



# COVID-19 Standard Operating Procedure (SOP)- CHF

---

**COVID-19**

LET'S DEFEAT THE INVISIBLE ENEMY

## Table of Contents

INTRODUCTION.....	3
MESSAGE FROM THE DIRECTOR OF THE COMPANY .....	3
STANDARD OPERATING PROCEDURE OF CHF .....	4
RESUMPTION OF FACTORY AND OFFICE OPERATIONS .....	4
HEALTH COMMITTEE MEETING .....	6
QUESTIONNAIRE .....	7
COVID 19 EDUCATION AND AWARENESS CLASS .....	8
MEDICAL CHECK-UP .....	9
PRECAUTIONARY MEASURES IMPLEMENTED IN THE FACTORIES.....	10
THERMAL SCANNING BEING DONE ON EVERY SINGLE ENTRANCE .....	11
SOCIAL DISTANCING AND PPEs AT WORK PLACE .....	12
CONCLUSION .....	13

## **INTRODUCTION**

CHF is a company strictly following the Social, Environmental and Ethical compliances and specifically the rules and regulations stipulated by the government of the country. The company has its own policies which are strictly followed ever since its incorporation in line with the government policies and the policies/interests of its overseas customers.

In the given critical phase of COVID 19, CHF has evolved its own SOP for work resumption after the countrywide lockdown in line with the government directives and regulations.

## **MESSAGE FROM THE DIRECTOR OF THE COMPANY**

*Dear Colleagues,*

*As we are well aware, the entire world is currently facing one of its most unprecedented and existential threats that we ever faced in our lifetime. It gives me immense pleasure to understand that all the CHF employees and their families and our associates are safe and healthy.*

*It is imperative to work cautiously by strictly following the government directives and regulations during the coming several months to successfully fight this disastrous pandemic. As a responsible company CHF is taking vigilant steps towards resuming the factory and office operations by implementing strict precautionary measures to support the country in its endeavor to contain the spread of corona virus infection in India. Accordingly, a Standard Operating Procedure (SOP) for work resumption after lockdown has been formulated to re-open the offices and factories for ensuring the health and safety of all the employees and associates. This SOP is to be read in conjunction with other guidelines issued from time to time. It is extremely critical that all the precautionary measures are strictly followed at all offices, plants and the facilities of vendor associates of CHF, so that safety and security of all CHF employees, associates and other ancillary workforces are ensured.*

*The concerted efforts of the company to achieve the objective can be accomplished only with the wholehearted cooperation and support of the employees and associates. I have no iota of doubt in this matter that together we can successfully navigate through this crisis and emerge stronger than ever before.*

*Warm Regards,*

**S.G. Panicker.**

**Director**

## **STANDARD OPERATING PROCEDURE OF CHF**

### **RESPONSIBILITY OF CHF CORE TEAM**

- CHF core team to be constituted at factories/offices to coordinate efforts towards dealing with this crisis and ensure control the spread of COVID-19 at work place.
- Each Unit Head shall form a CORE TEAM at Unit level for ensuring compliance of SOP.
- Administration Department should ensure proper hygiene at work place including washrooms, water containers etc.
- All the employees should be provided with PPEs (mask and gloves).
- Avoid use of AC to the extent possible and use natural ventilation by keeping doors and windows open.

### **RESUMPTION OF FACTORY AND OFFICE OPERATIONS**

- The resuming of employees at work place will be done in phases with timelines and dates, presence of employees at work place in a day should not be more than 30% of total strength.
- Concerned Unit Head at Units and HODs at Corporate Office to take the decision based on evolving situation and considering the work load/exigencies of different departments as well as based on the business and operational requirements.
- Minimum possible manpower required for production, maintenance, coordination and other linked activities to be called for attending work place in order to maintain social distance. Working days/ working hours shall be decided based on the emerging situation.
- All the employees/workforce s should wear a face mask.
- Social distancing should be followed (minimum 6 feet distance between people) while thermal scanning at the entrance gate.
- Social distancing should be followed (minimum 6 feet distance between people) at the hand sanitizing area.
- Social distancing should be followed (minimum 6 feet distance between people) at the wash area.

- Social distancing should be followed (minimum 6 feet distance between people) during the work in the factory. The unit head should strictly monitor the same.
- As usually done in the normal circumstances, the entire workforce should use the PPEs. But they should not remove the face mask even if they are signed out from the factory. They should remove the face mask only once they reached their home. The unit heads should reiterate the importance of the same every instance and should be strictly followed.
- Each employee should declare their health status as per the prescribed Self-Declaration Form (Questionnaire).
- Evaluate each employee's health situation (based on self declaration).
- Permit employee to attend office only when the employee is healthy. Those requiring monitoring will be referred for medical advice before resuming work.
- People having symptoms of fever, cough, vomit, diarrhea, etc. should be directed to not resume work without proper joining advice/fitness certificate from the Medical Officer. Details of such employees to be shared with Unit Head & Company Doctor.

