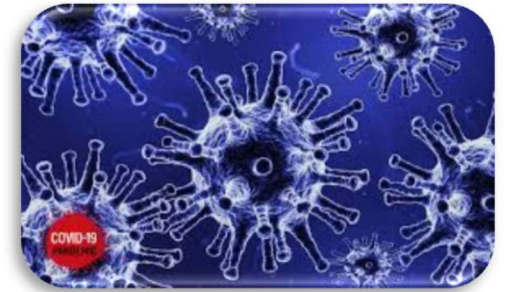


**YASKAWA**



# Guidelines for Work Resumption after COVID19 Lock down

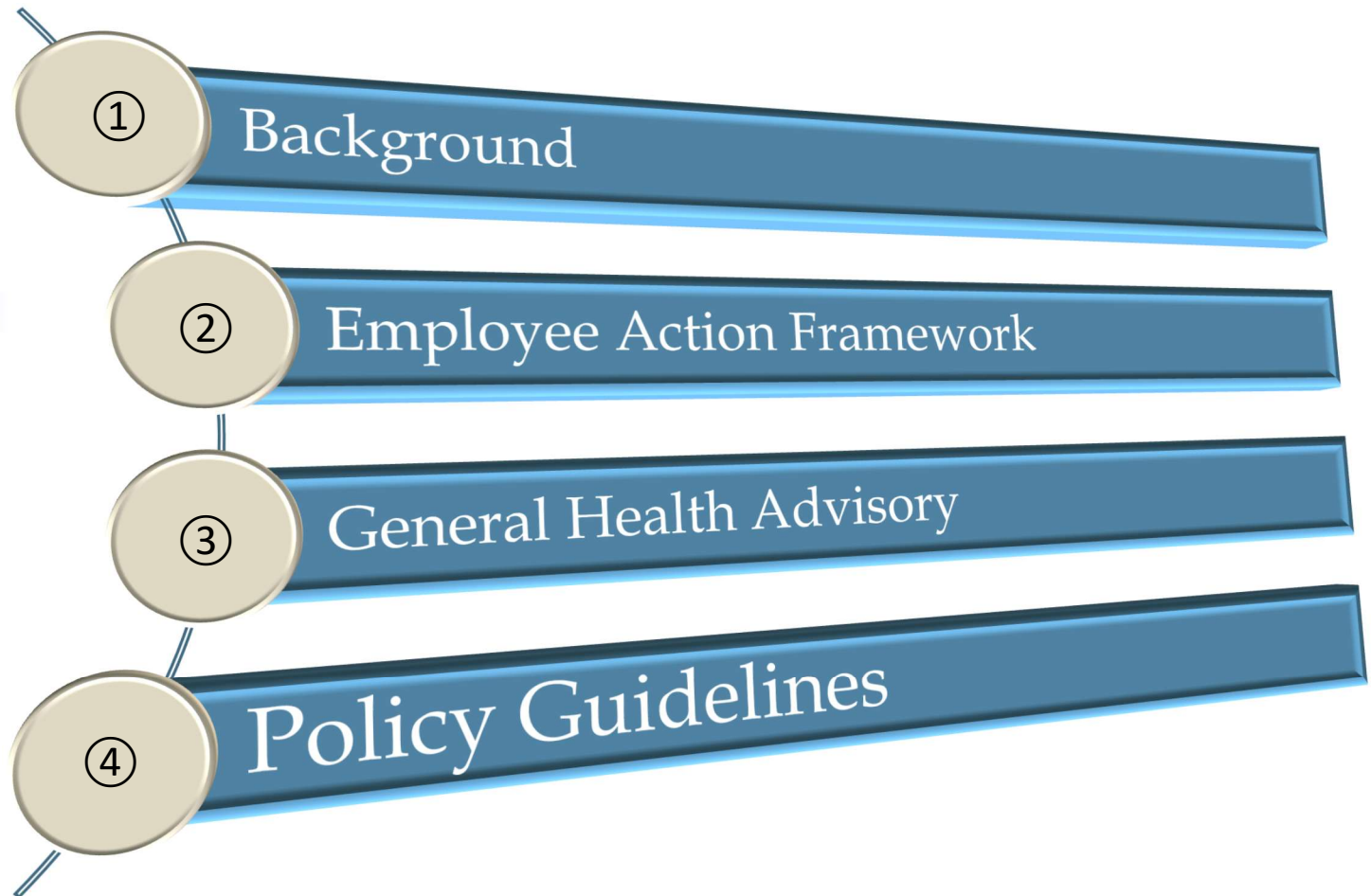
28 April, 2020

**YASKAWA India Private Limited**

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# Overview of Guidelines

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## ① Background

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# PURPOSE

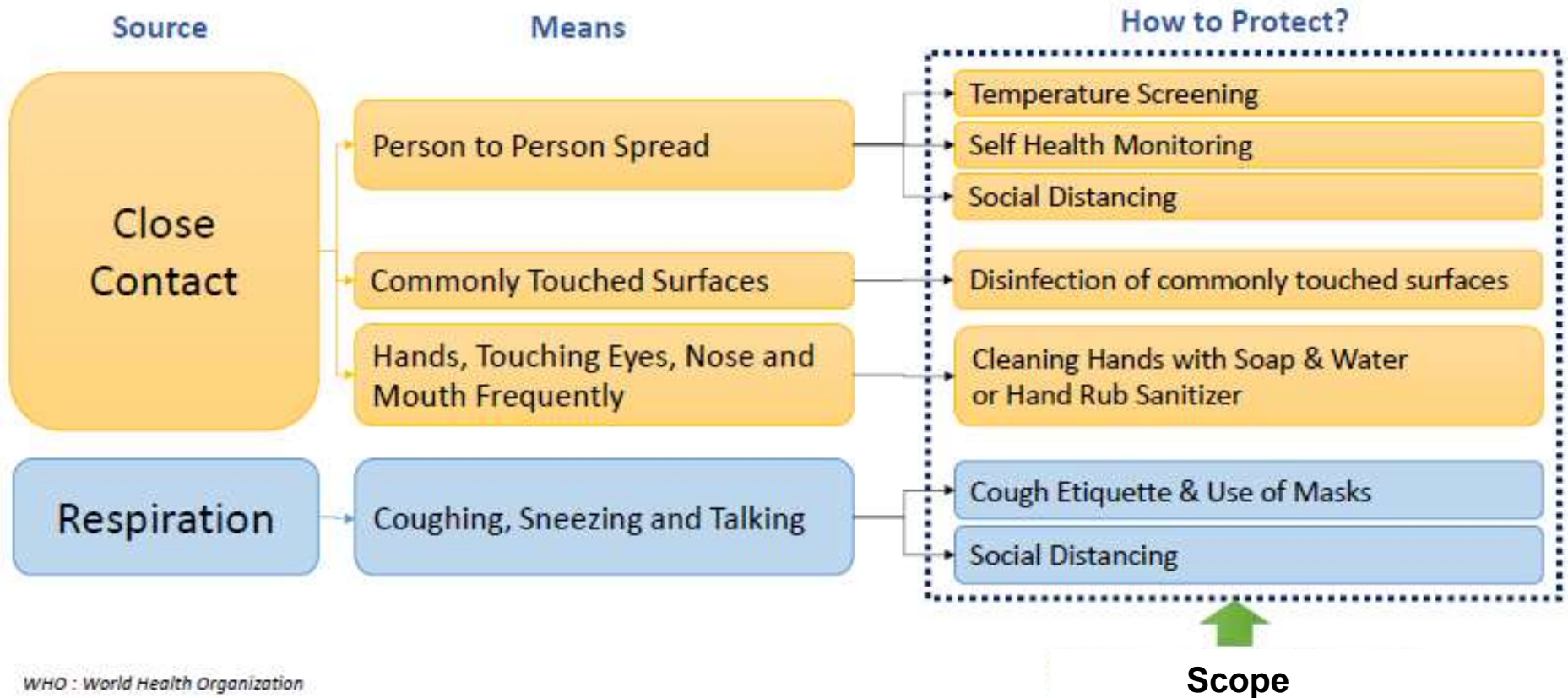
- To describe the procedure to follow for resuming work after lockdown due to COVID-19 outbreak
- By following COVID-19 spread shall be eliminated and work can be resumed safely. All precautionary measures are to be ensured at all YIND locations so that Colleagues / Associates / workers feel safe and secure at work place
- Ensure health and safety of all employees and enrich the lives of communities
- Facilitate to set uniform acceptable standards

# Preparedness prior to resumption of work



# How to Protect?

- WHO has shared the source, means and how to protect from COVID-19



# Preventive Measures

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## To STOP ENTRY OF Covid-19 Infection And Spread

