

When eating, only **sit in the same direction**, not face-to-face.

Office staff to eat at their seats/work stations.
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2.10 Shop Floor in-change to conduct daily meetings before starting production to explain ‘Do’s and Don’ts’.
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11. Canteen plates, spoons, cups to be sterilized with boiling water

If canteen is outsourced / cooking being done outside, depute one person to audit the kitchen

- Avoid tables in Canteen, keep only chairs
- Use training rooms/other areas as canteen
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2.12 Educate people for not to talk while working / Lunch

• Display banners for avoiding talking

• Use visuals/graphics for better communication
2.13 Serve hot food always, avoid cold items/salads etc

Allow employees to carry home food
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2.14 Fumigation of all incoming vehicles and materials – same for outgoing material and vehicles
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2.15 Do not allow visitors / restrict as much as possible. Meeting should be done through Conference/Virtual Calls only

Promote virtual meetings

Restrict VISITORS
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2.16 Only essential employees be allowed to come to work, rest can work from home.

- People operating machines
- People Handling Materials
- Maintenance people

- Office staff

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2.17 Start preparing strategies to work on rotational basis.

Rotate people to develop multi-skills
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2.18 Make sure all Employees install and activate Aarogya Setu App

Guide employees for using Aarogya Setu AAP (Google / Apple)
2.19 Travel history & Past history of the employees to be maintained.

- Collect travel history from employees and their immediate family
- 48 hours of monitoring to be done on those who travelled from out station localities
- Do not ask employees from areas sealed by Central/State Governments to report to work till sealing is lifted
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2.20 Stagger the shift / night shift / Office working

<table>
<thead>
<tr>
<th>Area</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift A</td>
<td>0700-1500</td>
</tr>
<tr>
<td>Shop B</td>
<td>1500-0000</td>
</tr>
<tr>
<td>Shop C</td>
<td>0000-0700</td>
</tr>
<tr>
<td>Offices</td>
<td>0930-1730</td>
</tr>
</tbody>
</table>

Try to distribute Office staff in 2 shifts

Revised shift Times with 30 minutes delay

<table>
<thead>
<tr>
<th>Area</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift A</td>
<td>0700-1430</td>
</tr>
<tr>
<td>Shop B</td>
<td>1500-2330</td>
</tr>
<tr>
<td>Shop C</td>
<td>0000-0630</td>
</tr>
<tr>
<td>Offices</td>
<td>0800-1600</td>
</tr>
<tr>
<td>Offices</td>
<td>1630-0030</td>
</tr>
</tbody>
</table>
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2.21 Mapping of Changing rooms department wise

If possible, avoid use of changing rooms for few months
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2.22 Avoid biometric attendance for next 3 months
2.23 Designated War Room

- Create war rooms which will have all information and accessibly
- Continuously man this room with trained people
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2.24 Helpline/War Room numbers to be displayed on the shop floors / office / entrances
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2.25 Multiple Counters could be used while facilitating entry of work-force inside the facilities / Canteen or parking areas

Use Multiple counters instead of One

Sufficient gaps at Parking
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2.26 Engineering department could consider re-designing of Lines & could ensure multi machines operations by minimum number of work-force

Use partitions between 2 people or ensure 6 feet gap
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2.27 Maintenance of ETP/STP Plants / Coolants

Ensure proper cleanliness and hygiene
2.28 Disinfectant such as Sodium hypochlorite for clothes and Ethyl Alcohol for disinfecting plant and machinery could be used.

For disinfecting clothes

For disinfecting Plant & Machinery

NOTE: USE AS ADVISED, Check with Government/Certified agencies
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2.29  Avoid touching by hands - areas / gadgets.
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2.30 When to wash hands with Soap

- Before and after document transfer
- After coughing or sneezing
- Before, during and after food preparation
- Before lunch /dinner
- After going to the toilet
- When the hands are dirty
- After contact with others
- After going out and coming back
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2.31 Separate dust bins for collecting used masks / hand loves
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2.32 Disinfect landline telephones frequently – minimum twice a day with 75% ethyl alcohol
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2.33 Clean and Disinfect AC Filters / or replace them
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2.34 Preventative Material Inventory

- Confirm company has adequate supply of soaps, disinfectants, hand sanitizers, paper towels, etc.
- Confirm stock of face masks, face shields, gloves, and glasses on-site; order with lead time
- Keep ‘non-touch’ thermometers on-site for employee screening
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2.35 Regularly Disinfect items on Shop floors / Offices

- Tools
- Workstations and equipment
- Screens on Plant Floors
- Restrooms
- Cafeteria
- Lockers
- Common surface areas
- Computer screens and keyboards
- Work cell common surfaces
- Vending machines
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2.36 Office work should be organized to ensure social distancing

- Distancing to keep separation of employees between 1 to 2 meters (3 to 6 feet) as a minimum.
- Avoid face to face desk layouts.
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2.37 Trainings on Re-starting day to all, Make use of videos/Graphics

• Provide trainings on various
  - protocols like social distancing
  - Use of PPEs
  - Washing hands
  - Seating etiquettes
  - Various precautions
  - Symptoms reporting

And all relevant topics for current situation.
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2.38 Ensure every employee wears mask and carries a bottle of sanitizer at all times
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2.39 Restrict entry of unauthorized food delivery/parcels, personal consignments. Only those from designated official supply chain partners to be received at material / assigned gate.
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2.40 Restrict entry, Strictly no hand shake and physical contact.
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2.41 Maximum natural ventilation and restrict usage of AC.
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2.42 Extend support of your suppliers and their suppliers by sharing this document.

Train maximum people through webinars/telecons
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