## HEALTH COMMITTEE MEETING

A health committee meeting was conducted before the reopening of the factories and offices. The meeting was convened by the General Manager of the company and headed by the company Doctor. The representative from the management, staffs, supervisory staffs and workers were present in the meeting.

The company doctor had explained about various types of corona viruses and especially the COVID 19 and its dangerous peculiarities. She has explained about the symptoms of COVID 19, which could vary from person to person depending on his/her immunity power and previous medical background.

The essence of the class was about how to fight COVID 19 and what precautionary measures should be taken and the responsibility of each individual as a whole for the wellbeing of the society.

The doctor explained in details about the importance of washing the hands using soap at-least every one hour gap, effectiveness of using liquid alcoholic sanitizers and how to use it, importance of using face mask while in public interaction, importance of using PPEs while at work, importance and benefits of keeping social distancing during work and while in public interaction/appearance.

The detailed minutes of the health Committee is kept in the office records for frequent references and a succinct of the same are displayed in the factory as a directive and enlightenment for the employees.





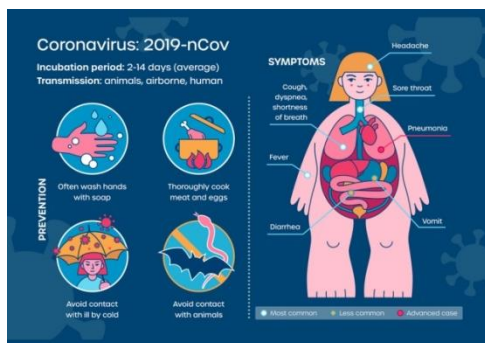
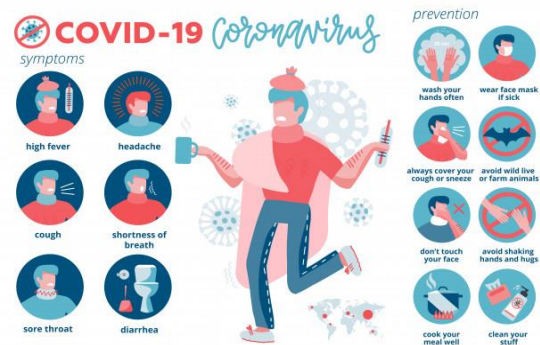
## QUESTIONNAIRE

A questionnaire was given to each employee to fill in which is also a self-declaration from them.

EMPLOYEE QUESTIONNAIRE			
SL #	QUESTION ചോദ്യം	RESPONSE/ഉത്തരം	
		YES	NO
1	Do you have fever? നിങ്ങളുടെ പനിയുണ്ടോ ?		
2	Do you have cough? നിങ്ങളുടെ ചുമയുണ്ടോ ?		
3	Do you have sore throat? നിങ്ങളുടെ തൊണ്ടവേദന ഉണ്ടോ ?		
4	Do you feel shortness of breath? നിങ്ങളുടെ ശ്വാസതടസ്സം ഉണ്ടോ ?		
5	Do you Feel body pain ? നിങ്ങളുടെ ശരീരവേദന ഉണ്ടോ ?		
6	Do you had felt anything of above during the last one month ? If yes, what treatment did you undergone ? മുകളിൽ പറഞ്ഞ അസുഖങ്ങൾ എന്തെങ്കിലും കഴിഞ്ഞ ഒരു മാസത്തിൽ നിങ്ങളുടെ വന്നിട്ടുണ്ടോ ? ഉണ്ടെങ്കിൽ നിങ്ങൾ എന്ത് ചികിത്സ തേടി ?		
7	Do you suffer from any diseases that you take treatment continuously? നിങ്ങൾ സ്ഥിരമായി ചികിത്സ തേടുന്ന എന്തെങ്കിലും രോഗം നിങ്ങൾക്ക് ഉണ്ടോ ?		
8	Has someone in your close family returned from a foreign country in the last 14 days? കഴിഞ്ഞ 14 ദിവസത്തിനിടെ നിങ്ങളുടെ പ്രവാസി ബന്ധുക്കൾ ആരെങ്കിലും തിരികെ നാട്ടിൽ വന്നിരുന്നോ ?		
9	Is the patient under home quarantine as advised by local health authority? അങ്ങിനെയെങ്കിൽ അവർ ഗോവേർന്മെന്റ് അനുശാസിച്ച ക്വാറന്റൈൻ ചെയ്തിരുന്നോ ?		
10	Has someone in your neighbourhood returned from a foregin country? നിങ്ങളുടെ പ്രവാസി അയൽവാസികൾ ആരെങ്കിലും തിരികെ നാട്ടിൽ വന്നിരുന്നോ ?		
11	Is the patient under home quarantine as advised by local health authority? അങ്ങിനെയെങ്കിൽ അവർ ഗോവേർന്മെന്റ് അനുശാസിച്ച ക്വാറന്റൈൻ ചെയ്തിരുന്നോ ?		
12	Have you or someone in your family come in close contact with a confirmed COVID-19 patient in the last 14 days? കോവിഡ് 19 സ്ഥിരീകരിച്ച ആരോടുകൂടി നിങ്ങൾ നേരിട്ടോ അല്ലാതെ യോ ഇടപെടാൻ ഇടയായിട്ടുണ്ടോ ?		