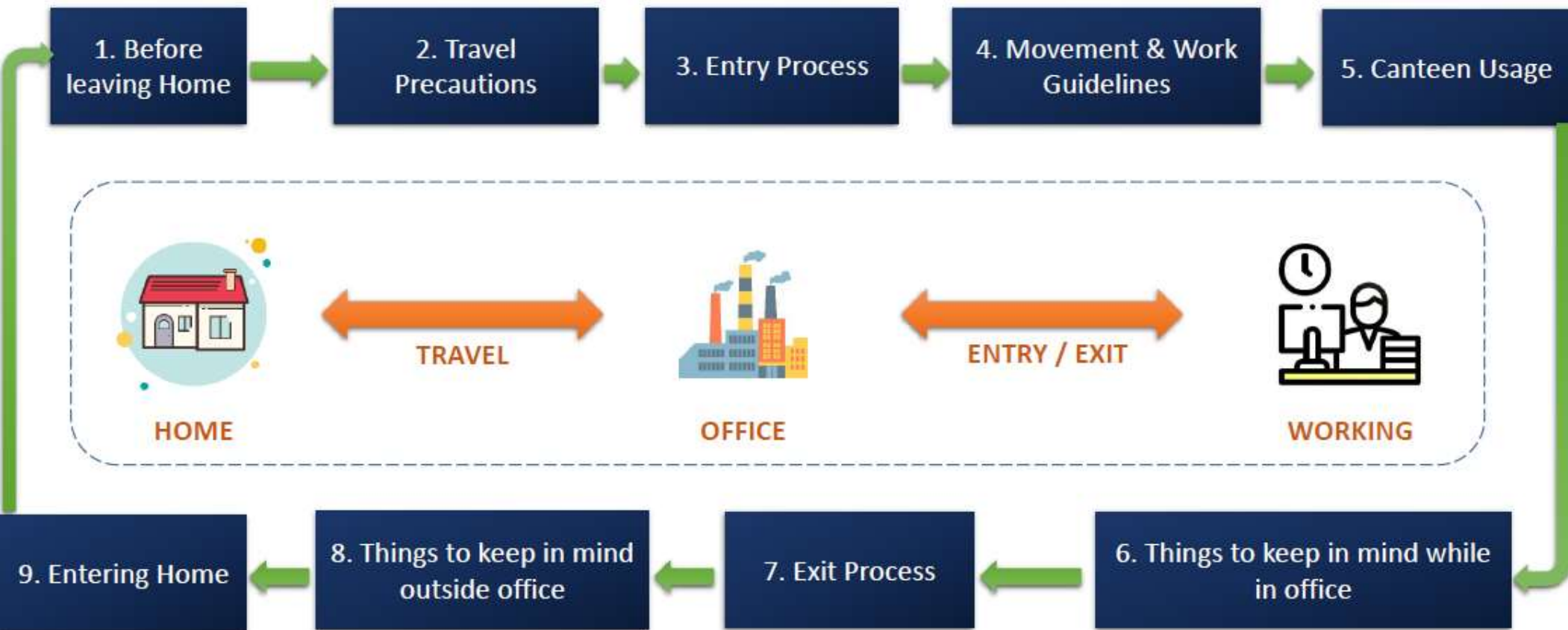


- ✓ The measures enumerated are indicative, and may not be complete and exhaustive.
- ✓ Suggestion to improve upon the same are welcome will be highly appreciated.

ROLE OF THE FRONTLINE WORKER - 1. Provide information on (a) preventive and control measures including social distancing (b) addressing myths and misconceptions; 2. Support on (a) contact tracing as per SOPs (b) implementing home quarantine, home care, and supportive services and (c) address psychosocial care and stigma and discrimination.



## ② Employee Action Framework



# Before Leaving Home



**Health:**  
Be Safe & Monitor conditions



**Wear a Mask:**

- Wear a mask all times outside Home
- Carry a spare mask



**Always Carry:**

- Small Sanitizer Bottle
- Handkerchief



**Ask the door to be kept open:**

- Don't touch your door or door handle
- Inform your family to open door



**Sanitize before Entering**

- Leave your foot wares outside
- Store office bag or carrying separately



**Cleanup yourself**

- Take a bath
- Put away your clothes for washing



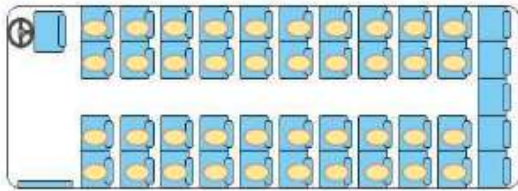


# Travelling

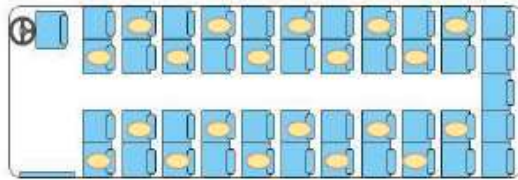


## Company Transport

EARLIER



NOW

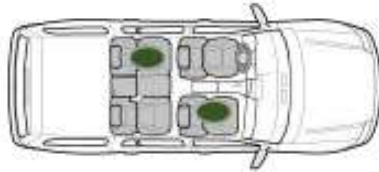
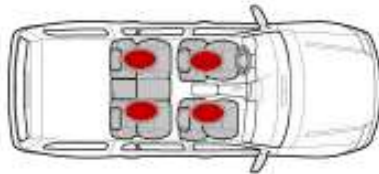


- Maintain Social Distance while boarding
- De-boarding for each bus to be done one by one



## Personal Transport

- Use of Self-Transport is highly recommended
- If using a 2-wheeler, wear proper gear including Helmet & Gloves
- Avoid Car-Pooling, if no option then not more than 2 people.