## COVID 19 EDUCATION AND AWARENESS CLASS

An educative and awareness class were given to the employees on the novel corona virus, how it infects people and on what circumstances, what are the symptoms, consequences, how to prevent it, what are the responsibilities of each individual etc.





## **MEDICAL CHECK-UP**

Every employee was diagnosed by the company doctor before commencing the work. Any employees found unfit will be prescribed for medication and close observation. The medical check-up by the doctor will be done in every 12 days interval.





## **PRECAUTIONARY MEASURES IMPLEMENTED IN THE FACTORIES**

The The entire factory buildings, offices buildings, tools & equipments, machineries, merchandise, stocks, vehicles etc are disinfected / sanitized professionally, by using the service of an internationally approved body affiliated by the PEST CONTROL BOARD OF INDIA (PCI).



## **THERMAL SCANNING BEING DONE ON EVERY SINGLE ENTRANCE**

All the employees, staffs and others being entered in the factory will be thermal scanned strictly. Any reading found above 37 degree Celsius will be sent straight away to the Company doctor for further diagnosis. Each employees scanned were sent to the wash area for washing their hands using liquid soap and finally given the alcoholic sanitizer to clean their hands before entering the factory/office. Hand washing and sanitizing are made done strictly in every one hour interval.

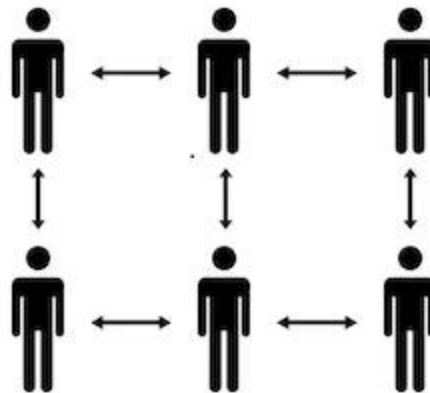
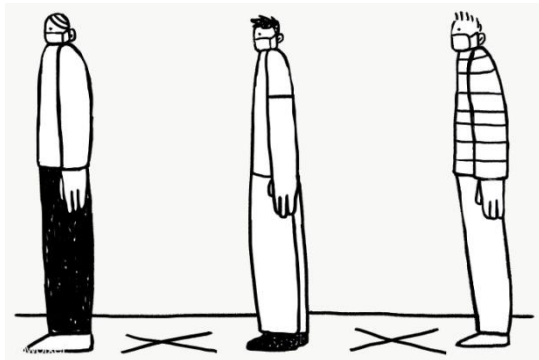
Social distancing of minimum 6 feet were strictly followed everywhere in the queues, work place, dining etc.





## **SOCIAL DISTANCING AND PPEs AT WORK PLACE**

Social distancing and the use of PPEs were strictly implemented and monitored at the work place. The uses of PPEs were a usual practice followed in the factory even in the normal course, so our workforces are used to it. Social distancing (minimum 6 Feet) and sanitization are the new implementations that are strictly monitored by the factory supervisors and heads. We have also given awareness to the employees the importance of following social distancing while they are in public places.



## **CONCLUSION**

Apart from the precautionary measures taken in view of the health and safety of the employees and associates, the company also has given due care to the shipments and the export merchandise in terms of disinfection.

The cleaning and fumigation of the containers are a usual practice but in view of COVID 19 we have increased the fumigation timing in order to get an impeccable result. All the export merchandises are also fumigated before the container stuffing.

CHF as a socially responsible company has done its best in this COVID 19 scenario for the health and welfare of its employees and thereby supporting the interest of our country. Our untiring efforts in fighting the COVID 19 will continue until we win the battle.

We are sure that the world will defeat this invisible enemy very soon with collective efforts and emerge stronger than ever before.