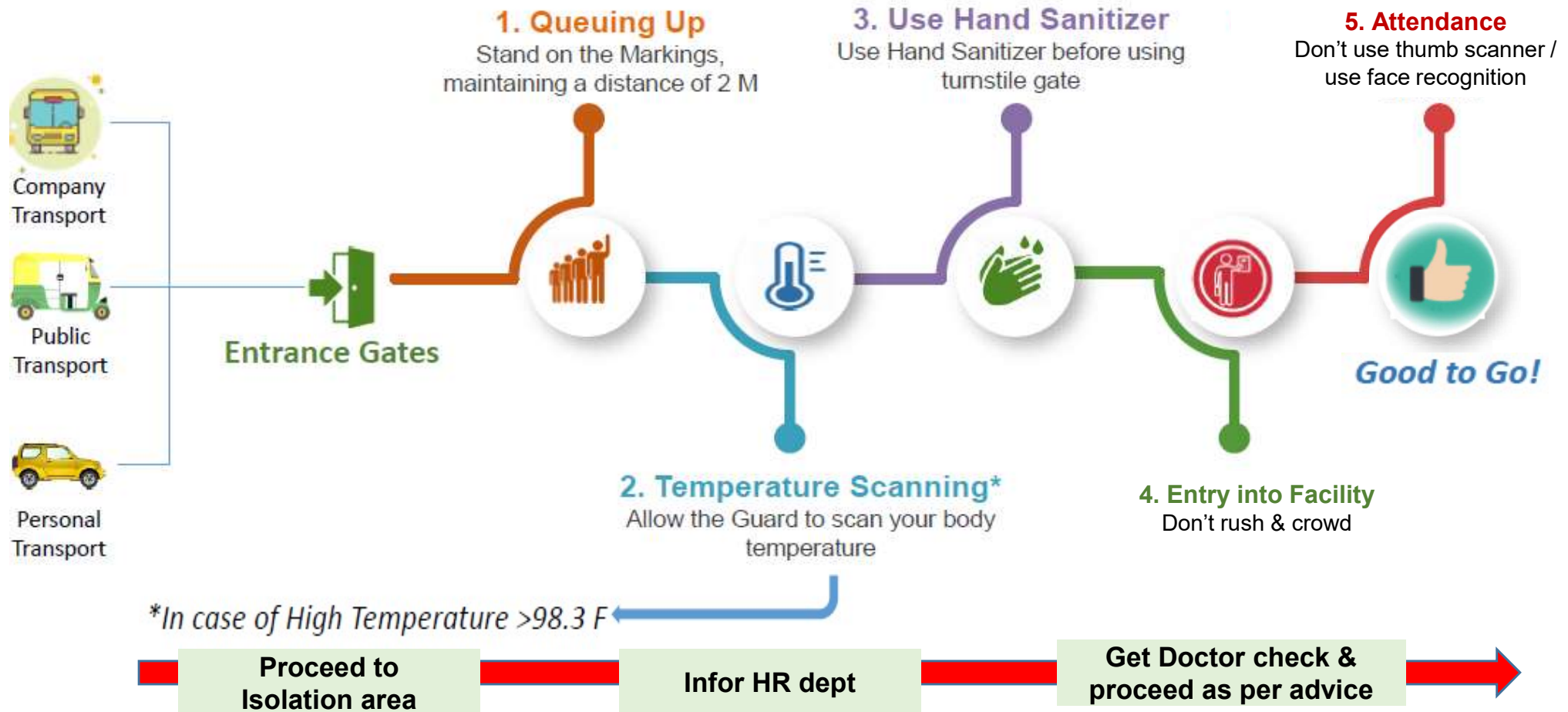


## Public Transport

- Preferably, avoid Public Transport
- In case unavoidable take care of following:
  - ✓ Mandatory use of Masks & Gloves
  - ✓ Avoid touching anything
  - ✓ Don't use shared autos & cabs
  - ✓ Practice social distancing
  - ✓ Immediately use a sanitizer once your journey is complete



# Office Entry Process



# Movement within Company



## WALKWAYS

- Do not walk in groups & Maintain Social Distancing
- Security, Safety & Volunteers to point out if crowding (Roko-Toko)



## ATTENDANCE PUNCHING

- Use face recognition
- Follow markings while in the queue



## OFFICE WORKING

- Follow social distancing
- Use digital medium / phones for interaction in place of physical mediums



## SHOPFLOOR WORKING

- Adequate partitions to avoid social distancing
- 100 % adherence to safety norms



## TEA-BREAKS

- Dry Snacks, Serving to be done by single Volunteer / Pantry Staff
- Employees coming to Tea-point to follow distancing norms
- Increased no. of Tea-Points & Deferred tea-breaks



## USING WASHROOMS

- Distancing norms while using restrooms
- Clean Taps before & after use
- Avoid spitting in the urinals

# Be Mindful on things at Office



## Meeting room Usage:

- Avoid Physical Meetings
- If unavoidable, attendees to follow social distancing norms
  - Meeting rooms may be converted for work stations



## Work Area Rules:

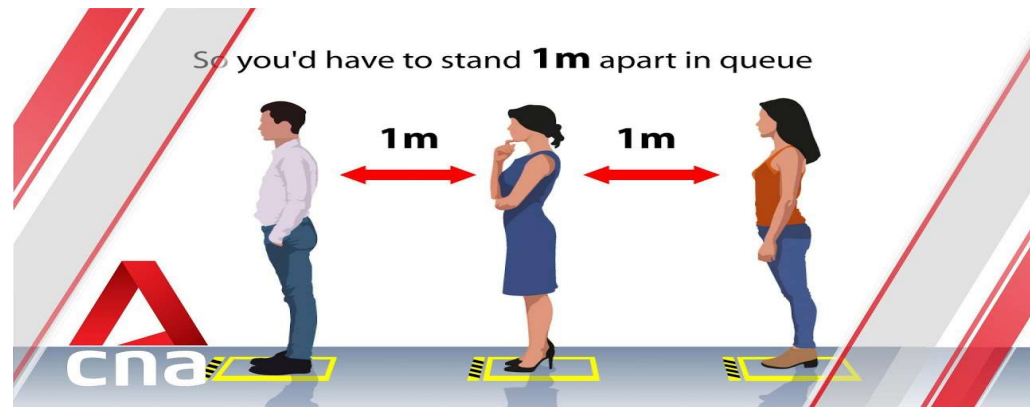
- No Handshakes, Greet your hands in Namaste
- Define your chair, don't use anyone else's chair
- Keep sanitizing / washing your hands every few hours
- Sanitize your laptops, mobiles and desks twice daily

## Resting Area:

- Social Distancing is must in resting area
- Associates should not face each other while seating
  - Should not share personal things with each other



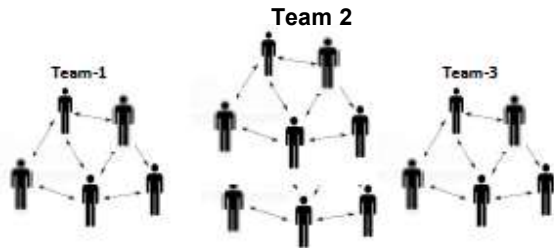
## Movement with Social Distancing :





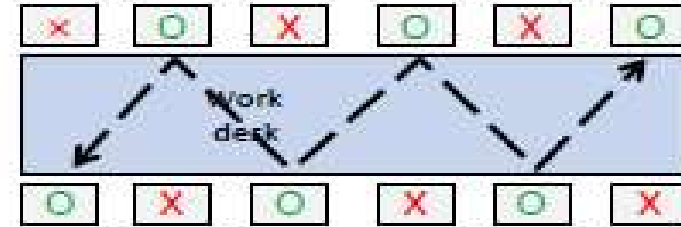
# Be Mindful on things at Office

## Team Meetings / Morning Shift Beginning



- Maintain social distance [1 meter between individuals]
- Wear mask
- Break into smaller groups. Cancel, if found appropriate

## Work Desk arrangement



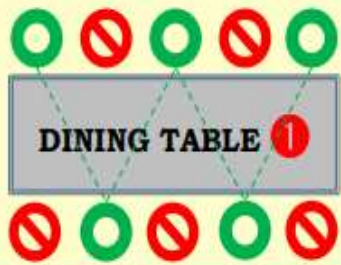
- Alternative seating
- Air Conditioning off. Doors kept open

## Safety Practices in Canteen

Colleagues are advised to **bring your own food initially** for few days after resuming operations [if possible]

1. Canteen schedule to be followed strictly by all the members. [ Change in time table ]
2. Social Distancing is Must, min 1 meter

3. Colleagues should not face each other while having food
4. Avoid unnecessary talking over the food
5. **Menu may be limited** only to few items and members need to carry their personal water bottles. [ No hot water in plastic bottles ]
6. After having food please wear nose mask



- Ok to sit here.
- ⊘ Not ok to sit here.

Members are instructed to sit in the pattern as shown this picture 1.



# Be Mindful on things at Office

## Disinfection Process

All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums. • Admin and Material Movement Gates along with furniture surfaces. • Meeting Rooms and Training Halls with furniture surfaces. • Waiting Lounge with furniture surfaces. • Kitchen and Canteen along with dining table surfaces. • Door Handles, Elevator, Taps, Toilets, Hand Wash Stations, Walls etc. • Canteen Transport Vehicles and Cars & two wheelers.

### Manual - Disinfection




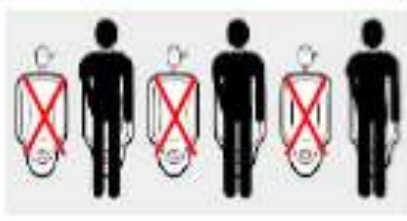






**Disinfectant used:** Virex II 256  
(Industrial Grade),  
**Make :** Diversey, **CAS:** 64-17-5

**Frequency:** Everyday morning before start of work all common touch points like door handles, taps, toilets, Hand wash stations are disinfected by internal housekeeping team members



# Be Mindful on things at Office

## Restrooms Hygienic condition

1. While Entering Toilet	2. Using Urinals	3. Using commodes	4. After using Urinals & Commodes	5. While coming out from Toilet
				
Open the door using your elbow/arm (Do not use palm)	Use alternative urinals to maintain social distance	1. Wash commodes with water before and after using 2. Remove the water by using tissue papers	Wash your hands as per the guideline with soap oil	
	2.1 Waiting for urinals		4.1 Waiting for urinals	
				
	1. Maintain social distance 2. Do not enter inside if it is crowded.		1. Maintain social distance while waiting for washing	Open the door using your leg & elbow/arm (Do not use palm)

**Special attention** will be given to wash rooms / toilets by periodical cleaning, mopping, disinfecting and maintaining dry. • All those involved in floor area, garden area, offices & all other areas cleaning and sanitation activities shall be compulsorily instructed to use Nose Mask, Goggles, Gloves and Safety Shoes etc.

# Instruction durring working hours.....

1

**EVERYONE  
NEED TO  
WEAR A  
MASK!**

2

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Before putting on a mask,  
clean hands with alcohol-  
based hand rub or soap  
and water



3

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Cover mouth and nose  
with mask and make sure  
there are no gaps  
between your face and  
the mask



4

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

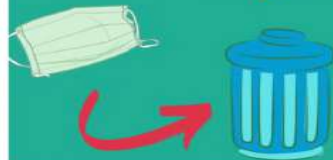
Avoid touching the mask  
while using it;  
if you do, clean your  
hands with alcohol-based  
hand rub or  
soap and water



5

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

Replace the mask with a  
new one as soon as it is  
damp and do not re-use  
single-use masks



6

HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK

To remove the mask: remove  
it from behind (do not touch  
the front of mask); discard  
immediately in a closed bin;  
clean hands with alcohol-  
based hand rub or soap and  
water



# Visitor Management

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**NO VISITORS**

- ✓ Entry of Visitors, will have continued restriction till further guidance/instructions
- ✓ A visitor may be permitted in most exceptional and important situation only after pre-approval from HR dept / Regional office Managers / Function Head
- ✓ All restrictions and protocols against Covid-19 shall be adhered to. The visitor will not be permitted beyond the reception area and will not be allowed to meet anyone other than the designated person /appointment.



# Keep in Mind while returning home

## Sanitize Your Vehicle

Sanitize Yourself and Contact points like handles, arm rest, etc. of vehicle before entering



## Avoid Gatherings

Avoid any public gatherings, try not to join any social meetings, maintain social distancing always



## Avoid Going to Public Places

Do not visit high foot fall areas like malls, big markets, restaurants, etc.



## Shop from Dedicated shops only

For important grocery and daily need items shop from a dedicated shops only



## Carry your bags while shopping

Avoid taking packets, plastics bags from outside



## Try to make Mobile or E-payments

Avoid transaction of currency notes with anyone, make mobile or e-payments whenever possible

### ③ General Health Advisory.....

#### Hand washing technique:



#### HOW TO WEAR A MASK?

Use surgical masks instead of N95 masks.



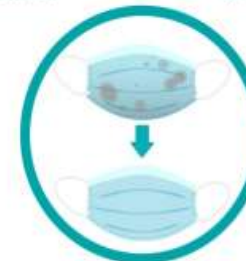
It should **COVER YOUR MOUTH, NOSE AND CHIN**, with the coloured side facing outwards.



**PINCH THE METAL EDGE OF THE MASK** so that it presses gently on your nose bridge.



Remove a used mask **HOLDING ONLY THE EAR LOOPS.**



To be effective, **CHANGE YOUR MASKS REGULARLY OR IF SOILED OR WET.**



**WASH YOUR HANDS WITH SOAP AND WATER** after disposing the soiled mask properly into a bin.

# General Health Advisory.....

## WHEN EATING IN COMMON PLACES



Maintain social distancing while queuing and seating



Wash or Sanitize your hands before and after eating



Avoid talking during meal



Don't Spit out food on tables and trays



Use tissues and dump the tissues in Close lid Dustbins



Avoid Sharing Utensils

**BE HEALTHY, BE CLEAN**



**CLEAN & DISINFECT**



**SOCIAL DISTANCE**



**PICK-UP & DELIVERY**





## ④ Policy Guidelines

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As we start preparing for restarting our operations after a Lockdown, there is still a lot of ambiguity regarding the way forward. We expect that in the coming days, this scenarios will become clear with Government announcing specific measures and directions.

Employees have been showing exemplary courage, resilience and putting in their best efforts for business continuity during this lockdown period, despite facing challenges of resources and mobility. They are following the guidelines of the government and also our internal ones, there by preventing any one of us or our family members getting effected by this infection till now.

In order to prevent the spread of this infection as and when we restart, we are issuing / refreshing our earlier guidelines for restating our work post lockdown.

## Policy Guidelines .... contd

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### Objective:

To endure the Safety & wellness of our employees , their families so that COVID 19 infections are prevented from entry into our workplaces, homes & the community in which we live while ensuring our business continuity

### Guiding Principals:

- **Safety and health** of our employees will of prime importance.
- All **Central and State government** directions will be adhered to at all times.
- **Social distancing** practices will be enforced and emphasized.
- Daily **health monitoring and check** procedures at workplaces to be strengthened.
- **Visitor controls** and checks to continue
- **Travel restrictions** to continue.
- **Quarantine practices** to continue for health and high risk cases

## Policy Guidelines .... contd

### Pre Resumption of Work

Need to check the health Conditions of the employee & Travel history of our employees. Hence, we request you all to follow the following:

Control Area	Key Direction	Instruction to Employee
<b>Pre Joining Health Monitoring</b>	<ul style="list-style-type: none"><li>▪ Monitor temperature daily</li><li>▪ Keep track of cough and cold like symptom</li><li>▪ To start monitoring minimum 3 days before start of attending office</li></ul>	<ul style="list-style-type: none"><li>▪ Fever during last 3 days; Quarantine at home for next 7 days from the day of fever.</li><li>▪ If fever persists; Get in touch with Company doctor immediately &amp; Inform HR department.</li></ul>
<b>Travel History Reporting</b>	<ul style="list-style-type: none"><li>▪ Report about your movement to other States/ locations other than home</li></ul>	<ul style="list-style-type: none"><li>▪ Need information on your health conditions, destination travelled etc. on restart</li></ul>

## Policy Guidelines .... contd

Post joining		
Once you have joined back the office , MAINTAIN SOCIAL DISTANCING . We will ensure that you keep safe and sound . Self discipline & caution will always be the key.		
Control Area	Key Direction	Instruction to Employee
<b>Strict Hygiene at All Times</b>  <b>All employees attending office will be required to maintain high standards of personal hygiene</b>	<ul style="list-style-type: none"> <li>▪ <b>Mandatory wearing of masks</b> at all times.</li> <li>▪ <b>Frequent cleaning of hands</b> by sanitizers, soap etc.</li> <li>▪ Maintain 1-meters <b>distance at all places</b> in the facility – office / canteen / shop floor / Toilets etc.,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employees can carry their own masks. We will also issue masks for which suitable arrangements will be made</li> <li>▪ Hand sanitizers available at various locations depending on the need.</li> <li>▪ Social distancing must. Shift timing / Break timing needs proper checking &amp; scheduling</li> </ul>
	<ul style="list-style-type: none"> <li>▪ <b>Mandatory checking of temperature</b></li> <li>▪ <b>Self Disinfection</b> at Sanitization booths installed at the entrance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Checking thru non contact thermometers at gate [If fever, need to be reported to HR]</li> <li>▪ Employees to cooperate with the security / EHS team at the gate.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ High risk employees to continue remote working</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pregnant women, employees in higher age brackets with previous medical history of chronic respiratory diseases, acute diabetes etc.</li> </ul>

## Policy Guidelines .... contd

Control Area	Key Direction	Instruction to Employee
<b>Strict Hygiene at All Times</b>  <b>All employees attending office will be required to maintain high standards of personal hygiene</b>	<ul style="list-style-type: none"> <li>▪ Avoid Public Transport as possible</li> <li>▪ Employees to use their own transport for commuting to work</li> </ul>	<ul style="list-style-type: none"> <li>▪ No pillion rider for two wheelers.</li> <li>▪ Max. 2 persons in a passenger car( one in front seat, one back)</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Avoid touching common articles in office &amp; and practice social distancing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Don't touch any objects other than your own laptop, mobile, chair, table, water-glass/bottles etc.</li> <li>▪ Avoid going in groups to tea points, canteen etc.</li> <li>▪ Carry own <b><u>Water Bottles and Lunch</u></b> to support in social distancing in canteen</li> </ul>
<b>Travel Domestic / International</b>	<ul style="list-style-type: none"> <li>▪ Avoid any travel</li> <li>▪ We strongly recommend not to undertake any travel till further notice</li> </ul>	<ul style="list-style-type: none"> <li>▪ In cases of unavoidable reasons, travel with proper approvals from Functional / Division Head &amp; information to HR Dept.</li> </ul>
<b>Material &amp; Vehicle movement</b>	<ul style="list-style-type: none"> <li>▪ Incoming raw material thru lorry / truck drivers need to be temperature checked</li> <li>▪ Sanitize bins / cartons before unloading</li> <li>▪ Disinfection of cars / cabs everyday</li> <li>▪ Using of hand gloves compulsory</li> </ul>	<ul style="list-style-type: none"> <li>▪ Don't touch materials without disinfection treatment [Allow cool down period of 4~6 hrs]</li> <li>▪ Ask and direct vendors / supplier to follow strict instruction before dispatch of materials</li> <li>▪ Drivers need to be educated &amp; create awareness about cleanness &amp; hygiene</li> </ul>

## Policy Guidelines .... contd

**Meeting Guidelines:** Avoid face to face meeting, use electronic media tools for conducting meetings. Non essential meetings / visitors not to be called to work places.

Control Area	Key Direction	Instruction to Employee
<b>Meeting Guidelines</b>	<ul style="list-style-type: none"> <li>Avoid all meetings, conferences, events, training programs for next 45 days to 60 days</li> </ul>	<ul style="list-style-type: none"> <li>Maximize the usage of WebEx, telephonic, VC etc. for meetings within and outside</li> </ul>
<b>Visitor/Non essential staff guidelines</b>	<ul style="list-style-type: none"> <li>Strict control on visitors, vendors and other service provider employees.</li> </ul>	<ul style="list-style-type: none"> <li>Avoid calling them to our work locations</li> <li>In case necessity, visitors to give a self -declaration about their health and travel history to security at gate</li> <li>Mandatory temperature checking at gate.</li> </ul>

***These guidelines will be subject to all applicable notifications/orders/guidelines of the Government that may be issued in respective of any lifting off the lockdown and reopening of offices, factories etc.***

Monitoring & Control Committee: HR & EHS / Emergency Response team to continue daily Monitoring, Review & evaluate the horizontal deployment of Action Plans. For any queries / clarifications contact Human Resource Department.

While these are indicative guidelines and will be subject to overall rules & regulations of the Company. Some deviations have been permitted in our policies keeping the severity of the situation and ONLY for the duration till the situation normalizes.



## Some useful information ...


**Aarogya Setu** - is designed to keep an user informed in case s/he has crossed paths with someone who has tested positive. The tracking is done through a Bluetooth & location-generated social graph, which can show your interaction with anyone who has tested positive.

The graphic is a promotional poster for the Aarogya Setu app. It features a central smartphone displaying a social graph of people. The background is light blue with a subtle grid pattern. At the top, there's a heart icon with a green checkmark and the 'my GOV' logo. The main headline reads 'Govt Launches 'Aarogya Setu App' a Bluetooth-based COVID-19 Tracker'. Below this, there are four key features highlighted with icons: 1. Alert users if they come in proximity to an infected person. 2. Privacy-first by design & available in Android & iOS. 3. Inform users about best practices & relevant medical advisories. 4. The App has highly scalable architecture & is available in 11 languages. To the right, there's a QR code for downloading the app, with social media icons for Twitter and Facebook above it. The text 'Available in 11 different languages' is at the top right of the QR code section. The bottom of the smartphone screen shows a 'Register Now' button and a small text box: 'With Aarogya Setu, you can protect yourself, your family and friends, and help our country in the effort to fight COVID-19. If we are safe, India is safe.'

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## Some useful information ...contd


① Standard Operating Procedure (SOP) provided by Ministry of Health and Family Welfare will be followed for transporting a suspected case of COVID-19.


 Scan this QR Code to refer related document



② Do inform HR Dept as per following? anytime

①  Please declare, if you have travel history to any interstate

②  Any symptoms like fever, cough, fatigue and Breathlessness.

③  If you or otherwise any of your family/neighbor member is under home quarantine.

④  If your under treatment for COVID19 or RESPIRATORY ILLNESS.



No Handshakes



Namaste



Must Wear Nose Mask

Contact HR Department anytime for any queries, please write us or call.....  
Be Safe & Be Healthy

### Sources of Information:

- ☞ WHO - Health Bulletins / Information
- ☞ Ministry of Health and Family Welfare, GOI
- ☞ Department of Health and Family Welfare, GOK
- ☞ Centre for Disease Control and Prevention
- ☞ Indian Council of Medical Research

# **YASKAWA**

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